



**Online peer-review**  
**Editor-in-Chief adds Associate Editor**

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Copenhagen 2017

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From the dashboard, the editor selects manuscripts in the 'new submissions' list.

## DASHBOARD

### Manuscript to do list

3 new submissions   
 0 resubmissions  
 0 ready for decision

### Monitor Manuscripts

8 you as Editor-in-Chief  
 0 assigned to other Editor-in-Chief  
 0 you as Associate Editor  
 9 assigned to other Associate Editor

2 awaiting resubmission  
 0 resubmission in progress

0 accepted  
 0 published

## Graphs

Choose report

Start date

End date

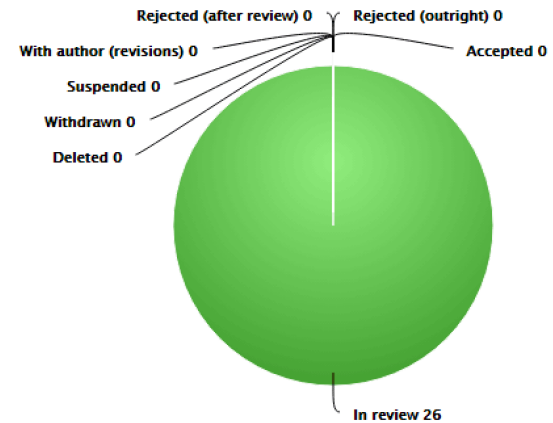
Manuscript overview

2017-01-01

2017-03-03

Go

### Submission overview (26 manuscripts submitted)



Highcharts.com

The editor can view the list of new submissions. Clicking on the accordion symbol provides more information about the submission. The editor can then view the submission details by clicking the 'view submission' button.

### 3 new submission

**Anterior Femoral after Total Hip Arthroplasty "Metal-on-Metal" caused by Persistent Contracture**

Submitted



[View submission](#)

mmdemo-2016-11 - (11)

Lucy Skranton *Author*, L Kawazasski *Co-author*

Submitted:2017-02-26

-

Editorial Assistant: James Smith

Editor-in-Chief: Carla Ida Roberts

not assigned

5 days in review



**Grafts for bone defect filling and the results of highly purified bovine bone graft: An experimental study in rabbits**

Submitted

[View submission](#)

mmdemo-2016-12 - (12)

Gabriel Larsonne *Author*, Liz Smith *Co-author*, Dan Johnson *Corresponding author*

Submitted:2017-02-26

+

**Posterior dislocation of the elbow with fracture dislocation**

Submitted

[View submission](#)

mmdemo-2016-15 - (16)

Tobias Spasski *Author*, Anatoli Karpov *Corresponding author*

The manuscript is now assessed by viewing the pdf review document. The authors, abstract, cover letter etc. can also be viewed by opening the relevant sections.

Details
Review
Decision

← new submission    1 of 3    ← previous    next →

### Manuscript information

ID: mmdemo-2016-11 - (11)

Title: Anterior Femoral after Total Hip Arthroplasty "Metal-on-Metal" caused by Persistent Contracture

Type: Original Article

Keywords:

PDF review document

←

### Status

**Checked (Ready for review)**

Date submitted: 2017-02-26

Time in review: 5 days

### Manuscript versions

Viewing version 1


Authors: Lucy Skranton *Author*, L Kawazasski *Co-author* → +


### Other submission information

Abstract	<span style="font-size: 1.5em; color: #0056b3;">→</span> <span style="font-size: 1.5em; color: #0056b3;">+</span>
Accompanying letter	<span style="font-size: 1.5em; color: #0056b3;">→</span> <span style="font-size: 1.5em; color: #0056b3;">+</span>
Timeline: show all activity	<span style="font-size: 1.5em; color: #0056b3;">→</span> <span style="font-size: 1.5em; color: #0056b3;">+</span>
Correspondence: show all email activity	<span style="font-size: 1.5em; color: #0056b3;">→</span> <span style="font-size: 1.5em; color: #0056b3;">+</span>



Further down the page, the editor can choose a flag or write a note for the editorial staff if desired or view the individual manuscript submission documents.

When the editor is ready, he/she clicks the continue icon in the action pane at the bottom.


Flags  Add a flag

Notes  Add a note

Files

File order	View	Size	Ext	Date	Type	Reviewer visibility
1 ▾		410kB	png	2016-11-01 12:00:11	Figure	Visible to reviewers
2 ▾		118kB	doc	2016-11-01 12:00:49	Manuscript	Visible to reviewers

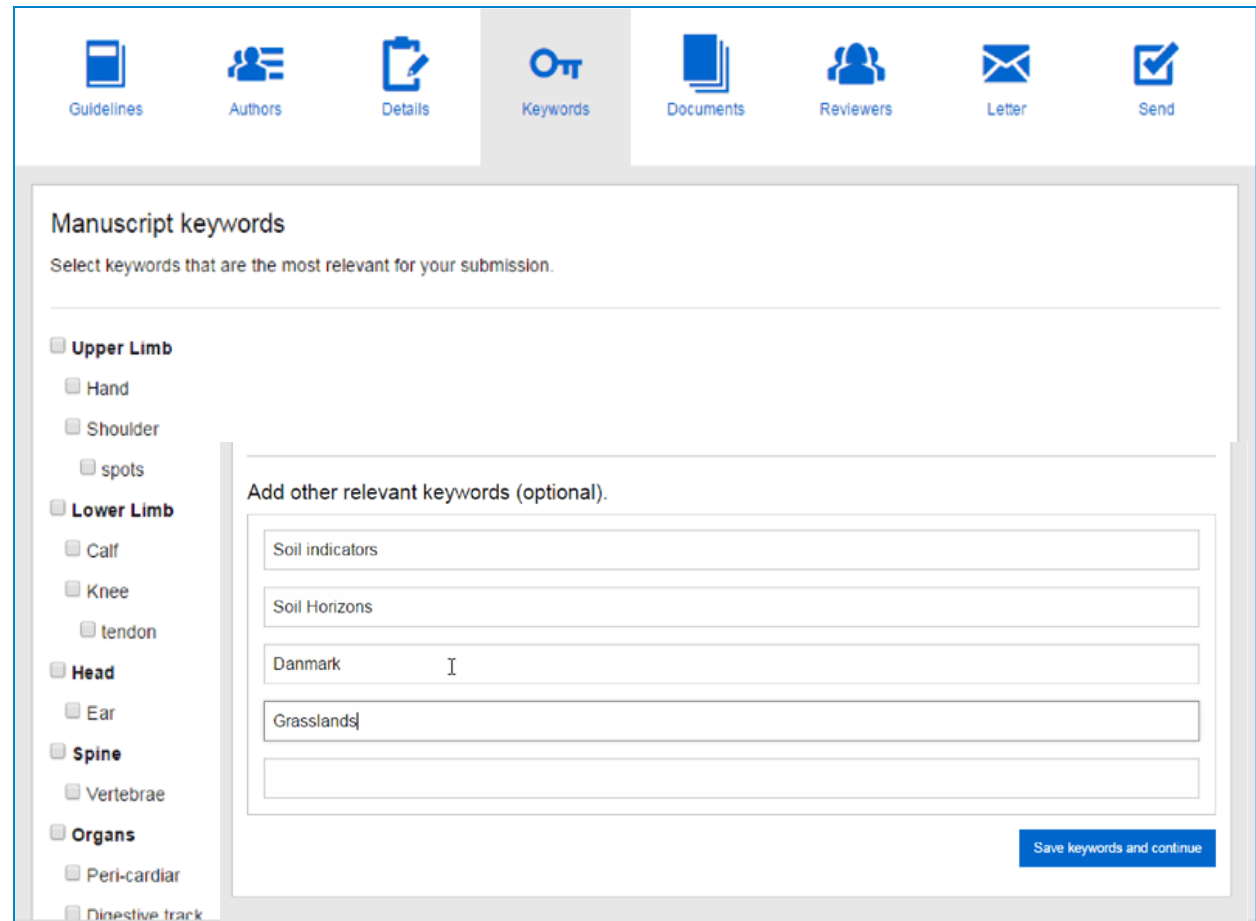
Take action



Continue

The editor can select journal specific keywords or add custom keywords in the keyword section.

Keywords are used for identifying potential experts from within the journal's database who may be qualified to review submitted manuscripts.



**Manuscript keywords**

Select keywords that are the most relevant for your submission.

- Upper Limb**
  - Hand
  - Shoulder
  - spots
- Lower Limb**
  - Calf
  - Knee
  - tendon
- Head**
  - Ear
- Spine**
  - Vertebrae
- Organs**
  - Peri-cardiar
  - Digestive track

Add other relevant keywords (optional).

Soil indicators

Soil Horizons

Danmark

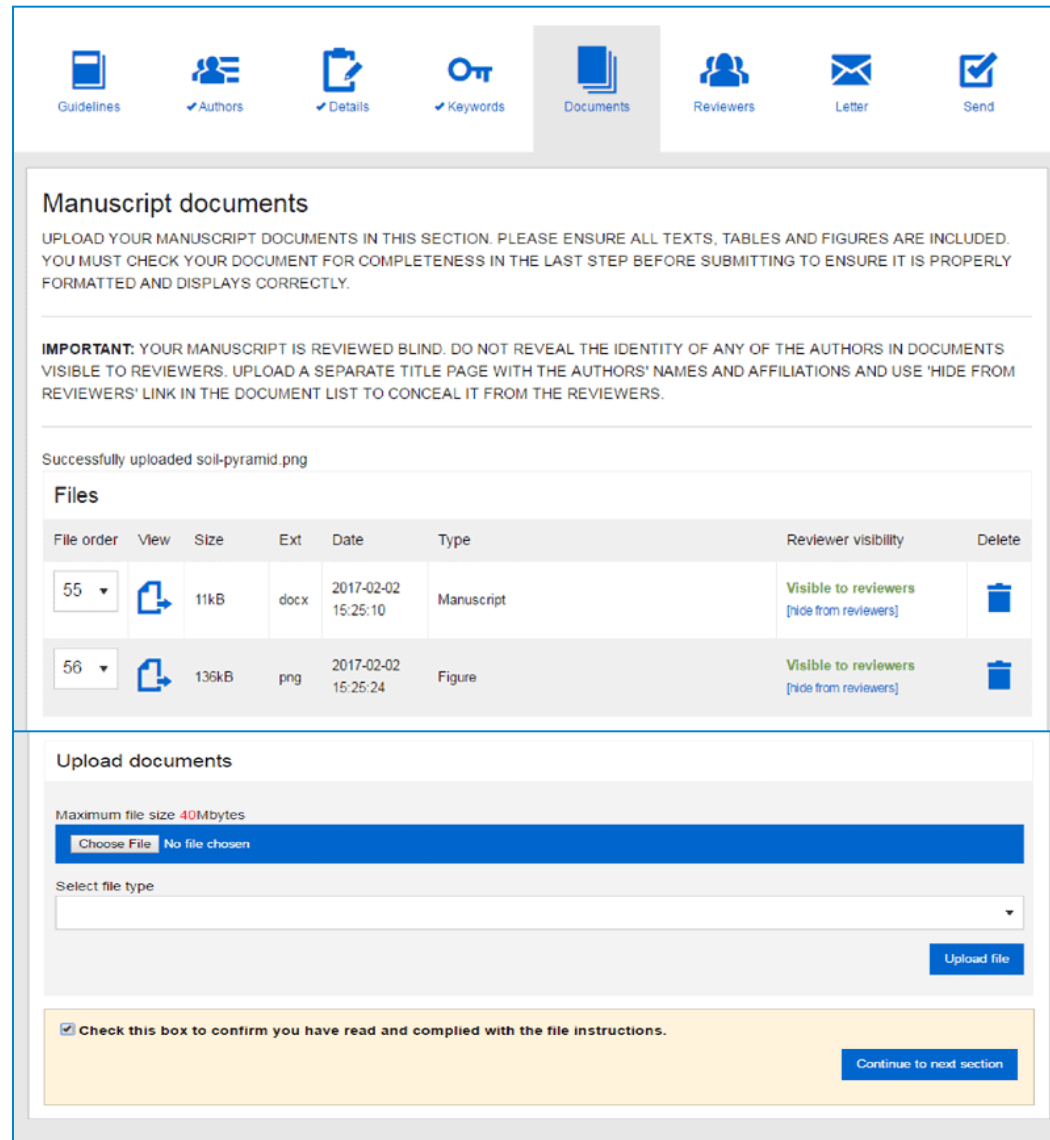
Grasslands

Save keywords and continue

The documents section allows the editor to upload manuscript texts, figures and tables. A wide range of document types are acceptable.

The editor may be asked to 'hide' some of the documents from the reviewers by clicking the links in the document list. For example, if the journal has a double-blind review policy, the authors may be asked to upload a separate title page with author affiliations and 'hide' it.

Hidden files are not merged into the PDF review document.



The screenshot shows the 'Documents' section of the Manuscript Manager interface. At the top, there is a navigation bar with icons for Guidelines, Authors, Details, Keywords, Documents (active), Reviewers, Letter, and Send. Below the navigation bar, the 'Manuscript documents' section contains instructions: 'UPLOAD YOUR MANUSCRIPT DOCUMENTS IN THIS SECTION. PLEASE ENSURE ALL TEXTS, TABLES AND FIGURES ARE INCLUDED. YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY.' An important note states: 'IMPORTANT: YOUR MANUSCRIPT IS REVIEWED BLIND. DO NOT REVEAL THE IDENTITY OF ANY OF THE AUTHORS IN DOCUMENTS VISIBLE TO REVIEWERS. UPLOAD A SEPARATE TITLE PAGE WITH THE AUTHORS' NAMES AND AFFILIATIONS AND USE 'HIDE FROM REVIEWERS' LINK IN THE DOCUMENT LIST TO CONCEAL IT FROM THE REVIEWERS.'

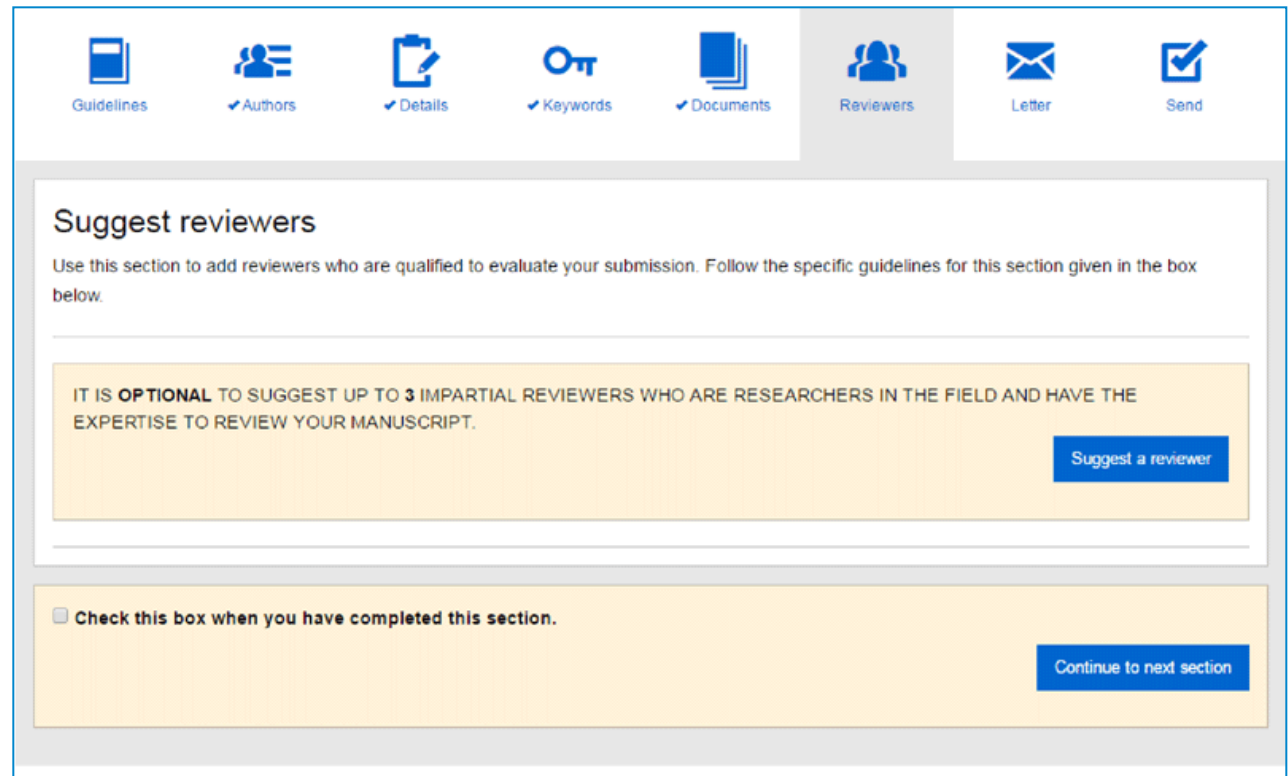
A success message indicates 'Successfully uploaded soil-pyramid.png'. Below this is a 'Files' table:

File order	View	Size	Ext	Date	Type	Reviewer visibility	Delete
55		11kB	docx	2017-02-02 15:25:10	Manuscript	Visible to reviewers <a href="#">[hide from reviewers]</a>	
56		136kB	png	2017-02-02 15:25:24	Figure	Visible to reviewers <a href="#">[hide from reviewers]</a>	

Below the table is the 'Upload documents' section. It includes a maximum file size limit of 40Mbytes, a 'Choose File' button (currently showing 'No file chosen'), a 'Select file type' dropdown menu, and an 'Upload file' button. At the bottom, there is a checkbox labeled 'Check this box to confirm you have read and complied with the file instructions.' and a 'Continue to next section' button.

Some journals ask the authors to suggest potential reviewers for their manuscript. This can be either a compulsory or optional task for the authors.

Similar to adding co-authors, the program will identify reviewers who are already in the reviewer database to ensure multiple accounts for users are not added.



Guidelines ✓ Authors ✓ Details ✓ Keywords ✓ Documents Reviewers Letter Send

### Suggest reviewers

Use this section to add reviewers who are qualified to evaluate your submission. Follow the specific guidelines for this section given in the box below.

IT IS **OPTIONAL** TO SUGGEST UP TO **3** IMPARTIAL REVIEWERS WHO ARE RESEARCHERS IN THE FIELD AND HAVE THE EXPERTISE TO REVIEW YOUR MANUSCRIPT.


[Suggest a reviewer](#)


Check this box when you have completed this section.


[Continue to next section](#)





A cover letter and submission declaration page allows the author to add an accompanying text and any other journal specific information that may be required by the journal.


  
✓ Guidelines


  
✓ Authors


  
✓ Details

  
✓ Keywords

  
✓ Documents

  
✓ Reviewers

  
✓ Letter

  
Send

### Cover letter and accompanying information

Complete the form below

---

Accompanying Letter (required) [Help for this field](#)


We submit herewith our manuscript entitled, "Soil quality in Denmark: A new guideline of the Danish Organic Soil Sciences", for publication in.....


[Special character](#)


Word use: 22  
 Word limit: 1000


In the final step, all submission information is checked and the author is alerted if information is missing.


The PDF review document can be downloaded by the author for reference and to ensure compliance with the guidelines before finally submitting.


  
✓ Guidelines


  
✓ Authors


  
✓ Details

  
✓ Keywords

  
✓ Documents

  
✓ Reviewers





  
✓ Letter

  
Send


### Check and send

Check the submission details below. You can submit only if all required information included.





#### Authors

	Delete	Edit	Name	Affiliation	Type/designation
 	 	1 Mr Andy Beare contact	Organics Institution of Land Use, Copenhagen University andy@manuscriptmanager.com Denmark	Author	

View your submitted document as it will be presented to the reviewers.

 PDF review document

#### Suggested reviewer list

	Delete	Edit	Name	Affiliation	Type/designation
 	 	Goran Dr Karla	Soil Science SDU karla.goran@ss.sdu.dk Denmark	Suggested reviewer	

#### Letter

Letter: We submit herewith our manuscript entitled, "Prophylactic antibiotics are not indicated prior to dental procedures to prevent peri-prosthetic joint infections: A new guideline of the Danish Organic Soil Sciences", for publication in.....

test's:

[Submit your manuscript](#)


Once the manuscript is submitted, the author is returned to the dashboard.

When the submission process starts, the author can access a report giving up to the minute details of the review progress.

After evaluation, decisions and recommendations about manuscripts are sent to the authors by email and reports are also made available from the dashboard.

Andy Beare as Author [ CHANGE ROLE ] SEARCH DASHBOARD PROFILE [ SIGN OUT ]

### Dashboard

Delete	Submission/Title/Type	Status	Action
	<p>Manuscript ID: mtest3-2017-44 - (44)</p> <p>Manuscript submission</p> <p>Title: Soil quality in Denmark</p> <p>Authors: Andy Beare <i>Author</i>, Ewa Johanssen <i>Co-author</i></p> <p>Date submitted: 2017-02-02</p>	Submitted	

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# Thank you

[support@manuscriptmanager.com](mailto:support@manuscriptmanager.com)

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