ScholarOne Manuscripts ™

# Editor User Guide

28-November-2017

Clarivate Analytics

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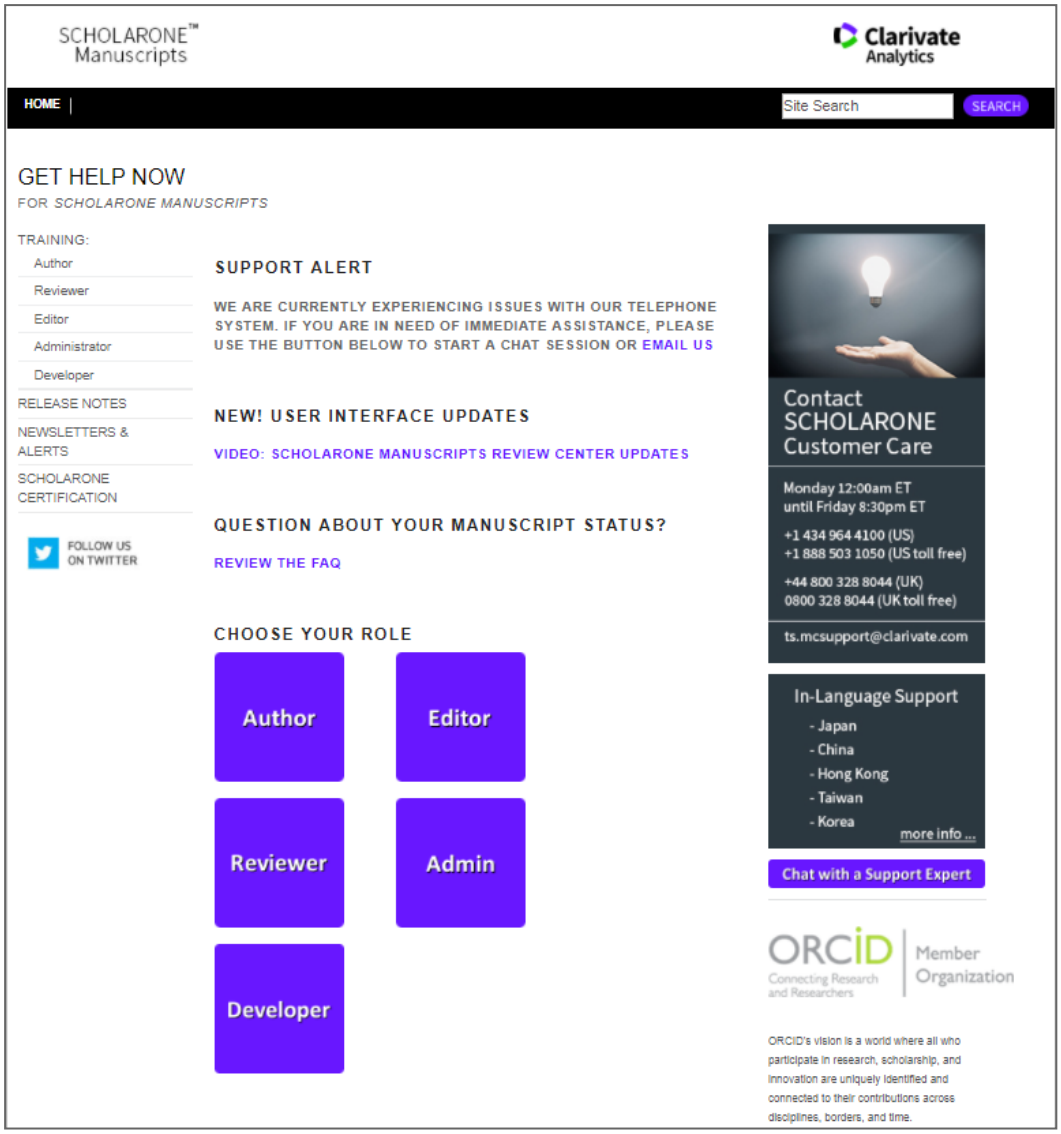
# INTRODUCTION

## USE GET HELP NOW AND FAQS

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

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

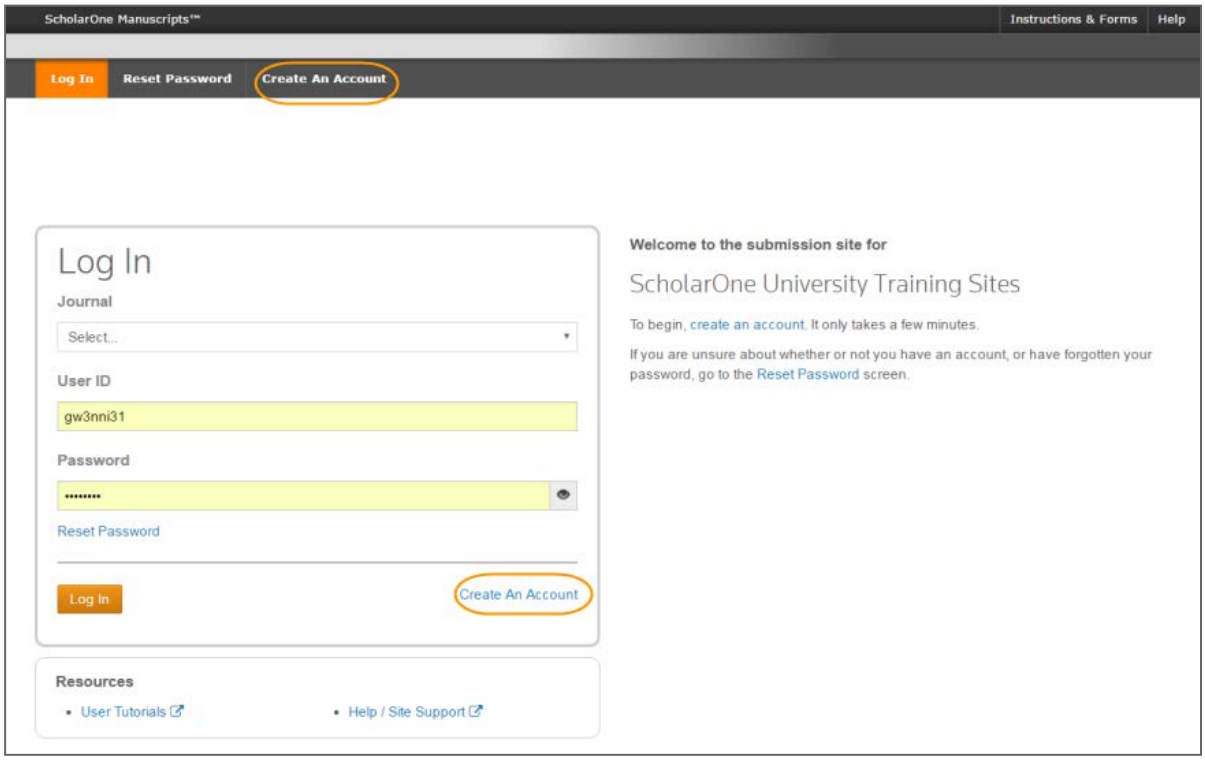


## SITE CONFIGURATION AND THIS DOCUMENT

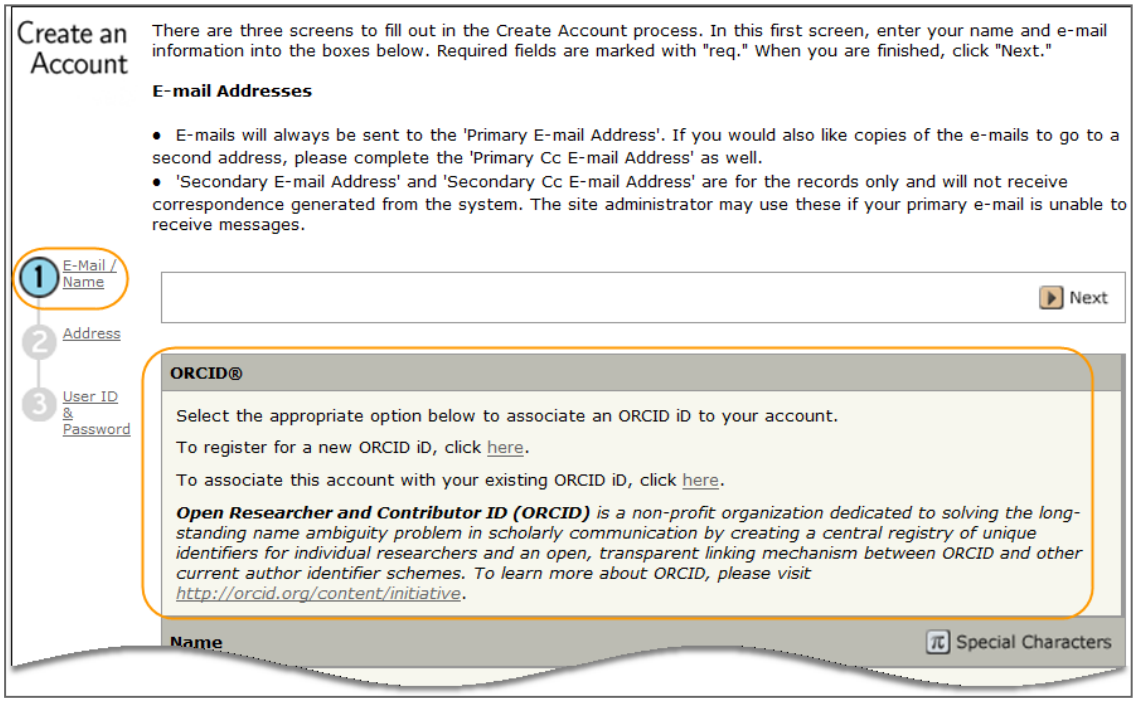
*ScholarOne Manuscripts* is configured for your specific site based on the needs of the journal or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.

# ACCESSING SCHOLARONE MANUSCRIPTS

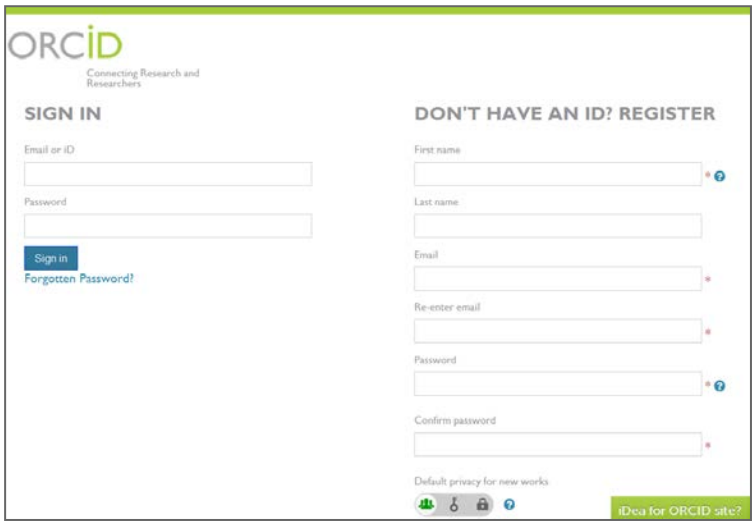
Each journal's site has a unique web address that should be provided to you by your site Admin via e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. If the journal has not already created an account for you, you can create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



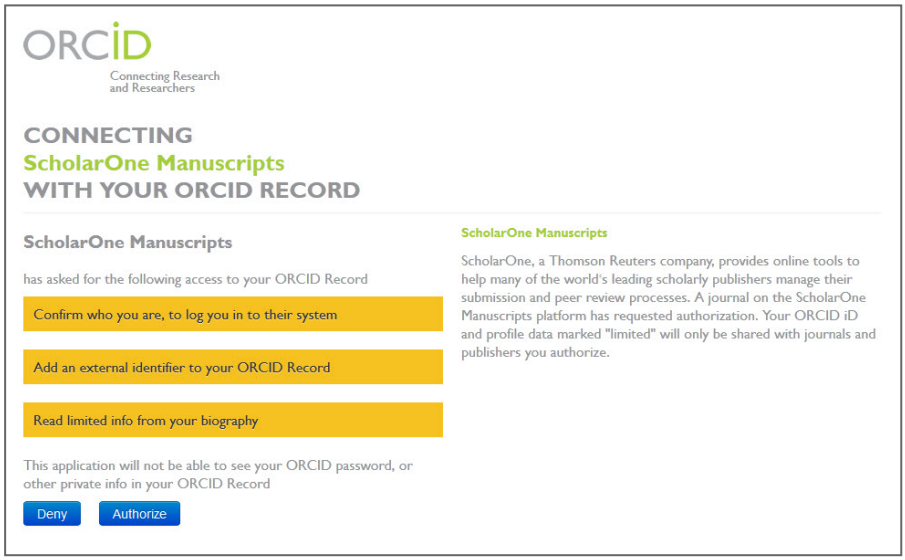

During account creation, new users may be given the option to associate an ORCID iD with their account by either registering for a new ORCID iD or associating and existing ORCID iD. Each of these options will be presented to the user as links in the first step of the account creation process. In prior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




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



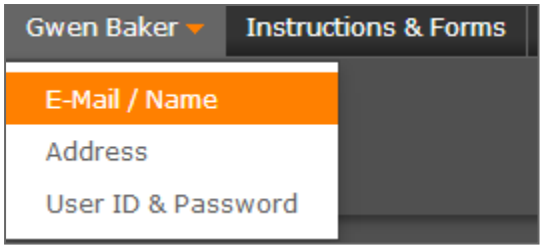

Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal access to their 'limited' data.




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

## CHANGING YOUR USER ACCOUNT INFORMATION

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

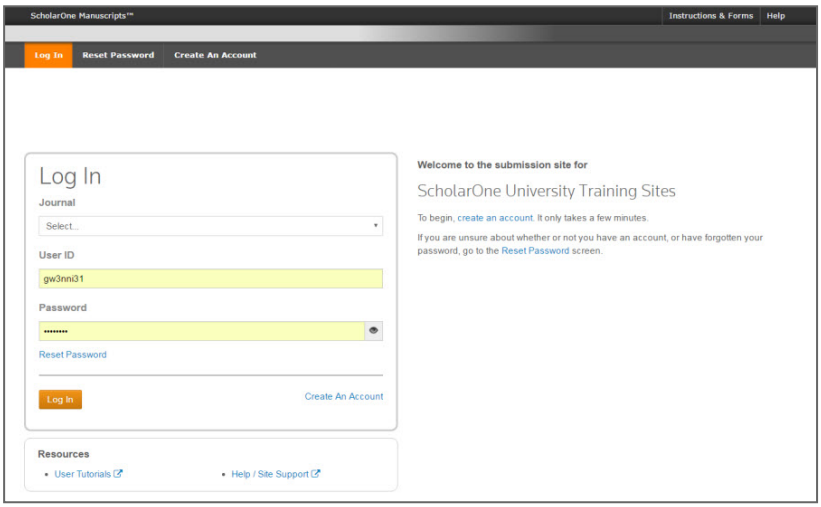



**Note**: Please retain your new password. ScholarOne will not send your password via e-mail.

# LOGGING IN/OUT

## ▶ Log In

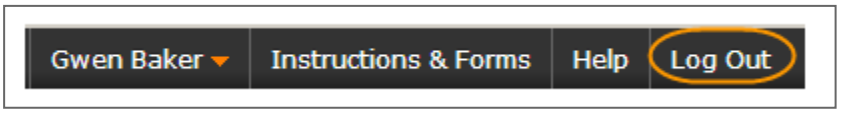
1. Each journal's site has a unique Web address that is sent to you by e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. The journal's Log In page opens.




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

## ▶ Log Out

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

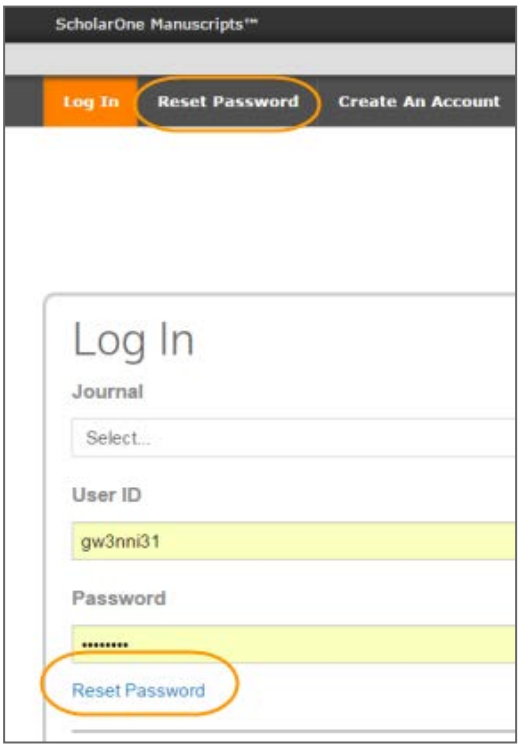



2. You will be returned to the Log In page.

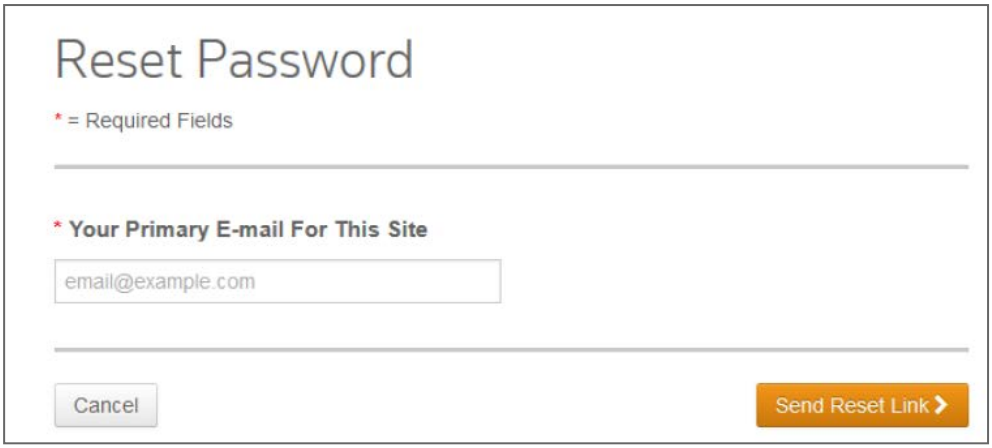
**Note:** After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

# FORGOT YOUR PASSWORD?

## ▶ Reset Password




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

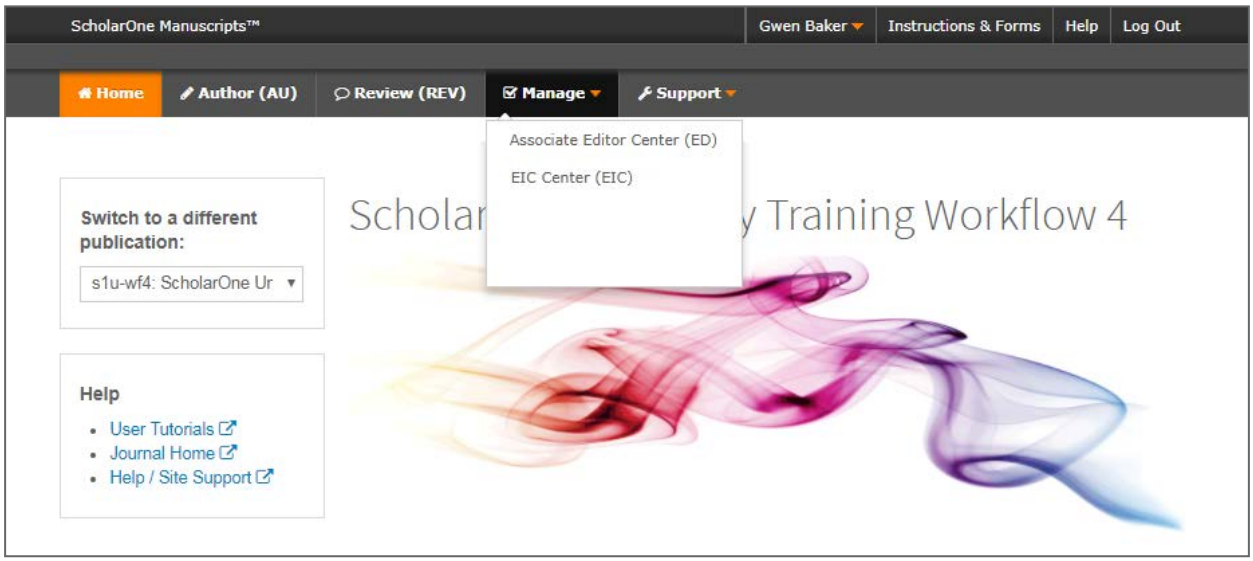



2. Enter your email address and you will be sent a link to reset your password.

# NAVIGATION OVERVIEW

## HOME PAGE

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




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

### Header

**Quick Links:** Access the following functions:

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

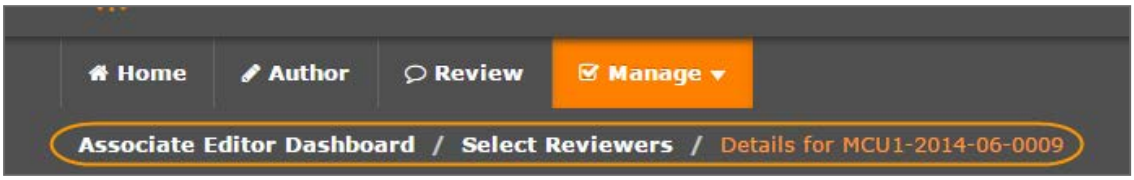
**Journal Logo**

**Top-Level Menu:** Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list.

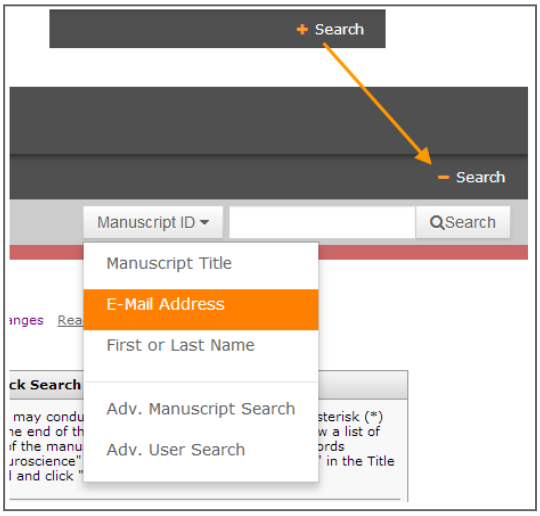
This menu is displayed wherever you are working in the system to allow you to easily move between functions.

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

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

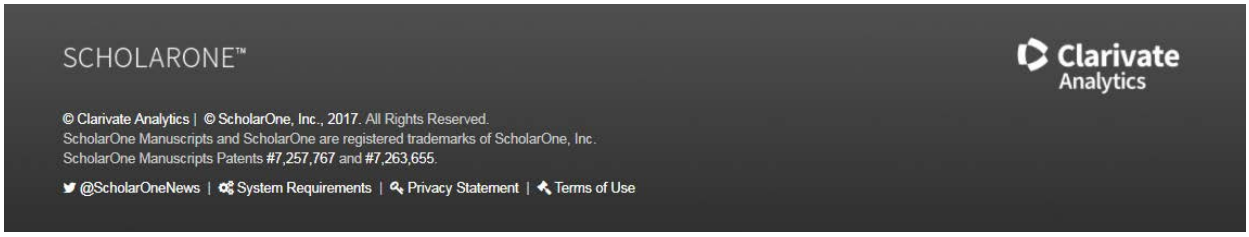



**Simple Search**: This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.




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

## FOOTER FEATURES




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

- Link to ScholarOneNews
- Link to System Requirements
- Link to Privacy Statement
- Link to Terms of Use

## LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen.

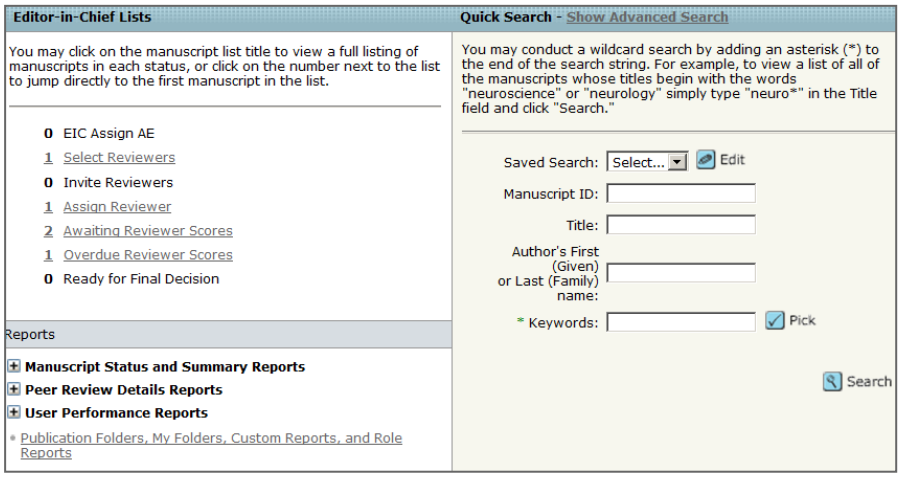
**Note:** All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

# OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER

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

## EIC VIEW

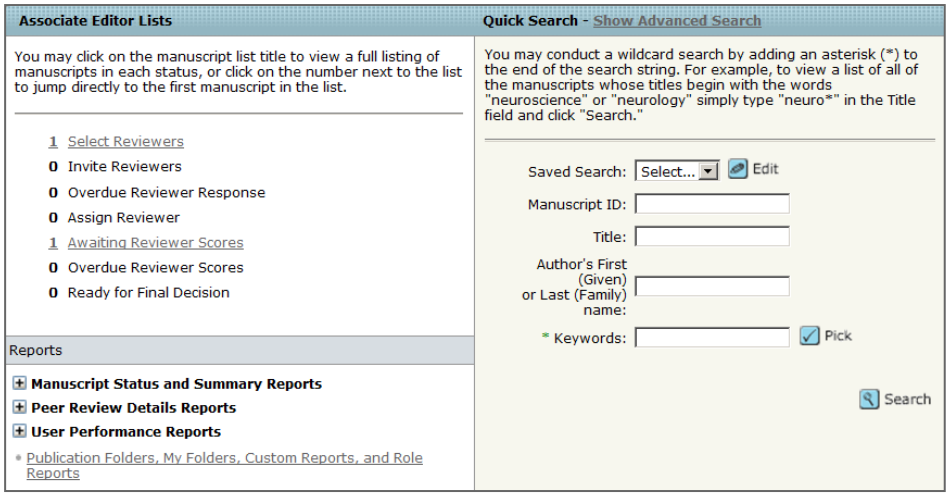
The dashboard for both the EIC and Associate Editor look somewhat the same. The main difference is that the EIC can see where papers are in queue with their Associate Editors. The EIC view shows all papers in the review process while the Associate Editor view shows only those assigned to an individual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




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

## ASSOCIATE EDITOR VIEW

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

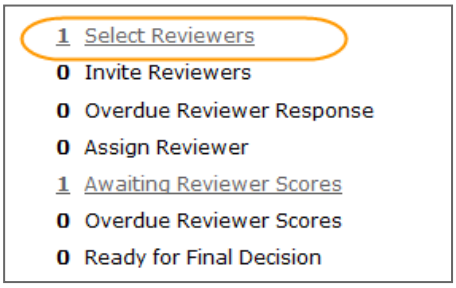



## ACCESS MANUSCRIPTS VIA THE EDITOR LISTS

To view manuscript information, you may select any active hyperlink in the Editor Lists section of your dashboard.

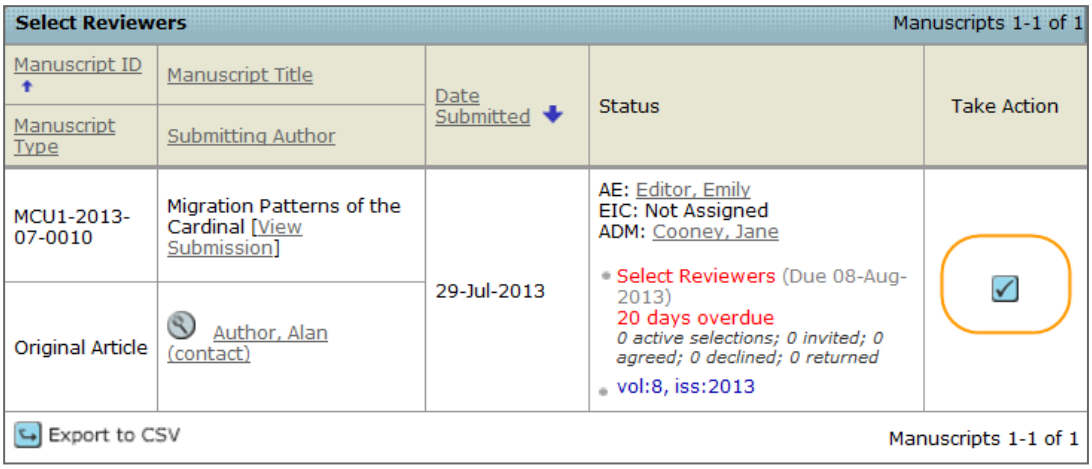
### ▶ Access Manuscripts via the Editor Lists

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




2. The View Manuscripts page displays a table containing any manuscripts in the selected status category. For example, if you clicked the link for **Select**

**Reviewers** task, the table will display the Select Reviewers header and all manuscripts listed are in a status where the next step is to complete the Select Reviewers task.



| Select Reviewers | | | | Manuscripts 1-1 of 1 |
|---|---|---|---|---|
| Manuscript ID / Manuscript Type | Manuscript Title / Submitting Author | Date Submitted | Status | Take Action |
| MCU1-2013-07-0010 | Migration Patterns of the Cardinal [View Submission] | 29-Jul-2013 | AE: Editor, Emily<br>EIC: Not Assigned<br>ADM: Cooney, Jane<br>• Select Reviewers (Due 08-Aug-2013)<br>20 days overdue<br>*0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned*<br>• vol:8, iss:2013 | |
| Original Article | Author, Alan (contact) | | | |
| Export to CSV | | | | Manuscripts 1-1 of 1 |

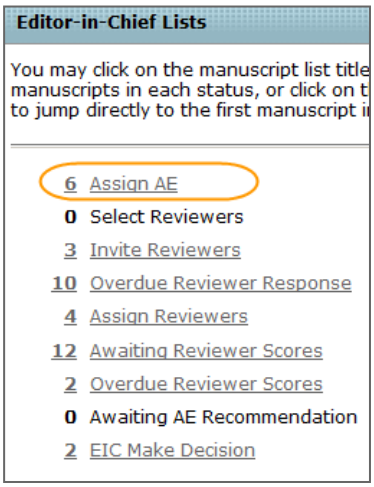
3. Each manuscript listing displays the following:
   - **Manuscript ID**: A system-generated ID unique to the manuscript
   - **Manuscript Type**: Category of manuscript
   - **Manuscript Title**: The title of the manuscript and a link to view the submission
   - **Submitting Author**: Name of the submitting author, a button to view author details, and a hyperlink to send the author an e-mail
   - **Date Submitted**: Date of submission (or revision if viewing a revision)
   - **Status**: Status of the submission in the peer review process and the editorial staff assignments
   - **Take Action**: A button which initiates the next action to be taken on the submission
4. You can sort the list by clicking on a (linked) column header.
5. Select an action from the **Take Action** button to access the Manuscript Details.

# ASSIGNING EDITORS

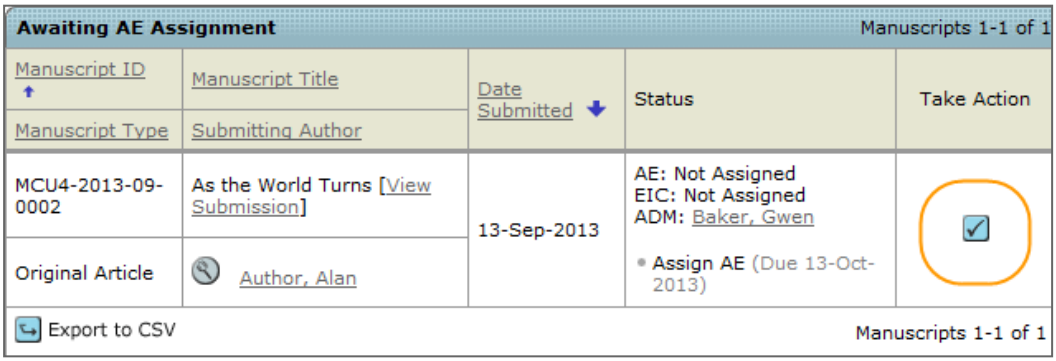
## ASSIGN ASSOCIATE EDITOR – EIC ROLE

### ▶ Assign Associate Editor

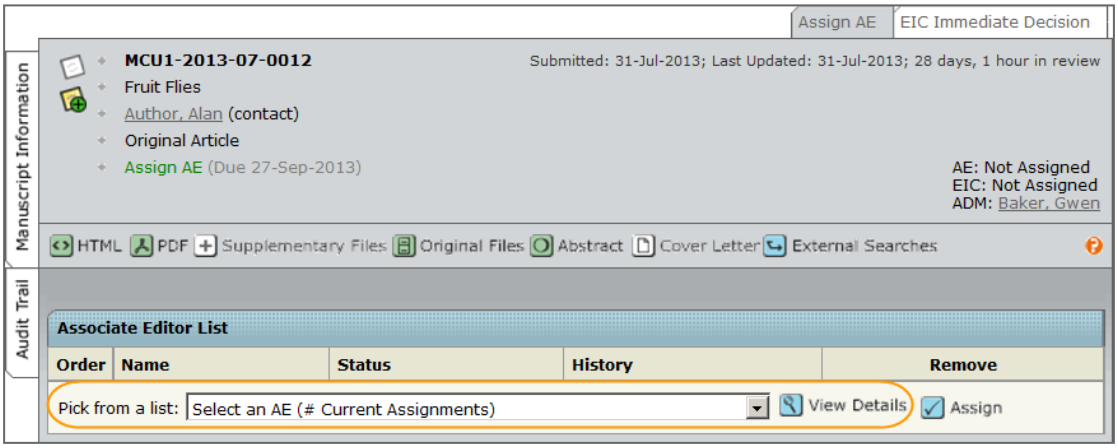
1. In most workflows, the EIC will assign the Associate Editor to the manuscript. Click **Assign AE**.



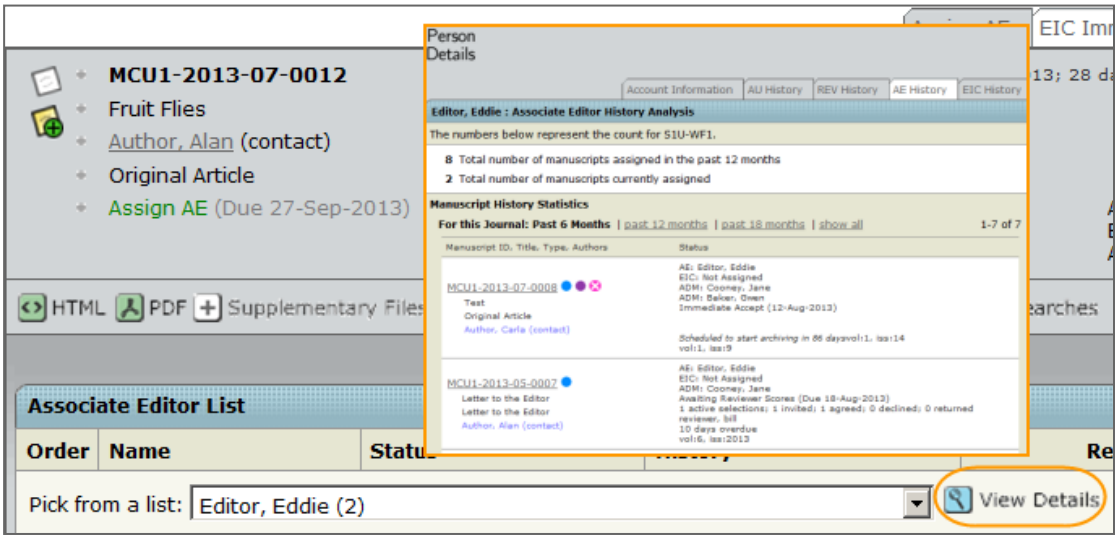

2. The list of papers that needs assignment displays. Click on the **Take Action** icon to go directly to the task and full details of the manuscript.




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




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

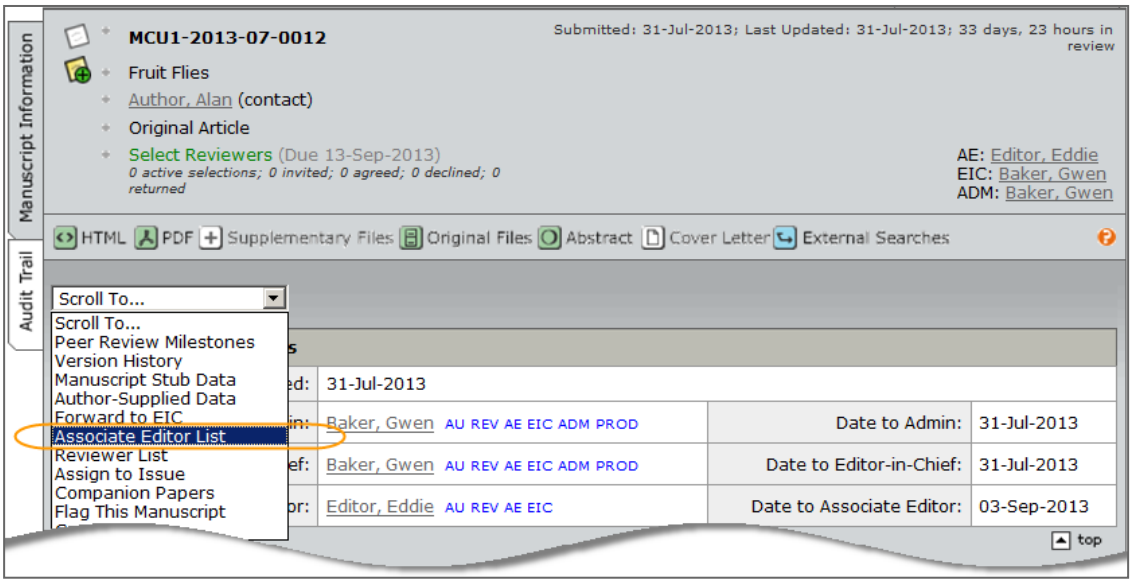



5. Click the **Assign** button.

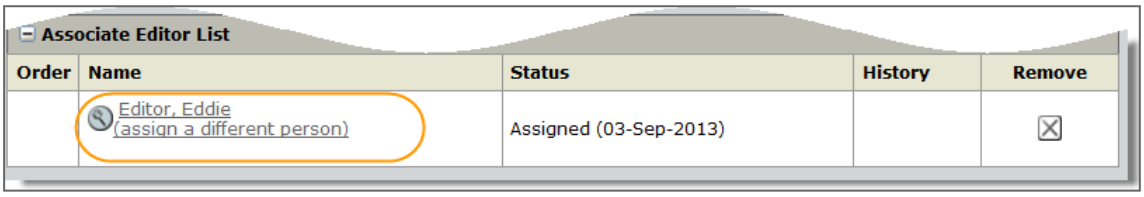
# CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE

## ▶ Change Associate Editor Assignment

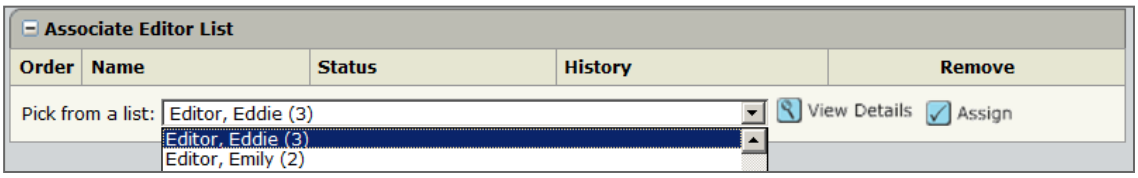
1. To unassign the current Associate Editor and assign a different one to a manuscript, navigate to the **Manuscript Information** tab. From the Scroll To dropdown menu, select **Associate Editor List**.



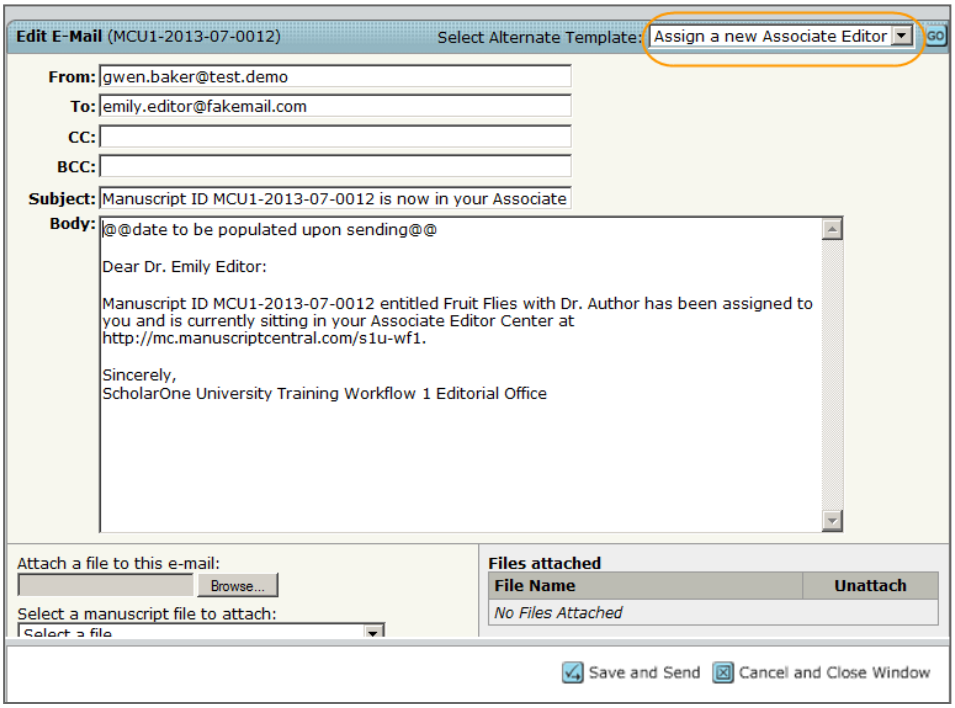

2. Under the name of the editor you wish to replace, click the **(assign a different person)** link.



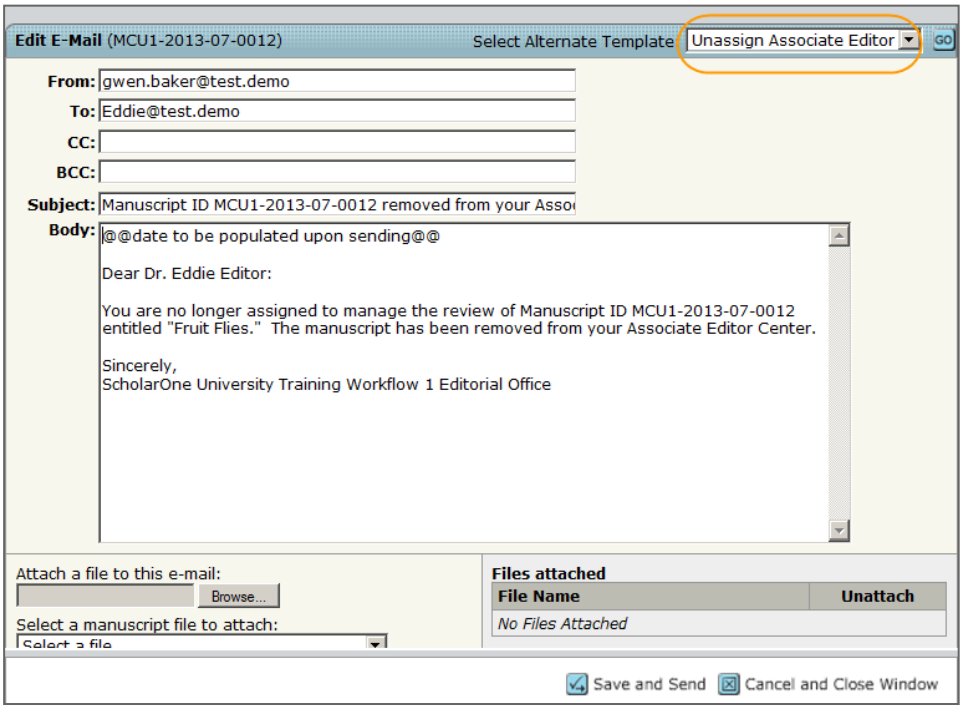

3. Select the new Associate Editor from the drop down menu and click **Assign**.




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




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



# SELECT, INVITE, AND ASSIGN REVIEWERS

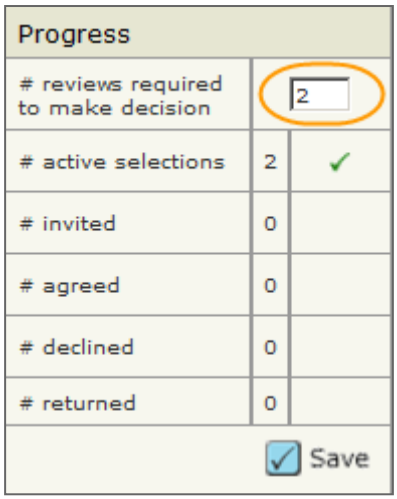
## OVERVIEW OF SELECT, INVITE AND ASSIGN REVIEWERS – ASSOCIATE EDITOR ROLE

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

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

### About the Progress Indicator

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




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

## Bypassing the Peer Review Process

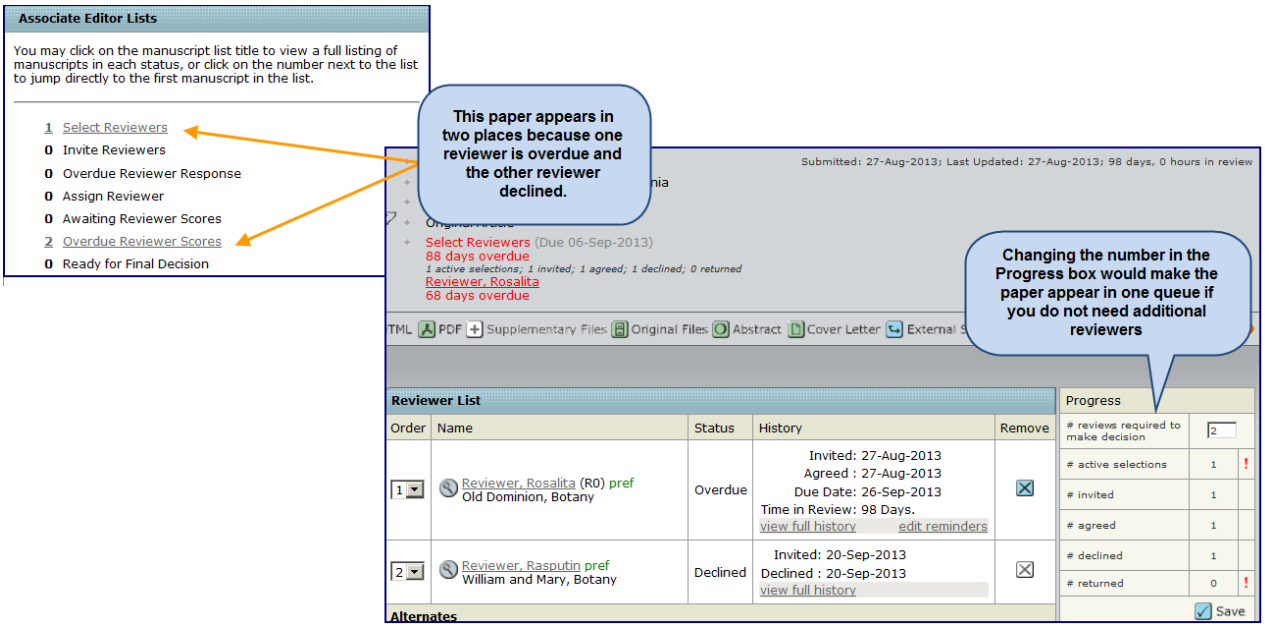
To bypass the review process entirely, change the **# reviews required to make decision** setting to 0. The manuscript moves to the next action task in the workflow - – typically a Make Decision, Make Preliminary Decision, or Make Recommendation task.

## Double-Queuing of Manuscript

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

In the example below, there are two required reviews, as indicated in the progress indicator on the Manuscript Details page. One reviewer has accepted and one has declined. Since reviewer declined, the manuscript appears in the Select Reviewers queue. Since the other has accepted, but is overdue, the manuscript also appears in the Overdue Reviewer Scores queue.

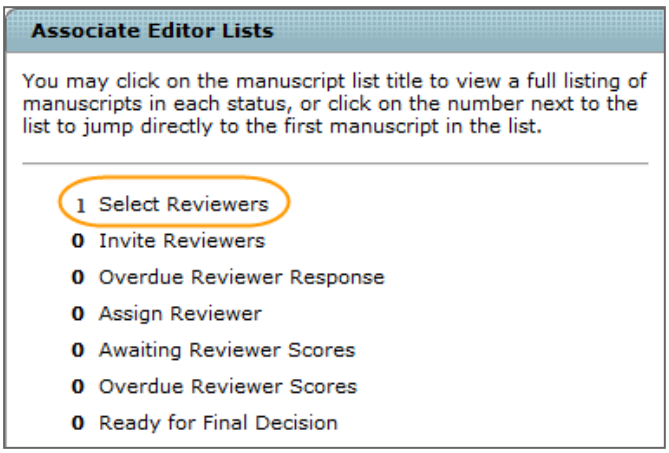
While this is an accurate representation of the status of the paper, it may appear confusing when looking at the Editor Lists where you might count the manuscript twice. It will change if you invite additional reviewers and they accept, or if you do not wish to invite additional reviewers, you may reduce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



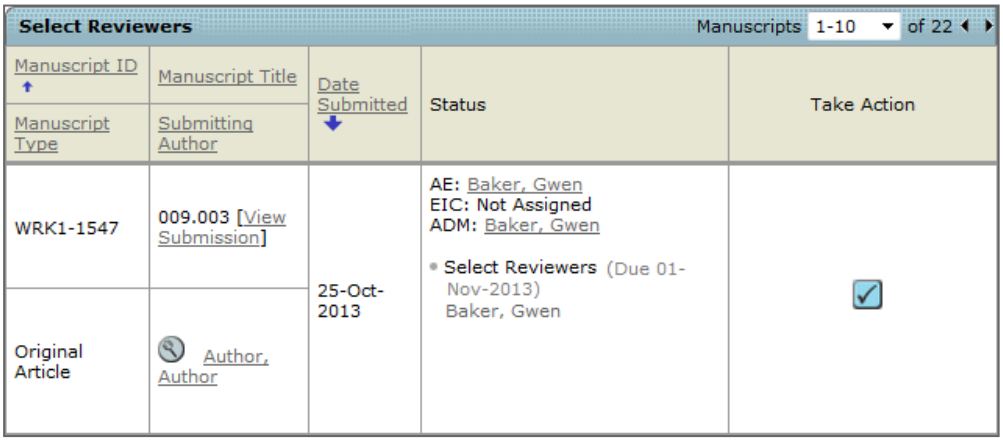
## SELECTING A REVIEWER

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

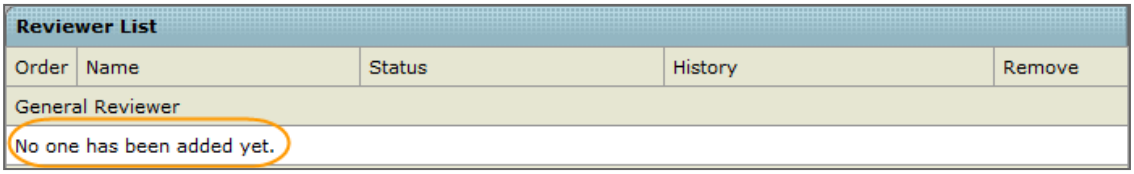
### ▶ Select Reviewers




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

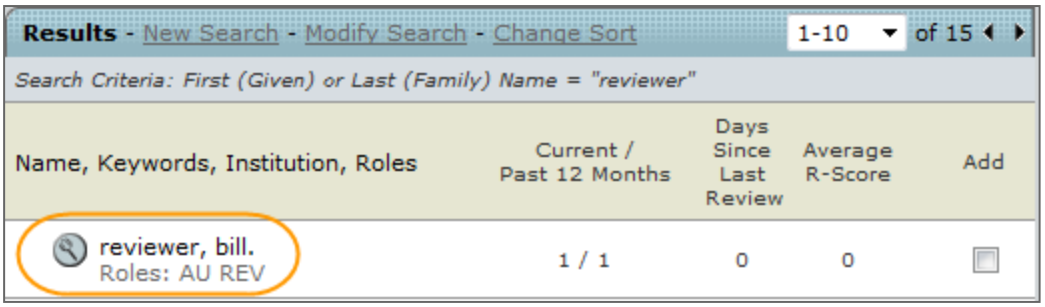



2. The Select Reviewers screen displays. Click **Take Action**.

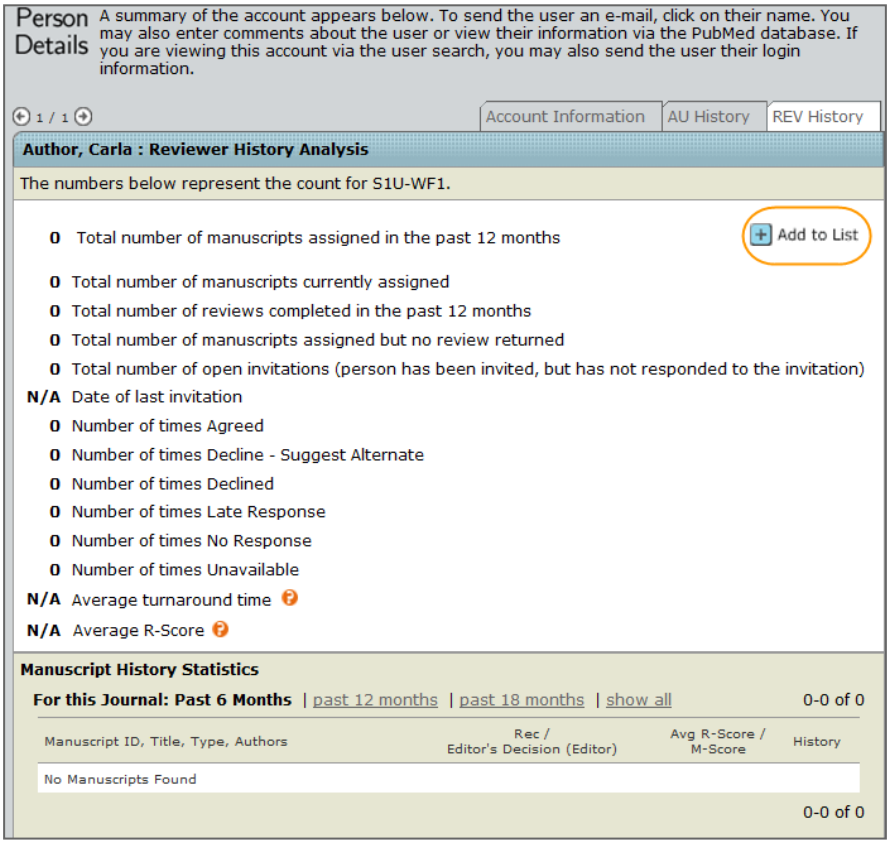


3. The Manuscript Details screen displays. In the Reviewer list section, it will indicate that no reviewers have been selected.

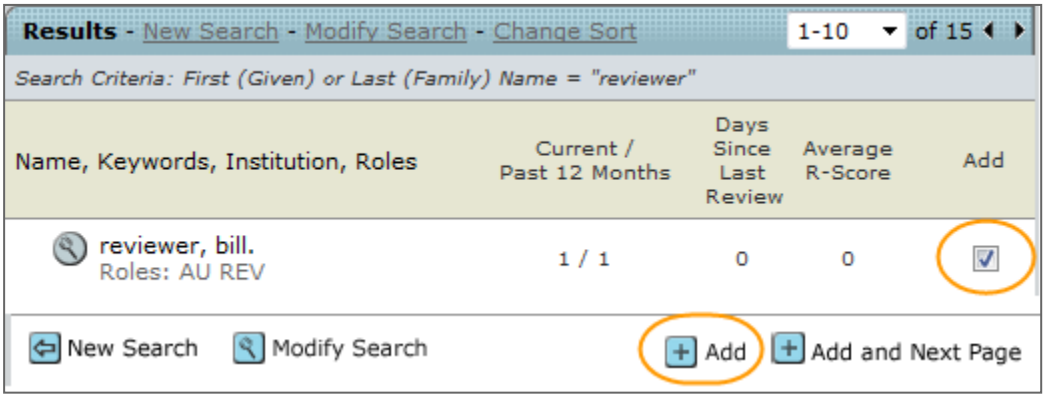
4. There are several options for locating a reviewer which are described in the ***Reviewer Search Methods*** section below. Search using whichever options you prefer. Search results will display.




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



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




7. Locate the reviewer(s) and click the Add checkbox next to the reviewer name.

8. Click the Add button at the bottom of the search results to add checked reviewers.

## Reviewer Search Methods

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

### Author's Recommended / Opposed Reviewers

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

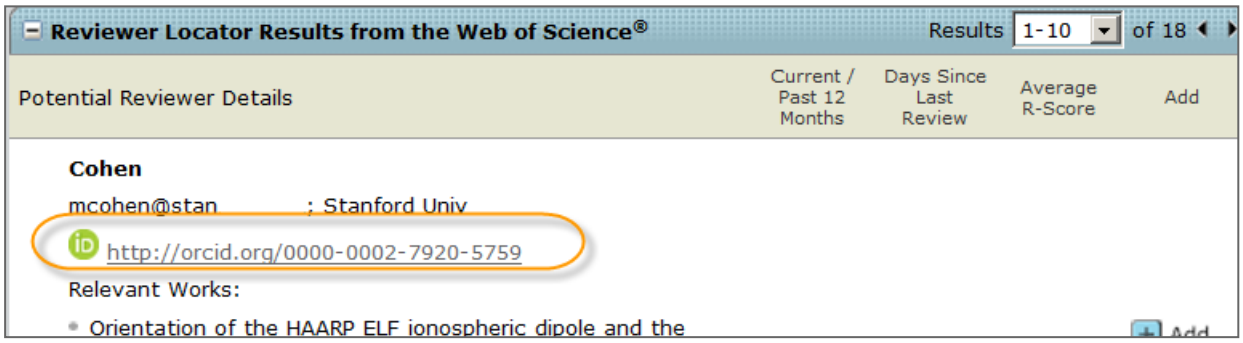
If configured on your site, the institution of the preferred/non-preferred reviewer will be listed below the reviewer name. Also available if configured, you may click directly on the links to the external searches for Google and Web of Science to research the reviewer.

## Reviewer Locator Results from the Web of Science®

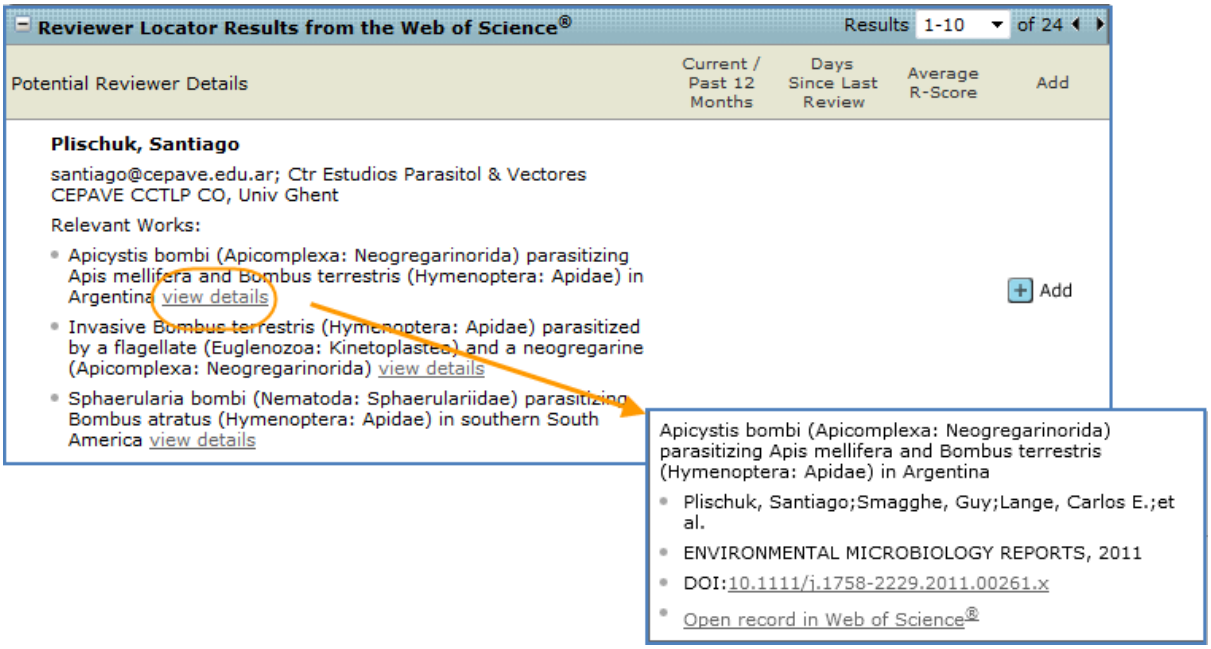
If configured for your site, search requests are generated automatically for each manuscript when it reaches the Select Reviewers task so results are waiting for the editor as soon as they enter the site.

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

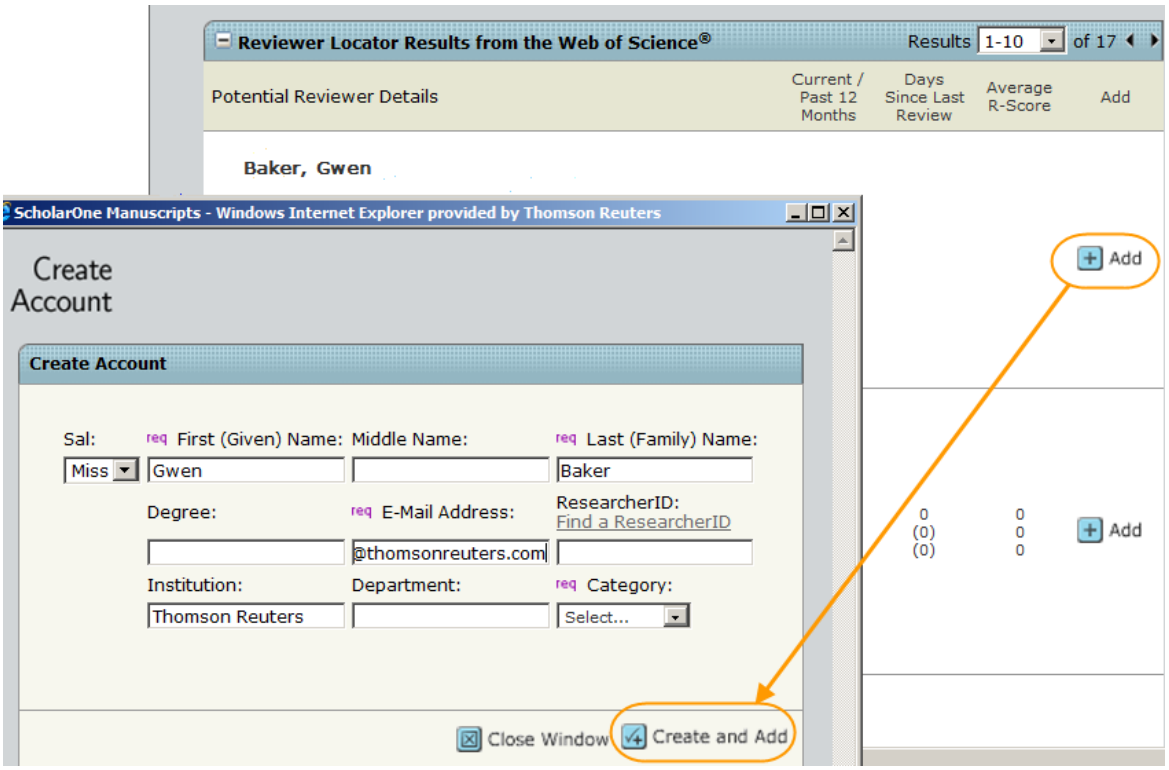
Each potential reviewer found in the Web of Science is returned with a set of biographic and bibliographic data designed to help the AE assess the potential reviewer's suitability for the submitted manuscript. In addition to the reviewer's name, their e-mail address and institutional affiliation will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




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



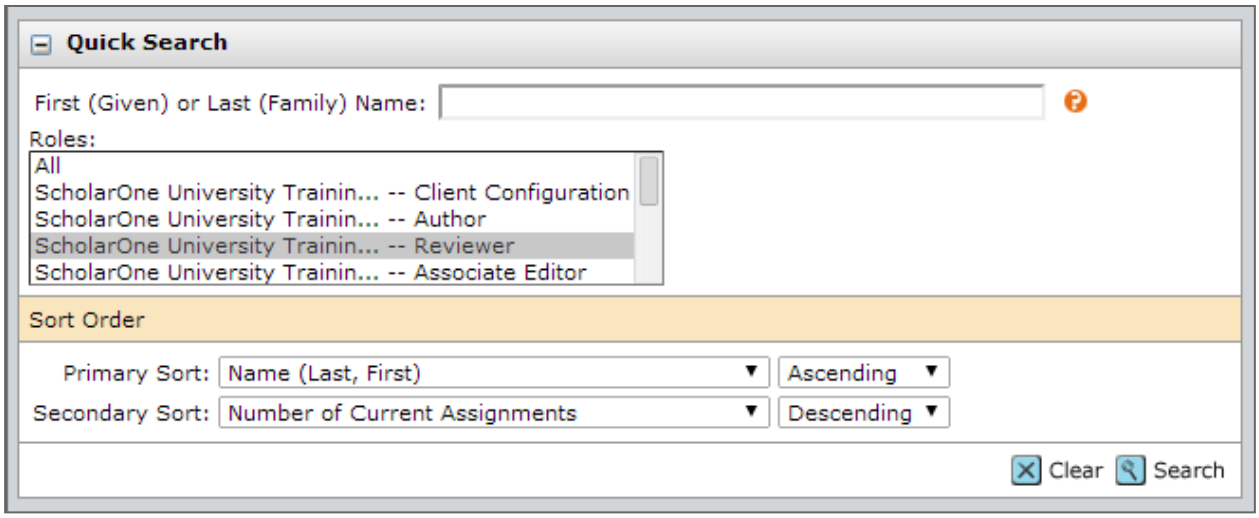

When adding a reviewer from the list of potential reviewers from the Reviewer Locator, when the EA clicks the Add button, a new window will appear to create the reviewer an account in the system and add them into the reviewer list for invitation.



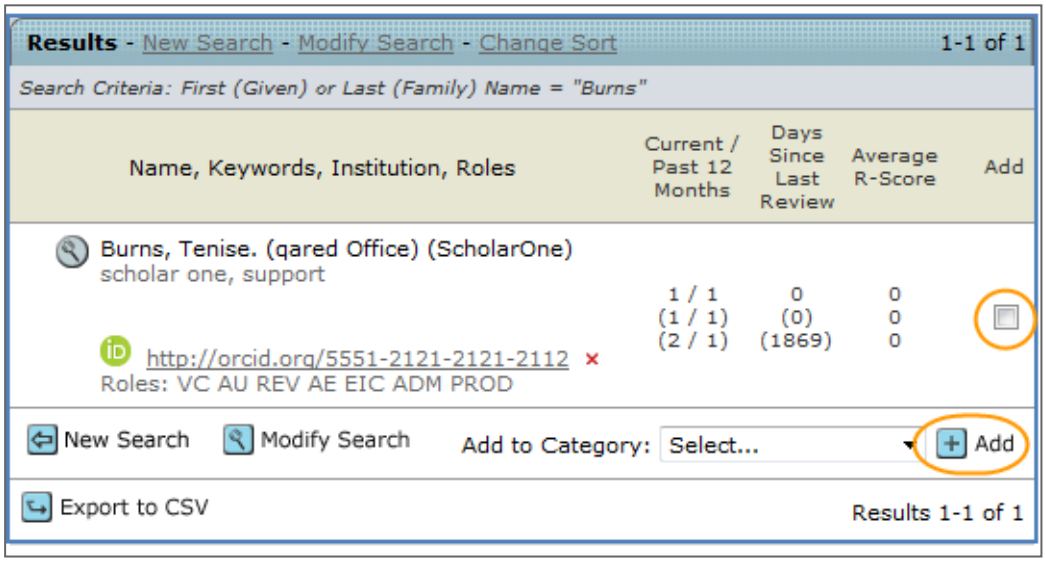
## Quick Search

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

Click the **Search** button.

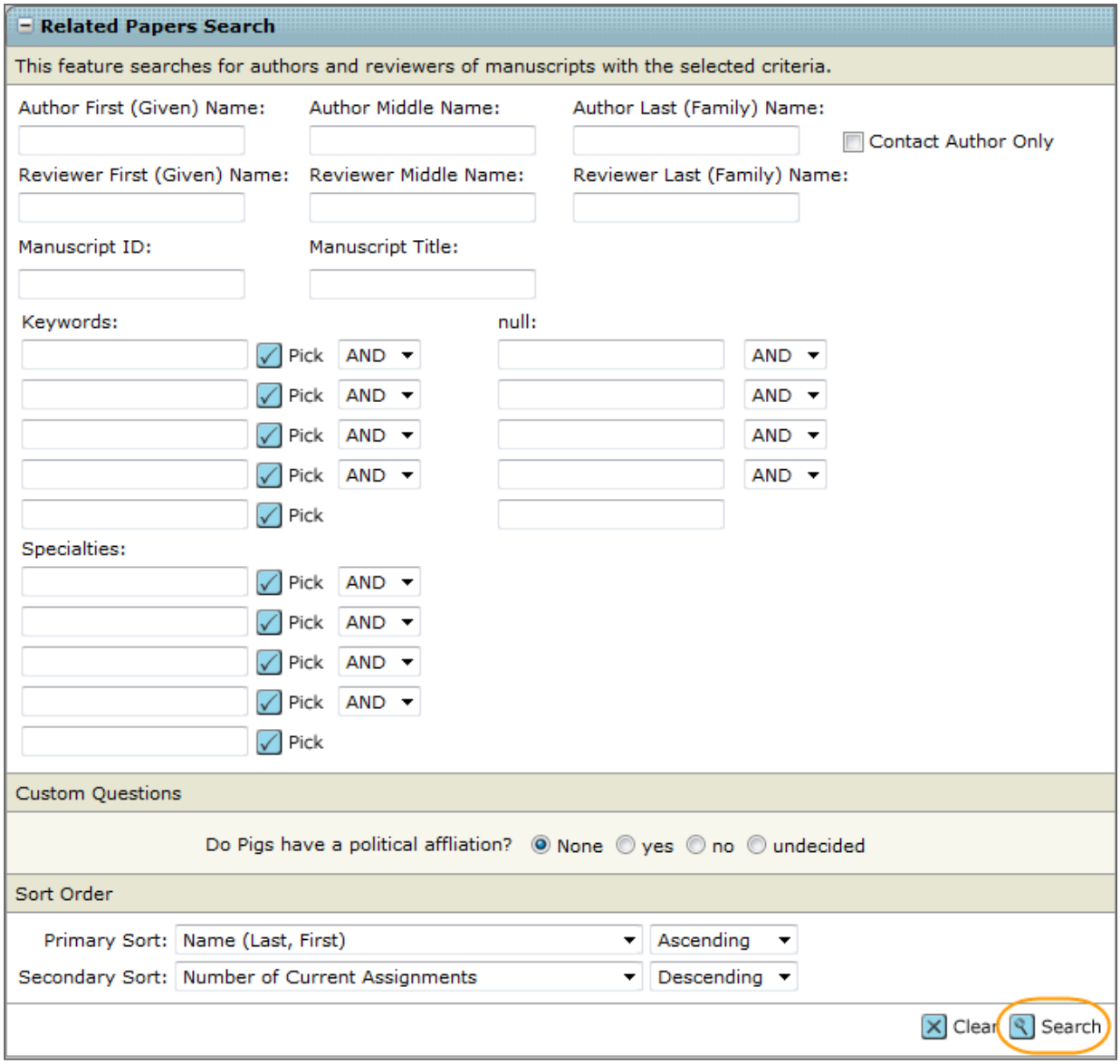


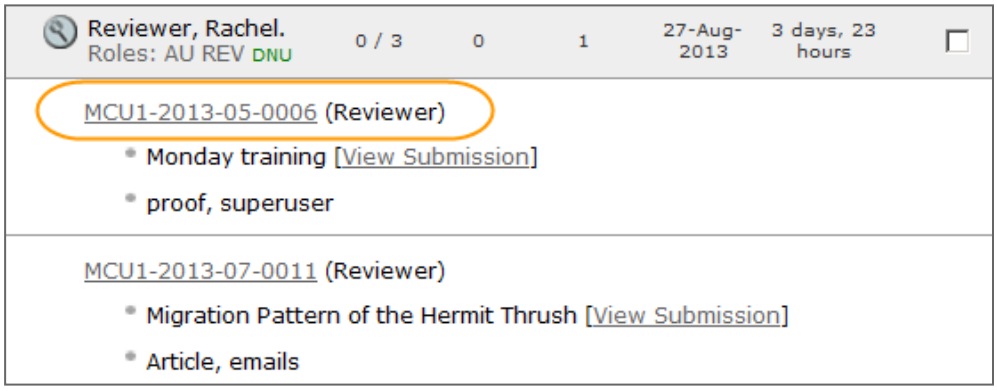

If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.



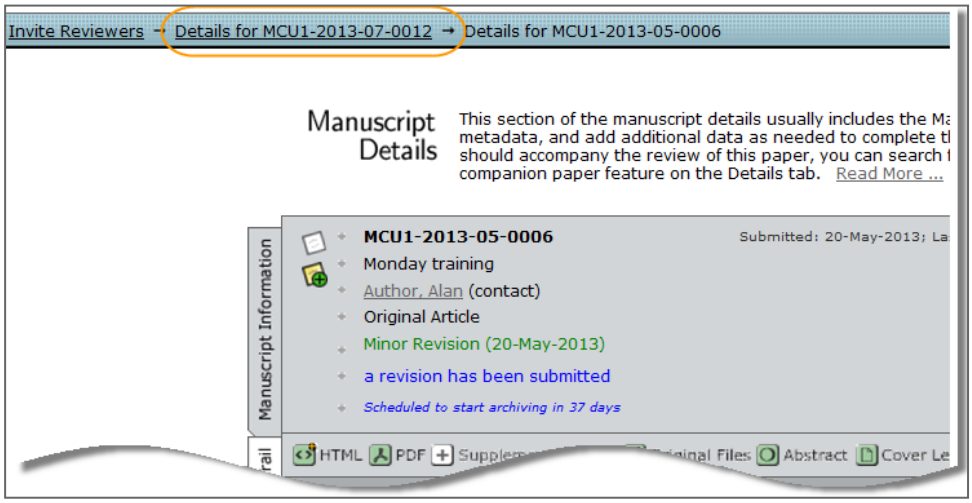
## Related Papers Results

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



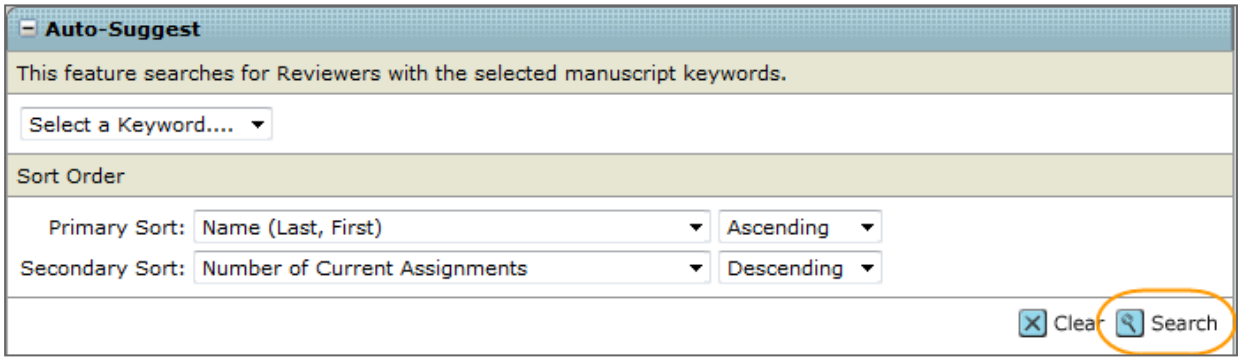


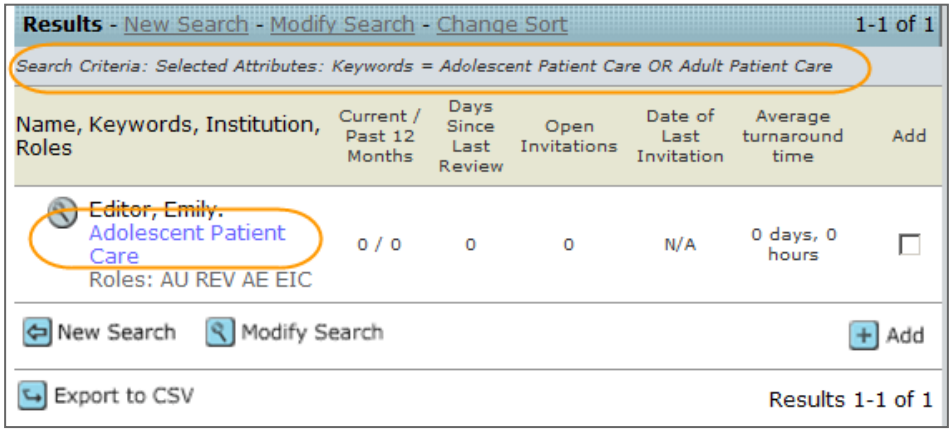

If you select to view the historical data, you will need to use the bread crumb trail at the top of the screen to move back to the manuscript you were working on.




## Auto-Suggest Results

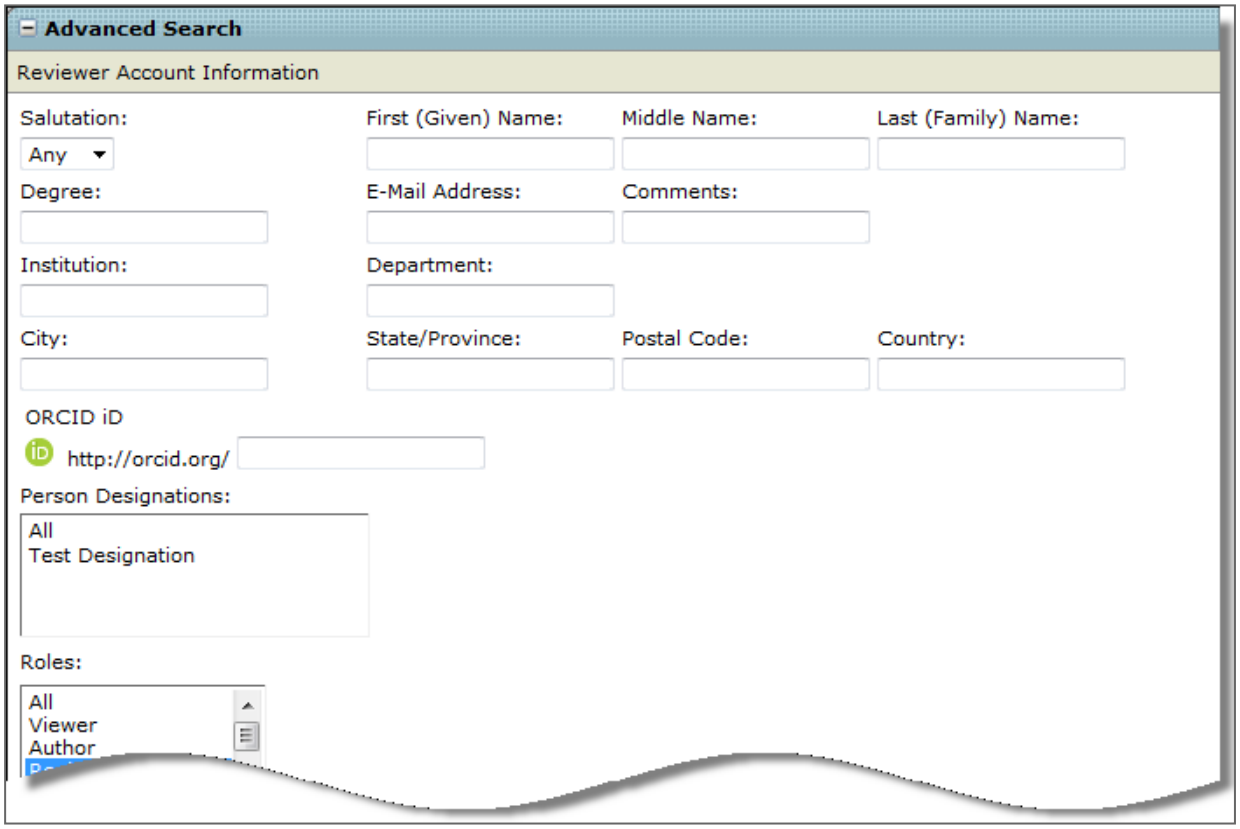
This feature uses keywords from the Author submission and matches them up to keywords used in a Reviewer's account. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

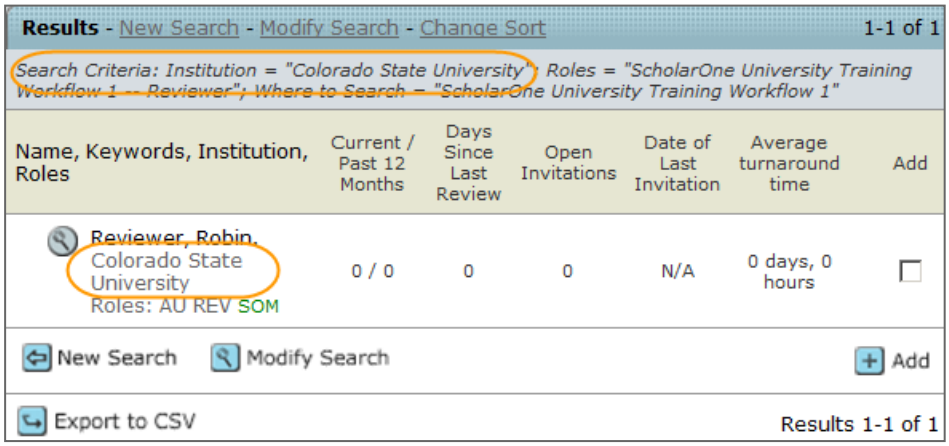



## Advanced Search Results

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


Advanced Search
Reviewer Account Information
Salutation:
Any
First (Given) Name:
Middle Name:
Last (Family) Name:
Degree:
E-Mail Address:
Comments:
Institution:
Department:
City:
State/Province:
Postal Code:
Country:
ORCID iD
http://orcid.org/
Person Designations:
All
Test Designation
Roles:
All
Viewer
Author


Results - New Search - Modify Search - Change Sort
1-1 of 1
Search Criteria: Institution = "Colorado State University"; Roles = "ScholarOne University Training Workflow 1 -- Reviewer"; Where to Search = "ScholarOne University Training Workflow 1"
Name, Keywords, Institution, Roles
Current / Past 12 Months
Days Since Last Review
Open Invitations
Date of Last Invitation
Average turnaround time
Add
Reviewer, Robin,
Colorado State University
Roles: AU REV SOM
0 / 0
0
0
N/A
0 days, 0 hours
New Search
Modify Search
Add
Export to CSV
Results 1-1 of 1

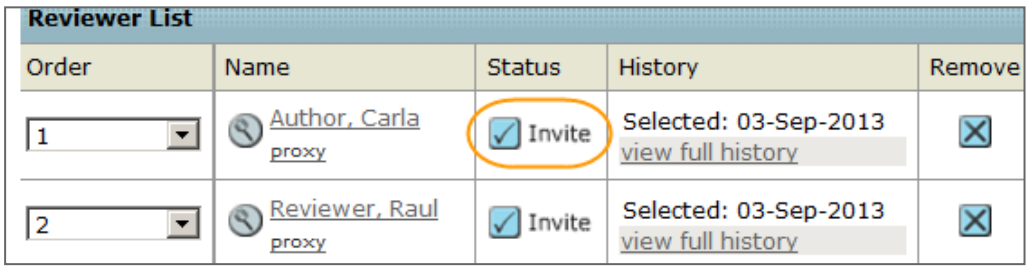
## Adding New Reviewers

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.

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

## INVITE A REVIEWER

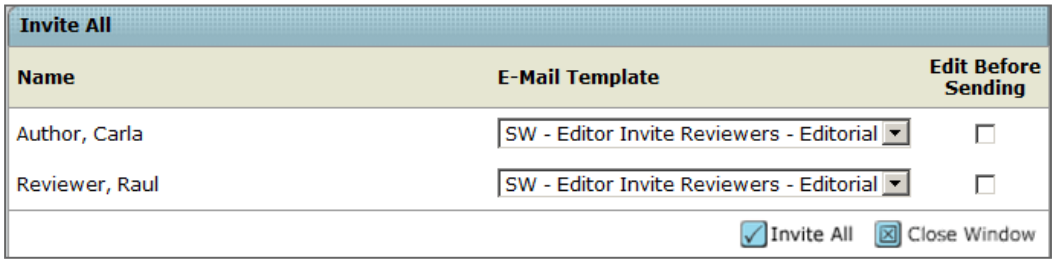
Once the reviewers have been selected for the manuscript, their names will appear in the Reviewer List with a Status of Invite. Clicking on the invite icon will open an editable e-mail.



## Invite All

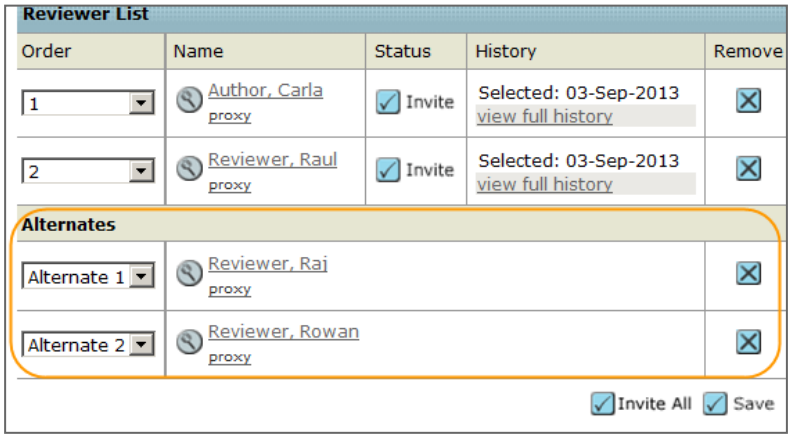
If you want to send all the invitations at one time, there is an icon called Invite All.

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




## Alternate reviewer list

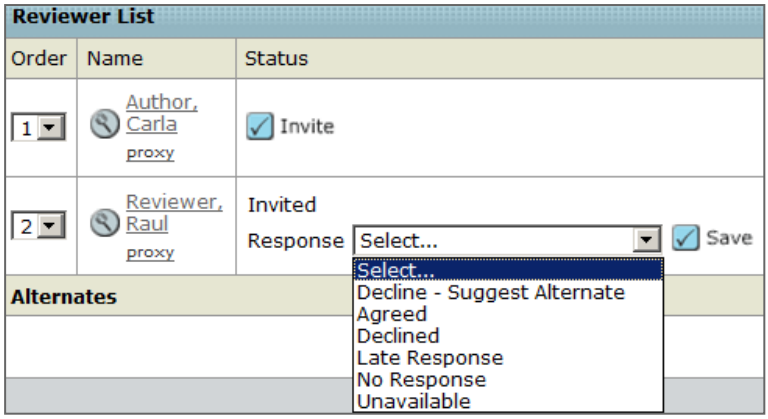
Some sites are configured with ability to set up an alternates list. Using the Order column, you can move reviewers into the list. If anyone from the main reviewer list declines to review, the system will auto-invite from the alternates list.




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

## ASSIGN A REVIEWER

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




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

### Decline Suggest Alternates

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

**Reviewer List**

| Order | Name | Status | History | Remove |
|---|---|---|---|---|
| 1 | Baker, Gwen<br>ScholarOne, Client Management | Agreed | Invited: 29-Aug-2013<br>Agreed : 29-Aug-2013<br>Due Date: 28-Sep-2013<br>Time in Review: 22 Days.<br>view full history edit reminders | |
| 2 | Reviewer, Robin<br>Colorado State University<br>proxy | Decline - Suggest Alternate - Suggested Alternates<br>view additional possibilities | Invited: 20-Sep-2013<br>Decline - Suggest Alternate : 20-Sep-2013<br>view full history | |

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

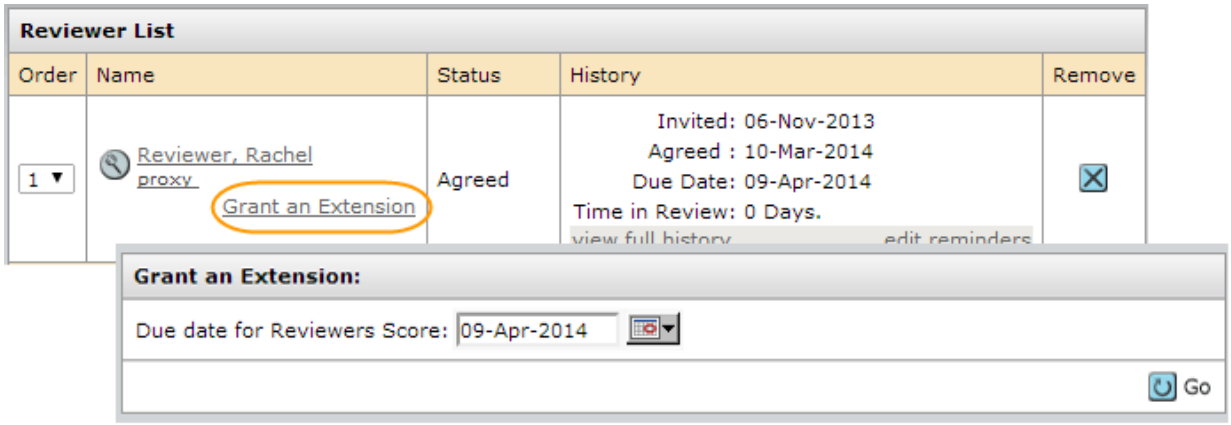
**Reviewer, Robin's Additional Reviewer Possibilities**

Name: Johnathan Reviewer
E-Mail Address: john@fakemail.com
Comments: Great Reviewer
Search: Click here to perform a Reviewer search for this person.
PubMed: Click here to view this person's information on PubMed.

Close Window

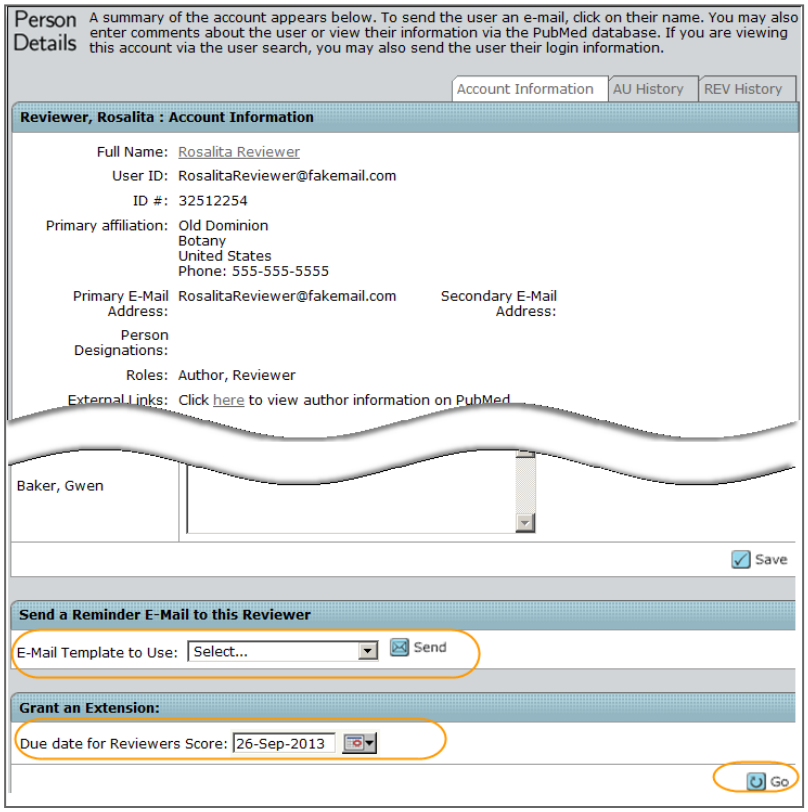
## Granting Extensions and Editing Reviewer Reminders

If a reviewer asks for an extension of completing their review, if configured, the Editor can click on the **Grant an Extension** link under the reviewer's name to grant an extension.

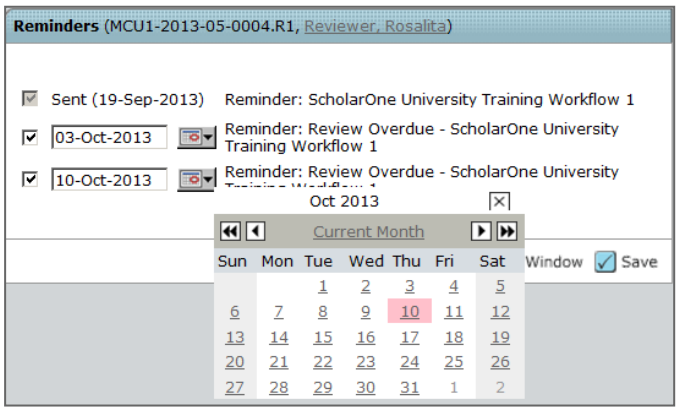



**Note:** If the Editor does not have permissions to grant the extension, they will need to contact the journal admin to have them grant the extension.

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

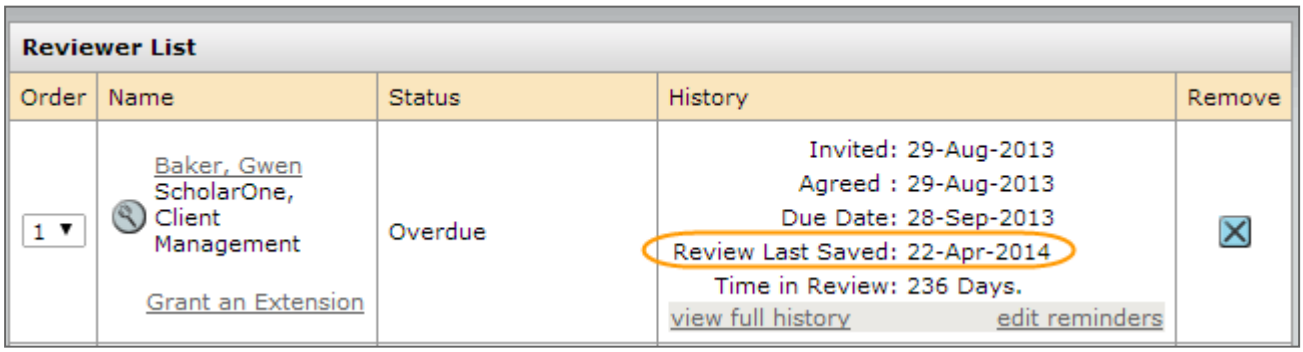



Editing when the reminders are sent to a reviewer is also important. Being able to change the dates when reminders are sent and the ability to turn off reminder can be very helpful.



## Date Review Last Saved

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



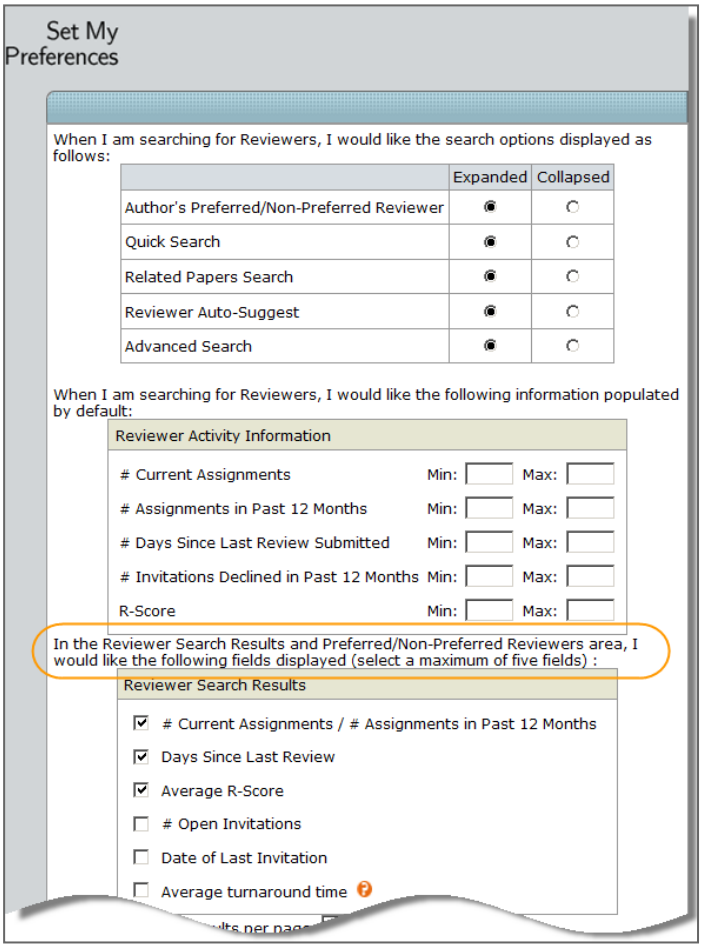
**Reviewer List**

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

## Setting Search Preferences

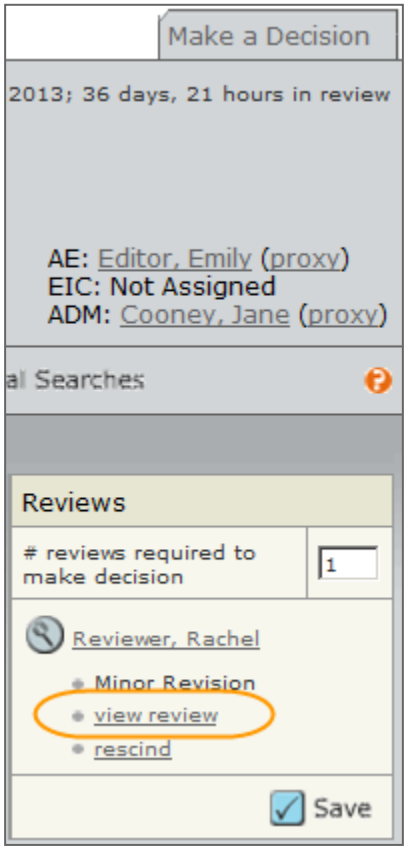
Having the ability to customize the search option in the system allows the editor to only see the items the need.

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


Set My Preferences
When I am searching for Reviewers, I would like the search options displayed as follows:
Expanded
Collapsed
Author's Preferred/Non-Preferred Reviewer
Quick Search
Related Papers Search
Reviewer Auto-Suggest
Advanced Search
When I am searching for Reviewers, I would like the following information populated by default:
Reviewer Activity Information
# Current Assignments Min: Max:
# Assignments in Past 12 Months Min: Max:
# Days Since Last Review Submitted Min: Max:
# Invitations Declined in Past 12 Months Min: Max:
R-Score Min: Max:
In the Reviewer Search Results and Preferred/Non-Preferred Reviewers area, I would like the following fields displayed (select a maximum of five fields) :
Reviewer Search Results
# Current Assignments / # Assignments in Past 12 Months
Days Since Last Review
Average R-Score
# Open Invitations
Date of Last Invitation
Average turnaround time

# ASSOCIATE EDIOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS

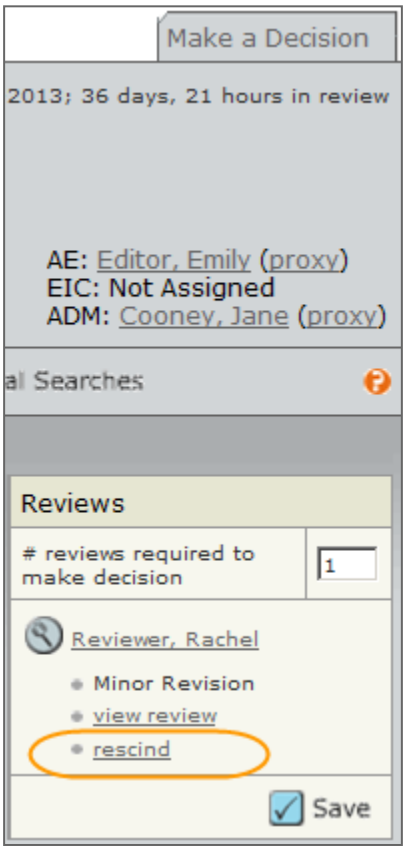
When the required number of reviews has been returned, they display in the editor's Make Decision, Make Preliminary Decision, or Make Recommendation action tab. Click on **view review** to see the completed review returned by the reviewer.




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

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

## RESCIND A REVIEW



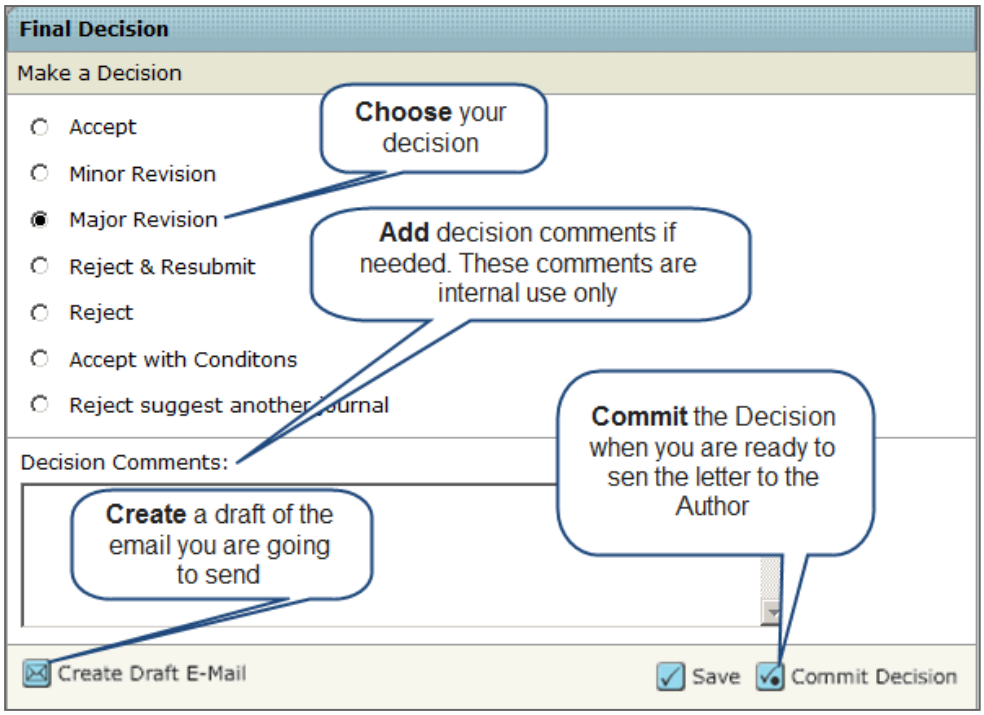

To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the review to make any changes that need to be made. When you rescind a review, an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on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

# MAKING MANUSCRIPT DECISIONS

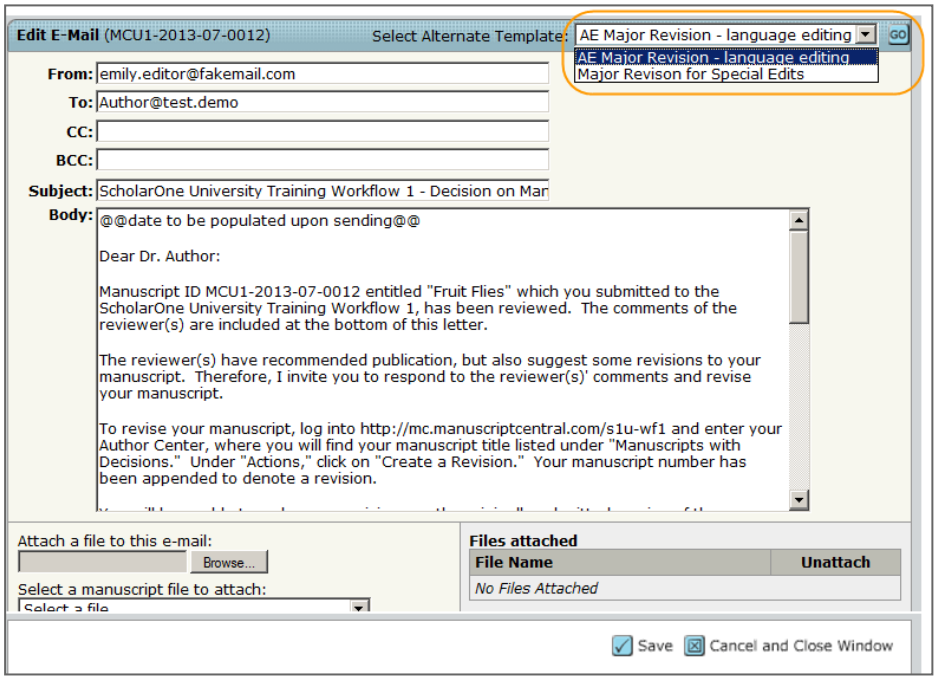
When making decisions on manuscripts, it is good to remember to save often to avoid losing any work. The examples below indicate the roles that most commonly take the actions described, but your site may vary.

## MAKE FINAL DECISION - EIC OR ASSOCIATE EDITOR

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

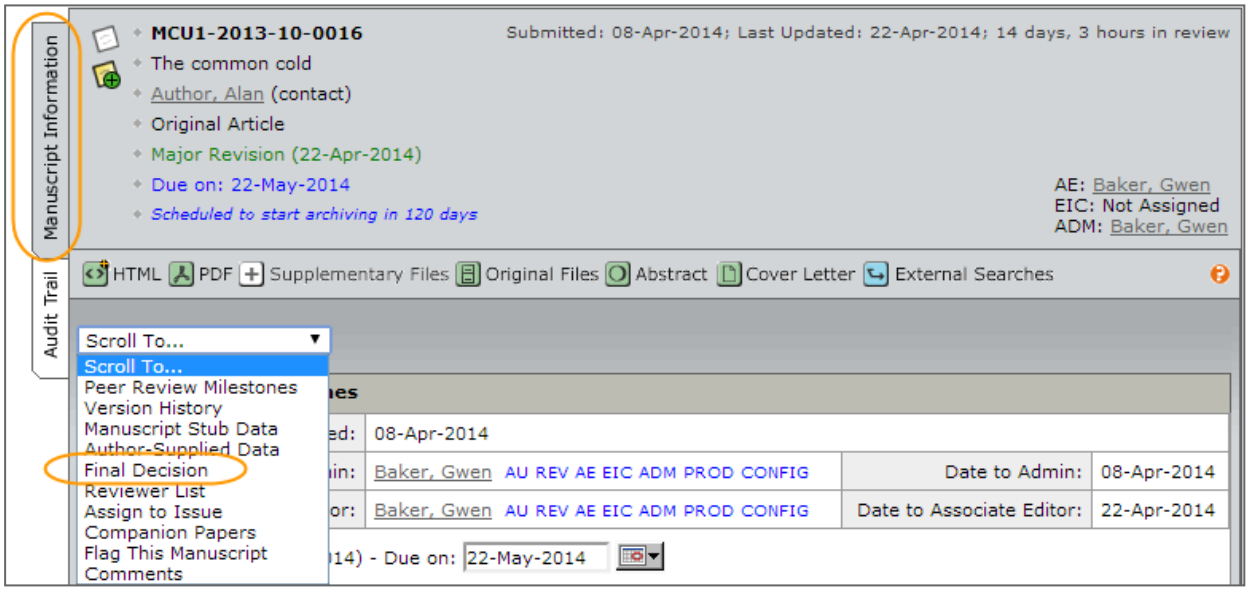



Be sure that when you are creating the draft of the final decision that you check to see if you have multiple decision letters to choose from.

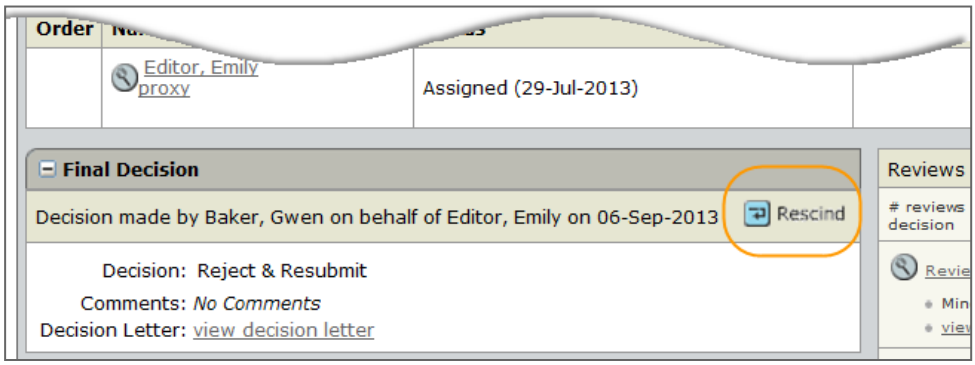



## Rescinding a Final Decision

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



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

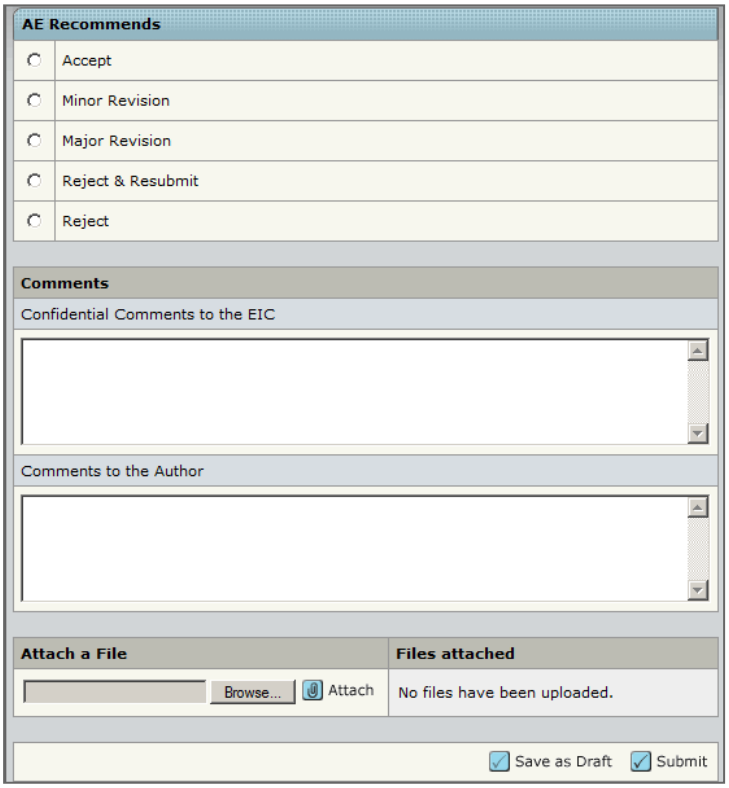



The manuscript will move back to the Decision tab and a new e-mail can be created and sent.

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

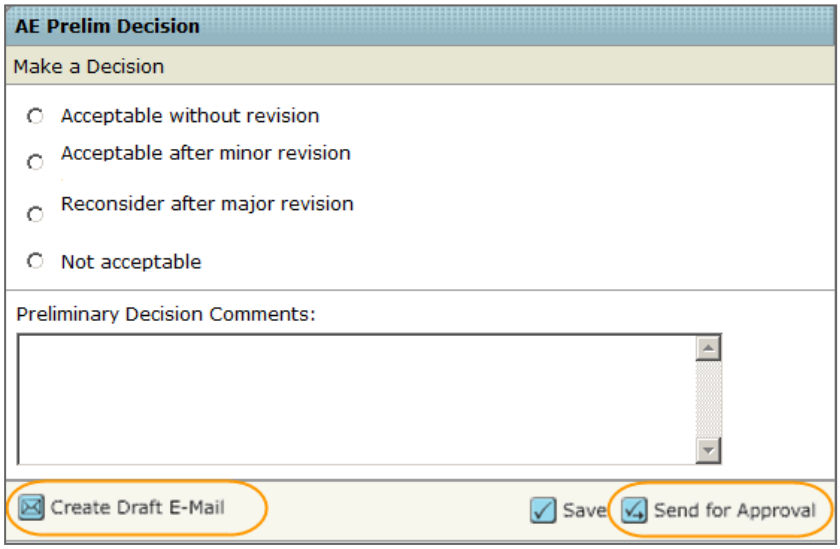
## MAKE RECOMMENDATION – ASSOCIATE EDITOR

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



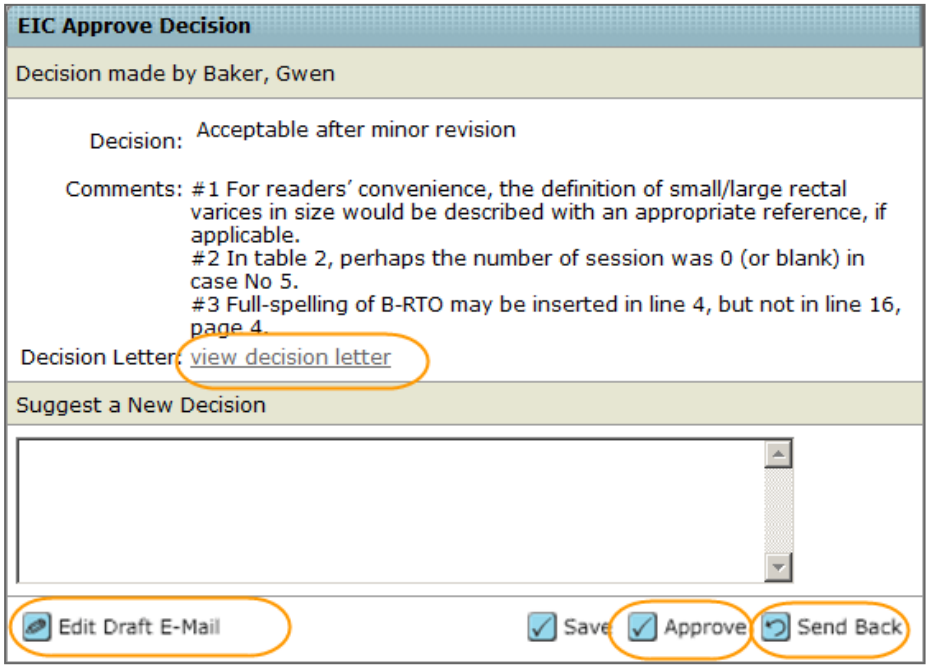

## MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

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




## APPROVE PRELIMINARY DECISION – EIC

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

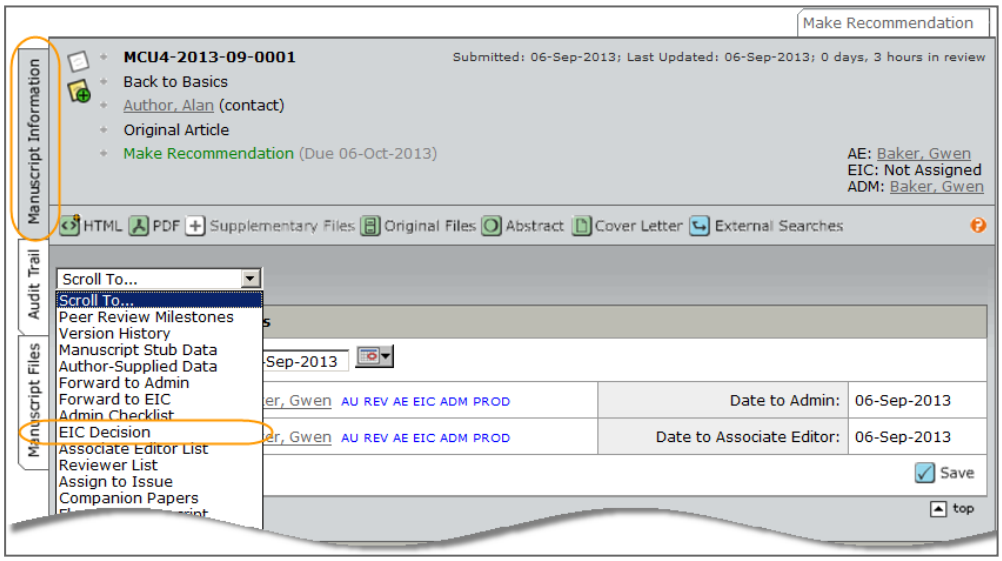


# MAKING AN IMMEDIATE DECISION - EIC ROLE

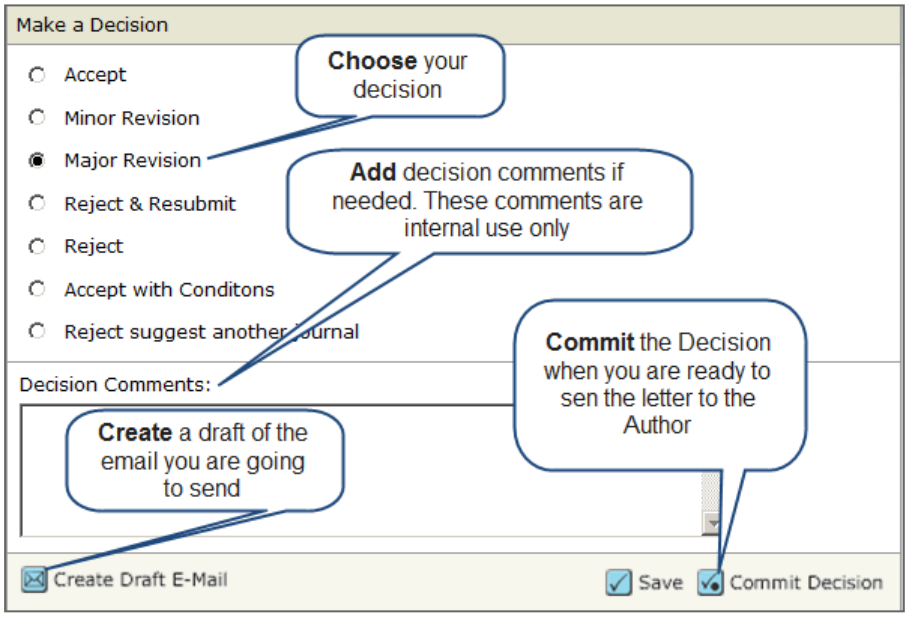
If configured for your journal, the final decision-maker can bypass the usual peer review process. Because this action takes place outside the usual workflow, this task displays in the manuscript's Manuscript Information tab or on its own task related tab.

## EIC IMMEDIATE DECISION FROM THE MANUSCRIPT INFORMATION TAB

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

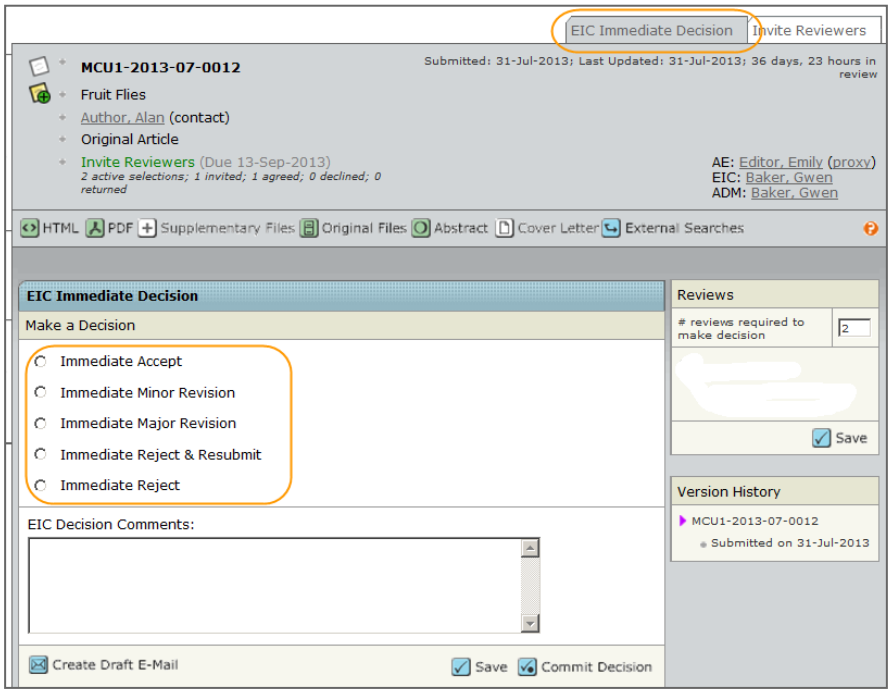



Once the EIC is at that section they can make an immediate decision just like they would a final decision.



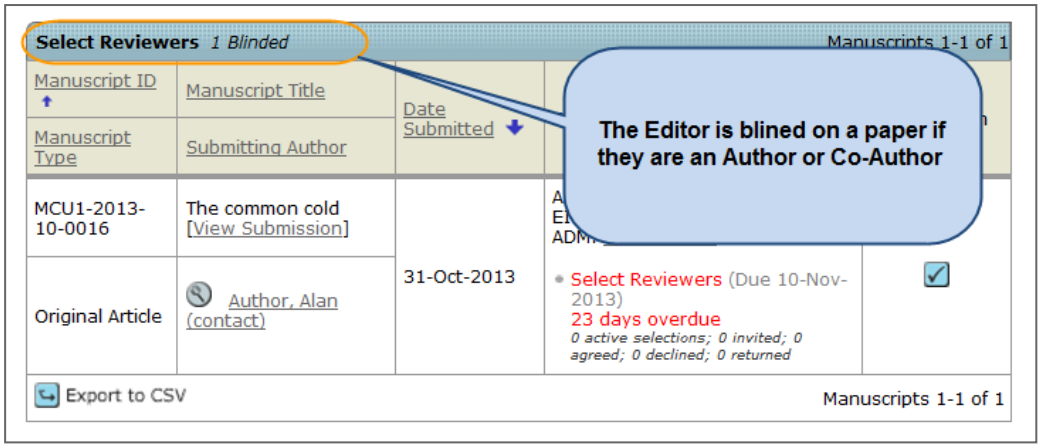

## EIC IMMEDIATE DECISION FROM A TASK-RELATED TAB

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



# BLINDED REVIEWS

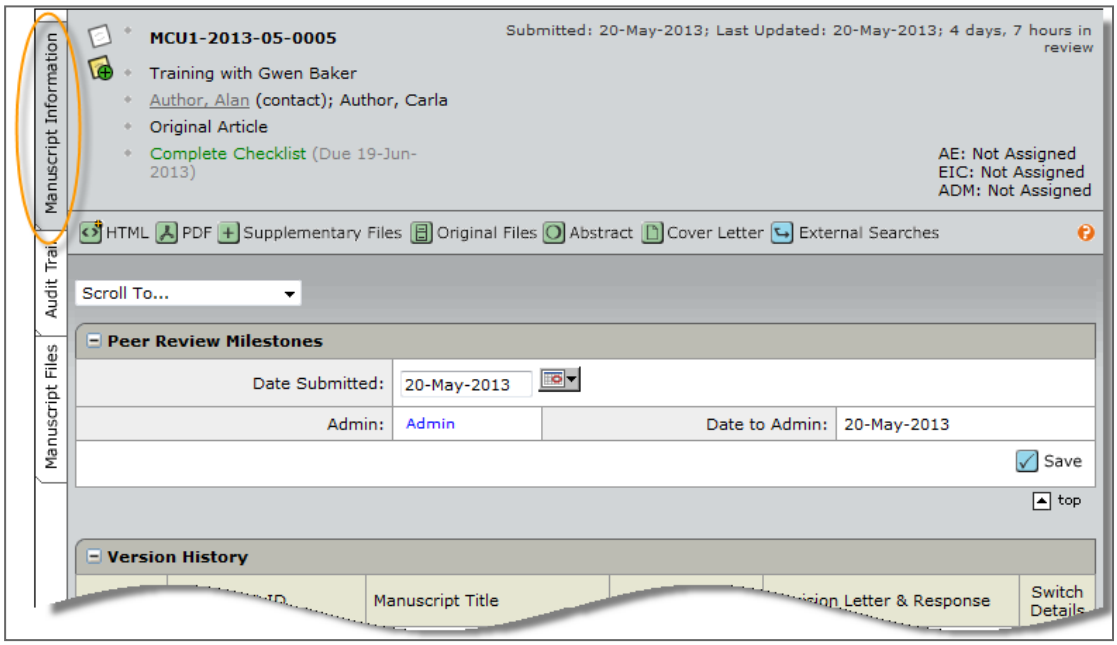
If an assigned Editor is an author or co-author on a paper, they will not be able to view the manuscript to perform tasks such as Select, Invite, or Assign Reviewers. When they access the manuscript list for the task, the paper will not display in the list and a note will appear on the header indicating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



# VIEWING MANUSCRIPT INFORMATION

## THE MANUSCRIPT INFORMATION TAB

The Manuscript Information tab displays by default when you access the Manuscript Details page. It can be accessed through the tab at the left side of the Manuscript Details page as well.

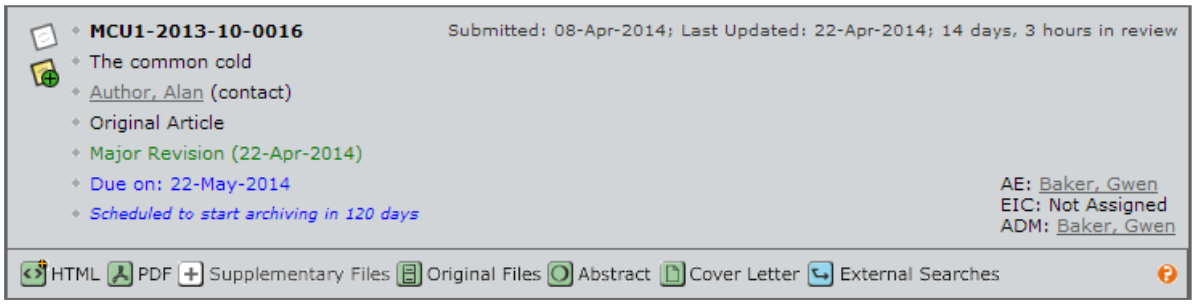



Your journal's Manuscript Information tab contains some/all of the following sections:

- Manuscript header
- Peer review milestones
- Version history
- Author-supplied data
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Flag Manuscripts
- Notes (Notes display at the bottom of all General Information tabs)

## Manuscript Header

Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the peer review process.

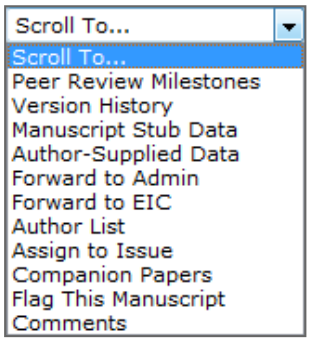



The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) – author's name is hyperlinked for e-mail correspondence
- Status – appears green if OK, red for overdue
- Dates – submitted, last updated, total time in review
- Names and roles of people assigned to the manuscript. Names are hyperlinked for e-mail correspondence. If you have administrative permissions, you also see proxy links.
- Author Due – Date for Revised Paper
- Proofs and files – links to the HTML and PDF proofs of the submission as well as other associate files and the Author’s response (on revisions and resubmissions only)

## Scroll To…

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

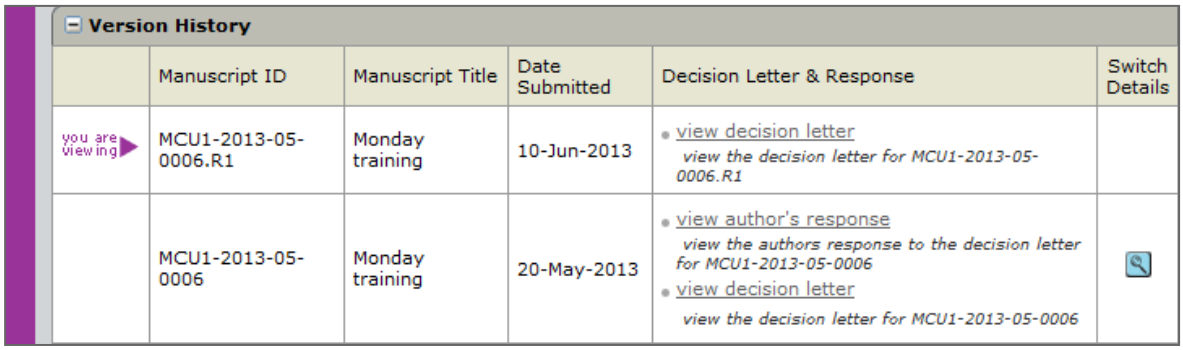



## Viewing Proofs

View proofs by clicking the links in the header. See the *Viewing Manuscript Proofs and Files* section of this document for more details.

## Version History

You have access to all versions of a manuscript. Revisions are indicated by a revision number appended to the Manuscript ID. (E.g., R1 or R2.)



**Version History**

| | Manuscript ID | Manuscript Title | Date Submitted | Decision Letter & Response | Switch Details |
|---|---|---|---|---|---|
| you are viewing | MCU1-2013-05-0006.R1 | Monday training | 10-Jun-2013 | view decision letter<br>*view the decision letter for MCU1-2013-05-0006.R1* | |
| | MCU1-2013-05-0006 | Monday training | 20-May-2013 | view author's response<br>*view the authors response to the decision letter for MCU1-2013-05-0006*<br>view decision letter<br>*view the decision letter for MCU1-2013-05-0006* | |

- Click the links in the **Decision Letter & Response** column to view decision-related correspondence regarding a previous version.
- Click on the **Switch Details** button to view the Manuscript Details page for a previous version.

## Additional Version Information

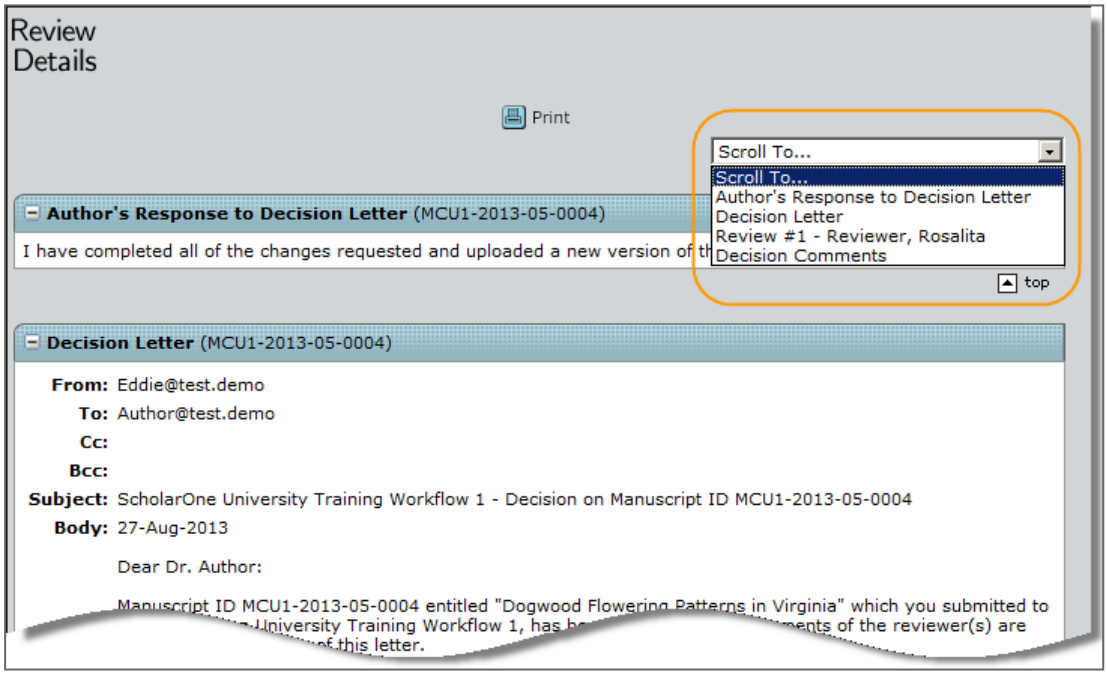
To help you keep track of which version you are currently viewing, a colored bar displays along the left of the page indicating a revision.

- Original submission: no colored bar
- Revision: purple bar
- Resubmitted Manuscript: blue bar

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

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

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



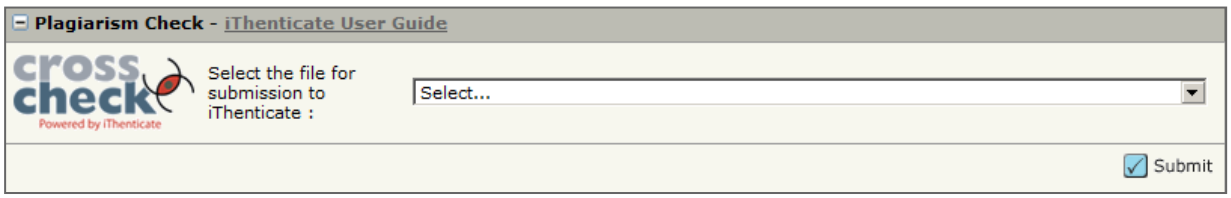

## Plagiarism Checking

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

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

### ▶ Using iThenticate Plagiarism Checking

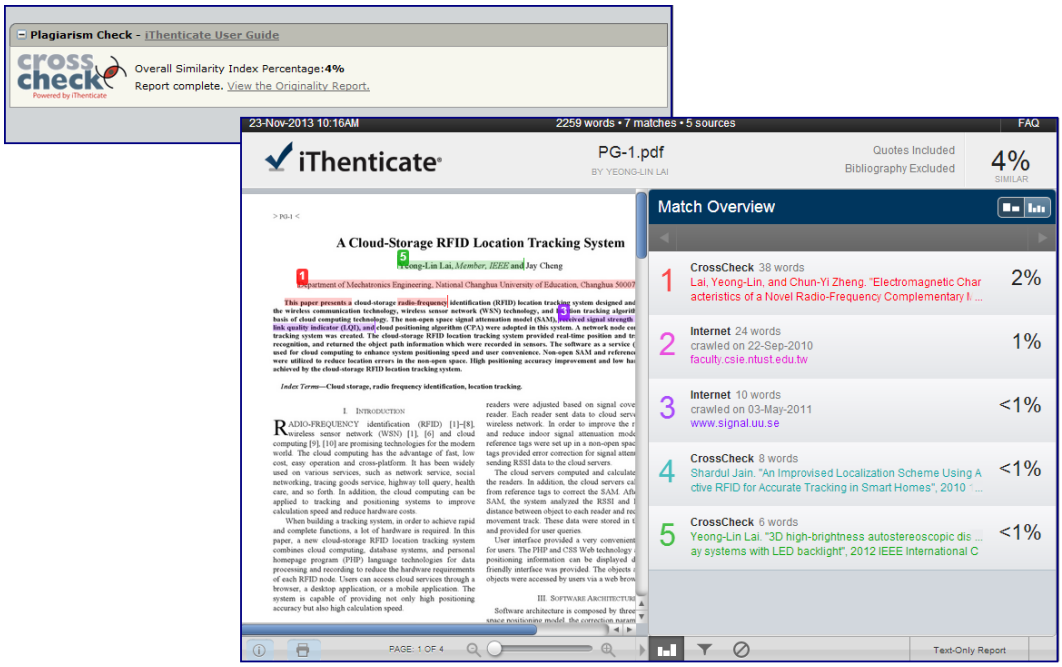
1. Access the iThenticate feature on the Manuscript Information tab.




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

3. You will receive a message stating that the file was submitted. When complete, select the link to View the Originality Report.

4. The Report displays.




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

# UNUSUAL ACTIVITY DETECTION

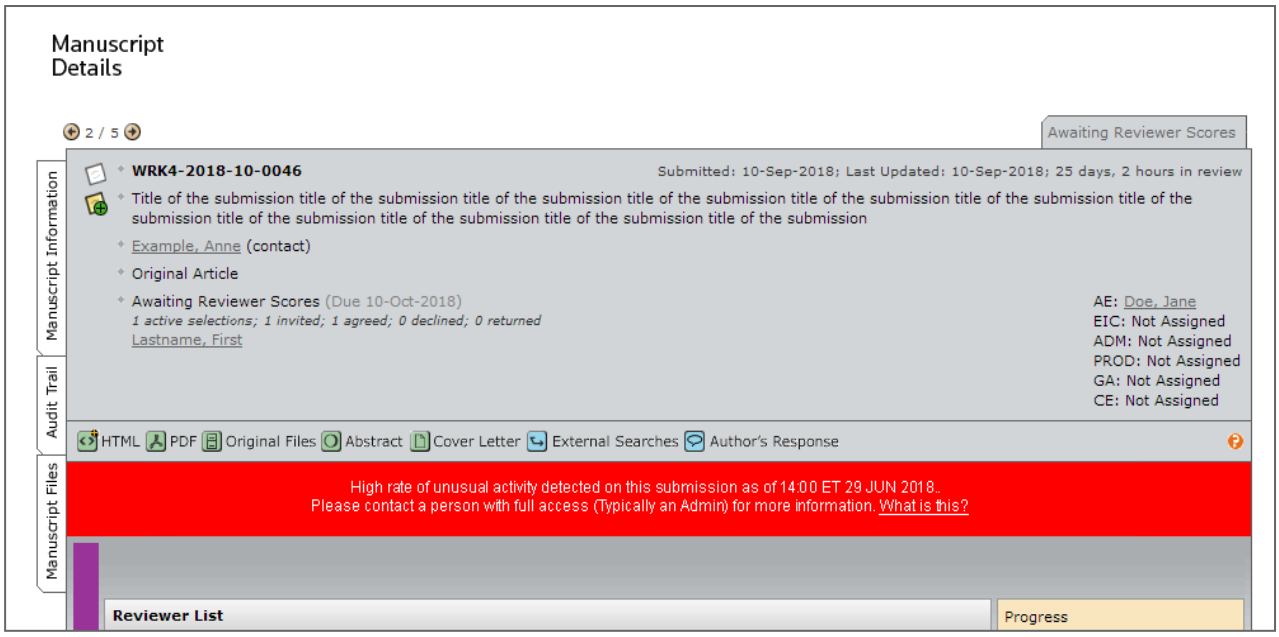
Unsusual activity detection identifies unusual activity by users during submission and review. Journals will see a risk indicator on the manuscript header. The risk indicator is derived from using proprietary algorithms based on existing web traffic and server data such as when Reviewers are suggested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

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

## UNUSUAL ACTIVITY INDICATORS FOR STANDARD ACCESS

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

Example of High Risk Alert, shown on Manuscript Details



Example of Medium Risk Alert

Some unusual activity detected on this document as of 1400 ET 29 JUN 2018..
Please contact a person with full access (Typically an Admin) for more information. What is this?

Once it has been cleared, a message will appear at the top of the form:

✔ **Cleared on 14 AUG 2018 by Firstname Lastname**
**Notes:** We did research on the author and Reviewer yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko.

Also, the unusual activity indicators will turn green:

This submission was cleared of unusal activity by Firstname Lastname on 14:00 ET 14 AUG 2018.
Please contact a person with full access (Typically an Admin) for more information. What is this?

## FULL ACCESS RESPONSIBILITIES (ADMINS BY DEFAULT)

Users with Full Access have the ability to:

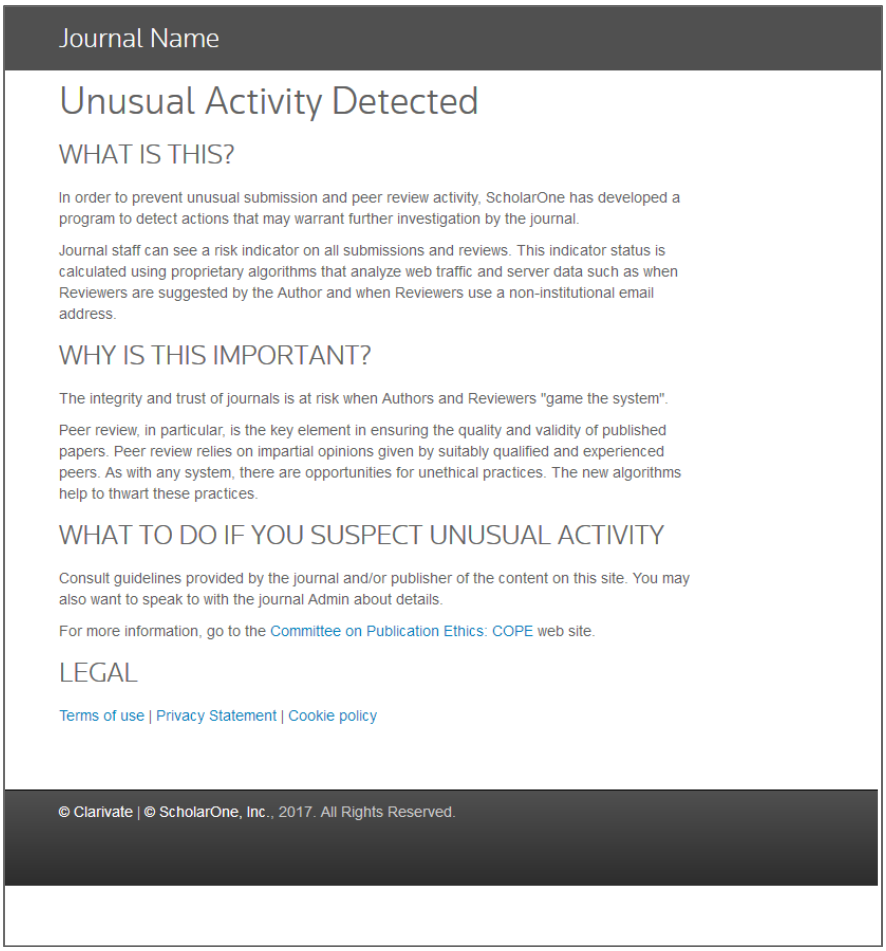
- Review the activity report
- Clear flagged submissions and enter notes

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

## SUBMISSION "WHAT IS THIS?" INFORMATIONAL POP-UP

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

- Information and explanation of the feature
- Why it is important to the industry
- Next steps for the journal when they suspect unusual activity
- Legal disclosures



Journal Name

Unusual Activity Detected

WHAT IS THIS?

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

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

WHY IS THIS IMPORTANT?

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

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

WHAT TO DO IF YOU SUSPECT UNUSUAL ACTIVITY

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

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

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