SCHOLARONE MANUSCRIPTS
EDITOR GUIDE

CONTENTS

THOMSON REUTERS™

LOGGING INTO YOUR EDITOR OR EIC CENTER

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given that address in an email sent by the journal. If the address is **hyperlinked**, simply select the link within the email, or you can enter the web address in the address field of your browser and press the **Enter** key on your keyboard. The journal's Log In page is displayed.

Access to the journal site may be provided in one of two ways:

1. The journal may create your account and email to you instructions on how to log in and set your User ID and password.

2. Some journals allow their users to create their own accounts. If yours does, there will be a **Create Account** link in the top right corner of the page. Follow the step-by-step instructions for creating your account.

To keep your account information current, use the **Edit Account** link in the upper right corner. Create Account changes to Edit Account after your account is created. You can also change your User ID and password using **Edit Account**.

NOTES:

Please retain your new password information. ScholarOne Manuscripts will not send your password via email.

You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

FORGOT YOUR PASSWORD?

For security reasons, ScholarOne Manuscripts will not email your current password. Instead, by entering your email address in the **Password Help** field and selecting [U] **Go**, the system will send you an email containing instructions for resetting your password.
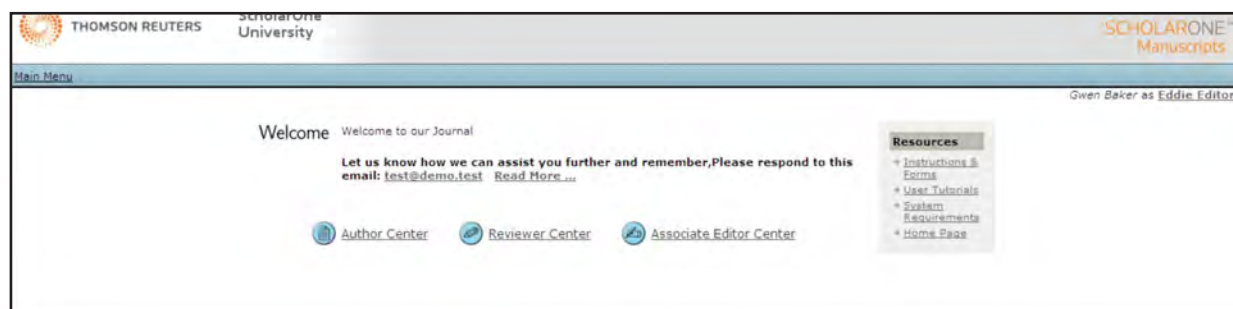
NOTE:

Please retain your new password information. ScholarOne Manuscripts will not send your password via email.

Help Documentation

A variety of online training documentation is available through the Get Help Now link at the top right of the page and through the Resources section on the Log In and Welcome pages.

The Welcome Page

When you log in, you are taken to the Welcome page. Here you see links to all of the role centers you have permissions for in this journal. Default permissions include Author or Author and Reviewer Centers. Contact the journal administrator if you do not already have an editor center link.

To access your dashboard page, select the appropriate link.

ASSIGNING EDITORS

In some workflows, an editor assignment task is included.

HOW TO ACCESS THE ACTION TAB FOR ASSIGNING AN EDITOR		
	ACTIONS	*NOTES*
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.

HOW TO ASSIGN AN EDITOR

	ACTIONS	NOTES
1.	If a dropdown list is displayed: Select the editor name and select ☑ Assign. The number in parentheses after an editor's name indicates current assignments. If you search for an editor: Select the **Select an Editor** link. An advanced search page opens. Add the name of the editor from the search results and select ☑ Assign.	The number of current assignments is displayed next to the editor's name. To view assignment details, select View Details. Results include a link to view current assignment details. The manuscript moves to the assigned editor's dashboard lists for action.

HOW TO ASSIGN A DIFFERENT ASSOCIATE EDITOR

To unassign the current Associate Editor and assign a different one to a manuscript, navigate to the Manuscript Information tab. From the Scroll To dropdown menu, select **Associate Editor List**.
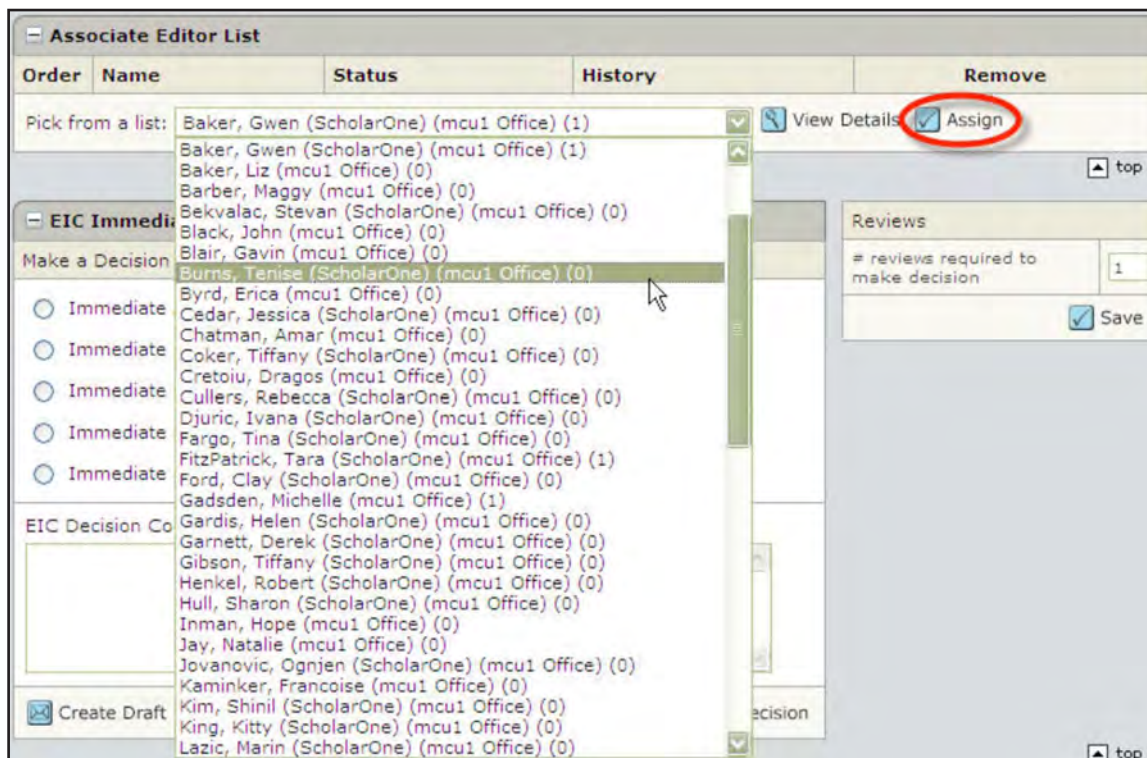

Under the name of the editor you wish to replace, select the **assign a different person** link.

Select the new Associate Editor from the drop down menu and select Assign.

An email to the new Associate Editor will pop up. Edit it as desired, then select Save and Send
. Immediately, an email to the unassigned AE will pop up. Again, edit as desired, then select
 Save and Send.

SELECTING AND INVITING REVIEWERS

In many workflows, editors select reviewers and then invite them. After a reviewer accepts an invitation, the manuscript is placed in their Reviewer Center.

HOW TO ACCESS THE ACTION TAB FOR SELECTING AND INVITING A REVIEWER		
	ACTIONS	*NOTES*
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the Reviewer Selection task in one of two ways:	
	Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action.	
	Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ✅ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

HOW TO SELECT AND INVITE A REVIEWER

	ACTIONS	NOTES
1.	The first action tab is for selecting the reviewer. Search for reviewers using one of the several methods on the page (types of methods are configured by the journal). Or, you may add a new reviewer through the Create New Reviewer Account section on the page. In the search results, select 🔍 to view the details of a reviewer's history analysis.	-Use an author's preferred reviewers -Quick search by first or last name -Related papers search -Reviewer auto-suggest (based on keywords/attributes) -Advanced search
2.	Once you have selected the reviewer, the action tab changes to the invitation task. Select ✓ Invite. Make any changes or attach files to the email, then select ✓ Save and Send.	An editable invitation email opens. The email invitation is sent to the reviewer.
3.	If your workflow is configured so that you create the list and another person sends the invitation: Select ✉ Send List to forward the completed list to the next person in the workflow.	
4.	Reviewer responses: -If automated links are contained in the email invitation, reviewers can respond by selecting the appropriate link. This automates the process of sending the secondary email. -If a reviewer responds to you by email, select from the Response dropdown list.	Once a reviewer accepts the invitation, another email is sent containing the information the reviewer needs in order to review the manuscript. An editable email displays for sending.

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.

If your journal has chosen to make this an editable field, you can change the number of default reviews required by typing a different number in the field and selecting ☑ Save.

It is possible for a single manuscript to show up in multiple lists/queues on your dashboard. This occurs most commonly when a manuscript is in both Assign Reviewer and Awaiting Reviewer Scores queues. The reason the manuscripts do this is because there are still open invitations waiting for a response to be logged.

EDITING REVIEWER REMINDERS

Depending on the journal, you may have one, two, or no reviewer reminders set to go out automatically. You can edit the reviewer reminders from the Reviewer List after the reviewer has been invited.

Selecting the **edit reminders** link brings you to a Reminders popup window.
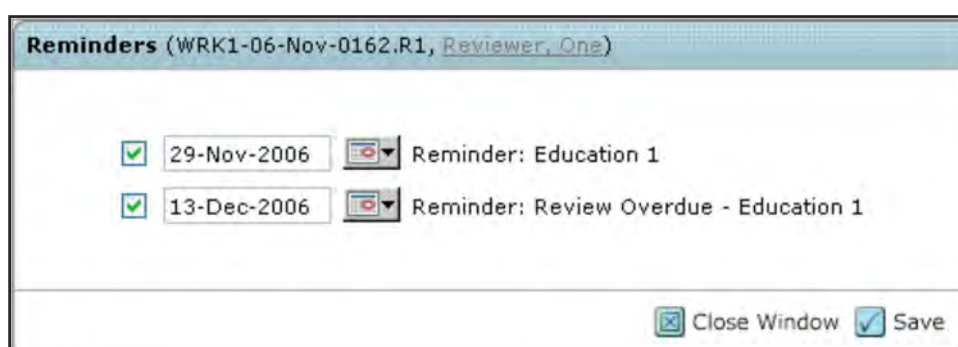
Here you can do the following:
Deselect the checkbox for sending a reminder
Edit the date of a reminder

Bypassing the Peer Review Process

To bypass the review process entirely, change the default 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.

About Viewing Version History

Version history information is available while assigning reviewers to revised manuscripts. This section is located under the Progress indicator.

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.

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.

HOW TO ACCESS THE ACTION TAB FOR VIEWING COMPLETED REVIEWS		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the Make Decision, Make Preliminary Decision, or Make Recommendation task in one of two ways: Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ☑ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.
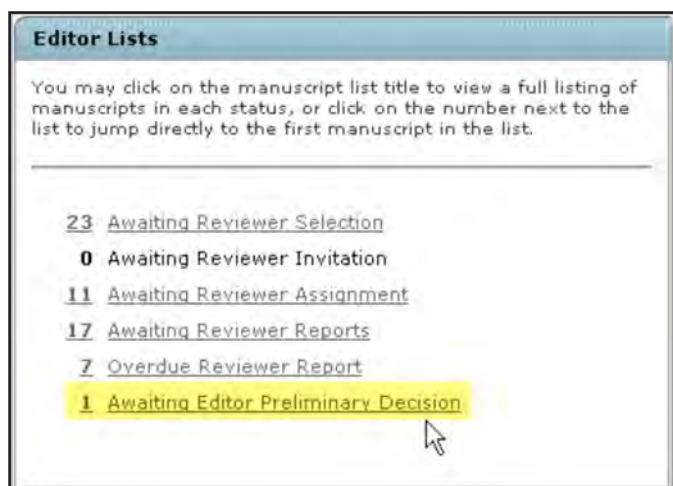
HOW TO VIEW COMPLETED REVIEWS

	ACTIONS	NOTES
1.	From the Reviews section, you can do the following: See the reviewer's name, which is a link for sending correspondence. Note any author entries for preferred or non-preferred reviewers. See the reviewer's recommendation. See a link to view the review.	
2.	Select the **view review** link. Based on the journal's configuration, the following information is displayed: Author-supplied metadata associated with the reviewed manuscript. The reviewer's recommendation. The decision of the Reviewer to review any manuscript revisions.	The Completed Review popup displays.
3.	Comments: View the following: Confidential Comments to the Editor Comments to the Author	Reviewer's comments to the author are included in the Decision Letter email.
4.	File Attachments: Here you can manage files. If the reviewer has attached files, you can: View or remove the files. You can also upload new or revised files. If the reviewer marked the file for Author and Editor, you can choose Editor only.	
5.	See #6, or select one of the buttons: Save, Print, or Close Window.	
6.	Reviewer Rating: If your journal has this feature activated, you can rate a reviewer's score for timeliness and quality.	During the reviewer selection process, ratings appear in the "Avg. R-Score" column next to each reviewer's name. Avg. R-Score is the average all editors have rated this reviewer.

Completed Review

Reviewer 1: Kiley, Eileen

Manuscript ID:	WRK1-0625
Manuscript Type:	Original Article
Keywords:	Abdominal, Abducens, Ablation
Date Submitted:	(blinded)
Manuscript Title:	Materials Research: Technique to make nano carbon tubes buried inside rubber composite visible using femtosecond pulse laser ablation

Recommendation

	Accept
	Major Revision
✓	Minor Revision
	Reject
	Reject & Resubmit
	Reject (Appeal Allowed)

Would you like to review a revision of this manuscript?

✓	Yes
	No

Comments

Confidential Comments to the Associate Editor

This paper requires minor revisions.

Comments to the Author

Please make minor revisions as noted.

Attach a File	Files attached
Browse... Attach	• Test comments.doc HTML - [remove]
	○ This file is for the Author and Editor
	○ This file is for the Editor only

Save

Timeliness

○	3 - Review was on time
◉	2 - Review was slightly delayed
○	1 - Review was severely delayed

Quality Assessment

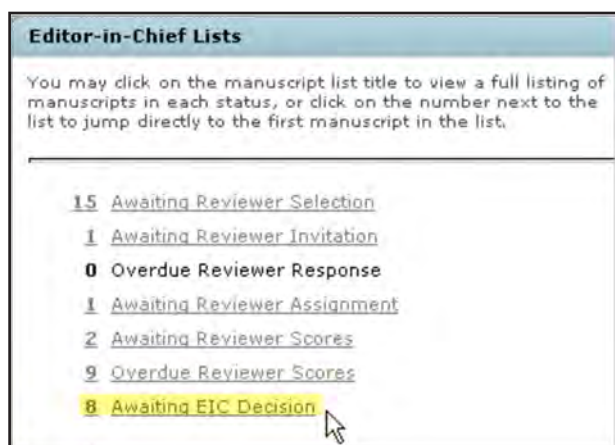|	
○	3 - Review was highly relevant
○	2 - Review was sufficient
◉	1 - Review was below average

Save   Print   Close Window

MAKING MANUSCRIPT DECISIONS

We recommend that if you cut and paste text into fields, you use a plain text editor such as WordPad or Notepad.

1. Action: Make Decision

Make your final decision based on the reviews you have received from reviewers.

HOW TO ACCESS THE ACTION TAB TO MAKE A DECISION		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the decision task in one of two ways: Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ☑ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

HOW TO MAKE A DECISION

	ACTIONS	NOTES
1.	Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to "Viewing Completed Reviews" topic for information.
2.	Select the radio button for your decision.	
	Enter text in the Comments field as desired.	Comments remain internal to the journal.
3.	Select ✉ Create Draft E-Mail to open the editable decision letter to the author. Make changes as needed and select ✅ Send and Commit Decision.	The decision does not commit until you select ✅ Send and Commit Decision in the email.
4.	Select ✅ Commit Decision to save and commit your decision.	

EIC Decision

Make a Decision

- ◯ Accept
- ◯ Minor Revision
- ◉ Major Revision
- ◯ Reject & Resubmit
- ◯ Reject

Decision Comments:

[ ]

☑ Create Draft E-Mail   ☑ Save ☑ Commit Decision

2. ACTION: MAKE PRELIMINARY DECISION

In this workflow, you make a preliminary decision and another person (e.g., the EIC) approves it. This cycle can repeat until a decision is reached.

HOW TO ACCESS THE ACTION TAB TO MAKE A PRELIMINARY DECISION		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the preliminary decision task in one of two ways: Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ✔ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

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.

- 23 Awaiting Reviewer Selection
- 0 Awaiting Reviewer Invitation
- 11 Awaiting Reviewer Assignment
- 17 Awaiting Reviewer Reports
- 7 Overdue Reviewer Report
- 1 Awaiting Editor Preliminary Decision

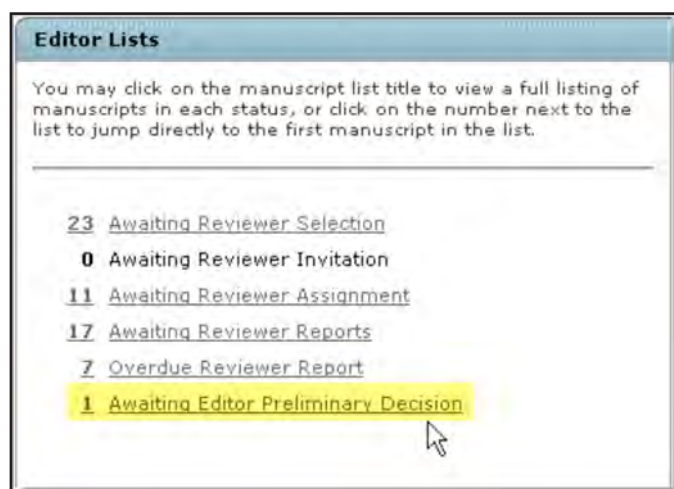## HOW TO MAKE A PRELIMINARY DECISION

	ACTIONS	NOTES
1.	Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to "Viewing Completed Reviews" topic for information.
2.	Select the radio button for your decision. Enter text in the Preliminary Decision Comments field (for approving editor) as desired.	
3.	Select ✉ Create Draft E-Mail to open the editable decision letter to the author.	The decision letter is not sent to the author until final approval.
4.	Make changes as needed and select ✅ Send for Approval.	The manuscript displays in the dashboard lists of the decision maker for approval.

3. ACTION: APPROVE PRELIMINARY DECISION

In this workflow, an editor makes a preliminary decision and you (e.g., the EIC) approve it. This cycle can repeat until decision is reached.

HOW TO ACCESS THE ACTION TAB TO APPROVE A DECISION		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the decision approval task in one of two ways: Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ☑ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

HOW TO APPROVE A PRELIMINARY DECISION

	ACTIONS	NOTES
1.	Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to "Viewing Completed Reviews" topic for information.
2.	Review any preliminary decision comments and the decision letter.	
3.	If you disagree with the decision and want the editor to reconsider, enter comments in the Suggest a New Decision field and select ⟲ Send Back.	See screenshot, below.
4.	As needed, you can edit the decision letter by selecting ✎ Edit Draft E-Mail.	
5.	When you are satisfied with the decision, select ✓ Approve.	The decision letter is sent to the author.

EIC Approve Decision

Decision Made by Al-Badr, Ahmed on 02-Jun-2005

     Decision: Reject
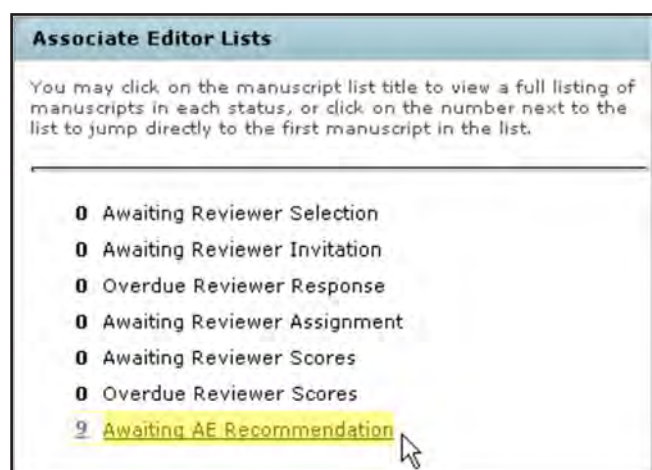   Comments: *No Comments*
Decision Letter: *view decision letter*

Suggest a New Decision

✎ Edit Draft E-Mail   ✓ Save   ✓ Approve   ⟲ Send Back

4. ACTION: MAKE RECOMMENDATION

In this workflow, you make a recommendation to either the Editor in Chief or to a Board of Editors. They make the final decision.

HOW TO ACCESS THE ACTION TAB TO MAKE RECOMMENDATION		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your Editor Center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access the recommendation task in one of two ways: Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action.	
	Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ☑ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

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.

- **0** Awaiting Reviewer Selection
- **0** Awaiting Reviewer Invitation
- **0** Overdue Reviewer Response
- **0** Awaiting Reviewer Assignment
- **0** Awaiting Reviewer Scores
- **0** Overdue Reviewer Scores
- **9** Awaiting AE Recommendation

HOW TO MAKE A RECOMMENDATION

	ACTIONS	NOTES
1.	Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to "Viewing Completed Reviews" topic for information.
2.	Select the radio button for your decision.	
3.	Optionally, enter confidential comments to EIC and/or comments to the author.	
4.	Attach any files as needed.	
5.	To submit the recommendation, select ☑ Submit .	

MAKING AN IMMEDIATE DECISION (EIC)

If configured for your journal, the final decision-maker can bypass the usual peer review process. Because this action takes place outside the usual workflow, this task displays in the manuscript's Manuscript Information tab.

HOW TO ACCESS THE TAB TO MAKE AN IMMEDIATE DECISION		
	ACTIONS	NOTES
1.	Log in to ScholarOne Manuscripts by entering your User ID and Password.	Your password is case-sensitive.
2.	At the Welcome page, select the link to access your editor center.	Your editor center Dashboard page opens.
3.	The Lists section contains the tasks you need to perform. Access any of the task queues in order to make an immediate decision in one of two ways:	
	Selecting the number next to the task name brings you directly to the Action tab for the first manuscript needing action.	
	Selecting the task name itself allows you to view all manuscripts in that queue. Selecting ☑ in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.

HOW TO MAKE AN IMMEDIATE DECISION

	ACTIONS	NOTES
1.	Your Site may be set up with an immediate decision and if it is there are two options that you may see. 1. A tab for the immediate decision will be seen or 2. The immediate decision could be located on the information tab. To bypass the action and make an immediate decision, select the Manuscript Information tab to the left of the page. Scroll to the Immediate Decision section of the page.	
2.	Select the radio button for your decision. Enter text in the Decision Comments (internal) field as desired.	Refer to "Viewing Completed Reviews" topic for information.
3.	Select ![icon] Create Draft E-Mail to open the editable decision letter to the author. Make changes as needed and select ![icon] Send and Commit Decision .	The decision does not commit until you select ![icon] Send and Commit Decision in the email.
4.	Select ![icon] Commit Decision to save and commit your decision.	

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