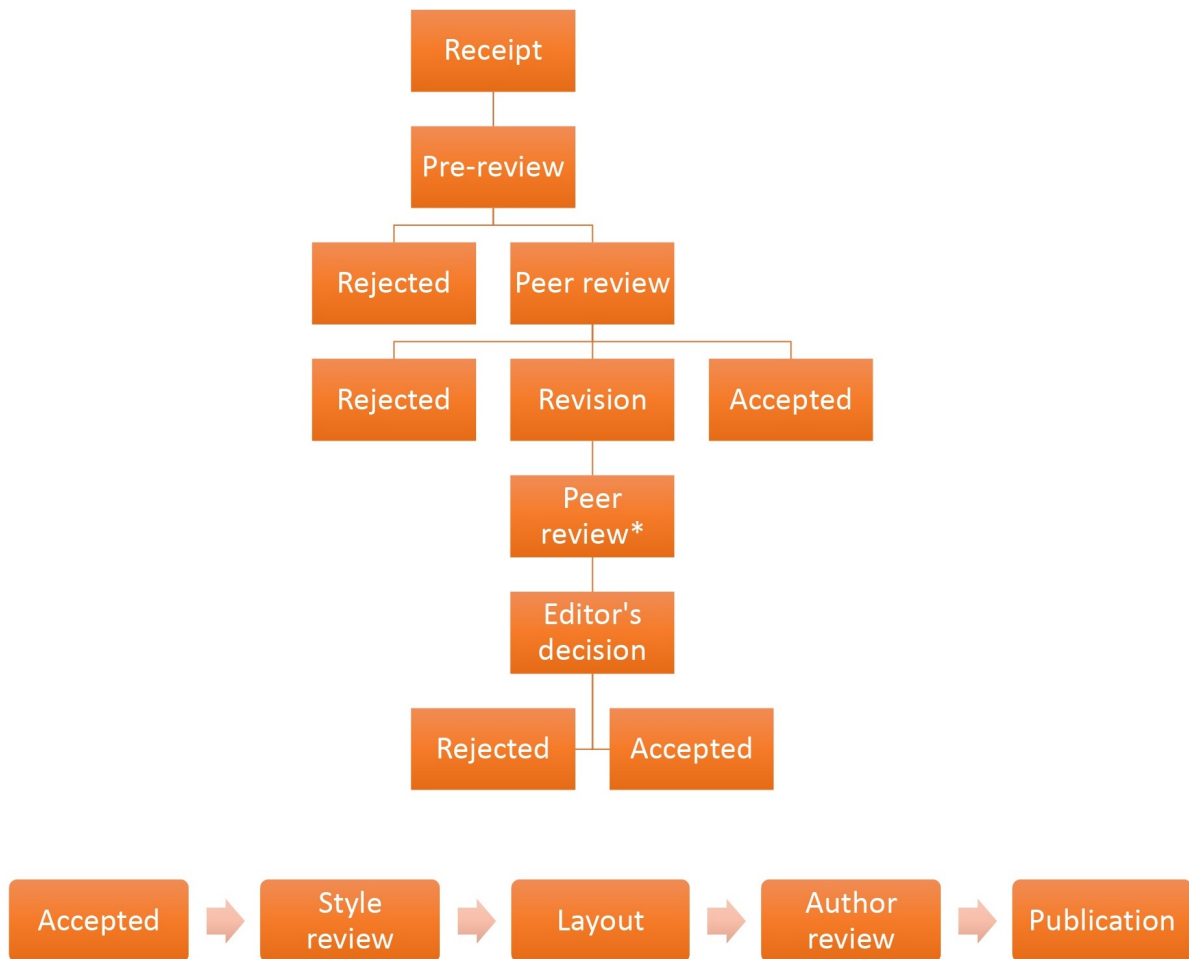


Editorial Process



*If required, the process is carried out a maximum of 2 times

1.- Pre-review

Person in charge: Editor

Period: 1 week

The pre-review is done as soon as the receipt of a new manuscript is known.

It is verified:

- * That the manuscript falls within the journal's subject area.
- * That it is written in accordance with the journal's Guide for Authors.
- * That it is fluently written (low fog index).
- * They are reviewed with anti-plagiarism software, Ithenticate or Turnitin, to detect evidence of plagiarism.
- * Badly-written manuscripts with misspellings are rejected immediately.

- * Manuscripts considered suitable for review are then assigned to the Associate Editor to carry out the double-blind peer-review process.

2.- Peer review

Person in charge: Associate Editor

Period:

- * 3 weeks to choose reviewers
- * 1 week to confirm acceptance of the reviewers
- * 4-5 weeks to carry out the review process

Communications: Invitation to recognized researchers in the area to participate as reviewers of the manuscript, sending of manuscript and Guide for Authors, acknowledgment of receipt of review, sending of proof of participation as reviewer letter. When inviting the reviewer, the Associate Editor checks the individual's research experience and background and asks about possible conflicts of interest.

The real value of peer review is widely debated, but it helps in the process of a fair evaluation of the manuscripts. Viewed in a practical way, it helps the editor to decide which manuscripts are suitable to publish. Peer review often helps authors and editors improve the quality of manuscripts.

3.- Opinion and correction of original manuscripts

People in charge: Associate Editor and Author

Period:

- * 1 week for the Associate Editor's opinion
- * 3 weeks for author correction

Communications: Submission of the Opinion to the author. In the case of continuing, the author has to return, within the timeframe established, the corrected manuscript and letter in which he/she reports on the attention given to the observations; in the case of not accepting the reviewers' observations, arguments have to be given for not accepting them.

If the manuscript was ruled as publishable with modifications, it means that it can be accepted after making the corrections suggested by the reviewers. Once the author has made the proposed changes, he/she must enter the corrected version into the journal's OJS system to be sent to the corresponding Associate Editor who decides whether the manuscript is accepted or sent back to the reviewers. Usually, a maximum of two review rounds per manuscript are allowed.

In the case of a manuscript that is acceptable for publication without comments from the reviewers, the Associate Editor asks the authors to review the manuscript before sending the final version to the Editor in Chief.

At this stage, the authors must improve graphics and images, and check that all of the manuscript's citations are in the literature cited section. It is necessary to check that the manuscript does not contain misspellings, that it is written with clear and understandable syntax, and that it is not overly verbose.

4.- Editor's decision

People in charge: Editor in chief, Associate Editor.

Period: 2 week for Editor's review

Communications: Opinion to the author.

The decision on whether to accept the manuscripts is taken by the editor, who in some cases delegates it to the Associate Editor. If an editor has a conflict of interest, he or she is excluded from the decision.

To render the opinion, the following is taken into account:

- * The reviewer's experience and research background on the subject of the manuscript.
- * If the comments and observations are thorough and appropriate.
- * If the authors responded adequately to the reviewers' observations.
- * If the manuscript meets the journal's publication standards.
- * The plagiarism search is performed again

The Editor makes a decision on the manuscript based on the comments and observations of the reviewers. He/She can accept, reject or ask for additional revisions to the authors. The Editor in Chief can make a decision that conflicts with that of the reviewers, in which case he/she must justify his/her decision.

5. Style correction, layout and proofreading

People in charge: Editors, Proofreaders, Designers and Editorial Assistant.

Periods:

- * 3 weeks for style review
- * 3 weeks for layout and quality control
- * 1 week for author's review

Communications: quality control checklist signed by those involved, language style review, galley proof sent to the author, galley proof submitted by the author, signing of transfer of original rights.

The production process contains the editorial design, proofreading and conversion to the XML-JATS format for indexing purposes. Journal staff carry out this process internally. Before publication, authors have one last chance to review the final version and make minor corrections.

Aspects to design:

- * First page, titles, authors, institutional affiliation and DOI assignment.
- * Date of receipt and acceptance.
- * Abstracts in Spanish and English.
- * Keywords.

6. Correction and Retraction

People in charge: Editors, Authors, readers

Period: 1 week to apply protocol

Communications: Meetings with minutes, COPE protocols, Editor's opinion, actions based on COPE recommendations.

Corrections of errors detected after publication are published as errata in the format that the journal has for these cases and are published at the end of the following issue. Corrections are not made to small errors that do not affect the understanding of the article. We encourage authors to carefully review the final version to avoid these errors after publishing articles online.

Retractions are published when the authors, the readers or the editors find honest errors or scientific misconduct contained in the document after publication. The Editorial Committee will investigate the article in question and will contact authors and reviewers before making a decision on whether to retract.

Stage	Person in charge	Period
Initial review	Editor	1 week
Review by authors	Associate Editor	3 weeks to search for reviewers 1 week to confirm acceptance of the reviewer 4-5 weeks to review
Opinion	Editor Asociado Author	1 week to issue an opinion 3 weeks for authors' review
Editor's decision	Editor, Associate Editor	2 weeks
Style correction	Editor, Associate Editor, Author, Style corrector	3 weeks
Layout	Designer Author	3 weeks 1 week to review

Quality control

1.- Quality of the Editors

The editors of the Ecosistemas y Recursos Agropecuarios journal are obliged to adhere to the journal's Code of Ethics and the Committee on Publication Ethics (COPE) guidelines, and to comply with the editorial process and editorial quality standards. For transparency, the names of all the journal's editors are indicated on the Editorial Team page.

2.- Quality of the reviewers

When selecting the reviewers, it is verified that: (1) their experience is adequate to perform the review of the manuscript; (2) they have the appropriate academic training to carry out the review of the manuscript, usually a Doctorate degree and (3) they have no conflict of interest.

3. Quality of the peer review

For the Ecosistemas y Recursos Agropecuarios journal, the peer review is done through the double-blind method, so that the reviewers and authors do not know each other, enabling the reviewers to make a more objective evaluation.

4.- Quality of the editor's decision

Only the editor can make decisions. The Editor positions are voluntary and honorary. Editors must avoid conflicts of interest with authors.

5.- Quality after publication

The Ecosistemas y Recursos Agropecuarios journal publishes in the open access model, which means that once an article is published online, it is available to the public. Therefore, anyone can access the full text without any restrictions. If there are any questions or comments related to a published article, the magazine welcomes comments and suggestions.