

Description and scheme of the process of publishing research articles (The Estonian Journal of Military Studies (Sõjateadlane) and EMA Occasional Papers)

(Regulation No. 11 “Statutes of the Estonian National Defence College” of the Minister of Defence of 10 February 2014 and Directive No. 14 “The order for publishing scientific research and the activities of the editorial board and the advisory board of a research journal” of the Commandant of ENDC of 26 February 2018)

Scheme of the process is presented in Figure 1.

Parties of the service process:

- Author – a person who aspires to publish an article
- Editor-in-Chief – a person who manages the publishing process of a research journal
- Editorial board – a body that analyses the quality of the contents of manuscripts and their compliance with the requirements for publishing, and organises the evaluation and reviewing of manuscripts
- Reviewer – a person who comments on and evaluates the offered manuscript
- Language editor – a person who oversees and edits the linguistic aspects of texts, primarily focusing on grammar and style to guarantee unified use of language

Process, activities:

- The author contacts the Editor-in-Chief by e-mail (publikatsioonid@mil.ee) to offer a manuscript or an idea for an article (e.g. topic, research question, and (expected) result).
- The Editor-in-Chief evaluates the relevance of the manuscript or planned article, and involves other members of the editorial board, if necessary.
- If the response is positive, the Editor-in-Chief will send written feedback along with the initial schedule (specifying, for example, the deadline for the manuscript or the term for reviews) to the author by e-mail in two weeks at the latest.
- The Editor-in-Chief sends the manuscript to the reviewer.
- The reviewer sends a written review to the Editor-in-Chief in a fixed format, and adds commentaries to the manuscript in accordance with the schedule.
- The Editor-in-Chief sends the review to the author and gives a deadline for when the editorial board needs to see the altered manuscript.
- The author sends the altered text to the Editor-in-Chief in accordance with the agreed deadline.
- The Editor-in-Chief decides whether or not the text requires further reviewing.
- If the text does not require further reviewing, the Editor-in-Chief will send it for language editing.
- The language editor reads through the text and edits it, focussing primarily on spelling and style to guarantee unified use of language.
- If the text is ready to be published, the Editor-in-Chief will send the author a Creative Commons licence (Annex 2 of the order for publishing scientific research and the activities of the editorial board and the advisory board of a research journal, approved with Directive No. 14 of the Commandant of ENDC of 26 February 2018).

- If needed, the Editor-in-Chief sends a contract on the fee for the author to sign; the Editor-in-Chief includes the article in the journal.
- The author can get two journals on paper and an electronic file of the journal upon request.

Term for providing the services:

The aforescribed process follows the schedule agreed between the Editor-in-Chief and the author.

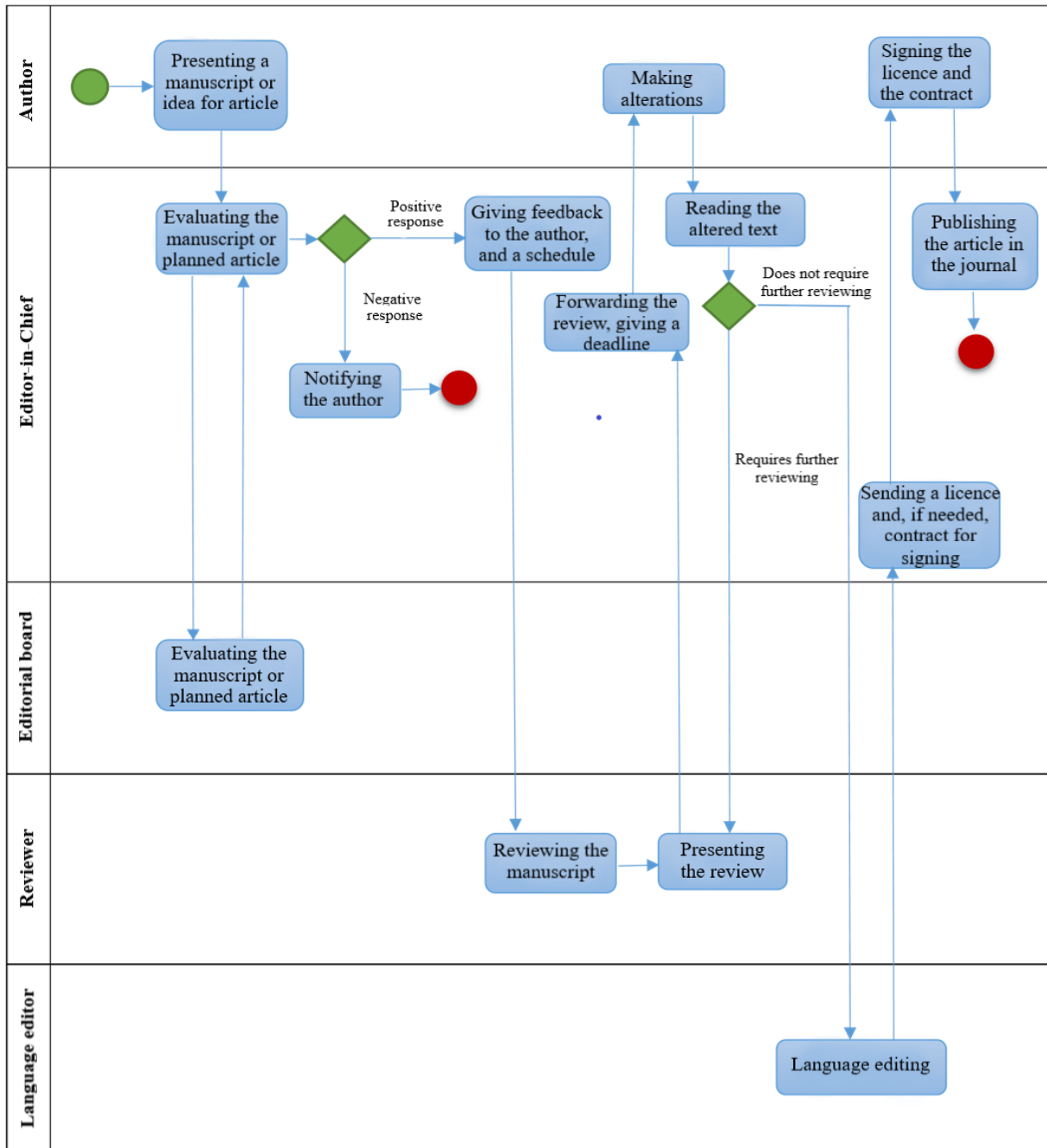


Figure 1. Publishing a research article (The Estonian Journal of Military Studies (Sõjateadlane) and EMA Occasional Papers) – scheme of the process.