

Guide to editorial processing in a scientific journal

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**The experience of the *Boletim do
Museu Paraense Emílio Goeldi.
Ciências Humanas* in the use of
the ScholarOne platform**

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MUSEU PARAENSE EMÍLIO GOELDI
HUMAN SCIENCES BULLETIN

**Guide to editorial processing in a scientific journal:
the experience of the *Bulletin of the Museu Paraense
Emílio Goeldi.*
Human Sciences in the use of the ScholarOne platform**

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1 INTRODUCTION

This guide comprises a larger set of research developed (since 2017) related to the *Bulletin of the Museu Paraense Emílio Goeldi*³, a scientific publication published since 1894, and still in circulation, belonging to the Museu Paraense Emílio Goeldi, which resulted in a diagnosis of the journal, with the proposal of adjustments in editorial conducts essential for maintaining the quality of the journal and indexing on international bases (see BELTRÃO et al., 2019; BELTRÃO; SILVA, 2020, 2019, 2018).

The scientific communication system has undergone changes with the development of communication technology, “[...] modifying, expanding, and diversifying, [with the forms of communication] becoming increasingly efficient, fast, and comprehensive, overcoming geographical, hierarchical, and financial barriers [...]” (MUELLER, 2000, p. 23). In the face of a changing scenario, the *BMPEG - Human Sciences* gradually adapts to the new trends established for scientific journals in electronic format. Thus detail and explain the 18 editorial stages of the *BMPEG - Human Sciences*, ranging from submission to publication *online*, is important, although the journal adopts editorial practices known by scientific editors.

Currently, the journal is indexed in nine indexers⁴ and, as a criterion of permanence, adhered to the good

³ Hereinafter *BMPEG - Human Sciences*.

⁴ *Anthropological Index Online; Anthropological Literature; Directory of Open Access Journals (DOAJ); Citas Latinoamericanas en Ciencias Sociales y Humanidades (CLASE); International Bibliography of the Social Sciences (IBSS); Latindex; Redalyc; Scientific Electronic Library Online (SciELO), and SCOPUS ELSEVIER.*

scientific communication practices: registration of *Open Researcher and Contributor ID* (ORCID); adoption of the *Digital Object Identifier* (DOI) and continuous publication. In this context, this Guide describes the editorial process of *BMPEG - Human Sciences*, explaining the understanding of the stages of processing submissions and the nuances of understanding between the scientific editor, the associate editors, the scientific council, the reviewers, and the team of editorial assistants in the process of producing the journal.

2 EDITORIAL PROCESS

Understanding the editorial process in scientific journals helps and minimizes submission processing time (FERREIRA, 2013). Ferreira, Canela, and Pinto (2014, p.4) state that the “[...] editorial process is still largely shrouded in myths that are effective barriers to production [...]”.

In this sense, the observance of the norms, instructions for authors, scope, and objectives of scientific journals by researchers is fundamental to reduce such barriers. Thus, Ferreira, Canela, and Pinto (2014) understand that the editorial process is essential since the observance of the intrinsic stages ensures the presentation of the results and the quality of the research, and contributes to the productivity of researchers. Undoubtedly, the individuals involved in it have important functions and responsibilities: Rodrigues, Quartiero, and Neubert (2015, p. 118, our translation) state that: “The editorial structure of a scientific journal is formed by a set of people willing to contribute to the enrichment of the collection and human knowledge and ensure the continuity of the editorial flow.”

Within its scope, there are three inherent functions in scientific journals:

- 1) act as an alert service, keeping researchers up to date and informed about the state of the art in their respective areas of knowledge;
- 2) they archive all the research developed by the researchers; and 3) perform the social function, “[...] by registering, through the publication of the research, their contribution to a certain area of the scientific community.”(COSTA, 1988, p. 10-11, our translation).

Three central elements are highlighted in the editorial process: “[...] the editor, professionals focused on content certification, and technical professionals related to

title edition." (RODRIGUES; QUARTIERO; NEUBERT, 2015, p. 131). This is what ratifies Cabral (2018), considering the authors, reviewers, and editors as the tripod in the assessment process of scientific articles submitted to the journals.

3 OPEN SCIENCE

The Open Science movement arises to improve and streamline editorial procedures among peers. Authors such as Oliveira e Silva (2016) state that there are different nomenclatures for the term: *Open Science*, *e-Science*, *Open Research*, *Research Science*, and *Data Science*. It is also considered that the opening of data “[...] is one of the main proposals of Open Science – a topic that has been addressed as a priority at the international level, with intense debate on principles and standards for access to research data.” (LIVRO..., 2017, p. 11, our translation). Here is the definition of the term Open Science:

[...] very broad concept, which encompasses various practices and tools linked to the use of collaborative digital technologies and alternative intellectual property tools. Some inclusive definitions propose that open science embraces practices as different as open access to scientific literature or digitally mediated forms of open collaboration [...] (DELFANTI; PITRELLI, 2015, p. 59, our translation).

We list some of the practices based on Open Science: the *Ahead of Print*, which concerns the individual publication of scientific articles. Packer et al. (2016, our translation) state:

The oldest modality that journals use is the early publication of the article *online* before printing the paper number, which was identified in the PubMed database as an *ahead of print epub* (aop) document. Disregarding the paper version, the denomination applies today to the publication of the article before its insertion in a regular number, that is, there is a provisional publication without identification of number and volume followed by the definitive publication, some time later, with the adjustments of composition and pagination at the time of insertion of the

article in the corresponding number and volume. Therefore, there are two publications of the same article. Most international journals publish articles in advance.

This modality is currently known to researchers as *Preprint* and consists of a pre-publication of the results achieved by the scientific community. Meadows (1999) states that this process accelerates the dissemination of science. Berg et al. (2016, p. 899, our translation) state that:

A preprint is a complete scientific manuscript (often one also being submitted to a peer-reviewed journal) that is uploaded by the authors to a public server without formal review. After a brief inspection to ensure that the work is scientific in nature, the posted scientific manuscript can be viewed without charge on the Web [...]

Avasthi et al. (2018, p. 1, our translation) consider that *preprints* contribute to the *feedback* of the research since "[...] authors can review and improve their manuscript in response to feedback from readers before a formal publication in a journal [...]".

An *Open Peer Review* or open peer assessment "[...] covers a range of peer review practices or models that aim to increase the transparency, efficiency, and accountability of the review process." (NASSI-CALÓ, 2019a, translation). One of its characteristics is the sharing and availability of information contained in the opinions issued by the reviewers (GARCIA; TARGINO, 2017). Also according to the authors, this system streamlines and increases editorial transparency throughout the process.

4 METHODOLOGY

Through descriptive and qualitative analysis, made through bibliographic research in the search of the state of the art of the editorial process of scientific journals and the step-by-step description of the stages of editorial processing, which present here the stages of editorial production in a scientific journal. The Capes Journal Portal, the digital library, the SciELO collection, and BRAPCI - Database on Information Science were consulted for this purpose.

Trzesniak (2006) considers four dimensions of the quality of electronic scientific journals: 1) technical-normative; 2) product purpose; 3) production process; and 4) market.⁵

Trzesniak (2006) states that maintaining normative rigor and carefully selecting content encourages an increase in the editorial quality of the journal. It is proposed to describe the editorial stages that constitute the functioning of the journal based on the four dimensions of quality listed by Trzesniak (2006), and in line with Beltrano and Silva (2019). This Guide details these stages, the roles and responsibilities of the participants in the publishing process, which, for Trzesniak (2006, p. 351, our translation), corresponds to the “[...] quality associated with the execution of editorial procedures in a systematic, complete, efficient, effective, and transparent manner.” For this purpose, the research used a flowchart prepared by Jimena Felipe Beltrão and Talita do Vale (2017) as reference.⁶

5 THE EDITORIAL PROCESSING OF *BMPEG - HUMAN SCIENCES*: DESCRIPTIONS AND STAGES

The current editorial process of *BMPEG - Human Sciences* consists of 18 stages found in a flowchart prepared as a form to present the process and visualize its complexity (Figure 1). The editorial chain involves editors, reviewers, librarians, translators, *publishers*, among others (NASSI-CALÓ, 2016). The professionals involved in this process are targets in the study and were identified in Figure 1: author (A); editorial team (B); scientific editor (C); associate editor (D); and evaluators/reviewers (E).

⁵ In a previous study, the norms adopted by the scientific journals used in the area of Human Sciences indexed in the SciELO Network were examined focusing on the areas of Anthropology, Linguistics, and Archeology, which resulted in the suggestion of using the international normative style *American Psychological Association* (APA) for the *BMPEG - Human Sciences*, adopted for the editions from the year 2020 (see Beltrão; Silva, 2019).

⁶ A preliminary version of the flowchart was prepared in August 2017, for the purpose of presentation in the discipline “Scientific communication”, of the Graduate Program in Information Science, of the Instituto de Ciências Sociais Aplicadas (ICSA), of the Universidade Federal do Pará.

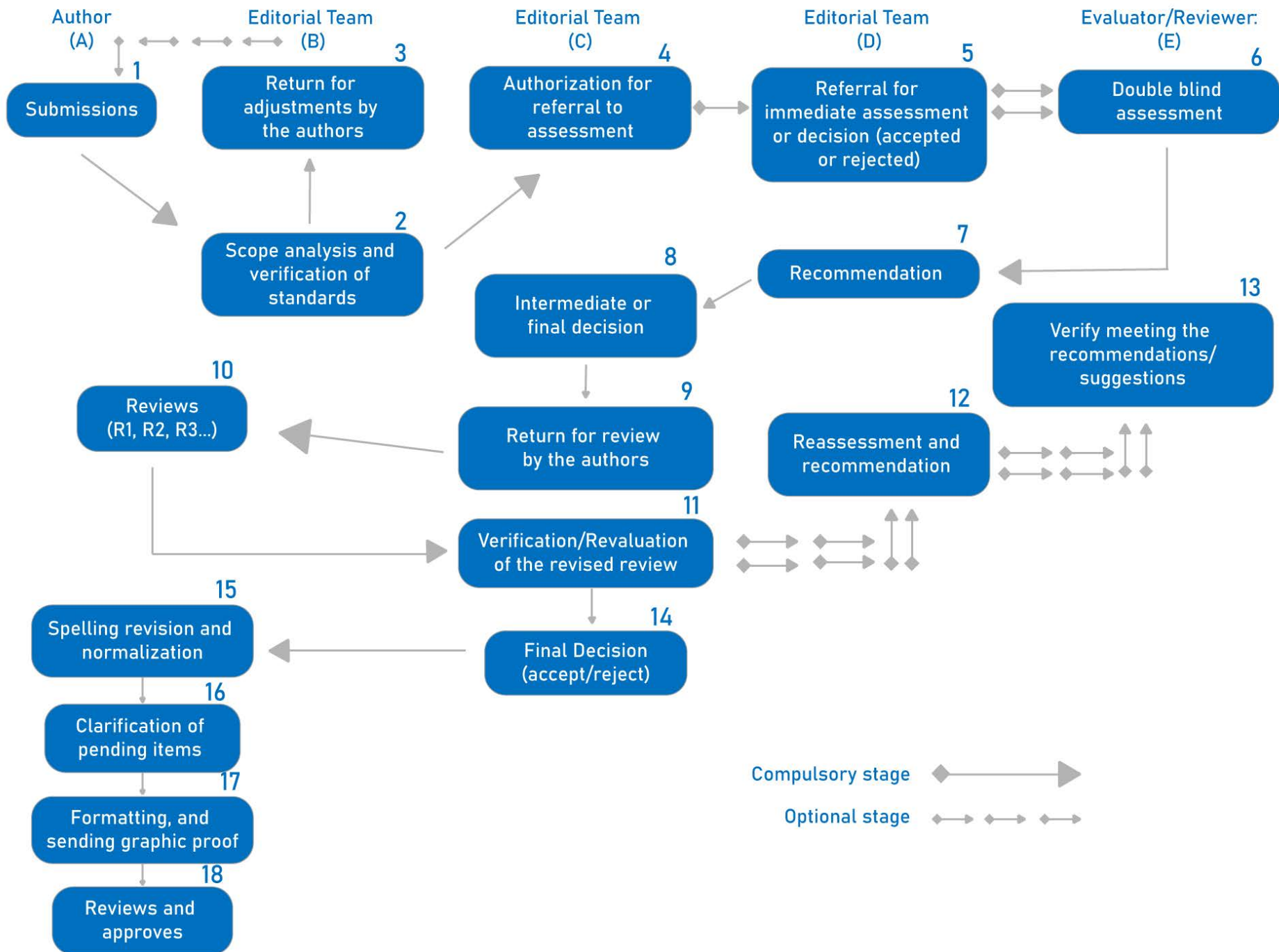


Figure 1 - Editorial process of *BMPEG - Human Sciences* based on the journal's submission process. Source: original version elaborated by Jimena Felipe Beltrão and Talita do Vale (2017). Adapted by the authors (2019), with layout review by Silvia de Souza Leon (2019).

With the participation of various actors, the editorial processing of submission to any scientific journal, if the *BMPEG - Human Sciences*, requires a high degree of interaction between the protected parties. However, ethical nuances should promote balanced assessments. From now on, the analysis turns to each of the 18 stages of the editing process of the *BMPEG - Human Sciences*, from submission to publication *online*.

5.1 Submissions

Throughout its history, the *Bulletin of the Museu Paraense Emílio Goeldi*⁷ received the submissions in physical process, on paper, sent by post or personal delivery. As of February 2016, the *BMPEG - Human Sciences*, as required by SciELO-Brazil, implemented the *online* submission through the *ScholarOne* platform (Figure 2), this indexer's requirement.

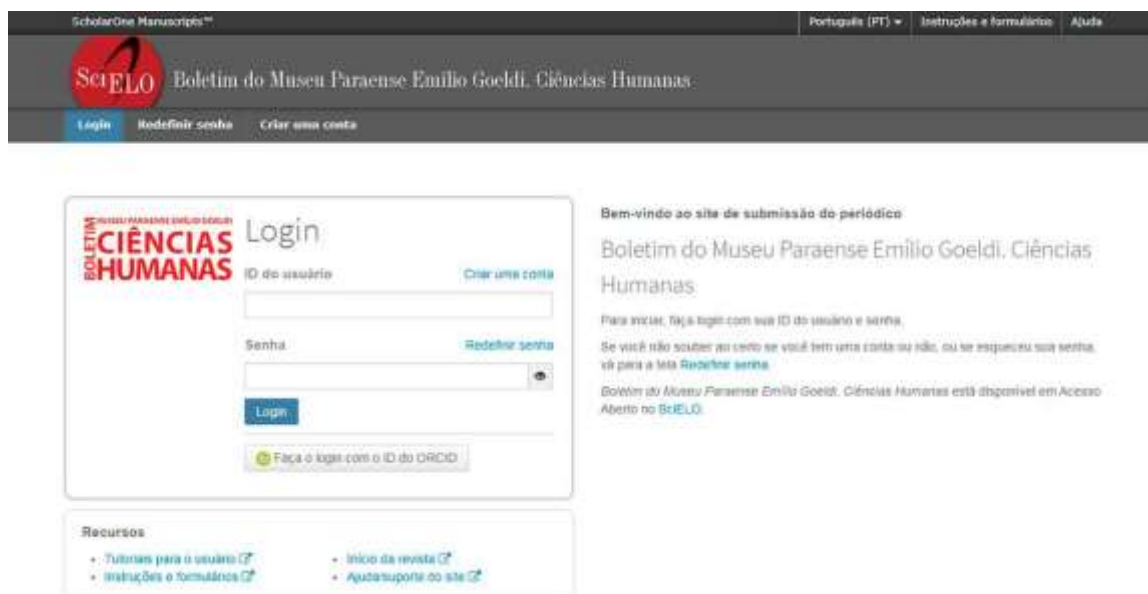


Figure 2 - Online platform of *ScholarOne Manuscripts* submission. Source: Platform *ScholarOne* (2019). Graphic design: Talita do Vale (2019).

⁷ About the trajectory of the *Bulletin of the Museu Paraense Emílio Goeldi*, and the changes that occurred in its format, see: Beltrano and Silva (2018), Benchimol, Arruda, and Silva (2016), Benchimol (2015), Benchimol and Pinheiro (2014), and Silva and Sousa (2007).

Packer (2015) states that, from 2015, it became mandatory to “[...] evaluation *online* of manuscripts through a system or service that records transactions involving authors, editors, and reviewers and allows the retrieval of past evaluations as well as the production of follow-up reports and statistics.” This is what corroborates the letter of the scientific editor Jimena Felipe Beltrão: “in celebrating its sesquicentennial, The Museum inaugurates fully electronic phase of its bulletin.” (Beltrano, 2016, p. 357, our translation). The following year, there was an increase in the number of submissions with the use of the *ScholarOne* system (BELTRÃO, 2017). Chart 1 shows the evolution in the increase in submissions received after the beginning of using this system:

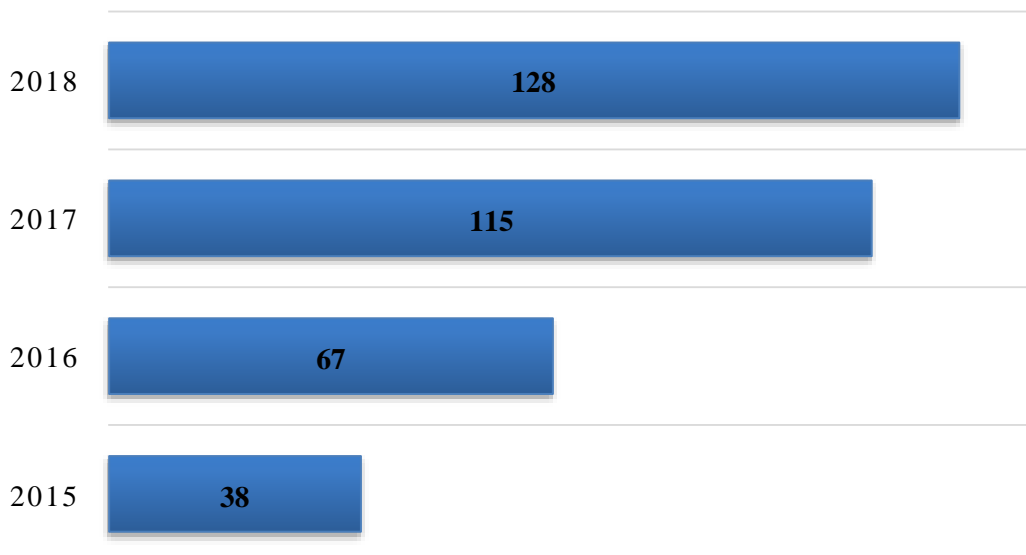


Chart 1 - Total submissions received between the years of 2015⁸ and 2018 by BMPEG - Human Sciences. Source: Archives of the Bulletin Editorial Board (NUEBL/MPEG) and the ScholarOne platform (2019). Graph prepared by the authors (2019).

Beltrão et al. (2019) state that journals generally have a rigid structure, bibliographic standards, with content presentation standards, among other criteria that aim to ensure the quality of periodicals. Thus, each stage of the editorial processing of a submission has close proximity to the norms established by the journal.

⁸ In 2015, submissions were sent by email.

In the initial phase of the editorial process, the author (A) is responsible for the leading role, insofar as he/she is responsible for submitting his/her contribution to the journal: “The author is the producer of the work submitted for assessment. Before writing an article, he/she already knows which journal he/she wishes to send it to. This selection considers not only the reputation of the journal but also the quality of its his/her own work.” (STUMPF, 2008, p. 20, our translation). Researchers such as Cunha and Cavalcanti (2008, p. 39, our translation) define the word author as the “natural person (individual or collective) or the legal entity (State, Government, collective entities, and the like) who is responsible for the content of a work. Creator ‘is the natural person who creates a literary, artistic, or scientific work’ [...]”. It is essential that authors adapt to the editorial standards of scientific journals, be they the scope, objective, and editorial policy since the next stage consists of the verification of these requirements by the editorial team (B) of the journal, available in instructions for authors/guidelines for authors, existing in the journal *websites*. Thus, the journal's instructions to the authors (2018, our translation) state that: “An initial evaluation of the submission will be made by the [editorial team], following a *checklist*⁹ of basic criteria. If the submission is incomplete or the images are not in accordance with the specifications stated herein, the article will be returned via the platform *online* [...]” (BOLETIM DO MUSEU PARAENSE EMÍLIO GOELDI. HUMAN SCIENCES, 2018, p. 6, highlighted, our translation). Pavan and Stumpf (2009, p.75, our translation) state that “[...] the authors are the intellectual responsible of the articles and must always observe the rules of presentation of originals or instructions to the authors to reduce their chances of disapproval [...]”. The content must comply with the editorial criteria of *BMPEG - Human Sciences* for the submission to be reviewed by the journal's scientific (C) editor,

⁹ The checklist has items that, analyzed, indicate if the submission meets the journal's standards, that is, if the author followed the criteria contained in the journal's instructions. As of October 2019, the *BMPEG - Human Sciences* defined the obligation to complete the items related to the contributions of each author via the platform. This is what appears in the Bulletin of the Museu Paraense Emílio Goeldi. Humanities (2019), published in the journal profile in *Facebook*: “Open Science. Responsibility of Authors. As part of the changes that will be implemented from 2020, BMPEG Human Sciences will inform the editorial responsibility of each published item and the contributions of each author, in another open science practice.”

who will decide whether or not to accept the article. For Trzesniak (2009, p. 93, our translation), the scientific editor “[...] is the person responsible for the execution of the editorial policy and the scientific content of the journal and corresponds to the highest position in its hierarchy.”

The editorial policy of *BMPEG - Human Sciences* corroborates the idea that the submitted works should be evaluated first by the publisher or by one of the associate editors (D)¹⁰ (BULLETIN OF THE MUSEU PARAENSE EMÍLIO GOELDI. CIÊNCIAS HUMANAS, 2018). Meadows (1999, p. 181, our translation) states: "When a manuscript arrives, it is first examined by the editor who decides on what treatment it will be given. One of the options is to refuse it at once."

The author considers the process of acceptance of the scientific article complex since he/she spontaneously sends the article to the journal without any prior consultation with the scientific editors. Meadows (1999, p. 181, our translation) ratifies the importance of journal editors, stating that:

There are some basic tasks that editors must perform in the case of large and small journals. From the perspective of the publisher, one of the most important tasks is that the fascicles are published on time. For the authors, the importance of editors is that they have both the first and last words about the originals submitted for publication.

When evaluating the submitted articles, the editors seek that the scientific results contribute significantly to the journal's area of knowledge, communicate with clarity and conciseness, and follow the guidelines/norms of the journals (MANUAL..., 2012). Thus, after pre-assessment, followed by the authorization from the scientific publisher, the scientific work goes to peer review (*Peer-Review*) (BOLETIM DO MUSEU PARAENSE EMÍLIO GOELDI. CIÊNCIAS HUMANAS, 2018).

¹⁰ "Associate editors are also called field editors. However, the first denomination has a connotation of superior *status*. The associate editor participates in the decision whether or not to accept a submission, while the field editor only intervenes in the treatment that the authors give to the reviewers' recommendations and in finalizing the text [...]" (TRZESNIAK, 2009, p. 96, our translation).

5.2 Peer assessment

Meadows (1999) assures that it was once the editors who made a large part of the assessment of the originals submitted in the scientific journals. However:

The growth, both in the degree of specialization and in the volume of material submitted for publication, made this more difficult. Specialization means that few editors will be able to fully understand all the originals that arrive, while the quantity factor means that they will be overwhelmed if they try to read everything in detail (Meadows, 1999, p. 181, our translation).

In this context, evaluators/reviewers (E) are considered essential actors in the peer-review process. A “[...] common editorial policy consists of forwarding the same article to two reviewers. If they disagree on the evaluation, a copy of the manuscript will then be sent to a third reviewer (or more) for further examination.”(MEADOWS, 1999, p. 189, our translation). Stumpf (2008) states that peer review offers credibility in the communication of published scientific results, and recommends that authors read and observe the instructions since, “[...] if the researchers do not observe them, they may have their work refused by the editor even before the evaluation by the consultants.” (STUMPF, 2008, p. 21, our translation).

Thus, after the pre-assessment of the scientific publisher (C), the scientific work is forwarded to the associated editorial office (D) responsible for selecting two specialists¹¹, that is, the journal adopts anonymity between reviewer and author. If there is disagreement of opinion, the article goes to a third reviewer. However, Meadows (1999) indicates the end of anonymity between reviewers and authors:

What is more important is that studies on these blind assessments suggest that this does not greatly affect the outcome of

¹¹ The selection of reviewers can count on suggestions from the scientific publisher. In one year, depending on the number of submissions processed, it is possible to count on the collaboration of up to 80 reviewers in a work that, according to the scientific code, is done free of charge and is an inherent part of the academic activity.

the assessment process. Another suggestion often expressed is that reviewers lose anonymity. It was once, generally, public knowledge who had evaluated the work of whom, but anonymity spread along with other forms of depersonalizing scientific communication. The main justification for revealing the names of reviewers is that authors can more easily perceive any bias, conflict of interest, or misunderstanding when they know who is involved (and reviewers will be pressured to justify any criticism they make). Most reviewers don't like the idea. They believe this would lead to tiresome discussions with angry authors. Because their activities are voluntary, reviewers may refuse to assess articles in a journal whose requirements seem to them overly demanding. Without the cooperation of the reviewers, the editors could do little, even if they wanted to. Therefore, assessment without secrecy remains a limited practice (MEADOWS, 1999, p. 192, our translation).

Studies show that this system remained unchanged until the emergence of the internet (NASSI-CALÓ, 2019a, 2019b, 2015; BRAVO et al., 2019; SPINAK, 2018). Nassi-Calo (2019a) considers *Open Peer Review* as the second major paradigm shift in scientific communication. The first was *Open Access*. *BMPEG - Human Sciences* has so far adopted only the *Open Access*.

After the opinion of the two anonymous reviewers, and if there is no incompatibility or major discrepancy between them, the article returns to the associated editorial office (D)¹², which recommends: acceptance, with greater revision, less revision, or rejection of the article. The final decision is up to the scientific publisher: whether by acceptance, rejection, or revision, greater or lesser, situation in which the article is returned for further adjustments. If the article is approved, it is sent to the author (A), who must meet the recommendations and suggestions requested and resend via *online* platform. Reviews can reach multiple versions (R1, R2, R3...) until the assessment considers the process completed and the associated editorial office can make a recommendation.

¹² From v. 15, n. 3, *BMPEG - Human Sciences* will disclose the associated editorial office responsible for monitoring peer review.

When the author sends his/her post-assessment review, it is necessary to send a letter explaining how the review was carried out and which points were met and how, giving justification if he/she does not accept the reviewers' suggestion (BOLETIM DO MUSEU PARAENSE EMÍLIO GOELDI. CIÊNCIAS HUMANAS, 2018).

Finally, after making adjustments according to the suggestions and final recommendations of the associated editorial office, the scientific editor decides whether or not the article will be published by the journal.

5.3 Spelling review, normalization, formatting, and submission of graphic proof

The spelling review of a scientific article is fundamental and part of the editorial process of the *BMPEG - Human Sciences*. Submitted scientific articles must present a clear, concise, informative, understandable, and well-structured writing. Nicolaiewsky and Correa (2008, p. 230, our translation) corroborate the idea that:

Orthographic norms help the intelligibility of the text, thus enabling communication through writing. The act of reading is not possible without the processes of decoding and understanding the written text occurring concomitantly. In this sense, the mastery of the writing system is essential both for the understanding of the read text and for the clarity of the written text.

In this context, Chartier (2002) emphasizes the relevance of orthographic punctuation since the beginnings of writing and states:

Viewed from another angle, that of the history of language, the very important function of the punctuation of the text is manifested in another way: in the preparation of the manuscript for the composition by the “*corrector*”, that is, the text editor that adds capital letters, accents, and punctuation marks and that, thus, standardizes spelling and establishes typographical conventions [...] (CHARTIER, 2002, p. 27, our translation, highlighted).

This review activity is currently practiced “[...] mostly by library professionals, [...] a secondary activity is present

in the training Language programs, and even in the reviewer training programs", also called 'correctors' (RIBEIRO, 2009, p. 344, our translation). Chartier (2002, p. 28, our translation) states that "the role of text editors and reviewers in the graphic and orthographic systematization of vernacular languages (including punctuation) was much more determinant than orthographic reform propositions."

In line with the orthographic review, the normalization of scientific articles becomes essential since this practice facilitates the recovery of references cited throughout the text and is an intrinsic part of the knowledge production process (BELTRÃO; SILVA, 2019). *BMPEG - Human Sciences* has recently adopted the international style called APA in normalizing the references and citations of articles published by the journal. This is what ratifies the letter of the scientific editorial office when it states: "In this aspect and as a measure of internationalization of the journal, the *BMPEG - Human Sciences* will adopt the APA as a bibliographic standard [...] submissions made as of August 2019 should already meet this standard." (BELTRÃO, 2019, p. 251, our translation).

In this context, with the advent of electronic publishing, Maimone and Tálamo (2008) emphasize the increase of librarians in the editorial process of scientific journals, given that they are professionals who have knowledge and skills in standardization. After these two verifications, the article advances in the editorial process to clarify pending normalization and spelling revision, whether they are doubts about grammatical inconsistencies found in the article or clarification of references and citations mentioned in the article by the author.

Solved and clarified the pending issues by the author, the article advances to formatting, which consists in the application of editing/diagramming techniques of the content, with programs such as *In Design*, *Dreamweaver*, *Photoshop*, and *Illustrator*. Gomes (2010, p.163) names the professional who performs this service as editor, stating: "this stage of work in scientific journals is done by a professional of graphic and visual arts, known as editor [...], and may also be [called] art-finalists within the production of a scientific journal."

Finally, the proof review is sent to the author. Once the formatted version is approved, the author signs a declaration of assignment of rights, which formalizes the publication of his/her work by the journal from a legal perspective.

5.4 Continuous publication

As of January 2020, the *BMPEG - Human Sciences* adopted the continuous publication of the scientific results submitted and approved by the journal. In this system, articles are published as their edition is completed since this practice promotes the fulfillment of the punctuality of publication and accelerates the communication of research (SCIELO, 2014, 2017, 2018). The visibility of a journal and access to its contents are also related to the current content it publishes. For Packer et al. (2016, our translation), the continuous publishing system meets the “[... expectations of researchers, authorities, and users of scientific information so that new research, essays, and opinions come to light as soon as possible”. In observance of a trend in the field of scientific communication is that the journal has adhered to the system of continuous publication.

Vanz and Silveira (2020) corroborate this perspective, stating that continued publication helps and reduces the time elapsed between the editorial decision and the publication of scientific results, which contributes to the consultations and citations of published articles (RODRIGUES; SANTOS, 2019). Thus, with the individual publication of articles, it is important that there be “[...] a prior planning of the editor on the topics and number of articles to be published per year, [...] one of the requirements for the journals of the SciELO collection.”(VANZ; SILVEIRA, 2020, p. 14, our translation).

6 CONCLUSION

The scientific results disseminated by *BMPEG - Human Sciences* contribute to the Open Science movement made available through various channels, such as the journals' electronic webpage¹³, the Issuu¹⁴, and the databases in which the journal is indexed.

¹³ See website: <http://editora.museu-goeldi.br/humanas/#>.

¹⁴ See shelf: https://issuu.com/bgoeldi_ch.

BMPEG - Human Sciences works systematically in the publicization of results from scientific research. This guide results from a study that analyzed and described the 18 stages of the editorial process of the *BMPEG - Human Sciences* as a strategy for understanding the complexity of the editorial process in a journal of excellence.

The process reveals roles and functions of each actor that is part of this process (represented from letters A to E in Figure 1) while incorporating new elements, with emphasis on the adoption of DOI in the retrieval of articles, ORCID in the identification of authors and information on the contribution of each author, and the declaration of editorial responsibility for the processes that are approved for publication.

The continuous publication of scientific articles adopted by the journal from 2020 on the SciELO platform constitutes an important advance for the speed of the availability of research results and transparency, practices inherent to Open Science. These criteria are fundamental and required by leading indexers, such as: *Academic Search* (EBSCO), *Directory of Open Access Journals* (DOAJ), JSTOR, SciELO, and *Web of Science* (WOS) (PADULA, 2019).

The research that gave rise to this Guide also showed how some indexing requirements have been incorporated by the journal, such as the adoption of the submission system, the *ScholarOne*, which facilitated the interaction between author, editor, and reviewer in the editorial process and decreased the time of publication of the scientific article, also contributing to an agile editorial flow, a prominent item in the preparation of statistics and reports on the editorial process¹⁵.

When the *BMPEG - Human Sciences* started receiving *online* submissions (2016), with the generous collaboration of the Escola Nacional de Enfermagem "Anna Nery", which publishes the *Revista de Enfermagem*; and Unesp - Laboratory of Communication and Health Education, Department of Public Health, Faculdade de Medicina de Botucatu, which edits the journal *Interface - Comunicação, Saúde, Educação*, through the manuals for use of the platform

¹⁵The average processing time (from submission to decision) has decreased to 100 days and there are times when it has been reduced to 70 days. These averages vary greatly according to the period of the year and with the themes of the articles, but, fundamentally, they depend on the availability of reviewers who meet the deadlines.

ScholarOne made available. Today, the instructions of *BMPEG - Human Sciences* serve as an example for other publications, such as *Iberoamérica Social - revista-red de estudios sociales*.

The Guide has a manual character, a script for understanding the editorial process, and will be accessible *online* on the journal webpage and on the *Digital Publishing Platform* (ISSUU), as an instrument to clarify doubts about the routine of scientific publishing in the *BMPEG - Human Sciences* or in any other journal. It is also a tool for the training and improvement of professionals working in the area.

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