

# Editorial Guidelines & Process

## Preamble

The PsyLens e-Magazine of the Department of Psychology, PSG College of Arts & Science upholds the values of integrity, professionalism, and creativity in all its editorial endeavors. To sustain these values, the following guidelines serve as the Code of Editorial Conduct, outlining expectations for collaboration, communication, content development, and accountability among all members of the PsyLens Editorial Team.

## About the Magazine

PsyLens presents condensed versions of the latest research papers and articles from diverse domains within psychology. The goal is to enable readers to grasp the essence of complex studies within a few minutes, making psychological research accessible and engaging.

To encourage further exploration, original references are provided at the end of each issue, allowing readers to locate and review the complete research works for deeper understanding.

PsyLens features a diverse range of sections designed to inspire, educate, and engage its audience, including:

- Perspective Articles: Student-authored reflections on psychology and mental health.
- Wisdom Corner: Timeless insights and lessons drawn from ancient scriptures and philosophical traditions.
- Poem Corner: Creative poetic expressions inspired by psychological concepts and emotions.
- Painting & Pencil Sketch Corner: Visual representations of psychological themes through student artwork.
- Story Corner: Narratives and short stories inspired by real or conceptual psychological experiences.
- Psychology & Mental Health Quiz: An interactive section promoting participatory learning.
- Book Reviews and Movie Reviews: Analytical pieces connecting literature and cinema with psychological ideas.

Each section is curated to highlight both academic depth and creative diversity, reflecting the evolving perspectives of students and the broader psychology community. Publication Frequency and Concept Scope

PsyLens is a bi-annual e-magazine, published in June and December each year.

- Each issue features articles, reviews, and creative contributions based on resources published within the preceding six months, as follows:
  - June Issue: Covers content from January to June of the same year.
  - December Issue: Covers content from July to December of the same year.
- The editorial process for each issue spans approximately 10–12 weeks, encompassing content selection, condensation, editing, peer review, design, and publication.

## Editorial Review Process

All contributions — including condensed articles, perspective pieces, Wisdom Corner entries, book and movie reviews, paintings, pencil sketches, and stories — shall undergo a two-tier blind review process before inclusion in the magazine.

**Stage 1:** Blind Review by the Executive Editor — to ensure academic relevance, originality, and adherence to the publication’s quality standards.

**Stage 2:** Blind Peer Review — to assess clarity, accuracy, creativity, and alignment with the theme of the issue.

The identities of authors and reviewers will remain confidential throughout the review process to maintain impartiality.

Only submissions that successfully pass both review stages will be included in the final issue.

All team members must maintain a culture of respect, professionalism, and integrity in every interaction.

- Every member is treated as an equal collaborator, irrespective of seniority or position.
- Courtesy, empathy, and professionalism must guide all communications—verbal, written, and digital.
- Members unable to attend a scheduled meeting must inform another member at least 24 hours in advance.

## Meeting Frequency

Editorial meetings are held biweekly during active publication months.

- Attendance and engagement are essential for smooth workflow.

<b>Stage</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsible</b>
1	Content identification & collection	Weeks 1–3	All members
2	Article condensation & preliminary editing	Weeks 4–6	Assigned editors
3	Peer review & revisions	Weeks 7–8	Executive Editor, Peer Review Team
4	Design, formatting & proofing	Weeks 9–10	Design & editorial team
5	Final review & publication	Weeks 11–12	Executive Editor & Editorial Managers

## Accountability and Shared Responsibility

- While the Executive Editor holds technical responsibility for the magazine’s overall quality, all team members share individual and collective accountability for maintaining the reputation of PsyLens e-Magazine.
- Adherence to timelines and chosen/assigned tasks is a professional commitment. Delays affect the collective output.

## Editorial Cycle Overview

## Communication and Transparency

Team communication must be open, transparent, and inclusive.

- Topics that affect the entire team should not be discussed privately in smaller groups.
- Misunderstandings in digital communication (e.g., WhatsApp, email) should be clarified promptly—assumptions must be avoided.
- Constructive feedback and respectful dialogue are essential to healthy teamwork.

## Communication Protocols

Weekly progress updates will be shared by the rotating issue coordinator/ Editorial Manager.

- Major editorial decisions will be finalized during biweekly team meetings.

## Leadership and Team Structure

PsyLens operates as a self-managed editorial team with rotational leadership, ensuring shared responsibility and skill development.

- Each issue designates one Issue Coordinator/Editorial Manager, responsible for scheduling, progress tracking, and facilitating discussions.

## Leadership Rotation

The coordinator/Editorial Manager for the next issue is chosen during the closing meeting of the previous cycle.

- Leadership transition occurs within three days after publication.

## Professional Development and Motivation

Participation in PsyLens is a voluntary, self-driven, and rewarding academic experience.

- Members are encouraged to view this as a learning opportunity rather than seeking external recognition or incentives.
- Each issue should reflect growth in editorial maturity, content quality, and design creativity.

## Reflection and Review

A post-publication review meeting will be held within one week of release to discuss feedback and plan improvements. Creativity, Innovation, and Outreach

Members are encouraged to introduce new ideas, sections, or themes that enrich the magazine's content and relevance.

- PsyLens content should be integrated into academic discussions, classroom dialogues, and psychology forums.
- Content promotion and outreach are collective responsibilities, ensuring consistent representation of the publication.

## Innovation and Promotion Timeline

Idea generation and topic proposal: Weeks 1–2

- Approval and inclusion: By Week 3

## Collaboration and Credit

Members may invite new contributors (junior or senior students) after the publication of an issue.

- Assigned work should not be delegated without discussion.
- If a member condenses or edits an article originally chosen by another, the person completing the work receives credit.
- Peer critiques must remain constructive, professional, and developmental.

## Submission & Review Deadlines

Article allocation: End of Week 2

- Condensed drafts submission: End of Week 4
- Peer review feedback: By Week 5

## Continuous Improvement

- Suggestions for improvement are always welcome and will be discussed for feasibility and future implementation.
- Immediate adoption is not guaranteed but every idea is valued and documented.
- These guidelines will be reviewed annually (April–May) or as deemed necessary by the team.

## Core Principle

“Only promises work here — not compromises.”

This reflects the PsyLens team’s shared commitment to reliability, ethical conduct, and excellence in collaborative work.

Each member of the PsyLens Editorial Team shall sign the following declaration as a mark of professional and ethical commitment:

I, \_\_\_\_\_ (Name), Roll No. \_\_\_\_\_,  
hereby agree to observe and uphold the professional standards, editorial principles, and timelines outlined in the PsyLens Editorial Guidelines.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_