

This description of AIAA manuscript review procedures is given so that authors, reviewers, and readers will better understand the paper selection and publication process. The first step in manuscript evaluation is an examination by the Editor-in-Chief of papers submitted to the journal. The Editor-in-Chief first tests the manuscript for the several criteria of subject scope, archival editorial style, apparent technical validity, topical importance, timeliness, relationship to prior publication, conciseness, appropriate references, and length. Precise requirements are given on the inside back cover of each journal issue.

If it passes these first tests, the paper is sent to that journal's Associate Editor with the most direct knowledge of the subject matter and of expert reviewers in the field. The Associate Editor then evaluates the paper according to the same criteria and, in most cases, has the paper sent to two or more reviewers in the field for confidential review. The review report form, reproduced here, is designed both to encourage the reviewer's objectivity and to ensure the thoroughness of his or her evaluation.

It takes a minimum of several months (at least three) after receipt of the manuscript to accomplish the evaluation and review steps discussed above.

The next step is up to the author. If the paper has been rejected or if extensive revisions have been requested which the

A reviewer who feels strongly that a particular paper should not be published may choose to write his or her criticism as a Technical Comment. The author then will be allowed to write a closing response for publication in the same issue as the Comment.

When a paper is formally accepted, it will be scheduled for publication in a forthcoming issue, and the author will be so informed. Depending upon the number of papers awaiting publication and projected size of issues, this may require that papers be scheduled several issues ahead. When feasible, papers will be published in the order of their original receipt.

Galley proofs will be sent to authors for correction and release approximately two months prior to publication. At that time, authors will be told for which issue their papers are tentatively scheduled. In order to allow for late or nonreturn of galleys by authors and to provide the flexibility to meet issue-length and topic-mix constraints, issues will be over-scheduled by about 25%. Thus, there will always be a certain number of papers held over for the next issue. All authors and co-authors receive a complimentary copy of the issue in which their papers appear.

