

OVERVIEW OF THE SECTION EDITOR CENTER

The Section Editor dashboard allows editors to take actions such as assigning reviewers as well as to track the progress of the reviews.

SECTION EDITOR ROLE

PSA recommends that Section Editors (SEs) should only review for experimental design, not for grammar or format. If the experimental design appears solid, SEs should select and assign reviewers for a more thorough peer review. If the experimental design is lacking, the SE should either instruct the Managing Editor to unsubmit the manuscript (returning it to draft stage) or contact the Editor-in-Chief to recommend rejection.

SECTION EDITOR VIEW

The Section Editor View of papers in process is broken out into actions; **Select**, **Invite** and **Assign Reviewers**. The Section Editor can all keep track of Reviewers who have not responded to being invited, as well as overdue reviews.

Associate Editor Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <hr/> <p> 2 Awaiting Reviewer Selection 0 Awaiting Reviewer Invitation 0 Overdue Reviewer Response 0 Awaiting Reviewer Assignment 0 Awaiting Reviewer Scores 0 Overdue Reviewer Scores 2 Awaiting AE Recommendation </p>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <hr/> <p> Saved Search: <input type="text" value="Select..."/> Edit Manuscript ID: <input type="text"/> Title: <input type="text"/> Author's First (Given) or Last (Family) name: <input type="text"/> * Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick </p> <p style="text-align: right;"> Search</p>
<p>Reports</p> <p> Manuscript Status and Summary Reports Peer Review Details Reports User Performance Reports </p> <p> Publication Folders, My Folders, Custom Reports, and Role Reports </p>	

ACCESS MANUSCRIPTS VIA THE EDITOR LISTS

To view manuscript information, you may select any active hyperlink in the Editor Lists section of your dashboard.

► Access Manuscripts via the Editor Lists

1. From the Editor dashboard, select any active link in the Editor Lists.

2	Select Reviewers
0	Invite Reviewers
2	Overdue Reviewer Response
1	Assign Reviewer
1	Awaiting Reviewer Scores
5	Overdue Reviewer Scores
1	Ready for Final Decision

2. The View Manuscripts page displays a table containing any manuscripts in the selected status category. For example, if you clicked the link for **Select Reviewers** task, the table will display the Select Reviewers header and all manuscripts listed are in a status where the next step is to complete the Select Reviewers task.

Select Reviewers					Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action	
Manuscript Type	Submitting Author				
MCU1-201703-0002-IR	NEW TITLE [View Submission]		AE: Gerber, Adrienne EIC: Not Assigned ADM: Baker, Gwen		
Invited Review	Author, Jane (contact)	12-Sep-2017	<ul style="list-style-type: none"> Select Reviewers (Due 18-Mar-2018) 1 active selections; 1 invited; 0 agreed; 0 declined; 0 returned 		
Export to CSV					Manuscripts 1-1 of 1

3. Each manuscript listing displays the following:
- **Manuscript ID:** A system-generated ID unique to the manuscript
 - **Manuscript Type:** Category of manuscript
 - **Manuscript Title:** The title of the manuscript and a link to view the submission
 - **Submitting Author:** Name of the submitting author, a button to view author details, and a hyperlink to send the author an e-mail
 - **Date Submitted:** Date of submission (or revision if viewing a revision)
 - **Status:** Status of the submission in the peer review process and the editorial staff assignments

- **Take Action:** A button which initiates the next action to be taken on the submission
4. You can sort the list by clicking on a (linked) column header.
 5. Select an action from the **Take Action** button to access the ManuscriptDetails.

SELECT, INVITE, AND ASSIGN REVIEWERS

OVERVIEW OF SELECT, INVITE AND ASSIGN REVIEWERS – SECTION EDITOR ROLE

Here, the Section Editors select, invite and assign Reviewers.

- **Select** – is to create the pick list of reviewers who you would like to invite to review.
- **Invite** – is to send out the Invitations to the reviewers.
- **Assign** – is usually automated upon reviewer acceptance but can be completed manually by using the drop down selection.

About the Progress Indicator

Throughout the process of assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed. Typically, the number of reviews required to make a decision is an editable field.

Progress		
# reviews required to make decision	2	<input type="text"/>
# active selections	0	<input type="text"/>
# invited	0	<input type="text"/>
# agreed	0	<input type="text"/>
# declined	0	<input type="text"/>
# returned	0	<input type="text"/>
<input checked="" type="checkbox"/> Save		

If you are unable to assign at least two reviewers in a timely manner, you can change the number of default reviews required by typing a different number in the field and clicking **Save**. For the sake of peer review integrity, this option should not be abused.

Bypassing the Peer Review Process

To bypass the review process entirely, change the **# reviews required to make decision** setting to 0. The manuscript moves to the next action task in the workflow - – typically a Make Decision, Make Preliminary Decision, or Make Recommendation task.

Double-Queuing of Manuscript

Manuscripts can appear in two different queues in your Editor Lists section of your dashboard. This can occur if you have a required number of reviews and those reviews are in different stages.

In the example below, there are two required reviews, as indicated in the progress indicator on the Manuscript Details page. One reviewer has accepted and one has

declined. Since reviewer declined, the manuscript appears in the Select Reviewers queue. Since the other has accepted, but is overdue, the manuscript also appears in the Overdue Reviewer Scores queue.

While this is an accurate representation of the status of the paper, it may appear confusing when looking at the Editor Lists where you might count the manuscript twice. It will change if you invite additional reviewers and they accept, or if you do not wish to invite additional reviewers, you may reduce the number of required reviews in the progress indicator.

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 3 Select Reviewers
- 0 Invite Reviewers
- 2 Overdue Reviewer Response
- 1 Assign Reviewer
- 1 Awaiting Reviewer Scores
- 5 Overdue Reviewer Scores
- 1 Ready for Final Decision

Manuscript Information

Submitted: 17-Sep-2014; Last Updated: 08-Mar-2018; 1268 days, 13 hours in review

Author: Arlene (proxy) (contact)

Original Article

Select Reviewers (Due 04-Jul-2015)

978 days overdue

1 active selections; 1 invited; 1 agreed; 1 declined; 0 returned

Author: David (proxy)

113 days overdue

Reviewer List

Order	Name	Status	History	Remove	Progress
1	Reviewer, Rachel (proxy)	Declined	Invited: 24-Jun-2015 Declined: 24-Jun-2015 view full history	<input checked="" type="checkbox"/>	# reviews required to make decision: 2
2	Author, David (proxy) <i>recommended</i>	Overdue	Invited: 16-Oct-2017 Agreed: 16-Oct-2017 Due Date: 15-Nov-2017 Review Last Saved: 16-Oct-2017 Time in Review: 143 Days. view full history edit reminders	<input checked="" type="checkbox"/>	# active selections: 1 # invited: 1 # agreed: 1 # declined: 1 # returned: 0

☒ Save

Annotations:

- This paper appears in two places because one reviewer is overdue and the other reviewer declined.
- Changing the number in Progress to 1 would make the paper appear in one queue if you do not need additional reviewers.

SELECTING A REVIEWER

Depending on how your site has been configured, you will have multiple ways to search the site's database for reviewers.

► Select Reviewers

Associate Editor Lists


You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 3** [Select Reviewers](#)
- 0** [Invite Reviewers](#)
- 2** [Overdue Reviewer Response](#)
- 1** [Assign Reviewer](#)
- 1** [Awaiting Reviewer Scores](#)
- 5** [Overdue Reviewer Scores](#)
- 1** [Ready for Final Decision](#)

1. From the Editor Lists section of the dashboard, click **Select Reviewers**.

Select Reviewers					Manuscripts 1-2 of 2
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action	
Manuscript Type	Submitting Author				
MCU1-201703-0002-IR <i>Invited</i>	NEW TITLE [View Submission]		AE: Gerber, Adrienne EIC: Not Assigned ADM: Baker, Gwen		
Invited Review	 Author, Jane (contact)	12-Sep-2017	<ul style="list-style-type: none"> • Select Reviewers (Due 18-Mar-2018) 1 active selections; 1 invited; 0 agreed; 0 declined; 0 returned 		

2. The Select Reviewers screen displays. Click **Take Action**.

Reviewer List				
Order	Name	Status	History	Remove
Alternates				
 Save				

3. The Manuscript Details screen displays. In the Reviewer list section, it will indicate that no reviewers have been selected.
4. There are several options for locating a reviewer which are described in the **Reviewer Search Methods** section below. Search results will display.


Results - New Search - Modify Search - Change Sort 1-10 of 24 ◀ ▶				
Search Criteria: First (Given) or Last (Family) Name = "Reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 Reviewer, Debbie. Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>

- Each name will have a magnifying glass in front of the name. Click the magnifying glass for more information about that person.

2 / 24 Account Information AU History REV History

Reviewer, Debbie : Reviewer History Analysis


The numbers below represent the count for S1U-WF4.

- 0 Total number of manuscripts assigned in the past 12 months  Add to List
- 0 Total number of manuscripts currently assigned
- 0 Total number of reviews completed in the past 12 months
- 0 Total number of manuscripts assigned but no review returned
- 0 Total number of open invitations (person has been invited, but has not responded to the invitation)

21-Feb-2017 Date of last invitation

- 2 Number of times Agreed
- 0 Number of times Auto-Denied
- 0 Number of times Declined
- 0 Number of times Late Response
- 0 Number of times No Response
- 0 Number of times Unavailable

0 days, 1 hour Average turnaround time

N/A Average R-Score 

- 100** % of invitations Agreed
- 0 % of invitations Auto-Denied
- 0 % of invitations Declined


Manuscript History Statistics

For this Journal: Past 6 Months | [past 12 months](#) | [past 18 months](#) | [past 24 months](#) | [show all](#) 0-0 of 0

Manuscript ID, Title, Type, Authors	Rec / Editor's Decision (Editor)	Avg R-Score / M-Score	History
No Manuscripts Found			

0-0 of 0

6. The Person Details displays in a new window. Statistics for the reviewer role will appear at the bottom of the screen if configured. There is also an **Add to List** icon on the screen, giving you a short cut to add the reviewer into your reviewer list. Close the window when finished.

Results - New Search - Modify Search - Change Sort 1-10 of 24				
Search Criteria: First (Given) or Last (Family) Name = "Reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 Reviewer, Debbie. Roles: AU REV	0 / 0	380	0	<input checked="" type="checkbox"/>
New Search Modify Search Add Add and Next Page				
Export to CSV Results 1-10 of 24				

7. Locate the reviewer(s) and click the Add checkbox next to the reviewer name.
8. Click the Add button at the bottom of the search results to add checked reviewers.

Reviewer Search Methods

There are several methods of finding a reviewer. Due to occasional difficulty in obtaining reliable reviews in a timely manner, PSA recommends trying all of them in order to cast the widest net possible. Each method is described below.

Author's Recommended / Opposed Reviewers

This is a listing from the Author that they supplied during the submission process. The example below shows a recommended reviewer. If you wish to use this reviewer, click the **Add** checkbox, then the **Add** button.

If configured on your site, the institution of the preferred/non-preferred reviewer will be listed below the reviewer name. Also available if configured, you may click directly on the links to the external searches for Google and Web of Science to research the reviewer.

Author's Recommended / Opposed Reviewers					
Name, Keywords, Institution, Roles	External Searches 	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Reviewer, Robin recommended strong knowledge of the concepts discussed	 	0 / 0	0	0	
					 Add

Quick Search


Search on first or last name, multiple people separated by a comma, or use an asterisk (*) to make the search a **wildcard search**.

The wildcard search is a technique that can be used to maximize your search results in the database. Wildcards are used in search terms to represent one or more other characters. An asterisk (*) may be used to specify any number of characters, typically used **at the end of a root word** (referred to as “**truncation**”). For example, searching for “**educat***” would tell the database to look for all possible endings to that root. Results will include “**educate**,” “**educated**,” “**education**,” “**educational**,” or “**educator**.”

Use at least 4 characters for quicker results. By default, the search only looks at users with a Reviewer role. If you wish to search other roles, select another role from the list.

Click the **Search** button.





Quick Search



First (Given) or Last (Family) Name: 

Roles:

All
ScholarOne University Trainin... -- Client Configuration
ScholarOne University Trainin... -- Author
ScholarOne University Trainin... -- Reviewer
ScholarOne University Trainin... -- Associate Editor

Sort Order

Primary Sort: Name (Last, First)  Ascending 
Secondary Sort: Number of Current Assignments  Descending 

 Clear  Search

If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Results - New Search - Modify Search - Change Sort 1-2 of 2						
Search Criteria: Last (Family) Name = "Porter"; Roles = "ScholarOne University Training Workflow 1 -- Reviewer"; Where to Search = "ScholarOne University Training Workflow 1"						
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add /Grant REV Role
 Porter, Christina. Adolescent Patient Care ScholarOne, Training Roles: AU REV	0 / 0	0	0	08-Mar-2018	0 days, 0 hours	<input type="checkbox"/>
↔ New Search 🔍 Modify Search						+ Add
📄 Export to CSV						Results 1-2 of 2

Advanced Search Results

Search multiple fields such as institution or department. Wildcard searches can be used in this section. Look for the ability to search on **Person designations, flags, and badges**. You can also exclude institution and postal code. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Advanced Search

Reviewer Account Information

Salutation: First (Given) Name: Middle Name: Last (Family) Name:

Degree: E-Mail Address: Comments:

Institution: Department:

City: State/Province: Postal Code: Country:

Person Designations:

Roles:

Where to Search:

Exclude Institution*:

Exclude Postal Code*:

*Multiple entries separated by commas are permitted

☐ Exclude unavailable Reviewer

Search results will have at least the following flags:

Results - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-5 of 5



Search Criteria: Person Designations Roles = "ScholarOne University Training Workflow 4 -- Reviewer"; Where to Search = "ScholarOne University Training Workflow 4"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
Reviewer, John. Roles: AU REV EB STAR	0 / 0	0	0	<input type="checkbox"/>
Reviewer, Lilly. Roles: AU REV EB DNC	0 / 0	0	0	<input type="checkbox"/>
Reviewer, Mike. Roles: AU REV STAR	0 / 0	0	0	<input type="checkbox"/>

[New Search](#)
[Modify Search](#)
[Add](#)

Conflict of Interest Alert

When using Advanced Search, you may see a conflict of interest alert appear next to a potential reviewer's name. This appears when the reviewer and any of the authors listed on the paper share the same postal code or institution.

Results - New Search - Modify Search - Change Sort 1-1 of 1				
Search Criteria: First (Given) Name = "greg"; Postal Code = "22901"; Roles = "Sales Demo Plus -- Reviewer"; Where to Search = "Sales Demo Plus"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 Kloiber, Greg. (salesdemoplus Office) (ScholarOne) <div> This person has the same postal code or institution as one or more of the authors. </div>				
 http://orcid.org/0000-0001-8494-4292 ✓ Roles: AU REV	362 (0 / 1)	0 (362)	0 0	<input type="checkbox"/>
New Search Modify Search		Add		
Export to CSV		Results 1-1 of 1		

Adding New Reviewers

If the person you would like to have review the manuscript is not in the system, the ability to **Create Reviewer Account** allows you to add the person into the system.

Create Reviewer Account

Salutation:
Prof. ▼

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:





[Provide more account info](#)

☒ Create and Add

Note: Please be sure to have the correct e-mail address for the person before you create an account.

INVITE A REVIEWER

Once the reviewers have been selected for the manuscript, their names will appear in the Reviewer List with a Status of Invite. Clicking on the invite icon will open an editable e-mail.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Reviewer, John proxy	<input checked="" type="checkbox"/> Invite	Selected: 09-Mar-2018 view full history	
2 ▼	 Reviewer, Lilly proxy	<input checked="" type="checkbox"/> Invite	Selected: 09-Mar-2018 view full history	

Invite All

If you want to send all the invitations at one time, there is an icon called Invite All.



Selecting this icon will pop-up a window that will show the names of each reviewer and which e-mail template will be sent to the reviewer when you click on the Invite All icon. You can also select to edit any e-mail in the list before sending.

Invite All		
Name	E-Mail Template	Edit Before Sending
Reviewer, John	Editor Invitation to Reviewer ▼	<input type="checkbox"/>
Reviewer, Lilly	Editor Invitation to Reviewer ▼	<input type="checkbox"/>
		<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Close Window

Alternate reviewer list





Some sites are configured with ability to set up an alternates list. Using the Order column, you can move reviewers into the list. If anyone from the main reviewer list declines to review, the system will auto-invite from the alternates list.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	Reviewer, John proxy	<input checked="" type="checkbox"/> Invite	Selected: 09-Mar-2018 view full history	<input checked="" type="checkbox"/>
2 ▼	Reviewer, Lilly proxy	<input checked="" type="checkbox"/> Invite	Selected: 09-Mar-2018 view full history	<input checked="" type="checkbox"/>
Alternates				
Alternate 1 ▼	Hager, Paul proxy			<input checked="" type="checkbox"/>
Alternate 2 ▼	Reviewer, Mike proxy			<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Save



Note: Number in the main reviewer list must match the number in the Progress box in order for the alternates list to work properly.

ASSIGN A REVIEWER

Since the invite e-mail to reviewers contains links to agree and decline, usually the assign reviewer task is completed automatically by the system. However, there is a dropdown selection for the Editor to choose the appropriate response if needed.



Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Reviewer, John proxy	Invited Response <div> <div>Select... ▼</div> <div> Select... Auto-Denied Agreed Declined Late Response No Response Unavailable </div> </div> <input checked="" type="checkbox"/> Save	Invited: 09-Mar-2018 view full history	
2 ▼	 Reviewer, Lilly proxy	Invited Response <input checked="" type="checkbox"/> Save	Invited: 09-Mar-2018 view full history	
Alternates				

Once the reviewer's status is Agreed, the paper moves into the Reviewer's Center so they may begin their review.

 Reviewer, Raul proxy	Agreed	Invited: 03-Sep-2013 Agreed : 03-Sep-2013 Due Date: 03-Oct-2013 Time in Review: 0 Days. view full history edit reminders	
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Decline Suggest Alternates

If the reviewer declines the invitation, they will be taken to a page to suggest alternate reviewers for the manuscript. The SE will see a link to **view additional possibilities** in the status column after the reviewer's name.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Fakhran University of Pittsburgh, Department of Radiology	Declined - Suggested Alternates view additional possibilities	Selected: 26-Oct-2017 view full history	

From the results, the Editor can perform a reviewer search and view information on PubMed regarding the suggested reviewer.

Fakhran **Additional Reviewer Possibilities**

Name: Dr. Prad

E-Mail Address: krishnan@s

Comments: Not Supplied



Search: [Perform Reviewer search for this person](#)

PubMed: Click [here](#) to view this person's information on PubMed.

☐ Close Window

Editing Reviewer Reminders


If a reviewer asks for an extension of completing their review, if configured, the Editor can click on the **Grant an Extension** link under the reviewer's name to grant an extension.

 [Link, Thomas](#)
 UCSF, Department of Radiology
[proxy_](#)

Overdue

[Grant an Extension](#)

Grant an Extension:

Due date for Reviewers Score: 

Nov 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Note: If the Editor does not have permissions to grant the extension, they will need to contact the journal admin to have them grant the extension.

The ability to grant the extension to the reviewer is also located on the Account Information Tab of the Person Details. The Editor can also choose to send a reminder e-mail or click on the reviewer's name to send them an e-mail that they have been granted an extension.

Person Details A summary of the account appears below. To send the user an e-mail, click on their name. You may also enter comments about the user or view their information via the PubMed database. If you are viewing this account via the user search, you may also send the user their login information.

Account Information AU History REV History

Reviewer, Lilly : Account Information

Full Name: [Prof. Lilly Reviewer](#)

User ID: Lil@test.demo

ID #: 36550624

Primary affiliation: United States

Primary E-Mail Address: Lil@test.demo Secondary E-Mail Address:

Person Designations: Editorial Board Do Not Contact

Roles: Author, Reviewer

External Links: Click [here](#) to view author information on PubMed.

Flag this account: ☒ Leave this account unflagged

Send a Reminder E-Mail to this Reviewer

E-Mail Template to Use: [Select...](#) Send

Grant an Extension:

Due date for Reviewers Score:


Go


Editing when the reminders are sent to a reviewer is also important. Being able to change the dates when reminders are sent and the ability to turn off reminder can be very helpful. **PSA recommends first reminders be sent within two weeks of reviewer assignment with weekly reminders thereafter.**

 Reviewer, Lilly proxy_ Grant an Extension	Agreed	Invited: 09-Mar-2018 Agreed : 09-Mar-2018 Due Date: 08-Apr-2018 Time in Review: 0 Days. view full history edit reminders
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Reminders

Reminders (MCU4-2017-09-0006, [Reviewer, Lilly](#))

☒ 01-Apr-2018  Reminder: ScholarOne University Training Workflow 4

☒ 15-Apr-2018  Reminder: Review Overdue - ScholarOne University

Apr 2018 [X]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Window ☒ Save

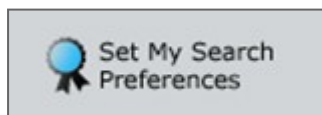
Date Review Last Saved

The date a Reviewer last saved their review will be displayed in the Reviewer List History until the review is submitted. This line item provides the Editors the ability to see which Reviewers have started reviewing the manuscript without the need to proxy as each individual Reviewer. The date displayed will be the date the Reviewer last clicked the **Save as Draft** button on their Score Sheet.

 Reviewer, Lilly proxy_ Grant an Extension	Agreed	Invited: 09-Mar-2018 Agreed : 09-Mar-2018 Due Date: 08-Apr-2018 Review Last Saved: 09-Mar-2018 Time in Review: 0 Days. view full history edit reminders
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Setting Search Preferences

Having the ability to customize the search option in the system allows the editor to only see the items the need.



The ability to expand and collapse the search windows and setting what is seen in the search results are just two of the options that can be in this section.

When I am searching for Reviewers, I would like the search options displayed as follows:

	Expanded	Collapsed
Author's Recommended / Opposed	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Locator Results from the Web of Science	<input checked="" type="radio"/>	<input type="radio"/>
Quick Search	<input checked="" type="radio"/>	<input type="radio"/>
Related Papers Search	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Auto-Suggest	<input checked="" type="radio"/>	<input type="radio"/>
Advanced Search	<input checked="" type="radio"/>	<input type="radio"/>

When I am searching for Reviewers, I would like the following information populated by default:

Reviewer Activity Information

# Current Assignments	Min:	<input type="text"/>	Max:	<input type="text"/>
# Assignments in Past 12 Months	Min:	<input type="text"/>	Max:	<input type="text"/>
# Days Since Last Review Submitted	Min:	<input type="text"/>	Max:	<input type="text"/>
# Invitations Declined in Past 12 Months	Min:	<input type="text"/>	Max:	<input type="text"/>
R-Score	Min:	<input type="text"/>	Max:	<input type="text"/>

In the Reviewer Search Results and Preferred/Non-Preferred Reviewers area, I would like the following fields displayed (select a maximum of five fields) :

Reviewer Search Results

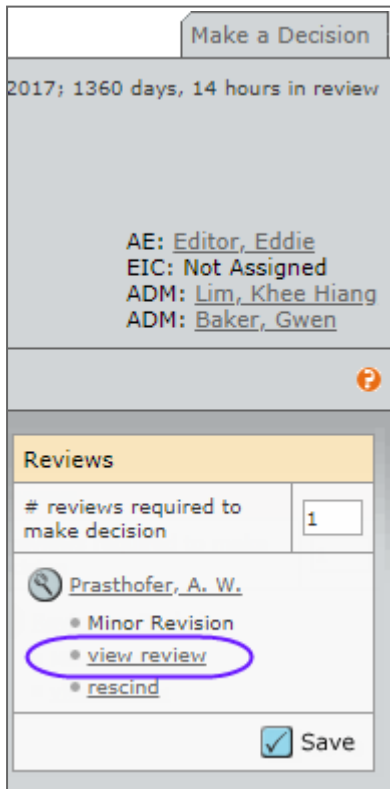
- ☒ # Current Assignments / # Assignments in Past 12 Months
- ☒ Days Since Last Review
- ☐ Average R-Score
- ☒ # Open Invitations
- ☒ Date of Last Invitation
- ☒ Average turnaround time

Number of search results per page: 10 ▼


☐ Exclude unavailable reviewers

SECTION EDITOR ROLE AND VIEWING COMPLETED REVIEWS

When the required number of reviews has been returned, they display in the editor's Make Decision, Make Preliminary Decision, or Make Recommendation action tab. Click on **view review** to see the completed review returned by the reviewer.



The screenshot shows the 'Make a Decision' tab in the Section Editor interface. At the top, it displays the date and time: '2017; 1360 days, 14 hours in review'. Below this, the roles and names of the section editor and reviewers are listed: 'AE: Editor, Eddie', 'EIC: Not Assigned', 'ADM: Lim, Khee Hiang', and 'ADM: Baker, Gwen'. A red question mark icon is visible next to the reviewer names. The 'Reviews' section is highlighted in yellow. It shows the number of reviews required to make a decision (1) and a list of reviews. The first review is by 'Prasthofer, A. W.' and has three action items: 'Minor Revision', 'view review' (circled in red), and 'rescind'. A 'Save' button with a checkmark is at the bottom right of the reviews section.

Make a Decision	
2017; 1360 days, 14 hours in review	
AE: Editor, Eddie EIC: Not Assigned ADM: Lim, Khee Hiang ADM: Baker, Gwen	
?	
Reviews	
# reviews required to make decision	<input type="text" value="1"/>
 Prasthofer, A. W.	
• Minor Revision	
• view review	
• rescind	
<input checked="" type="checkbox"/> Save	

Note: These Action tabs display only after the required number of reviews are returned. Returned reviews can be viewed at any time by accessing the manuscript.

When viewing the completed review be sure to check for file attachments from the reviewer. If a file has been attached, be sure to check the content that the reviewer has not used their name in the file.

RESCIND A REVIEW

Make a Decision


2017; 1360 days, 14 hours in review

AE: [Editor, Eddie](#)
EIC: Not Assigned
ADM: [Lim, Khee Hiang](#)
ADM: [Baker, Gwen](#)

?

Reviews

reviews required to make decision

 [Prasthofer, A. W.](#)

- Minor Revision
- [view review](#)
- [rescind](#)

☒ Save

To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the review to make any changes that need to be made. When you rescind a review, an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on the name of the reviewer to send a hyperlink e-mail.

MAKING PRELIMINARY MANUSCRIPT DECISIONS

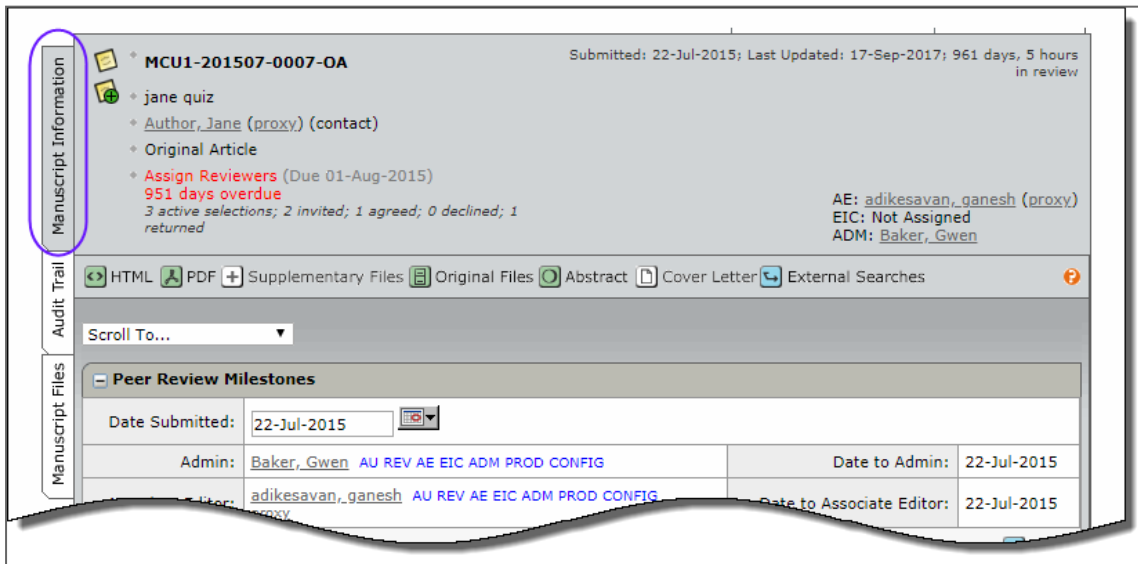
In this example workflow the Section Editor makes a preliminary decision and the EIC approves the decision.

Editor Prelim Decision	
Make a Decision	
<div><input type="radio"/> Accept</div> <div><input type="radio"/> Minor Revision</div> <div><input type="radio"/> Major Revision</div> <div><input type="radio"/> Reject and Refer with Review</div> <div>Transfer to: <input type="text" value="Select a site"/></div> <div><input type="radio"/> Reject</div> <div><input type="radio"/> Withdrawn</div> <div><input type="radio"/> Refer to Another Journal</div> <div><input type="radio"/> Major Revision - Language</div>	
Preliminary Decision Comments: <div></div>	
<input checked="" type="checkbox"/> Create Draft E-Mail	<input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Send for Approval

VIEWING MANUSCRIPT INFORMATION

THE MANUSCRIPT INFORMATION TAB

The Manuscript Information tab displays by default when you access the Manuscript Details page. It can be accessed through the tab at the left side of the Manuscript Details page as well.



Your journal's Manuscript Information tab contains some/all of the following sections:

- Manuscript header
- Peer review milestones
- Version history
- Author-supplied data
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Flag Manuscripts
- Notes (Notes display at the bottom of all General Information tabs)

Manuscript Header

Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the peer review process.

MCUI-2013-10-0016 Submitted: 08-Apr-2014; Last Updated: 22-Apr-2014; 14 days, 3 hours in review
 The common cold
[Author, Alan](#) (contact)
 Original Article
 Major Revision (22-Apr-2014)
 Due on: 22-May-2014
 Scheduled to start archiving in 120 days

AE: [Baker, Gwen](#)
 EIC: Not Assigned
 ADM: [Baker, Gwen](#)

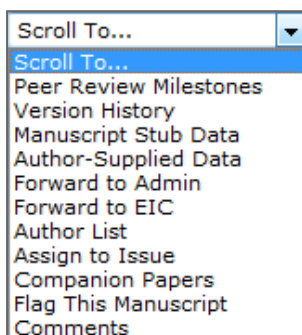
[HTML](#) [PDF](#) [Supplementary Files](#) [Original Files](#) [Abstract](#) [Cover Letter](#) [External Searches](#)

The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) – author's name is hyperlinked for e-mail correspondence
- Status – appears green if OK, red for overdue
- Dates – submitted, last updated, total time in review
- Names and roles of people assigned to the manuscript. Names are hyperlinked for e-mail correspondence. If you have administrative permissions, you also see proxy links.
- Author Due – Date for Revised Paper
- Proofs and files – links to the HTML and PDF proofs of the submission as well as other associate files and the Author’s response (on revisions and resubmissions only)

Scroll To...

To jump directly to a section of the Manuscript Details page, select from the Scroll To... dropdown list.



Viewing Proofs

View proofs by clicking the links in the header. See the *Viewing Manuscript Proofs and Files* section of this document for more details.



Version History

You have access to all versions of a manuscript. Revisions are indicated by a revision number appended to the Manuscript ID. (E.g., R1 or R2.)

Version History					
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing	MCU1-2013-05-0006.R1	Monday training	10-Jun-2013	<ul style="list-style-type: none"> view decision letter view the decision letter for MCU1-2013-05-0006.R1 	
	MCU1-2013-05-0006	Monday training	20-May-2013	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for MCU1-2013-05-0006 view decision letter view the decision letter for MCU1-2013-05-0006 	

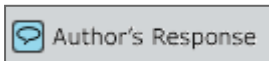
- Click the links in the **Decision Letter & Response** column to view decision-related correspondence regarding a previous version.
- Click on the **Switch Details** button to view the Manuscript Details page for a previous version.

Additional Version Information

To help you keep track of which version you are currently viewing, a colored bar displays along the left of the page indicating a revision.

- Original submission: no colored bar
- Revision: purple bar
- Resubmitted Manuscript: blue bar

Revised and Resubmitted files will also include a link to the Author's response on the header.



When you are on the a **Task Related Tab** such as Invite Reviewers, The Version History will appear on the right side of the screen



Clicking on the **View Review Details** for the previous version will give you the Author's Response, Decision Letter, and Reviews.

