

# The Editorial Policy and Practices of the *Molecular Endocrinology* Journal

## I. Purpose of the Journal

The *Molecular Endocrinology* journal is in its 15th year of operation and is owned and published by the Endocrine Society. As established by the Editor-in-Chief, the Associate Editors, and the Editorial Board under the auspices of the Publications Committee, the policy of the journal is to review and publish papers that use a molecular approach to study the regulatory mechanisms of hormones and related substances in nonprimate and primate cells. *Molecular Endocrinology's* mission is to significantly broaden the knowledge base of its readers and to do so the journal must concentrate on only those papers that fall within its purview.

In an effort to encourage the submission of high quality papers to our journal, The Endocrine Society will only levy page charges of \$90.00 per page after a manuscript has been accepted for publication. An application for waiver of charges may be made by the authors (See Instructions to Authors).

## II. The Editorial Board

*Molecular Endocrinology* is headed by an Editor-in-Chief, five Associate Editors, and a current Editorial Board of 44 members. The Editor is appointed by the Council of the Society, and the Associate Editors and Editorial Board members are appointed by Editor-in-Chief in consultation with the Publications Committee. The Associate Editors serve a 5-year term and Editorial Board members serve a 4-year term. Board members are chosen based on the journal's need for representation from a particular scientific area in conjunction with the individual's commitment to maintaining high journal standards as illustrated in previous objective and prompt reviews.

## III. The Review Process

All manuscripts must be submitted using the format outlined in the Instructions to Authors printed in the January and July issues of each year. The instructions are also available on-line at <http://mend.endojournals.org>. *Molecular Endocrinology* uses a "pre-review" process that establishes the appropriateness of each submitted article. Every manuscript's cover letter, title page and abstract are sent to the Editor-in-Chief and Associate Editors no later than a day after receipt. These individuals conduct a "pre-review" of the manuscript to determine if it should enter the formal review process. This process was established in an effort to shorten the lengthy review period. Manuscripts that are judged unlikely to be accepted for publication are quickly returned to the author. Returning manuscripts after the pre-review also saves time and frustration for authors who would otherwise have to wait several weeks before submitting their manuscript elsewhere. Any author who is a member of The Endocrine Society and who wishes to have a manuscript reviewed despite the Editors' decision to return it may submit a request in writing, and the editorial office will initiate a formal review.

For those manuscripts accepted into the formal review process, *Molecular Endocrinology* editorial office pol-

icy requires each manuscript be reviewed by two individuals who are highly competent and recognized in the particular field of the submitted manuscript. The journal office contacts those reviewers that have been recommended by the Editor-in-Chief, Associate Editors, and/or the authors. Authors are encouraged to submit in their cover letters names of individuals whom they feel are appropriate and qualified to review their manuscript. Once potential reviewers agree to read a manuscript they are given a two-week deadline to complete the review.

When the reviews are completed, a decision is made to either give the authors the opportunity to revise according to reviewer suggestions or to reject the paper based on the reviewers' criticisms and the Editor's opinion of the paper. In some instances it is necessary to seek the opinion of a third reviewer if further comment is necessary to make a final decision.

When the editors have completed their decision on a manuscript, the decision letter and reviewers' comments are sent to the author. Any questions or concerns regarding the editorial decision on any manuscript must be made directly to the *Molecular Endocrinology* editorial office.

Revised manuscripts are evaluated to determine IF THE AUTHORS HAVE ADEQUATELY ADDRESSED AND ANSWERED THE CRITIQUES of the reviewers and editors. Depending upon this evaluation, manuscripts may either be accepted, returned for further revision, or rejected. If a paper is accepted, the paper is immediately sent to the press and slotted for the next available issue.

*Molecular Endocrinology* tries to complete the review cycle in 32 days. This time, however, may vary depending on the amount of revision work that needs to be completed before the manuscript is acceptable.

## IV. Grounds for Declining a Manuscript

There are two manners in which *Molecular Endocrinology* will decline a manuscript. One is during the "pre-review" process: the editors may feel that the manuscript would not rate high in the formal review process due to a preliminary nature, low level of interest to the readers, or inappropriate scientific area. Our experience has demonstrated that, based on their reading the abstracts alone, the editors can predict which manuscripts are likely to be rejected in the formal review process. It is therefore in the best interest of the authors that the paper is quickly returned to them so as to allow them the opportunity to submit elsewhere. In addition, it is a policy of the journal to respect and not compete for types of articles that are deemed better suited for either of our other Endocrine Society journals. In general, the journal will not review manuscripts containing only the sequence of genes unless the work is the first publication of that sequence from any species, nor will it review papers that report a method that is not used to obtain new biological knowledge.

The second manner in which *Molecular Endocrinology* will decline a manuscript is after it has completed the formal review process. Grounds for rejection are established by the Editor-in-Chief, Associate Editors, and Editorial Board Members. Manuscripts that do not meet the standards of the journal are returned to au-

thors with substantial comments describing the basis for the decision. Manuscripts may be rejected if it is felt that the findings are not sufficiently novel, do not provide sufficient new insights into mechanism of action, do not contain enough new information, or are too preliminary to warrant publication.