Decoding the (CHASS) Journals

This resource will help you decode the publication processes that are common in CHASS fields. During the publication process, academic journals update the author through an online system using “status updates.” Typically, authors may log into the online system and check on the status of a “submitted manuscript.” This resource defines some of those status updates.

**After submission:**

**Awaiting editor assignment:** This is typically the first step in the submission process. An assistant will check to make sure the manuscript meets all technical requirements, then forward it to an editor.

**Awaiting reviewer selection:** An editor will review the manuscript to ensure the article fits the scope of the journal. This is typically where journals will receive a “desk reject” for lack of fit.

**Awaiting reviewer invitation:** An editor or an assistant will send invitations to potential reviewers of the manuscript.

**Awaiting reviewer assignment:** Potential reviewers will respond to the invitations to review.

**Awaiting reviewer scores:** Reviewers are reading the manuscript and “scoring” it.

**Complete meeting checklist:** Sometimes, the editor may receive the reviews and decide to hold a meeting with other editors to make a final decision on the manuscript.

**Awaiting meeting chair recommendation:** If a meeting was called, the chair of the meeting will make a recommendation for the manuscript.

**Awaiting decision:** The decision letter is being written.
**Awaiting decision approval:** An assistant checks the decision letter and submits it to the author.

**Decision:**

**Desk Reject:** This means the editors decided the manuscript did not “fit” the journal, and it was not sent out review and will not be considered for publication.
Reject After Review: This means the manuscript was sent out for review, and reviewers recommended rejection. The rejection decision letter is often accompanied with the reviews.

Revise and resubmit (R&R): This means the manuscript was reviewed, and editors recommended the author make specific revisions and send the paper back for additional review. There are two types of R&Rs:

- **R&R with Major Revisions:** This means the reviewers see potential in the manuscript, but they would like to see major changes that may take more than a couple weeks. The changes might not be feasible, and the revision will look like a new manuscript.

- **R&R with Minor Revisions:** This means the reviewers had few problems with the manuscript, and they only recommend a few minor changes. These changes are usually feasible, and revisions may be done in a couple weeks.

Accept: This means the manuscript was accepted. In some fields, there are multiple types of acceptances.

- **Accepted as is:** This means the article was accepted without request for revisions.

- **Accepted with Major Revisions:** The article is guaranteed publication, but editors have requested major revisions.

- **Accepted with Minor Revisions:** The article is guaranteed publication, but editors have requested minor revisions.

References: