GALA JOURNAL OF APPLIED SCIENCES

Editorial Document (A.3)

4. Editorial Workflow Manual

Standard Processing Lifecycle

1. **Submission & Desk Evaluation (Days 1–3):**
    - Pre-review checks for plagiarism (similarity index), formatting, and completeness.
    - Desk rejection or routing to the appropriate Associate Editor.
2. **Peer Review Management (Days 4–25):**
    - AE assigns a minimum of 2 external peer reviewers.
    - Reviewers complete evaluation within 21 days.
3. **Editorial Determination (Days 26–30):**
    - AE synthesizes feedback and issues a recommendation.
    - Editor-in-Chief grants final approval on decisions.
4. **Revision & Production (Days 31–45+):**
    - Authors submit revised manuscript and point-by-point response.
    - Final decision, copyediting, typesetting, proofreading, and online publication.