Tech Science Press

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Tech Science Press

Submission system
Editorial process guideline

2018

Editorial Workflow

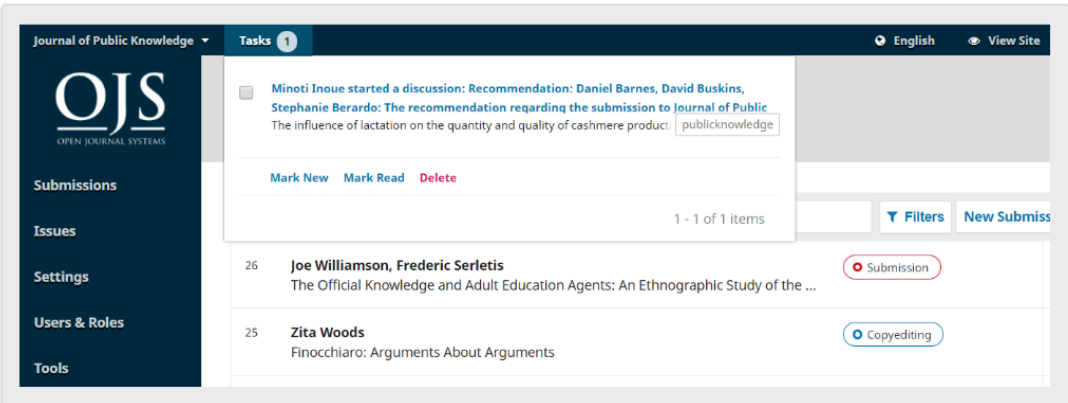
In this chapter, you will follow as submission throughout the workflow, from first submission to final publication.
The workflow is divided into 4 stages:

Submission: This is where new submissions land while being assigned to the Editors/Associate Editor and considered for moving into the Review stage.
Some submissions are clearly inappropriate and never make it beyond this stage.

Review: This is where the peer review happens, as well as any revisions required by the author. Some submission will not pass review and end here. Those that are accepted move to the next stage.

Tasks

Your Tasks are available from the top left menu of your Dashboard. Note the number "1" in the image below. This indicates that there is currently 1 task in your list.

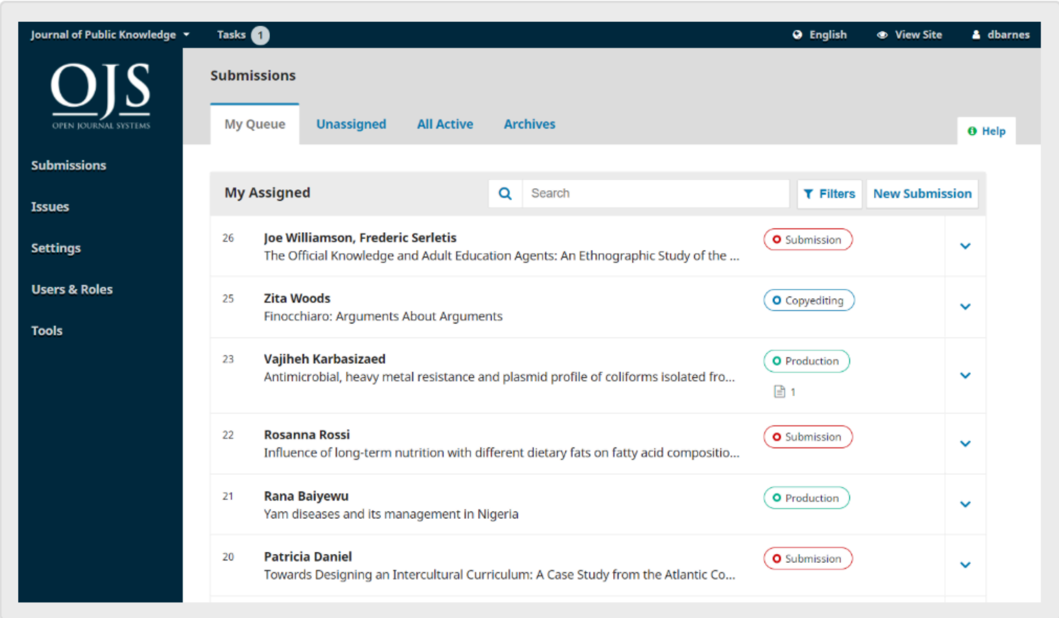


Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read.

Use the checkbox to mark tasks for deletion (the delete link is available at the bottom of the list).

Submissions

When an author makes a new submission to your journal, the editor is automatically emailed. When you log into your Dashboard, you can find it either from your Tasks, or from one of the queues (My Queue, Unassigned, All Active, and Archives).

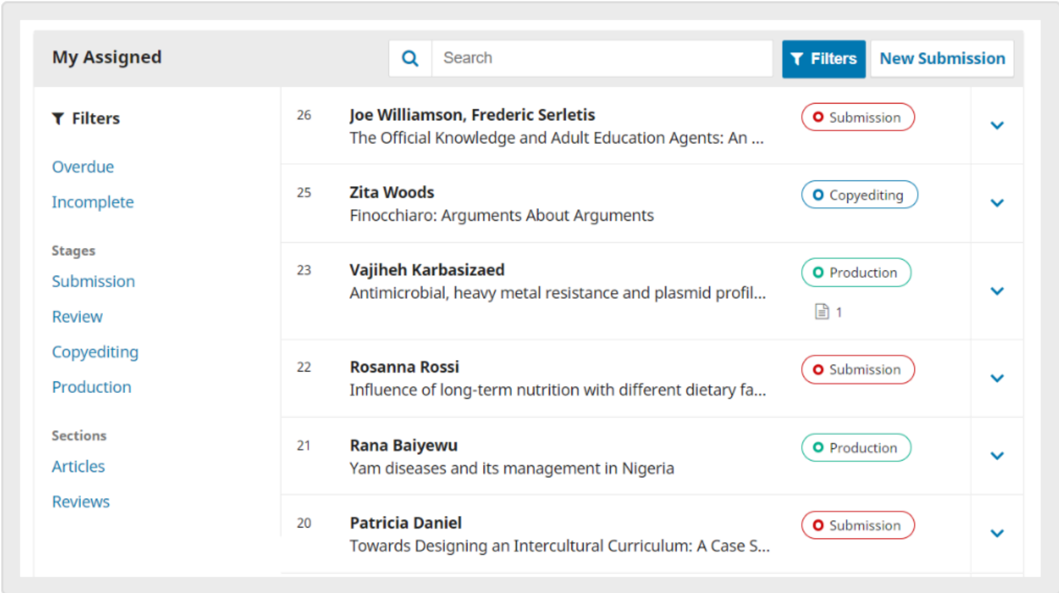


My Queue

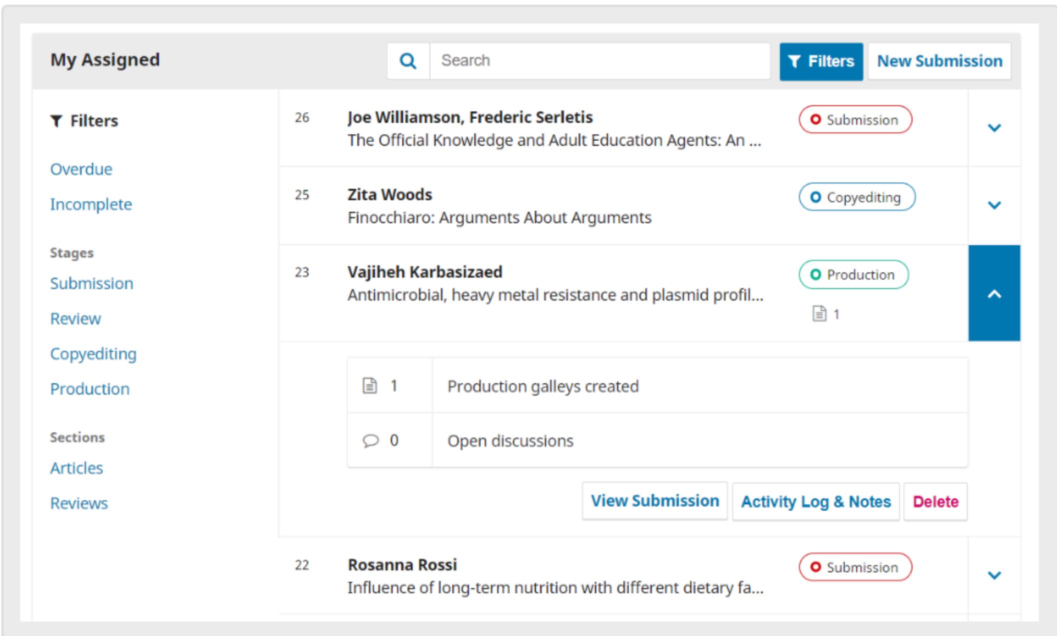
My Assigned: This panel includes submissions added to sections where you are an editor or to your own submissions if you are also an author with this journal.

The **Search** tool for each queue can sometimes be helpful in tracking down submissions.

The **Filter** tool allows you to limit your browsing to specific status (e.g., incomplete, overdue) stages (submission, review, copyediting, production), or sections (e.g., articles, reviews) for faster searching.

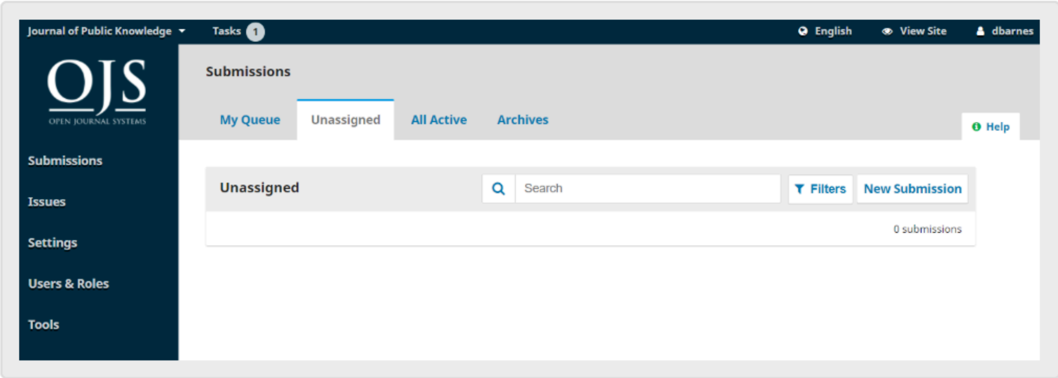


Note that you can use the blue arrows to the right of each submission to reveal more details, including how many reviews are outstanding, new discussions, and more. It also reveals buttons to take you to the submission record, view the activity log and notes, and to delete the submission.



Unassigned

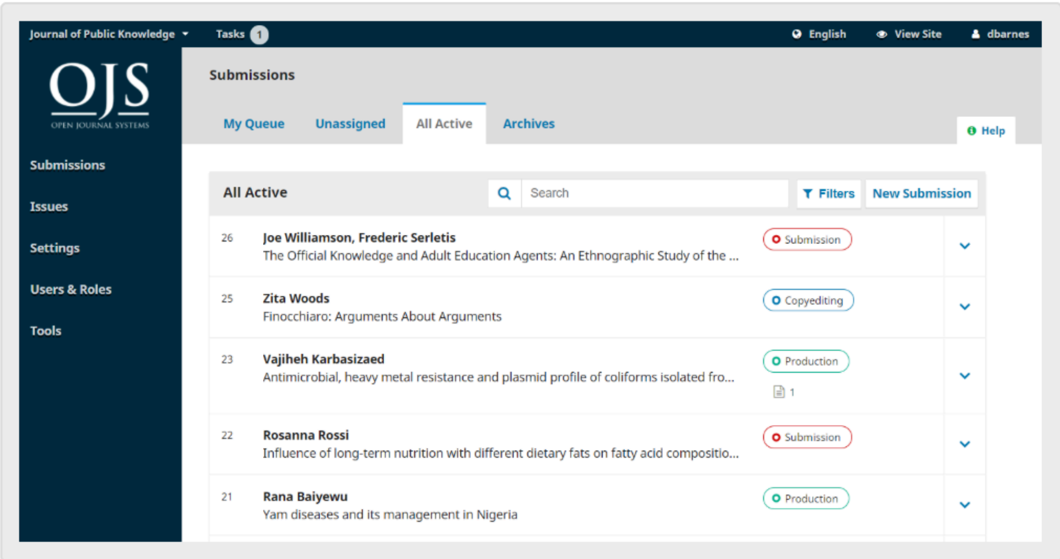
This panel includes submissions added to workflows without editors.



In the above example, there are no unassigned submissions, so the panel is empty.

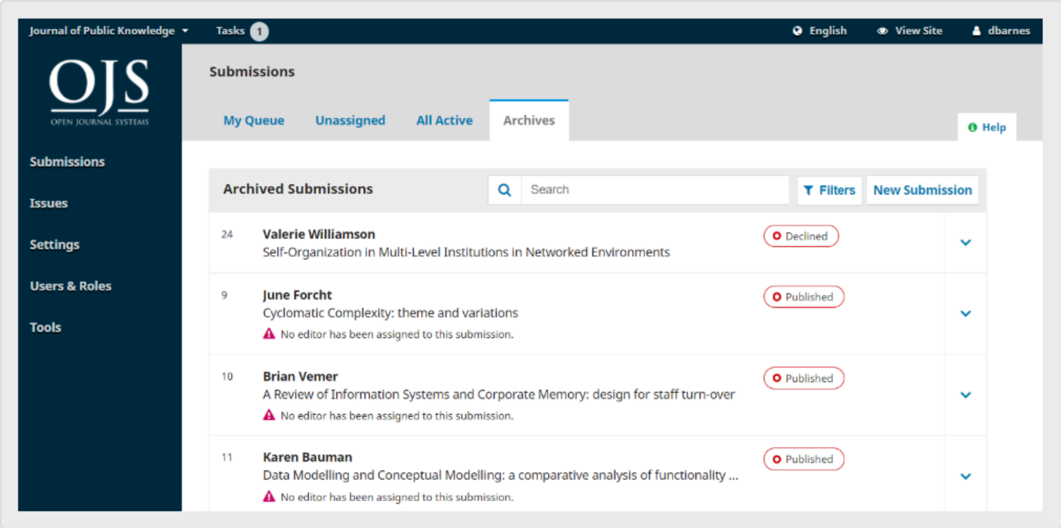
All Active

This section includes a list of all submissions, without being organized into queues.



Archived

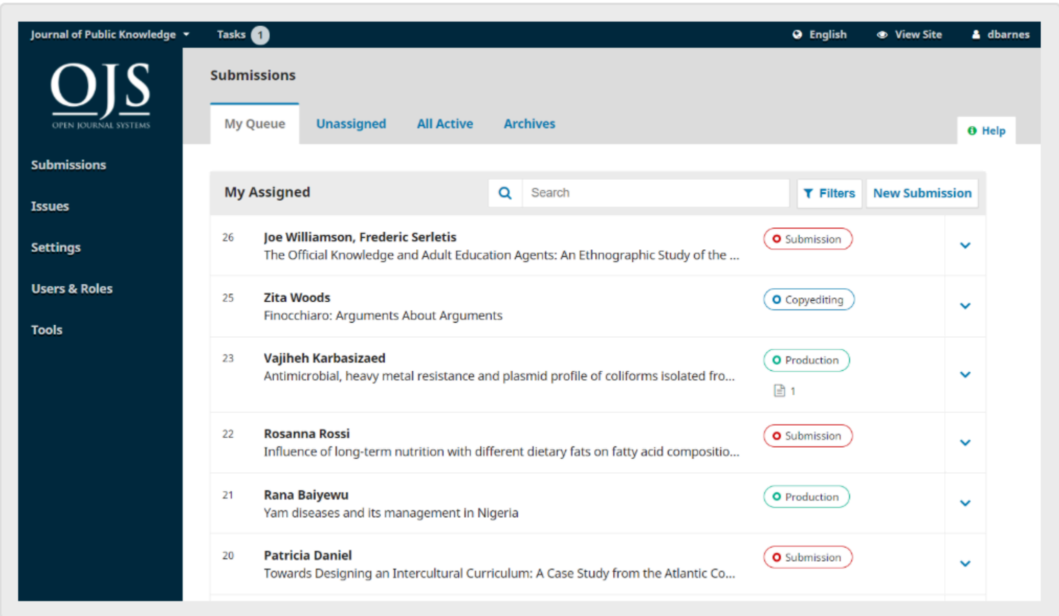
This section includes a list of all submissions either rejected or already published by the journal.



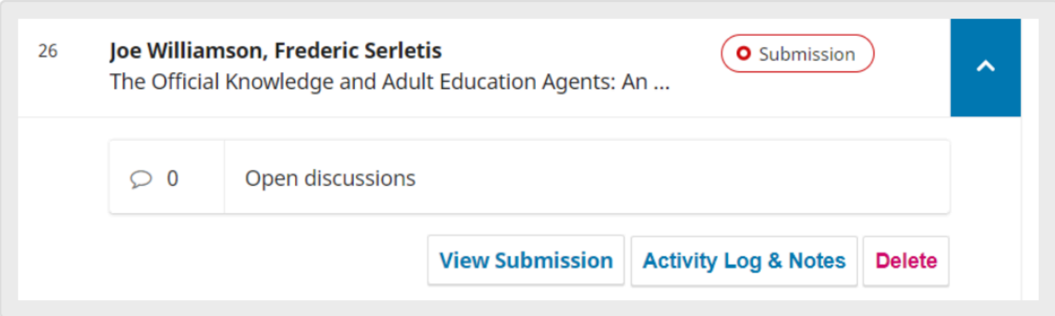
Demonstration Submission

For this demonstration, we are looking for the Williamson and Serletis submission, entitled *The Official Knowledge and Adult Education Agents*.

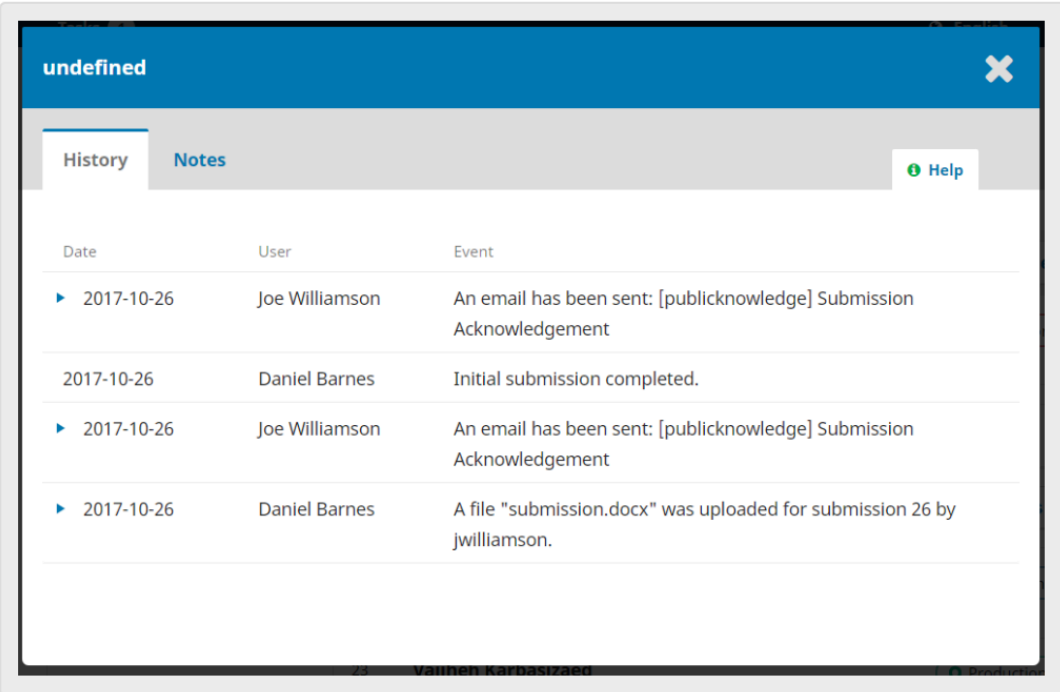
It can be found at the top of the **My Assigned** queue, as well as in the **All Active** queue.



Once you find the submission, you can use the blue arrow to reveal options to see if there are any open discussion (there are none), as well as to view the submission, view the activity logs and note, or to delete the submission.

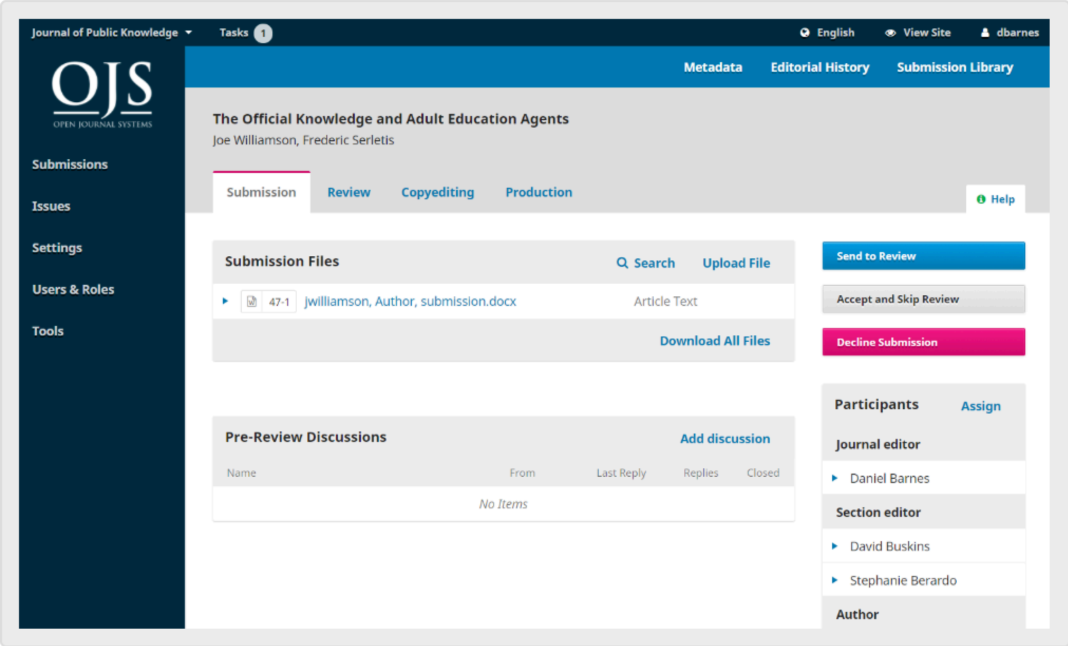


Delete will move the submission to the Archives and **Activity Log & Notes** will bring up the submission’s history.



Submission Record

To view the submission in more detail, select **View Submission** button. This will take you to the submission record.



From here, you can see:

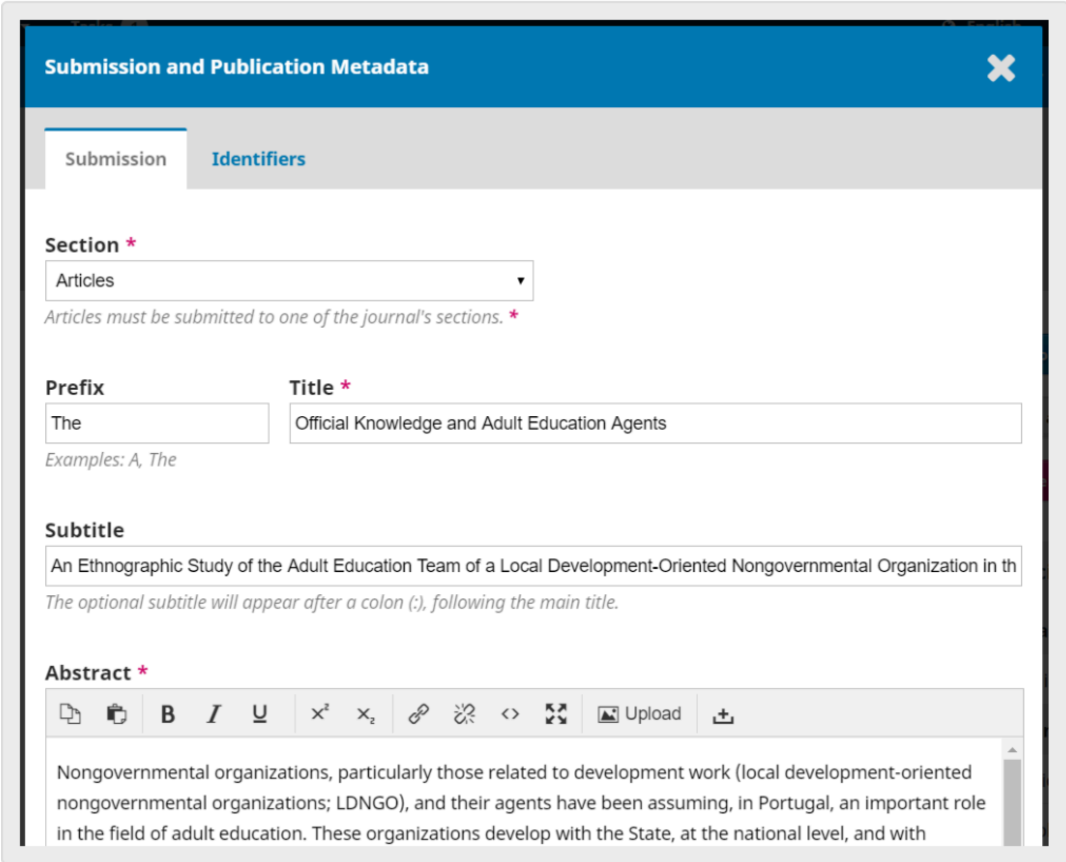
Submission Files: This panel lists the files that have been submitted. In this view, there is just one file, but multiple files could have been submitted.

Pre-Review Discussions: This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask an editor to take responsibility for this submission.

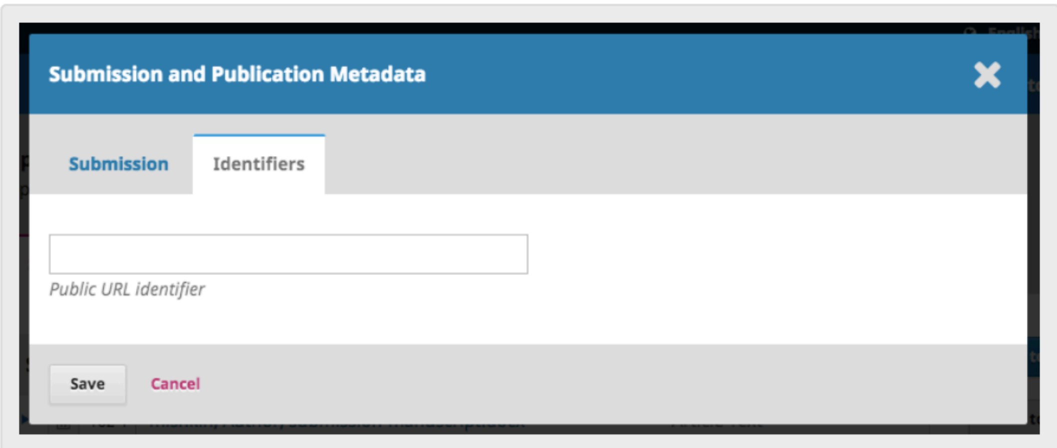
Action Buttons: These include Send to Review, Accept and Skip Review, and Decline Submission.
Note: If you don’t see these buttons, you likely have not yet assigned the submission to an editor.

Participants: This panel is where you will see the list of participants involved in the submission, including the editor, associate editors, and author. Other names (copyeditors, layout editors, etc.) will appear here as they are added in subsequent steps.
In addition, in the blue bar along the top, you can see:

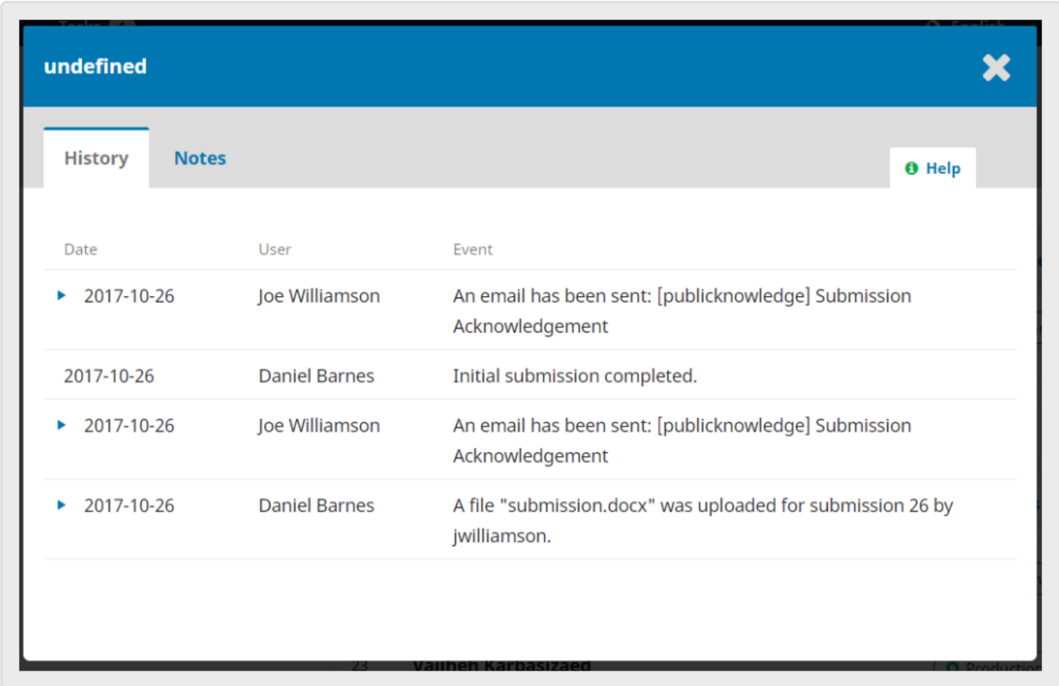
Metadata: Where you can view and revise the submission metadata.



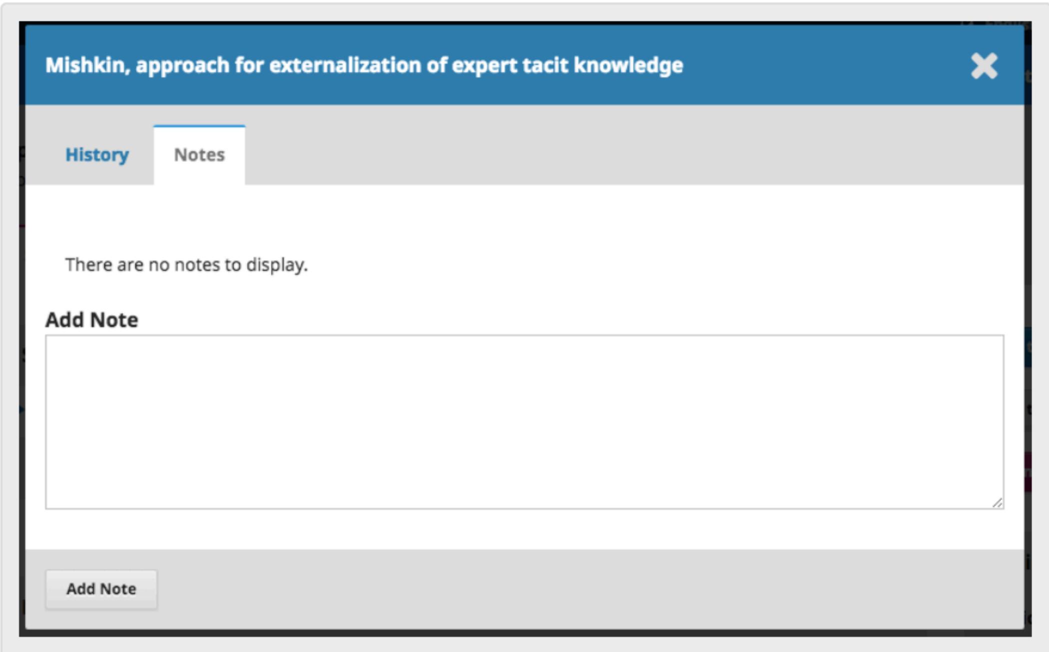
Use the Identifiers tab to also view or add a unique identifier.



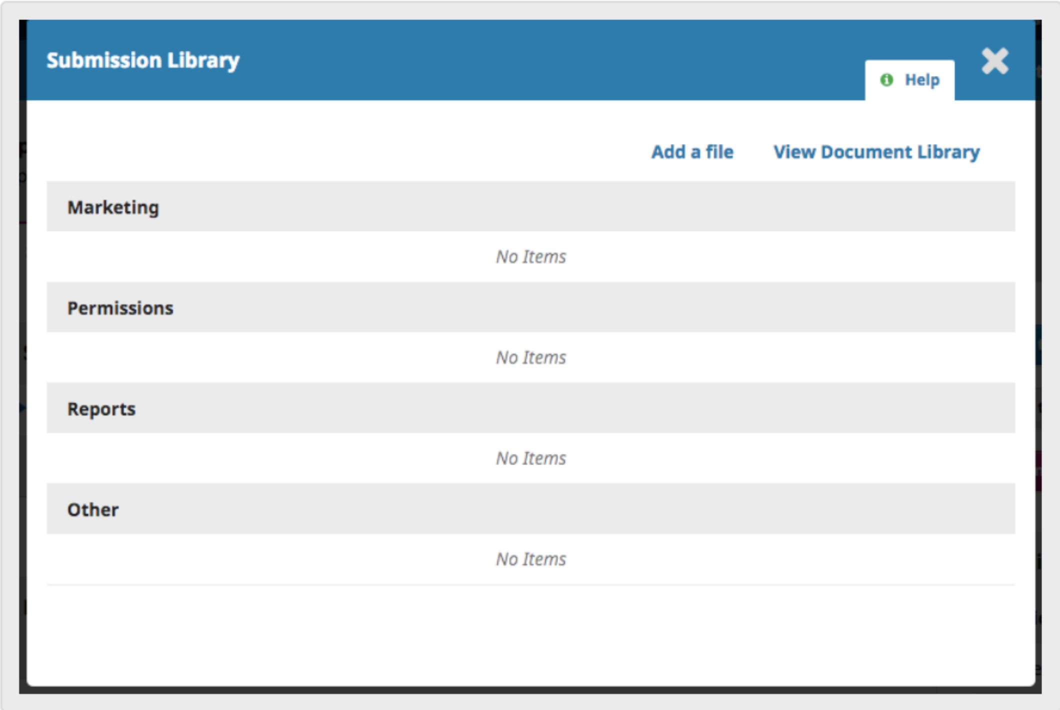
Editorial History: Where you can view the history and any notes about the submission.



Use the Notes tab to also view or add any editorial notes.

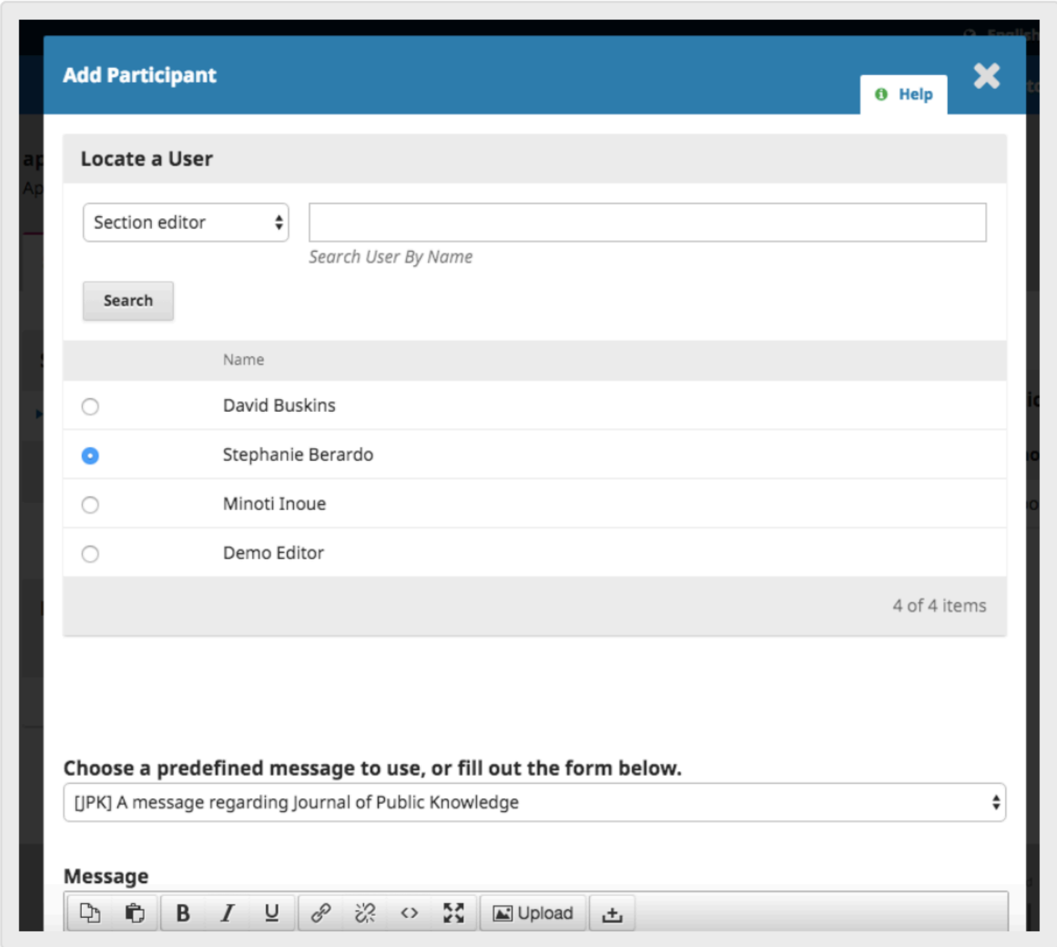


Submission Library: Where you can add any relevant documents to the submission’s library.



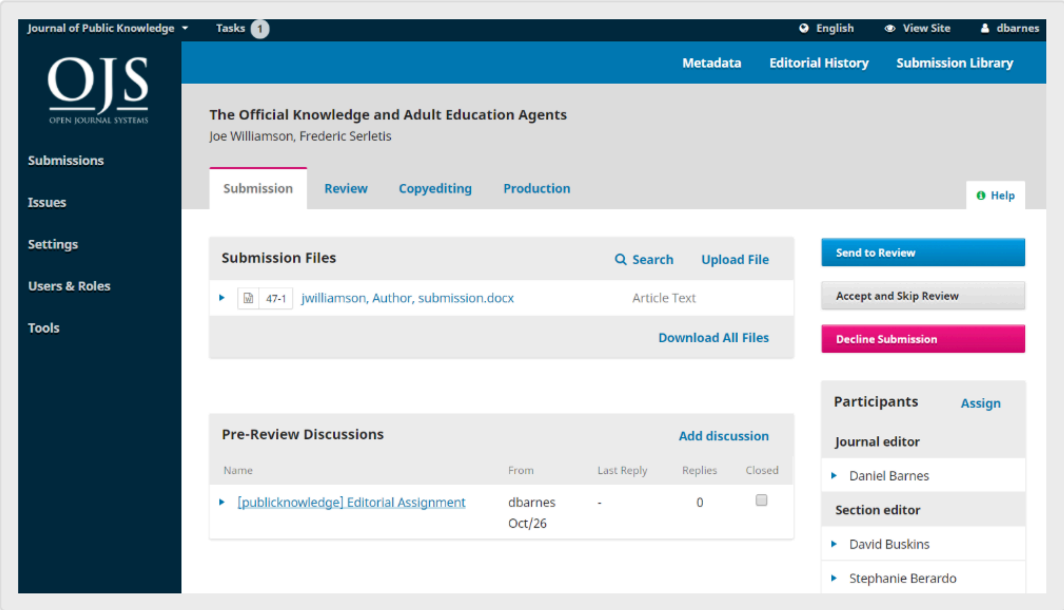
Assigning the Submission

Depending on how you have your sections configured, some new submissions may come in unassigned. If this is the case, the next step is to assign an editor or associate editor. To do so, select the *Assign* link in the **Participants** panel.



You will have the option to locate a user by role, choose an individual, and send them a message requesting their assistance.

Note: If you are not sure of the names of the editors/associate editors, simply choose that role from the dropdown menu and then hit the Search button. All Section Editors will be displayed and available for selection.
Hit the **OK** button to make the assignment and send the message.



Note the new Pre-Review Discussion that was automatically created as part of the assignment.

You can now see that the Associate Editor (Section Editor) is listed under Participants, and the Action buttons are available:

Send to Review: Moves the submission on to the next stage.

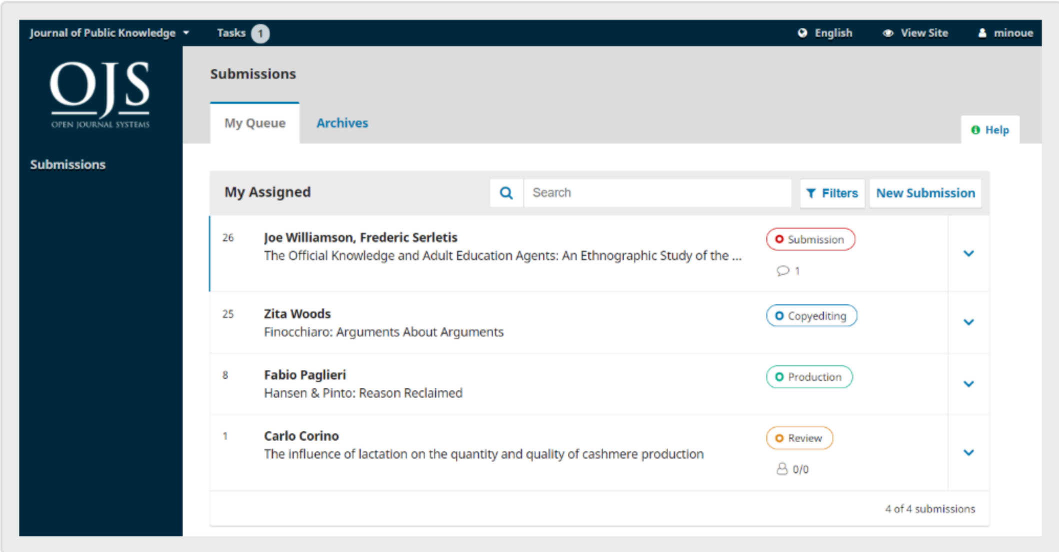
Accept and Skip Review: Skips the Review Stage and moves the submission directly into Copyediting.

Decline Submission: Rejects the submission before going through the review process. The submission would then be archived.

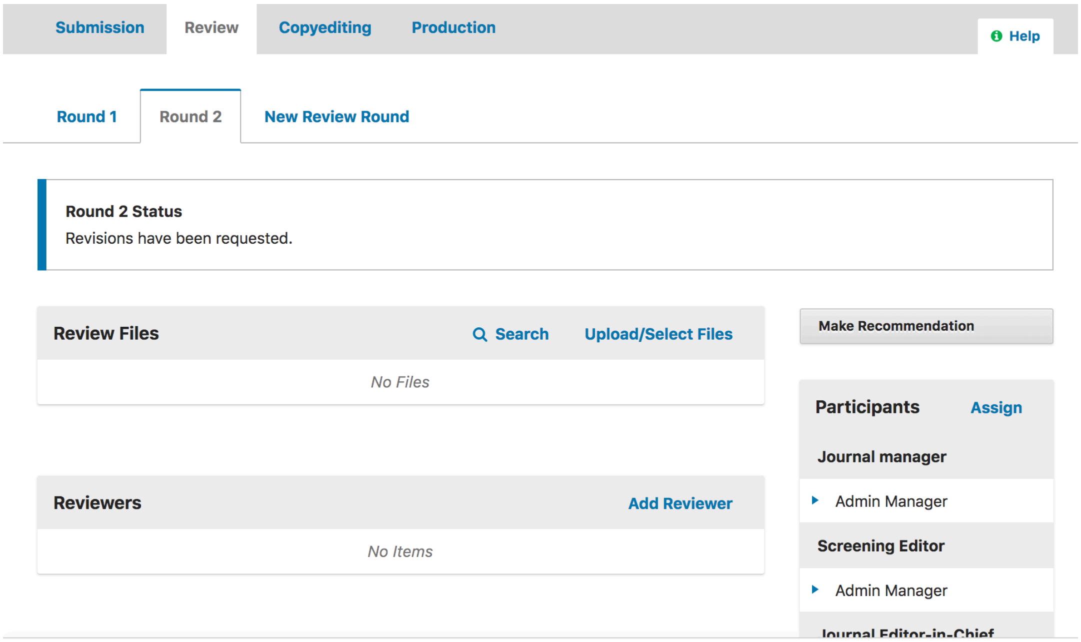
Although in this example, the editor assigned an associate editor, it would also be possible for the editor to assign herself to the submission.

Associate Editor

Now that the Associate Editor has been assigned, she can login and view her dashboard. The submission can be found at the top of the My Assigned queue.



Clicking on the article title opens the full submission record.



Accepting the Assignment

It is not required, but the Associate Editor could reply to the Pre-Review Discussion to inform the editor that she will be proceeding with the assignment.

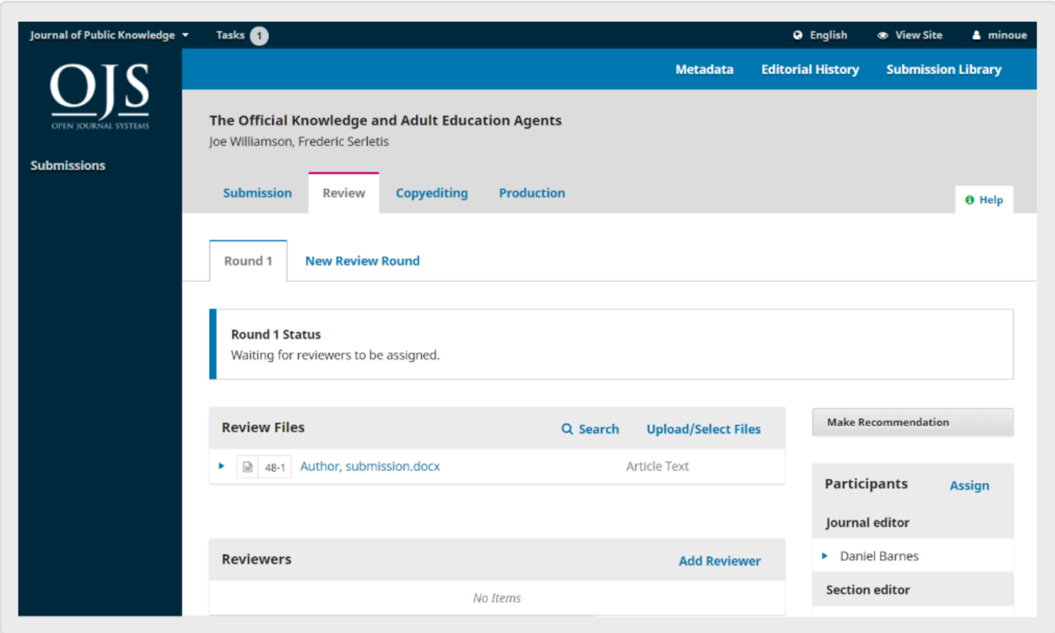
Communicating with the Author

If the Associate Editor has any questions for the author, she can use the Pre-Review Discussions.

Keep the files that are to be reviewed checked off.

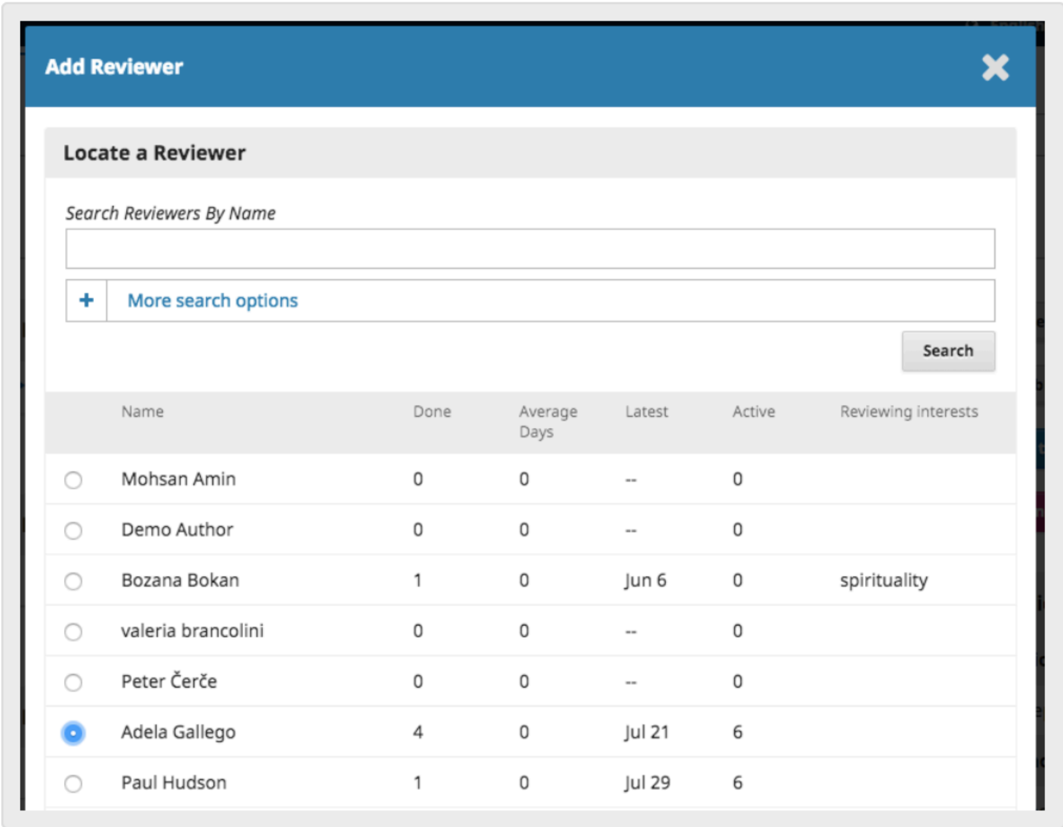
Review

When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned.



Note: In the screenshot above, we see the Associate Editor's view. Notice the limited Action buttons (only Make Recommendation is available). If we were logged in as an Editor, we would see more Action buttons (Request Revisions, Resubmit for Review, Send to Copyediting, Decline Submission).

From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer.
This opens a new window, where Reviewers are listed and can be selected one at a time.



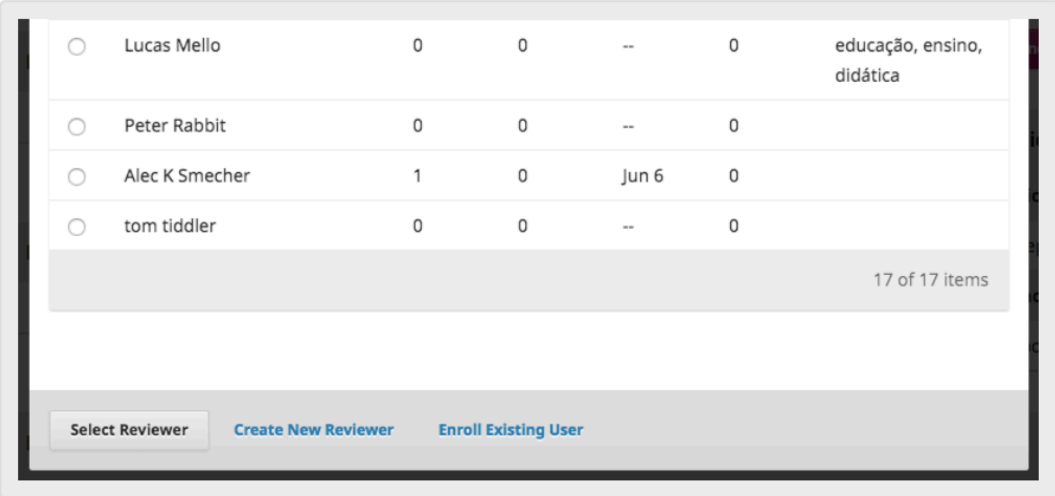
Note the details visible about the Reviewers, including their interests, past assignments, etc.

At the bottom of this form, you will see options to:

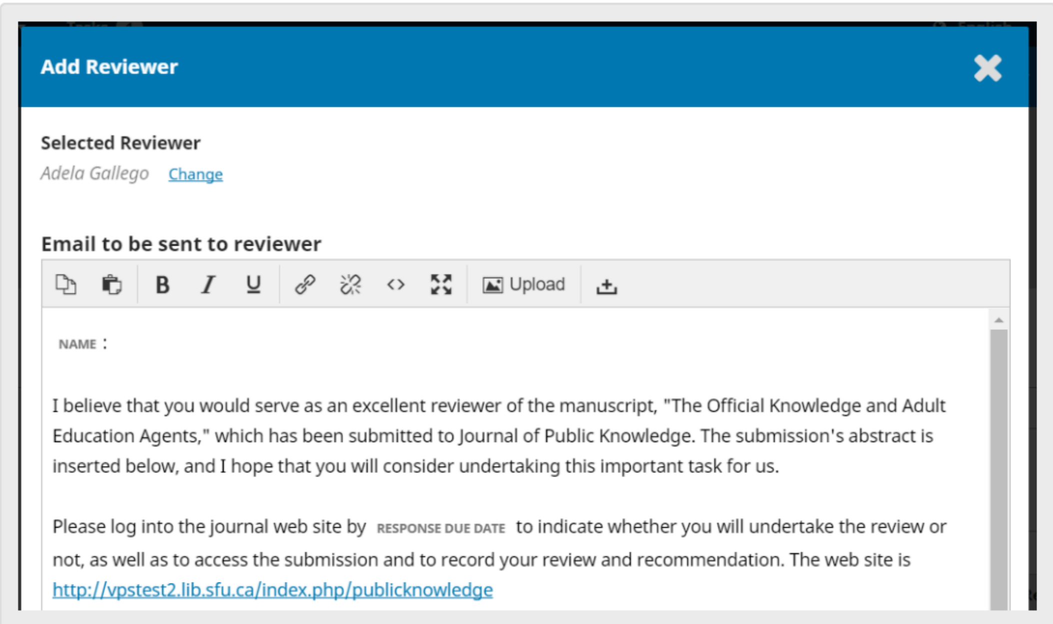
Select Reviewer: Use this to confirm your selection once you have picked a Reviewer from the list.

Create New Reviewer: If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.

Enroll Existing User: If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer.

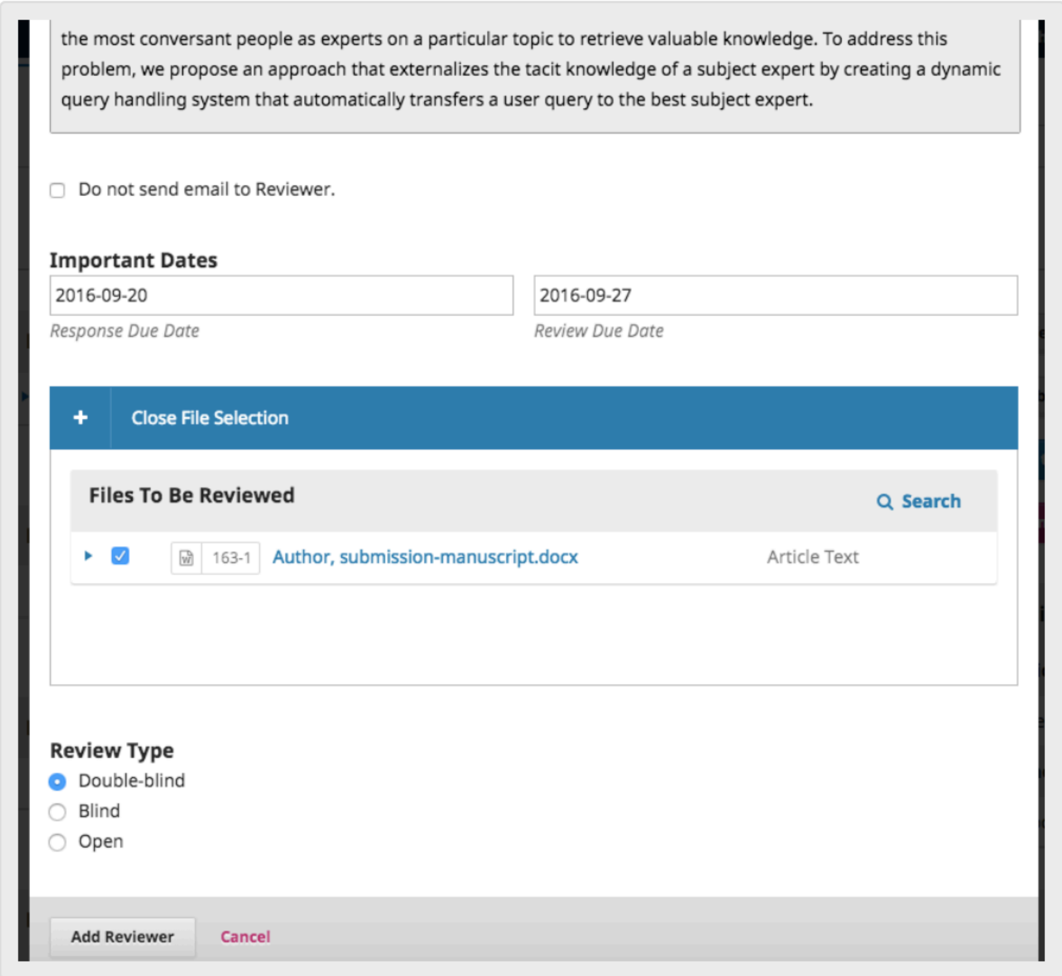


For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button. This initiates a new window with a message for the Reviewer.



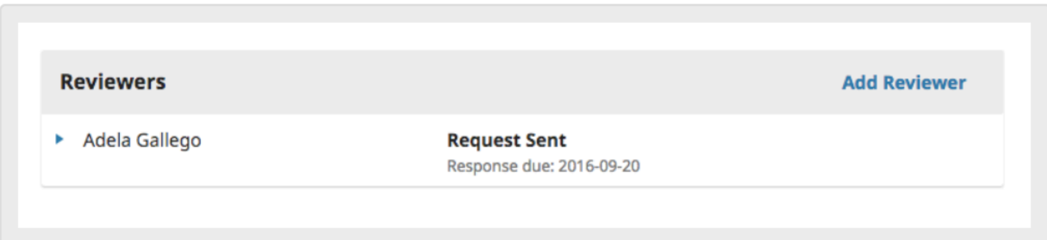
You can revise any of the prepared text.

If you are using a Blind Review method, ensure that the files you send to the Reviewer are stripped of any identifying information about the Author.
Further down the form, you will see the additional details that are sent to the Reviewer including title, abstract, important dates, and a link to the files to be reviewed.

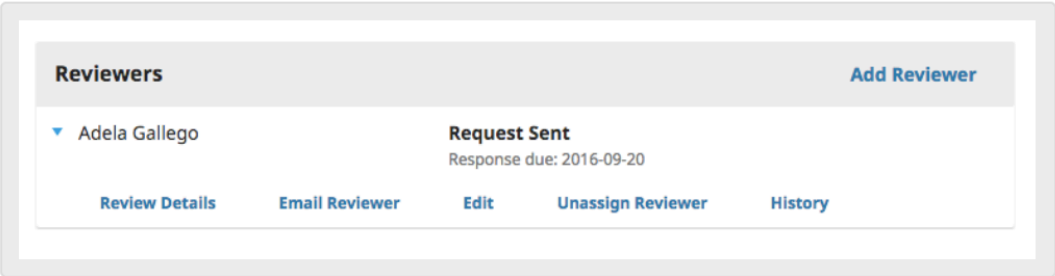


By default, Reviewers will be provided with an extended text box to type in their comments. However, the Journal Manager can create Review Forms in **Workflow Settings > Review** to ask more focused questions. If you would like the Reviewer to fill out a review form, select it under **Review Form**.

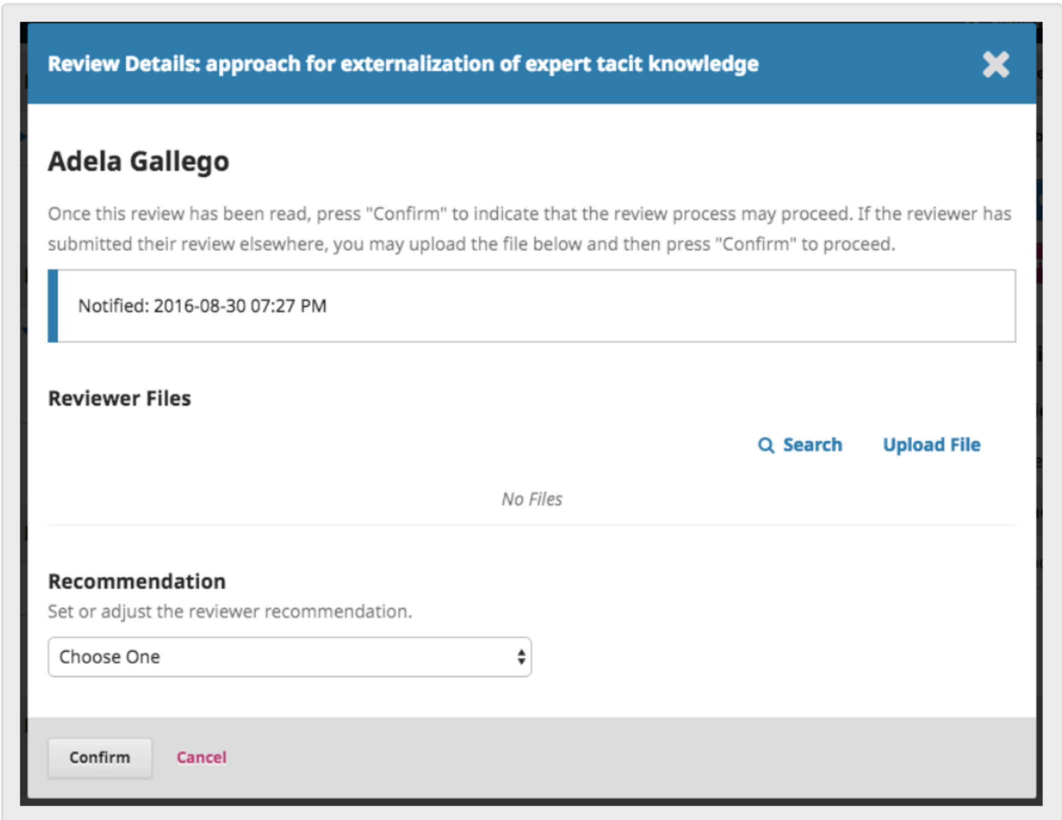
Hit the **Add Reviewer** button to send the message and assign the Reviewer.
Back on the Review Stage, we can see the Reviewer is now listed.



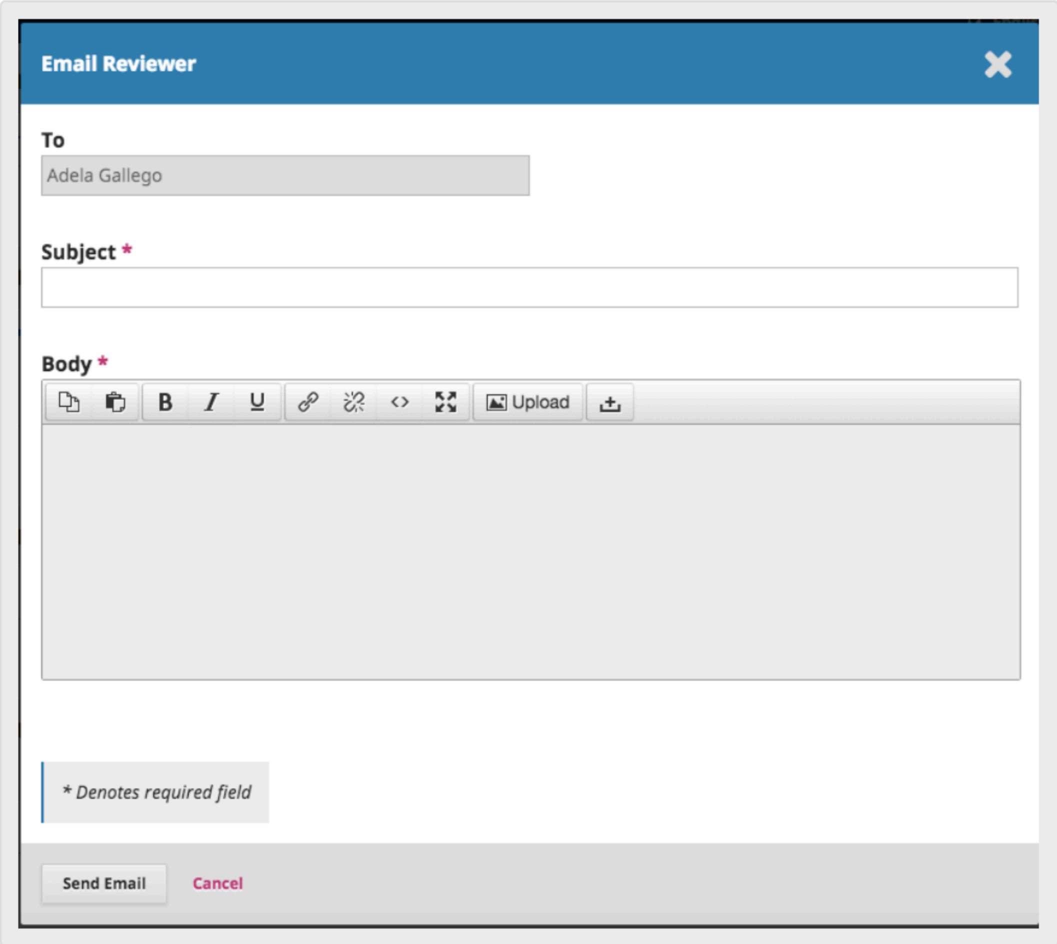
You can make additional changes using the blue arrow toggle next to the Reviewer's name.



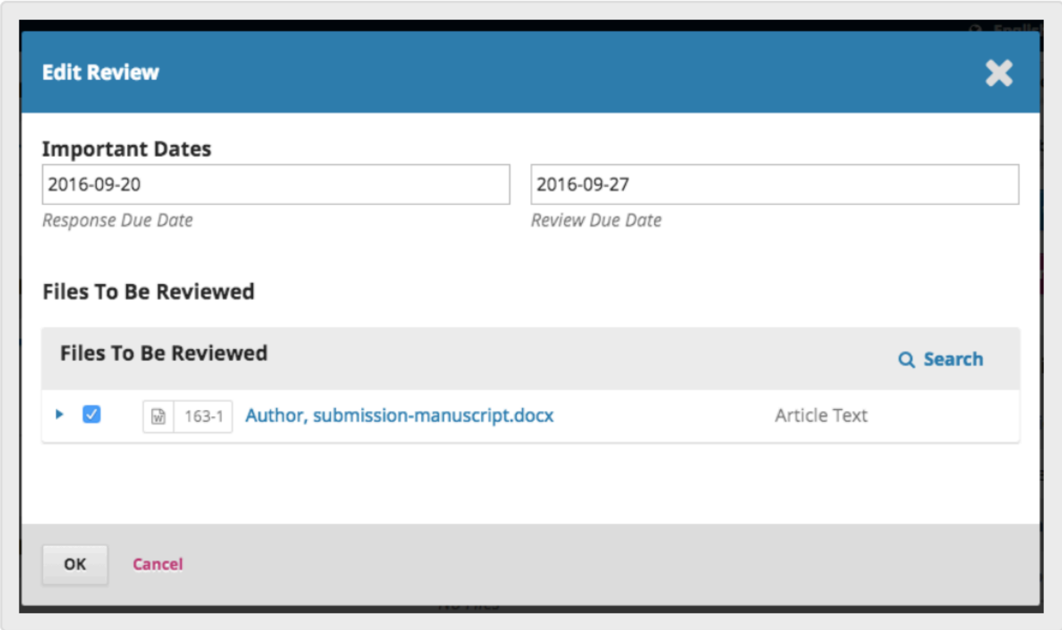
Review Details: Provides details on the review.



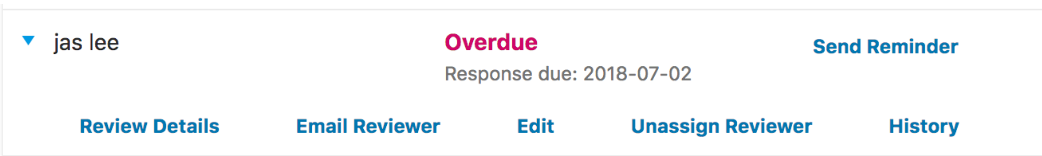
Email Reviewer: Allows you to send a message to the Reviewer.



Edit Review: Allows you to change the review dates and files.



Unassign Reviewer: Allows you to unassign the Reviewer. Please note that once the reviewer accepts the request, you cannot make Unassign Reviewer action.

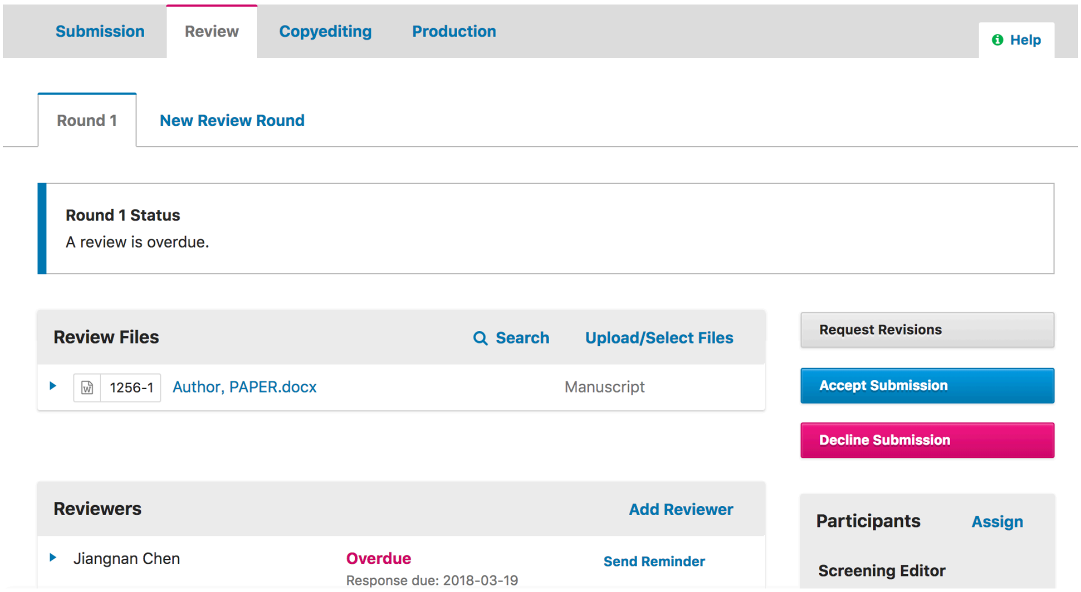


History: Provides a brief history of the review.

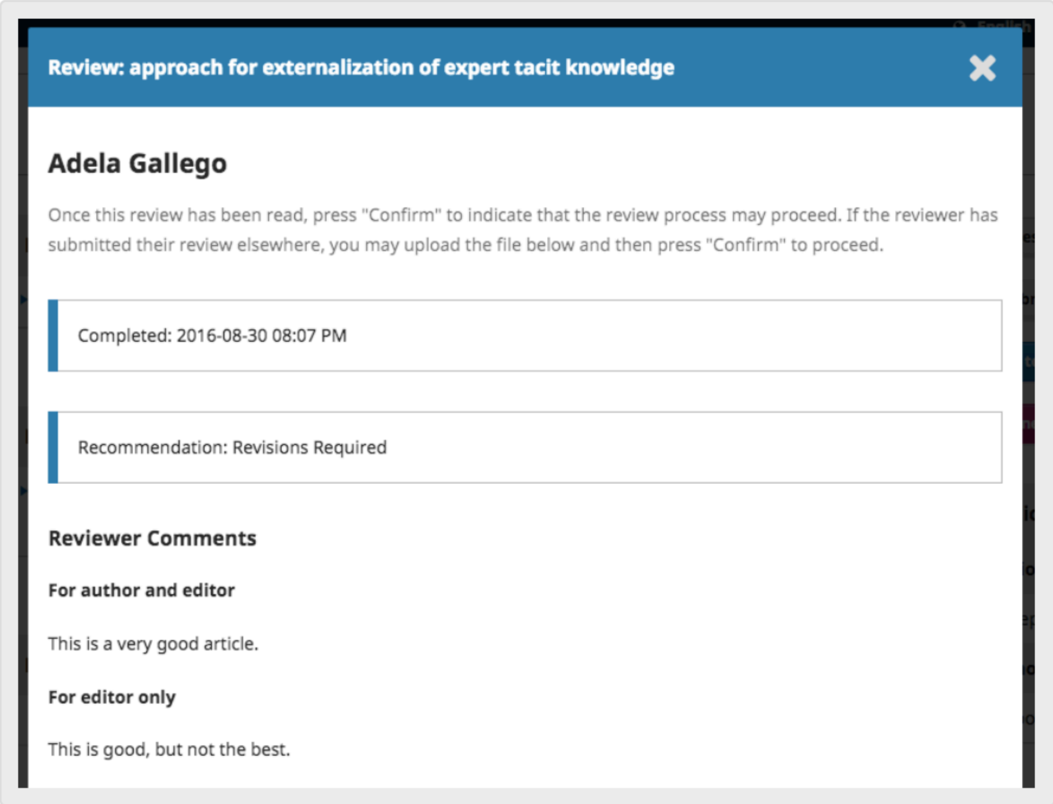
At this point, we could add additional Reviewers, and then wait for their recommendations to come in.

Responding to Reviews

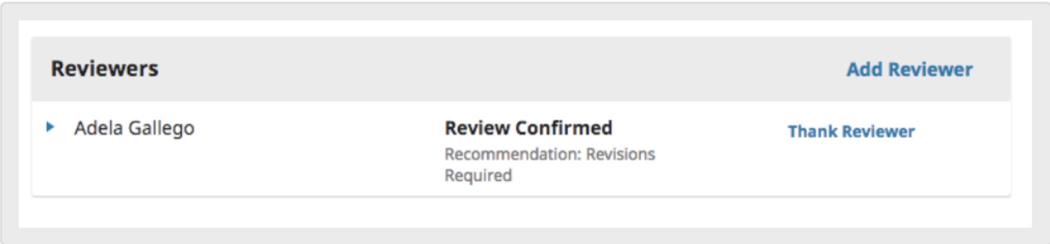
Once the Reviewers have completed their work, the Associate Editor can see the results in their dashboard.
Here they will see notifications that new reviews have been submitted and whether all reviews are in.



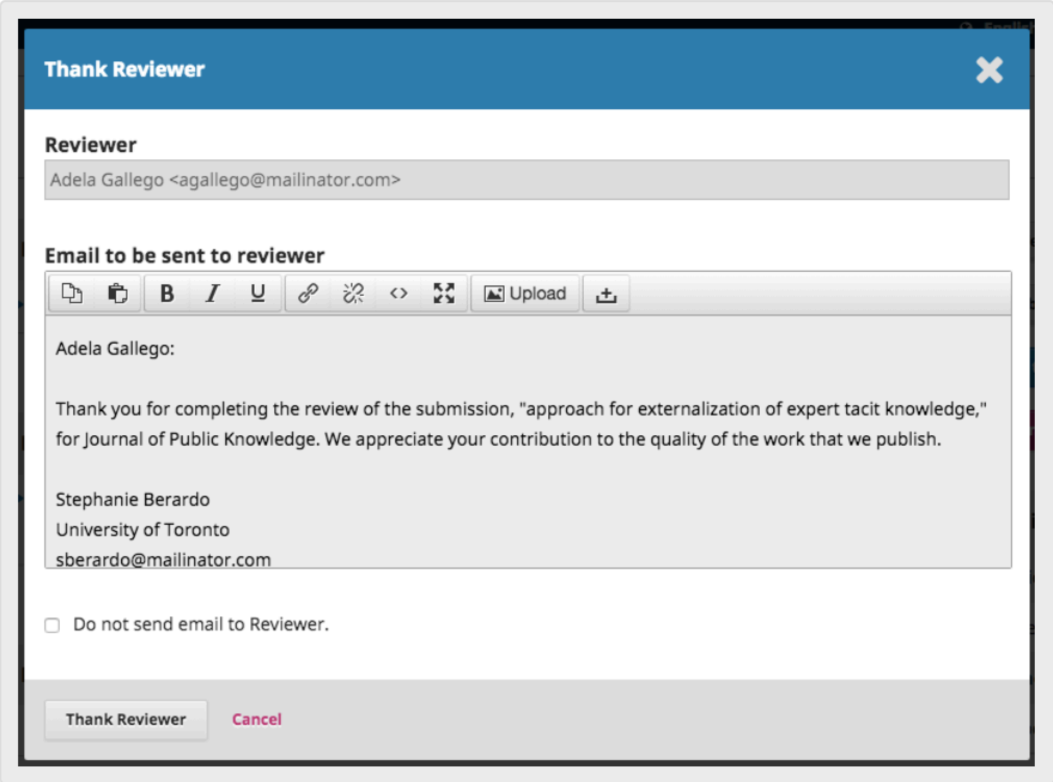
Use the *Read Review* link in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.



Select the *Confirm* link at the bottom of the screen.



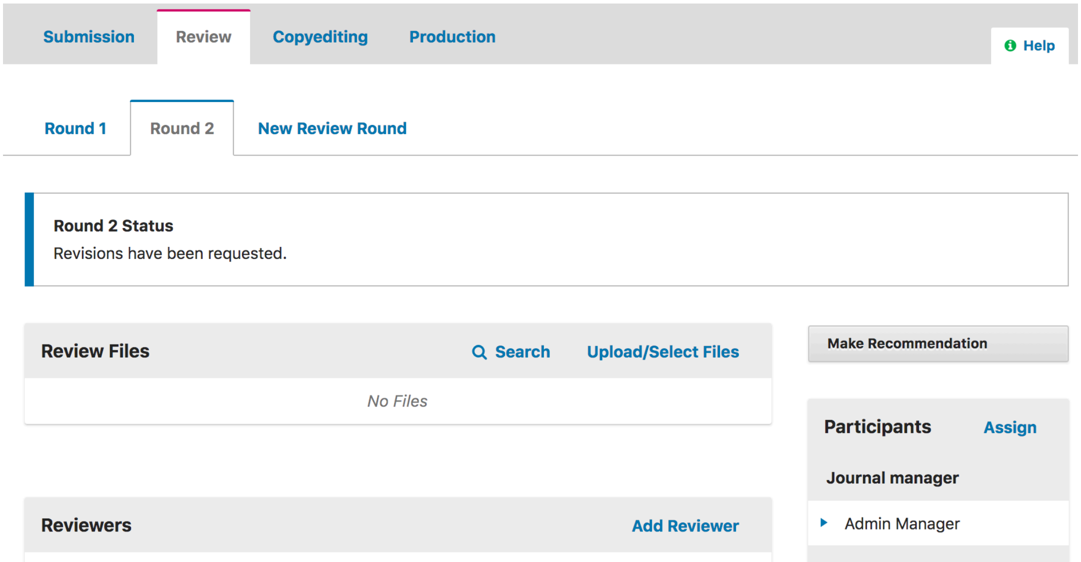
In the Reviewers panel, you can now see a *Thank Reviewer* link. Choose that to thank the Reviewer.



Hit the **Thank Reviewer** button to send the message.

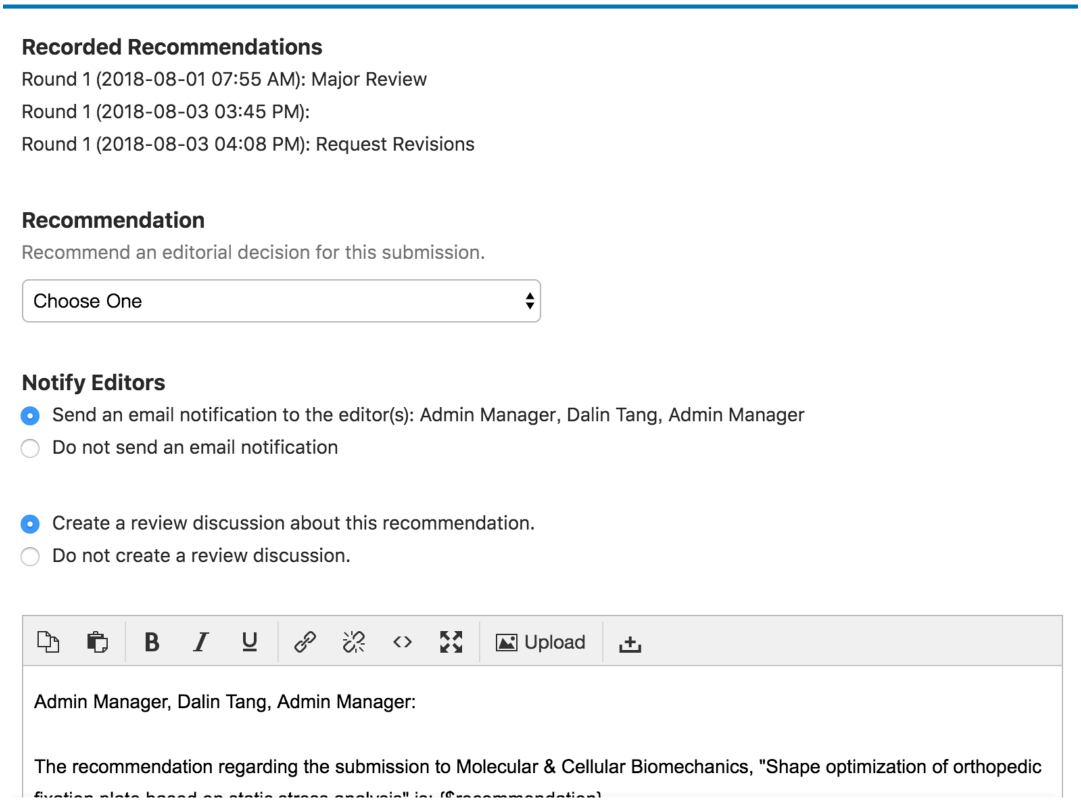
Making the Recommendation/Decision

Based on the Reviewer recommendations, you can use the action buttons to make an AE recommendation.



Click the Make Recommendation to complete the Recommendation action.

You can choose recommendation options from the dropdown box.

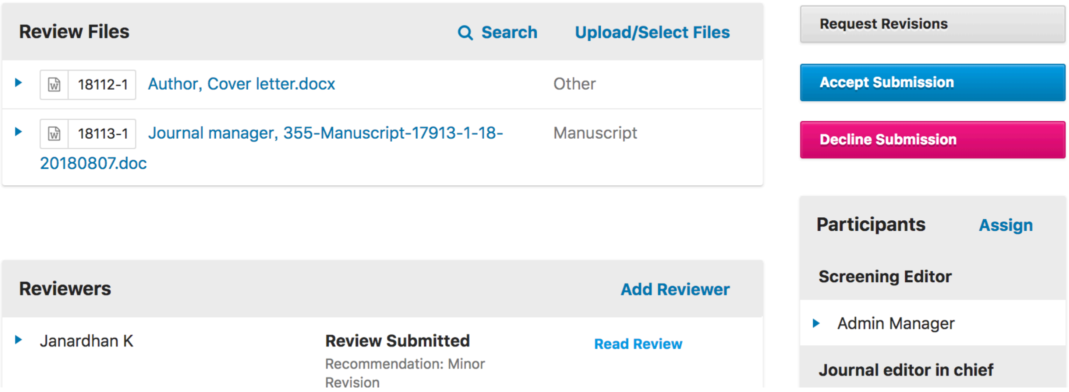


Recorded Recommendations: This is the record of the recommendation history in review round.

Recommendation: AE can select one of the options to make recommendations
Options are:
Accept Submission
Minor Revision
Major Revision
Decline Submission

Notify Editors: AE can choose either send email notification to assigned Editor(s) or not. AE can also decide to create or do not create a review discussion.

Based on the AE's recommendations, Manager can use the action buttons to make a Request Revisions.



Request Revisions: This will require the Author to make minor changes, but no further peer review is required.

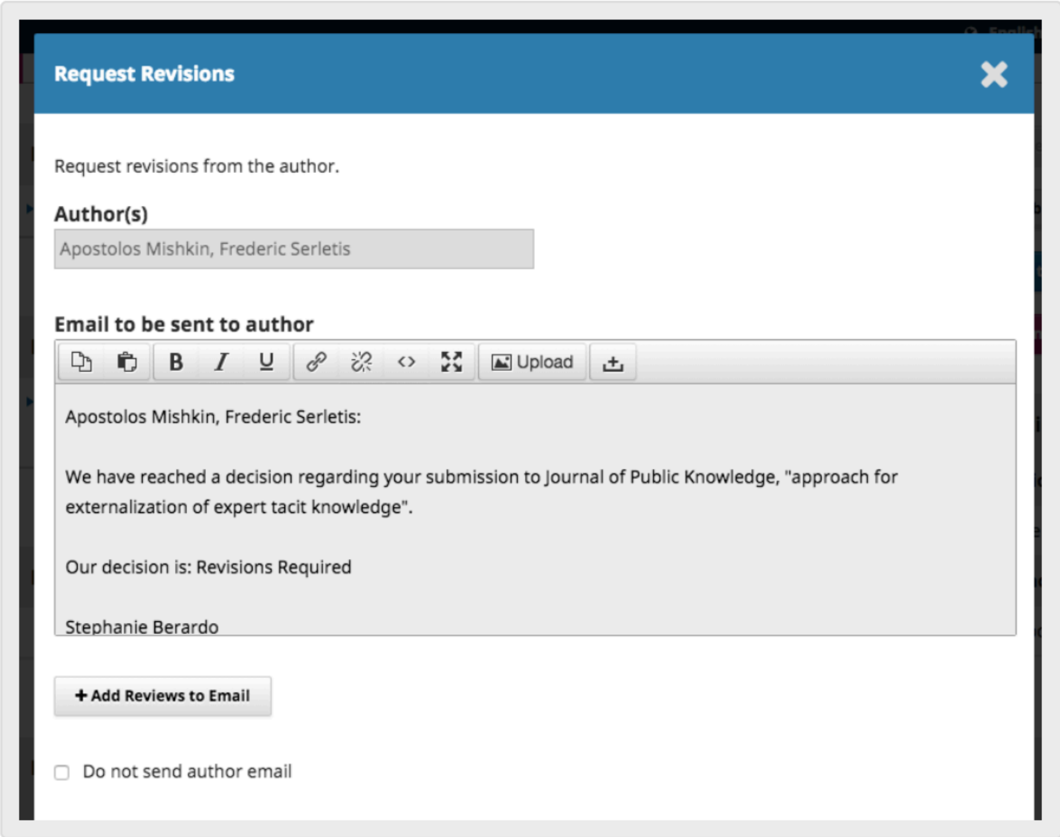
When an Accept/Decline decision is finnally recommended, Manager will inform the EIC to make the final call.

Accept Submission: This means the submission is accepted without revisions and can proceed to the Copyediting stage.

Decline Submission: This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives.

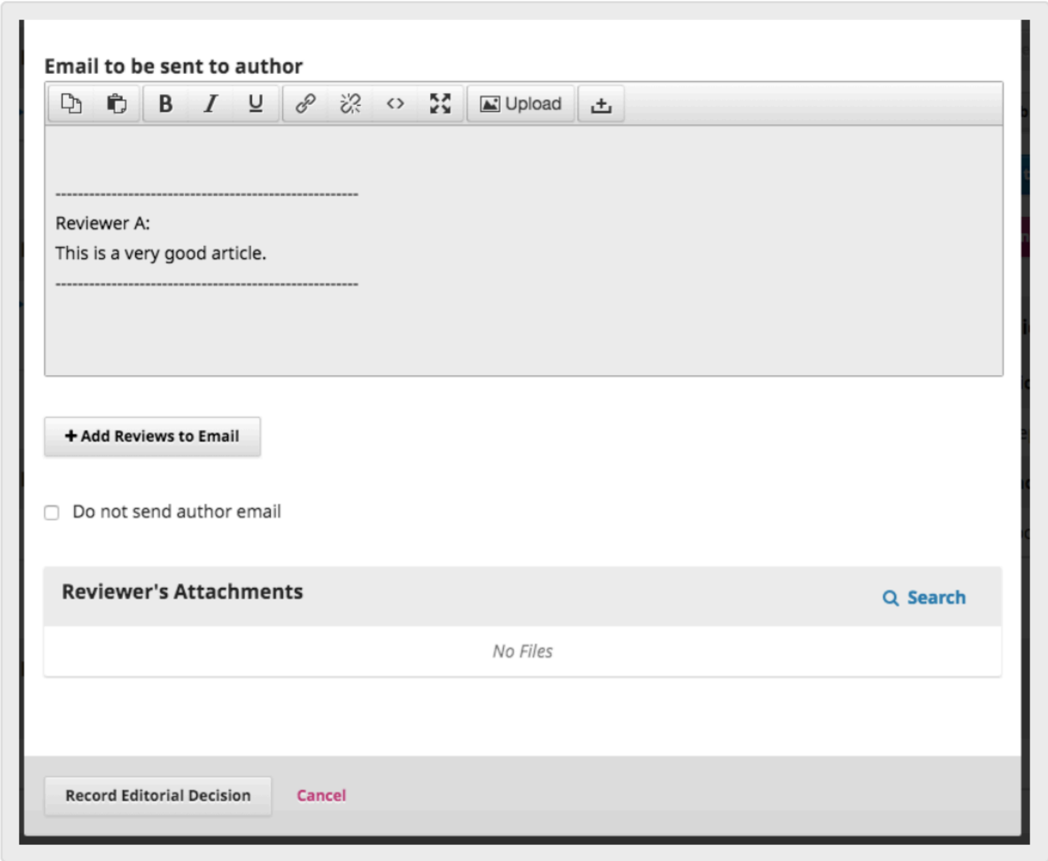
Request Revisions

In this demonstration, we are going to request that the Author make some minor revisions before acceptance.
To do so, select the **Request Revisions** button. This results in a new message window.



You can modify any of the text before sending the message.

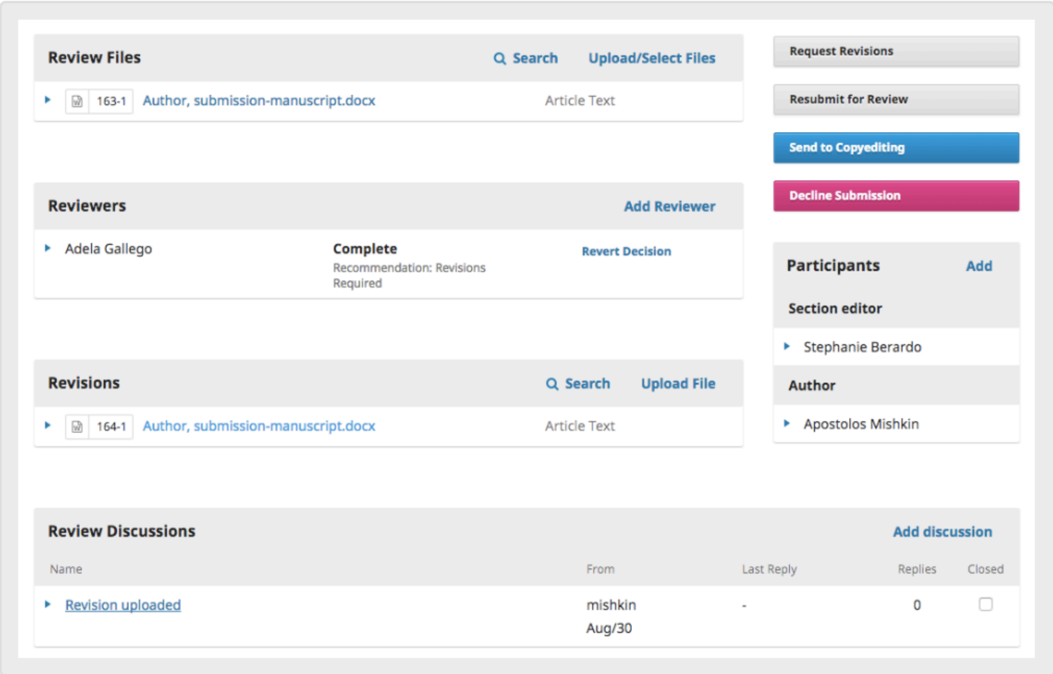
Use the **Add Reviews** button to import the Reviewer's comments.



If there are any attachments, such as marked up file created by a Reviewer, you can attach it here (as long as it has been anonymized).
Hit the **Record Editorial Decision** button to send the message.
You must now wait for the Author to respond with her revisions.

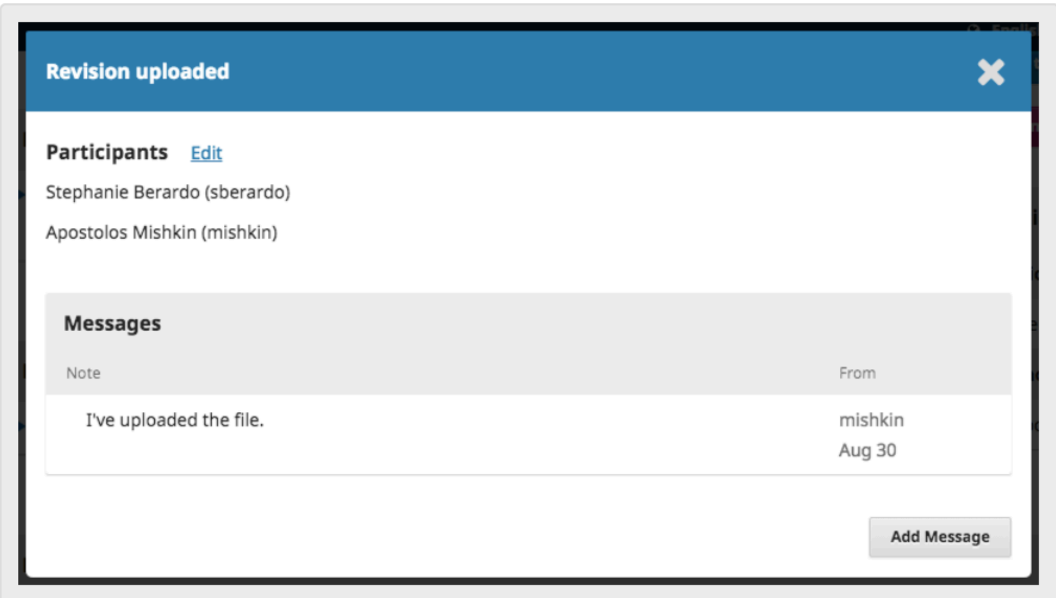
Author Responds

Once the Author has made the revisions, you will also see the revised file in the Revisions panel.

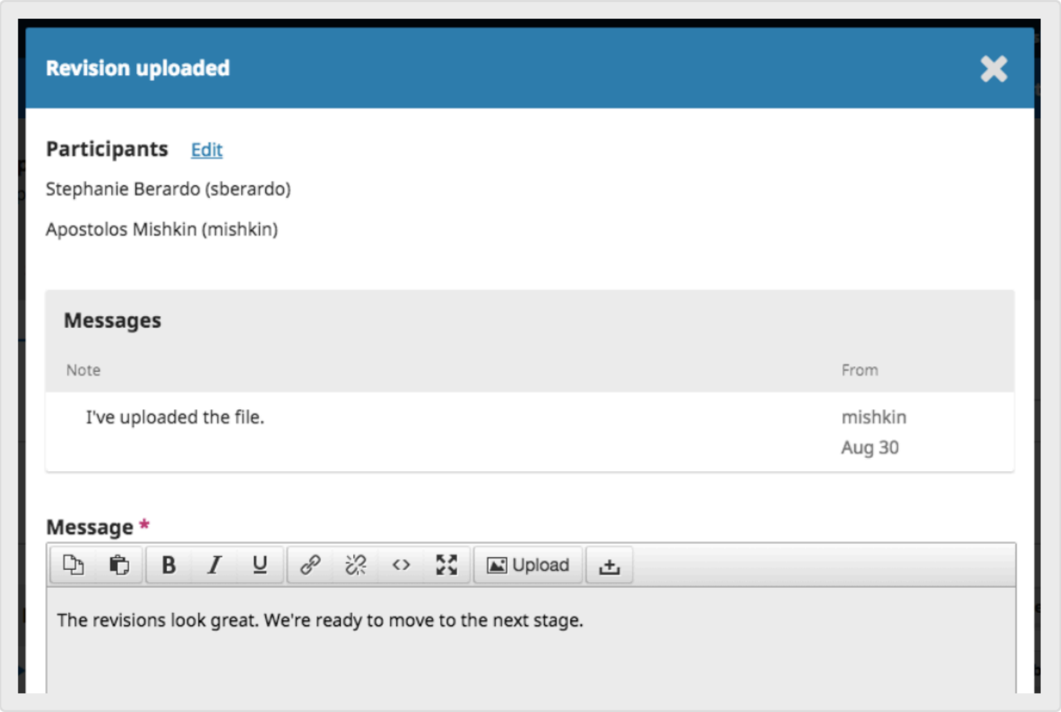


At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel.

In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box.



Use the **Add Message** button to reply.



Another option would be to ask for further revisions, but at this point, we're ready to move on.