

JOURNAL OF GRAPHIC ENGINEERING AND DESIGN

Editorial policy

The journal ***Journal of Graphic Engineering and Design*** is dedicated to publishing novel research and papers in the field of graphic engineering, Prepress, Press, Postpress, Packaging, Colour and quality management, 3D printing, Functional printing, Material and measurement science, Ecology and waste management, Visual perception, Visual communications and media, Electronic publishing and new media, Graphic design, Industrial and product design, Typography, Photography. It has been published since 2010.

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The choice of reviewers is at the Editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution and they should not have recent joint publications with any of the authors.

In the main review phase, the Editor sends submitted papers to 2 experts in the field. The reviewers' evaluation form contains a checklist in order to help referees cover all aspects that can decide the fate of a submission. In the final section of the evaluation form, the reviewers must include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the names of the reviewers.

All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process.

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Anyone may inform the editors and/or Editorial Staff at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

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- Editor will consult with the Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.
- The accused will always be given the chance to respond to any charges made against them.
- If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or serious.

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Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating to authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.
- A warning letter to an author or reviewer regarding fairly minor misconduct.

Major misconduct

The Editor, in consultation with the Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy (see below).
- A ban on submissions from an individual for a defined period.
- Referring a case to a professional organization or legal authority for further investigation and action.

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