

Horticulturae Review Procedure

Submission Received

- The Editorial Office will perform the **initial check**, such as whether the format is completed, whether the background of the authors are solid, whether a similar paper is published before, *etc.*
- If YES, the in-house editor will send the **submissions to EiC for suitability and quality brief review**.
- EiC lets Editorial Office know if it is acceptable, and designates an AE (regular submission)/GE (special issue submission) who could handle the review process.
- The Editorial Office contacts the AE/GE for the review process. **AE/GE will provide potential reviewers with their e-mail addresses and the Editorial Office will officially invite them to perform the peer-review.**
- The AE/GE may review it with one other external reviewer, or may suggest that 2 to 3 external reviewers to look at the manuscript

Peer-Review Process

- According to MDPI policy, we required **at least two qualified review reports** before making any decision on the submissions.
- Once the Editorial Office collect enough reports, they will be sent to **AE/GE for initial decision**.
- The AE/GE will submit the reviews with their recommendations to the Editorial Office who will then forward it to the **EiC for first decision** (accept, request revisions and re-submit, or decline)
- If revision is required, the Editorial Office will **send the revised version to the AE/GE and reviewers for second-round review**.
- Once the second-round review is completed, the Editorial Office will send the revised version, the AE/GE and reviewer comments and author responses to **EiC for final decision/decision**. In case the reviewers do not want to or do not have time to re-review, we may send the revised version to EiC/AE/GE directly **for decision/recommendation**.
- **Please note all the papers accepted by EB or guest editor require to be approved by EiC.**

Submission Accepted

- According to our policy, **EiC will be listed as Academic Editor** on the first page of the published paper as EiC will make all the final decisions.
- **The Editorial Office will be responsible for contacting the corresponding author with the decision and the publication procedure afterwards.**
- EiC/guest editor will be informed once the paper is published online.

Horticulturae Criteria of Manuscript Selection for Peer-Review

- Fit Aims and Scope of *Horticulturae*
- Identical research has not been published before
- The papers should have novel points or make significant contributions to related research fields
- The authors have solid academic background and publication history
- *etc. any other criteria?*

Important time points for peer-review

- Editorial Office initial check: send to EiC the day of submission received
- **EiC initial check** and assign to AE/GE: **1-2 days** once receive the submission
- **AE/GE recommend reviewers: 1-2 days** once receive the submission
- **Review process: 1-2 weeks** once receive the submission
- **EiC first/final decision: 1-2 days** once receive the review reports
- Author revision: 1 week for minor revision; 2 weeks for major revision. It can be extended if necessary.
- **2nd round review process: 3 days** once receive the submission
- Editorial Office takes about **10 days** to get the paper published online