

JTAF Fast-Track Internal SOP 2026

Operational handling of optional Fast-Track Review

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Fast-Track is an optional expedited workflow available only after a manuscript has been submitted through JTAF OJS and passed initial editorial screening. It does not bypass peer review, research-integrity checks, reviewer independence, or editorial standards, and it does not guarantee acceptance.

INTERNAL EDITORIAL USE ONLY

1. Purpose

To provide a consistent internal workflow for Fast-Track requests handled through JTAF OJS, from initial editorial screening and eligibility confirmation through payment verification, expedited peer review, editorial decision, and post-acceptance administration.

2. Eligibility conditions

- The manuscript has been submitted through JTAF OJS and is available for initial editorial screening.
- The manuscript is within JTAF scope and has no major technical, ethical, integrity, or policy barrier that prevents review.
- The author has requested Fast-Track in the Comments for the Editor field or through an official OJS discussion, and the request is recorded in the submission history.
- Fast-Track eligibility is confirmed only after the initial editorial screening. Payment is requested only after eligibility has been confirmed. Fast-Track does not create a right to acceptance, a favorable review, or a predetermined publication date.

3. Service target

Operational target

Eligible Fast-Track submissions receive priority editorial handling and reviewer coordination, with an initial processing target of up to 2 working days after Fast-Track eligibility and payment verification. This target does not guarantee reviewer response time, author revision time, acceptance, LoA issuance, or publication in a specific issue.

4. Ten-step internal workflow

Step	Stage	Internal action
1	Fast-Track request recorded	Confirm Submission ID, article title, corresponding author, and that the Fast-Track request is recorded in Comments for the Editor or an official OJS discussion.
2	Initial editorial screening	Check scope, template compliance, anonymization, metadata, references, authorship, ethics, competing interests, Data Availability Statement, and other submission requirements.
3	Pre-Review Discussion, if needed	If corrections are required, open a Pre-Review Discussion in OJS. Request the author to correct the submission and reply through OJS. Re-check before proceeding.
4	Eligibility confirmation	If the manuscript passes screening, record Fast-Track eligibility. A request alone does not establish eligibility.
5	Official payment notice	Issue the Fast-Track payment notice

		(IDR 300,000 under the current fee schedule) only after eligibility is confirmed.
6	Payment verification	Verify transaction evidence and record status according to the APC & Manual Payment SOP. Fast-Track priority starts after verification.
7	Reviewer assignment	Invite suitable independent reviewers using the standard double-blind policy and normal competing-interest requirements.
8	Review monitoring and revision	Prioritize reviewer coordination, monitor progress, use reminders where appropriate, replace unavailable reviewers, and process author revisions without lowering scientific standards.
9	Editorial decision	The editor evaluates reviews and revisions independently. Decisions may include revision, resubmission for review, acceptance, or decline. No payment-based decision is permitted.
10	Post-acceptance processing	If accepted, proceed to copyediting/production, applicable APC handling, LoA administration, and publication scheduling. Fast-Track does not guarantee a specific issue placement.

5. Reviewer independence

- Use the same reviewer qualification and competing-interest standards as regular submissions.
- Do not disclose to reviewers that a favorable outcome is expected because the author purchased Fast-Track.
- Do not shorten scientific evaluation requirements merely to meet an administrative target.
- Keep official screening requests, manuscript corrections, and editorial decisions within OJS. WhatsApp may be used only as an informal notification channel and must not replace the OJS record.

6. LoA handling

- A Letter of Acceptance (LoA) may be issued only after a formal editorial acceptance decision.
- Where applicable, issue the LoA within 2 x 24 hours after formal acceptance and completion of the required administrative process.
- Never issue an LoA before a formal acceptance decision, as a condition of payment, or in exchange for a Fast-Track fee.

7. Tracking fields

Tracking field	Date / status	Notes
Fast-Track request date		
Initial screening completed		
Pre-Review Discussion status (if used)		
Eligibility confirmed		
Payment notice reference		
Payment verified		
Reviewer invitations sent		
Review(s) received		
Revision received (if any)		
Decision date		
LoA issued (if accepted)		

8. Escalation

- Reviewer unavailable: invite a replacement promptly; document delay.
- Research-integrity concern: pause Fast-Track timeline and follow the normal integrity process.
- Author requests guaranteed acceptance/publication date: explain that Fast-Track does not provide such guarantees.
- Payment dispute: follow the APC & Manual Payment SOP.
- Author sends manuscript corrections or requests via WhatsApp: redirect the author to OJS and ensure the official instruction or response is recorded in the relevant OJS discussion or workflow stage.

9. Public policy reference

The internal SOP must remain consistent with the public JTAF Fast-Track Review - Policy & Procedure and the JTAF Author Fees & Manual Payment Instructions. Any material workflow or fee-policy change should be reflected in the relevant public and internal documents.