

EDITORIAL

Procedures Governing Peer Review in AMS Journals

As part of a concerted effort to reduce the publication times of submitted manuscripts, it is the goal of all American Meteorological Society (AMS) journal editorial offices to adhere to the following practices for the peer review of submissions.

- 1) The editor's office handling the submitted manuscript will make every effort to contact via phone or e-mail all potential reviewers in advance to ensure that they have the interest and the available time to review the manuscript in a timely manner.
- 2) Reviewers will be asked to return the completed review within four weeks unless special circumstances warrant a different schedule. (In the case of multiple-part papers sent to reviewers, this time may, at the discretion of the editor, be increased to no more than eight weeks. For short contributions, this time may, at the discretion of the editor, be decreased to less than four weeks if the reviewer agrees when contacted by the editor.)
- 3) To save further mail transit time in the review process, editors will encourage the reviewers to utilize e-mail or fax to send in their reviews. If appropriate, for time-critical reviews, editors will employ express mail service to send manuscripts to reviewers.
- 4) If the review has not been received by the editor's office within 30 days from the time it was mailed to the reviewer, a reminder will be sent (by phone or e-mail) to the reviewer stating that the review is now due at the editorial office. The reviewer will be informed that the review must be received within two weeks to be used in the editorial decision.
- 5) If the review is not received within two weeks after the reminder, the editor will either make a decision based on the other reviews received or secure an additional review from a reviewer who agrees in advance to provide the review within two weeks.
- 6) Late reviews received after the editorial decision has been made may, at the discretion of the editor, be forwarded to the author as additional input for revisions, but will not be used to change the editorial decision.

These policies have been designed by the AMS Publications Commission to ensure that the editor's initial review decision on a submitted manuscript will be completed within 10 weeks of the receipt of the manuscript. Authors should feel free to contact the editorial office to inquire about the reason for delay if they have not received the initial decision by that time.

Wayne H. Schubert
AMS Publications Commissioner