

1. A Handling Editor assists the Editor-in-chief in taking initial screening for manuscripts submitted to Kesmas according to the specified deadline, but not limited to certain conditions that require a fast screening on the same day after a manuscript is received.
2. The initial screening should consider the impact of the research (novelty), current public health issues, and methodological concerns, also refer to the Effective Public Health Practice Project (EPHPP); the substantial assessment for quantitative studies should cover study design, analysis, withdrawals and dropouts, data collection practices, selection bias, invention integrity, blinding as part of a controlled trial, and confounders. While, for other approaches, Karlsson and Takahashi (2017) have developed several critical appraisal tools, including tools to evaluate the credibility, dependability, confirmability, transferability, authenticity, and relevance of qualitative studies.
3. When a Handling Editor accepts a manuscript for further processing, namely a blind review stage Kesmas applies, a Handling Editor is required to assign 2 (two) reviewers at minimum. In case one reviewer accepts the manuscript, while the other one rejects, the Handling Editor should assign another reviewer. In this case, the Handling Editor or Editor-in-chief is allowed to make a final decision if the manuscript is rejected.
4. A Handling Editor is required to check the author's revised manuscript submitted, which has previously been approved by reviewers after going through the second or third rounds of the review process. The Handling Editor then must make a final decision on whether the manuscript is accepted or rejected for publication.
5. A Handling Editor is required to proofread a dummy of the handled manuscript before the publication date.
6. Aside from the publication flow, a Handling Editor should contribute to preparing a research and/or non-research manuscript (opinion, literature review, systematic review, and others), preferably with foreign affiliates, to level up the quantity and quality of manuscripts published by Kesmas, which should be submitted by no later than a week before the end of publication months (February, May, August, and November for regular issues and July for a Special Issue).
7. A Handling Editor is also required to be actively engaged in promoting Kesmas to colleagues, both domestic and international affiliates, as well as in obtaining qualified manuscripts.
8. A Handling Editor is granted one APC-free manuscript per year and a special APC discount for every handled manuscript. The special discount can be accumulated.