



HETI Journal: International Research and Practice

A publication of

The Federation of Horses in Education and Therapy International A.I.S.B.L.

HETI JOURNAL COMMUNICATION PROCESS

The Federation of Horses in Education and Therapy International (HETI) publishes the HETI Journal: International Research and Practice. The focus of this journal is to advance knowledge about equine interactions in human services, such as in therapies, education/learning activities, and therapeutic/adaptive riding.

This overview serves to familiarize you with the submission process. More detailed information about manuscript requirements can be found in the Manuscript Guidelines document at <http://www.hetifederation.org/journal>

MANUSCRIPT SUBMISSION OVERVIEW

Before submitting, it is important to comply with the above-mentioned recommendations.

1. Please determine if your manuscript is eligible for submission by identifying the appropriate HETI Journal category.
2. Review Guidelines for Manuscript Submission and Manuscript Submission Checklist to ensure that the format, language and style of your manuscript are correct. If not correct, your manuscript will not be accepted for review.
3. Please visit <http://www.hetifederation.org/journal> to upload your manuscript through our submission platform.

The following are the steps for submission, peer review and publication of a manuscript in the HETI Journal:

1. A notification from the manuscript submission platform is sent to the editorial email.
2. The Chief Editor decides which of the editorial board will handle the document.
3. Handling Editor reviews manuscript to see if submission guidelines were followed. If only a few minor issues the manuscript can go to peer review (The handling editor notifies the Chief Editor by email or other agreed-upon communication medium that the manuscript is ready for peer review). If there are major formatting or other issues, the handling Editor communicates with the authors for revision. The handling editor can develop



HETI Journal: International Research and Practice

A publication of

The Federation of Horses in Education and Therapy International A.I.S.B.L.

- his/her own process for evaluating the manuscript against submission guidelines (can communicate/check in with the chief editor at the beginning of this process).
4. If ready for peer review, the handling editor determines peer reviewers (two per manuscript) and emails the manuscript (without author information) to reviewers.
 5. Reviewers send the review form with their comments to the handling editor's email.
 6. The handling editor assigned to the manuscript goes over the peer review information, including the recommendation about whether to move forward in the editorial process and sends the authors the peer-review input by email.
 7. The author revises the manuscript and sends it back to the handling editor (with track changes or with the changes and corrections which have been made highlighted). The handling editor does their own review/comments of the manuscript after receiving the author's revisions. (this process can be repeated as many times as needed). Reviewers recommend accepting the manuscript and the handling Editor will make the final decision based on the reviewers' opinions. If reviewers have opposite decisions, a third reviewer can be invited to review the manuscript.
 8. When the manuscript is ready for publication, the handling editor will send it to responsible editors for further review regarding terminology, APA format, and grammar.
 9. When the final version of the manuscript is ready, the chief editor obtains consent to publish from the author.
 10. The editor sends the manuscript to the HETI office, which prepares the version that will be published in both electronic and hard copy formats.
 11. The article is then made available on the HETI website (with an accompanying social media post).

As you are preparing your manuscript for submission, please review the Guidelines for Manuscript Submission and complete the Manuscript Submission Checklist, both located at <http://www.hetifederation.org/journal>