

# Chief Editor selects a Sub-editor

## Chief Editor invites Sub-editor

The Editor-in-Chief/ Chief Editor can select and invite the most suitable sub-editors for individual submissions.

## Let's jump in

Let's see how E-i-C's do their part in Manuscript Manager.

### YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

The screenshot shows a user selection interface with the following roles and icons:

- Author: Icon of a document with a pencil.
- Reviewer: Icon of two people.
- Sub-Editor: Icon of a person.
- Administrator: Icon of a gear.
- Editor-in-Chief: Icon of a person, highlighted with a red border.
- Viewer: Icon of a document with a magnifying glass.
- Support: Icon of a wrench.

Need a hand?



Company  
About  
Offices  
Contact



Support  
Contact



Session

# New submissions

The submissions that are newly assigned to the E-i-C can be found here in the 'to do' list.

Editors would click the text line to open an expanded list.

## YOUR JOURNAL

Jane Simmons as Editor-in-Chief [ CHANGE ROLE ]      SEARCH      **DASHBOARD**      PROFILE      [ SIGN OUT ]

### DASHBOARD

#### Manuscript to do list

- 1 new submission**
- 0 resubmissions
- 0 ready for decision

#### Monitor Manuscripts

- 0 you as Editor-in-Chief
- 11 assigned to other Editor-in-Chief
- 0 you as Sub-Editor
- 10 assigned to other Sub-Editor

---

- 2 awaiting resubmission
- 0 resubmission in progress

---

- 6 accepted

#### Invited manuscripts

[Invite a manuscript](#)

6 Invited manuscripts

### Graphs

Choose report	Start date	End date	
Manuscript overview	2018-01-01	2018-12-18	<a href="#">Go</a>

26 Manuscripts (unique submissions)

Status	Count
In review	26
Rejected (after review)	0
Rejected (before review)	0
Accepted	0
With author (revisions)	0
Suspended	0
Withdrawn	0
Deleted	0

Highcharts.com

Need a hand?

## Expanded list

In the expanded list of new submissions, the editor would click, 'View details' on the desired manuscript.

The screenshot displays a web interface for a journal's submission management system. At the top, the user is identified as 'Jane Simmons as Editor-in-Chief' with a '[ CHANGE ROLE ]' link. Navigation options include 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. The main content area is titled 'New submission - 1 manuscripts' and contains a single record for 'DEMO-2016-19 - (20) Fatal pulmonary embolism after spinal fusion with screw'. The record details include: Type: Original Article; Author: Yashemasa Tekahishi Tekahishi; Submitted: 2018-12-12; Administrator: Jane Simmons; Editor-in-Chief: Jane Simmons; Sub-Editor: not assigned; Review status: 6 days in review, 0 days with Editor-in-Chief; and Status: With editor. A 'View details' button is highlighted with a red box. Below the record, it states 'Showing 1 of 1 total records'. A 'Help topics for this page' section lists 'Help topic 1: Manuscript list'. A vertical green bar on the right side says 'Need a hand?'. The footer contains three main sections: 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Editor-in-Chief, [ Sign out ]).

## 'Details' tab

All manuscript information is organized into one record with three tabs, Details, Review and Decision.

Upon clicking, 'View details' the Details tab opens displaying many of the details the author furnished upon submission, manuscript files and easy-read PDF doc.

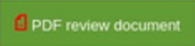
# Getting an overview

The E-i-C can open the PDF, and also examine the original files further down the page.

## YOUR JOURNAL

Jane Simmons as Editor-in-Chief [ CHANGE ROLE ]      SEARCH    DASHBOARD    PROFILE    [ SIGN OUT ]

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

Manuscript information	Status
ID: DEMO-2016-19 - (20)	<b>Checked (Ready for review)</b>
Title: Fatal pulmonary embolism after spinal fusion with screw	Date submitted: 2018-12-12 Time in review: 6 days
Type: Original Article	
Keywords: lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae	
 PDF review document	

**Authors**

All Authors: Yashemasa Tekahishi Tekahishi (Author) +  
Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan

**Flags** Add a flag

Need a hand?

## Other submission info

The editor may want to examine the 'Accompanying letter' or other manuscript information here...

Flags		Add a flag	
Review for special issue			
Notes		Add a note	
Date: 2018-07-03 13:56:47	Submit No.:1	Note: ...	By: Barrett, Sid +
Date: 2018-07-03 13:56:57	Submit No.:1	Note: ...	By: Barrett, Sid +
Date: 2018-07-03 13:59:08	Submit No.:1	Note: ...	By: Barrett, Sid +
<b>Other submission information</b>			
Abstract			+
Other manuscript information			+
Accompanying letter			+
Timeline: show all activity			+
Correspondence: show all email activity			+
Files			

Need a hand?


# Files

Or see / download original manuscript files here...

## Other submission information

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

## Files

Name	Size	Ext	Date	Type	Visibility
 Test Manuscript.docx	11kB	docx	2018-04-06 13:39:38	Manuscript	Visible to reviewers

## ✓iThenticate®

Add document to similarity report	+
-----------------------------------	---

## Take action

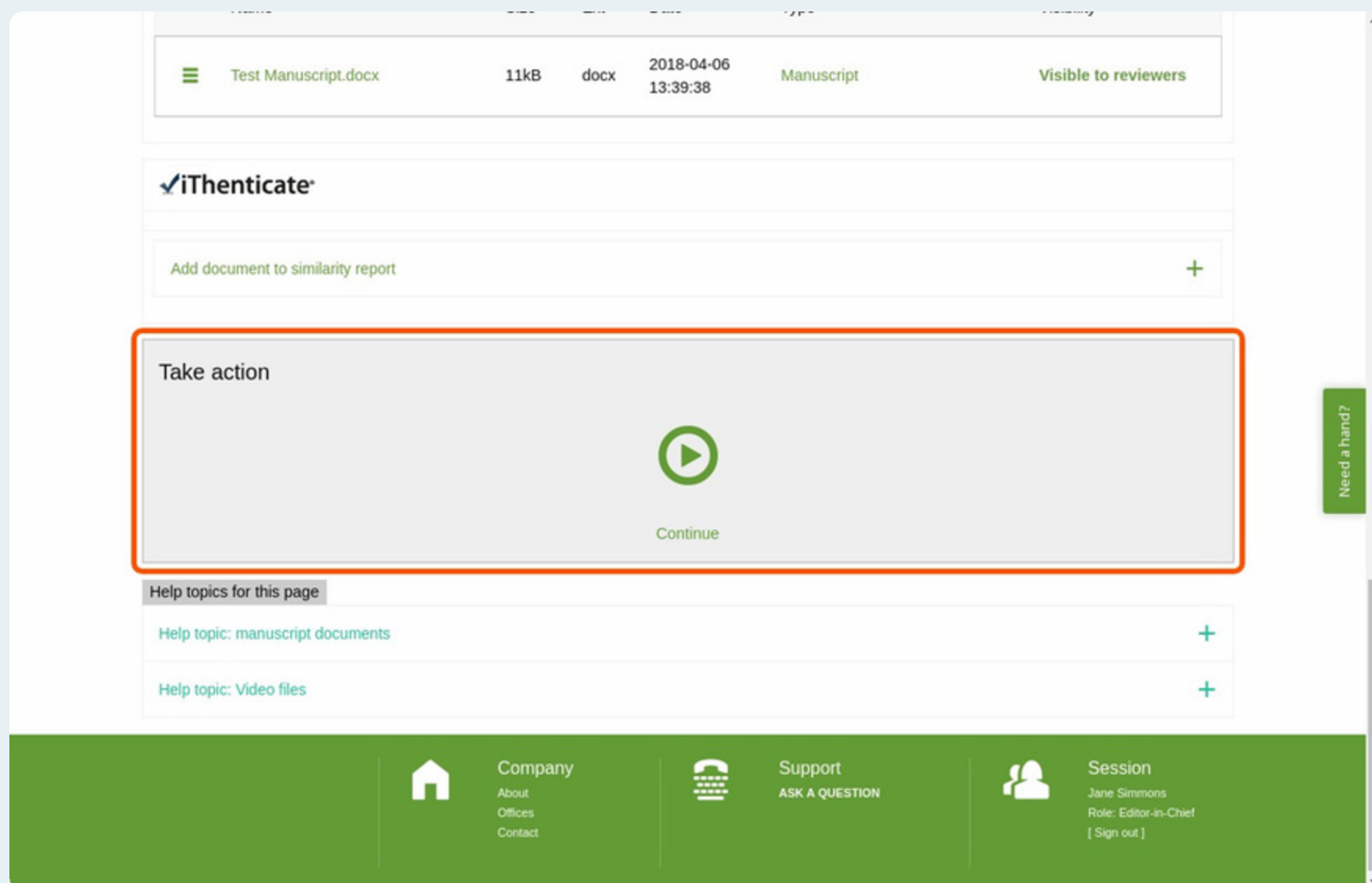
Need a hand?

## 'Continue'

Once the initial assessment of the manuscript is done, the editor can either click, the Review tab at the top of the page or the 'Continue' arrow at the bottom of the Details page to open the 'Review' tab.

From the 'Review' tab sub-editors and/or external reviewers can be selected.

Alternatively, if a decision to accept or reject the manuscript is to be made, the editor can click the Decision tab at top to proceed.



The screenshot displays a manuscript management interface. At the top, a table lists manuscript details: 'Test Manuscript.docx', 11kB, docx, 2018-04-06 13:39:38, Manuscript, and Visible to reviewers. Below this is an iThenticate section with an 'Add document to similarity report' button. A large grey box labeled 'Take action' is highlighted with a red border, containing a green play button icon and the text 'Continue'. Below this are help topics for manuscript documents and video files. The footer contains navigation links for Company, Support, and Session.

☰	Test Manuscript.docx	11kB	docx	2018-04-06 13:39:38	Manuscript	Visible to reviewers
---	----------------------	------	------	------------------------	------------	----------------------

✓iThenticate

Add document to similarity report +

Take action

Continue

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: Editor-in-Chief  
[ Sign out ]

## Review tab

On the review tab, the essential information regarding the review is organized.

Editorial staff assigned to the manuscript is listed in the 'Editorial Staff' section; and editors can be assigned or reviewers can be searched for...

# 'Editorial Staff'

Sub-editors can be selected from a user-friendly drop-down menu in the 'Editorial Staff' section.

Review for special issue

Notes Add a note

Date: 2018-07-03 13:56:47	Submit No.:1	Note: ...	By: Barrett, Sid	+
Date: 2018-07-03 13:56:57	Submit No.:1	Note: ...	By: Barrett, Sid	+
Date: 2018-07-03 13:59:08	Submit No.:1	Note: ...	By: Barrett, Sid	+

Editorial Staff

Administrator: Jane Simmons  
Assigned: 2018-12-12

Editor-in-Chief: Jane Simmons  
Assigned: 2018-12-18

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

Automatic review cancel is on

Need a hand?

# Assign John Burnett as Sub-editor

The screenshot shows a web browser window with the URL <https://www.manuscriptmanager.net/sLib/v4/review.php>. The page displays a list of three submissions, each with a date of 2018-07-03, a submit number of 1, and a note field. The submissions are attributed to 'By: Barrett, Sid'. Below this list is the 'Editorial Staff' section, which includes the Administrator (Jane Simmons, Assigned: 2018-12-12) and the Editor-in-Chief (Jane Simmons, Assigned: 2018-12-18). A 'Re-assign' button with a plus sign is visible next to the Editor-in-Chief's name. The main focus is the 'ASSIGN SUB-EDITOR NOW' button, which is highlighted with a green box. Below this button, there is a dropdown menu showing 'Burnett, John: 0' and an 'Assign and invite Sub-Editor' button, which is also highlighted with a red box. At the bottom of the page, there are buttons for 'Search for a reviewer' and 'Decision'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:25 PM on 1/7/2019.

## Sub-editor invitation template

The E-i-C's sub-editor invitation template will then be presented.

# Email of assigned editor

The email of the sub-editor is automatically plugged into the standard template.

## YOUR JOURNAL

Jane Simmons as Editor-in-Chief [ CHANGE ROLE ]

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

### EMAIL

Invitation to Associate Editor/Co-Editor (first manuscript submission)

TO: John Burnett

jb@ssc.ffg.xx

CC:

BCC:

Title:

Invitation to Associate Editor/Co-Editor (first manuscript submission)

Message:

Manuscript: DEMO-2016-19 - (20) - Fatal pulmonary embolism after spinal fusion with screw  
Authors: Yashemasa Tekahishi Tekahishi (Author)  
Date submitted: 2018-12-12

Need a hand?

## Edit and send

The standard text can be edited by the sender if desired, and then 'Save and send email' can be clicked.

Manuscript: DEMO-2016-19 - (20) - Fatal pulmonary embolism after spinal fusion with screw  
Authors: Yashemasa Tekahishi Tekahishi (Author)  
Date submitted: 2018-12-12

Dear Prof Burnett

The above manuscript has been submitted to YOUR JOURNAL. We would appreciate it is you could take responsibility for this manuscript. Please log into your overview page where you will be able to view all the manuscripts currently assigned to you. You will find this manuscript under "newly assigned to you" and then follow the steps provided.

Please add to the list of reviewers by following the instructions within the next 4 days. You will be able to monitor the progress of the review of all manuscripts assigned to you from this page. Once you have added reviewers to the list, you can send out reviewer invitation emails. You will be able to select other reviewers at any time until the review process is completed.

When the reviewer reports are returned, you will be able to see the reviews, enter your own comments and make a

Save and send email

Cancel email

Choose File No file chosen

Attach file

Need a hand?

## Sent notification

The program returns a notification that the email has been sent and the editor is prompted to return the manuscript.

### YOUR JOURNAL

Jane Simmons as Editor-in-Chief [ CHANGE ROLE ]

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

Email sent to: [jb@ssc.ffg.xx](mailto:jb@ssc.ffg.xx)

Continue

## Moving on...

The editor can now optionally select reviewers to assist a sub-editor, or move on to the next task using the next/previous arrows at top (or by clicking to return to the 'Dashboard').