

TURKISH JOURNAL OF FIELD CROPS

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IBAN: TR69 0006 4000 0013 3760 3716 73

For US dollar payments, bank account information is sent via email.

PUBLICATION POLICY

This publication policy statement outlines policy and procedures relative to the Turkish Journal of Field Crops.

1. General Policy

All material intended for publication by the Society should be written in English. Manuscripts for the Journal should be sent to the Editor in Chief.

2. Editor-in-Chief

The Editor in Chief makes recommendations to the Governing Board for the appointment of the editors and serves as a Chairman of the Editorial Board.

3. Editorial Board

Editorial Board, consisting of the Editor-in-Chief and Editors, prepares the Journal. Editorial Board develops procedures for manuscript submission, review and referee criteria, acceptance, release and publication. The Editor in Chief delegates editorial functions to other members of the Editorial Board. The Editor in Chief also processes review and interpretive papers and handles the appeal procedure for rejected manuscripts. The Editor-in-Chief may write editorials or solicit manuscripts on special topics.

4. Editor

Editors are appointed for specific subject matter areas and are responsible for the technical and intellectual content of the journal in these areas. They supervise the registering of manuscripts and other record-keeping activities and direct the work of the assigned referees and Editors in reviewing and evaluating manuscripts submitted to the Turkish Journal of Field Crops.

Editors are responsible for obtaining a minimum of two reviews for each manuscript assigned to them. Each review is an evaluation of the intellectual content of the manuscript for publication. The following steps will be followed for prompt reviews.

- a. Editors are expected to act as primary reviewer for papers close to their area of expertise.
- b. Editors are encouraged to contact prospective reviewers and request a return of the reviewed paper within two weeks.
- c. Editors are advised to read papers carefully before sending them out for review. Editor is encouraged to be one of the primary reviewers. The goal is to have two quality reviews of the manuscript.

5. Manuscript Handling

Three copies of manuscripts should be submitted to the receipt of the Editor in Chief. The Editor notifies the corresponding author of the receipt of the manuscript, sends permission to print and reprint the form to the author, and assigns the registration number to the manuscripts. The registration number must be used in all correspondence regarding the manuscript. The Editor in Chief assigns manuscripts to the Editors on the basis of subject matter. The Editors, in turn, assign manuscripts to the referees and reviewers.

If they recommend publication without change and the Editor agrees, the manuscript and reviewers report are sent to the Editor in Chief for concurrence.

6. Referee Assignment by the Editor-in-Chief

The editor-in-chief could also assign manuscripts to the editors and two referees. If two referees accept, the manuscript is accepted for publication after the Editor approves it.

If the reviewers and the Editor find the manuscript could be published after some revision, the manuscript is returned to the author to obtain a satisfactory revision. If the author does not return a revised manuscript, the first released manuscript must be submitted to the editor for additional consideration by the journal.

If the reviewers and Editor recommend rejection, the manuscript and reviewers' comments are sent to the Editor in Chief. If the Editor in Chief concurs that the manuscript should be rejected, the manuscript is released to the author. The author of a manuscript rejected has the option of appealing the release to the Editor in Chief. In appealing the release, the author must provide the Editor in Chief with a clean copy of the released version of the manuscript. All editorial correspondence and a letter are stating the reasons why the author is appealing the release.

7. Notes

Short papers covering experimental techniques, apparatus and observations of unique phenomena are published as notes. Review procedures for notes are the same as those for regular articles. The format for notes with less than two printed pages is less formal than that for full-length articles.

8. Letters to the Editor

The journal publishes Letters to the Editor. Letters may contain comments on articles appearing in the Turkish Journal of Field Crops or general discussion about crop science research and are limited to two printed pages. If a letter discusses a published paper, the author of that paper may submit a response to the comments. The Editor-in-Chief must approve published papers and may receive a peer review.