

# Editor makes a decision or recommendation

## Making a decision on a manuscript

In this guide, we will show you how an editor makes a recommendation or a decision on a manuscript. In the case of the decision, the process of sending the decision email to the contact author is also shown.


## Editor-in-Chief role


We will be acting as the Editor-in-Chief here, making a final decision. The process is virtually the same for sub-editors making recommendations and some journals have other sub-editors making final decisions.

### YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

The screenshot displays a user role selection interface. At the top, it says "YOUR JOURNAL" and "Welcome *Jane Simmons* - please select your role". Below this, there are seven role options arranged in two rows. The first row contains: Author (with a clipboard icon), Reviewer (with a person icon), Sub-Editor (with a person icon), Administrator (with a gear icon), and Editor-in-Chief (with a person icon and a red border). The second row contains: Viewer (with a magnifying glass icon) and Support (with a wrench icon). On the right side of the interface, there is a vertical button that says "Need a hand?".

 Company  
About  
Offices  
Contact

 Support  
Contact

 Session

# 'Ready for decision'

Manuscripts ready for recommendations or decisions are found in the editor's dashboard 'to do' list.

Clicking the text opens the expanded list of manuscripts 'Ready for decision'

**YOUR JOURNAL**

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

### DASHBOARD

#### Manuscript to do list

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

#### Monitor Manuscripts

- 1 you as Editor-in-Chief
- 10 assigned to other Editor-in-Chief
- 1 you as Sub-Editor
- 9 assigned to other Sub-Editor

---

- 2 awaiting resubmission
- 0 resubmission in progress

---

- 6 accepted

#### Invited manuscripts

[Invite a manuscript](#)

6 Invited manuscripts

#### Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2019-01-01	2019-01-08	<a href="#">Go</a>

0 Manuscripts (unique submissions)

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- Withdrawn 0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

[Need a hand?](#)

## 'View review'

On the expanded list, the editor can select the desired manuscript and click, 'View review.'

The screenshot displays a web interface for a journal. At the top, it says "YOUR JOURNAL" and identifies the user as "Jane Simmons as Editor-in-Chief [CHANGE ROLE]". Navigation links include "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]".

The main content area is titled "Ready for decision - 1 manuscripts". It features a table with one entry:

<b>DEMO-2016-2 - (2)</b> <b>A surgical technique for traumatic tendon dislocation</b> Type: Review Article Sid Barrett (Author), Zac Jones (Co-author) Submitted: 2018-11-27	Administrator: Carla Ida Roberts Editor-in-Chief: Jane Simmons Sub-Editor: Arthur Amory 2 reviewers returned 41 days in review 41 days with Editor-in-Chief 27 days with Sub-Editor	Sid Barrett: Not required Jonas Hansen: <b>Returned</b> Sophie Edwards: <b>Returned</b> Sid Barrett: Not required Sid Barrett: Not required	Decision pending	<a href="#">View review</a>
--	---	---	------------------	-----------------------------

Below the table, it states "Showing 1 of 1 total records". A "Help topics for this page" section lists "Help topic 1: Manuscript list". A vertical button on the right says "Need a hand?". The footer contains navigation for "Company", "Support", and "Session".

## Review tab

This opens the Review tab where the editor can view the PDF, other submission details and the reviews.

# Manuscript review document

The PDF review document is easily accessed here.

SEARCH DASHBOARD PROFILE [SIGN OUT]

Details Review Decision ready for decision 1 of 1 previous next

Manuscript information	Status
ID: DEMO-2016-2 - (2)	<b>Waiting for decision</b>
Title: A surgical technique for traumatic tendon dislocation	Date submitted: 2018-11-27 Time in review: 41 days
Type: Review Article	
Keywords: Calf, ligament, achilles, tendon, ligament, Lower Limb	
<a href="#">PDF review document</a>	

**Authors**

All Authors: Sid Barrett (Author), Zac Jones (Co-author)  
Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India

**Flags** Add a flag

**Notes** Add a note

Need a hand?








## See review

Individual reviews are accessed below from the review list.

### Reviewers

2 ▾

Number reviews required to make a decision/recommendation

Order		Name	Status	Action
1 ▾		<b>Barrett Sid (Dr)</b> Orthopaedic Centre New Delhi University sid.a@delhi.inz India	Review not required Invited by: Carla Ida Roberts	
2 ▾		<b>Hansen Jonas (Dr)</b> Medical Department Medical Hospital jonas.hansen@lpu.dkz Denmark	<b>Returned</b> <b>Recommend accept with revision</b> Invited by: Carla Ida Roberts Returned: 2018-12-10 Review time: 2 days	 <a href="#">See review</a>
3 ▾		<b>Edwards Sophie (Dr)</b> University department University Hospital s.edwards@spro.caz Azerbaijan	<b>Returned</b> <b>Recommend revise</b> Invited by: Jane Simmons Returned: 2019-01-08 Review time: 0 days	 <a href="#">See review</a>
4 ▾		<b>Barrett Sid (Dr)</b> Orthopaedic Centre New Delhi University sid.a@delhi.inz India	Review not required Invited by: Jane Simmons	
5 ▾		<b>Barrett Sid (Dr)</b> Orthopaedic Centre New Delhi University sid.a@delhi.inz	Review not required Invited by: Jane Simmons	

Need a hand?

## Number of reviews required

...and the editor can check the number of reviews required has been met, or even adjust this number to continue the review process.

Notes Add a note

Editorial Staff

Administrator: Carla Ida Roberts  
[\[contact\]](#)  
Assigned: 2018-11-27

Editor-in-Chief: Jane Simmons  
Assigned: 2018-11-27  
[Re-assign](#)

Arthur Amory - see Sub-Editor review/recommendation [+](#)

Reviewers

2 Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1	<b>Barrett Sid (Dr)</b> Orthopaedic Centre New Delhi University sid.a@delhi.inz India	Review not required Invited by: Carla Ida Roberts	
2	<b>Hansen Jonas (Dr)</b> Medical Department Medical Hospital jonas.hansen@lpu.dkz Denmark	<b>Returned</b> <b>Recommend accept with revision</b> Invited by: Carla Ida Roberts Returned: 2018-12-10 Review time: 2 days	<a href="#">See review</a>
	<b>Edwards Sophie (Dr)</b> University department	<b>Returned</b> <b>Recommend revise</b>	

Need a hand?

## Decision tab

However, when the editor is ready to make a decision or a recommendation, this is done from the 'Decision' tab. Simply click to open.

The screenshot shows the 'YOUR JOURNAL' interface. At the top, it displays 'Jane Simmons as Editor-in-Chief [ CHANGE ROLE ]' and navigation links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this, there are three tabs: 'Details', 'Review', and 'Decision'. The 'Decision' tab is highlighted with a red box. To the right of the tabs, there are navigation arrows and the text 'ready for decision 1 of 1 previous next'. The main content area is divided into two columns: 'Manuscript information' and 'Status'. The 'Manuscript information' column contains fields for 'ID: DEMO-2016-2 - (2)', 'Title: A surgical technique for traumatic tendon dislocation', 'Type: Review Article', and 'Keywords: Calf, ligament, achilles, tendon, ligament, Lower Limb'. There is a green button labeled 'PDF review document'. The 'Status' column shows 'Waiting for decision', 'Date submitted: 2018-11-27', and 'Time in review: 41 days'. Below the manuscript information, there is an 'Authors' section with 'All Authors: Sid Barrett (Author), Zac Jones (Co-author)' and 'Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India'. At the bottom, there is a 'Flags' section with an 'Add a flag' button. A vertical green button on the right side of the page says 'Need a hand?'.

## Decision tab

From the Decision tab, the editor can review all vital information then add his or her own evaluation. If a final decision is made by an EiC, the decision email can then be sent to the contact author. If a recommendation is being made, then this will be sent to the EiC.

# PDF

The PDF is accessible from the Decision tab right here.

The screenshot shows a web interface for manuscript review. At the top, there are navigation links: SEARCH, DASHBOARD, PROFILE, and [SIGN OUT]. Below these are three tabs: Details, Review, and Decision (which is active). A 'Back to search' link is also present. The main content is divided into two columns: Manuscript information and Status. Manuscript information includes ID (DEMO-2016-2 - (2)), Title (A surgical technique for traumatic tendon dislocation), Type (Review Article), and Keywords (Calf, ligament, achilles, tendon, ligament, Lower Limb). The Status column shows 'Waiting for decision', 'Date submitted: 2018-11-27', and 'Time in review: 42 days'. A 'PDF review document' link is highlighted with a red box. Below this are sections for Authors (listing Sid Barrett and Zac Jones), Flags (with an 'Add a flag' button), and Notes (with an 'Add a note' button). A vertical green button on the right side says 'Need a hand?'.

Manuscript information	Status
ID: DEMO-2016-2 - (2)	<b>Waiting for decision</b>
Title: A surgical technique for traumatic tendon dislocation	Date submitted: 2018-11-27 Time in review: 42 days
Type: Review Article	
Keywords: Calf, ligament, achilles, tendon, ligament, Lower Limb	
<a href="#">PDF review document</a>	

**Authors**

All Authors: Sid Barrett (Author), Zac Jones (Co-author)  
Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India

**Flags** [Add a flag](#)

**Notes** [Add a note](#)

## Sub-editor report

If an EiC is making a decision, the Sub-editor's report appears here.

Simply click the '+' to open the report and the recommendation is displayed.

Authors	
All Authors: Sid Barrett (Author), Zac Jones (Co-author) Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India	+
Flags	
	Add a flag
Notes	
	Add a note
Reports	
Arthur Amory - see Sub-Editor review/recommendation	+
See Reviewer Reports	+
Comments to authors	
The paper is appropriate to the journal and provides further (though not full) answers around the use of screws for acetabular components in THR. The data is reassuring for those who use solid backed cups...	

Need a hand?

# Reviewer reports

Just below the Sub-editor report are the reviewer reports. Simply click the '+' to open.

All Authors: Sid Barrett (Author), Zac Jones (Co-author)

Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India



Flags

Add a flag

Notes

Add a note

Reports

Arthur Amory - see Sub-Editor review/recommendation



See Reviewer Reports



Comments to authors

The paper is appropriate to the journal and provides further (though not full) answers around the use of screws for acetabular components in THR. The data is reassuring for those who use solid backed cups....

Confidential comments to review board

Need a hand?

## Comments to authors

The Editor can then add his or her own comments to authors...

### Reports

Arthur Amory - see Sub-Editor review/recommendation



See Reviewer Reports



### Comments to authors

The paper is appropriate to the journal and provides further (though not full) answers around the use of screws for acetabular components in THR. The data is reassuring for those who use solid backed cups...

Need a hand?

### Confidential comments to review board

none

### Overall rating

# Comments to review board

...and confidential comments to the review board

The paper is appropriate to the journal and provides further (though not full) answers around the use of screws for acetabular components in THR. The data is reassuring for those who use solid backed cups....

## Confidential comments to review board

none

## Overall rating

Good

## Select Decision

*Note: new order in list below*

- Reject manuscript (before review)
- Reject (after review)
- Reject (but suggest transfer to another journal)
- Revise manuscript (major revisions)
- Revise manuscript (minor revisions)

Need a hand?

# Overall rating

Before rating the manuscript...

## Confidential comments to review board

none

## Overall rating

Good ▼

## Select Decision

*Note: new order in list below*

- Reject manuscript (before review)
- Reject (after review)
- Reject (but suggest transfer to another journal)
- Revise manuscript (major revisions)
- Revise manuscript (minor revisions)
- Accept manuscript

[Save and continue >>](#)

Need a hand?

[Help for this page](#)

# Select Decision

And selecting a final decision/recommendation

## Confidential comments to review board

none

## Overall rating

Good

## Select Decision

*Note: new order in list below*

- Reject manuscript (before review)
- Reject (after review)
- Reject (but suggest transfer to another journal)
- Revise manuscript (major revisions)
- Revise manuscript (minor revisions)
- Accept manuscript

Save and continue >>

Help for this page

Help topic 1: Making a decision or recommendation

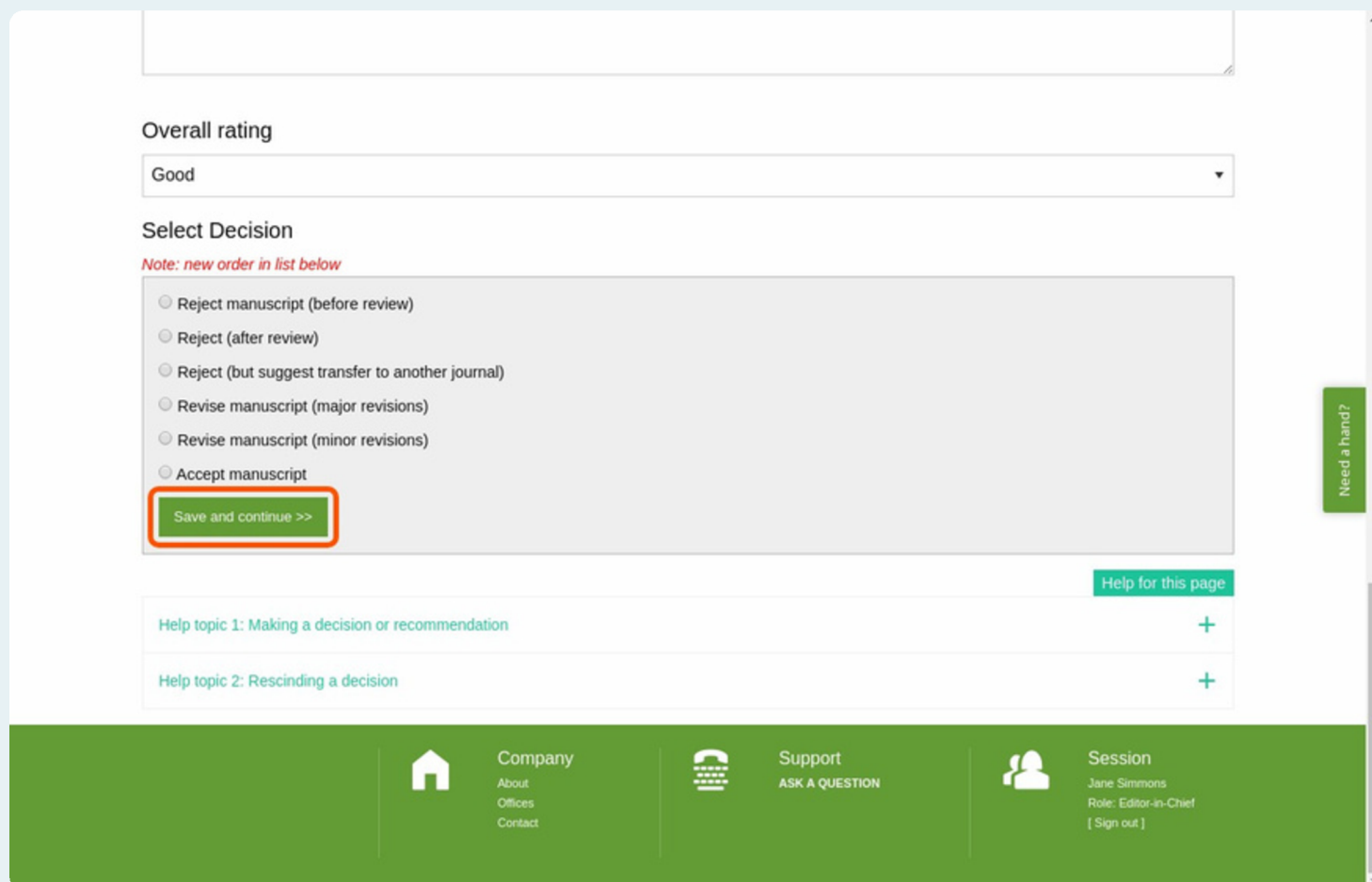


Need a hand?

## 'Revise...'

The desired decision or recommendation is selected by clicking the relevant radio button.

In this example 'Revise (major revision)' is chosen.



Overall rating

Good

Select Decision

*Note: new order in list below*

- Reject manuscript (before review)
- Reject (after review)
- Reject (but suggest transfer to another journal)
- Revise manuscript (major revisions)
- Revise manuscript (minor revisions)
- Accept manuscript

Save and continue >>

Help for this page

Help topic 1: Making a decision or recommendation +

Help topic 2: Rescinding a decision +

Need a hand?

Company  
About  
Offices  
Contact

Support  
ASK A QUESTION

Session  
Jane Simmons  
Role: Editor-in-Chief  
[ Sign out ]

## Editor's email template

If a decision is made, then the editor's standard template opens with author email and other manuscript metadata automatically plugged in.

The reviewer (and sub-editor reports) and any links to marked up documents are appended to the decision email.

The text can be edited and personalised before sending.

## 'Save and send'

When necessary edits have been made, the email can be dispatched.

Manuscript: DEMO-2016-2 - (2) - A surgical technique for traumatic tendon dislocation  
Authors: Sid Barrett (Author), Zac Jones (Co-author)  
Date submitted: 2018-11-27

Dear Dr Smith

Thank you very much for submitting the above manuscript to YOUR JOURNAL.

Your manuscript has now been evaluated by external reviewers and members of the editorial board. While we certainly find merit in your paper, a number of points of criticism were raised and we therefore regret to inform you that your manuscript is not acceptable for publication in its present form. If you feel that you can adequately address the criticisms outlined in the reviewer reports below, we would be willing to reconsider a thoroughly revised version of your manuscript.

If you decide to resubmit your manuscript, please provide point-by-point answers to the reviewer criticisms in the text field provided during the online resubmission process and highlight any revisions made in your manuscript document.

Save and send email

Cancel email

Choose File No file chosen

Attach file

Need a hand?

## Email sent successfully to...

A green banner appears confirming the email has been sent the recipients and thank you emails forwarded to those reviewers who completed the review.

### YOUR JOURNAL

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

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

Email sent to: l.smith@org.zk

BCC: cir@as.uni.ff.xx,aa@hsah.org.ilx,js@goodjournal.com

Continue

Thank you for review sent to Sophie Edwards at s.edwards@spro.caz

Thank you for review sent to Jonas Hansen at jonas.hansen@lpu.dkz

## Moving on

The editor can now select another manuscript by going back to the dashboard or by clicking the arrows at the top of the page.

The manuscript just dealt with will no longer be on the editor's 'To Do' list.

The screenshot displays a web interface for a journal editor. At the top, the user is identified as 'Jane Simmons as Editor-in-Chief [CHANGE ROLE]'. Navigation links include 'SEARCH', 'DASHBOARD' (highlighted with a red box), 'PROFILE', and '[SIGN OUT]'. Below this, there are tabs for 'Details', 'Review', and 'Decision', with 'Decision' being the active tab. Navigation arrows indicate 'ready for decision', '1 of 1', 'previous', and 'next'. The main content area is divided into two columns: 'Manuscript information' and 'Status'. The 'Manuscript information' column contains fields for ID, Title, Type, and Keywords. The 'Status' column shows 'Revise' with a decision date and submission details. A 'PDF review document' button is visible. The 'Authors' section lists 'All Authors' and a 'Corresponding address'. A vertical green button on the right side says 'Need a hand?'. The bottom of the page shows a 'Class' field and an 'Add a flag' button.

### YOUR JOURNAL

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

[Details](#)   [Review](#)   **[Decision](#)**    ← ready for decision   1 of 1   ← previous   next →

Manuscript information	Status
ID: DEMO-2016-2 - (2)	<b>Revise</b> Decision date: 2019-01-08
Title: A surgical technique for traumatic tendon dislocation	Date submitted: 2018-11-27 Time in review: days
Type: Review Article	
Keywords: Calf, ligament, achilles, tendon, ligament, Lower Limb	
<a href="#">PDF review document</a>	

#### Authors

All Authors: Sid Barrett (Author), Zac Jones (Co-author) +  
Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India

Class Add a flag

Need a hand?