

# The Submission and Reviewing Process in the Online Engineering Design Graphics Journal

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***ABSTRACT** - Due to the advantages of electronic publishing—international reach, speed, additional capabilities, lower cost, new publishing opportunities, and sustainability—the Engineering Design Graphics Journal (EDGJ) is in the process of transitioning to an online publication. This change will affect all EDGJ stakeholders, including the review board. This paper focuses on the review process. The way that articles are received by the associate editor, the way they are assigned to the reviewers, and the way the feedback is communicated to the authors will all be accomplished through a website. However, this change is not expected to happen overnight nor without some significant learning on the part of the entire Journal staff. This paper discusses the old review process and introduces the new process to not only the review board, but to other Journal staff members, future authors, and readers of the Engineering Design Graphics Journal.*

## I. Introduction

The *Engineering Design Graphics Journal* is in the process of going on line, a marked change from being a traditional print journal. Thus, the entire review process will have to change and this includes differences in the submission process for authors, the

completion of reviews by the review board, and the presentation of feedback to the authors by the associate editor and other members of the *EDGJ* staff. Currently, the entire submission and review process is done via email. In the future, the authors will submit their papers online, possibly using a standard template, instead of emailing documents as attachments to the associate editor. Submissions will be assigned to reviewers via the online system, reviews will be completed online, and the authors will also receive their feedback online.

These changes may result in a substantial learning curve for the editorial staff, the review board, and future authors. This will also necessitate a period of transition for all involved.

## II. The Current Review Process

Currently, all submissions to the *EDGJ* are required to be Microsoft Word (.doc) documents emailed as attachments to the associate editor. Occasionally .pdf files are accepted if the authors do not have access to Word or if there are formatting or file size issues because some of the email systems used by members of the review board and editorial staff limit the size of attachments.

After receiving a submission, the associate editor sends an email to the author(s) acknowledging receipt of the document then does the following tasks:

- enters the information about the author(s) and submitted document into a spreadsheet for record keeping purposes
- removes personally identifying information, if any, from the document(s) to ensure a blind review
- prepares a standard review form to send to each individual reviewer
- emails the review form and document(s) to each reviewer, also giving a suggested due date for completion
- when all the reviews are completed, compiles the feedback into an email and informs the author(s) of the decision to: accept the article, suggest revision and resubmission, or reject the article
- if the article is accepted, the author(s) are informed of a due date for the finalized article
- after assessing the finalized document for items such as APA format, graphics file format, etc., sends the article text, any accompanying graphics, and copyright transfer form to the editor so s/he can prepare it for publication

The associate editor is the primary contact for authors through the entire review process and often fields questions about the review process itself, whether reviews can be debated, and whether reviewers can be contacted to discuss feedback.

### **III. The New Review Process**

After the official launch of the new Engineering Design Graphics Journal website, submissions will no longer be accepted via email and authors will be directed to upload their document on the Journal website. Assistance will be given if needed. At the

website, authors will be required to create a login ID and password if they are not already a member of the division or have not previously created a login. Once a paper has been submitted, the author is notified via email of a successful upload and the associate editor is able to view the document and assign it to a reviewer (see Figure 1 in the attachments).

To ensure blind review, the instructions on the website for an author submitting an article include information on preparing the document to remove personal information and when uploaded, the file is assigned a random name not associated with the author's name or university. When a member of the review board is assigned a document, they will receive an automatically generated email. The reviewer will then log in to the *EDGJ* website and select whether or not they will be able to review the document within the given time frame, this will generate an email to the associate editor and also update the information on line about which articles are currently under review and by whom. There is also an option that can be set by the *EDGJ* staff that allows for automatic reminders to be sent if an article review is not completed by the due date.

When a reviewer logs in to the *EDGJ* website, they should select the User Home option and will be taken to a page that allows them to select their status as a reviewer. The user may also have available the status of author (Figure 2 in the attachments). The reviewers' page has all the necessary information to complete the review including:

- the title, abstract, and submission editor of the article
- the review schedule
- a list of all the review steps
- the review form to complete

Screen captures of this page with all the review steps completed are shown in the attachments as Figures 3 and 4.

The reviewers will still have the option of making comments directly in the Word document and uploading the edited file to the website when they complete their review. When the results of the review are being sent to the authors, editors will have the option of either uploading the entire completed form with feedback as submitted by the individual reviewers, or editing and compiling all the comments as was done previously. Reviewers in the past have occasionally made comments directed toward the associate editor, and not intended for the authors of the documents, on their review forms. These specific comments are never forwarded and reviewers should feel free to continue to comment directly to the editors.

When the reviews are complete and the associate editor has recorded the final decision about the status of the submission, an email is sent to the corresponding author. What the authors will see on the *EDGJ* webpage when a review is complete can be seen in Figure 5 in the attachments. The associate editor will remain the primary point of contact for the authors during the review process.

Accepted articles will be copyedited and prepared for publication by the editor and their staff. Any article revisions completed by the authors prior to publication will be submitted on line. Proofs will be provided to the authors before publication. Instead of this revision and proofing process being completed via email as was done previously, it will all now be done online.

## IV. Attachments

**EDITOR**  
 Submissions  
 Unassigned (0)  
 In Review (1)  
 In Editing (0)  
 Articles  
 Issues  
 Create Issue  
 New Users  
 Future Issues  
 Back Issues

**JOURNAL CONTENT**  
 Search  
  
 All  
  
 Browse  
 By Issue  
 By Author  
 By Title

**FONT SIZE**

**INFORMATION**  
 For Readers  
 For Authors  
 For Librarians

SUMMARY REVIEW EDITING HISTORY

**SUBMISSION**  
 Authors: IM New-Author  
 Title: A Comparison of Test Scores of Minority vs. Non-Minority Students on the Purdue Spatial Visualization Test: Visualization of Rotations  
 Section: Articles  
 Editor: Nancy Study  
 Review Version: 99-387-1-RV.DOC 2009-07-24  
 Upload a revised Review Version    
 Supp. files: None

**PEER REVIEW ROUND 1** SELECT REVIEWER VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

REVIEWER A	NANCY STUDY	CLEAR REVIEWER		
Review Form	Engineering Design Graphics Journal Review Form	SELECT REVIEW FORM	CLEAR REVIEW FORM	
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
<input type="button" value="E"/>	—	2009-08-21	<input type="button" value="E"/>	

REVIEWER B	ROBERT CHIN	CLEAR REVIEWER		
Review Form	Engineering Design Graphics Journal Review Form	SELECT REVIEW FORM	CLEAR REVIEW FORM	
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
<input type="button" value="E"/>	—	2009-08-23	<input type="button" value="E"/>	

**EDITOR DECISION**  
 Select decision: Choose One  
 Decision: None

Figure 1. Associate editor's peer review assignment screen

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User Home

**USER HOME**

**ENGINEERING DESIGN GRAPHICS JOURNAL**

- » Journal Manager
- » Editor
- » Reviewer
- » Author

**MY ACCOUNT**

- » Edit My Profile
- » Change My Password
- » Log Out

The Engineering Design Graphics Journal serves as the official journal of the American Society for Engineering Education, Engineering Design Graphics Division and provides a professional publication for educators and industry personnel associated with activities in engineering, technology, descriptive geometry, CAD, and any research

Figure 2. User home screen

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS  
 Home > User > Reviewer > #99 > Review

**#99 REVIEW**

**SUBMISSION TO BE REVIEWED**

Title: A Comparison of Test Scores of Minority vs. Non-Minority Students on the Purdue Spatial Visualization Test: Visualization of Rotations  
 Journal Section: Articles  
 Abstract: Minority subjects enrolled in an introductory engineering drawing class at a historically black university were administered the Purdue Spatial Visualization Test: Visualization of Rotations. The scores for the minority group were statistically significantly lower than scores achieved by primarily non-minority students at a majority serving institution. Other differences in the test subjects, aside from minority status, were academic background and the requirements of the different universities for admission into the academic program. This paper explores potential reasons for the differences in visualization test scores based on previous academic preparation of the subjects.

Submission Editor: Nancy Study   
 Submission Metadata: [VIEW METADATA](#)

**REVIEW SCHEDULE**

Editor's Request	2009-07-26
Your Response	2009-07-26
Review Submitted	2009-07-26
Review Due	2009-08-21

Figure 3. Reviewers' screen showing submission to be reviewed and schedule

INFORMATION  
 For Readers  
 For Authors  
 For Librarians  
[Journal Help](#)

**REVIEW STEPS**

1. Notify the submission's editor as to whether you will undertake the review.  
 Response: Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.  
 Submission Manuscript: [99-387-1-RV.DOC](#) 2009-07-24  
 Supplementary File(s): None
3. Click on icon to fill in the review form.  
 Review Form: 
4. In addition, you can upload files for the editor and/or author to consult.  
 Uploaded files: None
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
 Recommendation: **Accept Submission** 2009-07-26

The Engineering Design Graphics Journal serves as the official journal of the American Society for Engineering Education, Engineering Design Graphics Division and provides a professional publication for educators and industry personnel associated with activities in engineering, technology, descriptive geometry, CAD, and any research related to visualization and design.

Manuscripts submitted for publication are subject to peer review by the EDG Journal editorial review board. The views and opinions expressed herein are those of authors and do not necessarily reflect the policy or the views of the EDGD.

Figure 4. Reviewers' screen showing review steps

**AUTHOR**

Submissions

Active (1)

Archives (0)

[New Submission](#)

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**JOURNAL CONTENT**

Search:

All

Browse

[By Issue](#)

[By Author](#)

[By Title](#)

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**FONT SIZE**

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**INFORMATION**

[For Readers](#)

[For Authors](#)

[For Librarians](#)

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[Journal Help](#)

SUMMARY   REVIEW   EDITING

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**SUBMISSION**

Authors	IM Nem-Author <input type="button" value="v"/>
Title	A Comparison of Test Scores of Minority vs. Non-Minority Students on the Purdue Spatial Visualization Test: Visualization of Rotations
Section	Articles
Editor	Nancy Study <input type="button" value="v"/>

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**PEER REVIEW**

**ROUND 1**

Review Version	99-387-2-RV.DOC 2009-07-26
Initiated	2009-07-26
Last modified	2009-07-26
Uploaded file	None

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**EDITOR DECISION**

Decision	Accept Submission 2009-07-26
Notify Editor	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> 2009-07-26
Editor Version	99-388-1-ED.DOC 2009-07-26
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

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**Figure 5. Author's review screen**