Manuscript Processing For Publication In The Ghana Library Journal

1. Editor receives a manuscript from an author. The author is required to send an E-Copy of the paper to the Editor. The author’s details must be on a separate page.

2. Editor acknowledges electronically within two (2) days on receipt of a manuscript.

3. Editor then reads through the entire manuscript to ensure it is of quality and conforms to Journal’s style.

4. If three (3) above is negative, the Editor writes to the author to reject the manuscript outright.

5. If three (3) above is positive, the Editor sends the paper to two referees to assess the paper within six (6) weeks.

6. Editor sends reminder(s) to reviewer(s) if there are delay(s).

7. Editor receives manuscript back from reviewers and examines their reports.

8. If the two reviewers reject the manuscript then the Editor writes to the author to also reject the paper with the comments of the reviewers attached to assist the author to update the manuscript for submission to another Journal if he/she so wishes.

9. If the reviewers accept the manuscript with comments the author is informed of this. The reviewers’ comments are also attached to guide the author to revise the manuscript accordingly within six weeks.

10. The author returns the revised manuscript to the Editor.
11. If the reviewer’s comments were extensive then the revised manuscript is sent back to them to reassess.

12. If it is not revised properly the author is given the last chance to do so within four (4) weeks.

13. The Editor then decides whether the revised manuscript is publishable or not.

14. If the revised paper is well done, the Editor writes to the author to accept his paper and indicates the Volume, Number and year of Publication on the official headed paper of the Ghana Library Association.

15. The Editor, with the assistance of the Editorial Secretaries, processes all accepted papers for publication.

16. After editing and getting about seven (7) papers, the Editor now writes the Editorial for that issue of the Journal.

17. The set of seven (7) edited papers are electronically mailed by the Editorial Secretary to all members of the Editorial Board and also Editorial Consultants to vet and send their comments.

18. The Editor then produces the final draft after comments are received as per (17) above.

19. The Editor finally sends the edited papers to the President, Ghana Library Association (GLA).

20. GLA being the publishers of the Journal, then ensures its printing, distribution and marketing.