

SPECIAL EDUCATION JOURNAL FLOWCHART

SUBMISSION

Articles are received by the Journal's website, through the OJS3 Platform -
Developed by Public Knowledge Project (PKP) .

DESK REVIEW (average time 3 weeks)

It consists of a preliminary internal assessment of a deliberative nature (editors and administrative team), which consists of two parts:

1) Administrative team: analyzes whether the article meets the formal aspects that included in the guidelines for authors of the journal, such as: at least one doctor, template, text characters and summaries, keywords, complete data of all authors in the metadata (name, institution and ORCID), documents Supplements - Ethics Committee approval (in research involving human beings human) and declaration of originality, abstracts and titles in the required languages, absence of authors' names and institutions in the file, figures/images/tables with fonts and titles, listing of references in the standard required, in addition to plagiarism detection using Turnintin software. If article is disapproved at this stage, it is archived and, through the system, is message sent to authors indicating that the standards were not met and, therefore, the article will not go on for evaluation. Once approved, the article proceeds to step 2. Before that, the editors-in-chief distribute the articles to section editors, taking into account the affinity with the topic of the article and the equitable number of articles per section editor.

2) Section editors: the section editor, upon receiving the article, will evaluate: content and relevance of contributions to the area and scientific quality. If the article is disapproved at this stage, it does not follow the procedure for the evaluators and the section editor send, via the Journal's website, by e-mail to the authors briefly explaining the reasons for rejection. If approved, proceed to the next step.

AD HOC EVALUATORS' OPINIONS (average time of 12 weeks)

In this step, section editors select at least two ad reviewers hoc in the Journal's database, found by affinity with the theme. You evaluators have an average period of 30 days to enter the opinion in the system. However, the deadline can be extended at the request of the evaluators. Like this, in case of refusal or impossibility of evaluation, the section editors will the exchange of evaluators whenever necessary in order to obtain two evaluative opinions.

CONSOLIDATION OF AVALIATIONS (average time of 2 weeks)

Upon receiving opinions on the article, it will be up to the section editor to read carefully the indications/suggestions of our evaluators, because they will support the editorial decision of the manuscript. If necessary, the section editor has the autonomy to request some extra clarification, even if he does not being present in the opinions of the evaluators.

At this stage, the section editors analyze the registered opinions by the evaluators in the system and decide. The decision (rejection/approval/review) is then registered in the system and sent by email, through the system, for authors, which can be:

- Accept: article accepted without need for review.
- Reject: Converging opinions on the indication of rejection of the article.
- Required revisions: containing an indication of the points that must be revised so that it returns to the section editor's analysis, and they can decide on publication or not. The version with the changes needs to be inserted by the authors within the same submission on the Journal's website (within of the Editorial Decision item), observing the deadline established by the editor of section.

REFORMULATION NEEDED (average time of 2 weeks)

Section editors verify receipt of authors' review within the determined period and analyze whether the authors have met the requirements of the

evaluators. The final opinion is then sent by the section editor directly to the authors.

PUBLICATION (average time of 4 weeks)

After the article is accepted, it proceeds to the layout and textual review and grammatical. Afterwards, the text is forwarded, by e-mail, to the first author to last analysis and, only after that, the diagramming is finalized, allowing the publication of the article.