

## **JMMC Peer-Review Policy**

Editors rapidly review each submission upfront for completeness and to gauge its worthiness for double-blind peer review. Every submission sent out for peer review is blinded of authorship identifiers and receives a minimum of two and typically three or more anonymous reviews. Reviewers are required to use the JMMC Peer Reviewer Form. Once all reviews have been received by the editors, corresponding authors are given editorial decisions along with the anonymous reviewer feedback. Most manuscripts require revisions prior to acceptance. Authors are responsible for completing these revisions in a timely manner, as prescribed by the decision letter.

Final decisions on submissions are ultimately the responsibility of the JMMC editorial board, which makes determinations based on reviewer recommendations, author responses and revisions, and the paper's novelty, clarity and relevance to the journal's aims and scope. Copyright infringement and plagiarism are not tolerated.

During the review process, editors do not disclose any information about the submission to anyone other than the corresponding author, reviewers, potential reviewers and other editorial advisers. Editors strive to ensure that peer review is fair, unbiased and timely. Reviews are conducted objectively and include supporting arguments for observations so that authors can use them to improve the paper. Reviewers should identify relevant published work that has not been cited by the authors.

The journal utilizes a Reviewer Rating Form to recognize the contributions of volunteer reviewers and ceases to use reviewers who consistently produce discourteous, poor quality or late reviews.

### **Disclosure and conflicts of interest**

All authors should disclose in their submission cover letter any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed in the cover letter as well.

### **Publication decisions**

Every effort will be made to notify authors via email of publication decisions within 90 days of submission. Submissions receive one of the following decisions:

- Accept after minor (or no) revisions
- Reconsider after major revisions
- Reject without an option to resubmit

### **Rejected submissions**

When a submitted manuscript is not accepted for publication, the editorial office will retain an electronic copy of it. The editor-in-chief reserves the right, however, to discuss the manuscript and its disposition with the editor of another journal if either editor has a reasonable concern that duplicate publication, simultaneous submission, or other inappropriate actions have been taken. Authors may request for the editor-in-chief to reconsider a rejected manuscript by submitting a formal appeal. Previously rejected manuscripts should not be resubmitted for consideration without the editor-in-chief's approval.