"Chemistry Journal of Moldova"	**PROCEDURE FOR MANUSCRIPT MANAGEMENT**	Code: PR-S1-1.01-02 Date of revision: Revision index: 0

RESPONSIBILITIES						PROCESS FLOWCHART	INPUT AND OUTPUT DATA
S1	S2	EB	AR	CA	JE		
	R			I		Manuscript receiption	Paper Manuscript Receipt confirmation
	R			I		Technical review	Paper manuscript Technical review
	I			R		Paper adjustment and manuscript re-submition	Guidelines for authors Adjusted paper
	D			I		Guidelines met (No)	
I	R					Yes → Acceptance for review	Technical review Manuscript for review
R		I				Submition to EB member	Manuscript for review Reviewer forms
I		R	I			Submition to **TWO** independent reviewers	Reviewer forms Reviewers data base Reviewer selected
I			R			Manuscript review	Manuscript / forms for review Reviewer forms filled in
I				R		Paper adjustment and re-submition	Reviewer forms filled in Revised Manuscript
D						Recomended with (No (See p.1))	
R	I		I	I		Yes → Manuscript accepted	Reviewers reccomendation Accepted manuscript
I	R					Draft Issue preparation	Paper manuscripts Journal Issue Draft
I	R			I		Proofs submition	Journal Issue Draft Proofs submitted
	I			R		Corrected Proofs submition	Proofs submitted Corrected Proofs Received
I	R				I	Journal Issue preparation	Corected Proofs Journal Issue
R	I	I		I	I	Journal Issue printing	

Elaborated: Scientific Secretary to the Editorial Board Data: 17.06.13 Signature:	Aproved: Editor-in-Chief Data: Signature:	Pag. 1 of 1

Abreviations:

AR - Assigned Reviewer

CA - Corresponding Author

D - takes the Decision

EB - Editorial Board Member

I - receives Information

JE - Journal Editor in Chief / Editor

R - Responsible for the defined activity

S1 - 1-st Scientific Secretary to the Editorial Board

S2 - 2-nd Scientific Secretary to the Editorial Board

P.1. If the paper is rejected by both reviewers, the manuscript is rejected

If the paper is rejected only by one reviewer, it is submitted to the third reviewer:

If the same oppinion is expressed, the paper is rejected;

If not, the oppinion of the reviewers that reccomended for publication