

Proposed changes to Guidelines for Associate Editors:

In section 5.2 (Peer Review Schedule)

In the introduction after the second paragraph, add one of the following summary tables depending on whether the journal uses SAEs:

<b>Action</b>	<b>Actor</b>	<b>Time</b>
Compliance tests	staff	1-2 days
AE assignment	Staff/EIC	1 week
Assign reviewers or recommend IR	AE	2 weeks
Review (if not IR)	reviewers	6 weeks
1 <sup>st</sup> decision	AE	1 week
Paper revision (if not A or R)	author	6 weeks for RQ 3 weeks for AQ
2 <sup>nd</sup> review (if not AQ)	Reviewers	3 weeks
2 <sup>nd</sup> decision	AE	1 week
Paper revision (if AQ or AQE)	author	4 weeks
Final decision	AE	1 week
Final materials	author	2 weeks

<b>Action</b>	<b>Actor</b>	<b>Time</b>
Compliance tests	staff	1-2 days
SAE assignment	Staff/EIC	3 days
Prescreen: decide IR, Tier1 or full review	SAE	1 week
Tier 1 review	AEs	2 weeks
AE assignment (if not IR)	Staff/EIC	3 days
Assign reviewers or initiate Tier1	AE	2 weeks
Review (if not IR)	reviewers	6 weeks
1 <sup>st</sup> decision	AE	1 week
Paper revision (if not A or R)	author	6 weeks for RQ 3 weeks for AQ
2 <sup>nd</sup> review (if not AQ)	Reviewers	3 weeks
2 <sup>nd</sup> decision	AE	1 week
Paper revision (if AQ or AQE)	author	4 weeks
Final decision	AE	1 week
Final materials	author	2 weeks