Editorial: The Manuscript Submission Process in Editorial Park

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Any scholarly journal undergoes changes at some point of its development. The updates can be large-scale and deal with the journal's strategy, editorial policy or structure, or they can address technical issues. Whatever transformational processes are taking place, the journal's activity is never void of them. In this editorial I want to focus on the E&SD transition onto a new platform and the submission process in this system.

Education & Self Development has been using the Editorial Park system for about ten months. Over this course of time, the editors and reviewers have gained first-hand experience of working with the new platform. Similar to OJS, the Editorial Park enables editors to manage all processes from the moment when the journal receives a manuscript to the publication stage. The system's interface is user-friendly. However, the software is not localized. Thus, authors cannot switch to the Russian language, if necessary. Though the submission process does not pose serious challenges, there are some specifics that I would like to highlight here. The submission process involves five steps or stages that require consistency. Initially, authors are supposed to fill out a checklist. One should realise that the formal completion of the checklist can result in a desk rejection. We strongly encourage authors to check our guidelines before submitting a paper.

The second step involves entering the metadata, namely a title, an abstract, keywords and author information. Filling out the contact details, it is essential to specify a corresponding author who is normally responsible for the manuscript submission. It should be pointed out that the Journal does not consider manuscripts submitted by a third party. The editorial team of *Education & Self Development* handled such cases a couple of times. Authors should be reminded that it is a violation of publication ethics that leads to the immediate rejection.

The third stage requires uploading files. Apart from a main manuscript document, authors are supposed to upload supplementary files, such as a cover letter, a title page with the contacts details of all contributors, ethics committee approval where necessary, and a signed copyright transfer agreement. Authors can also provide figures as separate files.

Having uploaded the required documents, authors can suggest their peer review candidates. This stage is the main difference between the Editorial Park and the previous submission system. However, authors should not be deluded by this novelty. The suggested experts must do honest and objective reviews. Furthermore, the editorial team has the right to reject the candidates and assign specialists from the Journal's pool of reviewers.

At the final stage authors are asked to generate a pdf file or attach their own file in a required format and finish the submission process. After successful submission, authors receive a confirmation email from the system.

In conclusion, it is safe to say that the submission process seems to be quick and easy. The most important thing to do is to check the author guidelines and read the instructions carefully when making a submission. It should be born in mind that a paper that meets the journal's requirements is half the battle. Therefore, the information on the Journal's website should not be disregarded. These guidelines are developed specifically for authors to make their job as easier as possible and get a positive experience of dealing with the editors and the submission system.