

## Author(s)

### Submission

The author(s) submits an account to EJOLTS by using [e-submission form](#).

### Choosing a Reviewer

The author(s) may choose the name of one reviewer from [the review panel](#) (which we are adding to all the time).

### Submission Review

The author(s) needs to look through, and respond (if they want) [at this space](#) with their reviewers.

### Submission Editing

If it is necessary author(s) make(s) the suggested amendments to the submission and send the final version of an account [at the web-forum](#).

## Journal committee

### Receiving of Submission

Journal committee (mainly chief editor) receive an account and inform author(s) about starting review procedure and rough plan of reviewing process.

### Choosing Reviewers

Members of committee negotiate with potential reviewers about overtaking responsibility of reviewing a submitted account and inform them

### Submission Review

Journal committee monitors reviewing process and intervene if there are any problems.

### Submission Editing

Committee determine when the processes of reviewing and editing are finished and organise a process of making a final decision about publishing an account.

## Reviewers

### Overtaking a Responsibility

After potential reviewers accept this responsibility they start the reviewing process and try to keep to the deadline decided on by the journal committee.

### Submission Review

Reviewers send their responds to the author(s) [at the web forum](#).

### Submission Editing

Reviewers monitor editing process and suggest to the journal committee when an account is ready to be published.

## Editorial

### Making a Decision about a Reviewing Process

If the journal committee is in doubt about an account they can ask members of the Editorial board to make the final decision about starting the reviewing process. Members of the Editorial board use the [web space](#) for their communication.

### Making a Decision about an Editing Process

If reviewers do not agree with an editing process the Editorial board should make the final decision.

### Making a Final Decision about Publishing Accounts

In the light of recommendations from reviewers the Chair of the Editorial Board should make the final decision about publishing all accounts in a particular issue of the journal.

## Organising team

### Advising

Advising journal committee about technical issues.

### Maintaining and Development of our Technical Infrastructure

Installing and upgrading an open source content management system, debugging, improving features, creating guidelines and the development of the users' interface.

### Arrangement of Accounts for Publishing

Proof editing of accounts. Technical arrangement of accounts for publishing at the journal web site (creating HTML and PDF version of each account).

### Publishing of Issue

Publishing of final version of [current journal issue](#).