**Step 1:**
Article submission

**Editorial Team**

- **Step 1:** Initial Screening; Make Decision 1
  - Decision: Passed requirement or Reject
  - Passed: PASS
  - Rejected: NO, REJECT

- **Step 2:** Send acknowledgement of receiving paper and ask agreement to the publication processing fee about numbers of paper
  - Time limit to reply: 5 days

- **Step 3:** Send request to more one (1) review
  - Time limit to reply: 7 day (for the reviewers)

**Step 4:** Send paper to reviewers who agreed to review
- Time limit to reply: 15 day (for the reviewers)

**Step 5:** Make Decision 2
- Decision: Reject, Return to author or Accept
- Rejected: REJECT

**Step 6:** Make Decision 3
- Decision: Request reviewer to Re-evaluate, Accept, or Reject paper
- Rejected: REJECT

**Step 7:** Make Decision 4
- Decision: Return to author, Accept paper, Reject
- Rejected: REJECT

**Step 8:** Make Decision 5
- Decision: Accept paper or Reject
- Rejected: REJECT

**Step 9:** Send acceptance notification

**Step 10:** Prove reading by specialists
- Time limit to reply: 7 day

**Step 11:** Start formatting process

**Step 12:** Send formatted paper for author’s proofreading and final approval

**Step 13:** Publish paper (online and printed)