

## ***HKIE Transactions* – Peer Review Process and Policy**

*HKIE Transactions* is an internationally peer-reviewed journal.

All manuscripts submitted to *HKIE Transactions* go through a stringent reviewing process.

Upon submission of the manuscript by the corresponding author via the *HKIE Transactions* ScholarOne Manuscript System, the Editorial Office will check the paper's composition against the journal's Instruction for Authors to ensure the manuscript includes the required sections.

*HKIE Transactions* uses CrossCheck™/ Turnitin software to screen manuscripts for unoriginal material. By submitting manuscripts to *HKIE Transactions*, authors agree to any necessary originality checks of their manuscripts that may have to be conducted during the peer review and production processes.

Editors will then appraise the manuscript's appropriateness and relevance to the aims and scope of *HKIE Transactions*. The manuscript may be assigned to an Associate Editor, or it may be rejected without being reviewed any further.

Each manuscript is normally reviewed by at least two independent referees assigned by the editorial panel for their knowledge of the field concerned, experience in producing balanced reviews, and ability to make firm and fair recommendations in the light of the Institution's policy. Throughout the reviewing process, the identity of the referees will not be communicated to the authors.

Referees will evaluate whether the manuscript is original, is technically sound, is sufficiently well written, has adequate references to previous work, has figures of sufficient quality, has a satisfactory abstract/synopsis, and is of a satisfactory length. Referee reports with recommendations to accept or reject the manuscript, or else comments and suggestions for the authors to make revisions (either major or minor) before the manuscripts would be reconsidered.

The Associate Editor will then consider the returned referee reports before making a recommendation to the Editor. The Editor will then consider all returned reviews and make an overall decision. If the reviews differ widely, the Editor and/or Associate Editor may invite additional reviewers to get extra opinions before making a decision.

A decision email will be sent to the corresponding author including relevant reviewer comments.

An accepted manuscript will be sent for production subject to the publication schedule of *HKIE Transactions*. Manuscripts that are rejected or require either major or minor revision will be provided with comments from the reviewers to assist the author in improving the manuscript. The Panel reserves the right to accept or decline any submitted manuscript. The Editor-in-Chief has full authority over the editorial content of the journal and the timing of publication of the content.