

Duties of Editors

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Editors evaluate submitted manuscripts exclusively on the basis of their merit (importance, originality, study's validity, and clarity) and its relevance to the journal's scope, regardless of the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious beliefs, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The editorial board has full authority over the entire editorial content of the journal and the timing of publication of that content.

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The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who have sufficient understanding of the field. The Principal Editor is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and the quality of revision as are currently in force regarding libel, copyright infringement and plagiarism. The Principal Editor may confer with other editors, reviewers, and the adviser in making this decision.

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Editors will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. JoLLE editors follow the COPE [Flowcharts](#) when dealing with cases of suspected misconduct. If, on the investigation, the ethical concern is well-founded, a correction, retraction, expression of concern, or other note as may be relevant, will be published in the journal.

Duties of Reviewers

Contribution to editorial decisions

Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of the academic endeavor. JoLLE shares the view of many that all scholars who wish to contribute to the process have an obligation to do a fair share of reviewing.

Promptness

Any invited reviewer who feels challenged to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the editors and decline the invitation to review so that alternative reviewers can be contacted.

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Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Principal Editor (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

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Multiple, duplicate, redundant, or concurrent submission/publication

Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a manuscript that has already been published in another journal. Simultaneous submission is not accepted.

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