

[Contact] Hyperlink Emails for Overdues, etc

[Contact] Editors and Authors

It is the journal administrator's job to monitor tasks in the peer review process and contact editors or authors if tasks are overdue.











In this guide we will use the [contact] hyperlink to contact an editor, then an author. In both cases, using the hyperlink will store the email in the manuscript correspondence history.

Administrator

select Admin

YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

 Author	 Reviewer	 Sub-Editor	 Administrator	 Production Editor
 Editor-in-Chief	 Publisher	 Typesetter	 Language Reviser	 Support

Help Center



Company
About
Offices
MM report



Support



Session

Overdue

Overdues are displayed on the left side of the administrator's dashboard.

YOUR JOURNAL

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

DASHBOARD

To do

- 4 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 4 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 8 Sub-Editor selects Reviewers
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

Monitor

- 26 all in review

- 1 suspended
- 8 new with Editor-in-Chief
- 9 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 0 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2020-01-01	2020-06-04	Go

Total manuscripts by status 0
From 2020-01-01 to 2020-06-04 selected by the date of submission.

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Withdrawn	0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

Highcharts.com

Help Center

Sub-Editor selects Reviewers

Clicking any group of overdue will open an expanded list.

TOUR JOURNAL

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

DASHBOARD

To do

- 4 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 4 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 8 Sub-Editor selects Reviewers**
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

Monitor

26 all in review

- 1 suspended
- 8 new with Editor-in-Chief
- 9 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 0 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2020-01-01	2020-06-04	Go

Total manuscripts by status 0
From 2020-01-01 to 2020-06-04 selected by the date of submission.

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

Highcharts.com

Help Center

'View Details'

On the expanded list, clicking 'View Details' will open the manuscript.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

Sub-Editor selects Reviewers - 8 manuscripts

DEMO-2016-4 - (4) Knee pain in a child: an uncommon case of Osgood-Schlatter disease Type: Letter to the Editor Michael Kelly (Author), Zac Jones (Co-author) Submitted: 2018-12-08	Sub-Editor selects Reviewer 535 days overdue Manuscript overdue 493 days Administrator: Jane Simmons Editor-in-Chief: Sid Barrett Sub-Editor: Sid Barrett 543 days in review 543 days with Editor-in-Chief 539 days with Sub-Editor	With editor	View details
DEMO-2016-7 - (7) Granulomatous bursitis due to repetitive microtrauma Type: Original Article Bjorn Bjergsen (Author), Len Stensen (Co-author) Submitted: 2018-12-08	Sub-Editor selects Reviewer 535 days overdue Manuscript overdue 493 days Administrator: Jane Simmons Editor-in-Chief: Sid Barrett Sub-Editor: Sid Barrett 543 days in review 543 days with Editor-in-Chief 539 days with Sub-Editor	With editor	View details
DEMO-2016-9 - (9) Bone Density Comparison of Selected Carpal and Tarsal Bones: A Review of Literature Type: Review Article Andrew A Brown (Author) Submitted: 2018-12-08	Sub-Editor selects Reviewer 535 days overdue Manuscript overdue 493 days Administrator: Danny Gardner Editor-in-Chief: Sid Barrett Sub-Editor: Sid Barrett 543 days in review 543 days with Editor-in-Chief 539 days with Sub-Editor	With editor	View details

Help Center

'Review'

Now in the manuscript tabs, clicking the 'Review' tab will allow the administrator to see which task is overdue.

The screenshot displays a web interface for managing a journal. At the top, it says "YOUR JOURNAL" and shows the user "Jane Simmons as Administrator [CHANGE ROLE]". Navigation links include "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]". Below this is a breadcrumb trail: "Details" (with a document icon), "Review" (with a magnifying glass icon and highlighted in a red box), and "Decision" (with a checkmark icon). The current step is "Sub-Editor selects Reviewers", which is "1 of 8" steps. Navigation arrows for "previous" and "next" are also present.

Manuscript information	Status
ID: DEMO-2016-4 - (4)	Sub-Editor selecting reviewers
Title: Knee pain in a child: an uncommon case of Osgood-Schlatter disease	Date submitted: 2018-12-08 Time in review: 543 days
Type: Letter to the Editor	
Keywords: Cartilage, Knee, Knee pain, children, Osgood-Schlatter, Lower Limb, Patella	
PDF review document	

Authors

All Authors: Michael Kelly (Author), Zac Jones (Co-author) +

Corresponding address: Odonata Research Lab, Applied Waterways, xx, Copenhagen, Denmark

Flags Add a flag

Help Center

'Editorial Staff'

The 'Editorial Staff' associated with each manuscript is indicated about half way down the page.

All Authors: Michael Kelly (Author), Zac Jones (Co-author)
Corresponding address: Odonata Research Lab, Applied Waterways, xx, Copenhagen, Denmark

Flags Add a flag

Notes Add a note

Editorial Staff

Administrator: Jane Simmons
Assigned: 2018-12-08

Re-assign +

Editor-in-Chief: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-08

Re-assign +

Sub-Editor: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-12

Re-assign +

Reviewers

2 Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1	Kawazasski L (Dr) Department of Science Japanese Central University	Invite	

'Number of reviews required...'

The number of reviews required for this manuscript can be seen just below.

(This number can be set by members of the editorial staff)

Notes Add a note

Editorial Staff

Administrator: Jane Simmons
Assigned: 2018-12-08

Re-assign +

Editor-in-Chief: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-08

Re-assign +

Sub-Editor: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-12

Re-assign +

Reviewers

2 Number reviews required to make a decision/recommendation

Order		Name	Status	Action
1		Kawazasski L (Dr) Department of Science Japanese Central University l.kawasasski@plu.jpz Japan	Invite	 Invite

Search for a reviewerDecision

Marked up documents for authors

1 Reviewer on the list

At present, only one reviewer has been invited. This is the delay as a minimum of two are required.



Assigned: 2018-12-08
Re-assign +



[contact] [proxy]
Assigned: 2018-12-08
Re-assign +

[contact] [proxy]
Assigned: 2018-12-12
Re-assign +

Reviewers

2 ▾ Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1 ▾	 Kawazasski L (Dr) Department of Science Japanese Central University l.kawasasski@plu.jpz Japan	Invite	 Invite

 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**

Help Center

Sub-Editor

For this journal, the Sub-Editor selects and invites reviewers, thus he needs to be contacted..

Authors

All Authors: Michael Kelly (Author), Zac Jones (Co-author)
Corresponding address: Odonata Research Lab, Applied Waterways, xx, Copenhagen, Denmark

Flags Add a flag

Notes Add a note

Editorial Staff

Administrator: Jane Simmons
Assigned: 2018-12-08
Re-assign

Editor-in-Chief: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-08
Re-assign

Sub-Editor: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-12
Re-assign

Reviewers

2 Number reviews required to make a decision/recommendation

Order	Name	Status	Action
	Kawazasski L (Dr)	Invite	

[contact]

Just under the editor name, the [contact] hyperlink can be seen.

Clicking this will open an email template.

Authors

All Authors: Michael Kelly (Author), Zac Jones (Co-author)
Corresponding address: Odonata Research Lab, Applied Waterways, xx, Copenhagen, Denmark

Flags

Add a flag

Notes

Add a note

Editorial Staff

Administrator: Jane Simmons
Assigned: 2018-12-08
Re-assign

Editor-in-Chief: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-08
Re-assign

Sub-Editor: Sid Barrett
[contact] [proxy]
Assigned: 2018-12-12
Re-assign

Reviewers

2 Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1	Kawazasski L (Dr) Department of Science	Invite	

Template open

Clicking [contact] opens the email template so the message can be edited and sent.

YOUR JOURNAL

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

EMAIL

Hyperlink Contact Manage templates

TO: Sid Barrett
sid.a@delhi.linz

CC:

BCC:

Title:
Hyperlink Contact

Message:
Manuscript: DEMO-2016-4 - (4) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease
Authors: Michael Kelly (Author), Zac Jones (Co-author)
Date submitted: 2018-12-08
Dear ...

Help / Contact

Edits

Undesired bits of text can be removed, or rewritten.

The screenshot shows a web browser window with the URL `your.manuscriptmanager.net/sLib/v4/email.php?def=1&textTempID=17&id=50`. The browser's address bar and tabs are visible at the top. The main content area displays an email composition form. The form has a "Title" field containing "Hyperlink Contact" and a "Message" field containing the following text:

Manuscript: DEMO-2016-4 - (4) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease
Authors: Michael Kelly (Author), Zac Jones (Co-author)
Date submitted: 2018-12-08

Dear ...

We kindly ask you to login and make a recommendation on the above manuscript.

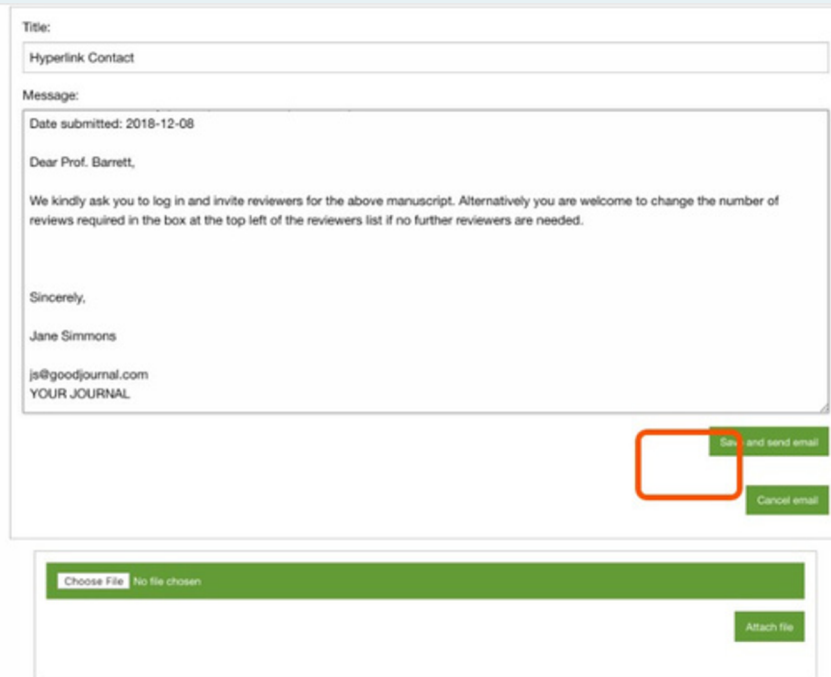
We kindly ask you to login and invite reviewers for the above manuscript. Alternatively you are welcome to change the number of reviews required in the box at the top left of the reviewers list if no further reviewers are needed.

Your review of the above manuscript is now considerably overdue. We kindly ask you to return your evaluation within the next few days. If you cannot return your review, please inform us as soon as possible as we will have to find an alternative solution for the above manuscript.

At the bottom of the message field, there are two buttons: "Save and send email" and "Cancel email". Below the message field is a file attachment section with a "Choose File" button and "No file chosen" text, and an "Attach file" button. A vertical "Help Center" button is located on the right side of the page.

Save and send

And once the text is as it needs to be, 'Save and send'!



The screenshot shows an email composition interface. At the top, there is a 'Title:' field containing 'Hyperlink Contact'. Below it is a 'Message:' field containing the following text: 'Date submitted: 2018-12-08', 'Dear Prof. Barrett,', 'We kindly ask you to log in and invite reviewers for the above manuscript. Alternatively you are welcome to change the number of reviews required in the box at the top left of the reviewers list if no further reviewers are needed.', 'Sincerely,', 'Jane Simmons', 'js@goodjournal.com', and 'YOUR JOURNAL'. To the right of the message field are two buttons: 'Save and send email' and 'Cancel email'. The 'Save and send email' button is highlighted with a red rectangular box. Below the email composition area is a file attachment section with a 'Choose File' button and the text 'no file chosen', and an 'Attach file' button to its right. On the far right edge of the page, there is a vertical green button labeled 'Help Center'.

'Correspondence'

Any mail sent via the [contact] hyperlinks will be registered in the 'Correspondence' history of the manuscript on the 'Details' tab.

[contact] Author

The [contact] hyperlink can also be used to contact submitting authors.

Perhaps an author is overdue on a resubmission?

Awaiting resubmission

Click 'Awaiting resubmission' on the bottom, left of the dashboard...

YOUR JOURNAL

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

DASHBOARD

To do

- 4 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 4 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 8 Sub-Editor selects Reviewers
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

Monitor

26 all in review

- 1 suspended
- 8 new with Editor-in-Chief
- 9 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 0 Editor-in-Chief decision

- awaiting resubmission
- manuscripts in progress

Graphs

No data found for this graph

Choose report: Manuscript overview Start date: 2020-01-01 End date: 2020-06-04 Go

Total manuscripts by status 0
From 2020-01-01 to 2020-06-04 selected by the date of submission.

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

Reports

'View Details'

...then click 'View details'

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

Awaiting resubmission - 2 manuscripts

DEMO-2016-13 - (13) Rare presentation of tuberculosis Type: Original Article Sophie Edwards (Author), Bjørn Bjergaen (Co-author) Submitted: 2016-11-01	Administrator: Jane Simmons Editor-in-Chief not assigned Sub-Editor not assigned 6 days in review Decision: Revise Date: 2016-11-07	Resubmit	View details
DEMO-2016-14 - (15) SYMPTOMATIC PLAGAS OF THE KNEE JOINT Type: Original Article Lisbeth Larsenne (Author) Submitted: 2016-11-01	Administrator: Jane Simmons Editor-in-Chief not assigned Sub-Editor not assigned 6 days in review Decision: Minor revision Date: 2016-11-07	Resubmit	View details

Showing 2 of 2 total records

Help topics for this page

[Help topic 1: Manuscript list](#)



Company

[About](#)
[Offices](#)
[MIS report](#)



Support

[ASK A QUESTION](#)



Session

Jane Simmons
Role: Administrator
[\[Sign out \]](#)

Help Center

Click '+'

On the 'Details' tab, click the '+' to expand the list of authors.

YOUR JOURNAL

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

Details Review Decision ← awaiting resubmission 1 of 2 ← previous next →

Manuscript information		Status
ID: DEMO-2016-13 - (13)		Revise Decision date: 2016-11-07
Title: Rare presentation of tuberculosis	✓	Date submitted: 2016-11-01 Time in review: days
Type: Original Article	✓	
Keywords: Heart, lung, pulmonary, Organs	✓	
PDF review document		

Authors

All Authors: [Sophie Edwards \(Author\)](#), [Bjorn Bjergsen \(Co-author\)](#) +

Corresponding address: University department, University Hospital, Cartel Street, Melbourne, 155 4ss, Azerbaijan

Flags Add a flag


Notes Add a note

Help / Contact


Author list


This opens the list of authors for this manuscript.


Decision date: 2016-11-07

Title: Rare presentation of tuberculosis 

Date submitted: 2016-11-01
Time in review: days

Type: Original Article 







Keywords: Heart, lung, pulmonary, Organs 


 PDF review document


Authors


All Authors: Sophie Edwards (Author), Bjørn Bjergsen (Co-author)

Corresponding address: University department, University Hospital, Cantel Street, Melbourne, IS5 4ss, Azerbaijan

Order	Name	Affiliation	Type	Update	Remove
1	 Dr Sophie Edwards [contact]	University department University Hospital s.edwards@apro.az Azerbaijan	Author		
2	 Dr Bjørn Bjergsen <i>Review board member</i>	QZU Lab QZU University b.bjergsen@qzu.dk Denmark	Co-author		






Flags 


Help Center


[contact]

The [contact] hyperlink for the submitting author is located just under the name.

Decision date: 2016-11-07

Title: Rare presentation of tuberculosis  Date submitted: 2016-11-01
Time in review: days

Type: Original Article 





Keywords: Heart, lung, pulmonary, Organs 

[PDF review document](#)

Authors

All Authors: Sophie Edwards (Author), Bjorn Bjergsen (Co-author)

Corresponding address: University department, University Hospital, Cantel Street, Melbourne, IS5 4ss, Azerbaijan

Order	Name	Affiliation	Type	Update	Remove
1	Dr Sophie Edwards [contact]	University department University Hospital s.edwards@apro.az Azerbaijan	Author		
2	Dr Bjorn Bjergsen Review board member	DDU Lab DDU University b.bjergsen@dmzu.dk Denmark	Co-author		

[Update](#)

[+ Add author](#)

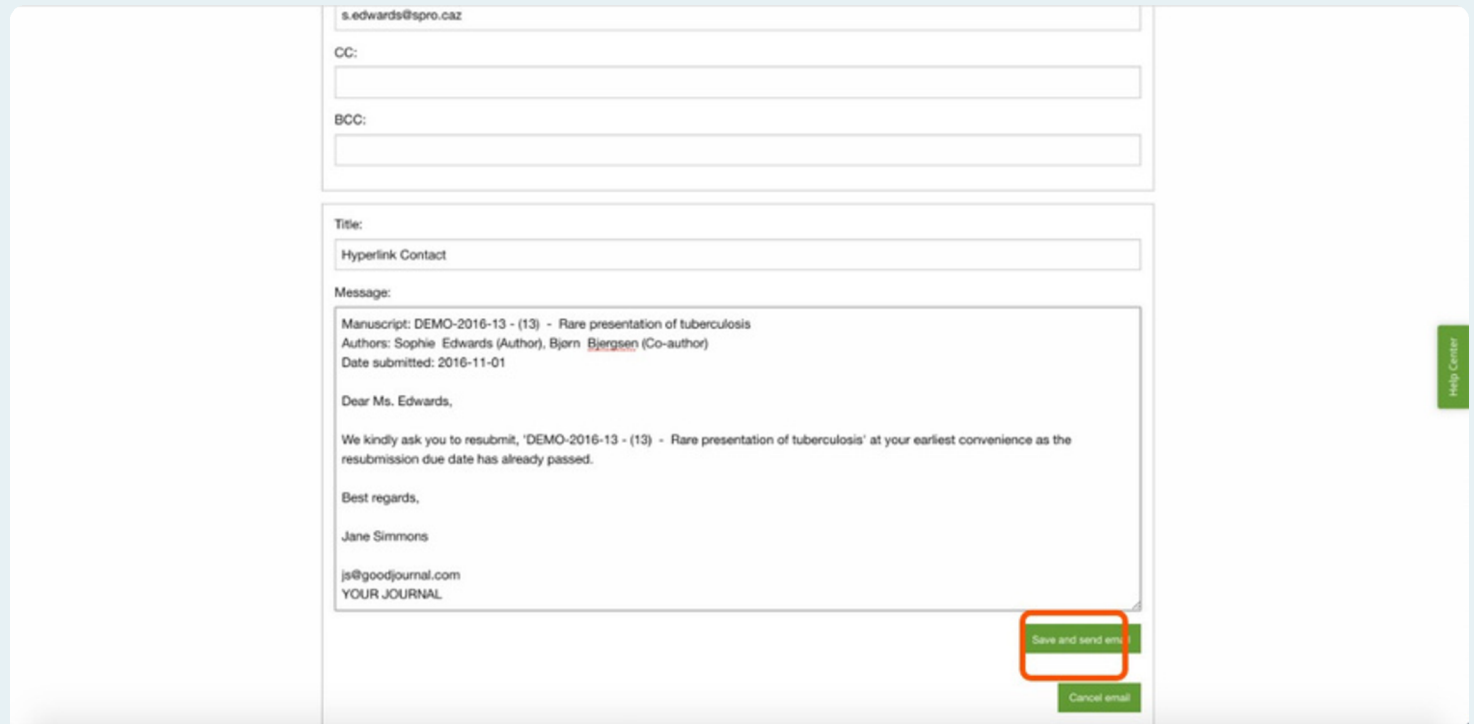
Flags [Add a flag](#)

Email template

The email template then opens and allows for edits.

'Save and send'

Make the necessary edits, then save and send.



The screenshot shows an email composition window. At the top, there is a text input field containing the email address 's.edwards@spro.caz'. Below this are three empty text input fields labeled 'CC:', 'BCC:', and 'BCC:'. The 'Title:' field contains the text 'Hyperlink Contact'. The main message body contains the following text:

Message:
Manuscript: DEMO-2016-13 - (13) - Rare presentation of tuberculosis
Authors: Sophie Edwards (Author), Bjorn Bjergsen (Co-author)
Date submitted: 2016-11-01

Dear Ms. Edwards,

We kindly ask you to resubmit, 'DEMO-2016-13 - (13) - Rare presentation of tuberculosis' at your earliest convenience as the resubmission due date has already passed.

Best regards,

Jane Simmons
js@goodjournal.com
YOUR JOURNAL

At the bottom right of the message body, there are two buttons: 'Save and send email' (highlighted with a red rectangle) and 'Cancel email'. On the far right edge of the window, there is a vertical green button labeled 'Help Center'.

'Details'

Now back on the 'Details' tab of that same manuscript...

YOUR JOURNAL

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

Details Review Decision awaiting resubmission 1 of 2 previous next

Manuscript information	Status
ID: DEMO-2016-13 - (13)	Revise Decision date: 2016-11-07
Title: Rare presentation of tuberculosis	Date submitted: 2016-11-01 Time in review: days
Type: Original Article	
Keywords: Heart, lung, pulmonary, Organs	
PDF review document	

Authors

All Authors: Sophie Edwards (Author), Bjørn Bjergsen (Co-author)
Corresponding address: University department, University Hospital, Cantel Street, Melbourne, 155 4ss, Azerbaijan

Flags Add a flag

Notes Add a note

Help Center

'Correspondence'

Under, 'Correspondence'...

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 13:46:09	Manuscript	Visible to reviewers <small>[hide from reviewers]</small>

Upload files: add any missing files to this submission +

iThenticate

Add document to similarity report +

Take action



If the '+' is clicked

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 13:46:09	Manuscript	Visible to reviewers <small>[hide from reviewers]</small>

Upload files: add any missing files to this submission +

iThenticate

Add document to similarity report +

Take action






'Hyperlink'

The list of correspondence will display the hyperlink contact mail to the author.

Other submission information

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

Correspondence

Email	Date	Time	Title/To	Sent by
	2020-06-04	13:14:12	Hyperlink Contact s.edwards@spro.caz	Simmons, Jane
	2016-11-07	21:12:20	Reject but suggest resubmission s.edwards@spro.caz andy@manuscriptmanager.com	Simmons, Jane
	2016-11-01	12:47:08	Co-author application submission confirmation b.bjergsen@dmzu.dk	Auto sent
	2016-11-01	12:47:08	Application submission confirmation s.edwards@spro.caz	Auto sent
	2016-11-01	12:47:08	An application has been submitted andy@manuscriptmanager.com	Auto sent

https://your.manuscriptmanager.net/slib/v4/manuscript.php#panel1d






Envelope icon

It can be viewed by clicking the envelope icon

Other submission information

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

Correspondence

Email	Date	Time	Title/To	Sent by
	2020-06-04	13:14:12	Hyperlink Contact s.edwards@spro.caz	Simmons, Jane
	2016-11-07	21:12:20	Reject but suggest resubmission s.edwards@spro.caz andy@manuscriptmanager.com	Simmons, Jane
	2016-11-01	12:47:08	Co-author application submission confirmation b.bjergsen@dmzu.dk	Auto sent
	2016-11-01	12:47:08	Application submission confirmation s.edwards@spro.caz	Auto sent
	2016-11-01	12:47:08	An application has been submitted andy@manuscriptmanager.com	Auto sent

https://your.manuscriptmanager.net/sLib/v4/manuscript.php#panel1d

Email

after viewing the email...

YOUR JOURNAL



Email

Date/time sent: 2020-06-04 13:14:12

From: Simmons, Jane (js@goodjournal.xxx)

To: s.edwards@spro.caz

CC:

BCC:

Attachment:

Title: Hyperlink Contact

Text: Manuscript: DEMO-2016-13 - (13) - Rare presentation of tuberculosis

Authors: Sophie Edwards (Author), Bjørn Bjergsen (Co-author)

Date submitted: 2016-11-01

Dear Ms. Edwards,

We kindly ask you to resubmit, 'DEMO-2016-13 - (13) - Rare presentation of tuberculosis' at your earliest convenience as the resubmission due date has already passed.

Best regards,

Jane Simmons

js@goodjournal.com

YOUR JOURNAL



Arrow

Click the arrow to return to the 'Details' page.

YOUR JOURNAL



Email

Date/time sent: 2020-06-04 13:14:12

From: Simmons, Jane (js@goodjournal.xxx)

To: s.edwards@spro.caz

CC:

BCC:

Attachment:

Title: Hyperlink Contact

Text: Manuscript: DEMO-2016-13 - (13) - Rare presentation of tuberculosis

Authors: Sophie Edwards (Author), Bjørn Bjergsen (Co-author)

Date submitted: 2016-11-01

Dear Ms. Edwards,

We kindly ask you to resubmit, 'DEMO-2016-13 - (13) - Rare presentation of tuberculosis' at your earliest convenience as the resubmission due date has already passed.

Best regards,

Jane Simmons

js@goodjournal.com

YOUR JOURNAL