

PROTOCOL FOR THE HANDLING EDITORS OF THE BHUTAN JOURNAL

The Bhutan Journal is committed to keeping the highest standards of academic integrity and scholarly excellence. This protocol outlines the comprehensive review process for articles submitted to the journal.

1. Article Submission

Authors submit their articles to The Bhutan Journal via the designated email or the online submission system.

2. Initial Screening by Handling Editor

Upon receipt, the handling editor conducts an initial review of the submitted manuscript. Key criteria include:

Article length

Formatting adherence

Relevance to the journal's scope

Language quality and clarity

3. Handling Editor's Decision

If the manuscript does not meet the journal's criteria, the handling editor informs the authors of rejection:

Message to Authors (Rejection)

"We acknowledge the receipt of your article with thanks. We regret to inform you that we are unable to accept your submission at this time. We recommend that you consider submitting your work to a more suitable journal. We wish you the best of luck in your academic endeavors."

If the manuscript shows potential but requires revisions, the handling editor communicates the following:

Message to Authors (Revision Request)

"We acknowledge the receipt of your article and appreciate your submission. To move forward, we kindly request the following changes to be made. Please revise your manuscript accordingly and resubmit it to us. However, please note that this does not imply immediate acceptance. We look forward to your cooperation in this process."

If the manuscript does meet the journal's criteria, the handling editor assigns the reviewers. For the inhouse submissions, the handling editor assigns a third party for a double-blind peer review process.

4. Selection of Reviewers

Reviewers are selected based on their expertise and qualifications, considering the following:

Alignment of the reviewers' expertise with the article's subject matter

Previous experience in peer reviewing

Availability and willingness to conduct a timely review

5. Double-Blind Peer Review Process

Reviewers are provided with the manuscript and the “Instruction for Reviewers of The Bhutan Journal.”

Reviewers are provided with the manuscript without the authors' identities, and authors are not aware of the reviewers' identities.

Reviewers evaluate the manuscript based on its originality, significance, methodology, clarity, and adherence to ethical standards.

Reviewers provide constructive feedback, recommendations, and an overall recommendation regarding acceptance, revision, or rejection.

6. Handling Editor's Decision Post-Review

The handling editor reviews the feedback and recommendations from the reviewers.

The editor may make one of the following decisions:

Accept the manuscript as it is.

Request revisions and resubmission.

Reject the manuscript!

Authors are promptly notified of the decision, along with the reviewers' comments.

7. Revision and Resubmission

If revisions are requested, authors are expected to address the reviewers' comments and make necessary revisions.

Authors resubmit the revised manuscript along with a detailed response to reviewers' comments.

8. Final Decision

The handling editor reviews the revised manuscript and decides on its final disposition.

Authors are informed of the final decision, which may include acceptance or rejection.

9. Publication Preparation

If accepted, the article undergoes final editing and formatting for publication.

10. Publication

The accepted articles are published in The Bhutan Journal, contributing to the scholarly discourse in the field.

The Bhutan Journal is dedicated to maintaining a rigorous and transparent review process to ensure the highest quality of published research. We appreciate the contributions of authors, reviewers, and editors in upholding these standards.