

## Rapid Peer Review & Publication Facility

All submissions to the International Journal of Clinical Skills (IJOCS) are put through a thorough double-blinded peer review system. Successful submissions then have to undergo various technical processes to allow publication. Once both of these stages are completed, and the submission is accepted for publication, it is usually published in the next available IJOCS issue.

The above submission process is free of charge for people submitting their work for publication in the IJOCS (costs of the various stages are paid for by the IJOCS). However, due to the significant number of submissions received, and to ensure proper technical and peer reviews, the submission to publication process can take 3 – 12 months in some cases.

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**We understand that sometimes authors have submissions which need to be published rapidly. Therefore we have a 'Rapid Peer Review & Publication Facility' which can (if no updates to the submission are required) allow for a submission to be published in just over 3 weeks. The process is summarised in the table on the next page.**

To make this 'Rapid Peer Review & Publication Facility' possible, the author(s) of a submission are required to pay an up-front fee of £849.00 to cover the rapid review expenses. The bulk of this fee pays for publication space in the Journal. The fee is non-refundable after step 1 of the process, except if the submission is not accepted for publication in which case the full fee is refunded, minus an administration fee of £49.00.

If you have any questions about this rapid publication process you can call **+44 (0) 871 855 2292** (13:00 – 23:00 hours London GMT). Alternatively you can arrange a call back by e-mailing [info@ijocs.org](mailto:info@ijocs.org)

**If you have a submission which you would like rapidly reviewed and published, please e-mail your submission to [urgent@ijocs.org](mailto:urgent@ijocs.org) and please also include your contact number, in order for IJOCS to organise payment of the fee.**

Please see below for terms and conditions of the 'Rapid Peer Review & Publication Facility'.

## Summary of the Rapid Peer Review & Publication Facility

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Day 1	Days 1 - 3	Days 4 - 14	Day 15	Days 16 - 21	Day 22
<b>Your submission is received by the IJOCS at the correct e-mail address and the full fee is also paid</b>	<b>Within 72 hours the submission is checked to ensure that it meets the author instruction guidelines</b>	<b>The submission is put through the rapid peer review process</b>	<b>You are informed whether the submission can be accepted for publication</b>	<b>The submission is put through a rapid technical process to ensure it meets requirements</b>	<b>Your submission is published (print &amp; online) in the first available IJOCS issue after this day</b>
Submission address: urgent@ijocs.org	If your submission meets the guidelines, then you proceed to step 3	If your submission fulfils the rapid peer review process criteria and requires no amendments, you proceed to step 4	If your submission is accepted, then you proceed to step 5	If your submission meets the technical process criteria, then you proceed to step 6.	
If your submission is not sent to the correct e-mail address or the full fee is not received, the 'submission clock' is not initiated.	If your submission does not meet the guidelines and needs updating by you, the 'submission clock' is halted until you can update the submission	If your submission requires amendments before it can be considered for acceptance to publication, the 'submission clock' is halted until you can update the submission	If your submission is not accepted for publication, you are advised relevant feedback and the 'submission clock' is halted.	If your submission does not meet technical process criteria, the 'submission clock' is halted until you can update the submission	

## **Terms & Conditions of the 'Rapid Peer Review & Publication Facility'**

**For the sake of clarification, throughout these terms & conditions;**

1. 'Rapid Peer Review & Publication Facility' is termed 'rapid review'.
2. 'IJOCS' is an abbreviation of the International Journal of Clinical Skills.
3. 'Submission clock' refers to the time period subsequent to 'the date and time of receipt' of an author's submission e-mail to urgent@ijocs.org
4. 'Author' refers to the corresponding author, whether this author is the sole author of the submission, or is representing a group of authors.

**And;**

5. Use of rapid review does not confer automatic acceptance or publication in the IJOCS.
6. The submission clock is not initiated until the full submission is sent to the correct e-mail address (urgent@ijocs.org) and the correct associated fee is paid.
7. At the time of writing this fee is £849.00
8. Upon receipt of a submission sent to urgent@ijocs.org IJOCS staff will ensure that the fee due from the author is paid. The author should include their contact telephone number (including country dialling code) in order for IJOCS staff to collect payment by telephone or instruct otherwise.
9. The fee must be paid by a debit card. This debit card payment should either be over the telephone or internet as instructed by IJOCS staff.
10. Other methods of fee payment (e.g. credit card, cheque, BACS transfer etc) may be possible, but may attract an additional handling fee or cause delay.
11. Once the full submission **and** full fee are received by the IJOCS, the submission clock is initiated and the fee paid becomes non-refundable.
12. If amendments are required from the author, these will be requested and the submission clock halted in order for these amendments to be made by the author.
13. IJOCS will notify the author in writing, the time available for the author to make the required amendments.
14. In the event that an author can not make the required amendments, in a specified time period, at the discretion of IJOCS, time extensions may be granted.
15. Notwithstanding clause 14, if the author fails to make the required amendments within 12 weeks of the original request, the submission shall be deemed as expired, the fee shall remain non-refundable, and the submission will no longer be considered for publication.
16. In any event, if an author fails to make requested amendments, and the submission is subsequently not accepted for publication, the fee shall remain non-refundable.
17. Notwithstanding clause 16, should IJOCS deem a submission not acceptable for publication, the full fee shall be refunded to the author (minus an administration fee of £49.00) and this payment shall be made within 14 days of the non-acceptance decision.
18. By sending your submission to urgent@ijocs.org and paying the associated fee you are agreeing to abide by these terms & conditions.
19. This agreement shall be governed by English law and the author hereto submits to the jurisdiction of the English Courts.
20. The Editor-in-Chief has final authority in all matters arising in respect of rapid review.