

Proposed procedure for the internal review (Jenny and KF)

- 1) The two referees review the draft paper and send their comments to the corresponding author.
- 2) The author collects all the comments, adds his/her answers, and compile them into a single answer file, while updating the draft.
- 3) The author will call an “editorial board” phone meeting consisting of the author and the two referees, together with the physics coordinator and the deputy, when he/she feels the updated draft is ready for the next round.
- 4) With the approval of the editorial board, the draft will go to the next stage, circulation in all of ILD.
- 5) Repeat (1) and (2) until all the comments will have been properly reflected in the draft.

The answer file will go to a dedicated “internal review” website, where where we collect all ongoing (and finished) review processes, with names of authors, referees, link to draft and, once available, the answer file.