BMIJ WORKFLOW SCHEMA

(The Evaluation Process Of Articles In Our Journal Lasts Between 30 To 45 Days Depending On Topics)

STARTING A NEW ARTICLE SUBMISSION

ARTICLE

1 (1 day)

The author applies by uploading the paper into the system using the ''submit a manuscript'' section.

2 (1 day)

The manuscript is received by the editor-in-chief.

3 (1 day)

The editor-in-chief uploads the manuscript to ''Ithenticate'' for plagiarism check.

REJECTION — The manuscript is returned back to the author.

REVISIONS REQUIRED — The manuscript is returned back to the author for linguistic revisions.

The linguistic editor checks the manuscript in terms of language use.

If the manuscript is English

The end of preliminary review. The manuscript is returned back to the author.

%30< - Submission is accepted.

%30 > + Submission is rejected and the author is informed.

ACCEPTION

4 (3 days)

If the article is **Turkish**

The end of preliminary review

The manuscript is sent to the department editor according to its field of study.

The end of preliminary review

Usually 3 referees are assigned, not less than 2.

6 (3 days)

7 (5 days)

5 (1 day)

Department editors assign specialists that are appropriate for the given field of study for refereeing.

START OF THE REFEREEING PROCESS (DOUBLE-BLIND REFEREEING)

Will do the review

Unable to do the review

The manuscript can be accessed by the referee and review begins.

Assignment of a new referee

Referees review the submitted document. The ''review form'' is used in the review process. Moreover, referees can upload the file to the system in the event that a change is suggested.

The referee who asks for revisions moves on with the next stage by re-reviewing the revised version of the manuscript.

8 (30 days)

Accept Submission → The manuscipt is accepted for publication.

Revisions Required → The referee highlights the sections to be revised and does not ask for another review. The manuscript is accepted for publication after the necessary corrections.

The referees can make five different decisions at the end of the review.

Re-review after Revision → The referee highlights the sections to be revised and asks for another review.

Acception of the Manuscript for publication

Starting the process of article layout and publication

Decline Submission → The manuscript is denied for publication.

Send another Referee → The referee does not accept to review and wants the manuscript to be reviewed by another referee.

Upon the completion of the review process, referees are provided with a «Referee Certificate of Appreciation»

The end of manuscript review

Legend

- PROCESSES
- DECISIONS
- MANAGEMENT OF DECISIONS AND PROCESSES
- STARTING POINT
- END POINT
- PRESENTED CERTIFICATES

ROLES

Role	Description
JOURNAL MANAGER	The person responsible for organizing system options and managing user accounts. Guides, saves and assigns tasks to the users.
EDITOR-IN-CHIEF	The person who manages all the article review process. In cooperation with the journal manager, assigns tasks to the section editors for reviewing the submitted articles. Tracks the reviewing process and makes the final decision for publication taking the whole process into account.
SECTION EDITOR	The submitted manuscript is sent to the section editor considering the field of study. Responsible for assigning referees, reviewing and corrections. Not authorized to make the final decision regarding the publication of the article.
REFEREE	The person assigned by the section editor to review the article submission in their own field of study.
AUTHOR	The person submitting articles for publication by uploading their papers to journal system fo the reviewing processes.