



## Global Journal of Environmental and Sustainability Sciences (GJESS)

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### Editor Guidelines

As an editor of the Global Journal of Environmental and Sustainability Sciences (GJESS), you play a crucial role in upholding the quality and integrity of our publications. These guidelines outline your responsibilities, the manuscript handling process, and the standards expected to ensure a fair, efficient, and transparent editorial process.

#### 1. Editorial Roles and Responsibilities

GJESS has defined specific editorial roles to facilitate the smooth operation of the journal:

- **Editor-in-Chief:**
  - Provides overall leadership for the journal and sets its strategic direction.
  - Manages the editorial board, establishes editorial policies, and has the final decision-making authority on manuscript acceptance.
  - Ensures the integrity, quality, and relevance of all published content.
- **Managing Editor:**
  - Oversees day-to-day editorial operations, managing manuscript submissions and workflow.
  - Communicates with authors, reviewers, and other editors to ensure efficient processing of manuscripts.
  - Conducts initial manuscript screening to assess compliance with submission guidelines.
- **Editorial Assistants:**
  - Support the editorial process by handling administrative tasks and communication with authors and reviewers.
  - Assist in tracking the progress of manuscripts and ensuring timely updates.

#### 2. Editorial Board Guidelines

As a member of the GJESS editorial board, you are expected to uphold the highest standards of professionalism:

- **Timeliness:**
  - Respond promptly to manuscript assignments and aim to complete reviews and editorial decisions within 2-4 weeks.
  - Delays can affect the author experience and the journal's reputation, so timely action is essential.
- **Confidentiality:**
  - Maintain strict confidentiality of all submitted manuscripts. Do not share any details of the manuscript or its content outside the review process.
  - The identities of authors and reviewers should remain confidential in the double-blind peer review process.
- **Conflict of Interest:**

- Recuse yourself from handling any manuscript where you have a potential conflict of interest, such as a close personal or professional relationship with the authors.
- If a conflict arises, promptly inform the Editor-in-Chief or Managing Editor.
- **Ethical Oversight:**
  - Ensure that all submissions comply with the journal's ethical standards, including those related to plagiarism, data integrity, and ethical approval for studies involving human or animal subjects.
  - Report any ethical concerns or suspected misconduct to the Editor-in-Chief immediately.

### **3. Manuscript Handling Process**

To maintain consistency and efficiency, follow these steps when handling manuscripts:

#### **Initial Screening:**

- Review the manuscript for relevance to the journal's scope, adherence to submission guidelines, and overall quality.
- If the manuscript does not meet the basic standards, it may be desk-rejected with a clear and polite explanation to the author.

#### **Reviewer Assignment:**

- Select reviewers based on their expertise, avoiding potential conflicts of interest.
- Assign at least two independent reviewers for each manuscript to ensure a balanced and fair evaluation.
- Ensure that the reviewers are given clear instructions and sufficient time to complete the review (typically 2-3 weeks).

#### **Review Evaluation:**

- Carefully assess the feedback provided by reviewers. Consider their comments and recommendations in conjunction with your own assessment of the manuscript.
- Aim to make an objective and balanced decision based on the reviewers' input and the manuscript's contribution to the field.

#### **Decision Communication:**

- Clearly communicate the editorial decision (accept, reject, minor revision, or major revision) to the corresponding author.
- Provide constructive feedback, including reviewer comments, to help the authors improve their work.

#### **Revision Management:**

- Review the revised manuscript to ensure that all reviewer comments and concerns have been adequately addressed.
- If necessary, send the revised manuscript back to the original reviewers for further evaluation before making a final decision.

### **4. Editor Training and Resources**

To support your role, GJESS offers the following training and resources:

- **Editorial Policies:**

- Familiarize yourself with the journal's editorial policies, standards, and procedures. These guidelines are designed to help maintain consistency and uphold the quality of the journal.
- **Peer Review Training:**
  - Attend training sessions or workshops on effective peer review practices, ethical considerations, and how to provide constructive feedback.
- **Ongoing Support:**
  - Reach out to the Editor-in-Chief or Managing Editor for guidance on any complex issues or questions that arise during the editorial process.

## 5. Contact Information

For any queries, assistance, or support, please contact the GJESS editorial office:

- **Email:** editors@gjess.co.za
- **Phone:** +2767 316 8386 (WhatsApp)

The editorial team is available to provide guidance and answer any questions you may have.

## 6. Acknowledgment and Recognition

We value and appreciate the hard work and dedication of our editorial team:

- Your role is vital in maintaining the journal's high standards and impact within the academic community.
- Outstanding contributions may be recognized through annual acknowledgments or certificates of appreciation for top-performing editors.