

New Editorial procedures for the SAIEE Africa Research Journal / SAIEE ARJ (with effect from January 2009)

Processing time: 3.5 to 4 months	Preliminary Processing time: 6 working days	<ul style="list-style-type: none"> • 1 Corresponding author <ul style="list-style-type: none"> • Submits paper Author guidelines (including graphics checker) available at www.saiee.org.za/arj • Proposes track • Proposes one reviewer • 2 SAIEE ARJ Administrator <ul style="list-style-type: none"> • Within 1 working day, acknowledges receipt of paper <i>Provides Paper ID to Author</i> • 3 SAIEE ARJ Managing Editor <ul style="list-style-type: none"> • Within 2 working days of receipt of paper from ARJ Administrator • Studies paper (abstract and conclusions) • Checks for plagiarism (turnitin) • Make recommendations to Editor-in-Chief <ul style="list-style-type: none"> • Basic format (layout & graphics check) • Possible acceptance or rejection • Confirms track and recommends Associate/Specialist Editor • 4 SAIEE ARJ Editor-in-Chief <ul style="list-style-type: none"> • Studies recommendations from Managing Editor • Can raise an objection(s) to recommendations within 3 working days, else the Managing Editor forwards to Associate/Specialist Editors (with copy to ARJ Admin.) • 5 SAIEE ARJ Managing Editor <ul style="list-style-type: none"> • If the paper is rejected, move to step 10 (below). • Edits paper: Blind paper review enabled, i.e. author names and affiliations removed • Forwards the edited <u>and</u> original paper to Associate/Specialist Editor Time allowed for Associate/Specialist Editor: 3 months • Copies of all recommendations thus far also forwarded to Associate/Specialist Editor
	Processing time: 3 months	<ul style="list-style-type: none"> • 6 SAIEE ARJ Administrator <ul style="list-style-type: none"> • Friendly follow-up (via e-mail) with Associate Editor within 2 months • Friendly follow-up again (telephonically) within 2.2 months • 7 Associate/Specialist Editors <ul style="list-style-type: none"> • Time allowed for each paper: 3 months • Specialist Editor checks: acceptance/rejection (provides a reason for rejection) • For acceptance, forwards to another 2 independent reviewers; and 1 reviewer (as suggested by Corresponding author) • Specialist Editor to follow-up with reviewers on a regular basis • Specialist Editor to <i>carefully</i> study all received reviews and consolidate reviews for distribution to Author(s) • On basis of at least 2 reviews received within 3 months, makes a recommendation to the Managing Editor
	Processing time: 5-10 working days	<ul style="list-style-type: none"> • 8 SAIEE Managing Editor <ul style="list-style-type: none"> • Within 2 working days thereafter: Studies recommendations and consolidated review sheets received from Associate/Specialist Editor • Makes recommendation to Editor-in-Chief • 9 SAIEE ARJ Editor-in-Chief <ul style="list-style-type: none"> • Studies recommendation of Managing Editor • Can raise an objection(s) to recommendations within 3 working days, else the Managing Editor forwards to the SAIEE ARJ Administrator. • 10 SAIEE ARJ Administrator <ul style="list-style-type: none"> • Within 2 working days, the Administrator communicates the decision to the Corresponding author with copy to Associate Editor, Managing Editor and Editor-in-Chief. • For accepted papers, Author(s) must comply with all layout requirements (within 5 working days) • 11 SAIEE Publications Company <ul style="list-style-type: none"> • Online ‘printing’ to happen within 24 hours of response from Author • Actual “hard-copy” printing within 3-4 months thereafter (printing schedule will be proposed from 2010)

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SAIEE ARJ Administrator: Ms Gerda Geyer (geverg@saiee.org.za)