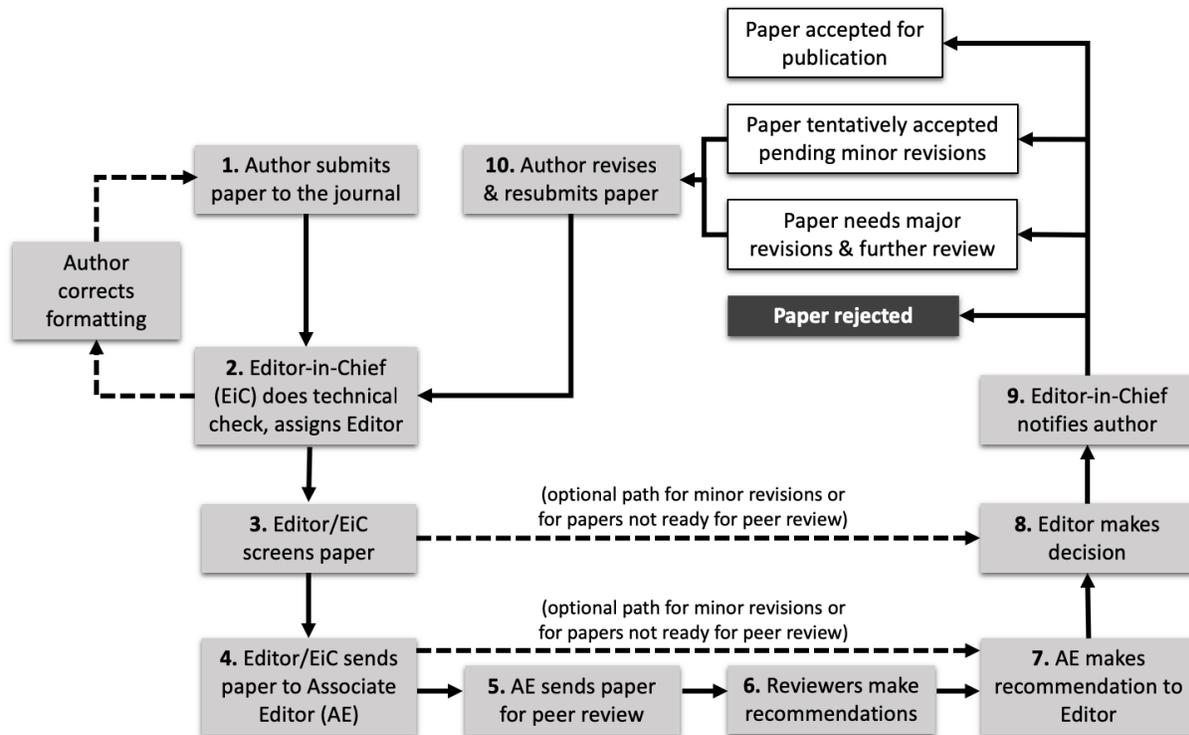


Tips to make the review process go smoothly

Papers submitted to the Journal of Geoscience Education go through the process outlined in the flowchart below, and review processes at other journals are similar.



There are several things you can do to ensure that the review and revision process go smoothly, aligned with the numbered steps on the flowchart:

1. **Prepare your files:** Assemble all of the files you need to submit, including the manuscript as a Word document, tables as Word documents, figures, and any online-only supplemental files you wish to include.
2. **Follow the guidelines, part I:** Assure that your manuscript passes the initial technical check by closely following the guidelines, including properly formatted headings, line numbers, reference and citation style, and including a cover letter with appropriate information.
3. **Follow the guidelines, part II:** Assure that your manuscript is ready for review by submitting it in the appropriate category and including the components required for that type of submission. Use recently published papers as examples to guide your approach.
4. **Keywords are important:** Choose keywords carefully to help the Editor assign an appropriate Associate Editor (AE).
5. **Avoid conflicts of interest:** Include at least one suggestion for a reviewer in your cover letter—someone who is not an AE, not at your institution, and was not involved in the work in any way.
- 6-9. **Be patient** – but not too patient. We aim for a turnaround-time of two months; three months is still very reasonable. After four months, you should not be afraid to inquire about the status.
10. **Revise thoughtfully:** Read and address the comments thoroughly, recognizing that the AE should summarize and provide some guidance on integrating the two reviewers' recommendations, and both the AE and Editor may have additional comments. Provide a point-by-point response to each comment, indicating how and where you addressed the comment, and/or justifying why you did not follow the recommendation. Pay special attention to the abstract, and make sure it reflects the changes you made and is a compelling hook for potential readers.