GALA JOURNAL OF APPLIED SCIENCES

Editorial Document (A.3)

2. Associate Editor Guidelines

Role & Responsibilities

Associate Editors (AEs) oversee the peer-review pipeline for manuscripts within their subject area expertise, ensuring rigorous, fair, and timely evaluation.

- **Initial Screening:** Assess submissions within 5 business days for scope relevance, basic formatting, and ethical compliance before assigning reviewers.
- **Reviewer Selection:** Assign a minimum of two independent, qualified reviewers per manuscript. Avoid selecting reviewers with potential conflicts of interest.
- **Decision Recommendation:** Synthesize reviewer feedback and submit a formal decision recommendation (Accept, Revise, or Reject) to the Editor-in-Chief within 5 days of receiving all review reports.
- **Timeliness Monitoring:** Follow up with reviewers to ensure reviews are returned within the 21-day review window.