



Journal of Small Satellites (JoSS)

Guidelines for Editors

The Editors of JoSS include the Editor-in-Chief (EiC), the Associate Editors (AEs), and the Managing Editors, all of whom compose the Editorial Board, as well as the Technical Area Editors (TAEs). Though their over-arching roles vary, they are all responsible in various degrees – either as their primary purpose, or from time to time as requested – for critically reviewing and reaching preliminary and/or final publishing decisions about submitted articles.

Editor-in-Chief (EiC)

The EiC not only plays the lead role in assigning submissions to appropriate TAEs, but also has the ultimate responsibility and authority to accept or object to a submitted paper for publication by concurring with the TAE's decision or to reject it, based on his own judgement and the recommendations of the TAEs.

Technical Area Editors (TAEs)

The primary role of the TAEs is to identify appropriate peer Reviewers and reach publishing decisions based on the Reviewer comments and their own judgement. They also occasionally volunteer to conduct their own peer review to supplement the set of Reviewer comments.

Associate Editors (AEs)

AEs or Managing Editors occasionally stand in when requested by the EiC for the Editor-in-Chief (such as when the EiC discerns a conflict of interest on his part), or for a TAE, to provide formal peer reviews or publishing decisions, as needed.

Standards and Guidelines

In addition to the following standards and guidelines, all Editors are encouraged and expected to read the [JoSS Publishing Ethics and Malpractice Statement \(PEMS\)](#) and the [Summary of the JoSS Publication Process](#), to familiarize themselves with their functional roles and ethical responsibilities.

Transparent, Expeditious Processing

When they have accepted a submission at the request of the EiC (or duly

designated representative) for their attention, these Editors are expected to process the manuscript promptly, in the interest of doing their part to keep submissions on their potential publishing track.

The EiC and TAEs will ensure that all submitted manuscripts being considered for publication undergo peer review by at least two Reviewers who are experts in the particular field.

Preliminary publishing decisions by the TAEs are based on such factors as:

- relevance to the Journal's scope;
- importance to the field of study;
- originality and integrity of the manuscript;
- accurateness of the reference cites; and
- clarity of the presentation of the subject.

Final decisions are based on the satisfactory response of the Authors to peer review comments or other concerns expressed by the Editors.

The EiC is responsible for the ultimate decisions on which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to the technical field and its researchers and readers, the Reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement, and plagiarism. The EiC may confer with TAEs, other Editors or Reviewers in making this decision.

Decisions to edit and publish are not to be determined by the policies of governments or any other agencies outside of the journal itself.

Fair, Unbiased Review

It is paramount that all of these Editors conduct their review and decision processes solely on the basis of the submissions' academic merit and presentation, with unbiased consideration to all manuscripts, judging each on its own merits without regard to the author's race, gender, sexual orientation, religious belief, ethnic origin, citizenship, institutional affiliation, or political philosophy. All authors should be treated with fairness, courtesy, objectivity, and honesty.

Confidentiality

A JoSS Editor must protect the confidentiality of all Reviewers, unless the Reviewer reveals their identity to the author. Members of the Editorial Board (the EiC and AEs) and TAEs will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher or publisher's staff, as appropriate.

Similarly, the Editors should not disclose any information about a manuscript under consideration to anyone other than other JoSS staff, reviewers, and potential reviewers. Particular caution should be used with electronic transmittal of submissions and related correspondence, which could contain identifying information in addresses, subject lines, or headings.

Conflict of Interest

Editors should avoid situations of real or perceived conflicts of interest. Such conflicts include, but are not limited to, handling papers from present and former students, from colleagues with whom the editor has a close professional relationship, and from those in the same institution. Any financial arrangement with sponsors that could lead to the appearance of an editorial conflict of interest should be disclosed to the Editor-in-Chief.

Similarly, for any manuscript submission to JoSS that is authored (or co-authored) by an Editor should be delegated to some other qualified Editor for handling.

Unpublished information, arguments, or interpretations disclosed in a submitted manuscript should not be used in an Editor's own research except with the consent of the author or after the work has been published.

Discovery or Allegation of Unethical Publishing Conduct

If an Editor discovers or suspects a research error or unethical publishing conduct, or such is brought to his or her attention, it is the Editor's responsibility to report it to the EiC, and to participate in any resulting investigation or effort to resolve the issue. The EiC has primary responsibility for carrying out investigations and taking steps to resolve discovery or allegations of unethical publishing conduct. (See the JoSS [PEMS](#) and the JoSS Response to Discovery or Allegations of Unethical Publishing Conduct referenced therein.)