



## **Jurnal Komunikasi - Manuscript Submission Stepflow**

Author submits manuscript by creating a new submission through their account at <http://ejournal.ukm.my/mjc>. The submission is received by the Journal Manager for the first screening stage. At this stage, manuscripts are screened for 1) scope and focus; and 2) compliance to submission guidelines. Submissions that do not meet the requirements will either be rejected or returned to the author for amendments. Authors who do not progress past this stage are required to create a new submission for re-submission.

Manuscripts that meet the requirements are assigned to a Section Editor. The Section Editor will select and assign two reviewers to read and review the articles. Reviewers fill out a standard evaluation form and may opt to attach their own files with comments for the author. Based on reviewer feedback, the Section Editor makes an editorial decision to either 1) reject the manuscript, 2) accept the manuscript, subject to author revisions; and 3) accept the manuscript, with no revisions.

The Section Editor will then inform this decision to the author via email. Manuscripts that are accepted are checked and edited by the Section Editor. Manuscripts that require revisions will also be checked and edited by the Section Editor once the author returns the amended manuscript. Authors are then instructed on methods of payment. Once payment is made, the Section Editor forwards the manuscript to the layout stage where the document is formatted and prepared for publication. The document is then scheduled for publication.

Articles are processed with a minimum of 7 months from submission to editorial decision.