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SCHOLARONE MANUSCRIPTS™

EDITOR
USER GUIDE

21-JUNE-2016

TABLE OF CONTENTS

Select an item in the table of contents to go to that topic in the document.

INTRODUCTION	1
USE GET HELP NOW & FAQs	1
SITE CONFIGURATION AND THIS DOCUMENT	1
ACCESSING SCHOLARONE MANUSCRIPTS	2
CHANGING YOUR USER ACCOUNT INFORMATION	3
LOGGING IN/OUT	4
FORGOT YOUR PASSWORD?	5
NAVIGATION OVERVIEW	5
HOME PAGE	5
HEADER	5
FOOTER FEATURES	7
LANGUAGE TOGGLE	7
OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER	8
EIC VIEW	8
ASSOCIATE EDITOR VIEW	9
ACCESS MANUSCRIPTS VIA THE EDITOR LISTS	9
ASSIGNING EDITORS	11
ASSIGN ASSOCIATE EDITOR – EIC ROLE	11
CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE	13
SELECT, INVITE, AND ASSIGN REVIEWERS	15



OVERVIEW OF SELECT, INVITE AND ASSIGN REVIEWERS – ASSOCIATE EDITOR ROLE.....	15
ABOUT THE PROGRESS INDICATOR	15
BYPASSING THE PEER REVIEW PROCESS.....	15
DOUBLE-QUEUING OF MANUSCRIPT	15
SELECTING A REVIEWER	17
REVIEWER SEARCH METHODS	19
ADDING NEW REVIEWERS	26
INVITE A REVIEWER.....	27
INVITE ALL	27
ALTERNATE REVIEWER LIST	27
ASSIGN A REVIEWER.....	29
DECLINE SUGGEST ALTERNATES.....	29
GRANTING EXTENSIONS AND EDITING REVIEWER REMINDERS	30
DATE REVIEW LAST SAVED	32
SETTING SEARCH PREFERENCES	32
ASSOCIATE EDITOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS	33
RESCIND A REVIEW.....	34
MAKING MANUSCRIPT DECISIONS	35
MAKE FINAL DECISION - EIC OR ASSOCIATE EDITOR.....	35
RESCINDING A FINAL DECISION	36
MAKE RECOMMENDATION – ASSOCIATE EDITOR.....	37
MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR.....	38
APPROVE PRELIMINARY DECISION – EIC.....	38
MAKING AN IMMEDIATE DECISION - EIC ROLE	39
EIC IMMEDIATE DECISION FROM THE MANUSCRIPT INFORMATION TAB.....	39
EIC IMMEDIATE DECISION FROM A TASK RELATED TAB.....	40
BLINDED REVIEWS	41
VIEWING MANUSCRIPT INFORMATION	41



THE MANUSCRIPT INFORMATION TAB.....	41
MANUSCRIPT HEADER.....	42
SCROLL TO.....	43
VIEWING PROOFS	43
VERSION HISTORY	43
PLAGIARISM CHECKING	45



INTRODUCTION

USE GET HELP NOW & FAQs

As an Editor using *ScholarOne Manuscripts* for your journal, one of your greatest help tools is ScholarOne's Frequently Asked Questions tab on our help site, [Get Help Now](#). Our FAQs provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, and the ability to create a case to get assistance from our Customer Care team. We recommend that you bookmark our help site and consult it often.

SCHOLARONE™ Manuscripts

THOMSON REUTERS

HOME | Site Search SEARCH

GET HELP NOW

FOR SCHOLARONE MANUSCRIPTS

TRAINING:

- Author
- Reviewer
- Editor
- Administrator
- Developer

RELEASE NOTES

NEWSLETTERS & ALERTS

SCHOLARONE CERTIFICATION

FOLLOW US ON TWITTER

NEW! USER INTERFACE UPDATES

VIDEO: SCHOLARONE MANUSCRIPTS USER INTERFACE CHANGES

CHOOSE YOUR ROLE

- AUTHOR
- EDITOR
- REVIEWER
- ADMIN
- DEVELOPER (new!)

CONTACT SCHOLARONE CUSTOMER CARE

Monday 12:00 AM EST to Friday 8:30 PM EST

+1 434 964 4100 (US)
+1 888 503 1050 (US toll free)

+44 800 328 8044 (UK)
0800 328 8044 (UK toll free)

ts.mcsupport@thomson.com

In-Language Support

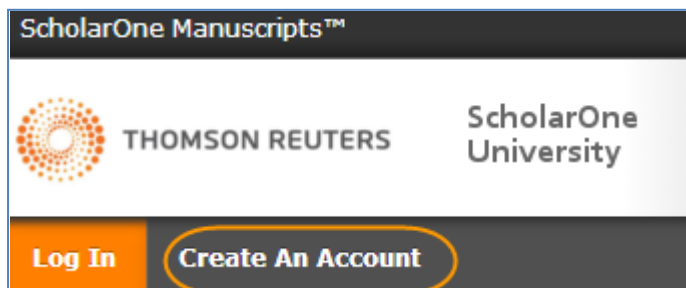
- Japan
- China
- Hong Kong
- Taiwan
- Korea

SITE CONFIGURATION AND THIS DOCUMENT

ScholarOne Manuscripts is configured for your specific site based on the needs of the journal or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.

ACCESSING SCHOLARONE MANUSCRIPTS

Each journal's site has a unique web address that should be provided to you by your site Admin via e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. If the journal has not already created an account for you, you can create your user account. To begin, click the **Create Account** link on the journal's Log In screen.



During account creation, new users may be given the option to associate an ORCID iD with their account by either registering for a new ORCID iD or associating an existing ORCID iD. Each of these options will be presented to the user as links in the first step of the account creation process. In prior versions, users creating a new account, the user entered their ORCID as text in the third step of account creation.

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1 E-Mail / Name

2 Address

3 User ID & Password

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

When the user selects one of these options to associate an ORCID iD with their account, a new browser window will open and special registration page on the ORCID website allowing the user to enter their existing ORCID credentials, link an existing ORCID iD, or register for a new ORCID iD.



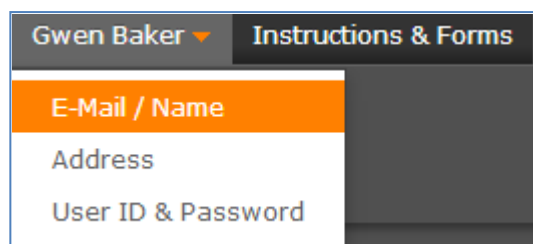
Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal access to their 'limited' data.

If the user clicks **Authorize**, they will be redirected back to their journal's ScholarOne site with a validated ORCID iD.

CHANGING YOUR USER ACCOUNT INFORMATION

Your e-mail address, phone number, or address may change over time. To edit your own account information, click on your name in the upper right corner of the site pages. Then select the area of information you need to edit. Edit My Account pages contain the information you entered when creating your account, in editable form. Edit information as needed including changing your user ID and password.





Note: Please retain your new password. ScholarOne will not send your password via e-mail.

LOGGING IN/OUT

► Log In

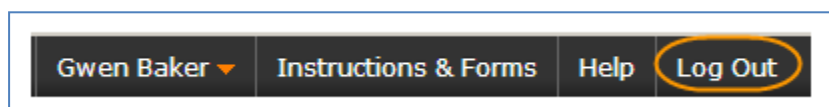
1. Each journal's site has a unique Web address that is sent to you by e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. The journal's Log In page opens.

A screenshot of the 'Log In' page. The page has a header 'Log In' and a sub-header 'Log in here if you are already a registered user.' Below this, there are two input fields: 'User ID:' and 'Password:'. To the right of the 'Password:' field is a 'Log In' button. To the left of the input fields is the Thomson Reuters logo. Below the input fields, there is a section titled 'Password Help' with the text 'Enter your e-mail address to receive an e-mail with your account information.' Below this is an 'E-Mail Address:' input field and a 'Go' button.

2. Enter your **User ID** and **Password**
3. Click the **Log In** button.

► Log Out

1. You can log out at any time by clicking **Log Out** at the top right corner of the page you are on.




2. You will be returned to the Log In page.

Note: After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

FORGOT YOUR PASSWORD?

Password Help. Enter your e-mail address to receive an e-mail with your account information.

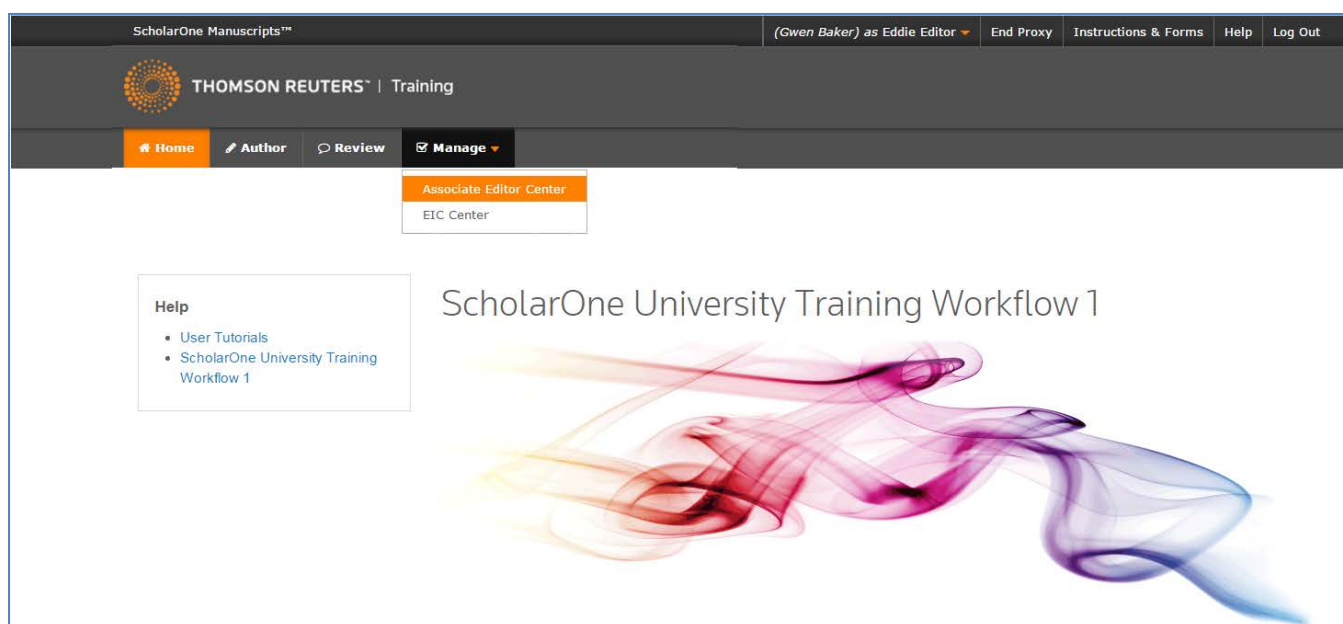
E-Mail Address:  Go

For security reasons, we will not send you your current password. Instead, by entering your primary e-mail address in the **Password Help** field, you will receive an e-mail that provides instructions on how to log in and reset your password.

NAVIGATION OVERVIEW

HOME PAGE

The Home Page contains top-level navigation based upon roles. You will only see the roles you have permissions to. It also contains side navigation to your different publications (if applicable).



The Home page contains many convenient navigation features as well as site-specific information and images.

Header

Quick Links: Access the following functions:

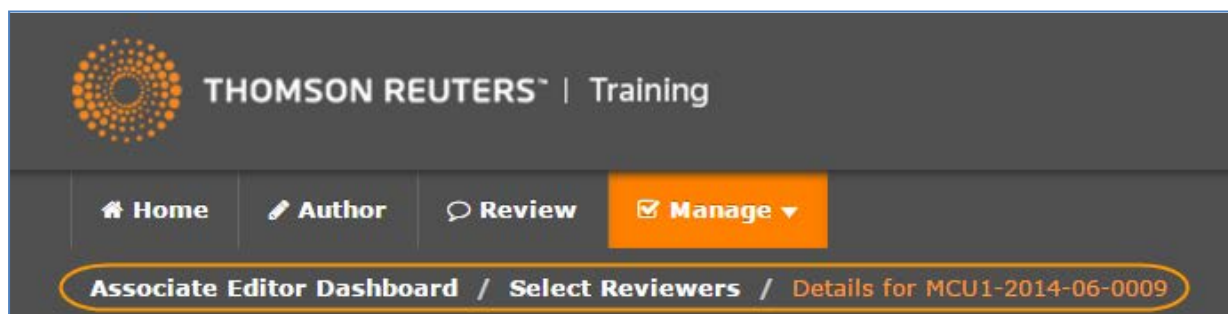
- Your user name – click to edit your account
- Instructions & Forms– journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
- Help – links you to various help functions
- Log Out

Journal Logo

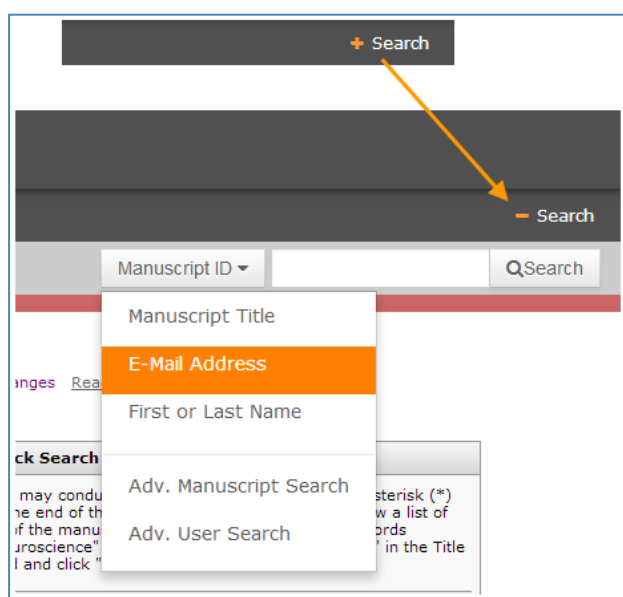
Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you to easily move between functions.

Left menu: Access options to switch to another journal (if configured) and links to help and documentation.

The Breadcrumb Trail: The menu path you have followed to arrive at the current page. You can click a link to navigate back to a previous page.



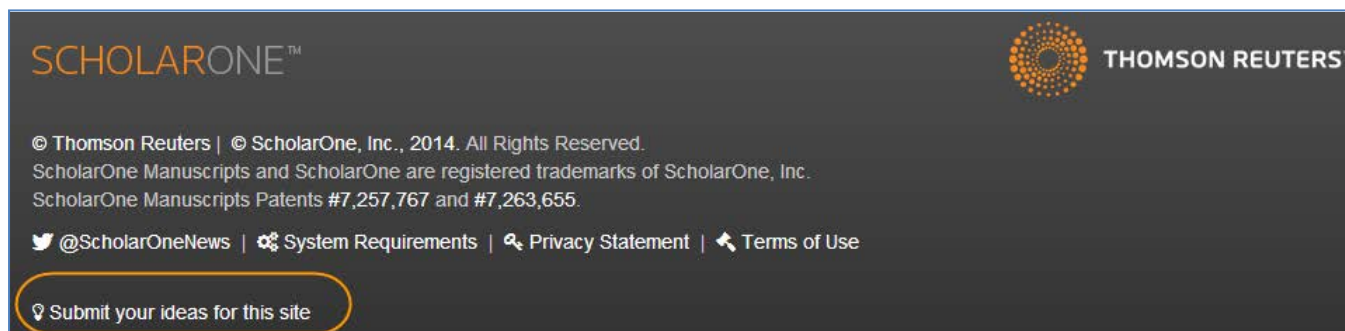
Simple Search: This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.



Note: Users with Admin privileges can also use this function to search for a person's account by email address and first and last name.



FOOTER FEATURES

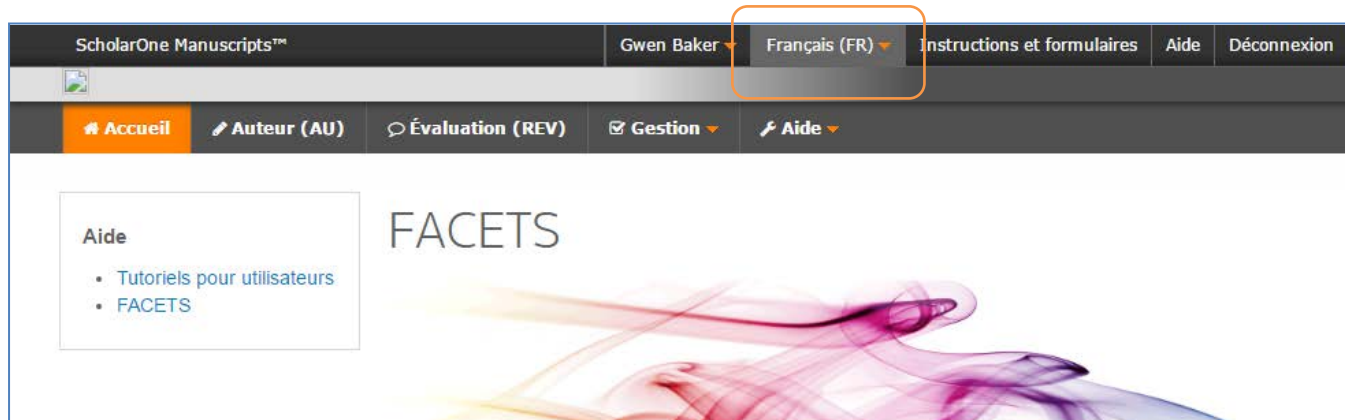


In addition to Copyright and Trademark Information, the footer contains:

- Link to ScholarOneNews
- Link to System Requirements
- Link to Privacy Statement
- Link to Terms of Use
- Link to ScholarOne Ideas – where you may submit, discuss, and vote on potential enhancements to ScholarOne Manuscripts (visible to Admins and Editors only)

LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.



Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER

The EIC and Associate Editor dashboards allow editors to take actions such as assigning reviewers as well as to track the progress of the reviews.

EIC VIEW

The dashboard for both the EIC and Associate Editor look somewhat the same. The main difference is that the EIC can see where papers are in queue with their Associate Editors. The EIC view shows all papers in the review process while the Associate Editor view shows only those assigned to an individual Associate Editor.

Editor-in-Chief 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> <ul style="list-style-type: none">0 EIC Assign AE1 Select Reviewers0 Invite Reviewers1 Assign Reviewer2 Awaiting Reviewer Scores1 Overdue Reviewer Scores0 Ready for Final Decision	<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> <p>Saved Search: <input type="text" value="Select..."/> Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p>Search</p>
Reports	
<ul style="list-style-type: none">Manuscript Status and Summary ReportsPeer Review Details ReportsUser Performance Reports <p>* Publication Folders, My Folders, Custom Reports, and Role Reports</p>	

NOTE: By being able to see where papers are in process, this gives the EIC the ability to make immediate decisions on papers that have been out for review for too long.



ASSOCIATE EDITOR VIEW

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

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.

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

Reports

- [+ Manuscript Status and Summary Reports](#)
- [+ Peer Review Details Reports](#)
- [+ User Performance Reports](#)
- [* Publication Folders, My Folders, Custom Reports, and Role Reports](#)

Quick Search - Show Advanced Search

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."

Saved Search: [Edit](#)

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

Keywords: ☒ Pick

[Search](#)

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

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

[1 Select Reviewers](#)

[0 Invite Reviewers](#)

[0 Overdue Reviewer Response](#)

[0 Assign Reviewer](#)




[1 Awaiting Reviewer Scores](#)

[0 Overdue Reviewer Scores](#)

[0 Ready for Final Decision](#)

- 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			
MCU1-2013-07-0010	Migration Patterns of the Cardinal [View Submission]	29-Jul-2013	AE: Editor, Emily EIC: Not Assigned ADM: Cooney, Jane • Select Reviewers (Due 08-Aug-2013) 20 days overdue <i>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</i> • vol:8, iss:2013	
Original Article	 Author, Alan (contact)			
 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 Manuscript Details.



ASSIGNING EDITORS

ASSIGN ASSOCIATE EDITOR – EIC ROLE

► Assign Associate Editor

1. In most workflows, the EIC will assign the Associate Editor to the manuscript. Click **Assign AE**.

Editor-in-Chief Lists

You may click on the manuscript list title manuscripts in each status, or click on t to jump directly to the first manuscript i

- 6** [Assign AE](#)
- 0** [Select Reviewers](#)
- 3** [Invite Reviewers](#)
- 10** [Overdue Reviewer Response](#)
- 4** [Assign Reviewers](#)
- 12** [Awaiting Reviewer Scores](#)
- 2** [Overdue Reviewer Scores](#)
- 0** [Awaiting AE Recommendation](#)
- 2** [EIC Make Decision](#)

2. The list of papers that needs assignment displays. Click on the **Take Action** icon to go directly to the task and full details of the manuscript.

Awaiting AE Assignment				Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
MCU4-2013-09-0002	As the World Turns [View Submission]	13-Sep-2013	AE: Not Assigned EIC: Not Assigned ADM: Baker, Gwen	
Original Article	Author, Alan		• Assign AE (Due 13-Oct-2013)	
Export to CSV				Manuscripts 1-1 of 1

3. The EIC will then select an Associate Editor from a drop-down selection.



Assign AE EIC Immediate Decision

Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 28 days, 1 hour in review

Manuscript Information

- MCU1-2013-07-0012
- Fruit Flies
- Author, Alan (contact)
- Original Article
- Assign AE (Due 27-Sep-2013)

AE: Not Assigned
EIC: Not Assigned
ADM: Baker, Gwen

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Audit Trail

Associate Editor List

Order	Name	Status	History	Remove
Pick from a list: Select an AE (# Current Assignments) View Details Assign				

4. Before choosing the Associate Editor, the EIC has the ability to **View Details** about the Associate Editor.

MCU1-2013-07-0012

Fruit Flies

Author, Alan (contact)

Original Article

Assign AE (Due 27-Sep-2013)

HTML PDF Supplementary Files

Associate Editor List

Order	Name	Status
Pick from a list: Editor, Eddie (2) View Details		

Person Details

Account Information AU History REV History AE History EIC History

Editor, Eddie : Associate Editor History Analysis

The numbers below represent the count for S1U-WF1.

8 Total number of manuscripts assigned in the past 12 months
2 Total number of manuscripts currently assigned

Manuscript History Statistics

For this Journal: Past 6 Months | past 12 months | past 18 months | show all 1-7 of 7

Manuscript ID, Title, Type, Authors	Status
MCU1-2013-07-0008 Test Original Article Author, Carla (contact)	AE: Editor, Eddie EIC: Not Assigned ADM: Cooney, Jane ADM: Baker, Gwen Immediate Accept (12-Aug-2013) Scheduled to start archiving in 86 days vol:1, iss:14 vol:1, iss:9
MCU1-2013-05-0007 Letter to the Editor Letter to the Editor Author, Alan (contact)	AE: Editor, Eddie EIC: Not Assigned ADM: Cooney, Jane Awaiting Reviewer Scores (Due 18-Aug-2013) 1 active selections; 1 invited; 1 agreed; 0 declined; 0 returned reviewer, full 10 days overdue vol:6, iss:2013

5. Click the Assign button.



CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE

► Change Associate Editor Assignment

1. 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**.

Manuscript Information: MCUI-2013-07-0012
Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 33 days, 23 hours in review

Manuscript Details:
Fruit Flies
Author: Alan (contact)
Original Article
Select Reviewers (Due 13-Sep-2013)
0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

AE: Editor, Eddie
EIC: Baker, Gwen
ADM: Baker, Gwen

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To...
Scroll To...
Peer Review Milestones
Version History
Manuscript Stub Data
Author-Supplied Data
Forward to EIC
Associate Editor List
Reviewer List
Assign to Issue
Companion Papers
Flag This Manuscript

Editor	Status	Date to Admin	Date to Editor-in-Chief	Date to Associate Editor
Baker, Gwen	AU REV AE EIC ADM PROD	31-Jul-2013	31-Jul-2013	03-Sep-2013
Baker, Gwen	AU REV AE EIC ADM PROD			
Editor, Eddie	AU REV AE EIC			

2. Under the name of the editor you wish to replace, click the (assign a different person) link.

Order	Name	Status	History	Remove
	Editor, Eddie (assign a different person)	Assigned (03-Sep-2013)		<input type="checkbox"/>

3. Select the new Associate Editor from the drop down menu and click **Assign**.

Order	Name	Status	History	Remove
Pick from a list:	Editor, Eddie (3) Editor, Eddie (3) Editor, Emily (2)			<input checked="" type="checkbox"/> Assign

4. An e-mail to the new Associate Editor will pop up. Edit it as desired then click **Save and Send**.



Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **Assign a new Associate Editor**

From: gwen.baker@test.demo
To: emily.editor@fakemail.com
CC:
BCC:
Subject: Manuscript ID MCU1-2013-07-0012 is now in your Associate
Body: @@date to be populated upon sending@@
Dear Dr. Emily Editor:
Manuscript ID MCU1-2013-07-0012 entitled Fruit Flies with Dr. Author has been assigned to you and is currently sitting in your Associate Editor Center at <http://mc.manuscriptcentral.com/s1u-wf1>.
Sincerely,
ScholarOne University Training Workflow 1 Editorial Office

Attach a file to this e-mail:
Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save and Send ☐ Cancel and Close Window

5. Immediately, an e-mail to the unassigned AE will pop up. Again, edit as desired, then click **Save and Send**.

Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **Unassign Associate Editor**

From: gwen.baker@test.demo
To: Eddie@test.demo
CC:
BCC:
Subject: Manuscript ID MCU1-2013-07-0012 removed from your Assoi
Body: @@date to be populated upon sending@@
Dear Dr. Eddie Editor:
You are no longer assigned to manage the review of Manuscript ID MCU1-2013-07-0012 entitled "Fruit Flies." The manuscript has been removed from your Associate Editor Center.
Sincerely,
ScholarOne University Training Workflow 1 Editorial Office

Attach a file to this e-mail:
Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save and Send ☐ Cancel and Close Window



SELECT, INVITE, AND ASSIGN REVIEWERS

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

In many workflows, the Associate 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 but can be completed 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	<input type="text" value="2"/>	
# active selections	2	✓
# invited	0	
# agreed	0	
# declined	0	
# returned	0	
<input checked="" type="checkbox"/> Save		

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 clicking **Save**.

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.

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

This paper appears in two places because one reviewer is overdue and the other reviewer declined.

Changing the number in the Progress box would make the paper appear in one queue if you do not need additional reviewers

Submitted: 27-Aug-2013; Last Updated: 27-Aug-2013; 98 days, 0 hours in review

[Select Reviewers](#) (Due 06-Sep-2013)
 88 days overdue
 1 active selections; 1 invited; 1 agreed; 1 declined; 0 returned
[Reviewer, Rosalita](#)
 68 days overdue

TML PDF Supplementary Files Original Files Abstract Cover Letter External S

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Reviewer, Rosalita (R0) pref Old Dominion, Botany	Overdue	Invited: 27-Aug-2013 Agreed : 27-Aug-2013 Due Date: 26-Sep-2013 Time in Review: 98 Days. view full history edit reminders	<input checked="" type="checkbox"/>	# active selections	1 !
2	Reviewer, Rasputin pref William and Mary, Botany	Declined	Invited: 20-Sep-2013 Declined : 20-Sep-2013 view full history	<input checked="" type="checkbox"/>	# invited	1
					# agreed	1
					# declined	1
					# returned	0 !

Alternates ☒ Save



SELECTING A REVIEWER

Depending on how your site has been configured, you will have multiple ways to search the sites 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.

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

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


Select Reviewers				
Manuscripts 1-10 of 22				
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
WRK1-1547	009.003 [View Submission]	25-Oct-2013	AE: Baker, Gwen EIC: Not Assigned ADM: Baker, Gwen	<input checked="" type="checkbox"/>
Original Article	 Author, Author		• Select Reviewers (Due 01-Nov-2013) Baker, Gwen	

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

Reviewer List				
Order	Name	Status	History	Remove
General Reviewer				
No one has been added yet.				

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 using whichever options you prefer. Search results will display.



Results - New Search - Modify Search - Change Sort				
1-10 of 15				
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
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input type="checkbox"/>

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

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.

1 / 1 Account Information AU History REV History

Author, Carla : Reviewer History Analysis

The numbers below represent the count for S1U-WF1.

- 0 Total number of manuscripts assigned in the past 12 months
- 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)
- N/A Date of last invitation
- 0 Number of times Agreed
- 0 Number of times Decline - Suggest Alternate
- 0 Number of times Declined
- 0 Number of times Late Response
- 0 Number of times No Response
- 0 Number of times Unavailable
- N/A Average turnaround time
- N/A Average R-Score

Manuscript History Statistics

For this Journal: Past 6 Months | [past 12 months](#) | [past 18 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 15				
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
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input checked="" type="checkbox"/>
New Search Modify Search + Add + Add and Next Page				

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. 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	Google WEB OF SCIENCE	0 / 0	0	0	<input type="checkbox"/>
					+ Add

Reviewer Locator Results from the Web of Science®



If configured for your site, search requests are generated automatically for each manuscript when it reaches the Select Reviewers task so results are waiting for the editor as soon as they enter the site.

Note: Only submissions with an abstract will return Reviewer Locator results.




Each potential reviewer found in the Web of Science is returned with a set of biographic and bibliographic data designed to help the AE assess the potential reviewer's suitability for the submitted manuscript. In addition to the reviewer's name, their e-mail address and institutional affiliation will be provided, when available. Their ORCID iD will be provided as a link to their ORCID record. In addition, up to three papers published by the potential reviewer will be listed in order of relevance to the submitted manuscript.

Reviewer Locator Results from the Web of Science® Results 1-10 of 18

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Cohen mcohen@stan : Stanford Univ  http://orcid.org/0000-0002-7920-5759 Relevant Works: • Orientation of the HAARP ELF ionospheric dipole and the				

Each listed publication will have a **View Details** link which, when selected, will bring up more information about the paper. In addition to authors, journal name and publication year, both the DOI and Web of Science record are provided as links for quick access to additional information.

Reviewer Locator Results from the Web of Science® Results 1-10 of 24

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Plischuk, Santiago santiago@cepave.edu.ar; Ctr Estudios Parasitol & Vectores CEPAVE CCTLP CO, Univ Ghent Relevant Works: • Apicystis bombi (Apicomplexa: Neogregarinorida) parasitizing Apis mellifera and Bombus terrestris (Hymenoptera: Apidae) in Argentina view details • Invasive Bombus terrestris (Hymenoptera: Apidae) parasitized by a flagellate (Euglenozoa: Kinetoplastea) and a neogregarine (Apicomplexa: Neogregarinorida) view details • Sphaerularia bombi (Nematoda: Sphaerulariidae) parasitizing Bombus atratus (Hymenoptera: Apidae) in southern South America view details				

Apicystis bombi (Apicomplexa: Neogregarinorida) parasitizing Apis mellifera and Bombus terrestris (Hymenoptera: Apidae) in Argentina

- Plischuk, Santiago; Smaghe, Guy; Lange, Carlos E.; et al.
- ENVIRONMENTAL MICROBIOLOGY REPORTS, 2011
- DOI: [10.1111/j.1758-2229.2011.00261.x](https://doi.org/10.1111/j.1758-2229.2011.00261.x)
- [Open record in Web of Science®](#)

When adding a reviewer from the list of potential reviewers from the Reviewer Locator, when the EA clicks the Add button, a new window will appear to create the reviewer an account in the system and add them into the reviewer list for invitation.



Reviewer Locator Results from the Web of Science® Results 1-10 of 17

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Baker, Gwen				<input type="button" value="+ Add"/>

Create Account

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

Degree: E-Mail Address: ResearcherID:

Institution: Department: Category:

Quick Search

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




Secondary Sort:







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

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

Search Criteria: First (Given) or Last (Family) Name = "Burns"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 Burns, Tenise. (qared Office) (ScholarOne) scholar one, support  http://orcid.org/5551-2121-2121-2112 x Roles: VC AU REV AE EIC ADM PROD	1 / 1 (1 / 1) (2 / 1)	0 (0) (1869)	0 0 0	

 New Search
  Modify Search
 Add to Category:
 Add

 Export to CSV
 Results 1-1 of 1

Related Papers Results

If configured for your site, ScholarOne manuscripts will look within the site for related papers. You will have the ability to link out historical data of other papers that a reviewer has reviewed.



Related Papers Search

This feature searches for authors and reviewers of manuscripts with the selected criteria.

Author First (Given) Name: Author Middle Name: Author Last (Family) Name: ☐ Contact Author Only

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

Manuscript ID: Manuscript Title:

Keywords: ☒ Pick AND null: AND

☒ Pick AND AND

☒ Pick AND AND

☒ Pick AND AND

☒ Pick

Specialties: ☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick


Custom Questions

Do Pigs have a political affiliation? ☒ None ☐ yes ☐ no ☐ undecided

Sort Order

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

 Reviewer, Rachel. 0 / 3 0 1 27-Aug-2013 3 days, 23 hours ☐

MCU1-2013-05-0006 (Reviewer)

- Monday training [\[View Submission\]](#)
- proof, superuser

MCU1-2013-07-0011 (Reviewer)

- Migration Pattern of the Hermit Thrush [\[View Submission\]](#)
- Article, emails

If you select to view the historical data, you will need to use the bread crumb trail at the top of the screen to move back to the manuscript you were working on.



Invite Reviewers → **Details for MCU1-2013-07-0012** → Details for MCU1-2013-05-0006

Manuscript Details

This section of the manuscript details usually includes the Manuscript metadata, and add additional data as needed to complete the submission. If you should accompany the review of this paper, you can search for a companion paper feature on the Details tab. [Read More ...](#)

Manuscript Information

MCU1-2013-05-0006 Submitted: 20-May-2013; Last Modified: 20-May-2013

- Monday training
- Author, Alan (contact)
- Original Article
- Minor Revision (20-May-2013)
- a revision has been submitted
- Scheduled to start archiving in 37 days

HTML PDF Supplemental Files Original Files Abstract Cover Letter

Auto-Suggest Results

This feature uses keywords from the Author submission and matches them up to keywords used in a Reviewer's account. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Auto-Suggest

This feature searches for Reviewers with the selected manuscript keywords.

Select a Keyword.... ▼

Sort Order

Primary Sort: Name (Last, First) ▼ Ascending ▼

Secondary Sort: Number of Current Assignments ▼ Descending ▼

☐ Clear ☒ Search

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

Search Criteria: Selected Attributes: Keywords = Adolescent Patient Care OR Adult Patient Care

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add
<input checked="" type="checkbox"/> Editor, Emily. Adolescent Patient Care Roles: AU REV AE EIC	0 / 0	0	0	N/A	0 days, 0 hours	<input type="checkbox"/>

☒ New Search
 ☒ Modify Search
 ☒ Add

☒ Export to CSV
 Results 1-1 of 1



Advanced Search Results

Search multiple fields such as institution or department. Wild card searches can be used in this section. Look for the ability to search on Person designations. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Advanced Search

Reviewer Account Information

Salutation:

Any

First (Given) Name:

Middle Name:

Last (Family) Name:

Degree:

E-Mail Address:

Comments:

Institution:

Department:

City:

State/Province:

Postal Code:

Country:

ORCID iD

id

http://orcid.org/

Person Designations:

All

Test Designation

Roles:

All


Viewer

Author

Reviewer

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

Search Criteria: Institution = "Colorado State University" 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
 Reviewer, Robin, Colorado State University Roles: AU REV SOM	0 / 0	0	0	N/A	0 days, 0 hours	<input type="checkbox"/>

[!\[\]\(9a0687d79ce053ba33456cccd051f6a3_img.jpg\) New Search](#)
[!\[\]\(5e8a64680a8997ad69cd7de31b22256d_img.jpg\) Modify Search](#)
[!\[\]\(26e4a2b2f3781bc13eec08093f01386c_img.jpg\) Add](#)

[!\[\]\(e43d69739fda694af0d7e3a39c02feab_img.jpg\) 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 a quick way to add the person into the system.

Create Reviewer Account

Salutation:

Dr.

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

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

Set My Preferences

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


	Expanded	Collapsed
Author's Preferred/Non-Preferred Reviewer	<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 

Results per page:



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	 Author, Carla proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	
2	 Reviewer, Raul proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 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
Author, Carla	SW - Editor Invite Reviewers - Editorial	<input type="checkbox"/>
Reviewer, Raul	SW - Editor Invite Reviewers - Editorial	<input type="checkbox"/>
<input checked="" type="checkbox"/> Invite All  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	Author, Carla proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	
2	Reviewer, Raul proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	
Alternates				
Alternate 1	Reviewer, Raj proxy			
Alternate 2	Reviewer, Rowan proxy			
<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
1	 Author, Carla proxy	<input checked="" type="checkbox"/> Invite
2	 Reviewer, Raul proxy	Invited Response Select... <input checked="" type="checkbox"/> Save <div> Select... Decline - Suggest Alternate Agreed Declined Late Response No Response Unavailable </div>
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	
--	--------	--	--

Decline Suggest Alternates

Some sites are configured such that if the reviewer declines the invitation, they will be taken to a page to suggest alternate reviewers for the manuscript. The Editor 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	 Baker, Gwen ScholarOne, Client Management	Agreed	Invited: 29-Aug-2013 Agreed : 29-Aug-2013 Due Date: 28-Sep-2013 Time in Review: 22 Days. view full history edit reminders	
2	 Reviewer, Robin Colorado State University proxy	Decline - Suggest Alternate - Suggested Alternates view additional possibilities	Invited: 20-Sep-2013 Decline - Suggest Alternate : 20-Sep-2013 view full history	


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



Reviewer, Robin's Additional Reviewer Possibilities



Name: Johnathan Reviewer
 E-Mail Address: john@fakemail.com
 Comments: Great Reviewer

Search: Click [here](#) to perform a Reviewer search for this person.
 PubMed: Click [here](#) to view this person's information on PubMed.


 Close Window


Granting Extensions and 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.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Reviewer, Rachel proxy Grant an Extension	Agreed	Invited: 06-Nov-2013 Agreed : 10-Mar-2014 Due Date: 09-Apr-2014 Time in Review: 0 Days. view full history edit reminders	

Grant an Extension:

Due date for Reviewers Score: 

 Go

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, Rosalita : Account Information

Full Name: [Rosalita Reviewer](#)
 User ID: RosalitaReviewer@fakemail.com
 ID #: 32512254
 Primary affiliation: Old Dominion
 Botany
 United States
 Phone: 555-555-5555
 Primary E-Mail Address: RosalitaReviewer@fakemail.com
 Secondary E-Mail Address:
 Person Designations:
 Roles: Author, Reviewer
 External Links: Click [here](#) to view author information on PubMed

Baker, Gwen

☒ Save

Send a Reminder E-Mail to this Reviewer

E-Mail Template to Use:

Grant an Extension:

Due date for Reviewers Score:

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.

 Reviewer, Rosalita (R0) pref Old Dominion, Botany proxy	Agreed	Invited: 27-Aug-2013 Agreed : 27-Aug-2013 Due Date: 26-Sep-2013 Time in Review: 23 Days. view full history edit reminders
--	--------	---

Reminders (MCU1-2013-05-0004.R1, Reviewer, Rosalita)

☒ Sent (19-Sep-2013) Reminder: ScholarOne University Training Workflow 1

☒ Reminder: Review Overdue - ScholarOne University Training Workflow 1

☒ Reminder: Review Overdue - ScholarOne University Training Workflow 1

Oct 2013

« Current Month »



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	31	1	2

Window ☒ Save



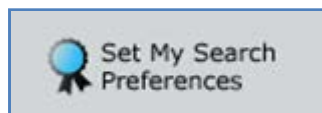
Date Review Last Saved

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 List				
Order	Name	Status	History	Remove
1 ▼	Baker, Gwen  ScholarOne, Client Management Grant an Extension	Overdue	Invited: 29-Aug-2013 Agreed : 29-Aug-2013 Due Date: 28-Sep-2013 Review Last Saved: 22-Apr-2014 Time in Review: 236 Days. view full history edit reminders	

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.



ASSOCIATE EDITOR ROLE AND EIC ROLE 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.

Make a Decision

2013; 36 days, 21 hours in review

AE: [Editor, Emily \(proxy\)](#)
EIC: Not Assigned
ADM: [Cooney, Jane \(proxy\)](#)

al Searches ?

Reviews

reviews required to make decision

[Reviewer, Rachel](#)

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

☒ 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

2013; 36 days, 21 hours in review

AE: [Editor, Emily \(proxy\)](#)
EIC: Not Assigned
ADM: [Cooney, Jane \(proxy\)](#)

al Searches ?

Reviews

reviews required to make decision

[Reviewer, Rachel](#)

- 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 reviewer 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 so you can send a hyperlink e-mail.



MAKING MANUSCRIPT DECISIONS

When making decisions on manuscripts, it is good to remember to save often to avoid losing any work. The examples below indicate the roles that most commonly take the actions described, but your site may vary.

MAKE FINAL DECISION - EIC OR ASSOCIATE EDITOR

Make your final decision based on the reviews you have received from reviewers. Select your decision type and enter any comments. Clicking the **Create Draft E-Mail** button allows you to customize the decision e-mail. Clicking **Commit Decision** will save the decision and send the e-mail to the author.

Final Decision

Make a Decision

- ☐ Accept
- ☐ Minor Revision
- ☒ Major Revision
- ☐ Reject & Resubmit
- ☐ Reject
- ☐ Accept with Conditions
- ☐ Reject suggest another journal

Decision Comments:

Choose your decision

Add decision comments if needed. These comments are internal use only

Create a draft of the email you are going to send

Commit the Decision when you are ready to sen the letter to the Author

☒ Save ☒ Commit Decision

Be sure that when you are creating the draft of the final decision that you check to see if you have multiple decision letters to choose from.



Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **AE Major Revision - language editing**

From: emily.editor@fakemail.com
To: Author@test.demo
CC:
BCC:
Subject: ScholarOne University Training Workflow 1 - Decision on Mar
Body: @@date to be populated upon sending@@

Dear Dr. Author:

Manuscript ID MCU1-2013-07-0012 entitled "Fruit Flies" which you submitted to the ScholarOne University Training Workflow 1, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

The reviewer(s) have recommended publication, but also suggest some revisions to your manuscript. Therefore, I invite you to respond to the reviewer(s) comments and revise your manuscript.

To revise your manuscript, log into <http://mc.manuscriptcentral.com/s1u-wf1> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has been appended to denote a revision.

Attach a file to this e-mail:

 Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save ☒ Cancel and Close Window

Rescinding a Final Decision

If a decision has been sent to the Author in error and new decision needs to be sent, the Editor can go to the **Manuscript Information** tab, if configured, and rescind their decision. Using the **Scroll To...**, find the **Final Decision** and jump to that section.

Manuscript Information (circled in orange)

MCU1-2013-10-0016 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](#)

Audit Trail

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To... (dropdown menu):

- Scroll To...
- Peer Review Milestones
- Version History
- Manuscript Stub Data
- Author-Supplied Data
- Final Decision** (circled in orange)
- Reviewer List
- Assign to Issue
- Companion Papers
- Flag This Manuscript
- Comments

Decision History	
Decision:	08-Apr-2014
Decision by:	Baker, Gwen AU REV AE EIC ADM PROD CONFIG
Date to Admin:	08-Apr-2014
Decision by:	Baker, Gwen AU REV AE EIC ADM PROD CONFIG
Date to Associate Editor:	22-Apr-2014
Decision:	14) - Due on: 22-May-2014 <input type="button" value="Rescind"/>

In the Final Decision section click on the **Rescind** icon to make a new decision.



Order No.	Editor, Emily proxy	Assigned (29-Jul-2013)
Final Decision Decision made by Baker, Gwen on behalf of Editor, Emily on 06-Sep-2013		Rescind
Decision: Reject & Resubmit Comments: No Comments Decision Letter: view decision letter		Reviews # reviews decision Review • Min • view

The manuscript will move back to the Decision tab and new e-mail can be created and sent.

NOTE: If the Editor does not have the ability to rescind the decision, they will need to contact the journal admin to have the decision moved back.

MAKE RECOMMENDATION – ASSOCIATE EDITOR

In this example workflow, the Associate Editor will make a recommendation to the EIC. The EIC will make the final decision. The Associate Editor will need to choose a recommendation and then fill out the comments to the EIC and comments to the Author section. If configured, the Associate Editor will also be able to attach files to their recommendation.

AE Recommends	
<input type="radio"/>	Accept
<input type="radio"/>	Minor Revision
<input type="radio"/>	Major Revision
<input type="radio"/>	Reject & Resubmit
<input type="radio"/>	Reject
Comments	
Confidential Comments to the EIC	
<div></div>	
Comments to the Author	
<div></div>	
Attach a File	Files attached
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>	No files have been uploaded.
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit	



MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

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

AE Prelim Decision

Make a Decision

☐ Acceptable without revision

☐ Acceptable after minor revision

☐ Reconsider after major revision

☐ Not acceptable

Preliminary Decision Comments:

Create Draft E-Mail Save Send for Approval

APPROVE PRELIMINARY DECISION – EIC

The EIC can also choose to Edit the e-mail or send back to the Associate Editor.

EIC Approve Decision

Decision made by Baker, Gwen

Decision: Acceptable after minor revision

Comments: #1 For readers' convenience, the definition of small/large rectal varices in size would be described with an appropriate reference, if applicable.
#2 In table 2, perhaps the number of session was 0 (or blank) in case No 5.
#3 Full-spelling of B-RTO may be inserted in line 4, but not in line 16, page 4.

Decision Letter: [view decision letter](#)

Suggest a New Decision

Edit Draft E-Mail Save Approve Send Back

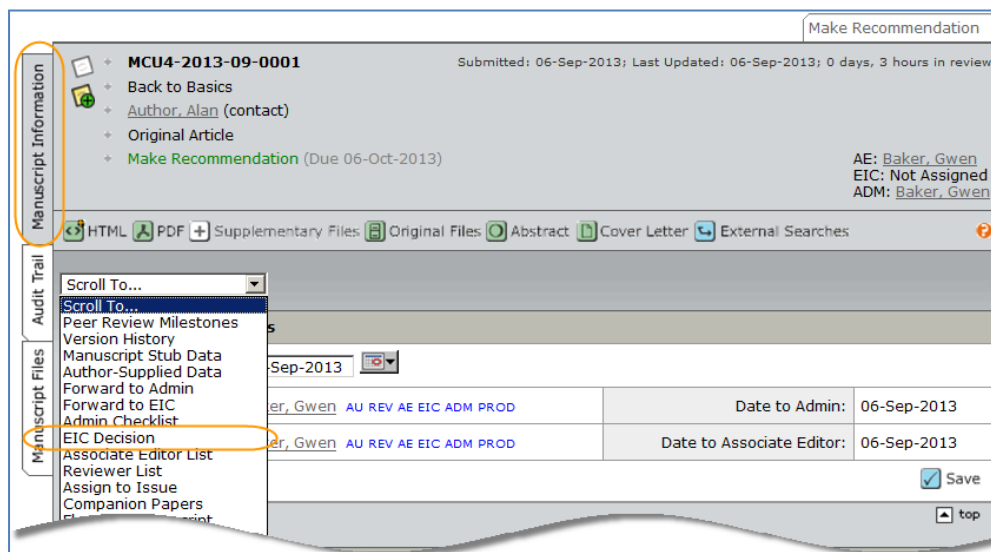


MAKING AN IMMEDIATE DECISION - EIC ROLE

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 or on its own task related tab.

EIC IMMEDIATE DECISION FROM THE MANUSCRIPT INFORMATION TAB

From the Manuscript Information tab, go to the **Scroll To** option and find **EIC Decision** or **EIC Immediate Decision** to jump to that section.



Once the EIC is at that section they can make an immediate decision just like they would a final decision.

Make a Decision

Choose your decision

☐ Accept
☐ Minor Revision
☒ Major Revision
☐ Reject & Resubmit
☐ Reject
☐ Accept with Conditions
☐ Reject suggest another Journal

Add decision comments if needed. These comments are internal use only

Decision Comments:

Create a draft of the email you are going to send

Commit the Decision when you are ready to sen the letter to the Author

☒ Create Draft E-Mail
 ☒ Save
 ☒ Commit Decision



EIC IMMEDIATE DECISION FROM A TASK RELATED TAB

Some sites are configured such that the Immediate Decision is a separate task related tab.

MCU1-2013-07-0012 Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 36 days, 23 hours in review

Fruit Files
Author: Alan (contact)
Original Article
Invite Reviewers (Due 13-Sep-2013)
2 active selections; 1 invited; 1 agreed; 0 declined; 0 returned

AE: Editor, Emily (proxy)
EIC: Baker, Gwen
ADM: Baker, Gwen

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

EIC Immediate Decision

Make a Decision

☐ Immediate Accept
☐ Immediate Minor Revision
☐ Immediate Major Revision
☐ Immediate Reject & Resubmit
☐ Immediate Reject

EIC Decision Comments:

Reviews

reviews required to make decision 2

Save

Version History

MCU1-2013-07-0012
Submitted on 31-Jul-2013

Create Draft E-Mail Save Commit Decision



BLINDED REVIEWS

If an assigned Editor is an author or co-author on a paper, they will not be able to view the manuscript to perform tasks such as Select, Invite, or Assign Reviewers. When they access the manuscript list for the task, the paper will not display in the list and a note will appear on the header indicating there is a blinded paper. Alert the EIC or Admin to the problem to have the manuscript reassigned.

Select Reviewers 1 Blinded			
Manuscript ID	Manuscript Title	Date Submitted	
Manuscript Type	Submitting Author		
MCU1-2013-10-0016	The common cold [View Submission]	31-Oct-2013	<div> <div> The Editor is blinded on a paper if they are an Author or Co-Author </div> </div>
Original Article	Author, Alan (contact)		• Select Reviewers (Due 10-Nov-2013) 23 days overdue 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

Export to CSV

Manuscripts 1-1 of 1

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.

Manuscript Information

MCU1-2013-05-0005
Submitted: 20-May-2013; Last Updated: 20-May-2013; 4 days, 7 hours in review

Training with Gwen Baker
Author, Alan (contact); Author, Carla
Original Article
Complete Checklist (Due 19-Jun-2013)

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To...

Peer Review Milestones

Date Submitted: 20-May-2013
Admin: Admin Date to Admin: 20-May-2013
Save
top

Version History

Manuscript Title
Assign Letter & Response
Switch Details

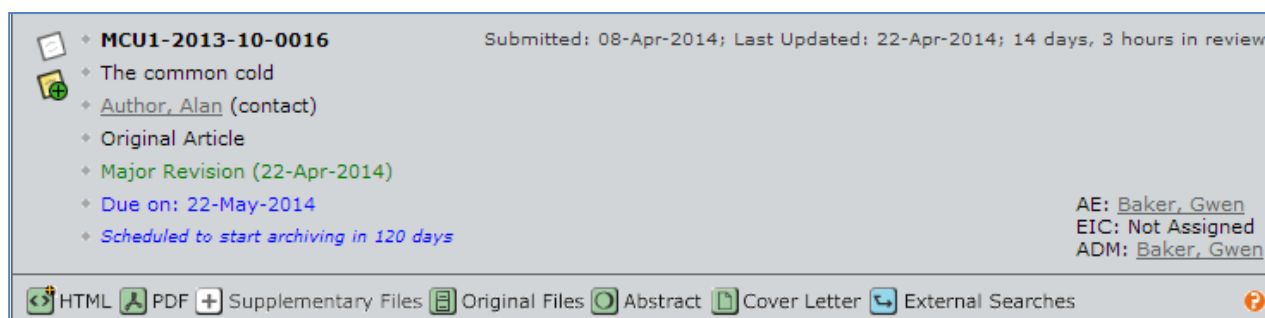


Your journal's Manuscript Information tab contains some/all of the following sections:

- 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.



The header may list the following:

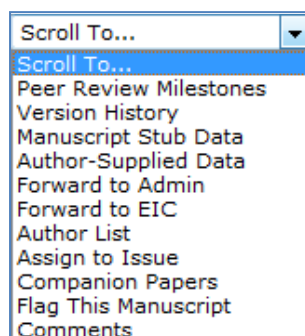
- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) – author's name is hyperlinked for e-mail correspondence
- 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.

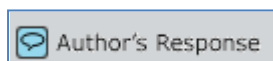


Additional Version Information

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

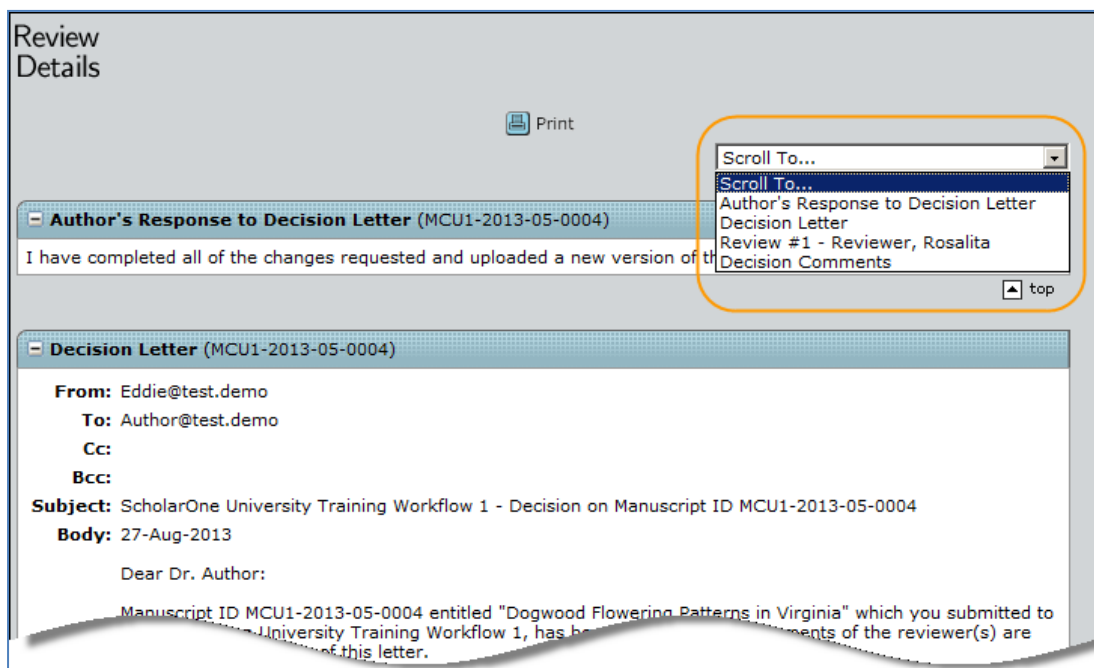
Revised and Resubmitted files will also include a link to the Author's response on the header.



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.



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Plagiarism checking is accomplished by a third-party provider, but is fully integrated within *ScholarOne Manuscripts*. Prior to configuring plagiarism checking within a journal site, clients must establish an account with the CrossRef and iThenticate services.

More information about signing up for CrossRef and iThenticate can be found at <http://www.crossref.org/crosscheck.html>

► Using iThenticate Plagiarism Checking

1. Access the iThenticate feature on the Manuscript Information tab.

2. Select the file to submit for submission to iThenticate from the drop-down list then click the Submit button.
3. You will receive a message stating that the file was submitted. When complete, select the link to View the Originality Report.
4. The Report displays.

Match	Source	Words	Similarity
1	CrossCheck	38 words	2%
2	Internet	24 words	1%
3	Internet	10 words	<1%
4	CrossCheck	8 words	<1%
5	CrossCheck	6 words	<1%

Note: On revisions, you may view the originality report run on a previous version. It will appear as a link in the Plagiarism Check section shown above.



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