After your manuscript is submitted to [scholarsubmission@scholarcomplete.org](mailto:scholarsubmission@scholarcomplete.org) (Figure 1, step 1), it will be initially screened prior to being sent to reviewers. The items screened for are based on basic elements such as:

1. Is the manuscript in English?
2. Is the manuscripts scope clearly outside this journals listed themes (which is the only way an article will proceed to 2b in figure 1)?
3. Extensive spelling and grammatical errors to the point where the message is hard to understand.
4. Are there missing sections, tables, figures or data.

Figure 1: Peer Review Process



Scholar peer review process is double blinded. Any manuscript other than a case report will be reviewed by at least 3 reviewers. Case reports will be reviewed by at least 2 reviewers.

Once accepted for review, at least one reviewer suggested by the author(s) will be contacted along with at least 1 to 2 other reviewers. All reviewers from the journal will be double blinded and the author(s) and their suggested reviewers will be asked to adhere to that same policy and refrain from contacting each other. All authors and reviewers will be asked to submit a conflict of disclosure statement.

The reviewers are instructed on how to grade the manuscripts uniquely for each type of submission theme. You will be provided with a score between 10 - 100. The lower the score the better.

**Score Scale:** No article is declined without providing the author(s) with 1 rebuttal opportunity. The scale is a guide and editors retain the final say on acceptance and decline to publish a manuscript.

1. 10 to 30: Accepted with minor corrections
2. 31 to 49: Accepted with moderate to major corrections
3. 50 to 89: Clarification is needed before a decision on acceptance or decline to publish is recommended
4. 90 to 100: Decline to publish

**Acceptance Process:** Once a manuscript is accepted (Steps 5a-c) the author(s) will have the opportunity to respond to the reviewers requests and comments. The reviewers will have the opportunity to review the article again for step 5a due to the request for major changes. Once the manuscript is determined to be at step 5c or equivalent the authors will then only correspond with the editors. The final manuscript processing will include: addressing formatting, spelling and grammar concerns, continuity of labeling and references. At step 5c all authors must have signed and submitted authorship forms before step 5d begins. Prior to this the corresponding author may provide initial attestation for the review process.

**Rebuttal Process:** Authors are afforded the opportunity to rebuttal the reviewers comments at least once before a final decline to publish is decided (not depicted in Figure 1 above). There are no limits to how many correspondents between the authors and reviewers are allowed in steps 4b, 5a, and 5b.

**Appeal Process:** All authors have the right to submit an appeal to the journals editors after a final decline to publish in step 4a of figure 1 is reached. We ask that all appeals are requested within 8 calendar weeks of notification of a decline to publish. The appeal process is simple, please email the editor at [scholareditor@scholarcomplete.org](mailto:scholareditor@scholarcomplete.org) with your request for the appeal and reasons behind the request. The editors will then weigh your request along with any supportive literature provided, and the discussions between the authors and reviewers will be reviewed again. If the literature and reasoning provided in the authors request is affirmed by the editors, a new peer reviewer team will be assigned. In an effort to stream line the appeal process the authors in addition to electronically submitting the request and reasoning may request a teleconference with an editor to help ease clarification and articulation of any concerns.