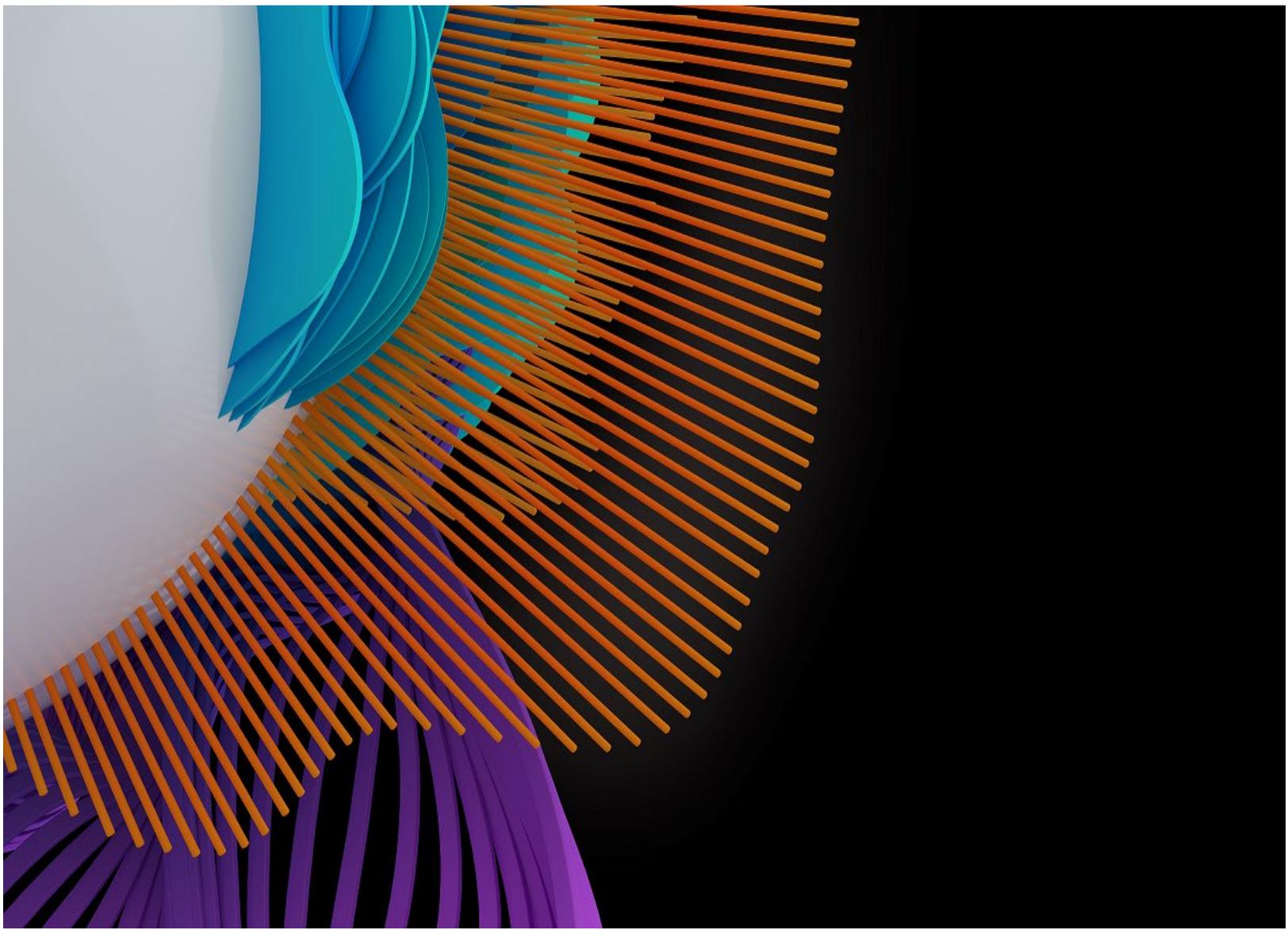


# EIC/Editor Guide

*ScholarOne Manuscripts*



## TABLE OF CONTENTS

INTRODUCTION .....	3
Use Get Help Now and FAQs .....	<b>Error! Bookmark not defined.</b>
Site Configuration and This Document .....	4
ACCESSING SCHOLARONE MANUSCRIPTS .....	4
Changing Your User Account Information .....	6
Logging In/Out .....	7
Forgot your Password? .....	10
NAVIGATION OVERVIEW .....	11
Home Page .....	11
HEADER .....	11
Footer Features .....	12
Language Toggle .....	13
OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER .....	14
EIC View .....	14
Associate Editor View .....	15
Access Manuscripts via the Editor Lists .....	15
ASSIGNING EDITORS .....	17
Assign Associate Editor – EIC Role .....	17
Change Associate Editor Assignment – EIC Role .....	19
SELECT, INVITE, AND ASSIGN REVIEWERS .....	21
Overview of Select, Invite and Assign Reviewers – Associate Editor Role .....	21
ABOUT THE PROGRESS INDICATOR .....	22
BYPASSING THE PEER REVIEW PROCESS .....	22
DOUBLE-QUEUING OF MANUSCRIPT .....	22
Selecting a Reviewer .....	23
REVIEWER SEARCH METHODS .....	27
ADDING NEW REVIEWERS .....	36
Invite a Reviewer .....	37
INVITE ALL .....	37
ALTERNATE REVIEWER LIST .....	38
Assign A Reviewer .....	39

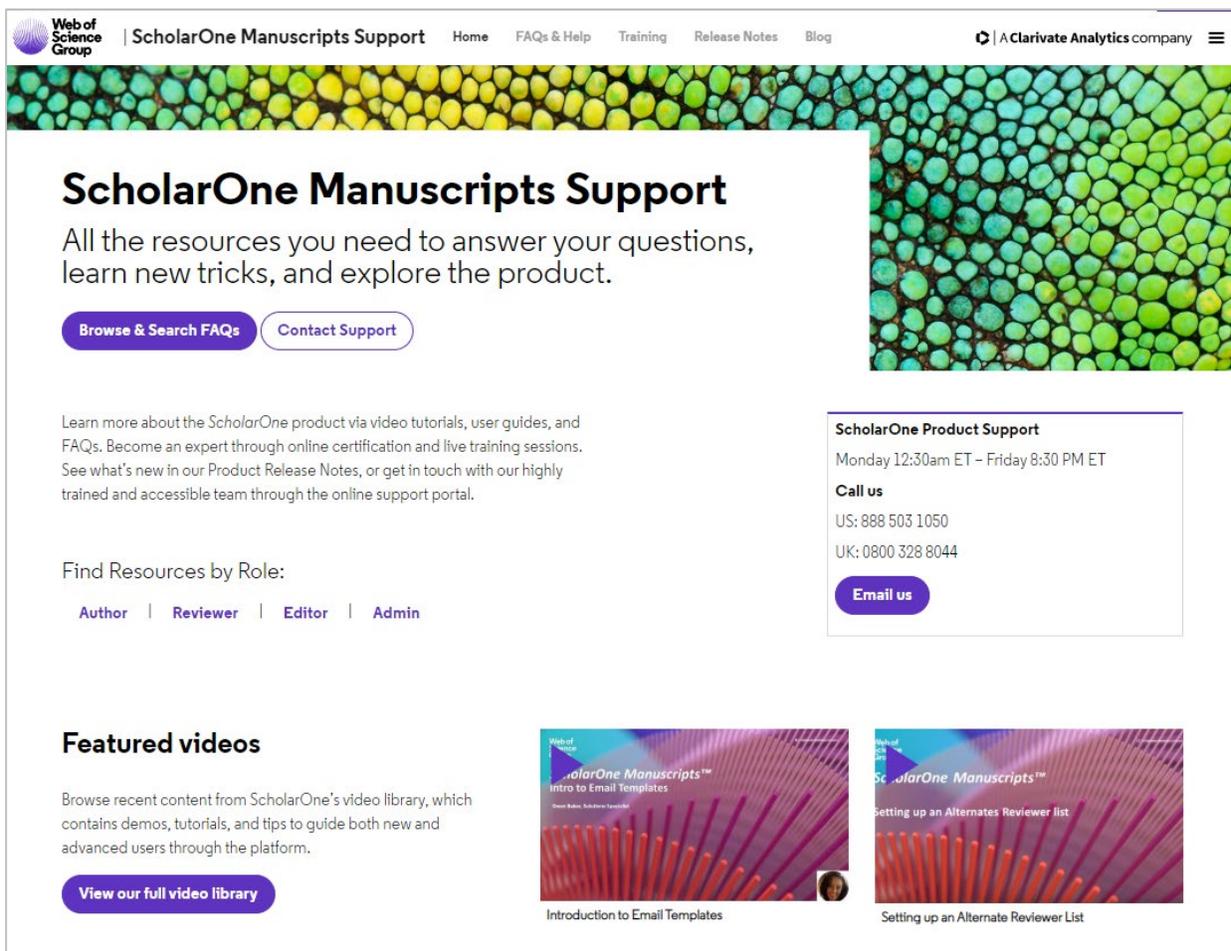
DECLINE SUGGEST ALTERNATES.....	39
GRANTING EXTENSIONS AND EDITING REVIEWER REMINDERS.....	40
DATE REVIEW LAST SAVED .....	42
SETTING SEARCH PREFERENCES .....	43
ASSOCIATE EDIOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS .....	45
Rescind a Review .....	46
MAKING MANUSCRIPT DECISIONS .....	47
Make Final Decision - EIC or Associate Editor.....	47
RESCINDING A FINAL DECISION .....	48
Make Recommendation – Associate Editor.....	50
Make Preliminary Decision – Associate Editor .....	50
Approve Preliminary Decision – EIC.....	51
MAKING AN IMMEDIATE DECISION - EIC ROLE.....	53
EIC Immediate Decision From the Manuscript Information Tab .....	53
EIC Immediate Decision From a Task-Related Tab .....	54
Manuscript Tranfer .....	55
MAKING THE REJECT WITH TRANSFER FINAL DECISION BY THE EDITOR .....	55
BLINDED REVIEWS .....	57
VIEWING MANUSCRIPT INFORMATION .....	58
The Manuscript Information Tab.....	58
MANUSCRIPT HEADER .....	58
SCROLL TO.....	60
VIEWING PROOFS .....	60
VERSION HISTORY .....	60
PLAGIARISM CHECKING .....	62
UNUSUAL ACTIVITY DETECTION .....	64
Unusual Activity Indicators for Standard access.....	64
Full Access Responsibilities (Admins by Default) .....	65
Submission “What is this?” Informational Pop-Up.....	66

## 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.



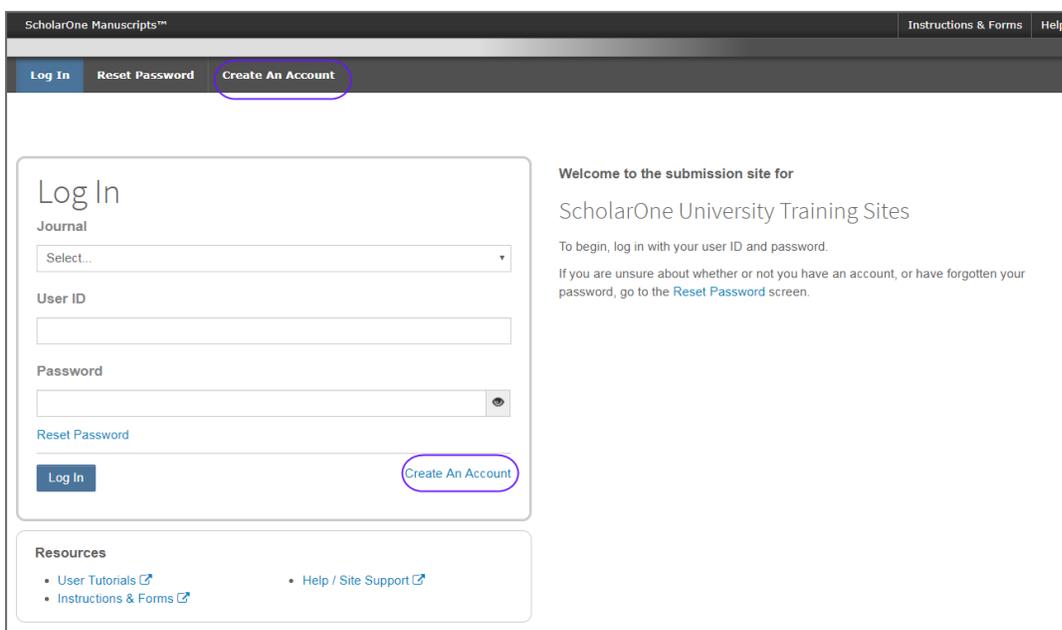
The screenshot shows the ScholarOne Manuscripts Support website. The header includes the Web of Science Group logo, the site title "ScholarOne Manuscripts Support", and navigation links for Home, FAQs & Help, Training, Release Notes, and Blog. A Clarivate Analytics company logo is in the top right. The main content area features a large heading "ScholarOne Manuscripts Support" with a sub-heading "All the resources you need to answer your questions, learn new tricks, and explore the product." Below this are two buttons: "Browse & Search FAQs" and "Contact Support". A text block describes the resources available, including video tutorials, user guides, and FAQs. A "Find Resources by Role:" section lists "Author", "Reviewer", "Editor", and "Admin". To the right, a "ScholarOne Product Support" box provides contact information: "Monday 12:30am ET - Friday 8:30 PM ET", "Call us" with US (888 503 1050) and UK (0800 328 8044) numbers, and an "Email us" button. The "Featured videos" section includes a description of the video library and a "View our full video library" button. Two video thumbnails are shown: "Introduction to Email Templates" and "Setting up an Alternate Reviewer List".

## 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.



The screenshot shows the ScholarOne Manuscripts™ website interface. At the top, there are navigation links for "Instructions & Forms" and "Help". Below this, a dark navigation bar contains "Log In", "Reset Password", and "Create An Account" (circled in blue). The main content area is split into two columns. The left column is titled "Log In" and contains a "Journal" dropdown menu (set to "Select..."), a "User ID" text input field, a "Password" text input field with a toggle icon, a "Reset Password" link, a "Log In" button, and a "Create An Account" button (circled in blue). The right column is titled "Welcome to the submission site for ScholarOne University Training Sites" and contains instructions: "To begin, log in with your user ID and password. If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen." At the bottom, a "Resources" section lists links for "User Tutorials", "Instructions & Forms", and "Help / Site Support".

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

### Create an Account

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

**E-mail Addresses**

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

1 E-Mail / Name

2 Address

3 User ID & Password

**ORCID®**

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

[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

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

**Name**

Prefix:

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



Connecting Research and Researchers

**SIGN IN**

Email or iD

Password

[Forgotten Password?](#)

**DON'T HAVE AN ID? REGISTER**

First name  \*

Last name

Email  \*

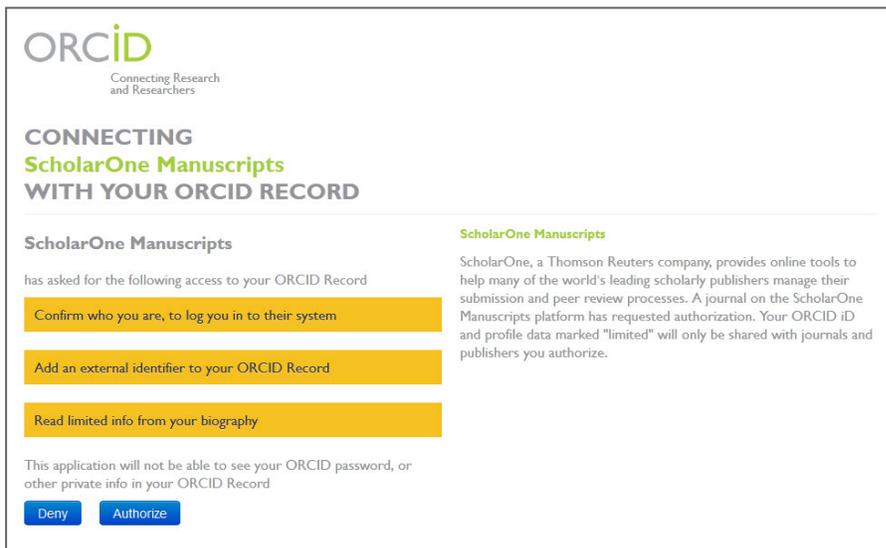
Re-enter email  \*

Password  \*

Confirm password  \*

Default privacy for new works

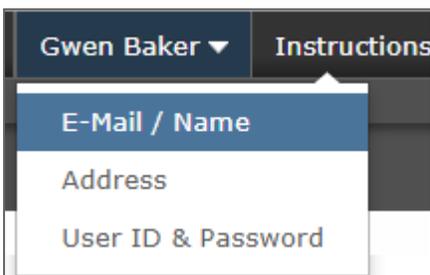
Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal access to their 'limited' data.



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.



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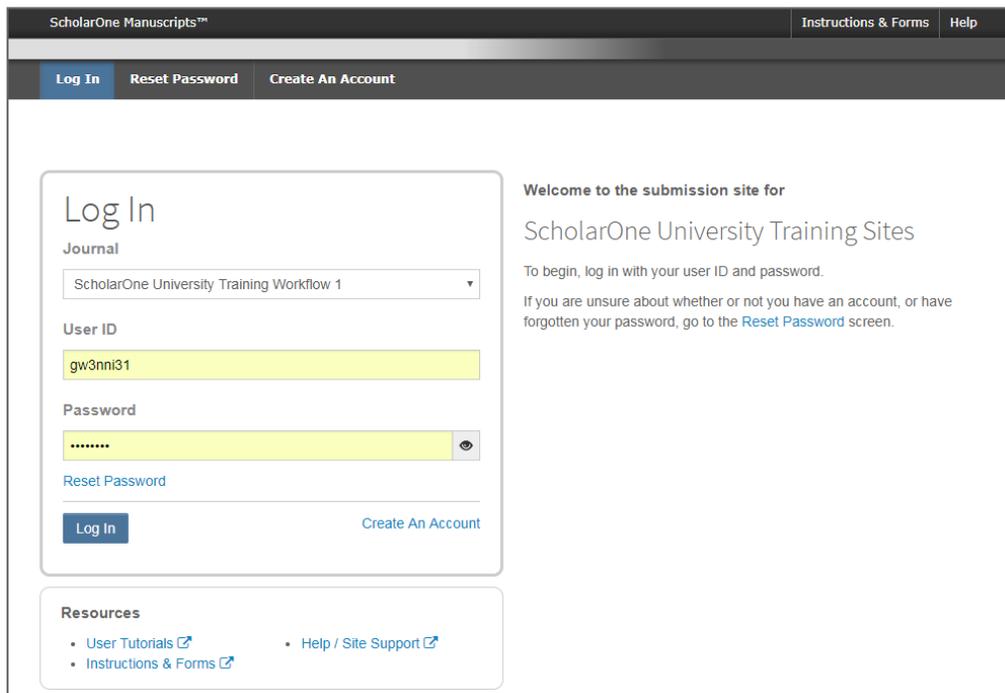
**Note:** Please retain your new password. ScholarOne will not send your password via e-mail.

---

## 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.

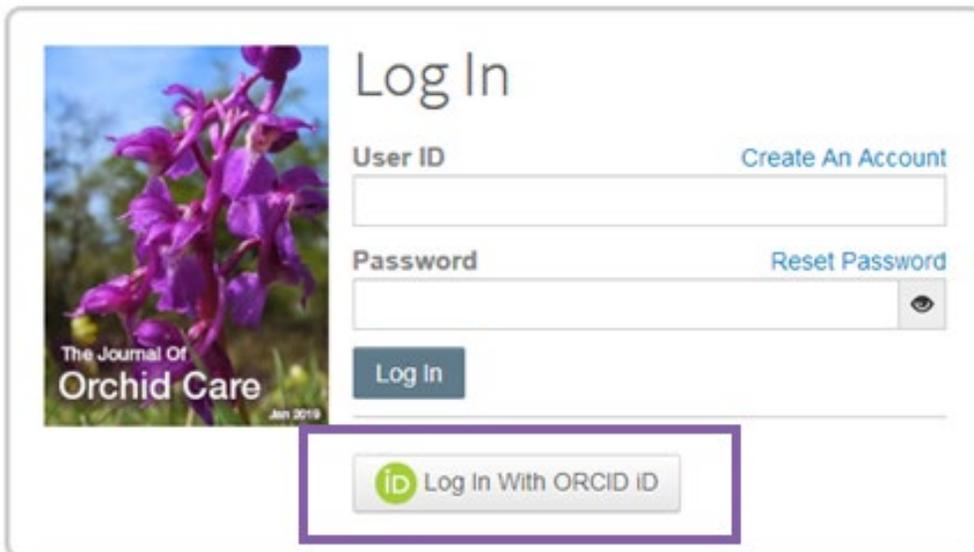


The screenshot shows the ScholarOne Manuscripts™ Log In page. At the top, there are navigation links for "Instructions & Forms" and "Help". Below that, a dark bar contains "Log In", "Reset Password", and "Create An Account" buttons. The main content area features a "Log In" form with a "Journal" dropdown menu set to "ScholarOne University Training Workflow 1". The "User ID" field contains "gw3nni31" and the "Password" field is masked with dots. There are "Reset Password" and "Log In" buttons, along with a "Create An Account" link. To the right of the form, a welcome message reads: "Welcome to the submission site for ScholarOne University Training Sites. To begin, log in with your user ID and password. If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen." Below the form is a "Resources" section with links for "User Tutorials", "Instructions & Forms", and "Help / Site Support".

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.



The screenshot shows a login interface for 'The Journal Of Orchid Care'. On the left is a cover image of the journal from January 2019, featuring purple orchids. The main heading is 'Log In'. Below it are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Create An Account'. To the right of the 'Password' field is a link 'Reset Password' and a small eye icon for toggling password visibility. A dark blue 'Log In' button is positioned below the password field. At the bottom, a button with the ORCID ID logo and the text 'Log In With ORCID ID' is highlighted with a purple rectangular border.

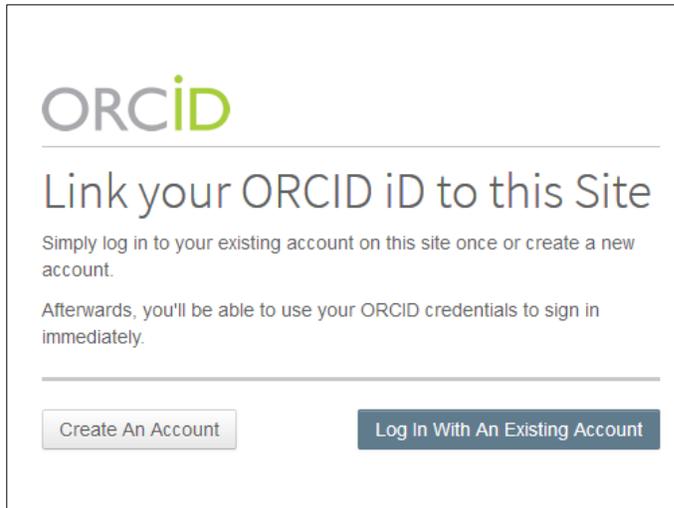
You will then log in to ORCID ID or register an ORCID account.

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.

## ► Log Out

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



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

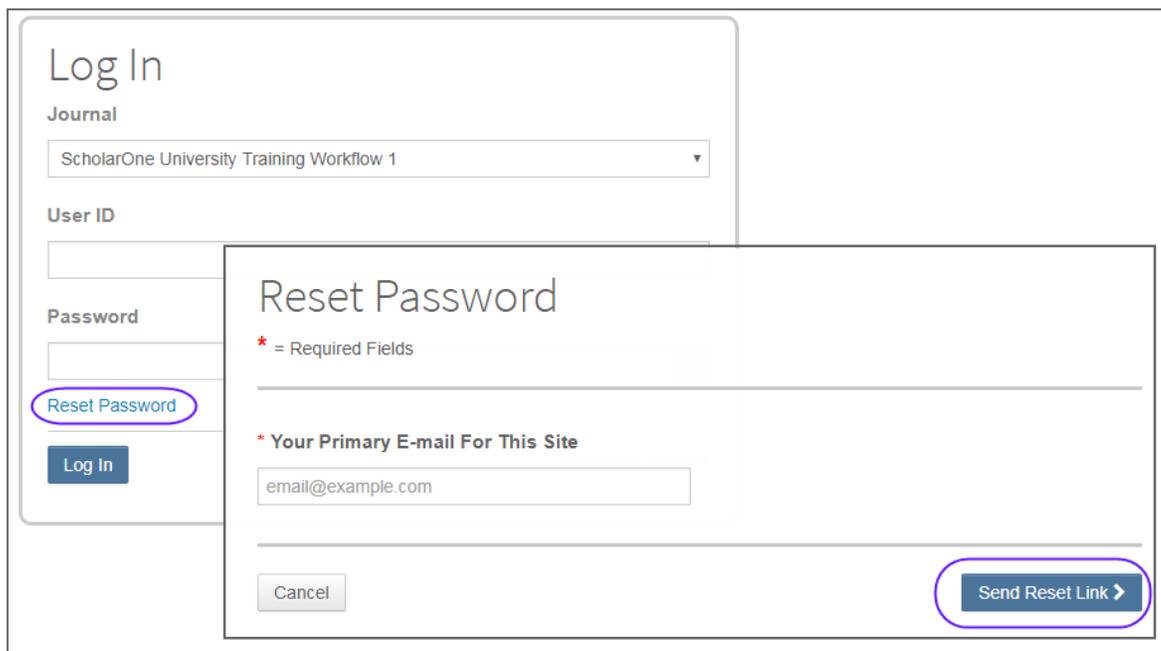
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**Note:** After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

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## FORGOT YOUR PASSWORD?

### ► Reset Password

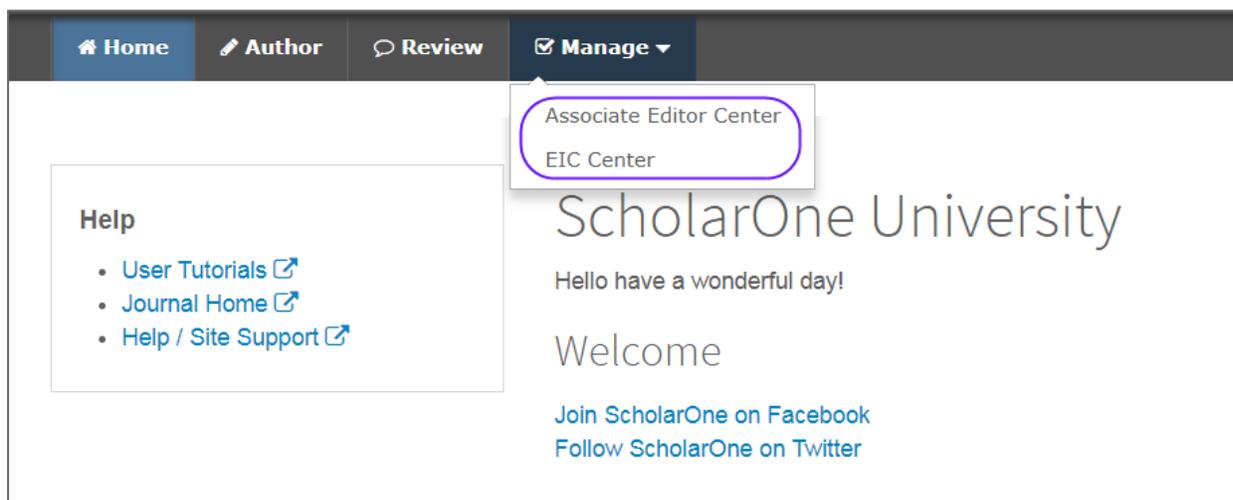
A screenshot of a web interface. On the left is a 'Log In' form with fields for 'Journal' (a dropdown menu showing 'ScholarOne University Training Workflow 1'), 'User ID', and 'Password'. Below the 'Password' field is a 'Reset Password' link circled in red, and a 'Log In' button. On the right is a 'Reset Password' modal dialog. It has a title 'Reset Password', a legend '\* = Required Fields', and a field for '\* Your Primary E-mail For This Site' containing 'email@example.com'. At the bottom of the modal are a 'Cancel' button and a 'Send Reset Link' button with a right-pointing arrow, which is circled in red.

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

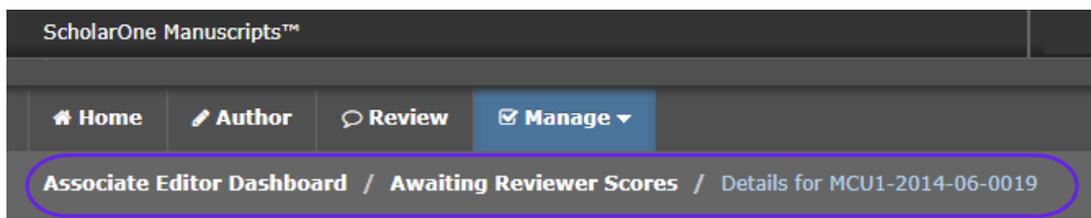
### Journal Logo

**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,

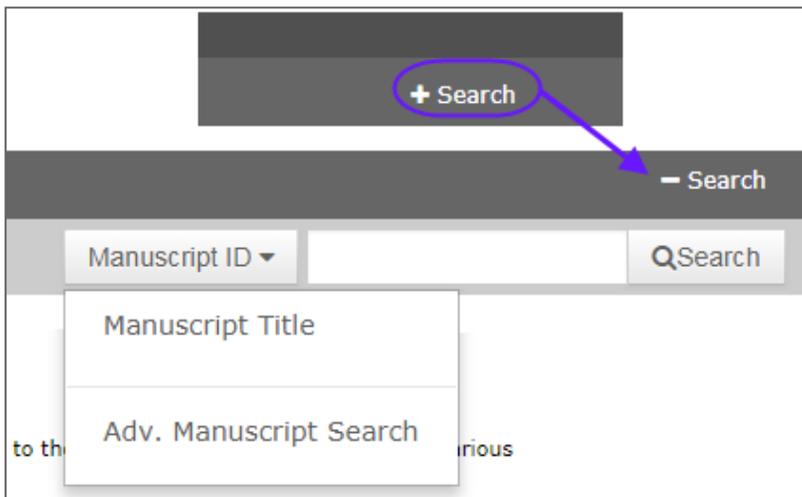
are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you to easily move between functions.

**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

SCHOLARONE™

 **Clarivate  
Analytics**

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ScholarOne Manuscripts and ScholarOne are registered trademarks of ScholarOne, Inc.  
ScholarOne Manuscripts Patents #7,257,767 and #7,263,655.

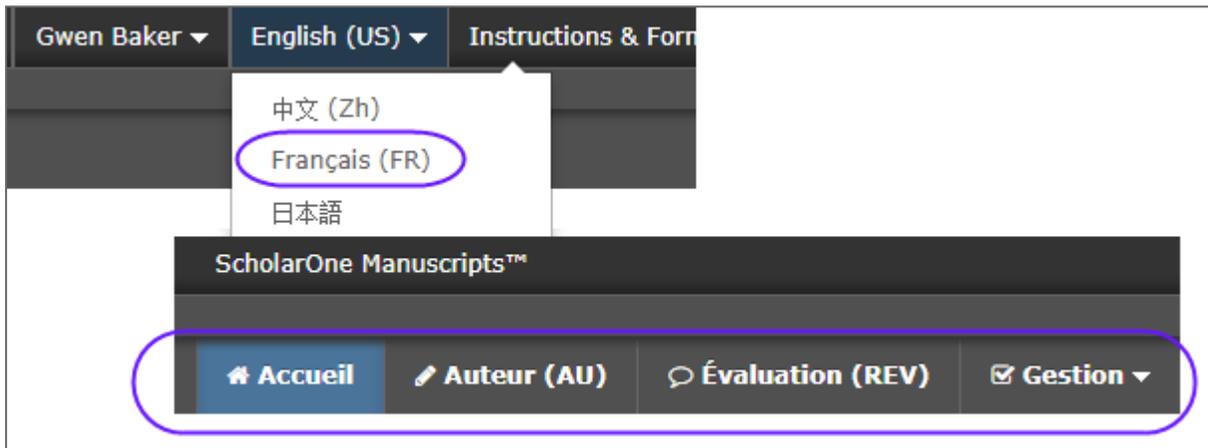
[@ScholarOneNews](#) | [System Requirements](#) | [Privacy Statement](#) | [Terms of Use](#)

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.

Editor-in-Chief Lists	Quick Search - <a href="#">Show Advanced Search</a>
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <hr/> <ul style="list-style-type: none"> <li>0 Awaiting AE Assignment</li> <li>2 <a href="#">Awaiting Reviewer Selection</a></li> <li>0 Awaiting Reviewer Invitation</li> <li>0 Awaiting Reviewer Assignment</li> <li>0 Awaiting Reviewer Scores</li> <li>0 Overdue Reviewer Scores</li> <li>2 <a href="#">Awaiting AE Recommendation</a></li> <li>0 Awaiting EIC Decision</li> </ul>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <hr/> <p>Saved Search: <input type="text" value="Select..."/>  Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p>
<p>Reports</p> <hr/> <ul style="list-style-type: none"> <li> <b>Manuscript Status and Summary Reports</b></li> <li> <b>Peer Review Details Reports</b></li> <li> <b>User Performance Reports</b></li> <li>• <a href="#">Publication Folders, My Folders, Custom Reports, and Role Reports</a></li> <li>• <a href="#">At-A-Glance Statistics</a></li> </ul>	<div style="text-align: right;"> Search</div>

---

**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 - <a href="#">Show Advanced Search</a>
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <hr/> <ul style="list-style-type: none"> <li><a href="#">2 Awaiting Reviewer Selection</a></li> <li>0 Awaiting Reviewer Invitation</li> <li>0 Overdue Reviewer Response</li> <li>0 Awaiting Reviewer Assignment</li> <li>0 Awaiting Reviewer Scores</li> <li>0 Overdue Reviewer Scores</li> <li><a href="#">2 Awaiting AE Recommendation</a></li> </ul>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <hr/> <p>Saved Search: <input type="text" value="Select..."/>  Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p style="text-align: right;"> Search</p>
<p><b>Reports</b></p> <ul style="list-style-type: none"> <li> <b>Manuscript Status and Summary Reports</b></li> <li> <b>Peer Review Details Reports</b></li> <li> <b>User Performance Reports</b></li> <li> <a href="#">Publication Folders, My Folders, Custom Reports, and Role Reports</a></li> </ul>	

## 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.

<b>2</b> <a href="#">Select Reviewers</a>
<b>0</b> <a href="#">Invite Reviewers</a>
<b>2</b> <a href="#">Overdue Reviewer Response</a>
<b>1</b> <a href="#">Assign Reviewer</a>
<b>1</b> <a href="#">Awaiting Reviewer Scores</a>
<b>5</b> <a href="#">Overdue Reviewer Scores</a>
<b>1</b> <a href="#">Ready for Final Decision</a>

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

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

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

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

## ASSIGNING EDITORS

### ASSIGN ASSOCIATE EDITOR – EIC ROLE

#### ► Assign Associate Editor

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

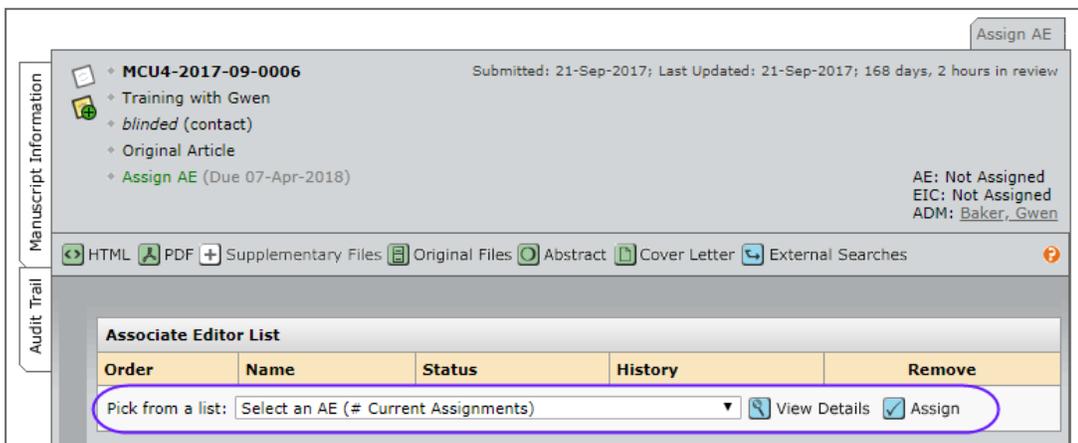
<b>1</b> <a href="#">Awaiting AE Assignment</a>
0 Awaiting Reviewer Selection
0 Awaiting Reviewer Invitation
0 Awaiting Reviewer Assignment
0 Awaiting Reviewer Scores
0 Overdue Reviewer Scores
<b>2</b> <a href="#">Awaiting AE Recommendation</a>
0 Awaiting EIC Decision

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

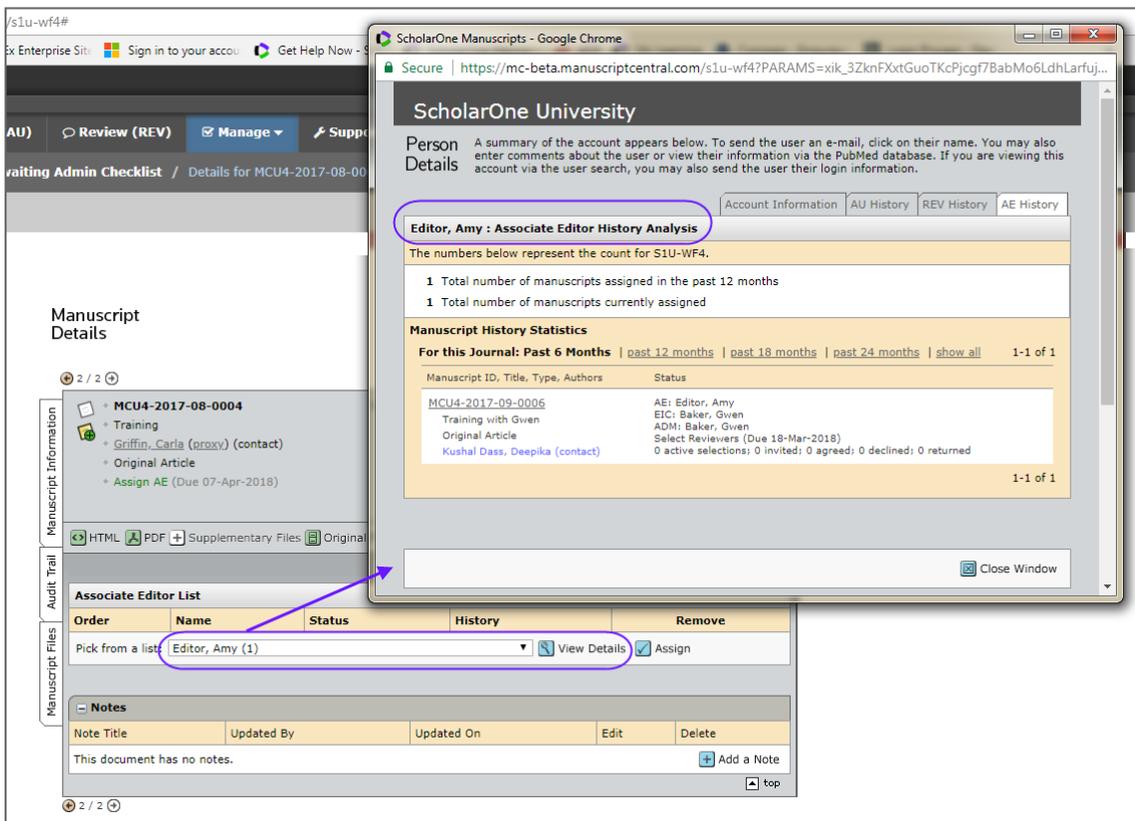
Awaiting AE Assignment				Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
MCU4-2017-09-0006	Training with Gwen [ <a href="#">View Submission</a> ]	21-Sep-2017	AE: Not Assigned EIC: Not Assigned ADM: <a href="#">Baker, Gwen</a>	
Original Article	<i>blinded</i>		• Assign AE (Due 07-Apr-2018)	

 Export to CSV Manuscripts 1-1 of 1

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



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

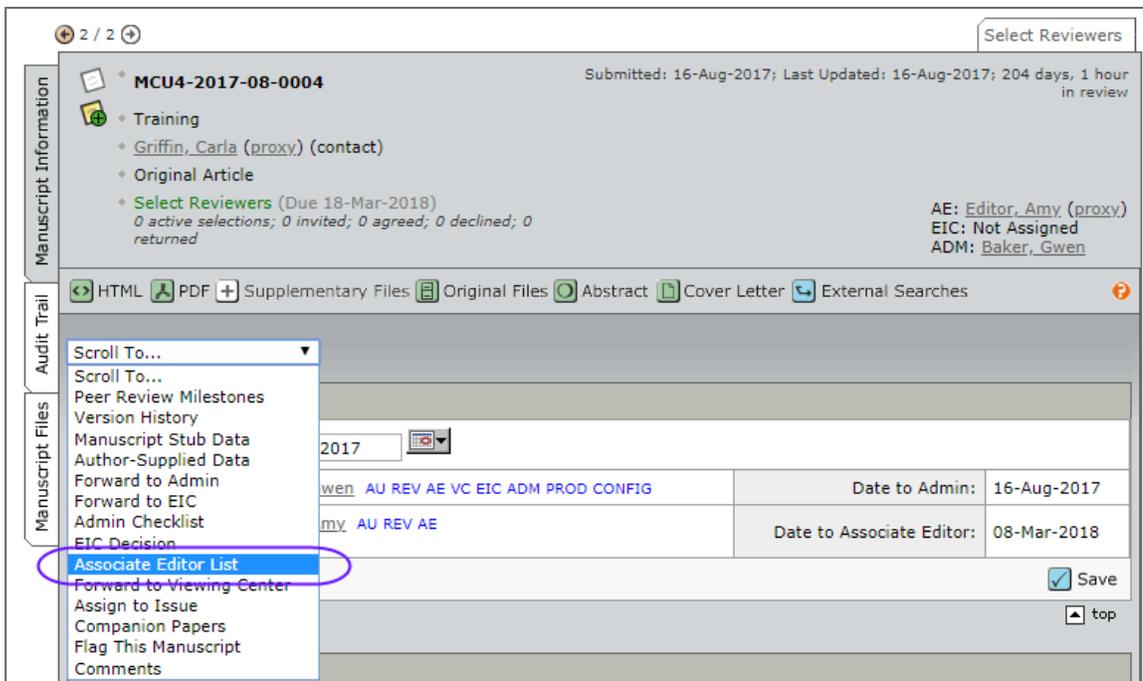


- Click the **Assign** button.

## CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE

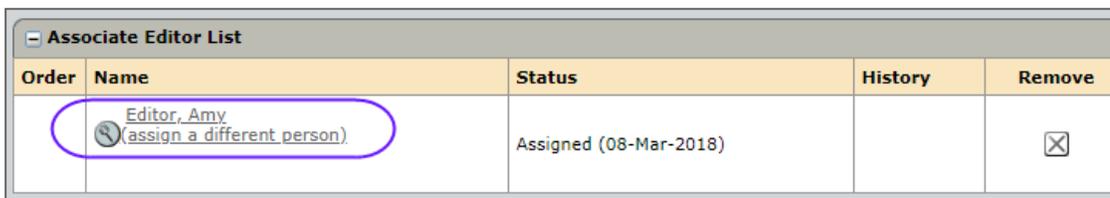
### ► Change Associate Editor Assignment

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**.



The screenshot shows the Manuscript Information page for manuscript ID **MCU4-2017-08-0004**. The page includes a sidebar with navigation options: Manuscript Information, Audit Trail, and Manuscript Files. The main content area displays manuscript details, including submission and update dates, and a list of roles: AE: Editor, Amy (proxy), EIC: Not Assigned, and ADM: Baker, Gwen. A dropdown menu is open over the 'Audit Trail' section, with 'Associate Editor List' highlighted in blue.

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



The screenshot shows the 'Associate Editor List' table. The table has columns for Order, Name, Status, History, and Remove. The first row shows 'Editor, Amy' with a status of 'Assigned (08-Mar-2018)'. A link '(assign a different person)' is visible under the name, which is circled in blue.

Order	Name	Status	History	Remove
	Editor, Amy (assign a different person)	Assigned (08-Mar-2018)		<input type="checkbox"/>

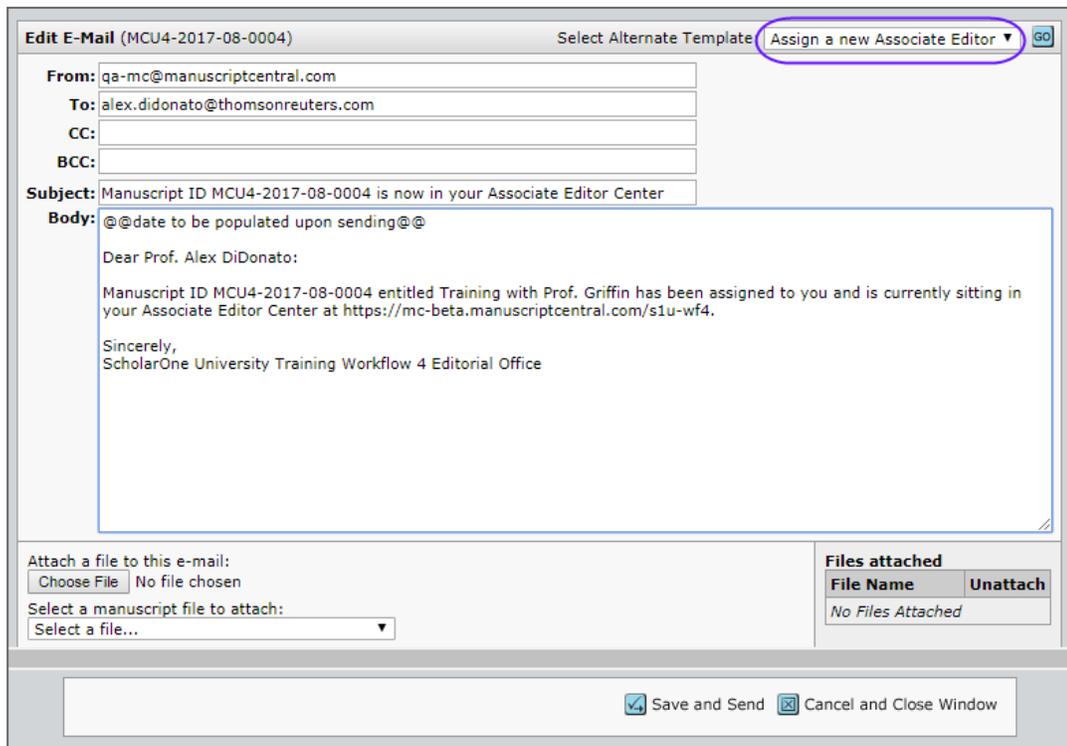
3. Select the new Associate Editor from the drop down menu and click **Assign**.



The screenshot shows the 'Associate Editor List' table with a dropdown menu open. The dropdown menu lists three options: 'Editor, Eddie (3)', 'Editor, Eddie (3)', and 'Editor, Emily (2)'. The 'Assign' button is checked.

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

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



**Edit E-Mail** (MCU4-2017-08-0004)      Select Alternate Template      **Assign a new Associate Editor** ▼      **GO**

**From:** qa-mc@manuscriptcentral.com

**To:** alex.didonato@thomsonreuters.com

**CC:**

**BCC:**

**Subject:** Manuscript ID MCU4-2017-08-0004 is now in your Associate Editor Center

**Body:** @@date to be populated upon sending@@

Dear Prof. Alex DiDonato:

Manuscript ID MCU4-2017-08-0004 entitled Training with Prof. Griffin has been assigned to you and is currently sitting in your Associate Editor Center at <https://mc-beta.manuscriptcentral.com/s1u-wf4>.

Sincerely,  
ScholarOne University Training Workflow 4 Editorial Office

Attach a file to this e-mail:  
 No file chosen

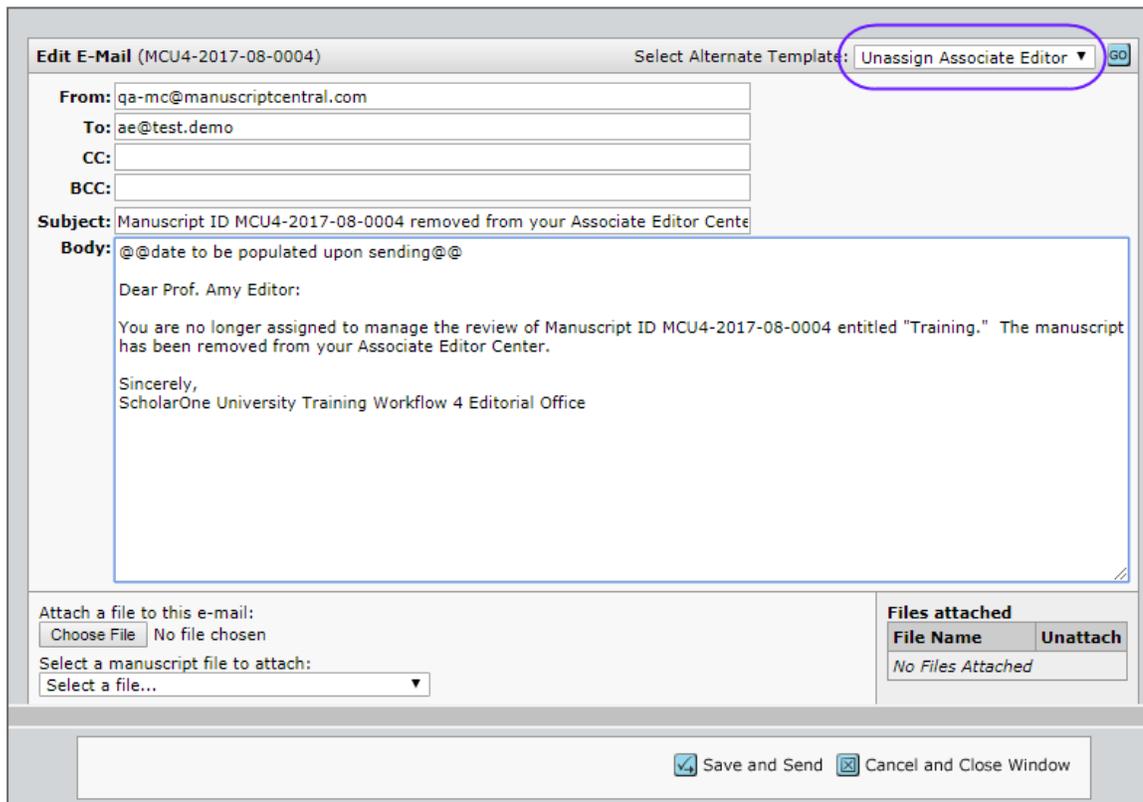
Select a manuscript file to attach:

**Files attached**

File Name	Unattach
No Files Attached	

Save and Send     Cancel and Close Window

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



**Edit E-Mail** (MCU4-2017-08-0004) Select Alternate Template: **Unassign Associate Editor**

**From:** qa-mc@manuscriptcentral.com

**To:** ae@test.demo

**CC:**

**BCC:**

**Subject:** Manuscript ID MCU4-2017-08-0004 removed from your Associate Editor Center

**Body:** @@date to be populated upon sending@@

Dear Prof. Amy Editor:

You are no longer assigned to manage the review of Manuscript ID MCU4-2017-08-0004 entitled "Training." The manuscript has been removed from your Associate Editor Center.

Sincerely,  
ScholarOne University Training Workflow 4 Editorial Office

Attach a file to this e-mail:  
 No file chosen

Select a manuscript file to attach:

Files attached	
File Name	Unattach
No Files Attached	

Save and Send   
  Cancel and Close Window

## SELECT, INVITE, AND ASSIGN REVIEWERS

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

In many workflows, the Associate Editors select, invite and assign Reviewers.

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

## About the Progress Indicator

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

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

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

## Bypassing the Peer Review Process

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

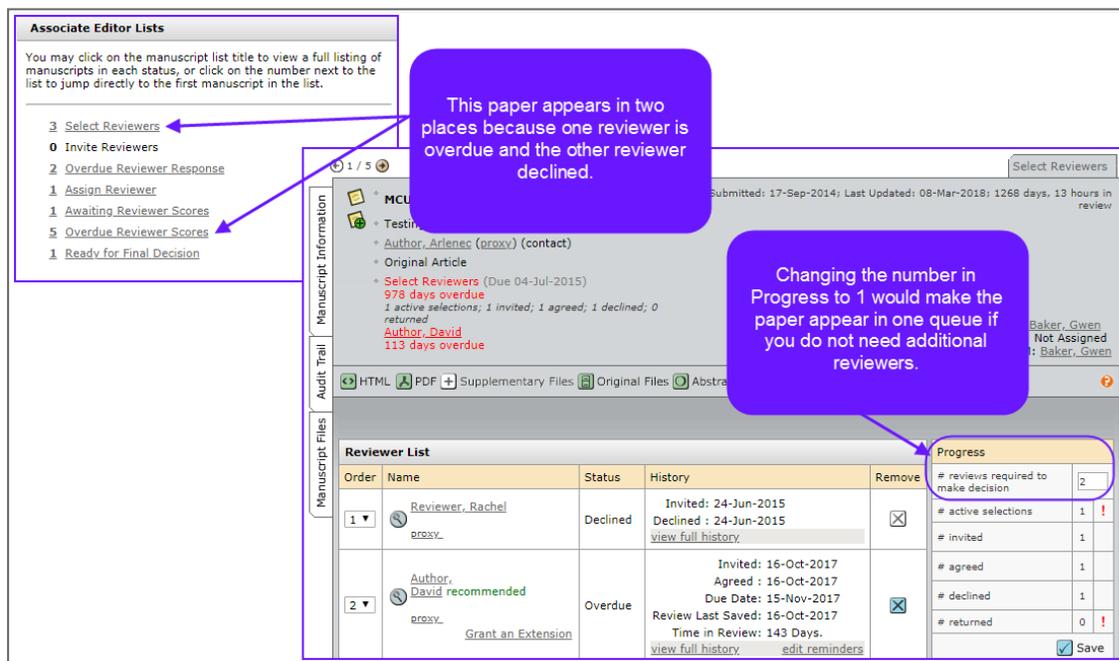
## Double-Queuing of Manuscript

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

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

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

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



**Associate Editor Lists**

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

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

**Manuscript Information**

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

Author: Arlene (proxy) (contact)

Original Article

Select Reviewers (Due 04-Jul-2015)  
978 days overdue  
1 active selections; 1 invited; 1 agreed; 1 declined; 0 returned

Author: David  
113 days overdue

**Reviewer List**

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

**Annotations:**

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

## SELECTING A REVIEWER

Depending on how your site has been configured, you will have multiple ways to search the 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 <i>Invited</i>	NEW TITLE [ <a href="#">View Submission</a> ]	12-Sep-2017	AE: <a href="#">Gerber, Adrienne</a> EIC: Not Assigned ADM: <a href="#">Baker, Gwen</a>	<input checked="" type="checkbox"/>
Invited Review	 <a href="#">Author, Jane</a> ( <a href="#">contact</a> )		<ul style="list-style-type: none"> <li>Select Reviewers (Due 18-Mar-2018)</li> <li>1 active selections; 1 invited; 0 agreed; 0 declined; 0 returned</li> </ul>	

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

Reviewer List				
Order	Name	Status	History	Remove
<b>Alternates</b>				
				<input checked="" type="checkbox"/> 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.

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

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

2 / 24

Account Information
AU History
REV History

**Reviewer, Debbie : Reviewer History Analysis**

The numbers below represent the count for S1U-WF4.

<b>0</b>	Total number of manuscripts assigned in the past 12 months	<a href="#">+ Add to List</a>
<b>0</b>	Total number of manuscripts currently assigned	
<b>0</b>	Total number of reviews completed in the past 12 months	
<b>0</b>	Total number of manuscripts assigned but no review returned	
<b>0</b>	Total number of open invitations (person has been invited, but has not responded to the invitation)	
<b>21-Feb-2017</b>	Date of last invitation	
<b>2</b>	Number of times Agreed	
<b>0</b>	Number of times Auto-Decline	
<b>0</b>	Number of times Declined	
<b>0</b>	Number of times Late Response	
<b>0</b>	Number of times No Response	
<b>0</b>	Number of times Unavailable	
<b>0 days, 1 hour</b>	Average turnaround time	
<b>N/A</b>	Average R-Score <span style="color: orange;">?</span>	
<b>100</b>	% of invitations Agreed	
<b>0</b>	% of invitations Auto-Decline	
<b>0</b>	% of invitations Declined	

**Manuscript History Statistics**

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

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

0-0 of 0

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

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

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

## Reviewer Search Methods

There are several methods of finding a reviewer. Each method is described below.

### Author's Recommended / Opposed Reviewers

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

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

Author's Recommended / Opposed Reviewers					
Name, Keywords, Institution, Roles	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Reviewer, Robin <b>recommended</b> strong knowledge of the concepts discussed	 	0 / 0	0	0	<input type="checkbox"/>
					<input checked="" type="button" value="+ Add"/>

## Reviewer Locator Results from the Web of Science®

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

---

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

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

Reviewer Locator Results from the Web of Science®							Results 1-20 of 20
Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add	
Fargo, Tina. S1, Electronic Pub  <a href="http://orcid.org/0000-0001-7756-6625">http://orcid.org/0000-0001-7756-6625</a> ✓ Roles: AU REV. <span style="float: right;"> Add</span>							
<ul style="list-style-type: none"> <li>• SPECTROSCOPIC MODELING OF THE ALGOL-TYPE  <a href="#">view details</a></li> </ul>							

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

Reviewer Locator Results from the Web of Science®							Results 1-20 of 20
Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add	
Fargo, Tina.							
S1, Electronic Pub							
 <a href="http://orcid.org/0000-0001-7756-6625">http://orcid.org/0000-0001-7756-6625</a> ✓							
Roles: AU REV <span style="float: right;"> Add</span>							
• SPECTROSCOPIC MODELING OF THE ALGOL-TYPE							
<a href="#">view details</a>							
<div style="border: 1px solid black; padding: 5px;"><p>SPECTROSCOPIC MODELING OF THE ALGOL-TYPE</p><ul style="list-style-type: none"><li>• Tkachen</li><li>• ASTRONOMICAL JOURNAL, 2010</li><li>• DOI:<a href="https://doi.org/10.1088/0004-6256/139/4/1327">10.1088/0004-6256/139/4/1327</a></li><li>• <a href="#">Open record in Web of Science®</a></li></ul></div>							

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

Reviewer Locator Results from the Web of Science®
Results 1-20 of 20

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add
Fargo, Tina. S1, Electronic Pub   <a href="http://orcid.org/0000-0001-7756-6625">http://orcid.org/0000-0001-7756-6625</a> ✓ Roles: AU REV  • SPECTROSCOPIC MODELING OF THE ALGOL-TYPE <a href="#">view details</a>						<input type="button" value="+ Add"/>

### Create Account

**Create Account**

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

Degree:  req E-Mail Address:

Institution:  Department:

## Quick Search

Search on first or last name, multiple people separated by a comma, or use an asterisk (\*) to make the search a wild card search. Use at least 4 characters for quicker results. By default, the search only looks at users with a Reviewer role. If you wish to search other roles, select another role from the list.

Click the **Search** button.

**Quick Search**

First (Given) or Last (Family) Name:

Roles:

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

Sort Order

Primary Sort:

Secondary Sort:

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

**Results** - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-2 of 2

Search Criteria: Last (Family) Name = "Porter"; Roles = "ScholarOne University Training Workflow 1 -- Reviewer";  
 Where to Search = "ScholarOne University Training Workflow 1"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add /Grant REV Role
<b>Porter, Christina.</b> <a href="#">Adolescent Patient Care</a> ScholarOne, Training  Roles: AU REV	0 / 0	0	0	08-Mar-2018	0 days, 0 hours	<input type="checkbox"/>

Results 1-2 of 2

## Related Papers Results

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

**Related Papers Search**

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

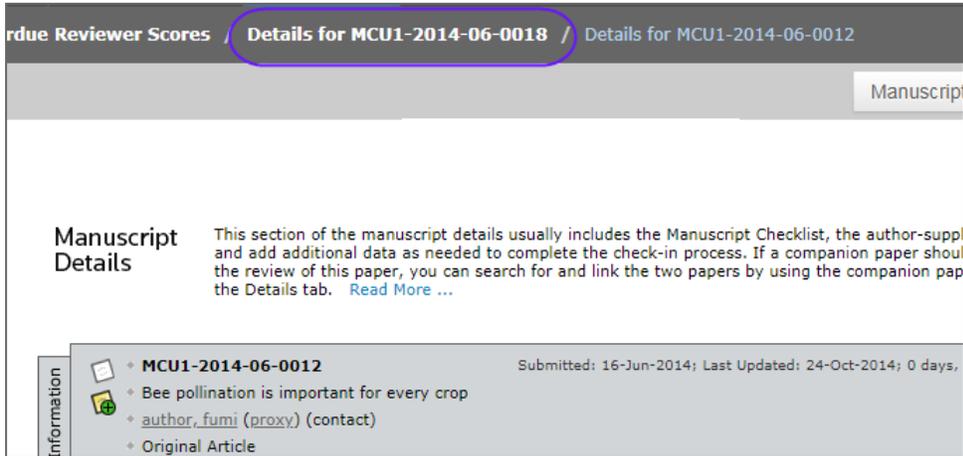
Author First (Given) Name:  Author Middle Name:  Author Last (Family) Name:   Contact Author Only  
 Reviewer First (Given) Name:  Reviewer Middle Name:  Reviewer Last (Family) Name:   
 Manuscript ID:  Manuscript Title:   
 Keywords:  
  Pick AND ▼  
  Pick AND ▼  
  Pick AND ▼  
  Pick AND ▼  
  Pick  
 Where to Search:  
  
  
  
 Sort Order  
 Primary Sort:  Ascending ▼  
 Secondary Sort:  Descending ▼

**Results** - [New Search](#) - [Modify Search](#) - [Change Sort](#)  of 32 ◀ ▶

Search Criteria: Related Reviewer Last (Family) Name = "Reviewer"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add /Grant REV Role
Reviewer, John. Roles: AU REV	0 / 0	1361	0	22-Jul-2015	0 days, 0 hours	<input type="checkbox"/>
<a href="#">MCU1-2014-06-0012 (Reviewer)</a> <ul style="list-style-type: none"> <li>• <a href="#">Bee pollination is important for every crop</a></li> <li>• <a href="#">Adolescent Patient Care, Cell Biology</a></li> </ul>						
<a href="#">MCU1-2014-06-0015 (Reviewer)</a> <ul style="list-style-type: none"> <li>• <a href="#">Training with Gwan Backer</a></li> <li>• <a href="#">Adult Patient Care, Cell Biology, Article</a></li> </ul>						

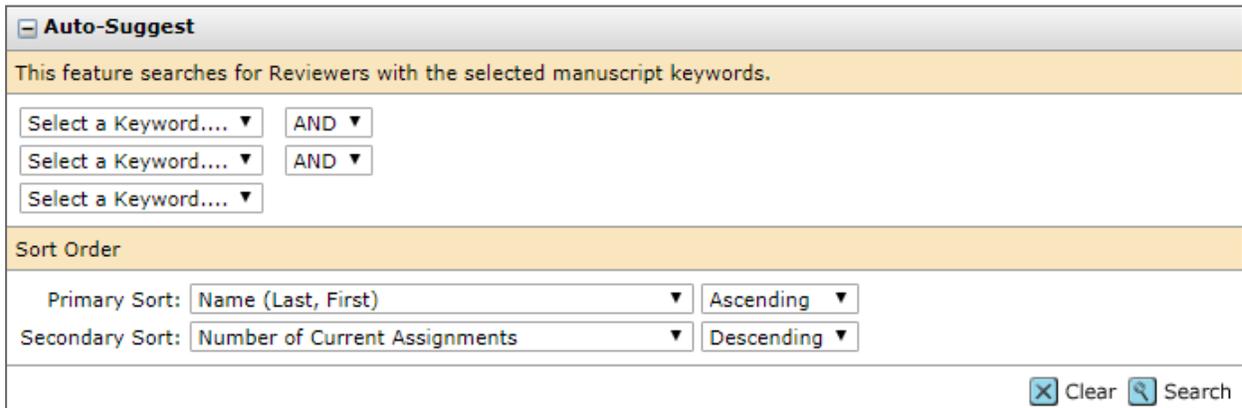
If you select to view the historical data, you will need to use the bread crumb trail at the top of the screen to move back to the manuscript you were working on.



The screenshot shows the top navigation bar with a breadcrumb trail: **rdue Reviewer Scores** / **Details for MCU1-2014-06-0018** / Details for MCU1-2014-06-0012. The second item in the trail is circled in purple. Below the navigation is a 'Manuscript' tab. The main content area is titled 'Manuscript Details' and contains a paragraph of text. Below this is an 'Information' sidebar with a list of items for 'MCU1-2014-06-0012', including submission and update dates, a title snippet, author information, and a link to the original article.

## 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.



The screenshot shows the 'Auto-Suggest' search interface. It has a title bar with a minus sign and the text 'Auto-Suggest'. Below the title bar is a yellow banner with the text: 'This feature searches for Reviewers with the selected manuscript keywords.' The main area contains three 'Select a Keyword...' dropdown menus, each followed by an 'AND' dropdown menu. Below this is a 'Sort Order' section with two rows: 'Primary Sort: Name (Last, First)' with an 'Ascending' dropdown, and 'Secondary Sort: Number of Current Assignments' with a 'Descending' dropdown. At the bottom right, there are 'Clear' and 'Search' buttons.

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

**Auto-Suggest**

This feature searches for Reviewers with the selected manuscript keywords.

OR  
 OR  
 AND  
 OR  
 NOT

Sort Order

Primary Sort:

Secondary Sort:

**Results** - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-9 of 9

Search Criteria: Selected Attributes **Keywords = differentiation OR education**

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 <b>Baker, Gwen.</b> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 2px; display: inline-block; margin: 2px;">           differentiation, Scaffolding            ScholarOne, Client Management         </div> Roles: AU REV AE EIC ADM PROD CONFIG null VC	0 / 0	0	Blinded	<input type="checkbox"/>
 <b>Griffin, Carla.</b> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 2px; display: inline-block; margin: 2px;">           education, learning theory            Grand Junction Regional Center, Science         </div> Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>

## 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.

**Advanced Search**

**Reviewer Account Information**

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

Degree:  E-Mail Address:  Comments:

Institution:  Department:

City:  State/Province:  Postal Code:  Country:

Person Designations:

Roles:

Where to Search:

Exclude Institution\*:

Exclude Postal Code\*:

\*Multiple entries separated by commas are permitted

Exclude unavailable Reviewer

Search criteria must include at least the following flags:

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

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

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

## Conflict of Interest Alert

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

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

*Search Criteria: First (Given) Name = "greg"; Postal Code = "22901"; Roles = "Sales Demo Plus -- Reviewer"; Where to Search = "Sales Demo Plus"*

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">            Kloiber, Greg. (salesdemoplus Office) (ScholarOne)         </div> <div style="border: 1px solid yellow; padding: 2px; font-size: small;">           This person has the same postal code or institution as one or more of the authors.         </div> </div> <div style="margin-top: 5px;">  <a href="http://orcid.org/0000-0001-8494-4292">http://orcid.org/0000-0001-8494-4292</a> ✓            Roles: AU REV         </div>	(0 / 1)	362 (362)	0 0	<input type="checkbox"/>

 New Search
 Modify Search
 Add

 Export to CSV
Results 1-1 of 1

## Adding New Reviewers

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

**Create Reviewer Account**

Salutation:

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

**Create and Add**

---

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

---

## INVITE A REVIEWER

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

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

## Invite All

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



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

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

## Alternate reviewer list

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

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

---

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

---

## ASSIGN A REVIEWER

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

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 <a href="#">Reviewer, John</a> <small>proxy</small>	Invited Response <span>Select... ▼</span> <input checked="" type="checkbox"/> Save	Invited: 09-Mar-2018 <a href="#">view full history</a>	<input checked="" type="checkbox"/>
2 ▼	 <a href="#">Reviewer, Lilly</a> <small>proxy</small>	Invited Response <span>Select... ▼</span> <input checked="" type="checkbox"/> Save	Invited: 09-Mar-2018 <a href="#">view full history</a>	<input checked="" type="checkbox"/>
<b>Alternates</b>				

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

 <a href="#">Reviewer, Raul</a> <small>proxy</small>	Agreed	Invited: 03-Sep-2013 Agreed : 03-Sep-2013 Due Date: 03-Oct-2013 Time in Review: 0 Days. <a href="#">view full history</a> <a href="#">edit reminders</a>	<input checked="" type="checkbox"/>
--	--------	--	-------------------------------------

## Decline Suggest Alternates

Some sites are configured such that if the reviewer declines the invitation, they will be taken to a page to suggest alternate reviewers for the manuscript. The Editor will see a link to **view additional possibilities** in the status column after the reviewer's name.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 <a href="#">Fakhran</a> University of Pittsburgh, Department of Radiology	Declined - Suggested Alternates <a href="#">view additional possibilities</a>	Selected: 26-Oct-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>

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

**Fakhran**      **Additional Reviewer Possibilities**

Name: Dr. Prad  
E-Mail Address:      krishnan@s  
Comments: Not Supplied

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

## 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.

 [Link, Thomas](#)  
 UCSF, Department of Radiology  
[proxy\\_](#)      Overdue

[Grant an Extension](#)

**Grant an Extension:**  
Due date for Reviewers Score:  

Nov 2017

Current Month

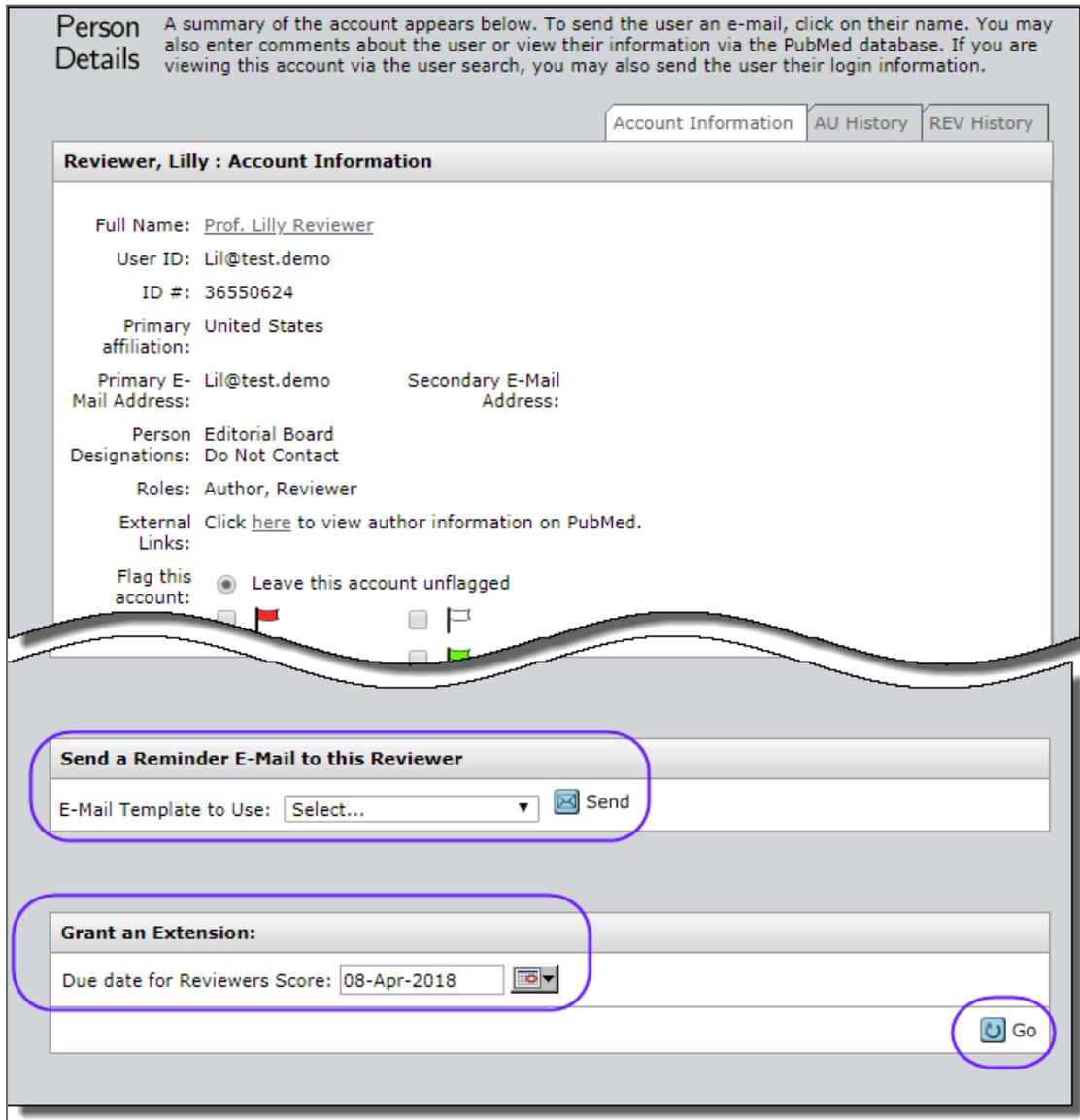
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

---

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

---

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



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

Account Information AU History REV History

**Reviewer, Lilly : Account Information**

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

User ID: Lil@test.demo

ID #: 36550624

Primary affiliation: United States

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

Person Designations: Editorial Board Do Not Contact

Roles: Author, Reviewer

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

Flag this account:  Leave this account unflagged

**Send a Reminder E-Mail to this Reviewer**

E-Mail Template to Use:

**Grant an Extension:**

Due date for Reviewers Score:

Editing when the reminders are sent to a reviewer is also important. Being able to change the dates when reminders are sent and the ability to turn off reminder can be very helpful.

 <a href="#">Reviewer, Lilly</a> <a href="#">proxy_</a> <a href="#">Grant an Extension</a>	Agreed	Invited: 09-Mar-2018 Agreed : 09-Mar-2018 Due Date: 08-Apr-2018 Time in Review: 0 Days. <a href="#">view full history</a> <a href="#">edit reminders</a>
---	--------	--

## Reminders

**Reminders (MCU4-2017-09-0006, Reviewer, Lilly)**

- 01-Apr-2018  Reminder: ScholarOne University Training Workflow 4
- 15-Apr-2018  Reminder: Review Overdue - ScholarOne University

Apr 2018 [X]

◀◀ ◀ Current Month ▶ ▶▶

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

Window  Save

## Date Review Last Saved

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

 <a href="#">Reviewer, Lilly</a> <a href="#">proxy_</a> <a href="#">Grant an Extension</a>	Agreed	Invited: 09-Mar-2018 Agreed : 09-Mar-2018 Due Date: 08-Apr-2018 <b>Review Last Saved: 09-Mar-2018</b> Time in Review: 0 Days. <a href="#">view full history</a> <a href="#">edit reminders</a>
---	--------	---

## Setting Search Preferences

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



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

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

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

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

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

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

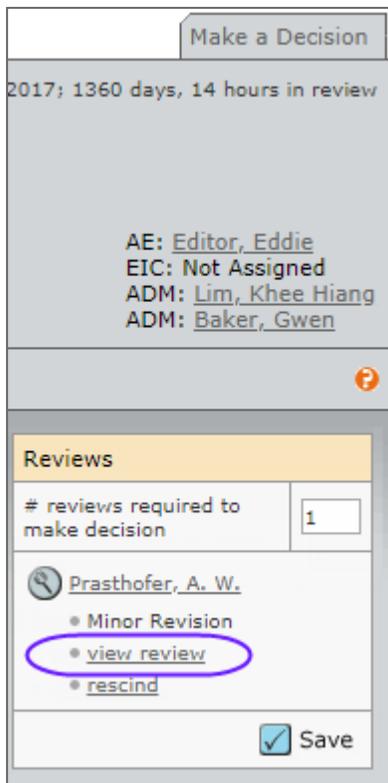
Reviewer Search Results
<input checked="" type="checkbox"/> # Current Assignments / # Assignments in Past 12 Months
<input checked="" type="checkbox"/> Days Since Last Review
<input type="checkbox"/> Average R-Score
<input checked="" type="checkbox"/> # Open Invitations
<input checked="" type="checkbox"/> Date of Last Invitation
<input checked="" type="checkbox"/> Average turnaround time

Number of search results per page:  ▼

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.



Make a Decision

2017; 1360 days, 14 hours in review

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

?

**Reviews**

# reviews required to make decision

 [Prasthofer, A. W.](#)

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

Save

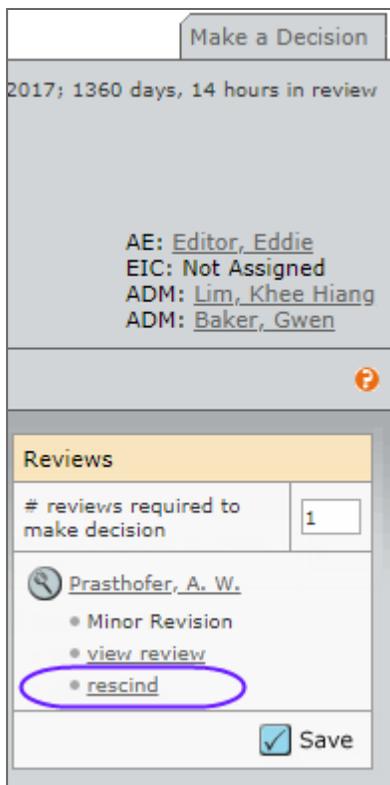
---

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

---

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

## RESCIND A REVIEW



Make a Decision

2017; 1360 days, 14 hours in review

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

?

### Reviews

# reviews required to make decision

 [Prasthofer, A. W.](#)

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

Save

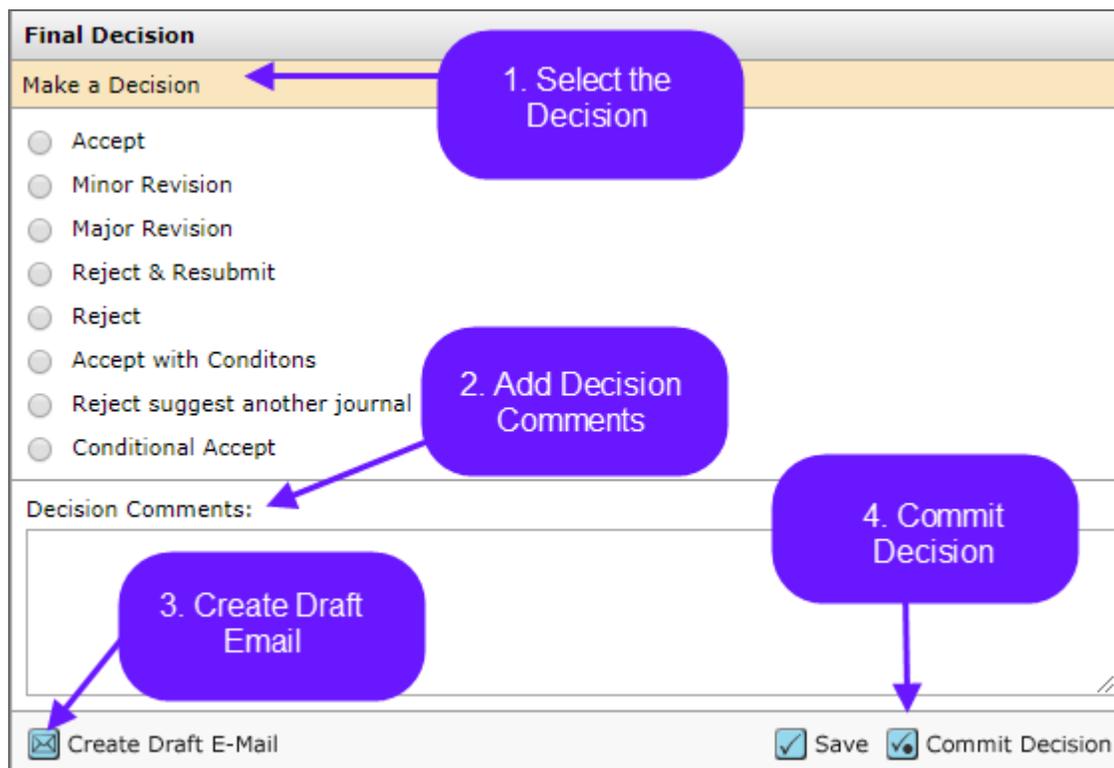
To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the reviewer to make any changes that need to be made. When you rescind a review, an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on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



**Final Decision**

Make a Decision

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

Decision Comments:

Create Draft E-Mail

Save Commit Decision

**1. Select the Decision**

**2. Add Decision Comments**

**3. Create Draft Email**

**4. Commit Decision**

---

**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.

**Edit E-Mail** (MCU1-2014-06-0018)
Select Alternate Template: 1. SW Minor Revision  
1. SW Minor Revision  
2. Minor Revision for Language Editing GO

**From:** Eddie@test.demo

**To:** arleneauthor@test.demo

**CC:**

**BCC:**

**Subject:** ScholarOne University Training Workflow 1 - Decision on Manuscript ID MCU1-

**Body:** @@date to be populated upon sending@@

Dear Miss Author:

Manuscript ID MCU1-2014-06-0018 entitled "Review for TW Market" which you submitted to the ScholarOne University Training Workflow 1, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

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

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

You will be unable to make your revisions on the originally submitted version of the manuscript. Instead, revise your manuscript using a word processing program and save it on your computer. Please also highlight the changes to your manuscript within the document by using the track changes mode in MS Word or by using bold or colored text.

Attach a file to this e-mail:

No file chosen

Select a manuscript file to attach:

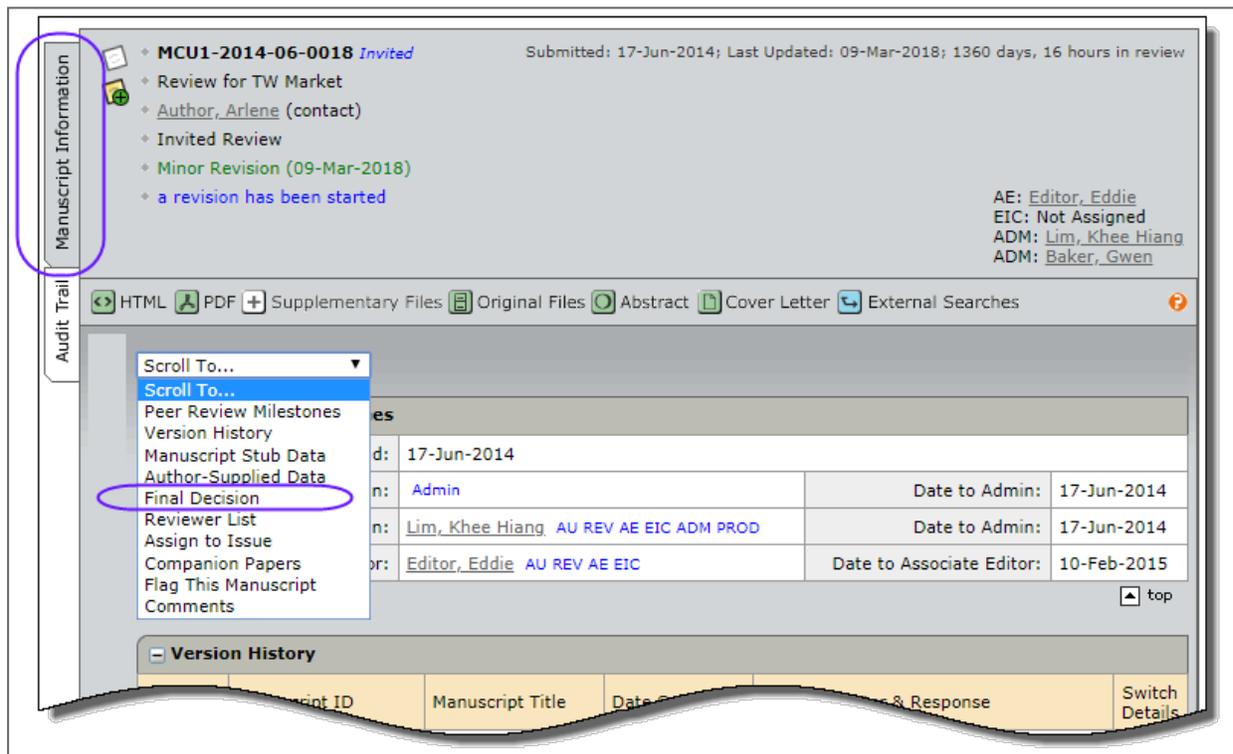
**Files attached**

File Name	Unattach
No Files Attached	

Save     Cancel and Close Window

## Rescinding a Final Decision

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



Manuscript Information: **MCU1-2014-06-0018** *Invited* Submitted: 17-Jun-2014; Last Updated: 09-Mar-2018; 1360 days, 16 hours in review

- Review for TW Market
- Author, [Arlene](#) (contact)
- Invited Review
- Minor Revision (09-Mar-2018)
- a revision has been started

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

Audit Trail: HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

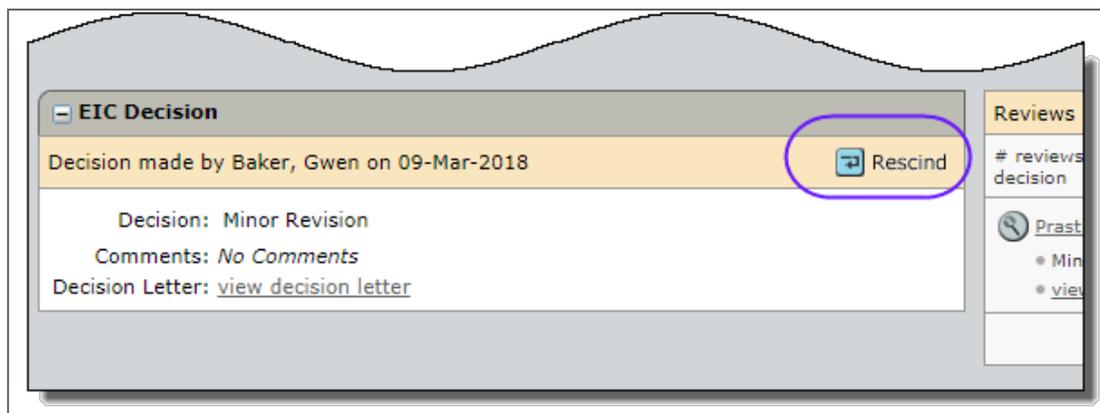
Scroll To...  
 Peer Review Milestones  
 Version History  
 Manuscript Stub Data  
 Author-Supplied Data  
**Final Decision**  
 Reviewer List  
 Assign to Issue  
 Companion Papers  
 Flag This Manuscript  
 Comments

Decision	Date	Admin	Date to Admin
Admin	17-Jun-2014	Admin	17-Jun-2014
Lim, Khee Hiang AU REV AE EIC ADM PROD	17-Jun-2014	Lim, Khee Hiang	17-Jun-2014
Editor, Eddie AU REV AE EIC	10-Feb-2015	Editor, Eddie	10-Feb-2015

Version History

Manuscript ID	Manuscript Title	Date	Decision & Response	Switch Details

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



**EIC Decision**  
 Decision made by Baker, Gwen on 09-Mar-2018

Decision: Minor Revision  
 Comments: No Comments  
 Decision Letter: [view decision letter](#)

Rescind

Reviews  
 # reviews decision  
 Prast  
 • Min  
 • view

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	
<input type="radio"/>	Accept
<input type="radio"/>	Minor Revision
<input type="radio"/>	Major Revision
<input type="radio"/>	Reject & Resubmit
<input type="radio"/>	Reject
Comments	
Confidential Comments to the EIC	
<div style="border: 1px solid #ccc; height: 60px;"></div>	
Comments to the Author	
<div style="border: 1px solid #ccc; height: 60px;"></div>	
Attach a File	Files attached
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>	<ul style="list-style-type: none"> <li>No files have been uploaded.</li> </ul>
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit	

## MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

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

**Editor Prelim Decision**  
**Make a Decision**  
 Accept  
 Minor Revision  
 Major Revision  
 Reject and Refer with Review  
Transfer to:   
 Reject  
 Withdrawn  
 Refer to Another Journal  
 Major Revision - Language  
**Preliminary Decision Comments:**  
  
 Create Draft E-Mail  Save  Send for Approval

## APPROVE PRELIMINARY DECISION – EIC

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

### 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 and 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

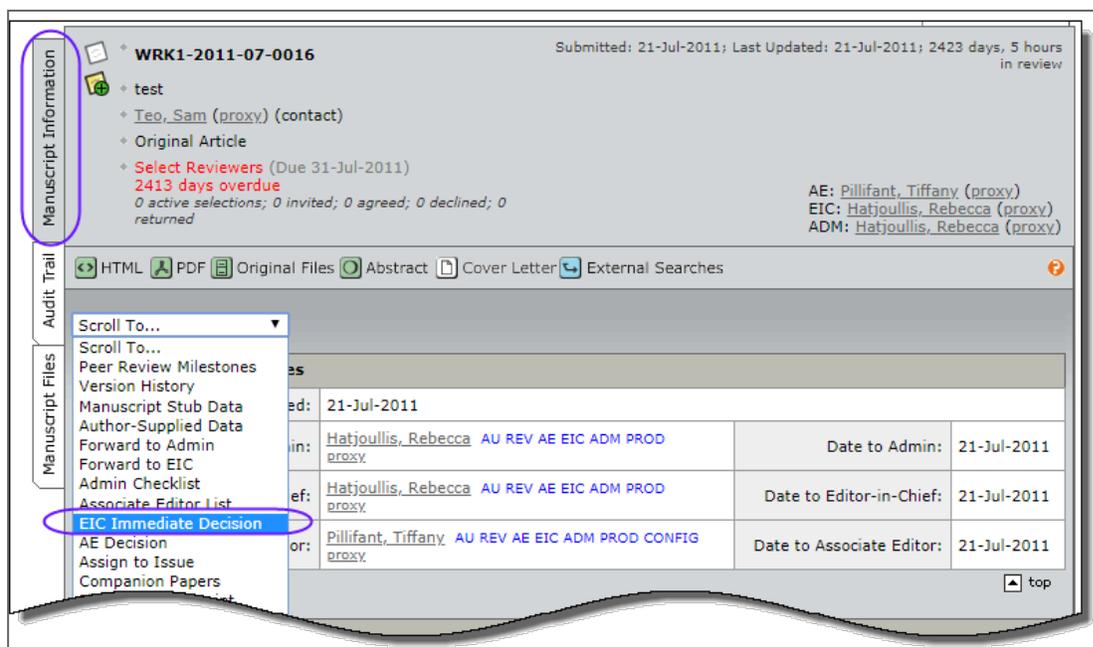
Edit Draft E-Mail       Save     Approve     Send Back

## 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.



Submitted: 21-Jul-2011; Last Updated: 21-Jul-2011; 2423 days, 5 hours in review

test

Teo, Sam (proxy) (contact)

Original Article

Select Reviewers (Due 31-Jul-2011)  
2413 days overdue  
0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

AE: Pillifant, Tiffany (proxy)  
EIC: Hatjoulis, Rebecca (proxy)  
ADM: Hatjoulis, Rebecca (proxy)

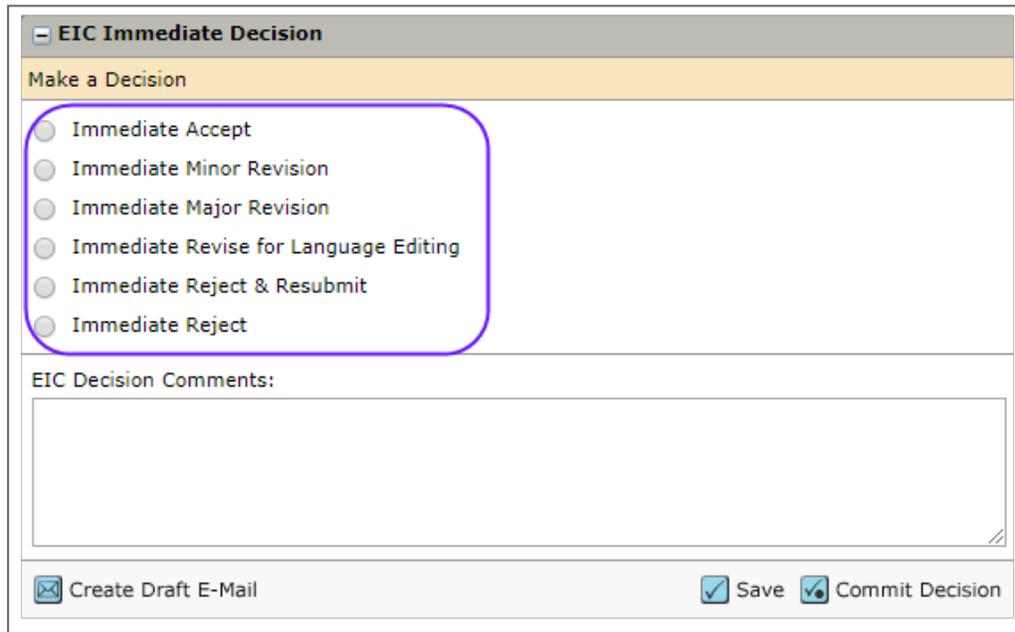
HTML PDF Original Files Abstract Cover Letter External Searches

Scroll To...  
Scroll To...  
Peer Review Milestones  
Version History  
Manuscript Stub Data  
Author-Supplied Data  
Forward to Admin  
Forward to EIC  
Admin Checklist  
Associate Editor List  
**EIC Immediate Decision**  
AE Decision  
Assign to Issue  
Companion Papers

Submitted:	21-Jul-2011		
Admin:	<a href="#">Hatjoulis, Rebecca</a> (proxy) AU REV AE EIC ADM PROD	Date to Admin:	21-Jul-2011
Editor:	<a href="#">Hatjoulis, Rebecca</a> (proxy) AU REV AE EIC ADM PROD	Date to Editor-in-Chief:	21-Jul-2011
Associate Editor:	<a href="#">Pillifant, Tiffany</a> (proxy) AU REV AE EIC ADM PROD CONFIG	Date to Associate Editor:	21-Jul-2011

top

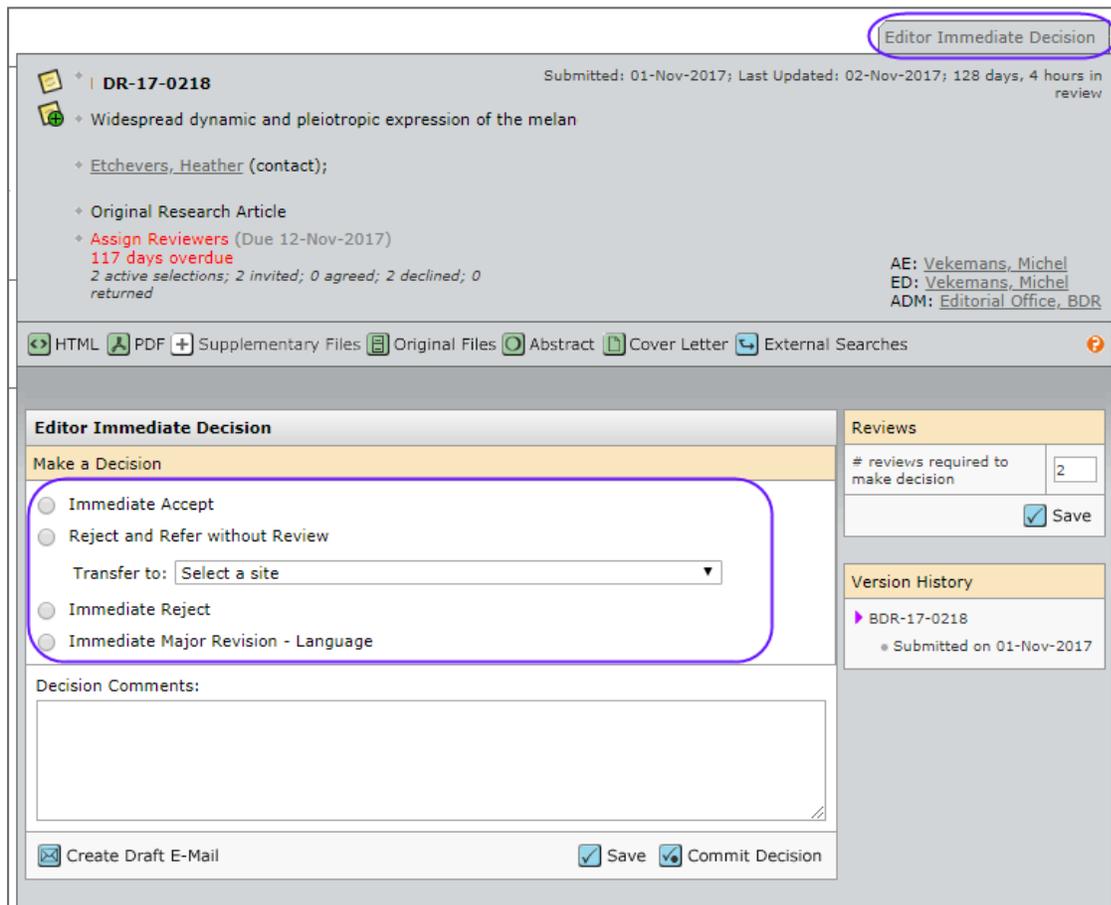
Once the EIC is at that section they can make an immediate decision just like they would a final decision.



The screenshot shows a web form titled "EIC Immediate Decision". At the top, there is a header bar with the title. Below it is a section titled "Make a Decision" with a yellow background. This section contains a list of six radio button options: "Immediate Accept", "Immediate Minor Revision", "Immediate Major Revision", "Immediate Revise for Language Editing", "Immediate Reject & Resubmit", and "Immediate Reject". A purple rounded rectangle highlights this list. Below the radio buttons is a text area labeled "EIC Decision Comments:". At the bottom of the form, there are three buttons: "Create Draft E-Mail" (with an envelope icon), "Save" (with a checkmark icon), and "Commit Decision" (with a checkmark and a document icon).

## EIC IMMEDIATE DECISION FROM A TASK-RELATED TAB

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



**Editor Immediate Decision**

**DR-17-0218** Submitted: 01-Nov-2017; Last Updated: 02-Nov-2017; 128 days, 4 hours in review

Widespread dynamic and pleiotropic expression of the melan

Etchevers, Heather (contact);

Original Research Article

Assign Reviewers (Due 12-Nov-2017)  
117 days overdue  
2 active selections; 2 invited; 0 agreed; 2 declined; 0 returned

AE: Vekemans, Michel  
ED: Vekemans, Michel  
ADM: Editorial Office, BDR

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

**Editor Immediate Decision**

**Make a Decision**

Immediate Accept

Reject and Refer without Review

Transfer to:

Immediate Reject

Immediate Major Revision - Language

Decision Comments:

Create Draft E-Mail  Save  Commit Decision

**Reviews**

# reviews required to make decision   Save

**Version History**

BDR-17-0218  
Submitted on 01-Nov-2017

## MANUSCRIPT TRANSFER

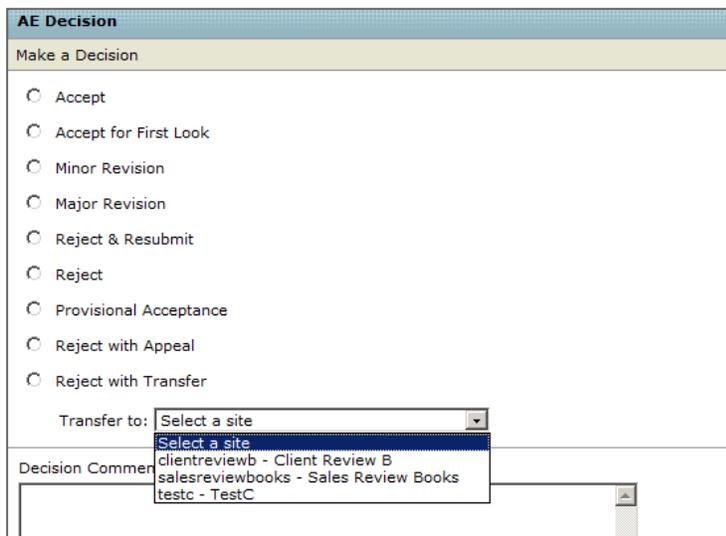
Editors may choose a decision type of Reject with Transfer. Journals may be configured to allow transfer to a single journal or allow the author to choose from a selection journals.

### 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:



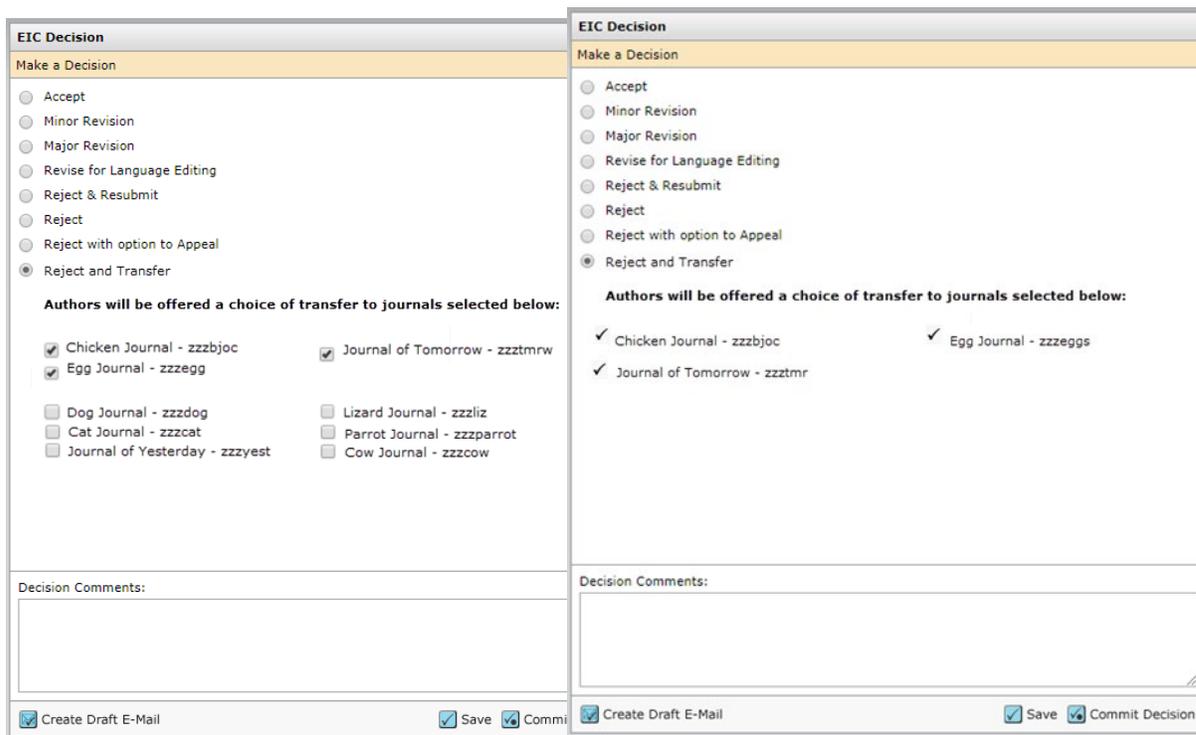
**AE Decision**  
Make a Decision

- Accept
- Accept for First Look
- Minor Revision
- Major Revision
- Reject & Resubmit
- Reject
- Provisional Acceptance
- Reject with Appeal
- Reject with Transfer

Transfer to:

Decision Comment:

b. Transfer Choice for Authors option:



**EIC Decision**  
Make a Decision

- Accept
- Minor Revision
- Major Revision
- Revise for Language Editing
- Reject & Resubmit
- Reject
- Reject with option to Appeal
- Reject and Transfer

**Authors will be offered a choice of transfer to journals selected below:**

<input checked="" type="checkbox"/> Chicken Journal - zzzbjoc	<input checked="" type="checkbox"/> Journal of Tomorrow - zzztmrw
<input checked="" type="checkbox"/> Egg Journal - zzzegg	<input type="checkbox"/> Lizard Journal - zzzliz
<input type="checkbox"/> Dog Journal - zzzdog	<input type="checkbox"/> Parrot Journal - zzzparrot
<input type="checkbox"/> Cat Journal - zzzcat	<input type="checkbox"/> Cow Journal - zzzcow
<input type="checkbox"/> Journal of Yesterday - zzzyest	

Decision Comments:

Create Draft E-Mail  Save  Commit Decision

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.

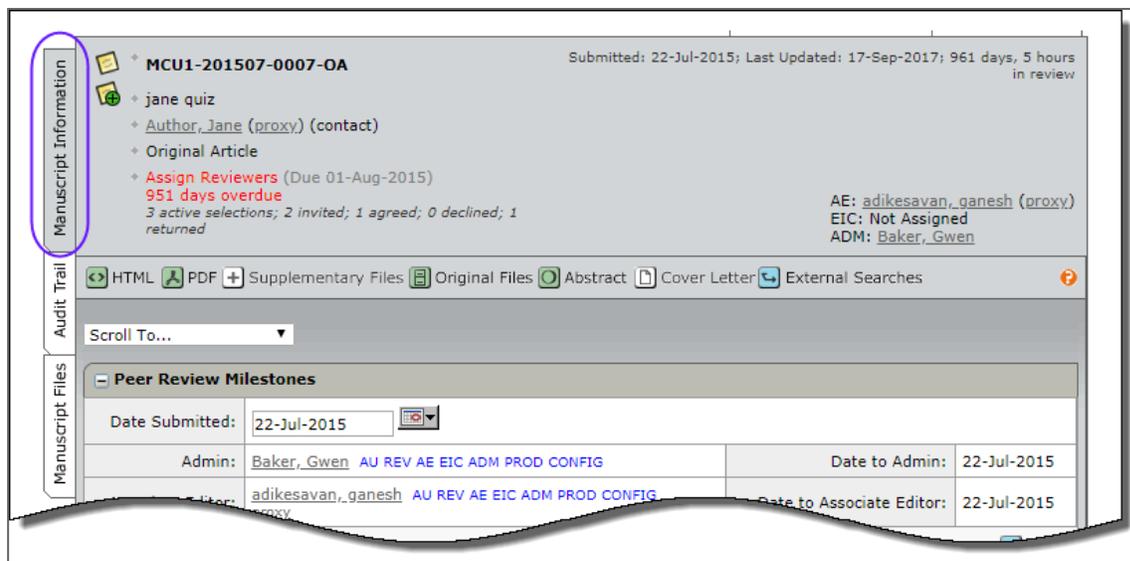
Select Reviewers <span style="border: 1px solid purple; border-radius: 50%; padding: 2px;">1 Blinded</span>				Manuscripts 1-2 of 2
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
MCU1-201703-0002-IR <i>Invited</i>	NEW TITLE [ <a href="#">View Submission</a> ]	12-Sep-2017	<ul style="list-style-type: none"> <li>Select Reviewers (Due 18-Mar-2018)</li> <li>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</li> </ul>	Select... ▼
Invited Review	 Author, Jane (contact) (proxy)			

The Editor is blinded on a paper if they are an Author or Co-Author

## 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.



Submitted: 22-Jul-2015; Last Updated: 17-Sep-2017; 961 days, 5 hours in review

MCU1-201507-0007-OA

jane quiz

Author: [Jane \(proxy\)](#) (contact)

Original Article

Assign Reviewers (Due 01-Aug-2015)  
951 days overdue  
3 active selections; 2 invited; 1 agreed; 0 declined; 1 returned

AE: [adikesavan, ganesh \(proxy\)](#)  
EIC: Not Assigned  
ADM: [Baker, Gwen](#)

HTML PDF + Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To...

Peer Review Milestones

Date Submitted:	22-Jul-2015	
Admin:	<a href="#">Baker, Gwen</a> AU REV AE EIC ADM PROD CONFIG	Date to Admin:
	<a href="#">adikesavan, ganesh</a> AU REV AE EIC ADM PROD CONFIG	Date to Associate Editor:
		22-Jul-2015

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.

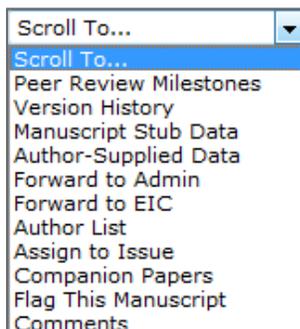
 <ul style="list-style-type: none"> <li>♦ <b>MCU1-2013-10-0016</b></li> <li>♦ The common cold</li> <li>♦ <a href="#">Author, Alan</a> (contact)</li> <li>♦ Original Article</li> <li>♦ Major Revision (22-Apr-2014)</li> <li>♦ Due on: 22-May-2014</li> <li>♦ Scheduled to start archiving in 120 days</li> </ul>	Submitted: 08-Apr-2014; Last Updated: 22-Apr-2014; 14 days, 3 hours in review
	AE: <a href="#">Baker, Gwen</a> EIC: Not Assigned ADM: <a href="#">Baker, Gwen</a>
 HTML  PDF  Supplementary Files  Original Files  Abstract  Cover Letter  External Searches 	

The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
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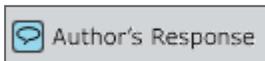
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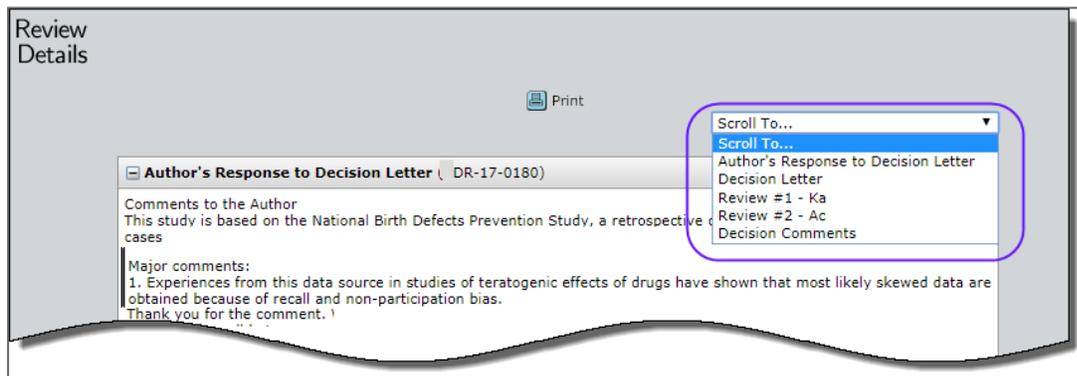
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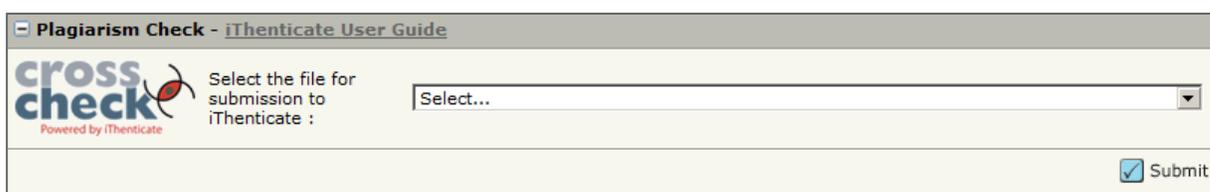
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PG-1 <

### A Cloud-Storage RFID Location Tracking System

Yeong-Lin Lai, Member, IEEE and Jay Cheng

Department of Mechatronics Engineering, National Changhua University of Education, Changhua 50007

This paper presents a cloud storage radio-frequency identification (RFID) location tracking system designed and the wireless communication technology, wireless sensor network (WSN) technology, and the location tracking algorithm based on cloud computing technology. The non-open space signal information model (NSM), the signal strength link quality indicator (LQI), and cloud positioning algorithm (CPA) were adopted in this system. A network node and tracking system was created. The cloud storage RFID location tracking system provided real-time position and location recognition, and returned the object path information which were recorded in servers. The software as a service (SaaS) for cloud computing to enhance system positioning speed and user convenience. Non-open NSM and reference were utilized to reduce location errors in the non-open space. High positioning accuracy improvement and low hardware cost were achieved by the cloud-storage RFID location tracking system.

**Index Terms**—Cloud storage, radio frequency identification, location tracking.

**I. INTRODUCTION**

RADIO-FREQUENCY identification (RFID) [1]-[8], wireless sensor network (WSN) [1], [6] and cloud computing [9], [10] are promising technologies for the modern world. The cloud computing has the advantages of fast, low cost, easy operation and cross-platform. It has been widely used on various services, such as network service, social networking, tracing goods service, highway toll query, health care, and so forth. In addition, the cloud computing can be applied to tracking and positioning systems to improve calculation speed and reduce hardware costs.

When building a tracking system, in order to achieve rapid and complete functions, a lot of hardware is required. In this paper, a new cloud-storage RFID location tracking system combines cloud computing, database systems, and personal homepage program (PHP) language technologies for data processing and recording to reduce the hardware requirements of each RFID node. Users can access cloud services through a browser, a desktop application, or a mobile application. The system is capable of providing not only high positioning accuracy but also high calculation speed.

readers were adjusted based on signal coverage. Each reader sent data to cloud server via wireless network. In order to improve the accuracy and reduce indoor signal attenuation model, reference tags were set up in a non-open space. The cloud servers computed and calculated the distance between object to each reader and provided for user queries.

User interface provided a very convenient for users. The PHP and CSS Web technology positioning information can be displayed if friendly interface was provided. The objects were accessed by users via a web browser.

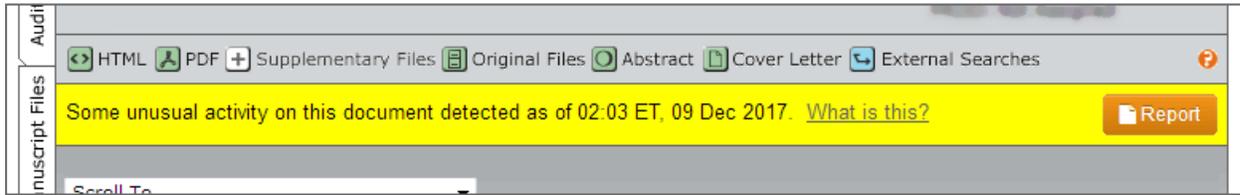
**III. SOFTWARE ARCHITECTURE**

Software architecture is composed by three space real-time model, the correction program

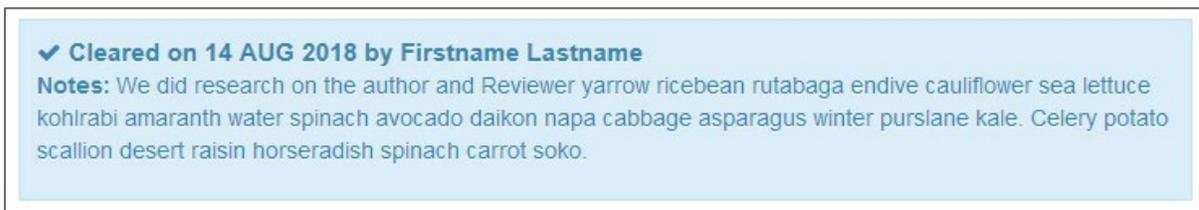
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