

ONLINE ARTICLE RECEPTION, REVIEWING, EDITING AND PUBLISHING PROCEDURE

STEP	FLOWCHART	WORK CONTENT	RESPONSIBILITY
1		<p>Submit articles online through the software system</p> <ul style="list-style-type: none"> - If the author does not have an online journal account: create an account and activate it via email - Sign in to your account to start the submission process 	Author
2		<p>Check out the article:</p> <ul style="list-style-type: none"> - If the requirements are met: Receive, send a notice to the author. - If the eligibility is not met: Refuse to accept, send a notification to the Author of the refusal and request correction. 	Managing Editorial Board
3		Receiving articles.	Editorial Board
4		<ul style="list-style-type: none"> - The author pays the article processing charge to the journal via the bank account number stated on the website (The article processing charge is non-refundable for any reason). 	Author
5		<ul style="list-style-type: none"> - The editor sends the article to the Chief Secretary and proposes the invited reviewer(s). - The Chief Secretary approves and invites the reviewer 	Managing Editorial Board and Editorial Board
6		The editorial board sends an email to invite reviewer (attached the article)	Editorial Board
7		<p>By email:</p> <ul style="list-style-type: none"> - The reviewer does not accept: Select Disagree. - The reviewer accepts the invitation: Select Agree. Reviewer comments on the online assessment sheet and can send attached file(s). 	Reviewers
8		The review results can be submitted to the editorial board by software. This may be repeated as many times as required until the reviewer Agrees or Disagrees to publish the article.	Reviewers
9		<p>The editorial board sends the review results:</p> <ul style="list-style-type: none"> - If the one reviewer disagrees, the Editorial Board invites another reviewer. Step 6. - If the two reviewers disagree, the Editorial Board will notify the author that the paper is rejected. Step 18. - If the reviewer requests the author to revise/re-edit, then pass the article to the author (may repeat until there are 2 reviewers who both Agree/Disagree to accept the article for publication) Step 10. - If 2 reviewers agree to publish the article, go to Step 12, notify the author. 	Editorial Board

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10		The author corrects according to the comments of the reviewer and sends it back to the Editorial Board after each correction. (Can be executed many times until the Reviewer Agrees / Disagree)	Author
11		Editorial Board reviews the author's revisions - If the revision has not been corrected according to the comments of the reviewer or there is no explanation: Ask the author to explain. - If the revision has been corrected according to the reviewer's comment or there is an explanation: Send the revision to the reviewer for next round (Step 8).	Editorial Board
12		Editorial Board sends the manuscript to the section editor for approval.	Editorial Board
13		Editorial Board sends the manuscript to the Standing chief editor for approval.	Editorial Board
14		- Editing the article language and content. - Formatting the article.	Editorial Board
15		Editorial Board sends the manuscript to the Editor-in-chief/Deputy editor-in-chief for approval.	Editorial Board
16		Submit to the author for checking the edited article: - If the author requests a minor correction (grammar spelling, form...), Editorial Board corrects it according to the request of the author.	Author
17		After the author's checking, Editorial Board edit and agrees with the final version with the Chief Secretary	Editorial Board
18		Editor-in-chief/Deputy editor-in-chief approves the article - Accept: The article is formatted, ready for publication, then sent to Editor-in-chief/Deputy editor-in-chief to check and approve, and wait to be published online; - Reject: The Editorial Board announces the result to the author.	Leader of the journal
19		Notify to the authors about the publishing online (on the website of the journal) and awaiting in-print publication.	Editorial Board
20		The editorial board informs the author of the reason why the article was not published.	Editorial Board
21		Publication Priority Criteria: Publication ordering based on the order of submissions. Regulation: Each author cannot publish more than one article in one issue.	Managing Editorial Board