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- 14) Bulleting should be evaded and used only if absolutely necessary.
- 15) References should be presented on a separate page. References and citations should follow the APA rules and guidelines. DOI numbers MUST be provided, when available.
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The process consists of the following steps:

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- 2) If the manuscript passes the desk evaluation, then it is assigned to a section editor, who is a member of the Editorial Team. The assigned section editor then sends the manuscript to at least two reviewers who are well-demonstrated experts in the field of the manuscript with relevant publications and/or other scientifically acceptable outputs. Reviewers are expected to hold a PhD or, in rare cases, have at least ten years of working experience in the relevant field with proven proficiency. Reviewers are given six weeks to complete their reviews. However, note that in some cases, it can take longer than six weeks for some articles to be reviewed. After six weeks, WJAE sends regular reminders to the reviewers.
- 3) Once the review reports are received, the Editorial Board evaluates the reports and makes a decision based on the reviewers' comments and suggestions.
- 4) The authors are notified about the decision.
 - a) If the decision is "Accept as it is" then authors are supplied with a copy editing version and asked to start the proofreading. The proofreading process should be completed within two weeks, latest.
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 - c) If the decision is "Resubmit for Review", then authors are asked to revise their manuscript according to the reviewers' comments. The revised version is sent back to the reviewers for the second round of review. Reviewers then write a new report, and the editorial board makes a decision based on the new report. Note that the final decision will be made on the final quality of the manuscript rather than the progress made by the authors.



- d) If the decision is "Reject" or "Not suitable for WJAE" the author will be notified together with the reviewers' reports helping them to improve their manuscript. In the latter case, when possible, we will ask the reviewers to suggest a relevant journal to the author.
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