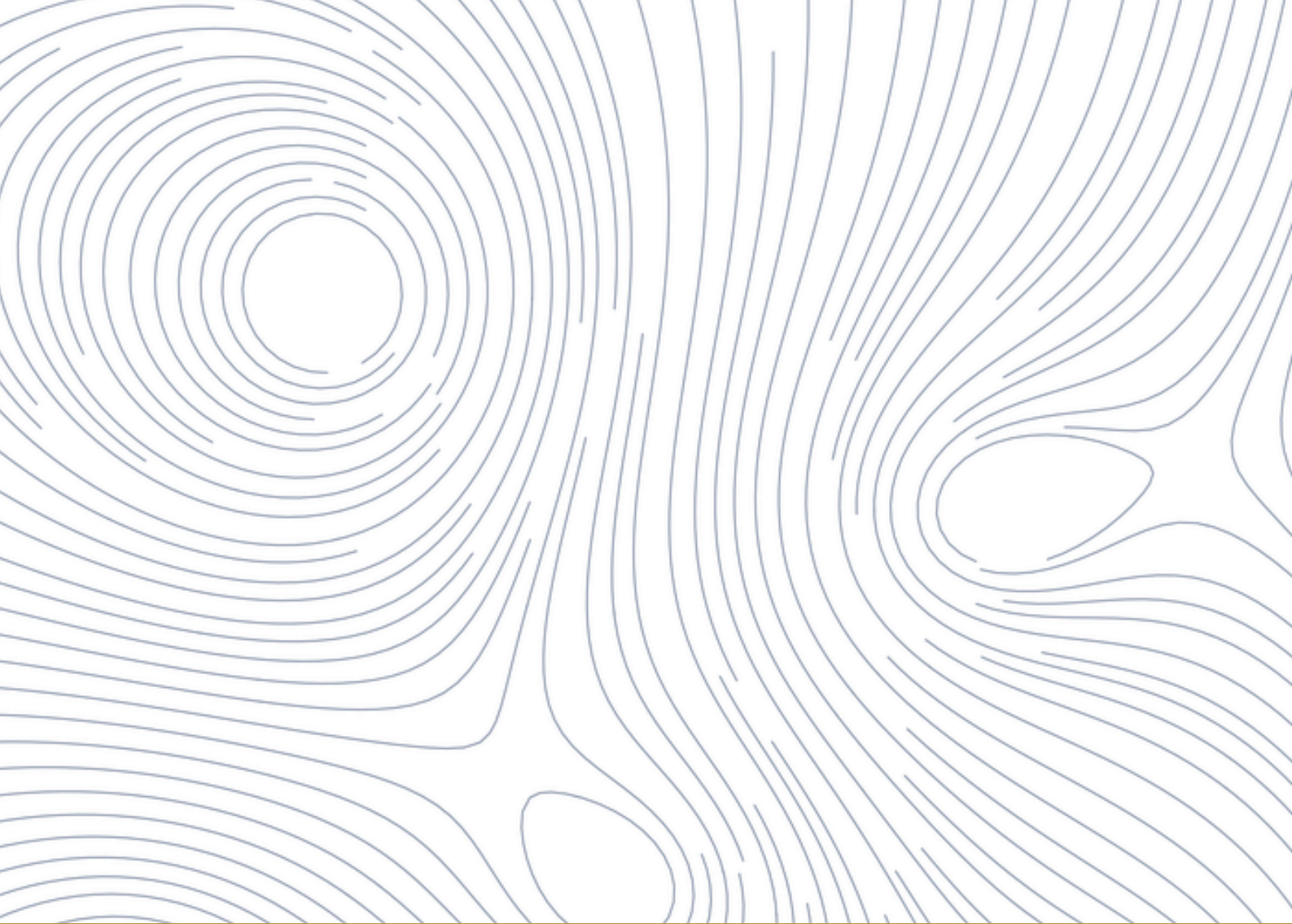




CHIEF EDITOR

User Manual

Security and Information Applications (JSIA) — Guide for the Chief Editor (Editor-in-Chief)

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01

CHAPTER 1

Scope and Responsibilities of the Chief Editor

The Chief Editor sets the journal's direction and is the final decision-maker on policy and ethics matters.

EDITOR-IN-CHIEF

The Editor-in-Chief is responsible for:

- **Direction and scope** of the journal — ensuring published work stays relevant to JSIA's field.
- **Quality and integrity** of the editorial process across the whole journal.
- **Final decisions** on disputed cases or ethics issues that cannot be resolved at the Editor / Editorial Manager level.
- **Formal representation** of the journal (indexing bodies, publishers, Crossref, ORCID, etc.).

NOTE

Day-to-day work (assigning reviewers, per-submission decisions) belongs to Editors and the Editorial Manager. This manual covers only the Chief Editor's oversight and strategic role.

02

CHAPTER 2

Appointing and Overseeing the Editorial Team

The Chief Editor approves senior editor appointments and reviews team performance periodically.

EDITOR-IN-CHIEF

- 1 Review proposed appointments of new Senior Editors / Editors / Associate Editors (proposed by the Editorial Manager).
- 2 Approve the invitation – the Editorial Manager sends the formal invitation through the system.
- 3 Periodically review editor workload and performance (submission counts, response times) via the Editorial Manager's reports.
- 4 Discuss and resolve any performance issues or conflicts within the editorial team.

03

CHAPTER 3

Appeals and Disputed Decisions

Authors may appeal an editor's decision; the Chief Editor makes the final call.

EDITOR-IN-CHIEF

When an author appeals a rejection decision:

- 1 The Editorial Manager forwards the appeal letter and the related submission to the Chief Editor.
- 2 The Chief Editor reviews the original decision, the reviewer comments and the appeal's arguments.
- 3 If needed, appoint a new independent reviewer for a second opinion (not involved in the original decision).
- 4 Make the final decision: uphold the rejection, or reopen the submission for further review. The Chief Editor's decision is final.

Keep a record of every appeal and decision for the journal's editorial audit trail.

04

CHAPTER 4

Ethics and Integrity Oversight

High-level ethics matters — plagiarism, fabricated data, authorship disputes, retractions
— are decided by the Chief Editor.

EDITOR-IN-CHIEF

- **Plagiarism or data fabrication allegations:** investigated by the Editorial Manager; the action decision (rejection, retraction) is approved by the Chief Editor.
- **The Chief Editor's own conflict of interest** (e.g. a submission from their own student/collaborator): assign the Managing Editor to handle that submission entirely.
- **Retraction or correction/erratum** of a published article: follow COPE (Committee on Publication Ethics) guidelines; the decision and the public notice are approved by the Chief Editor.
- Refer to the journal's public *Ethics and Malpractice Statement* page as the baseline policy reference.

05

CHAPTER 5

Reporting and Strategic Review

An annual review of direction, publication performance and indexing targets.

EDITOR-IN-CHIEF

- Periodically review journal statistics: submission counts, acceptance rate, average time to first decision (**Statistics** in the left sidebar).
- Set indexing targets (Scopus, Web of Science, etc.) and track progress with the Editorial Manager.
- Review and approve any journal policy change (scope, open-access model, APC, etc.) before it is updated in the system settings.



Security and Information Applications (JSIA)

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