

# Check a new submission and start review

## Starting the review of incoming manuscripts

When a new submission is received, the journal administrator checks a manuscript before inviting or assigning the next person in the review process.

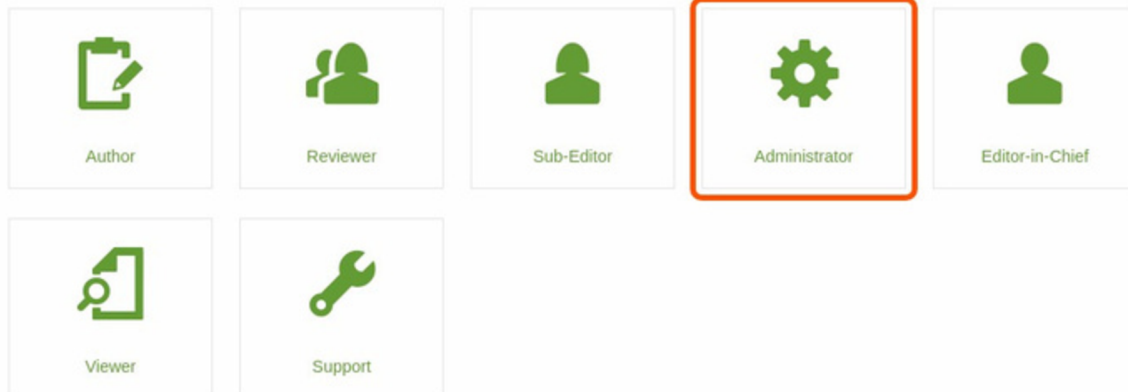
Let's see how this happens...

## Editorial office/Administrator.








Select the editorial office role and see how the process begins by accessing new submissions from the dashboard.

### YOUR JOURNAL

Welcome *Jane Simmons* - please select your role



The screenshot shows a dashboard with a grid of role selection buttons. The 'Administrator' button, which features a gear icon, is highlighted with a red border. Other roles include Author (notepad icon), Reviewer (two people icon), Sub-Editor (single person icon), Editor-in-Chief (single person icon), Viewer (magnifying glass over document icon), and Support (wrench icon).

 Author	 Reviewer	 Sub-Editor	 Administrator	 Editor-in-Chief
 Viewer	 Support			

Need a hand?



Company  
About  
Offices  
Contact



Support  
Contact



Session

# To-do's

On the dashboard, new submissions can be found in the "To do" section.

Click the text to access the expanded list of new submissions.

The screenshot shows a journal dashboard titled "YOUR JOURNAL". At the top, there is a navigation bar with the user name "Jane Simmons as Administrator [ CHANGE ROLE ]" and menu items: "CONFIGURE", "SEARCH", "DASHBOARD" (highlighted in green), "PROFILE", and "[ SIGN OUT ]".

The main content area is divided into several sections:

- DASHBOARD**
  - To do**: A box containing "11 new submissions" (highlighted with a red circle), "0 resubmissions", and "0 restart suspended submissions".
  - Overdue**: A box listing "11 Administrator new submissions", "2 Editor-in-Chief select Sub-Editor", "8 Sub-Editor selects Reviewers", and "2 overdue review".
  - Monitor**: A box showing "27 all in review" and a list of items: "1 suspended", "2 new with Editor-in-Chief", "9 Sub-Editor inviting reviewers", "4 with external reviewers", "0 Sub-Editor recommendation", and "0 Editor-in-Chief decision".
- Graphs**: A section with a message "No data found for this graph". Below it is a filter table:

Choose report	Start date	End date	
Manuscript overview	2019-01-01	2019-01-03	Go

Below the filter table, it says "0 Manuscripts (unique submissions)" and shows a funnel chart with the following categories and counts:

  - Rejected (before review) 0
  - Accepted 0
  - In review 0
  - Rejected (after review) 0
  - With author (revisions) 0
  - Suspended 0
  - Withdrawn 0
  - Deleted 0

A vertical green button on the right side of the dashboard says "Need a hand?".

# Select a manuscript

Click, 'View details' to open and view any manuscript submission.

## YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

### New submission - 11 manuscripts

<b>DEMO-2016-20 - (21)</b> <b>Multifocal Arterial Haemorrhage in bone Fracture: A Case Report</b> Type: Case Report Niels Olsson (Author), Edmund Jonsson (Co-author) Submitted: 2018-12-12	<b>Administrator process new submission 18 days overdue</b> Administrator: Jane Simmons Editor-in-Chief not assigned Sub-Editor not assigned 22 days in review	Submitted	<a href="#">View details</a> 
<b>DEMO-2016-21 - (22)</b> <b>ARTHROSCOPIC TREATMENT OF CYSTS</b> Type: Case Report Nick Foles (Author), Andy Reed (Co-author) Submitted: 2018-12-12	<b>Administrator process new submission 18 days overdue</b> Administrator: Jane Simmons Editor-in-Chief not assigned Sub-Editor not assigned 22 days in review	Submitted	<a href="#">View details</a> 
<b>DEMO-2016-22 - (23)</b> <b>Comprehensive osteoporosis management with access to bone density measurements</b> Type: Review Article Carsten Parmer (Author), Luke Keighley (Corresponding author) Submitted: 2018-12-12	<b>Administrator process new submission 18 days overdue</b> Administrator: Jane Simmons Editor-in-Chief not assigned Sub-Editor not assigned 22 days in review	Submitted	<a href="#">View details</a>
<b>DEMO-2016-23 - (24)</b> <b>Intra-articular Administration of Cefazolin in Hip Arthroplasty- A Prospective Study</b> Type: Original Article Vlastimil Mot (Author), Zoltan Eszrntos (Co-author), Zoltan	<b>Administrator process new submission 18 days overdue</b> Administrator: Jane Simmons Editor-in-Chief not assigned	Submitted	<a href="#">View details</a>

Need a hand?

## 'Details' tab

The "Details" tab includes all of the manuscript details and files, as well as notes, correspondence history, timelines, etc.

### YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]    CONFIGURE    SEARCH    DASHBOARD    PROFILE    [ SIGN OUT ]

**Details**   Review   Decision   ← new submission   1 of 11   ← previous   next →

Manuscript information	Status
ID: DEMO-2016-20 - (21)	<b>New submission</b>
Title: Multifocal Arterial Haemorrhage in bone Fracture: A Case Report	Date submitted: 2018-12-12 Time in review: 22 days
Type: Case Report	
Keywords: Calf, Cruciate ligament, Hand, Knee, Lower Limb, Upper Limb	
<a href="#">PDF review document</a>	

**Authors**

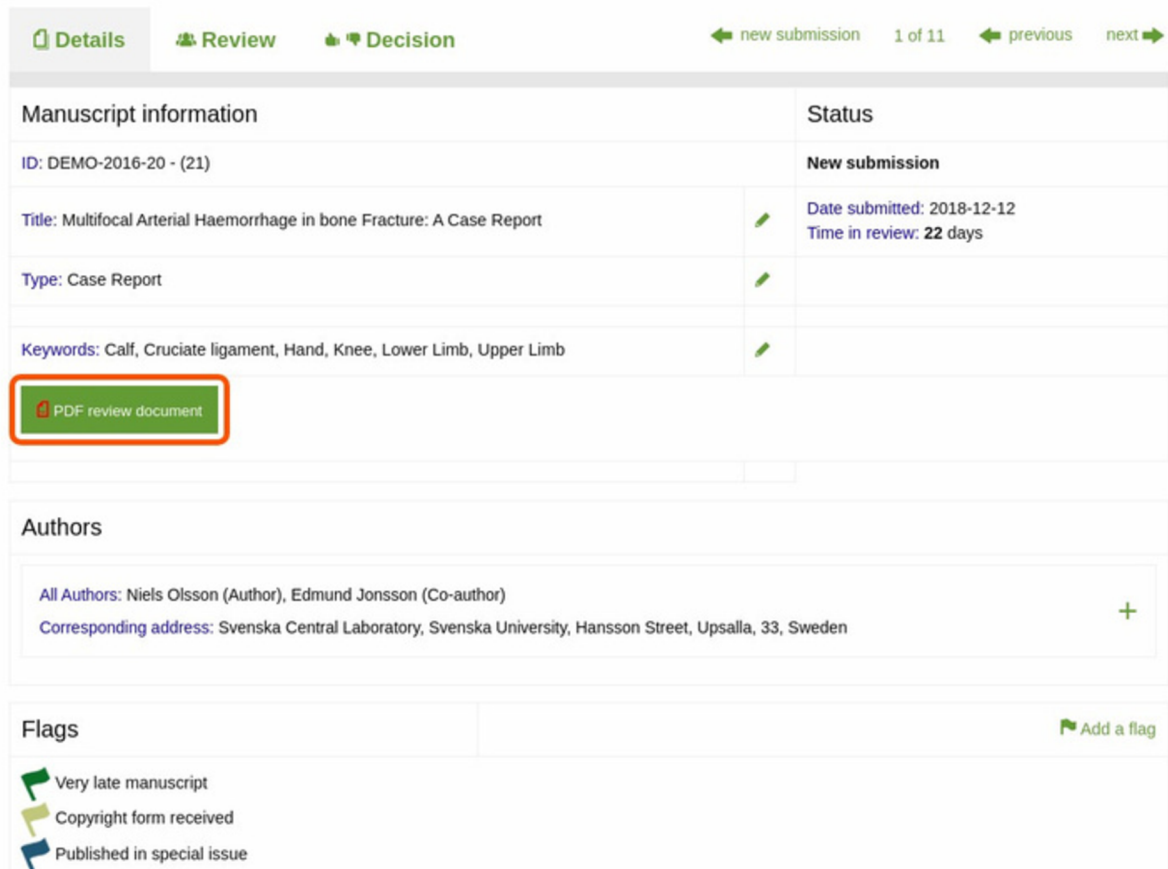
All Authors: Niels Olsson (Author), Edmund Jonsson (Co-author)    +  
Corresponding address: Svenska Central Laboratory, Svenska University, Hansson Street, Upsalla, 33, Sweden

Flags    Add a flag

# The collated PDF review document

The manuscript files are collated into an easy to view PDF which can be accessed here.

The administrator might check that the authors' identities are not visible in the PDF if the journal uses double-blind review.



The screenshot displays a web interface for managing manuscript submissions. At the top, there are navigation tabs for 'Details', 'Review', and 'Decision', along with navigation links for 'new submission', '1 of 11', 'previous', and 'next'. The main content is divided into several sections:

- Manuscript information:** A table with two columns: 'Manuscript information' and 'Status'.
  - ID:** DEMO-2016-20 - (21)
  - Title:** Multifocal Arterial Haemorrhage in bone Fracture: A Case Report
  - Type:** Case Report
  - Keywords:** Calf, Cruciate ligament, Hand, Knee, Lower Limb, Upper Limb
  - Status:** New submission
  - Date submitted:** 2018-12-12
  - Time in review:** 22 days
- PDF review document:** A green button with a document icon and the text 'PDF review document', which is highlighted with a red rectangular box.
- Authors:** A section listing authors and their contact information.
  - All Authors:** Niels Olsson (Author), Edmund Jonsson (Co-author)
  - Corresponding address:** Svenska Central Laboratory, Svenska University, Hansson Street, Upsalla, 33, Sweden
- Flags:** A section with a list of flags and an 'Add a flag' button.
  - Very late manuscript
  - Copyright form received
  - Published in special issue

On the right side of the interface, there is a vertical green button labeled 'Need a hand?'.



# Files

The actual files submitted that comprise the PDF are listed here.

## Other submission information

- Abstract +
- Other manuscript information +
- Accompanying letter +
- Timeline: show all activity +
- Correspondence: show all email activity +

## Files

Drag	Name	Size	Ext	Date	Type	Visibility
	Test Manuscript.docx	11kB	docx	2018-04-06 13:39:53	Manuscript	Visible to reviewers <small>[hide from reviewers]</small> 

Upload files: add any missing files to this submission +

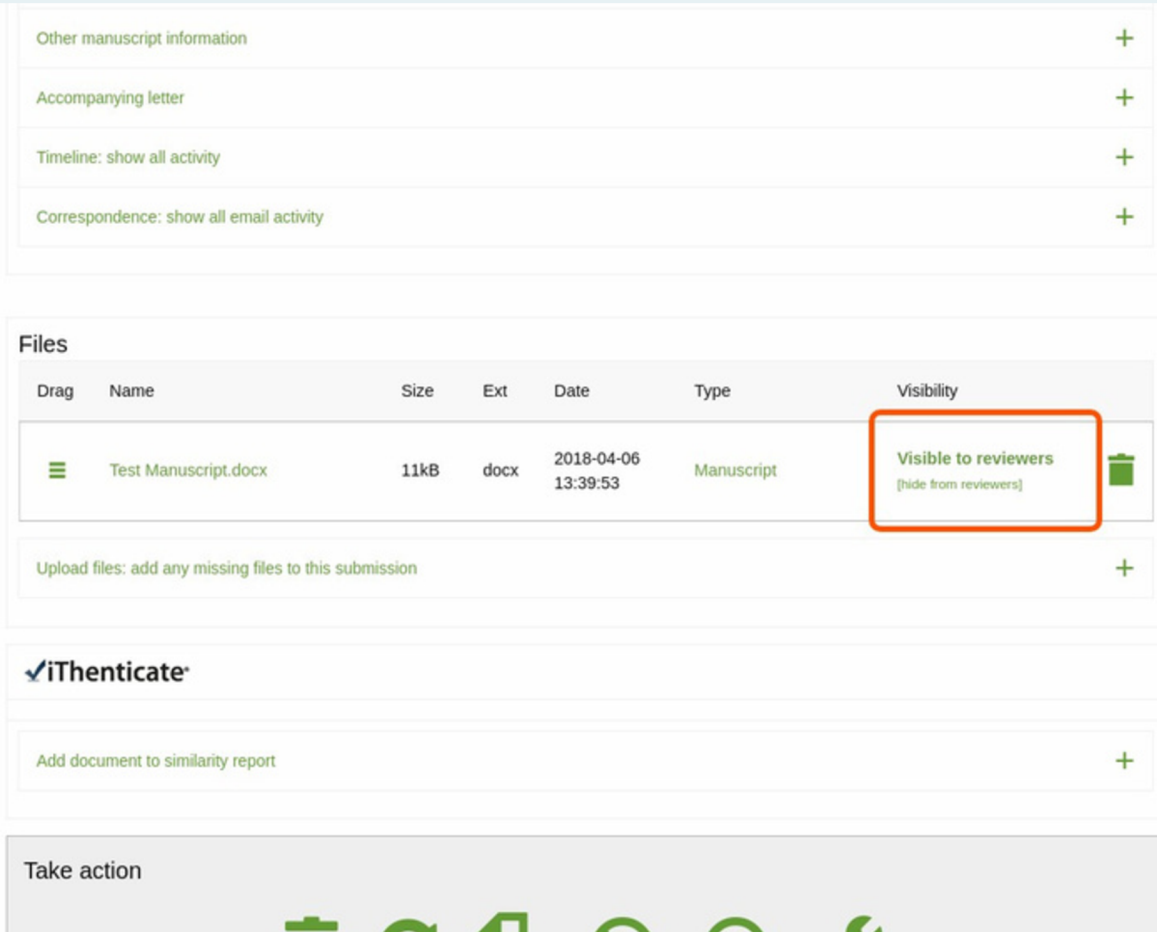
## iThenticate

Add document to similarity report +

Need a hand?

## The PDF the reviewer will see

Files can be excluded from the PDF seen by the reviewers by clicking '[hide from reviewers]' in the 'Visibility' column.





Other manuscript information +


Accompanying letter +

Timeline: show all activity +

Correspondence: show all email activity +


### Files

Drag	Name	Size	Ext	Date	Type	Visibility
	Test Manuscript.docx	11kB	docx	2018-04-06 13:39:53	Manuscript	Visible to reviewers [hide from reviewers] 
Upload files: add any missing files to this submission						+

 iThenticate

Add document to similarity report +

Take action



Need a hand?

## Take action

The 'Take action' box at the bottom of the 'Details' tab allows the journal administrator to 'Start the review,'

"Delete', 'Withdraw,' 'Suspend' or export a collated zip file.

The screenshot displays a submission management interface. At the top, a submission entry for 'Test Manuscript.docx' (11kB, docx) is shown with a timestamp of 13:39:53 and a status of 'Manuscript'. Below this are options to 'Upload files: add any missing files to this submission' and to 'Add document to similarity report'. The 'Take action' box, highlighted with an orange border, contains six icons: a trash can for 'Delete', a circular arrow for 'Suspend', a document with an arrow for 'Export zip', a circle with a slash for 'Withdraw', a play button for 'Start review', and a wrench for 'Support'. Below the 'Take action' box are 'Help topics for this page' including 'manuscript documents' and 'Video files'. The footer contains navigation links for 'Company', 'Support', and 'Session'.

File Name	Size	Format	Timestamp	Status	Visibility
Test Manuscript.docx	11kB	docx	13:39:53	Manuscript	[hide from reviewers]

Upload files: add any missing files to this submission +

iThenticate

Add document to similarity report +

**Take action**

- Delete
- Suspend
- Export zip
- Withdraw
- Start review
- Support

Help topics for this page

- Help topic: manuscript documents +
- Help topic: Video files +

Need a hand?

**Company**  
About  
Offices  
Contact

**Support**  
ASK A QUESTION

**Session**  
Jane Simmons  
Role: Administrator  
[ Sign out ]

# Suspend

If the submission needs correction by the author, the administrator can 'Suspend.'

The suspend email template will then open addressed to the author, and the administrator can amend the text to suit the circumstances.

The manuscript can later be resent by the author.

The screenshot displays a submission management interface. At the top, a submission entry for 'Test Manuscript.docx' is shown with details: 11kB, docx, 13:39:53, Manuscript, and a [hide from reviewers] option. Below this are sections for 'Upload files: add any missing files to this submission' and 'iThenticate' with an 'Add document to similarity report' option. A 'Take action' section contains several icons: Delete, Suspend (highlighted with a red box), Export zip, Withdraw, Start review, and Support. Below the actions are 'Help topics for this page' including 'manuscript documents' and 'Video files'. The footer contains navigation links for Company, Support (ASK A QUESTION), and Session (Jane Simmons, Role: Administrator, [ Sign out ]).

# 'Start review'

However, if everything is in order after checking the submission, the administrator can click, 'Start review'

The screenshot displays a submission management interface. At the top, a submission entry is shown with details: 'Test Manuscript.docx', '11kB', 'docx', '13:39:53', 'Manuscript', and '[hide from reviewers]'. Below this, there are sections for 'Upload files: add any missing files to this submission' and 'iThenticate' with an option to 'Add document to similarity report'. A 'Take action' section contains several icons: Delete, Suspend, Export zip, Withdraw, Start review (highlighted with a red box), and Support. Below the actions are 'Help topics for this page' including 'manuscript documents' and 'Video files'. The footer contains navigation links for 'Company', 'Support', and 'Session'.

Test Manuscript.docx 11kB docx 13:39:53 Manuscript [hide from reviewers]

Upload files: add any missing files to this submission +

iThenticate

Add document to similarity report +

Take action

Delete Suspend Export zip Withdraw Start review Support

Help topics for this page

Help topic: manuscript documents +

Help topic: Video files +

Company  
About  
Offices  
Contact

Support  
ASK A QUESTION

Session  
Jane Simmons  
Role: Administrator  
[ Sign out ]

Need a hand?

# 'Review'

Clicking, 'Start review' opens the 'Review' tab and the next person in the peer review process can be invited or assigned.

In this example, that person will be the Editor-in-Chief.

**YOUR JOURNAL**

Jane Simmons as Administrator [ CHANGE ROLE ]    CONFIGURE    SEARCH    DASHBOARD    PROFILE    [ SIGN OUT ]

Details    **Review**    Decision    ← new submission    1 of 11    ← previous    next →

Manuscript information	Status
ID: DEMO-2016-20 - (21)	<b>New submission</b>
Title: Multifocal Arterial Haemorrhage in bone Fracture: A Case Report	Date submitted: 2018-12-12 Time in review: 22 days
Type: Case Report	
Keywords: Calf, Cruciate ligament, Hand, Knee, Lower Limb, Upper Limb	
<a href="#">PDF review document</a>	

**Authors**

All Authors: Niels Olsson (Author), Edmund Jonsson (Co-author) +

Corresponding address: Svenska Central Laboratory, Svenska University, Hansson Street, Upsalla, 33, Sweden

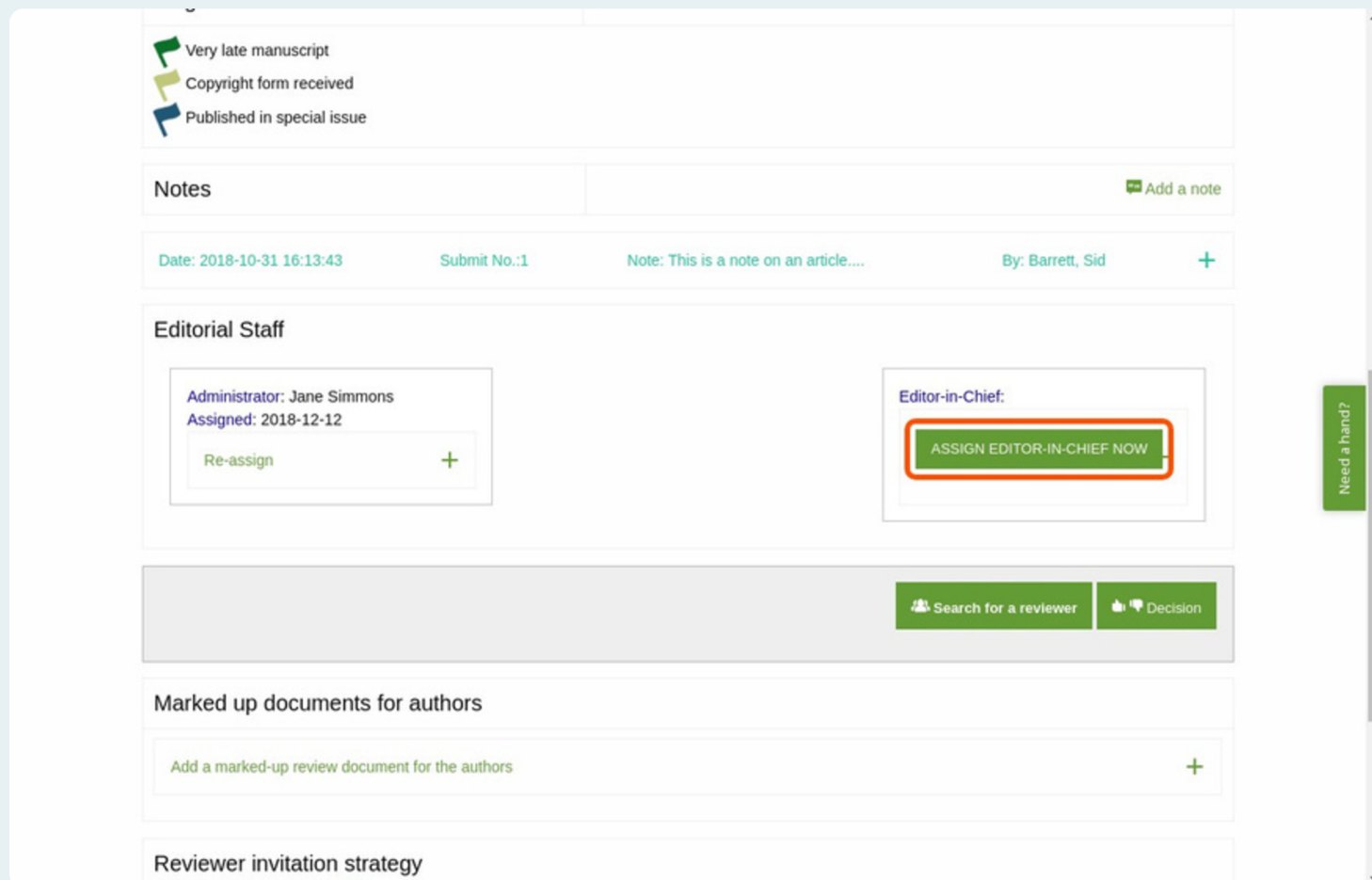
Flags    Add a flag

Need a hand?

## Selecting editor

If the journal has just one EiC, he/she is automatically added to the review team.

If there is more than one, the relevant editor can be selected from a drop-down.



The screenshot displays a journal management interface with several sections:

- Very late manuscript** (green flag icon)
- Copyright form received** (yellow flag icon)
- Published in special issue** (blue flag icon)
- Notes** section with an **Add a note** button.
- Date:** 2018-10-31 16:13:43
- Submit No.:** 1
- Note:** This is a note on an article....
- By:** Barrett, Sid
- Editorial Staff** section:
  - Administrator:** Jane Simmons, Assigned: 2018-12-12, with a **Re-assign** button.
  - Editor-in-Chief:** section with a highlighted **ASSIGN EDITOR-IN-CHIEF NOW** button.
- Search for a reviewer** and **Decision** buttons.
- Marked up documents for authors** section with an **Add a marked-up review document for the authors** button.
- Reviewer invitation strategy** section.

A vertical green button on the right side of the interface reads "Need a hand?".

## Drop-down

All with an Editor-in-Chief role will appear in the drop-down menu along with the number of manuscripts each has currently in review.

Simply click to assign.

The screenshot displays a manuscript management interface. At the top, two manuscript entries are listed with their dates, submit numbers, notes, and assigned staff. Below this is the 'Editorial Staff' section, which includes an administrator box and an editor-in-chief box. The editor-in-chief box features a green 'ASSIGN EDITOR-IN-CHIEF NOW' button and a dropdown menu for selecting a person to assign. The dropdown menu lists three options: Jane Simmons (1 manuscript), Camilla Roberts (8 manuscripts), and Sid Barrett (6 manuscripts). A red box highlights the 'Jane Simmons: 1' option. At the bottom of the interface, there are two green buttons: 'Search for a reviewer' and 'Decision'. A vertical green bar on the right side of the interface contains the text 'Need a hand?'.

Date	Submit No.	Note	By
2018-06-14 17:43:17	1	test...	Simmons, Jane
2018-10-03 15:25:54	1	...	Barrett, Sid

**Editorial Staff**

Administrator: Jane Simmons  
Assigned: 2018-12-12  
Re-assign +

Editor-in-Chief:  
ASSIGN EDITOR-IN-CHIEF NOW -

Select person from box to assign



- Jane Simmons: 1
- Camilla Roberts: 8
- Sid Barrett: 6

Search for a reviewer | Decision

Need a hand?

# The choice is made

The Editor-in-Chief has now been selected and alerted via email.

 Copyright form received  
 Published in special issue

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**Notes** + Add a note

---

Date: 2018-10-31 16:13:43      Submit No.:1      Note: This is a note on an article....      By: Barrett, Sid      +

---

Email assigned alert sent to Carla Ida Roberts (cir@as.uni.ff.xx)

**Editorial Staff**

Administrator: Jane Simmons  
Assigned: 2018-12-12

Re-assign +



Editor-in-Chief: Carla Ida Roberts  
[contact] [proxy]  
Assigned: 2019-01-03

Re-assign +

ASSIGN SUB-EDITOR NOW

 +

---

 Search for a reviewer       Decision

---

**Marked up documents for authors**

Add a marked-up review document for the authors +

---

**Reviewer invitation strategy**

Need a hand?

# 'Search for a reviewer'

Some journals are administered by the EiC and would go directly to selecting reviewers at this stage.

In this case, the 'Search for a reviewer' button would be clicked here, to start the process of searching for and selecting appropriate reviewers.

The screenshot displays a journal management interface with the following elements:

- Header:** Date: 2018-10-31 16:13:43, Submit No.:1, Note: This is a note on an article..., By: Barrett, Sid, +
- Alert:** Email assigned alert sent to Carla Ida Roberts (cir@as.uni.ff.xx)
- Editorial Staff:**
  - Administrator:** Jane Simmons, Assigned: 2018-12-12, Re-assign +
  - Editor-in-Chief:** Carla Ida Roberts, [contact] [proxy], Assigned: 2019-01-03, Re-assign +
  - ASSIGN SUB-EDITOR NOW** +
- Action Buttons:** Search for a reviewer (highlighted with a red box), Decision
- Marked up documents for authors:** Add a marked-up review document for the authors +
- Reviewer invitation strategy:** Automatic review cancel is on, Automatic invitation is on, Read more .... +

A vertical sidebar on the right contains the text "Need a hand?".