

ENDINGS

YOUR MANUSCRIPT'S JOURNEY THROUGH THE *JBIB* REVIEWING PROCESS

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You have worked hard on your manuscript. You have asked colleagues to give you feedback. You have followed all the *JBIB* Manuscript Guidelines and have done a final check to make sure all the citations you used are in the reference section. Finally, you take a deep breath and submit the paper to *The Journal of Biblical Integration in Business*. What happens next?

EDITOR DESK REVIEW

The editorial team of the *JBIB* (the editor and board of reviewers) wants to be an excellent steward of your manuscript. We have submitted papers to journals too. We know you have given much of yourself in the paper and care deeply about it. We want to give you a timely and constructive reviewing experience. Our goal is to send you a decision letter in 60 days or less, though in some circumstances it will take a little longer.

When a manuscript is first received, the editor makes an initial judgment, sometimes with the assistance of an expedited blind review, about the suitability of the paper for the *JBIB*. Papers need to reach a certain level to be sent for review (see the *JBIB* Information for Contributors). The Review Board members are volunteers. Manuscripts with excessive spelling errors, sloppy writing, or poorly articulated theory waste their time. Manuscripts need to be well developed and well edited before being sent to the reviewers.

However, the typical reason for a “desk reject” is that the paper does not fit the purpose of the journal. The *JBIB* has a certain publication domain and many otherwise excellent articles do

not fall into that domain. Also, articles suitable for a conference are not always ready for a journal. The best way to ensure that a paper passes the desk review is to read the *JBIB* Information for Contributors and follow it.

REVIEW PROCESS

The manuscripts that pass the desk review are sent to the reviewers. The *JBIB* is a double-blind review journal; that is the reviewers and the author are anonymous to each other. The review board is made up of CBFA scholars who volunteer their time for this ministry. They are usually given 30 days to read the manuscript and complete the review. A summary of the questions the reviewers ask is in the *JBIB* Information for Contributors.

The *JBIB* is blessed with a group of excellent reviewers who take their spiritual mission very seriously. The reviewers maintain the standards and mission of the *JBIB* and they also desire to assist the author to develop the paper so it can be eventually published, either in the *JBIB* or in another journal. Review work is time consuming. The service of the review board to the authors and the *JBIB* cannot be overstated.

As is common with many journals, the *JBIB* asks authors who submit papers to review papers. The cornerstone of the editorial process is the willingness of colleagues to provide each other feedback through peer review. The volume and diversity of the papers we receive mandates that we use *ad hoc* reviewers as well as the standard board of review. Therefore, authors who submit to the *JBIB* are expected to reciprocate by re-

viewing for the *JBIB* if asked to do so. However, when asked, a reviewer is given a deadline and can refuse the review if necessary.

DECISION LETTER

At the deadline, the editor rereads the paper, gathers the reviewer's comments, and synthesizes them into a decision letter that is sent to the author. A blind copy of the letter and reviews are also sent to the reviewers. There are four possible outcomes:

- A decision to publish without revision (very rare).
- A decision to publish subject to certain revisions (rare).
- A decision to withhold a final publishing decision until there is a significant rewrite by the author and another review (Revise & Resubmit). This is the most common decision.
- A decision to not accept the manuscript for publication (unusual).

If the paper receives a Revise & Resubmit, the editor will summarize the reviewers' comments and attempt to indicate appropriate revisions. A Revise & Resubmit decision does not mean that the manuscript is weak; rather it means that the reviewers and editor see promise in the manuscript. Most of the manuscripts published in the *JBIB* have gone through revision. Rewriting strengthens good writing.

AUTHOR REVISES

A Revise & Resubmit decision triggers another round of reviews. The author looks at the concerns and suggestions of the editor and reviewers and revises the manuscript. When the author sends the revised manuscript back to the *JBIB*, he or she includes a detailed letter showing how each concern or suggestion was handled. The author is welcome to cluster similar comments from the reviewers and discuss them together.

The author is also welcome to disagree with the reviewers and editor, but should give reasons for the disagreement and show how the manuscript was strengthened as a result.

BACK TO THE REVIEWERS

The editor will review the revised manuscript and send it back to the original reviewers, along with the author's letter, a copy of the original manuscript, and a copy of the previous reviews. In some cases, the revised manuscript may also be sent to new reviewers.

Multiple Revise & Resubmit cycles wear out both authors and reviewers. Therefore, in normal circumstances the *JBIB* prefers to limit manuscripts to one such iteration. After the reviewers look at the manuscript and author's letter, their usual decision is to either reject the manuscript or commit to ultimately publish it. Therefore an author should take the revision cycle very seriously.

RESPONSE LETTER TO AUTHOR

The decision to publish, or not, is acknowledged by the editor in a letter to the author. Often the publication acceptance is "subject to" further minor revisions. If the decision is to publish, with or without revisions, the author should make sure that all format instructions are followed for the final manuscript.

ACCEPTED MANUSCRIPT TO REVIEWERS FOR REJOINDERS

After the final manuscript is received, it will be sent to the Board of Review and sometimes to the Reviewers 1.2 Board. Members of the Boards will be invited to submit rejoinders to be published along with the article. The rejoinders may challenge and/or extend the paper. When time permits, the author is sent the rejoinders and can respond to them. The rejoinders and responses create a sense of dialogue that has been considered a valuable feature of the *JBIB*.

PAPER IS PUBLISHED.

AUTHOR AND EDITORIAL BOARD REJOICE.