

Emílio Goeldi Museum Bulletin

The Editorial Process

"The scientific editorial process represents a wealthy and fascinating field in the universe of the rights, obligations and liabilities involved."*

The scientific editorial process is triggered by the author who, when submitting a manuscript to peer review, publicly takes on the responsibility for its content and originality. As of this action, the responsibilities are shared.

It is essential that authors have a full understanding of the steps of the editorial process of the periodical of their choice. One must take into consideration that the process is lengthy. Even when we strive to optimize referee report deadlines, the process may last up to two or three months in the event reports are not in agreement.

Thus, there is the need of establishing strict norms for the submission of manuscripts, since the lack of compliance to the Bulletin's editorial policy or negligence with formal structure of the paper (e.g., inappropriate language, unclear graphics, lack of references) hamper the referees' work while reviewing and evaluating the paper.

After the final approval of the Scientific Editor, who is the person responsible for starting and ending the review process, the editing and printing process is initiated, and from the latter stems the web version of the Bulletin.

Stages of the editing and printing process are:

1. Preparation of text: first review or copy-editing (spelling and grammatical check: agreement, punctuation, etc.) standardization and compliance of manuscripts;
2. Diagramming and electronic editing
3. Second review (by the author and by the Publisher)
4. Closing files and checking cover and inner pages
5. Press company
6. Proof review
7. Printing and finishing
8. Release and distribution

The stages above must take place during a period of time that enables the Bulletin come out every quarter. To this end, we have created the Checklist below.

* The ideas contained in this text are from MUCCIOLI, Cristina, CAMPOS, Mauro, GOLDCHMIT, Mauro *et al.* **Rights, obligations and responsibilities in the scientific editorial process.** *Arq. Bras. Oftalmol.*, May/June 2006, vol.69, no.3, p.0-0. ISSN 0004-2749.

Checklist – *Emilio Goeldi Museum Bulletin* Checklist

This checklist was developed based on the Bulletin's editorial policy, to assist authors in verifying the format of their manuscripts BEFORE submitting them for publication.

Manuscripts submitted without compliance to the policy will be returned or filed until the editorial norms are met.

Before submitting a paper, please verify:

In terms of content:

Is the paper original?

Does the paper make a significant scientific contribution to the field it addresses?

Is the manuscript being submitted to the *Emilio Goeldi Museum Bulletin* on an exclusive basis?

Does the language used comply with standard use of language?

Have editorial policies been strictly complied with? (Please note that this determines whether the editorial process will be started.)

In terms of format, references and documentation:

1. Is A4 (210x297mm) the paper size? Are margins at least 1.5cm.?

2. Have three hard copies been sent?

3. Does the manuscript comply with the Bulletin policies, such as the maximum number of 30 pages for a scientific paper, 30 for reviews, 15 for the research notes and memory sections, up to 5 pages for publication reviews, and one page for thesis or dissertation reviews? (Please note that each picture or table corresponds to one page.)

4. Is the space between lines 1.5cm, including in the reference section?

5. Have the pages been numbered, preferably in the lower right hand corner of the page?

6. Has a cover page been included containing a letter of submission to the editor, with the full name (no abbreviations) of the submitter, title in the original language and in English; in addition to complete mailing address, fax number and e-mail?

7. Does the second page include the title, abstract, and keywords in the original language and in English?

8. Have all the authors signed the submission statement? Has it been included? (If not possible to collect all signatures, the Bulletin accepts a statement from the author submitting the manuscript in which he/she states he/she is responsible for the acceptance of the remaining authors).
9. Have the pages been numbered and stapled or bound together, including the cover page, including complete information on the authors to prevent loss of the material?
10. Are the names of the authors written in full (e.g., *José Bento Monteiro Lobato*, and not *José B. M. Lobato*)?
11. Is the author's address correct (including zip code and e-mail?)
12. Are all affiliations mentioned clearly (name of institution, department, city, state and country) for all the authors?
13. Are all the works cited in the references mentioned in the body of the text?
14. Do all the references comply with the Bulletin's norms, and have they all been listed? (Please avoid delays in obtaining acceptance for publication due to this item.)
15. Are pictures and tables referred to in the body of the text? And have they been included shortly after they have been mentioned?
16. Are the tables, if any, in picture format, complying with the required dimensions (21x 25cm)?
17. Do digital pictures comply with required quality (300 dpi minimum, in natural format)? And have they been saved in separate files (.JPEG or .TIFF format)?
18. Have the pictures been printed according to the norms?
19. Are black-and-white pictures in gray scale?
20. Are all illustrations, graphics followed by captions? Have they been numbered? Are they referred to in the body of the text?
- 21 – Are all tables in text format? Have they been numbered (in Arabic numbers)? Are the captions clear? And have they been referred to in the body of the text?