

EDITORIAL RESPONSIBILITIES

- Editors have to provide an unbiased evaluation of the manuscripts. All Authors should be treated with fairness, courtesy, objectivity, and honesty. Editors must not have conflict of interest with respect to articles and/or the Authors of them. Such conflicts include, but are not limited to, handling papers from present and former students and from colleagues with whom the editor has a close professional relationship.
- Editors have to process received manuscripts and revised versions promptly. It is unacceptable for an Editor to delay the review process or to delay the final acceptance of an article for any reason. They are responsible for ensuring that Reviewers and Authors comply with the assigned times for revision and correction of the manuscripts.
- The editors have complete responsibility and authority to reject/accept an article. Editors can discuss specific aspects of an article with Reviewers and other members of the Editorial Committee.
- The Editors will provide guidelines for the Reviewers, including expected times for the reviewing process, journal scope, content and scientific quality standards, in order to help them to make a better evaluation of the reviewed manuscripts.
- The Editorial Committee should not disclose any information about a manuscript under consideration to anyone other than Reviewers and potential Reviewers. Editors can not use nor disclose any material, idea, figure, or dataset discussed in manuscript under review processes unless the Authors provide explicit authorization for that.
- Editorial responsibility and authority for any manuscript authored (or coauthored) by an Editor and submitted to the journal should be delegated to some other qualified person, such as another Editor of the journal.
- In case that the Editors consider that a submitted article meets the requirements and objectives of Meteorologica, they have to contact two independent Reviewers to judge the article. If the suggestions of the Reviewers disagreed, a third Reviewer can be called.
- When errors are found, the Editors have to promote the publication of a correction or retraction.
- The Editors have to preserve the anonymity of Reviewers, except when the Reviewers want to be disclosed.
- Editors have to give Authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original

publication was approved. Documentation associated with any such complaints should be retained.