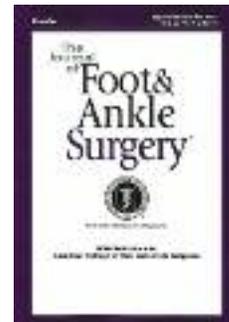


You Just Submitted an Article to *JFAS*: What Happens Next?



D. Scot Malay, DPM, MSCE, FACFAS, Editor of *The Journal of Foot & Ankle Surgery (JFAS)*, answers frequently asked questions about what happens between *Journal* article submission and publication.

What happens to my article after I submit it to *JFAS*?

Dr. Malay: All manuscripts submitted to *JFAS* go through editorial consideration and peer review, all of which takes place in the Elsevier Editing System (EES). All communications occur between the corresponding author and the editors.

Once a new manuscript is submitted, I read it and consider whether or not it fits the *Journal's* content criteria. If I think it is suitable for *JFAS* in terms of content, I assign it to a section editor who, in turn, invites peers to comment on the report.

The peer review process is blind, and neither the authors nor reviewers know each other's names or institutions. Editors, on the other hand, are aware of the authors' and reviewers' names and institutions. Editors generally invite three or more peers to critically appraise the submission, and our aim is to provide the author with a minimum of two blind peer reviews, along with the section editor's recommendations and

my own critique of the report. Peers are asked to provide their comments within two weeks, and the section editor is asked to make a decision (revise, reject or accept) within 30 days.

What is the turnaround time from article submission to publication?

Dr. Malay: On average, it takes about 35 ± seven days to make a decision. The ultimate duration of time between submission and publication, should a manuscript be accepted for publication, varies with the number of revisions that we request and the time that it takes for the author to revise and complete the resubmission process. It takes between two and four months on average for a manuscript to be revised.

Revised manuscripts are reassigned to the original section editor, and the same peer reviewers are asked to review the revised manuscript. Thereafter, the section editor makes another decision as to the disposition of the manuscript, after which I inform the corresponding author of the decision. Once again, our aim is to make this decision within a 30-day period. On average, the articles that we publish in *JFAS* have gone through two revisions, and it takes between six and nine months from initial submission to acceptance for publication.

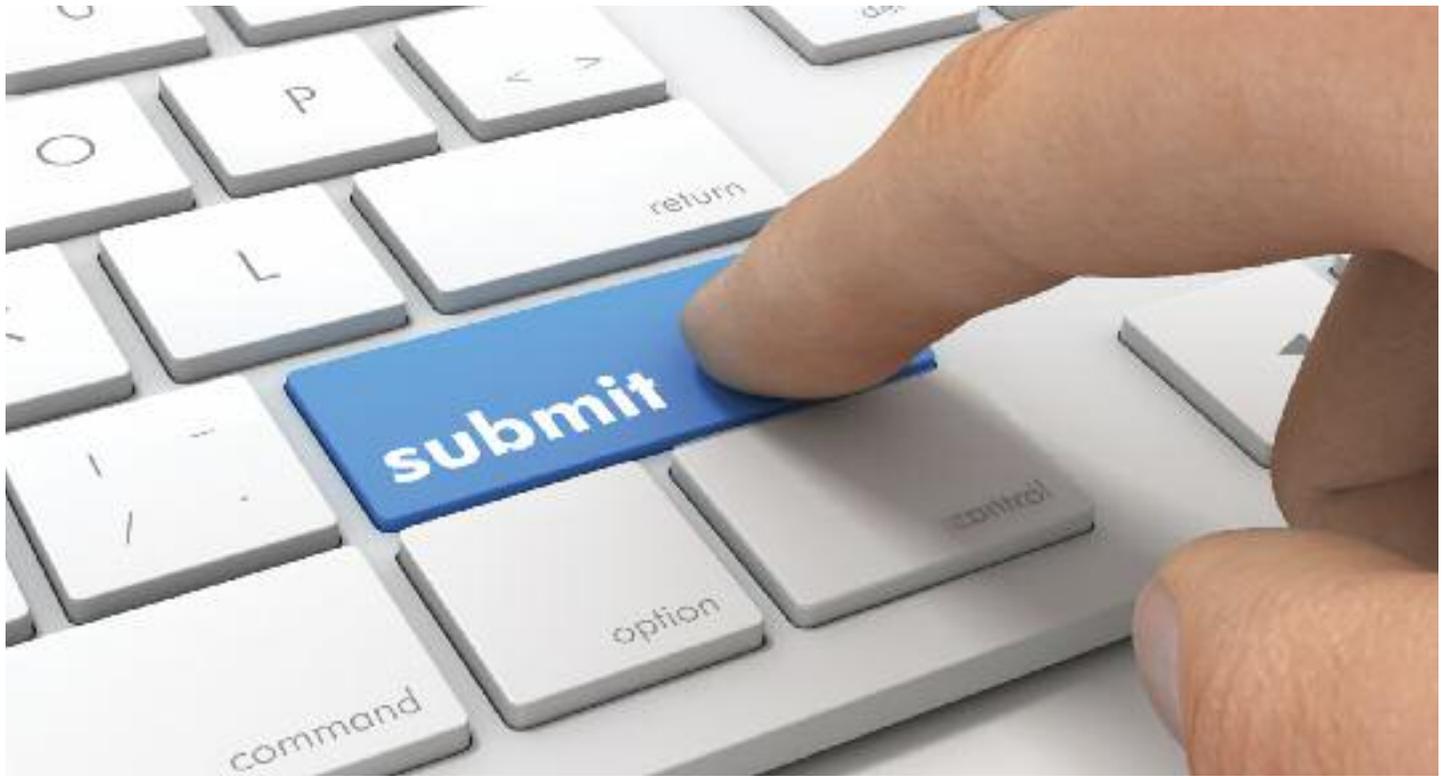
After acceptance, it takes approximately two weeks for page proofs to be produced. The page proofs are sent to the corresponding author for final review and annotation prior to publication.

How can I track the status of my article?

Dr. Malay: Authors can track their submission in the EES, where they can also inquire about the status of their submission. I respond to any inquiries that we receive. Editors and peer reviewers can communicate with one another, but due to the blinding process, authors can only communicate with editors.

What should I do if I do not hear back right away?

Dr. Malay: We check our email daily and reply to all author queries within 24 to 48 hours. Authors are instructed to use the EES for all communications related to their manuscript since this online system rigorously logs all activities, including communications, between editors and authors. If you do not hear back right away, we ask that you email us again. Furthermore, authors must designate a corresponding author since this has been shown to be the best way to organize and keep track of communications. This is a standard production process based on many



decades of scientific journal experience. As such, coauthors are advised to communicate with, and through, their corresponding author. Since at any one time we have more than 200 manuscripts in various stages of the reviewing and editing processes, it is necessary that the corresponding author serve as the point person for his or her coauthors.

What happens to my article after it is accepted for publication in *JFAS*? Who gets to read it?

Dr. Malay: After a manuscript is accepted for publication, which on average requires two revisions, and after the author approves the page proofs, the article is published online and indexed in the online databases

(BioMed, CINAHL, MEDLINE, Scopus, and others). Once that occurs, the report is available to readers as an Article in Press, after which it is published in a print issue of *JFAS*.

Immediately prior to publication, and following incorporation of the final revisions, the corresponding author, on behalf of the coauthors, assures that the report has not been submitted or published elsewhere and informs us as to the type of publication process desired. Typically, authors choose to publish their research for free as a traditional subscription article. This means the article is made available only to *Journal* subscribers or to others who pay for access to the article.

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