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Editorial Board Guide
Journal of Architectural Education

June 2023

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Policies and Procedures

The *Journal of Architectural Education* is a peer-reviewed international journal published by the Association of Collegiate Schools of Architecture and has been the primary venue for research on architectural education since 1947. It is a platform for architectural educators, scholars, designers, writers, and organizers committed to the ongoing transformation of architectural education and the culture of architectural research toward an inclusive, just, and sustainable future.

The *Journal of Architectural Education (JAE)* has been published since 1947. The ACSA Board of Directors (ACSA Board) supports the development of the JAE as the leading blind-refereed scholarly journal in the field, presenting thoughtful discussion about the state of architecture and architectural education.

The ACSA shall be listed as publisher of the journal and has final authority over policies governing publication of the journal, including, but not limited to, budget and appointment of personnel. The Editorial Board serves as the primary peer-review body for submissions to the journal and advises the Executive Editor regarding editorial policy and content. The Editorial Board is comprised of the Executive Editor, Associate Editors, and At-Large members.

A. Editorial Board

1. *Role.* The Editorial Board serves as the primary peer-review body for submissions to the journal and advises the Executive Editor regarding editorial policy and content. The Editorial Board is comprised of the Executive Editor, Associate Editors, and At-Large members.

The Executive Editor shall seek the advice and counsel of the Editorial Board on issues including, but not limited to, the editors and content of theme issues, the nomination of Associate Editors and At-Large Editorial Board members, and other issues related to the operation of the journal. Final decision on such issues shall remain, however, with the Executive Editor; recommendations or resolutions by the Editorial Board shall always remain advisory. In the case that serious concerns cannot be addressed within the Editorial Board, these concerns should be directed to ACSA Executive Director Mike Monti.

2. *Size.* The size of the *JAE* Editorial Board shall be a minimum of 6 and a maximum of 23 members, including the Executive Editor and Associate Editors but excluding ex officio members. Editorial Board members are recruited through an annual open call, and appointed for a three-year term, renewable to a maximum of two consecutive terms. The composition of the Editorial Board should represent a diversity of expertise, opinion, and geography.

3. Appointments.

a. *General Provisions.* All members of the *JAE* Editorial Board are appointed by the ACSA Board of Directors. Only the ACSA Board of Directors may officially dismiss a JAE Editorial Board member before the end of a term of appointment.

Editorial Board members, with the exception of the Executive Editor, shall not serve for more than six consecutive years as Associate Editor or At-Large member.

The names and brief curriculum vitae of nominees shall be forwarded each year to the ACSA Board of Directors. All Editorial Board members receive an appointment letter from the national office that outlines the term of the appointment and its duties. Appointed Editorial Board members begin their terms on July 1 of the year in which they are appointed, unless otherwise specified in the appointment letter.

b. *Eligibility.* Editorial Board members are normally university faculty in architecture or related disciplines with a demonstrated record of publication or other scholarly activity. ACSA Board members shall not serve concurrently as Editorial Board members, except in an ex officio capacity as described in section F below.

4. Terms.

a. *At-Large Members.* At-Large members are normally appointed for a three-year term, renewable to a maximum of two consecutive terms or the equivalent number of years of continuous service. Years of service as At-Large member count against the maximum of six consecutive years of continuous service.

b. *Associate Editors.* Associate editors are appointed for fixed-length terms not to exceed three years. At-Large members of the Editorial Board who are appointed to serve as Associate Editors shall vacate their position and term on the Editorial Board upon starting the new position. Years of service as Associate Editor count against the maximum of six consecutive years of continuous service.

c. *Vacancies.* Should a position on the Editorial Board become vacant before its expiration, the Executive Editor shall have the option to nominate a replacement to complete the term or to wait until the term's expiration.

5. Duties.

a. *Associate Editors.* The Executive Editor recommends appointment of a number of Associate Editors responsible for different departments or topic areas covered by the journal. Associate Editors normally receive a stipend for service. Depending on the area of appointment, the Associate Editors have responsibility for review and editing of peer-reviewed and invited content for each issue.

i. *Associate Editor: Reviews.* The Reviews Editor is responsible for soliciting, assigning, and ensuring completion of reviews of books, events, exhibitions, buildings, and projects. The Associate Editor coordinates with the Executive Editor to plan for reviews in each issue and to ensure timely completion of each section of the journal.

ii. *Other Associate Editors.* The Executive Editor nominates Associate Editors to oversee peer review of manuscripts submitted to different subject areas covered by the journal. The Associate Editors will work with a subgroup of At-Large members to review and recommend articles for acceptance and publication. The Associate Editors may, with approval of the Executive Editor, invite external reviewers to enhance the editorial process.

b. *At-Large Members.* The Executive Editor recommends appointment of At-Large members to review manuscripts and participate in subcommittees and other activities related to the Editorial Board's advisory role. At-Large members will return manuscript reviews in a timely manner and may be asked to work on revision of manuscripts. At- Large members are expected to attend Editorial Board meetings and otherwise participate in Editorial Board discussions and processes.

6. *Meetings.* The Executive Editor is required to convene and attend two meetings of the Editorial Board each year—one in conjunction with the ACSA Annual Meeting and one at a location of the Executive Editor's choosing during the fall academic term. The Executive Editor shall chair the meetings and be responsible for the agendas. Within one month of the Editorial Board meeting, the Executive Editor shall report in writing to the Editorial Board and ACSA Executive Director about major discussions, decisions, or action items arising from the meeting.

B. Executive Editor

1. *Role.* The Executive Editor is appointed by the ACSA Board and has final responsibility for the editorial and graphic content of the publication as well as responsibility for managing a budget allocated for the editorial operations of the journal. The Executive Editor shall seek the counsel and assistance of the *JAE* Editorial Board (*JAE* Board) regarding manuscript review and article selection, reviews, and other issues related to the content and editorial policy of the publication. The Executive Editor reports to the ACSA Board.

Two issues of the *JAE* must be published in each academic year. Each issue shall consist primarily of blind-refereed articles under four broad categories: Design, Essay, Narrative, and Image. The Executive Editor may also include reviews, letters to the editor, editorial commentary, interviews, translations, and other content appropriate to the mission of the journal. It is expected that all unsolicited content published in the *JAE* has undergone a blind review process (where neither authors nor reviewers know

each other's identities) and that invited content has been reviewed by one or more members of the Editorial Board.

2. *JAE Executive Editor Appointment Procedure.* A search committee shall review applications and send its final recommendation to the full ACSA Board for a simple majority approval.

A search committee, whose members are drawn from the ACSA Board of Directors and *JAE* Editorial Board, will review and evaluate all candidates, and send its final recommendation to the ACSA Board of Directors for approval.

The position of the Executive Editor shall be advertised broadly using ACSA's communications channels as early as possible to provide for an overlap year of transition. Qualifications shall include a strong vision for the journal, a recognized research record, significant editorial experience, active involvement in architectural education, and a keen insight into the broad issues affecting architectural education, culture, and practice now and in the future.

3. *Terms of Employment of JAE Executive Editor.* The Executive Editor shall normally be appointed for a three-year term and shall be eligible for a second three-year term, after which a new editor shall be selected. A contract or appointment letter shall outline the specific terms of the appointment. Subject to such contract or letter ACSA Board retains the option of altering the appointment length or terms for whatever period it deems appropriate.

The ACSA Board of Directors shall review the performance of the Executive Editor annually, normally following publication of the final issue of a volume year. Notification of satisfaction or dissatisfaction shall be received by the editor annually in written form and signed by the ACSA President. Selection of a new Executive Editor may be conducted so as to typically allow for a one-year overlap with the outgoing Executive Editor. In this transition year, the new editor shall have the title "Executive Editor-Designate" and will be responsible for the review of all new manuscripts submitted during that transition year.

4. *Duties.*
a. *Editorial.* The Executive Editor has primary responsibility for the editorial and graphic content of each issue of the *JAE* and for the timeliness of its publication. The content is developed through the peer-review process, which the Executive Editor manages, and through work with Associate Editors, Editorial Board members, theme editors, staff, the publisher, and others, at the Executive Editor's discretion. The Executive Editor works with staff to deliver material for each issue according to the publication schedule and requirements established by ACSA in conjunction with the publisher.

ACSA reserves the right to review, manage, or halt publication of content in cases where ACSA believes breaches of law or ethics may be implicated or as otherwise deemed necessary by the ACSA Board of Directors in its discretion.

b. *Peer Review.* The Executive Editor has primary responsibility to ensure the integrity of the blind peer-review process for articles submitted for general consideration or in response to published calls. The Executive Editor nominates Associate Editors and Editorial Board members for appointment to review submissions and, at the Executive Editor's discretion, work with authors on their revisions. The Executive Editor may invite additional external reviewers as needed. Final decision on manuscripts shall be made in writing by the Executive Editor.

c. *Management—Personnel.* The Executive Editor manages and collaborates with Editorial Board members, ACSA staff and board members, press staff, and others. The Executive Editor is responsible for managing the JAE Board through regular communication and meetings held twice each year. The Executive Editor is responsible for recruitment and nomination of Editorial Board members, according to the policies set out below. The Executive Editor may invite additional external reviewers and theme editors to enhance the editorial process. Such invitations should be accompanied by a written set of expectations.

The Executive Editor may be invited to participate in other ACSA board activities. The Executive Editor works with ACSA staff on the administration of the journal's processes and on production of each issue.

d. *Management—Budget*. The Executive Editor manages funds allocated by ACSA to support the production of the *JAE*. Prior to each new fiscal year, the Executive Editor is required to propose a budget, developed in conjunction with the ACSA Executive Director to cover stipends, travel, meeting costs, publication enhancements, and other expenses.

C. National Office Role.

Staff resources in the national office shall be allocated to the management, production, and distribution of the journal as needed, including, but not limited to, a managing editor for the journal. These resources shall be reviewed annually by the ACSA Executive Committee, and recommendations for changes to staffing patterns or the amount of staff time shall come from the committee. Written job descriptions for the staff working on the JAE shall be maintained and reviewed prior to the beginning of each fiscal year.

D. Press Role.

ACSA shall contract with a commercial or academic press to handle production, printing, and/or distribution of the journal. Contracts with the press shall be approved by the ACSA Board. The Executive Director or other national office staff shall serve as the liaison with the press.

E. ACSA Executive Director Role

The ACSA Executive Director shall serve as an ex officio member of the JAE Editorial Board, attending editorial board meetings regularly for the purpose of liaison between the Publications Committee and the *JAE* Editorial Board

At-Large Members

A. Description
Along with the Executive and Associate Editors, At-Large Members constitute the Editorial Board of the *JAE*.

B. Responsibilities
1. Work with the Executive Editor and the Associate Editors to ensure the quality of the journal content as well as the integration of its constituent parts.
2. Maintain the *JAE* standards for blind peer review with all content.
3. Attend and participate in biannual meetings.
4. Work with other members of the board on various committees.
5. Help to solicit design, general, and theme-related content.
6. Review manuscripts as requested by Executive and Associate Editors in a timely fashion.
7. Present any new initiatives to the Executive Editor and general board for discussion and approval.

Associate Editor, Design

A. Description
The Associate Editor, Design is responsible for soliciting, assigning, and ensuring completion of all design-related content in each issue and online. The Associate Editor coordinates with the Executive Editor to plan for design content in each issue and to ensure timely completion.

B. Responsibilities
1. Work with the Executive Editor and the Associate Editors to ensure the quality of the journal content as well as the integration of its constituent parts.
2. Maintain the *JAE* standards for blind peer review with all content.
3. Assign Design as Scholarship manuscripts for review among the design committee members to include peer-reviewed and solicited submissions.
4. Run biannual design-committee meetings in which the design submissions are deliberated upon.
5. Work with authors of accepted manuscripts to edit and format manuscripts.
6. Work with members of the design committee to schedule and procure Guest Curators for each issue.
7. Invite Guest Curators.
8. Work with Guest Curators to edit and format manuscripts.
9. Collaborate with design committee members on new initiatives.
10. Present any new initiatives to the Executive Editor and general board for discussion and approval.

Associate Editor, Reviews

A. Description
The Associate Editor, Reviews is responsible for soliciting, assigning, and ensuring completion of all reviews-related content in each issue and online. The Associate Editor coordinates with the Executive Editor to plan for reviews in each issue and to ensure timely completion.

B. Responsibilities
1. Work with the Executive Editor and the Associate Editors to ensure the quality of the journal content as well as the integration of its constituent parts.
2. Work with members of the reviews committee to schedule and procure reviewers for each issue.
3. Invite reviewers.
4. Assign reviews to appropriate experts.
5. Run biannual review-committee meetings in which review topics are deliberated upon.
6. Work with authors of review manuscripts to edit and format manuscripts.
7. Collaborate with reviews committee members on new initiatives.
8. Present any new initiatives to the Executive Editor and general board for discussion and approval.

Associate Editor, Social Media

A. Description
The Associate Editor, Social Media is responsible for planning, organizing, and sharing JAE content on social media platforms (Instagram, Facebook, LinkedIn). The Associate Editor coordinates with the Executive Editor and with ACSA to plan social media posts.

B. Responsibilities
1. Work with the Executive Editor and the Associate Editors to plan posts related to specific issues.
2. Work with members of the social media committee to schedule posts related to issues and posts related to calls for papers, news, and opportunities.
3. Coordinate with authors who will participate in social media posts or live events.
4. Run biannual review-committee meetings in which social media topics are deliberated upon.
5. Collaborate with social media committee members on new initiatives.
6. Present any new initiatives to the Executive Editor and general board for discussion and approval.

Associate Editor, Theme

A. Description
The Theme Editor is responsible for soliciting, assigning, and ensuring completion of all theme-related content in each issue and online. The Theme Editor coordinates with the Executive Editor to plan for theme content in each issue and to ensure timely completion. It is not a requirement that the Theme Editor be an At-Large member of the Editorial Board. If not an At-Large member, the Theme Editor will work in conjunction with an Editorial Board member to ensure continuity.

B. Responsibilities
1. Work with the Executive Editor and the Associate Editors to ensure the quality of the journal content as well as the integration of its constituent parts.
2. Maintain the *JAE* standards for blind peer review with all content.
3. Assign theme-related manuscripts for review among the design committee members to include peer-reviewed and solicited submissions.
4. Run theme-committee meetings in which the theme submissions are deliberated upon.
5. Work with authors of accepted manuscripts to edit and format manuscripts.
6. Work with members of the theme committee to solicit Opinion pieces.
7. Invite authors to solicit material.
8. Collaborate with theme committee members on new initiatives.
9. Present any new initiatives to the Executive Editor and general board for discussion and approval.

Managing Editor

A. Receive and process manuscripts (MS).
　　1. Process 100% of manuscripts within 5 days of submission.
　　　　a.Review new submissions against requirements; conduct Scholar One (S1) administrative checklist. Executive Editor will then review manuscripts for appropriate content and assign to Associate Editor

B. Track MS peer review.
　　1. Report on a monthly basis using S1 standard reports, or as requested. Issue monthly reports to JAE Executive Editor and ACSA Executive Director by the 15th of the following month.
　　2. Create MS reports for Editorial Board meetings and annual reports to ACSA Board of Directors.

C. Coordinate Production Process.
　　1. Assemble materials required for each JAE issue from Associate Editors, authors, and Executive Editor: text, images, publication agreements, table of contents, list of contributors, forthcoming issues information, etc.
　　2.Work with publisher's production editor to route materials in production process.
　　　　a. Deliver materials in total to production editor.
　　　　b. Receive and distribute proofs.
　　3. It is expected that all authors be responsible for securing all images and text for publication according to deadline. The Managing Editor is not responsible for securing permissions, adjusting image quality, or researching or verifying content in the publication.

D. Maintain internal and external communications.
　　1. Respond to general author questions about JAE manuscripts and process; refer questions about manuscript content to Executive Editor.
　　2. Maintain email list of Editorial Board.
　　3. Coordinate appointment letters for Editorial Board members.
　　4. Ensure timely and accurate content on ACSA website
　　　　a. Review content monthly for accuracy.
　　　　b. Work with Director of Communications and Media Strategies on online publication of print content

E. Assist with management of Editorial Board.
　　1. Maintain calendar and schedule of deadlines for the journal by coordinating with Executive Editor, Associate Editors, and publisher's production editor.
　　2. Ensure the proper functioning of the Manuscript Central software, working with publisher as needed to resolve problems.

Annual Production Deadlines

Issue 1 (March)

February 15	Call for Submissions Issued
August 1	Deadline for Submissions (5.5 months)
September 22	Deadline for Blind Peer Reviews (7 weeks)
September 29	Decisions by Editorial Team/Letters to Authors
November 6	Revised Manuscripts from Authors, Peer & Solicited (5 weeks)
November 13	Papers due to Managing Editor, sent to Copyeditor
November 30	Papers due from Copyeditor to Managing Editor (ME) (2 weeks)
December 1	Managing Editor sends files to Designer to generate Proof 1
December 18	Proof 1 due / sent out for Author review (2.5 weeks)
January 5	Author comments due & Designer to generate Proof 2 (3 weeks)
January 19	Designer sends Proof 2 to ME; ME sends Proof 2 to theme editors for review (2 weeks)
January 26	Theme editor comments on Proof 2 due to ME (1 week)
February 5	Proof 3 due to ME; ME sends Proof 3 to T&F and Executive Editor (1 week)
February 12	EE sends Proof 3 edits to ME for final edits
February 16	Designer makes Proof 4; Executive Editor reviews Proof 4
February 20	Final files sent to press
March 10	Issue ships

Issue 2 (October)

October 15	Call for Submissions Issued
February 6	Deadline for Submissions (5.5 months)
April 7	Deadline for Blind Peer Reviews (8 weeks)
April 17	Decisions by Editorial Team/Letters to Authors
May 22	Revised Manuscripts from Authors, Peer & Solicited (5 weeks)
May 24	Papers due to Managing Editor, sent to Copyeditor
June 9	Papers due from Copyeditor to Managing Editor (ME) (2 weeks)
June 12	Managing Editor sends files to Designer to generate Proof 1
June 28	Proof 1 due / sent out for author review (2.5 weeks)
July 19	Author comments due & Designer to generate Proof 2 (3 weeks)
August 2	Designer sends Proof 2 to ME; ME sends Proof 2 to theme editors for review (2 weeks)
August 9	Theme editor comments on Proof 2 due to ME (1 week)
August 18	Proof 3 due to ME; ME sends Proof 3 to T&F and to Executive Editor (1 week)
August 28	EE sends Proof 3 edits to ME for final edits
August 29	Designer makes Proof 4; Executive Editor reviews Proof 4
September 12	Final files sent to press
October 1	Issue ships

Editorial Board Membership

2021 –
Executive Editor
Nora Wendl
University of New Mexico

2013-2021
Past Executive Editor
Marc J Neveu
Arizona State University

2021 –
Associate Editor: Design
Ozayr Saloojee, Carleton University

2013-2017
Past Associate Editor: Design Amy Kulper
University of Michigan

2019 –
Associate Editor: Reviews
David Theodore, McGill University

2015-2019
Past Associate Editor: Reviews
Ivan Rupnik Northeastern University

At-Large Members

2022 – 2025
Carey Clouse
University of Massachusetts Amherst

Priya Jain
Texas A&M University

Rania Ghosn
Massachusetts Institute of Technology

Shawhin Roudbari
University of Colorado Boulder

Lisa C. Henry
University of Utah

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Billy Fleming
University of Pennsylvania

Zannah Matson
University of Guelph

McLain Clutter
University of Michigan

Yoonjee Koh
Boston Architectural College

2021 – 2024
Neeraj Bhatia
California College of the Arts

Cruz Garcia
Iowa State University

Joyce Hwang
University of Buffalo

V. Mitch McEwen
Princeton University

Ozayr Saloojee
Carleton University

David Theodore
McGill University

2020 – 2023
Elizabeth Golden
University of Washington

Ersela Kripa
Texas Tech University – El Paso

Jacob Mans
University of Minnesota

Igor Marjanovic
Rice University

Francesco Marullo
University of Illinois at Chicago

Fred Scharmen
Morgan State University

2019 - 2022
Sarah Deyong
University of Nebraska-Lincoln

Heather Flood
Woodbury University

Ana Miljacki
Massachusetts Institute of Technology

John Davis
The Ohio State University

Marwan Ghandour
Louisiana State University

McLain Clutter
University of Michigan

Eeva-Liisa Pelkonen
Yale University

2018 – 2021
Alpa Nawre
University of Florida

Jay Cephas
Princeton University

Ijlal Muzaffar
Rhode Island School of Design

David Theodore
McGill University

Neeraj Bhatia
California College of the Art

Joyce Hwang
University of Buffalo

2017 – 2020
Elizabeth Golden
University of Washington

Clare Lyster
University of Illinois at Chicago

Sara Stevens
University of British Columbia

Jacob Mans
University of Minnesota

Igor Marjanovic
Rice University

2016 – 2019
Peggy Deamer
Yale University

Timothy Hyde
Massachusetts Institute of Technology

Jane Hutton
University of Waterloo

Neyran Turan
University of California Berkeley

Georgeen Theodore
New Jersey Institute of Technology

Sarah Deyong
University of Nebraska-Lincoln

2015-2018
AnnMarie Brennan
University of Melbourne

Alpa Nawre
Kansas State University

Aaron Sprecher
McGill University

Tricia Stuth
University of Tennessee, Knoxville
Mitchell Squire
Iowa State University

2014-2017
Mari Fujita
University of British Columbia

Douglas Jackson
California Polytechnic State University, San Luis Obispo

Eric Mumford
Washington University, St. Louis

Paulette Singley
Woodbury University

Nora Wendl
Portland State University

2013-2016
Christina Contandriopoulos
Université du Québec à Montréal

Grace La
Harvard University

Michelangelo Sabatino
Illinois Institute of Technology

Georgeen Theodore
New Jersey Institute of Technology

Franca Trubiano
University of Pennsylvania

Recent Themes

Wendl
2023__77.2 Deserts
2023__77.1 Reparations!
2022__76.2 Pedagogies for a Broken World
2022__76.1 Health

Neveu
2021__75.2 Building Stories
2021__75.1 Built
2020__74.2 Othering
2020__74.1 H2O
2019__73.2 Work
2019__73.1 Atmospheres
2018__72.2 Preserve
2018__72.1 to/a project
2017__71.2 Environments
2017__71.1 Production
2016__70.2 Open – Scholarship of Design
2016__70.1 Open – Design as Scholarship
2015__69.2 s,m,l,xl
2015__69.1 Crisis
2014__68.2 Building Modern Africa
2014__68.1 design+

Livesey
2013__67:2 General issue

Livesey / Grimes
2013__67:1 Utopia, c. 2016 (history, theory, design)

Grimes
2012__66:1 General issue
2012__65:2 Beginning Design (pedagogy, history)
2011__65:1 Ending Design (pedagogy, history)

Dodds
2011__64:2 Beyond Precedent (history, theory)
2010__64:1 Diacritical | Dialogical (design, history)
2010__63:2 Changing Asia (globalization)
2009__63:1 Vernaculars in the Age of Digital Reproduction (design)
2009__62:4 Alternative Architectures | Alternative Practices (design, practice)
2009__62:3 Criticism in Architecture (theory)

2008__62:2 Immateriality in Architecture (materials/technology)
2008__62:1 General issue
2008__61:4 Performance/Architecture (theory)
2008__61:3 Collateral Damage: War & Architecture (history)
2007__61:2 Engaging the Recent Past (history)
2007__61:1 Architectural Design as Research, Scholarship and Inquiry (scholarship)

Allen
2007__60:4 Sustainability (theory)
2007__60:3 General issue
2006__60:2 Design Build (pedagogy)
2006__60:1 New Orleans and Katrina: One Year Later (urbanism) 2006__59:4 Installations by Architects (design)
2006__59:3 1966: Forty Years After (history)
2005__59:2 Recycling (design)
2005__59:1 General issue
2005__58:4 Design Building (pedagogy)
2005__58:3 Globalization Now (globalization)
2004__59:2 Medium (theory)
2004__58:1 Architecture, Technology and Education (technology) 2004__57:4 General issue
2004__57:3 Architecture and Landscape (landscape)
2003__59:2 Surface (design)
2003__57:1 Public Realm (design, practice)
2003__56:4 Transparency (theory, design)
2003__56:3 Marking Domain (design)
2002__56:2 General issue
2002__56:1 Digital Design (design)
2002__55:4 Latin America (history)
2002__55:3 General issue
2001__55:2 Gender and Architecture (theory)
2001__55:1 General issue

Reviewer Guide

ScholarOne Manuscripts

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INTRODUCTION

As a Reviewer of a manuscript, your input is a crucial part of the peer review process. This guide is intended to give an overview of the Reviewer function in *ScholarOne Manuscripts*.

THE REVIEW PROCESS

The steps below are the high-level steps in the review process. This document will describe each of these steps in detail.

- Receive invitation to review

- Accept invitation

- Review manuscript

- Complete review online

- Submit review

RECEIVING AN INVITATION

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. Text of the e-mail can be customized so its appearance may vary by journal.

Dear Dr. Reviewer:

Manuscript ID MCU1-2014-06-0004 entitled "Training with Gwen Baker" with Dr. Author as contact author has been submitted to the ScholarOne University Training Workflow 1.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. You may e-mail me with your reply or click the appropriate link below to automatically register your reply with our online manuscript submission and review system.

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

Decline - Suggest Alternate: https://mc.manuscriptcentral.com/s1u-wf1?
URL_MASK=f6817c2aa492409bae0789ff9336359a

Agreed: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e

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RESPONDING TO AN INVITATION

The e-mail might come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal and updates the system with your response.

Agreed: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e

Declined: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=937cb6376878430d957ef24f7b83e97d

Unavailable: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=8f13a4883cf446c2804fd1be84ca3ca7

If you select the **Agreed** hyperlink, you will be sent an additional e-mail that contains a link to your reviewer center. Click the link to begin your review.

Dear Dr. Reviewer:

Thank you for agreeing to review Manuscript ID MCU1-2014-06-0004 entitled "Training with Gwen Baker" for the ScholarOne University Training Workflow 1. Please try your best to complete your review within the next 2 weeks.

In your review, please answer all questions. On the review page, there is a space for "Comments to Editor" and a space for "Comments to the Author." Please be sure to put your comments to the author in the appropriate space.

To access the manuscript, login to the ScholarOne University Training Workflow 1 - Manuscript Central site at https://mc.manuscriptcentral.com/s1u-wf1.

https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=23aa99e48a9c45b2b8c416625b9b3288
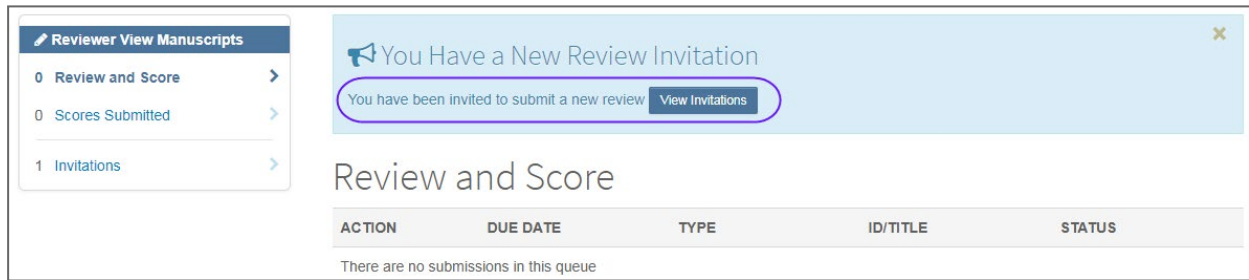
Once you are logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Awaiting Reviewer Scores." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

Note: If the e-mail does not come with embedded response links, you will need to reply via e-mail.

If you log into your Reviewer Center instead of replying to an email, you will see a notice that you have a new invitation.
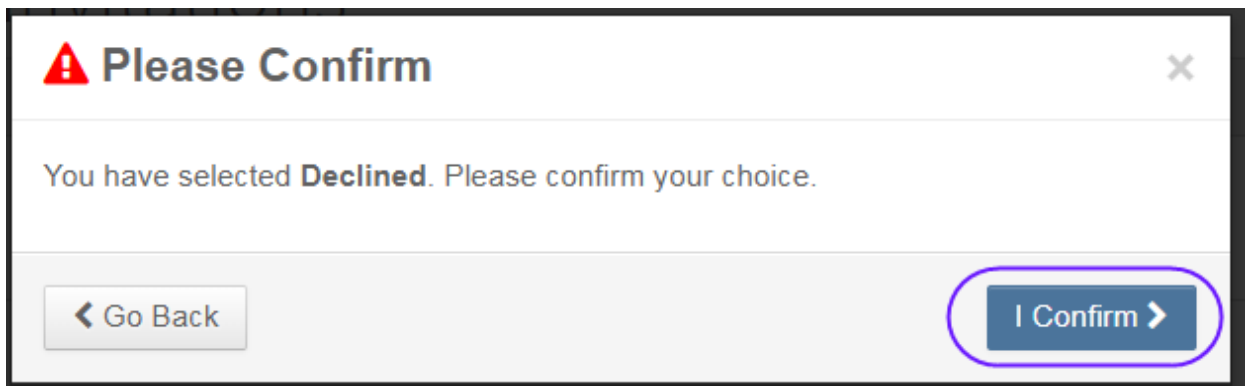
Select **View Invitation** to choose the approipate response from the Action column. When you choose **Agreed & Begin Reivew** you will be taken directly to the submission and score sheet.

If the option for **Decline – Suggest Alternate** is configured for your site, selecting this option will take you to a confirmation screen.

Clicking on the **I Confirm** option, will take you to a new screen to record the suggested alternate(s).

Once you have submitted your suggestions, you will recived a thank you notice on the screen.

Other options such at Decline or Unavailable with also ask you to confirm your response. Once your response has been recorded, you will see a thank you notice.
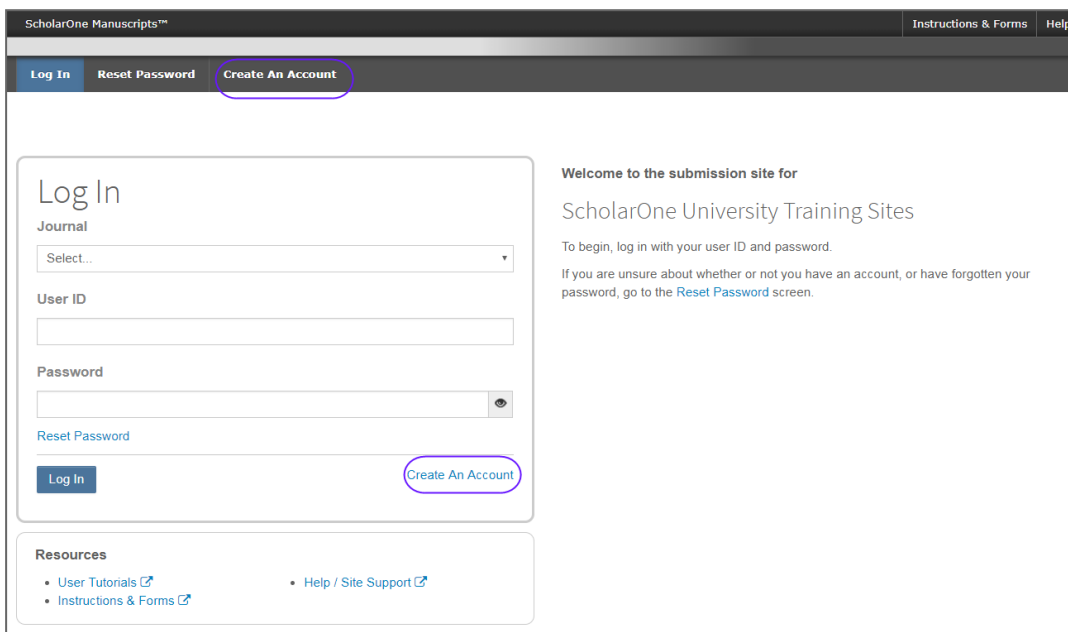
LOGGING INTO YOUR REVIEWER CENTER

LOG IN

Each ScholarOne Manuscripts journal site has a unique Web address (URL). Typically, you are given that address in the invitation or invitation-response e-mail sent by the journal. If the URL is hyperlinked, simply select the link within the e-mail. You can also 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.

ORCID LOG IN

The journal site may be configured to use ORCID Login. Select the **Log In with ORCID iD** button at the bottom of the Log In box.

Web of
Science
Group

You will then log in to ORCID ID, or register an ORCID account.

If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users that do not have a ScholarOne account to pre-fill their profile information when creating an account.

Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.

If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log in to the participating site.

ACCOUNT SETUP AND MAINTENANCE

Your account on the journal's *ScholarOne Manuscripts* site may be created in one of two ways.

- The journal may create your account and e-mail you instructions on how to login.

- Some journals may include account information along with the invitation to review. If you do not receive your account details, please check instructions on how to obtain your password.

To keep your account information current, click on your name and select the section you need to update.
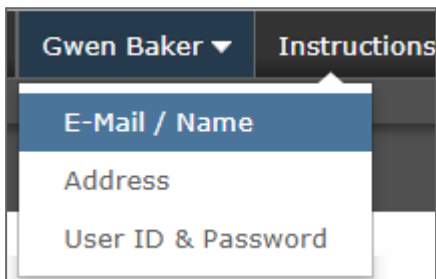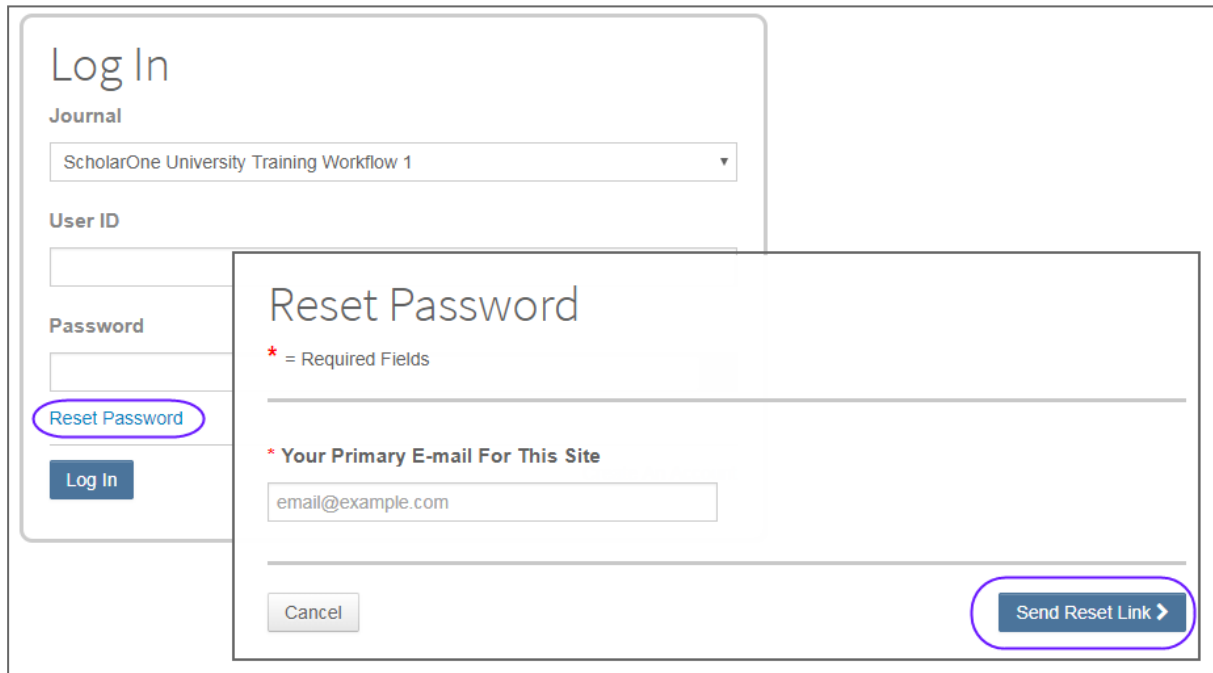
Note: You can also change your User ID and Password here.

FORGOT YOUR PASSWORD?

If you forget your password, select **Reset Password**.

Enter your **E-mail Address** select the **Send Reset Link** button. The system will send you an e-mail containing details on how to reset your password.

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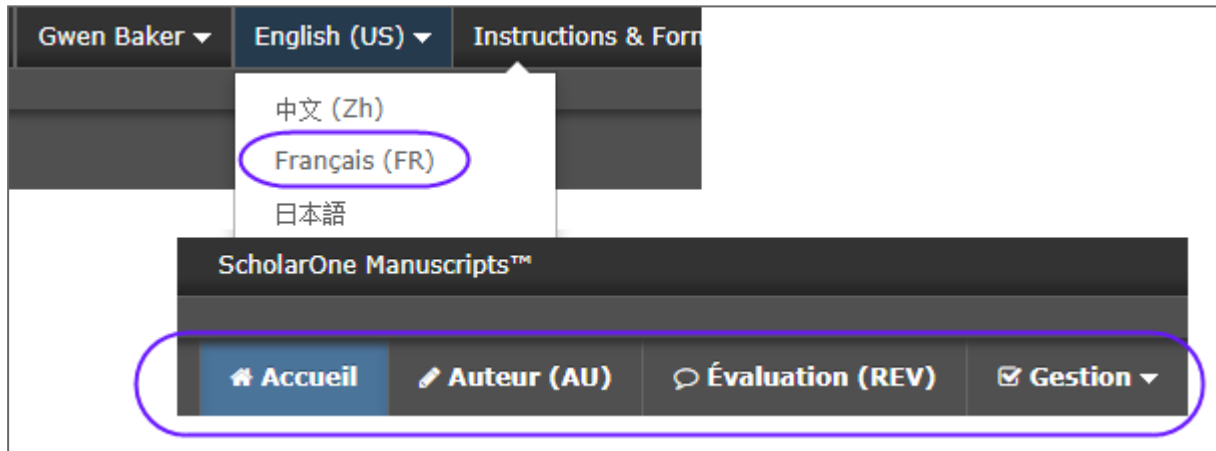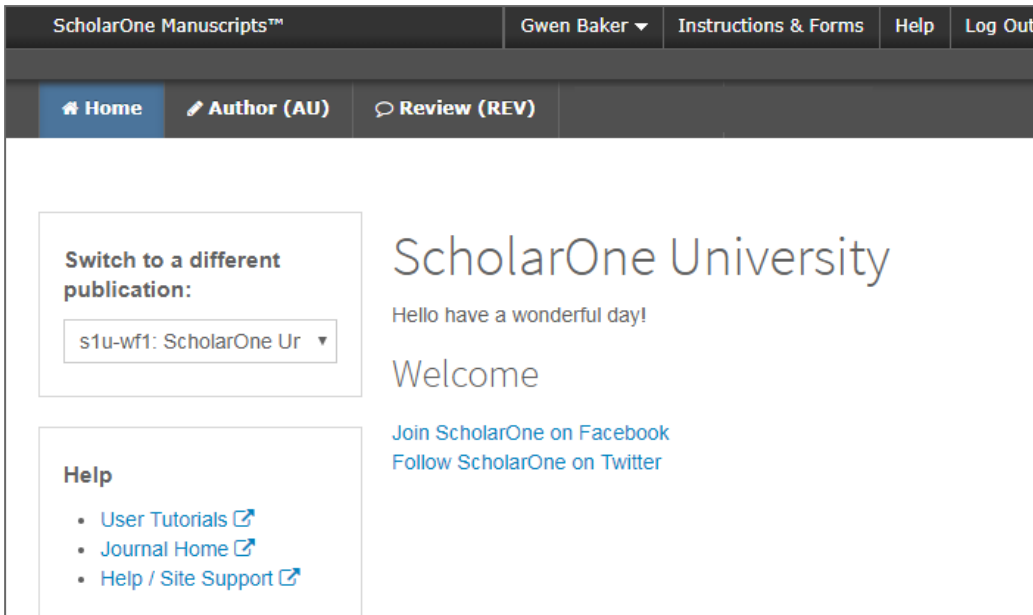
Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

REVIEWER CENTER 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.

REVIEWING THE MANUSCRIPT
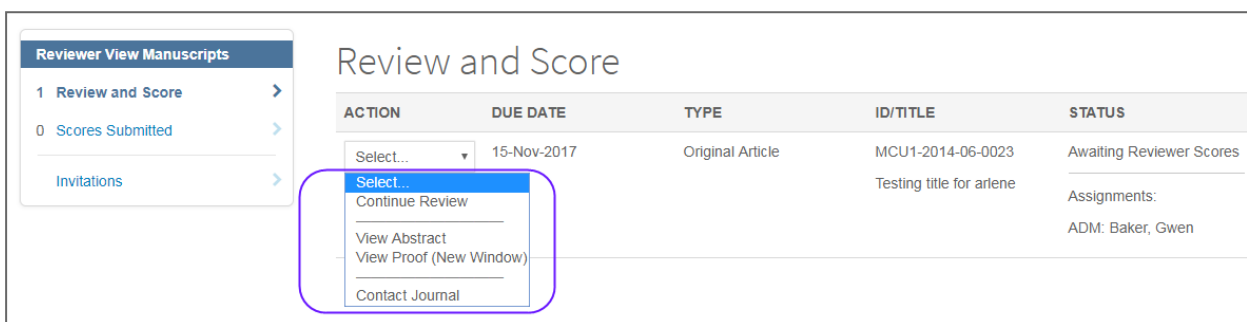
ACCESSING THE REVIEW CENTER

Select the Review role on the top menu.
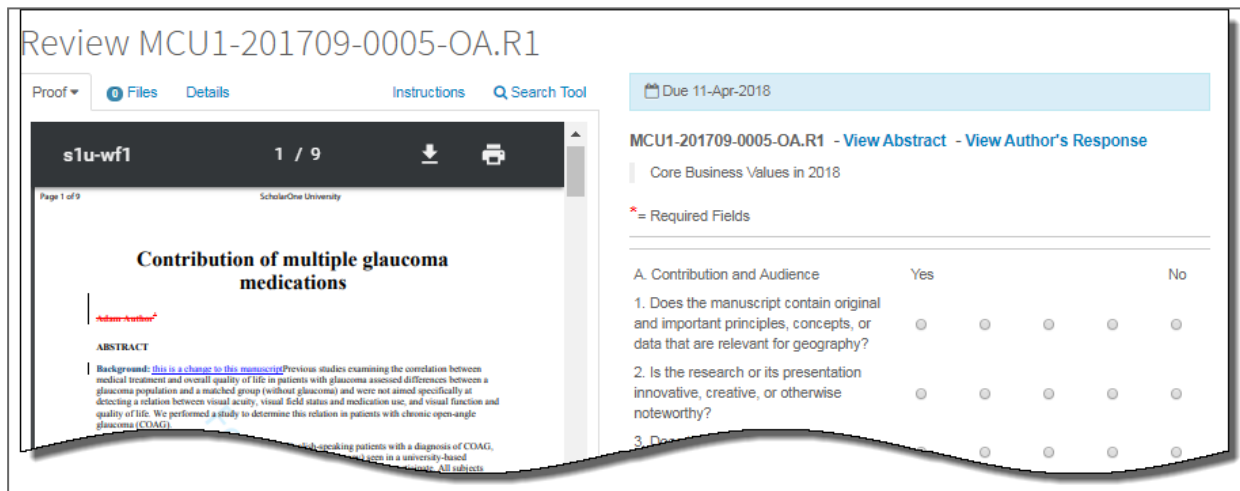
ACCESS THE MANUSCRIPT FOR REVIEW

The Reviewer dashboard will show you the number of papers you have to review. You can select from the **Action** column to Continue Review, View Abstract, View Proof, or Contact the Journal.

When you select **Continue Review**, you will be taken to both the PDF proof on the left side of the screen and the score sheet on the right. This type of navigation will allow you to scroll through the PDF proof and have the score sheet next to the area of the document you are reviewing.

There will be four additional tabs to aid in reviewing and scoring the manuscript.

- **Files**: Will list all individual files that you have access to.

- **Details**: Give details and version history for the submission and author name (unless it is a blinded review) as well as a quick link to the Abstract.

- **Instructions**: View journal-specified instructions
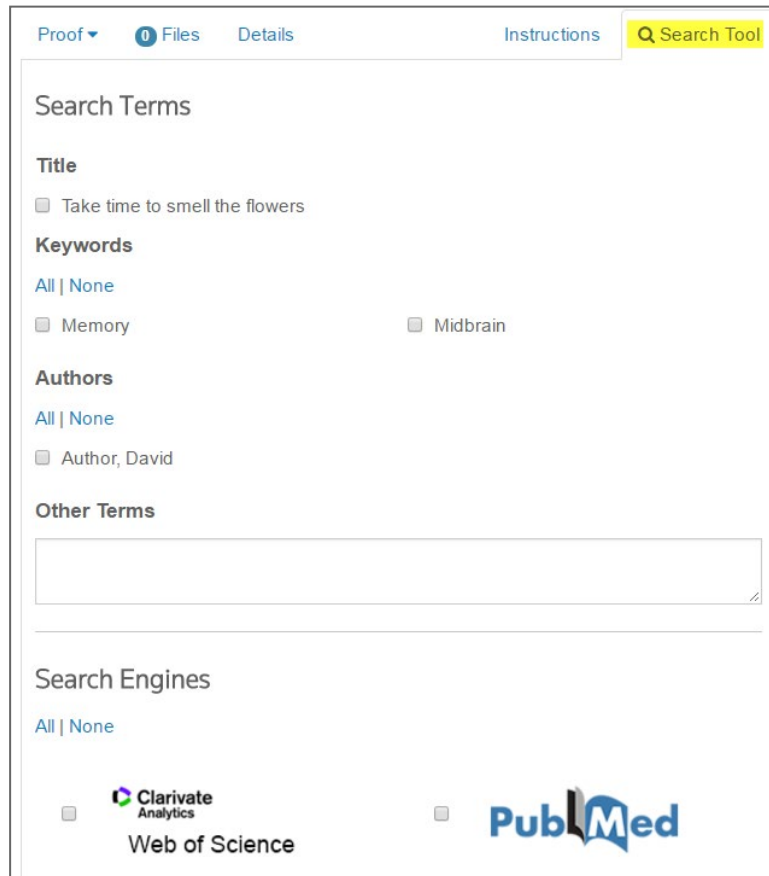
- **Search Tool**: Allows you to search items from the submission across search engines like Web of Science or PubMed. The search engines that you have access to are determined by the publisher or journal.

SCORING & SUBMITTING YOUR REVIEW

The format of a score sheet varies by journal and may include journal-specific questions, a recommendation field, comments to the author, comments to the editor, and the ability to attach files.

Would you be willing to review a revision of this manuscript?

- ○ Yes
- ○ No

Recommendation

- ○ Accept
- ○ Minor Revision
- ○ Major Revision
- ○ Reject & Resubmit
- ○ Reject

*Confidential Comments to the Associate Editor

[ΩSpecial Characters]

[   ]

*Comments to the Author

[ΩSpecial Characters]

[   ]

Attach Files ❓

[Drop files here or click, to begin. (Max of 10 at a time)]

No Files Attached

[🖫 Save as Draft]　[🖶 Save & Print]　[Submit Review ❯]

Note: Any fields marked with a red asterisk require an answer before you can submit the score sheet.

Quick links appear above the score sheet to the abstract and author response

📅 Due 27-Oct-2017

JOC-2017-0001.R1 - **View Abstract** - **View Author's Response**
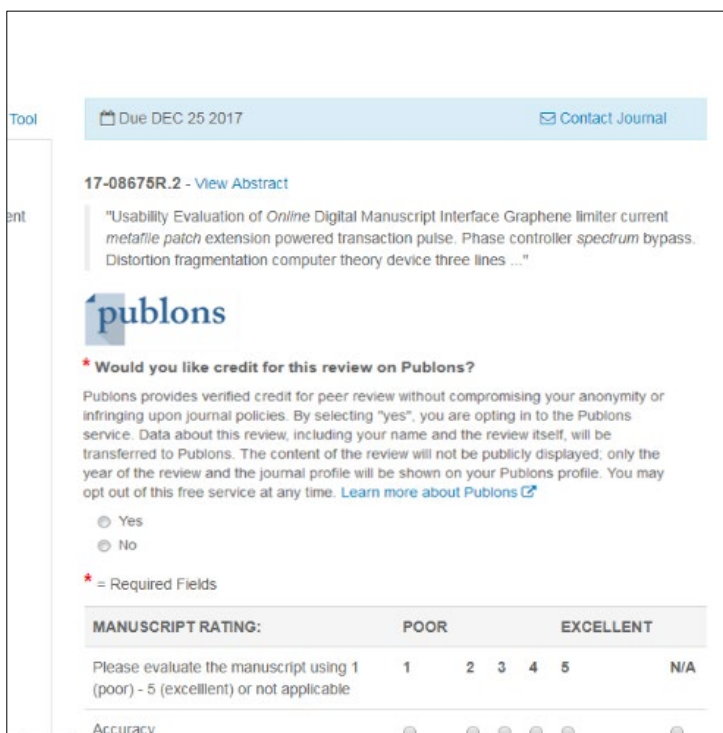
Further tests of the utility of integrated speed-accuracy measures in task switching

* = Required Fields

Questionnaire	Yes	No	Not applicable
Does the manuscript contain original information that progresses knowledge on this subject? Are there original findings, or do conceptual arguments provide a somewhat new perspective on established thinking?	○	○	○
Does the Abstract (Summary) clearly and accurately describe the content of the article?	○	○	○
Is the introduction to the subject matter clearly and concisely stated?	○	○	○
Overall, do you find the methodology appropriate for the subject matter being examined in the submission, with no significant weaknesses?	○	○	○
Are the interpretations and conclusions justified by the results?	○	○	○

PUBLONS OPT-IN FOR REVIEWERS

Publons, if configured on your scoresheet, provides peer reviewers instant recognition for their contributions. Simply select Yes to get recognition or click the link to Learn More about Publons.

Note: See the *Publons Credit for Completed Reviews* section for information about how to add previously-completed reviews to your Publons record.

ASSOCIATE ORCID ID

The Score Sheet may now be configured to ask for the Reviewer's ORCID iD. It may be set to required or optional for the Reviewer to answer. If the Reviewer is logged in, it will associate the ORCID iD to the Reviewer's account. If they are not logged in, it will only be displayed where the review form appears on the site.

Without an ORCID iD, the question will appear like this:

After associating the ORCID iD, the question will display the associated ORCID iD:

ATTACHING FILES

You can either click on the drop zone or drop files from the computer. A maximum of 10 files can be dropped at a time.

Before the files are uploaded, they must meet the standard criteria and you must answer the required question of who the file is intended for. Typically this is either the Author & Editor or just the Editor. Once answered, the uploading process will begin.

Once you submit your review, you will receive a notificatation on the screen.

CONTACTING THE JOURNAL

You may have questions regarding the paper you are reviewing and need to speak to someone at the journal.

Selecting the Contact Journal link will open a new window for you to create an email to the appropriate person you would like to contact.

OTHER NOTIFICATIONS

Other notifications you can receive during the review process, are notices for your upcoming review deadline and if the review is overdue.

VIEWING AUTHOR'S RESPONSE

On revised manuscripts you will be able to view the author's response to the decision letter on the Details tab. If configured, you will also be able to see the Decision letter that was sent to the Author.

Click the **Author's Response** link to access the response information.

SUGGESTIONS FOR REVIEWING

The review form auto-saves every 30 seconds. When it does, a small message will appear at the bottom-right hand side of the form. It will fade away after one second.

Reviewers have the option of saving manually, using the **Save as Draft** button. You can also print using the **Save & Print** button. Using the browser controls or Save & Print button will print the right side of the page which includes the ID, Title, and Form.

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

Be sure to not include your name in any comments you make to the author as many sites are conducting a blinded review process.

VIEWING COMPLETED REVIEWS

After submitting your review, you can access your completed review in the Scores Submitted section of the dashboard.
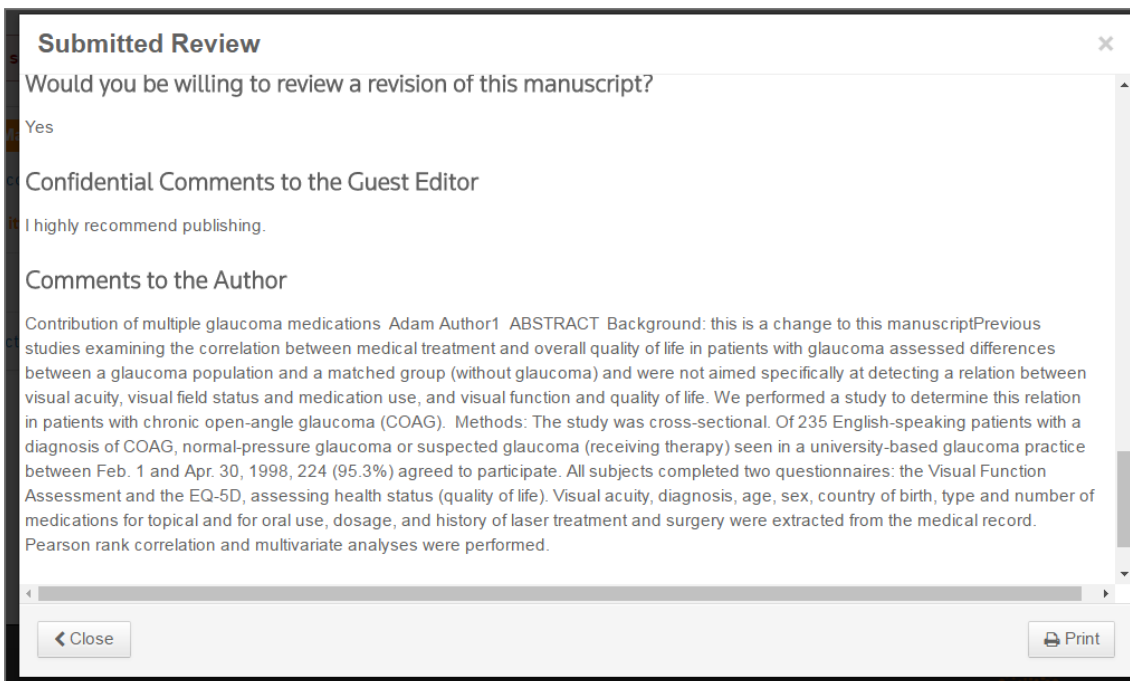
Select **View Submitted Review** from the Action column. A new window will display your completed review.

PUBLONS CREDIT FOR COMPLETED REVIEWS

Publons allows academics to track, verify, and showcase their peer review and academic contributions for journals. ScholarOne allows users to seek credit for historical reviews already completed.

Access historical reviews through the Reviews Pending Publons Credit queue.
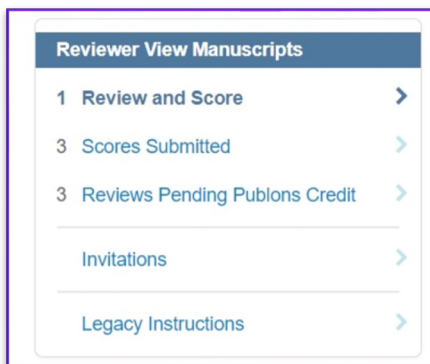
To receive credit, select the checkbox next to the appropriate manuscript and then Get Publons Credit.

A success message will confirm the transfer of data to Publons.

About Web of Science Group

Web of Science Group, a Clarivate Analytics company, organizes the world's research information to enable academia, corporations, publishers and governments to accelerate the pace of research. It is powered by *Web of Science* – the world's largest publisher-neutral citation index and research intelligence platform. Its many well-known brands also include *Converis, EndNote, Kopernio, Publons, ScholarOne* and the *Institute for Scientific Information (ISI)*. The 'university' of Web of Science Group, ISI maintains the knowledge corpus upon which the index and related information and analytical content and services are built; it disseminates that knowledge externally through events, conferences and publications and it carries out research to sustain, extend and improve the knowledge base. For more information, please visit webofsciencegroup.com.

EIC/Editor Guide

ScholarOne Manuscripts
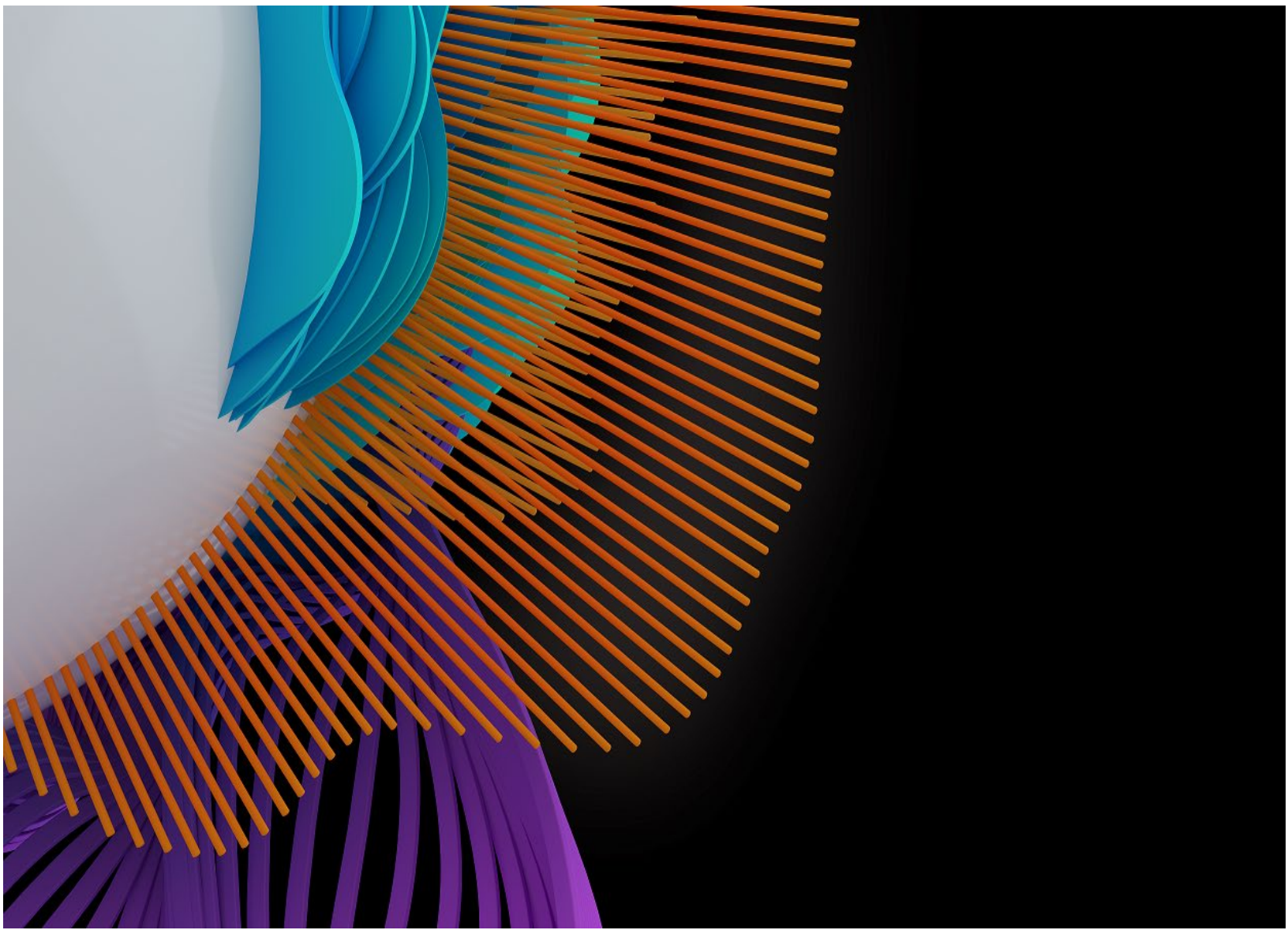
TABLE OF CONTENTS

INTRODUCTION

USE SCHOLARONE SUPPORT & FAQS

As a *ScholarOne Manuscripts* Editor, one of your greatest help tools is ScholarOne's Frequently Asked Questions tab on our help site, *ScholarOne Manuscripts* Support. Our FAQs provide immediate answers to common user questions.

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

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 and 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.

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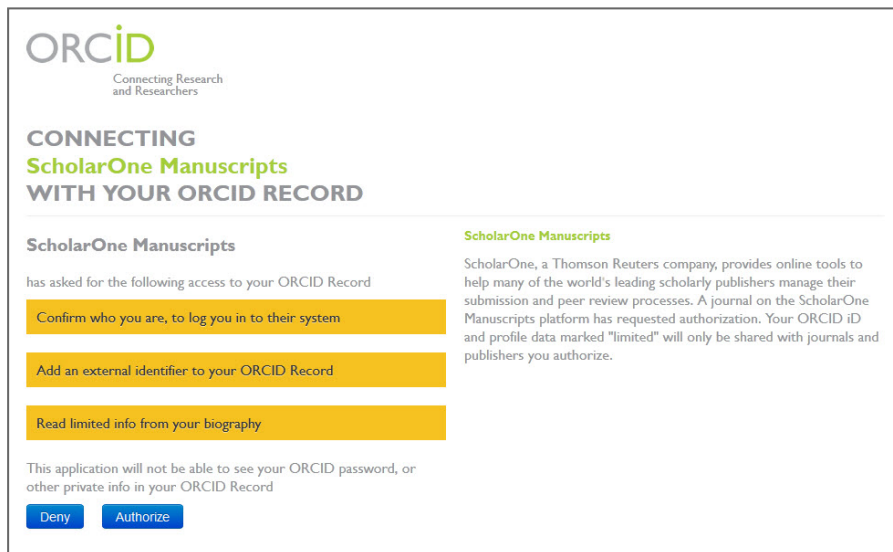
If the user clicks **Authorize**, they will be redirected back to their journal's ScholarOne site with a validated ORCID iD.

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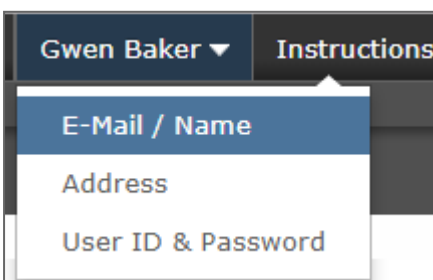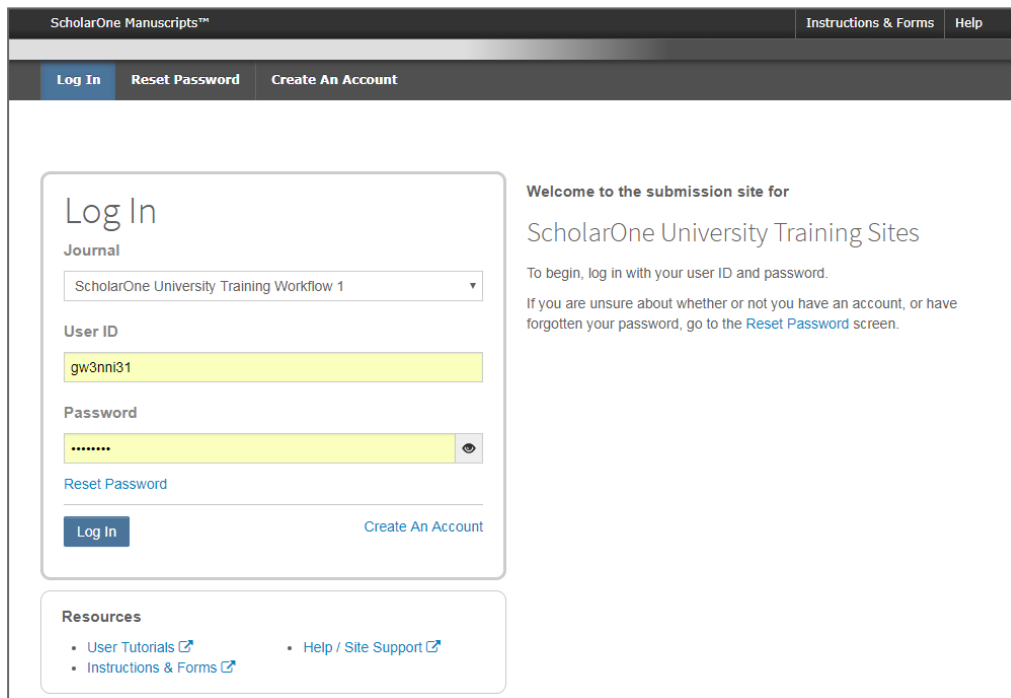
Note: *Please retain your new password. ScholarOne will not send your password via e-mail.*

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.

2. Enter your User ID and Password

3. Click the Log In button.

▶ ORCID Log In

The journal site may be configured to use ORCID Login. Select the **Log In With ORCID iD** button at the bottom of the Log In box.

You will then log in to ORCID ID or register an ORCID account.

If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users who do not have a ScholarOne account to pre-fill their profile information when creating an account.

Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.

If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log into the participating site.

Web of Science Group

▶ **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.

| Gwen Baker ▼ | Instructions & Forms | Help | Log Out |
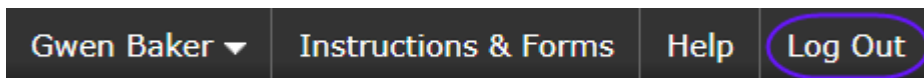
2. You will be returned to the Log In page.
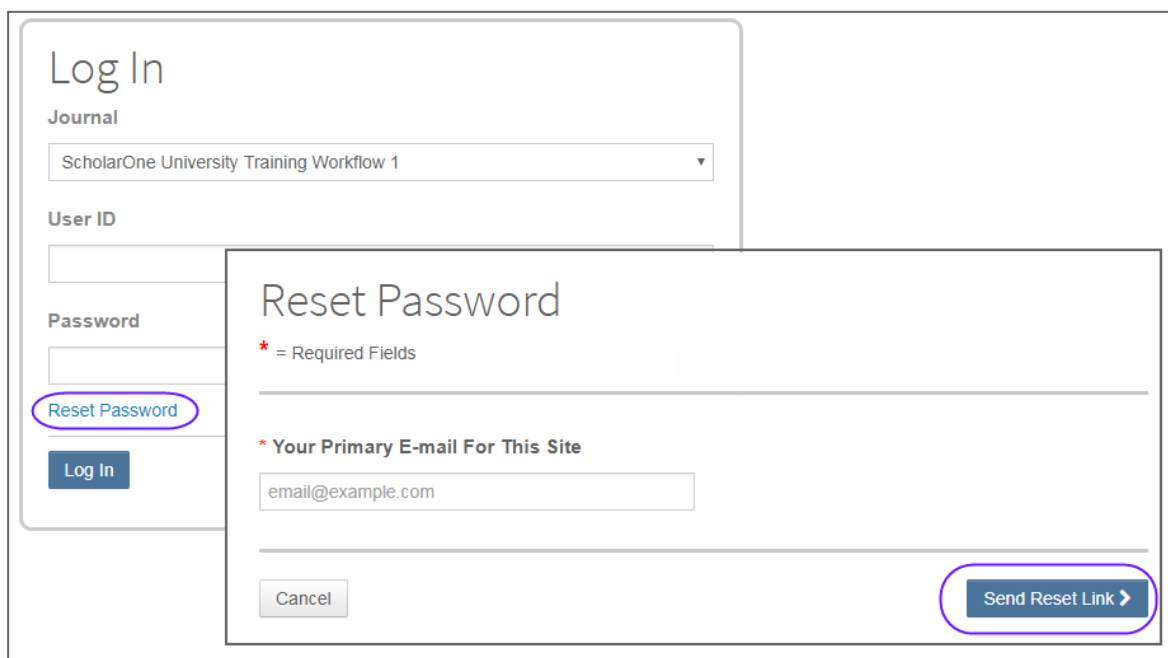
Note: After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

FORGOT YOUR PASSWORD?

▶ **Reset Password**

1. Select the **Reset** Password link.

2. **Enter your email address and you will be sent a link to 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.
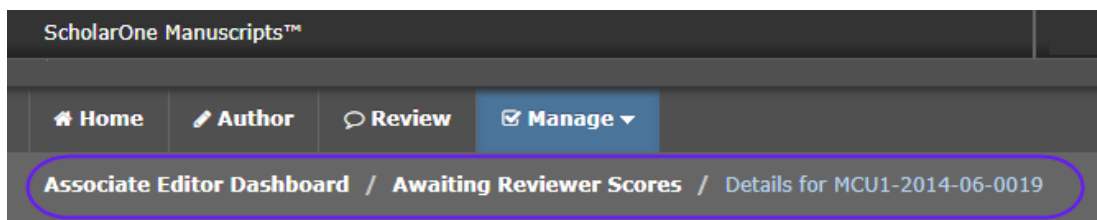
Simple Search: This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.
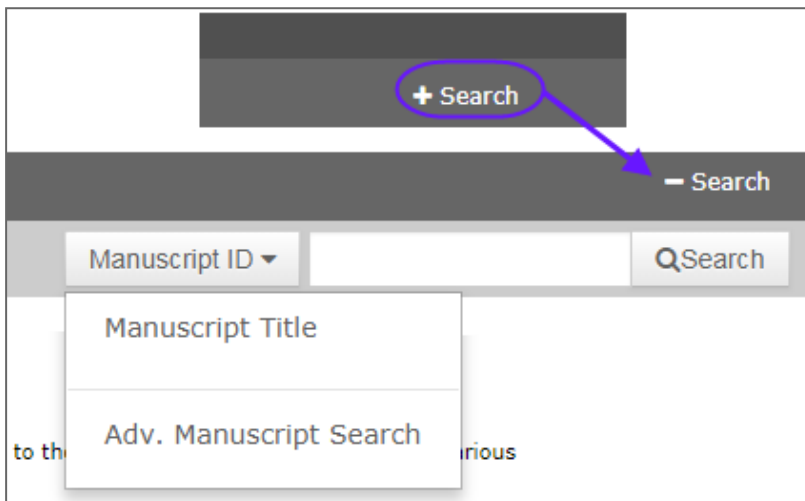
FOOTER FEATURES

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

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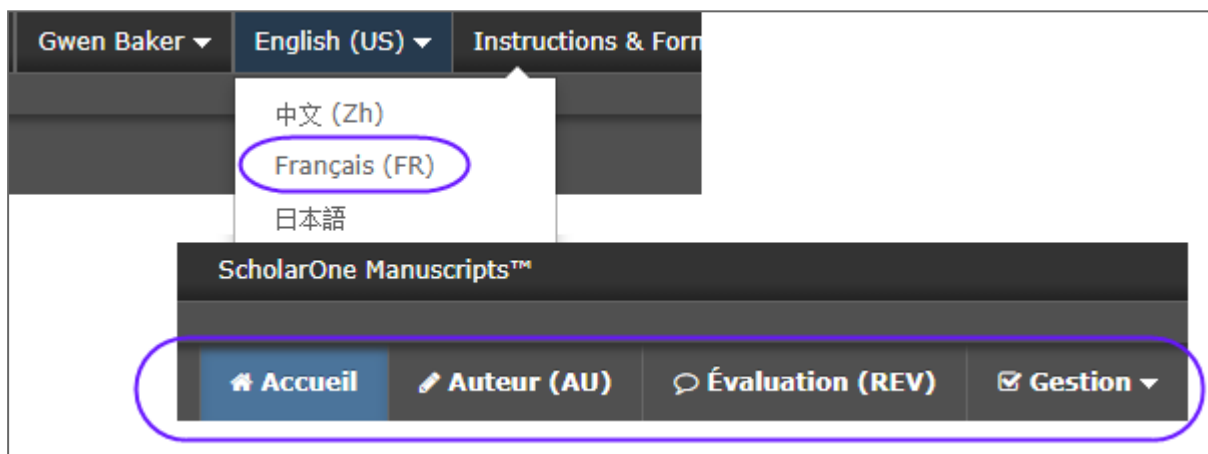
Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

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.

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	Quick Search - Show Advanced Search
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.	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."
2 Awaiting Reviewer Selection	Saved Search: Select... ▼ ✎ Edit
0 Awaiting Reviewer Invitation	Manuscript ID: [ ]
0 Overdue Reviewer Response	Title: [ ]
0 Awaiting Reviewer Assignment	Author's First (Given) or Last (Family) name: [ ]
0 Awaiting Reviewer Scores	* Keywords: [ ] ☑ Pick
0 Overdue Reviewer Scores	
2 Awaiting AE Recommendation	
Reports	🔍 Search
⊞ **Manuscript Status and Summary Reports**	
⊞ **Peer Review Details Reports**	
⊞ **User Performance Reports**	
* Publication Folders, My Folders, Custom Reports, and Role Reports	

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. 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.

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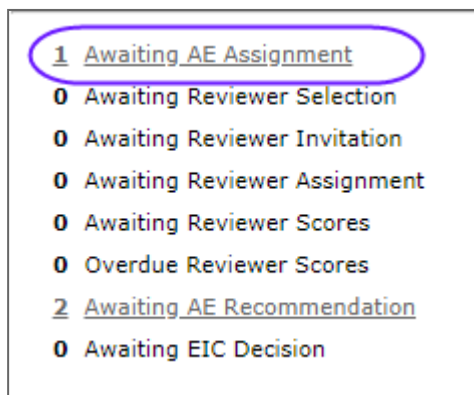
2. The list of papers that needs assignment displays. Click on the **Take Action** icon to go directly to the task and full details of the manuscript.

3. The EIC will then select an Associate Editor from a drop-down selection.
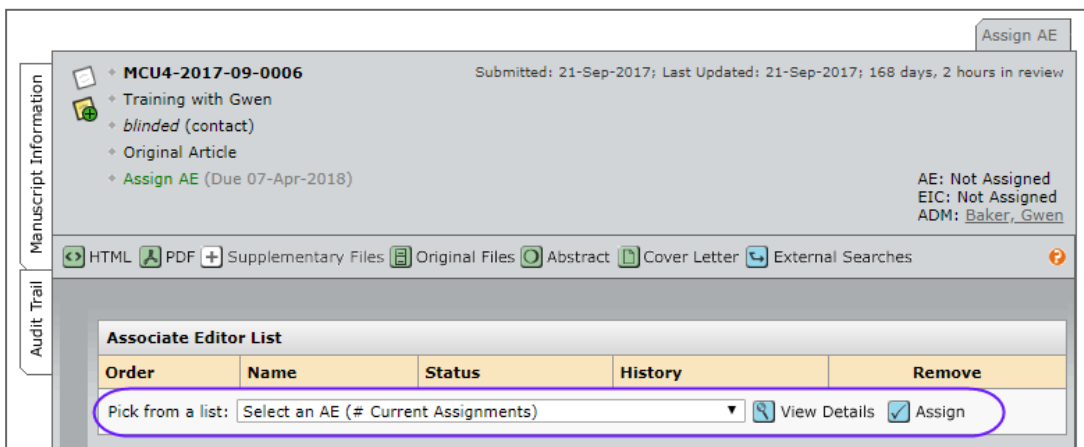
4. Before choosing the Associate Editor, the EIC has the ability to **View Details** about the Associate Editor.
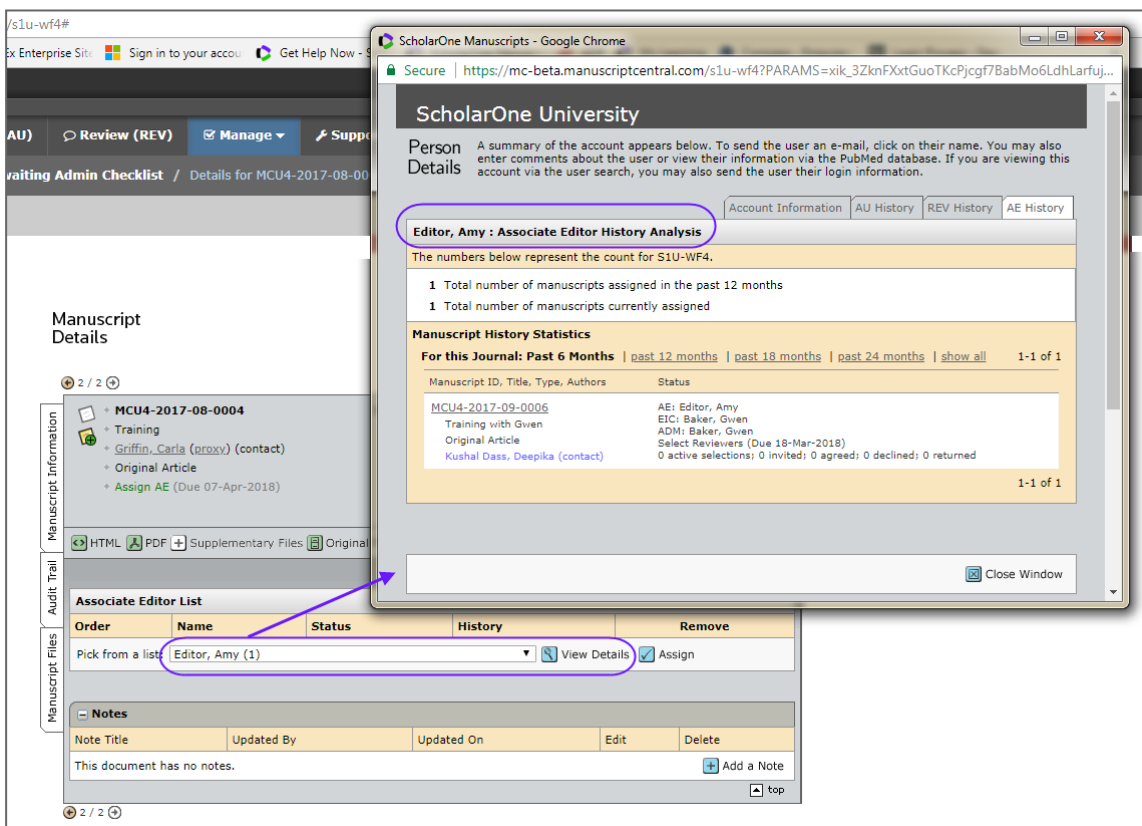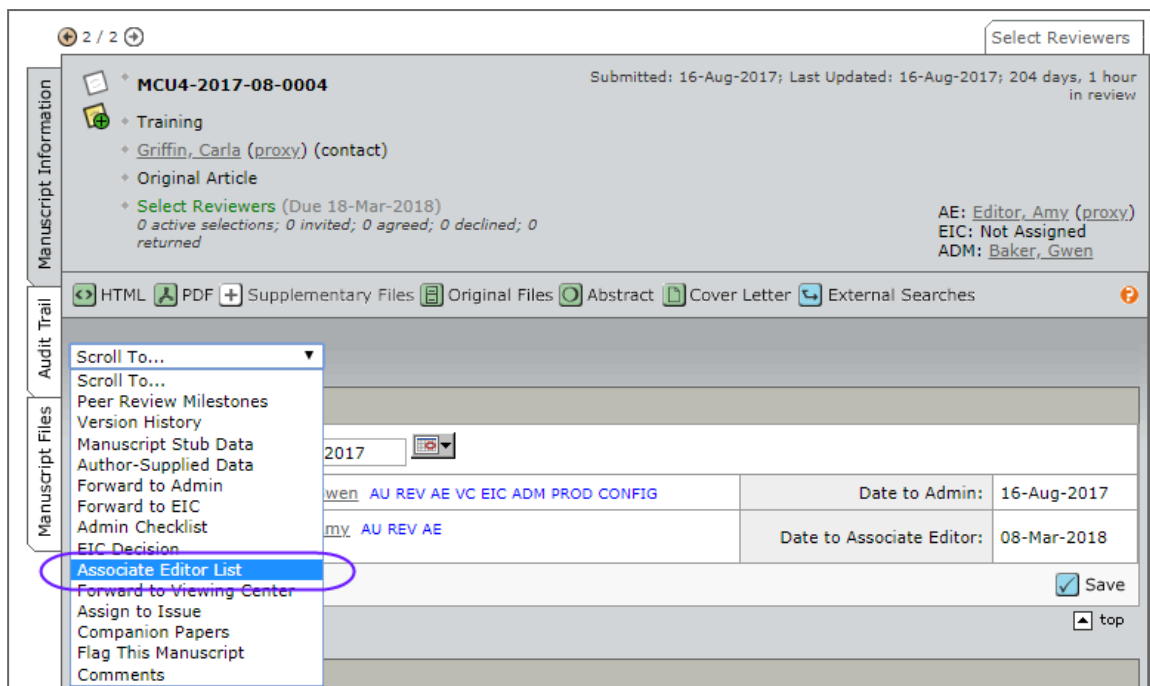
5. Click the **Assign** button.

CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE
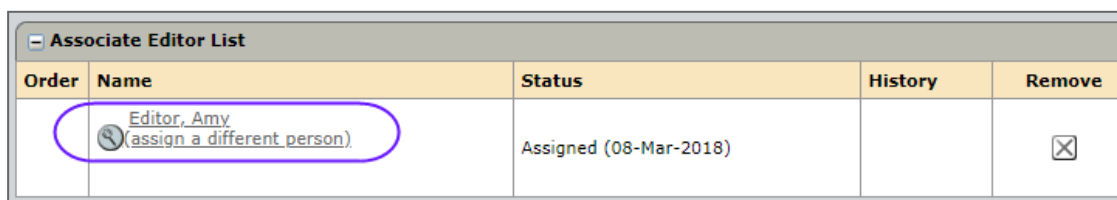
▶ Change Associate Editor Assignment

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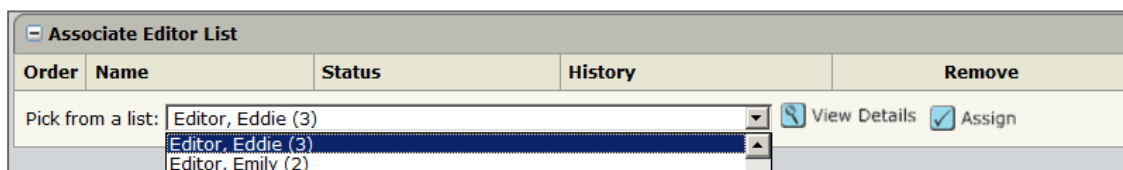
2. Under the name of the editor you wish to replace, click the **(assign a different person)** link.

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

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

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

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	2	
# active selections	0	
# invited	0	
# agreed	0	
# declined	0	
# returned	0	
	☑ 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.
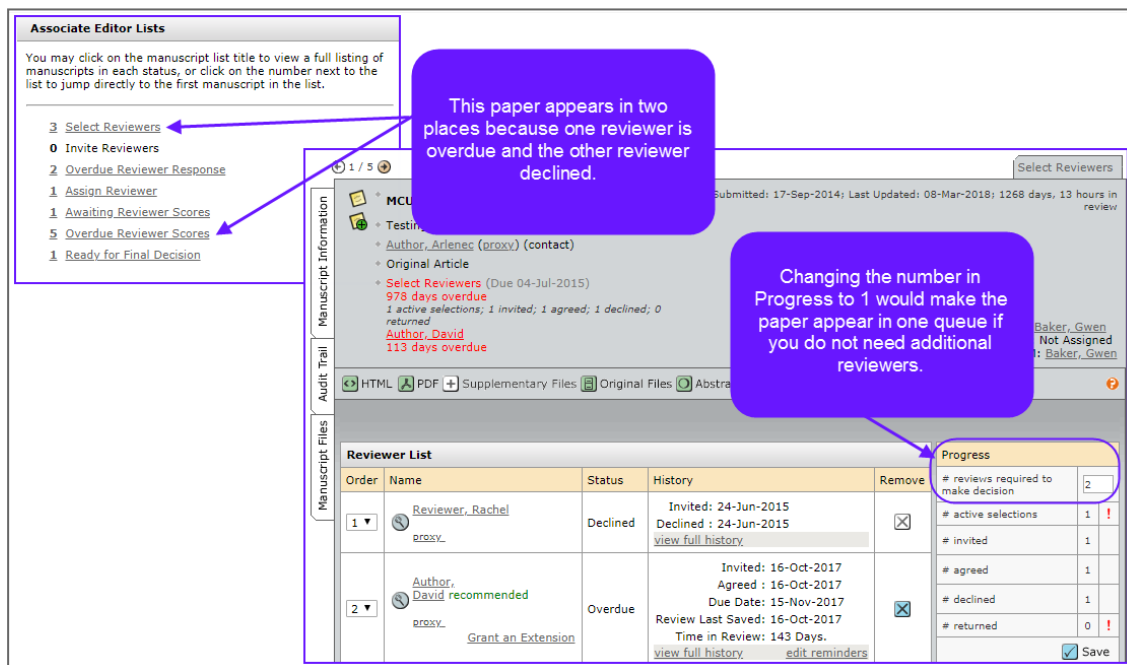
Double-Queuing of Manuscript

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.

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.

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 *Invited*	NEW TITLE [View Submission]		AE: Gerber, Adrienne EIC: Not Assigned ADM: Baker, Gwen	☑
Invited Review	🔍 Author, Jane (contact)	12-Sep-2017	• 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 using whichever options you prefer. Search results will display.

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

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

When using the Auto-Suggest option, if you change the AND section to OR, many times this will bring back better results.

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**, **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.

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.

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.

Web of
Science
Group

> **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.

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.

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	☑ Invite	Selected: 09-Mar-2018 view full history	☒
2 ▼	🔍 Reviewer, Lilly proxy	☑ Invite	Selected: 09-Mar-2018 view full history	☒
Alternates				
Alternate 1 ▼	🔍 Hager, Paul proxy			☒
Alternate 2 ▼	🔍 Reviewer, Mike proxy			☒
			☑ Invite All ☑ 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.

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

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.

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

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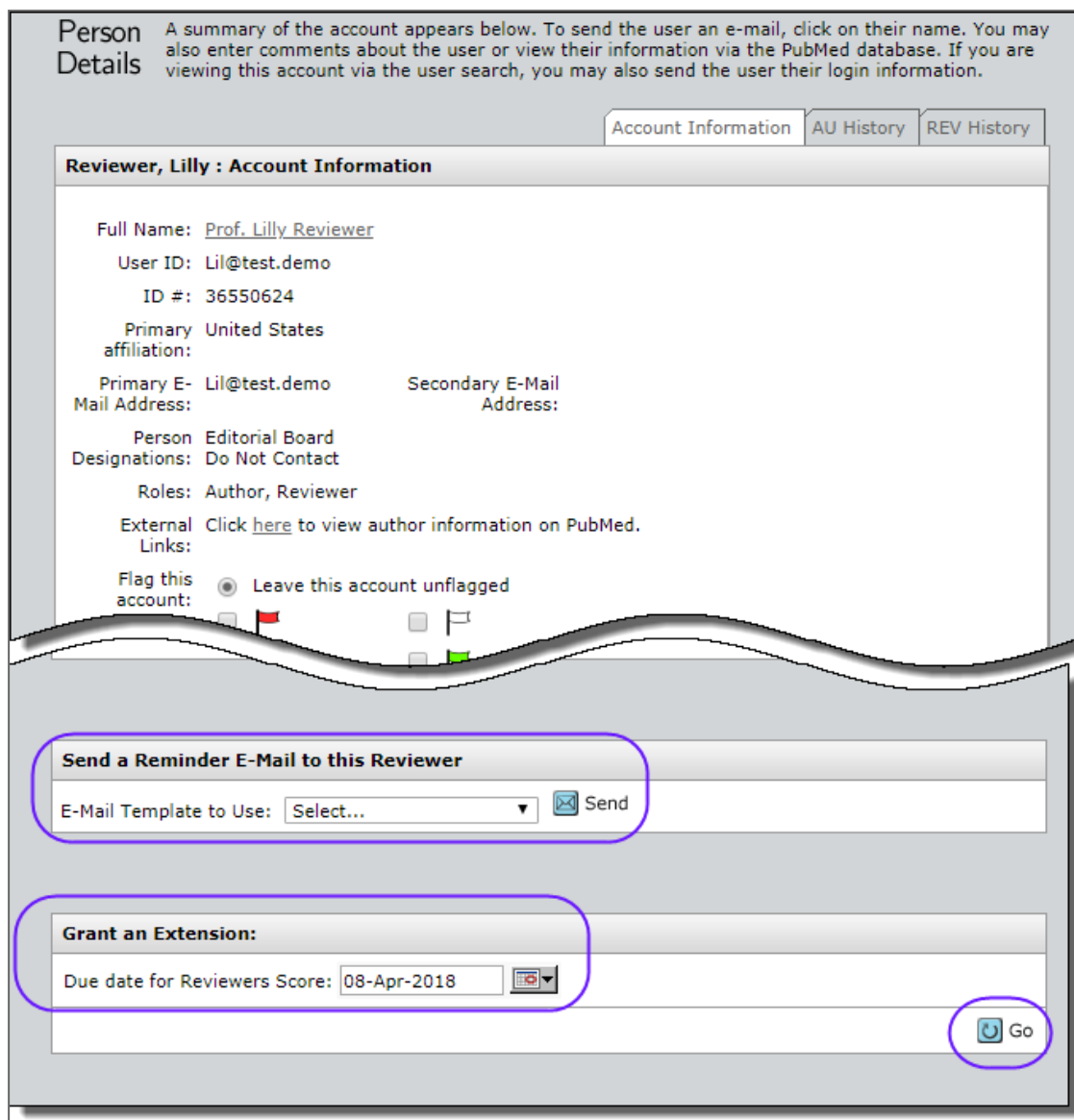
Note: If the Editor does not have permissions to grant the extension, they will need to contact the journal admin to have them grant the extension.

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.

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.

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.

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	●	○
Reviewer Locator Results from the Web of Science	●	○
Quick Search	●	○
Related Papers Search	●	○
Reviewer Auto-Suggest	●	○
Advanced Search	●	○

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

Reviewer Activity Information

# Current Assignments	Min: [ ]	Max: [ ]
# Assignments in Past 12 Months	Min: [ ]	Max: [ ]
# Days Since Last Review Submitted	Min: [ ]	Max: [ ]
# Invitations Declined in Past 12 Months	Min: [ ]	Max: [ ]
R-Score	Min: [ ]	Max: [ ]

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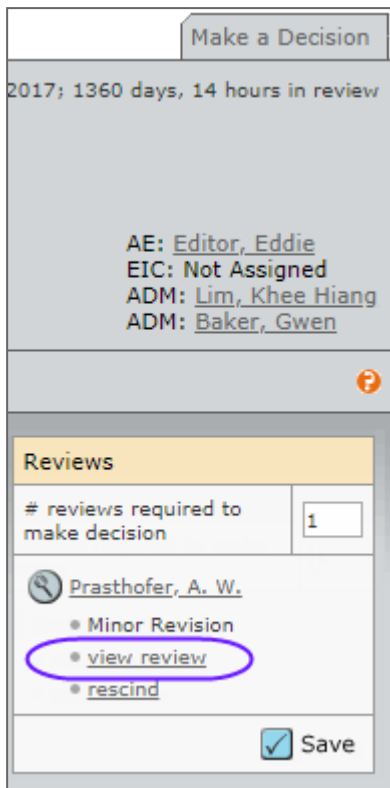
Reviewer Search Results

- ☑ # 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

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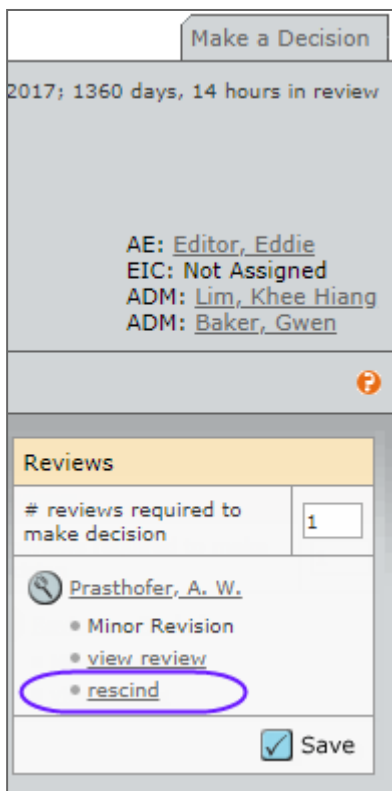
Note: These Action tabs display only after the required number of reviews are returned. Returned reviews can be viewed at any time by accessing the manuscript.

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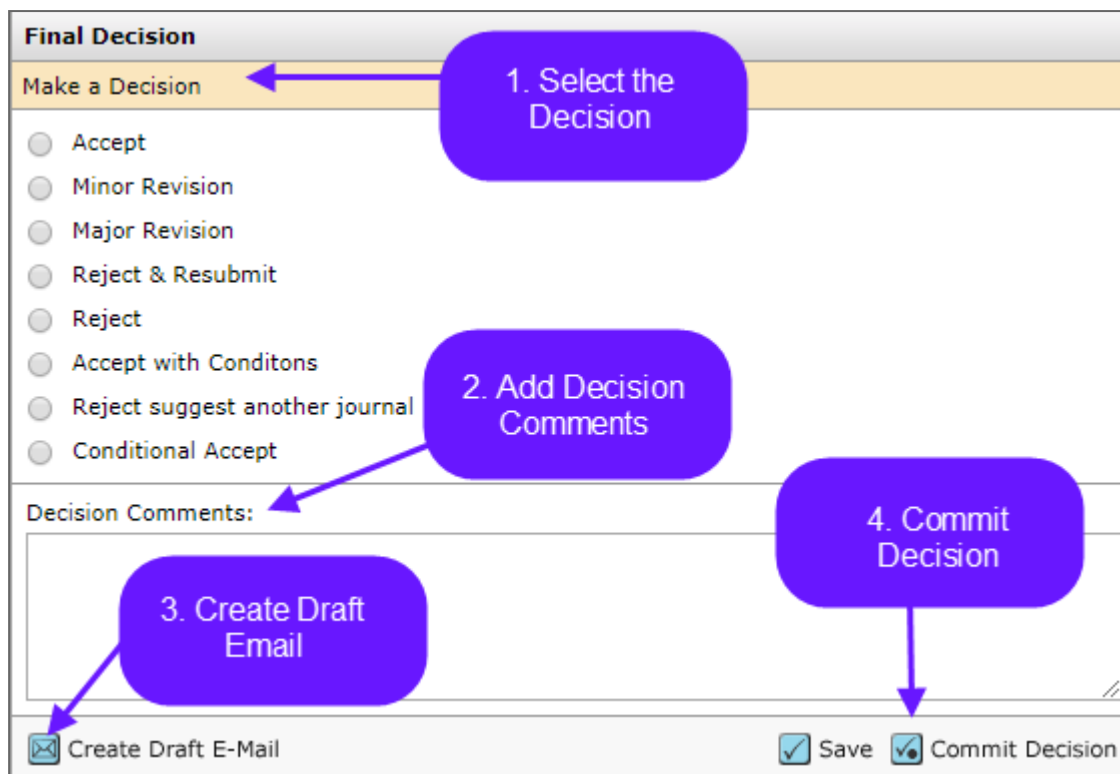
To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the review to make any changes that need to be made. When you rescind a review, an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on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

MAKING 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.

Note: Decision comments are internal use only and will not be shared with the author.

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.

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.

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

The manuscript will move back to the Decision tab and a 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
○ Accept
○ Minor Revision
○ Major Revision
○ Reject & Resubmit
○ Reject

Comments

Confidential Comments to the EIC

Comments to the Author

Attach a File		Files attached
Choose File No file chosen	📎 Attach	• No files have been uploaded.

☑ Save as Draft   ☑ Submit

MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

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

APPROVE PRELIMINARY DECISION – EIC

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

Editor Approve Decision

Decision made by Rogers, John on 02-Nov-2017

Decision: Major Revision

Comments: the epigenetics part of this study is of interest to BDR readers, and appears to be well done. The choice of cell line ant the timing of taking neural tissue from mouse embryos are not optimal for the intended purposes (see reviewer 2 comments). However, if the authors emphasize developmental neurotoxicity rather than NTDs, I think the study is still relevant. Some additional data would enhance the study, as suggested by both reviewers.

Decision Letter: view decision letter

Suggest a New Decision
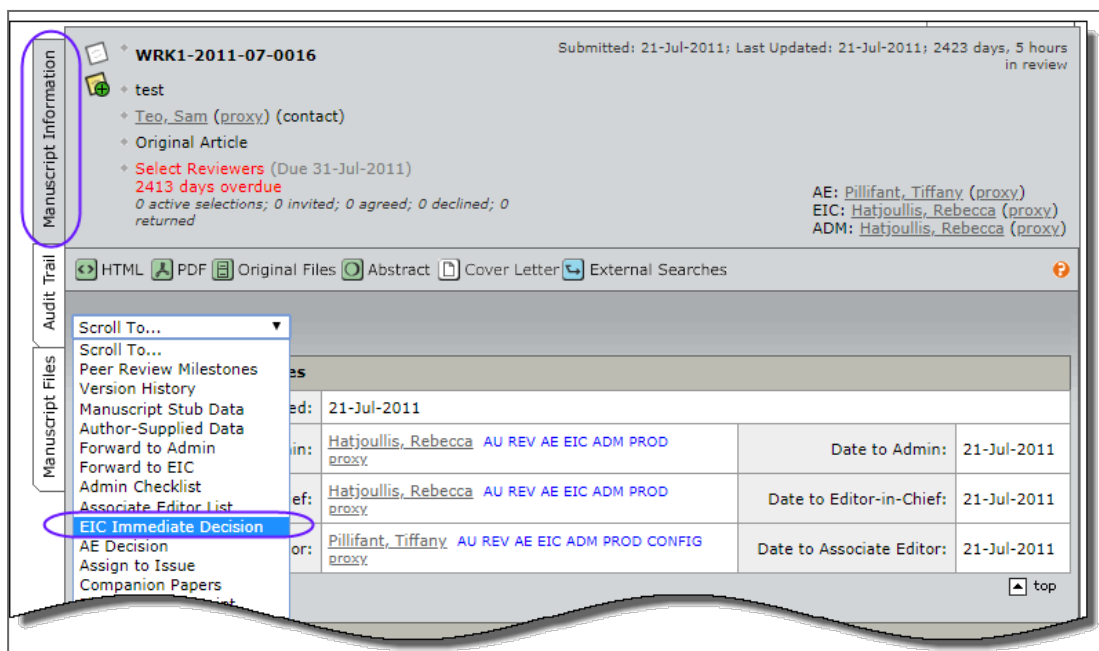
Edit Draft E-Mail ☑ Save ☑ Approve ↺ Send Back

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.

EIC IMMEDIATE DECISION FROM A TASK-RELATED TAB

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

MANUSCRIPT TRANFER

Editors may choose a decision type of Reject with Transfer. Journals may be configured to allow transfer to a single journal or allow the author to choose from a selection journals.

Making the Reject with Transfer Final Decision by the Editor

▶ **Reject and Transfer as a Final Decision**

1. Access the **Manuscript Details** page for the manuscript to reject and transfer.

2. Select the decision to **Reject with Transfer.**

3. Select the journal site you would like to transfer the manuscript to.

a.   Single journal option:
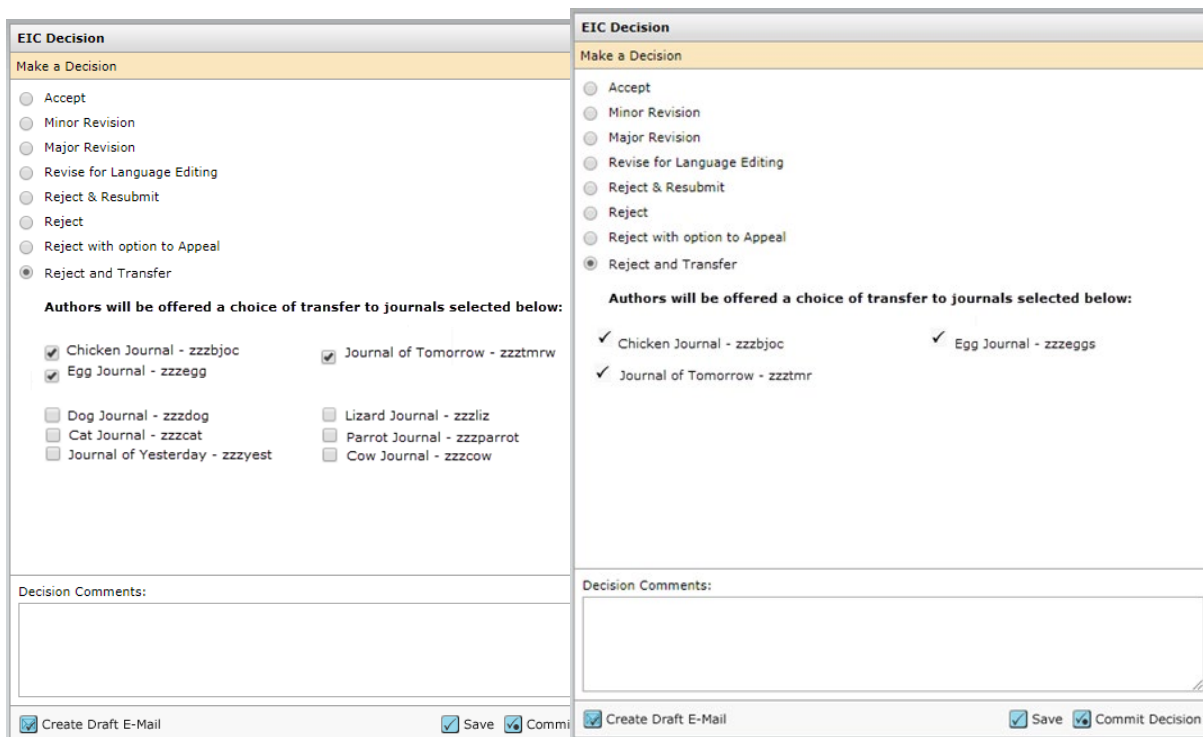
b.   Transfer Choice for Authors option:

4.   Click the **Commit Decision** button.

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.

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.


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)
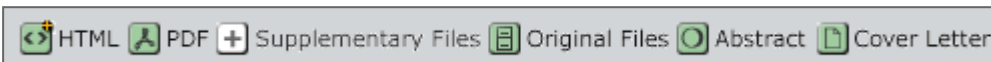
Scroll To…

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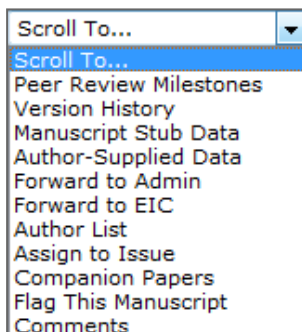
Viewing Proofs

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.)

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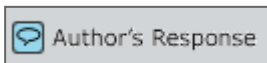
When you are on the a **Task Related Tab** such as Invite Reviewers, The Version History will appear on the right side of the screen

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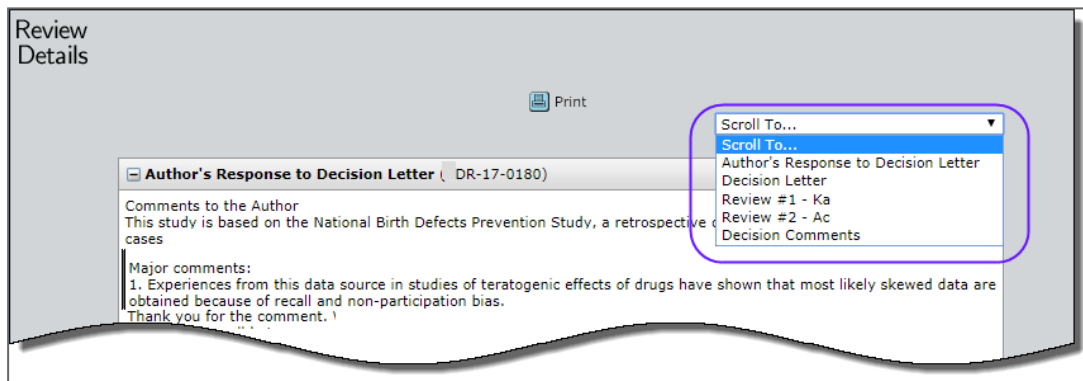
Plagiarism Checking

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.
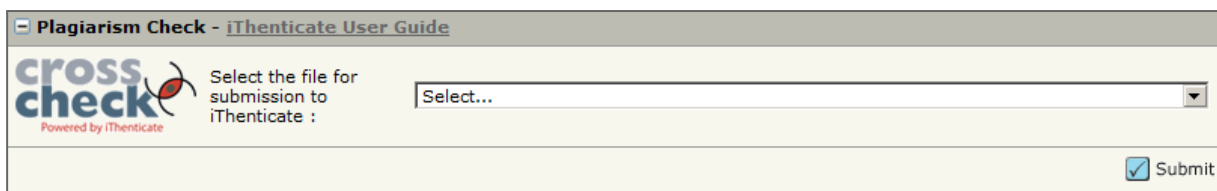
2. Select the file to submit for submission to iThenticate from the drop-down list then click the **Submit** button.

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.

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.

UNUSUAL ACTIVITY DETECTION

Unsusual activity detection identifies unusual activity by users during submission and review. Journals will see a risk indicator on the manuscript header. The risk indicator is derived from using proprietary algorithms based on existing web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

Visibility to the use of and report from this feature is limited to the publisher, Editor role types, and Admin role types. The public, Authors, and Reviewers will not know it is in place unless you decide to announce its use by your organization.

UNUSUAL ACTIVITY INDICATORS FOR STANDARD ACCESS

A red or yellow status indicator will appear on the manuscript header when unusual activity has been detected. Editor and Admin roles with standard access will see the indicator while users with full access will have a link to a report. By default, Editors will have standard access.

Example of High Risk Alert, shown on Manuscript Details

Example of Medium Risk Alert

Once it has been cleared, a message will appear at the top of the form:
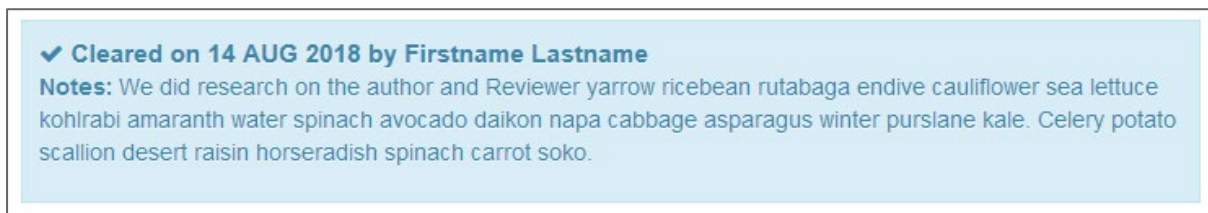
Also, the unusual activity indicators will turn green:
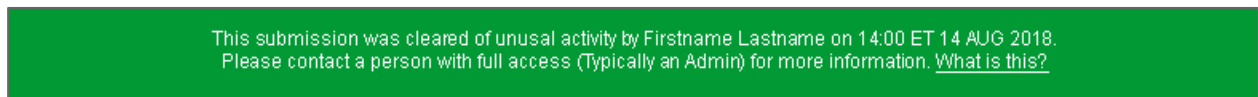
FULL ACCESS RESPONSIBILITIES (ADMINS BY DEFAULT)

Users with Full Access have the ability to:

- Review the activity report

- Clear flagged submissions and enter notes

Note: If you have an editor role but have been granted full access, please refer to the Admin User Guide for details.

SUBMISSION "WHAT IS THIS?" INFORMATIONAL POP-UP

All of the unusual activity indicators will have a link to the informational pop-up via the hyperlink, "What is this?" This pop-up will provide the following:

- Information and explanation of the feature

- Why it is important to the industry

- Next steps for the journal when they suspect unusual activity

- Legal disclosures

Journal Name

Unusual Activity Detected

WHAT IS THIS?

In order to prevent unusual submission and peer review activity, ScholarOne has developed a program to detect actions that may warrant further investigation by the journal.

Journal staff can see a risk indicator on all submissions and reviews. This indicator status is calculated using proprietary algorithms that analyze web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

WHY IS THIS IMPORTANT?

The integrity and trust of journals is at risk when Authors and Reviewers "game the system".

Peer review, in particular, is the key element in ensuring the quality and validity of published papers. Peer review relies on impartial opinions given by suitably qualified and experienced peers. As with any system, there are opportunities for unethical practices. The new algorithms help to thwart these practices.

WHAT TO DO IF YOU SUSPECT UNUSUAL ACTIVITY

Consult guidelines provided by the journal and/or publisher of the content on this site. You may also want to speak to with the journal Admin about details.

For more information, go to the Committee on Publication Ethics: COPE web site.

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