

## **Procedure for processing papers submitted to *The Energy Journal* that involves one of the editors**

### **1. Introduction**

- 1.1 This sets out a policy for the procedures to be followed when a paper involving one of the editors as an author is submitted to *The Energy Journal*.
- 1.2 It applies only to the *Editors*<sup>1</sup> and does not apply to the *Book Review Editors* or members of the *Editorial Board*.

### **2. Authorship and Corresponding Author**

- 2.1 Only co-authored papers involving an editor will be considered for publication in *The Energy Journal*, single authored papers by one of the editors will not be considered.
- 2.2 An editor will not be the corresponding author of a paper; this must be one of the other co-authors.
- 2.3 Research papers involving two or more editors will *not* be considered for publication in *The Energy Journal*. However, there may be occasions where the editors might write a 'Viewpoint' type article for inclusion in *The Energy Journal*.

### **3. Procedure for Making the Decision on a Paper**

- 3.1 Any paper submitted to *The Energy Journal* that includes one of the editors as an author will be initially assigned to one of the other editors by the Associate Editor.
- 3.2 The Associate Editor will collect a minimum of *three* referee reports on the paper before sending to the assigned editor for an initial decision.
- 3.3 If the assigned editor recommends 'reject' then the paper will be rejected and dealt with by the Associate Editor in the normal way (other than the decision letter being 'signed' by the Associate Editor so as not to identify the assigned editor).
- 3.4 If the assigned editor recommends 'revise and resubmit' or 'acceptance' then s/he will send this recommendation with all relevant documentation to the other editor for him/her to consider.
  - 3.4.1 If the other editor agrees with the decision then the paper will be dealt with in the normal way by the Associate Editor (other than the decision letter being 'signed' by the Associate Editor so as not to identify the assigned editor).
  - 3.4.2 If the other editor disagrees with the recommendation then the two editors will discuss and come to an agreed decision of either 'reject', 'revise and resubmit', or 'accept' and then subsequently dealt with in the normal way by the Associate Editor (other than the decision letter being 'signed' by the Associate Editor so as not to identify the assigned editor).
  - 3.4.3 If no agreement is reached with the other editor still favoring 'rejection' then the paper will be rejected and dealt with by the Associate Editor in the normal way (other than the decision letter being 'signed' by the Associate Editor so as not to identify the assigned editor).

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<sup>1</sup> At the time of writing, this consists of Adonis Yatchew, James Smith and Lester Hunt.

#### **4. Confidentiality**

- 4.1 The editor involved in a submitted paper will only see the normal correspondence between the associate editor and authors. All other correspondence will remain confidential between the other editors and the Associate Editor.

*A draft of this document was discussed and agreed in principle at **The Energy Journal** Editorial Board Meeting on Friday June 20<sup>th</sup> 2008 at the 31<sup>st</sup> IAEE International Conference, Istanbul Turkey.*