**Author/Authors** **Chief Editor and Editors Journal manager, Reviewer,**

 **Layout Editor and proofreader, Copyeditor,**

**Submission**

The author uploads file and copyright transfer form in accordancewith the journal Web site’s writing rules. anentemetadata for

**Journal Management**

Setup and configure journal; enroll editors, reviewers,copyeditors, proofreaders

**Submission Queue**

Editor assign submission to section Editor to see through editorial process

**Select Reviewers**

Editor invites reviewers from database with interests, load

**Submission Review**

 Check submission

 Conduct peer review

 Reach editorial decision

**Submission Review**

Author can track process, see files, reviews, revise and resubmit, at editor’s request

**Review Conducted**

Reviewer submits review and recommendation

**Plagiarism report checking**

**Submission Editing**

Plagiarism report checking

Copyedit submission

 Layout of formatied galleys

 Proofread galleys

**Submission Editing**

Authers reviews copyedits and proofreads galleys

**Copyediting**

**Layout**

The company makes the writing arrangement and the book marks checks

The company makes the writing arrangements and bookmark checks

**Issue Management**

Create issues

Schedule submissions

Organize Table of Contents

**Current Issue**

Items appear with Reading Tools linking to related internal and external resources

**Submission Archive**

Complete records kept of submission process for published and declined items

**Publication**

Offering immediate open Access or delayed open Access, with subscriptions

**Journal Archive**

Browsing issues, with indexing by Turkish Citation Index search engines, as well as Google, etc.