**Stage 1**

* Registering with the system by Author
* Login
* Submission of manuscript

**Stage 2**

* Login by the Managing Editor
* Receiving manuscript and acknowledging author
* *Preliminary Checking*
* Transmitting to the concerned Associated Editor [Section Editor]

**Stage 3**

* Login by the Associate Editor [Section Editor]
* Receiving manuscript from Managing Editor
* Selection of Reviewer from Reviewer Database
* Sending Request
* Sending manuscript along with the review form to the Reviewer

**Stage 4**

* Login by the Reviewer
* Peer Reviewing
* Communicating the comments to the Associate Editor

**Stage 5**

* Login by the Associate Editor [Section Editor]
* Receiving the comments from the Reviewer
* Communicating the comments to the Author/Managing Editor
* Getting the manuscript revised from the Author
* Taking the finally reviewed manuscript for copy editing
* Sending the coy edited manuscript to the Assistant Editor [Layout]

**Stage 6**

* Login by the Assistant Editor [Layout]
* Receiving the manuscript from the Associate Editor [Section Editor]
* Layout Editing
* Intimating the Associate Editor of the completion of the work

**Stage 7**

* Login by the Associate Editor
* Receiving the manuscript from the Assistant Editor [Layout]
* Sending to Assistant Editor [Proof Reading]

**Stage 8**

* Login by the Assistant Editor [Proof Reading]
* Proof reading the formatted manuscript received from the Layout Editor
* Sending the manuscript to Author for proof reading
* Intimating the Associate Editor of the completion of the work

**Stage 9**

* Login by the Associate Editor [Section Editor]
* Sending the final manuscript to the Managing Editor for publication

**Stage 10**

* Login by the Managing Editor
* Setting up of the journal issues
* Preparation of table of contents
* Publication of issues

**Decisions to be taken**

* Changing the Title of the Journal
* Frequency of Publication
* Free/Fee
* *Digital Object Identifier*
* *Indexing in Databases*
* *Quotations from Publishing Houses*