

Procedures for Submission and Peer Review

1. Contributions for consideration for publications shall be submitted to the *JJS* through the Managing Editor;
2. Co-Editors may receive contributions for consideration for publications on behalf of the Managing Editor;
3. Upon receipt of a contribution, the Managing Editor shall acknowledge receipt to the author;
4. A submission to the *JJS* shall be in a form that complies with the house style as prescribed by the *JJS*. In those cases where the form of the submission is a substantial departure from the house style, the author should be required to make amends before the submission can be considered further;
5. A submission to the *JJS* shall be accompanied by a declaration that the manuscript: has not been submitted to another journal; has not been published in another journal; and that the house style of the *JJS* has been adhered to.
6. If the submission is substantially compliant with the house style, the author shall be informed that two independent referees will be appointed to review the article, and that the author shall be informed about the outcome;
7. Two independent referees must be appointed for each submission. Where an article is submitted in two or more parts with the intention that each part be published as a separate article, for refereeing purposes it must be treated as an integrated submission;
8. Referees are appointed on the basis of possession of expertise that is relevant to the submission;
9. As part of the appointment of referees, a *proforma* with refereeing guidelines must be supplied to the prospective referee, and it must be conveyed that the anticipated turnaround period for a report is six weeks, but that the prospective referee may negotiate this period if it is inconvenient;
10. Two weeks prior to the expiry of the six-week turn around period for refereeing, the Managing Editor (or Co-Editor in the event of 3.2.3) must alert the referee of the impending deadline of the referee's report;
11. The Co-Editors (in the event of 3.2.3) need to submit their referee reports to the Managing Editor for a final decision;
12. Upon securing two reports from referees, the Managing Editor shall make a decision as to whether the article is: publishable; or not publishable; or publishable but subject to certain conditions. The Managing Editor shall, where the need arises, consult with the Co-Editors to discuss the reports and reach consensus on whether the article is: publishable; or not publishable; or publishable but subject to certain conditions;
13. Where a submission is accepted subject to substantive amendments, the author shall be required to submit the revised submission with a letter explaining the nature of the revisions that were made. The revised submission shall be sent to the original referee for his or her reconsideration. It remains in the discretion of the Managing Editor whether a revised submission should be sent to a referee for final approval;
14. Where a report from a referee is equivocal or uninformative, clarification or further and better particulars may (in the discretion of the Managing Editor) be sought from the referee;
15. Where a referee's report renders it difficult to reach a clear editorial decision about the publishability of the article, a new referee shall be appointed. The Managing Editor may on receiving the reports consult with the Co-Editors where it is, in the discretion of the Managing Editor, necessary to do so;
16. The reports of the referees shall be treated as recommendations only, and are not binding on the *JJS*;
17. The *JJS* shall normally accept to consider for publication one article or commentary per author per issue and that the decision to accepted two-part articles should be exercised very sparingly and only for compelling reasons;

18. The *JIS* shall consider any proposals to publish a Special Issue in any given year and shall accept any such proposals on such terms and conditions that it considers necessary to comply with the editorial policy and financial resources of the *JIS*; and
19. The Managing Editor's decision pertaining to the publication of an article is final.