



Editorial Manager Guide for Editors-in-Chief

Summary

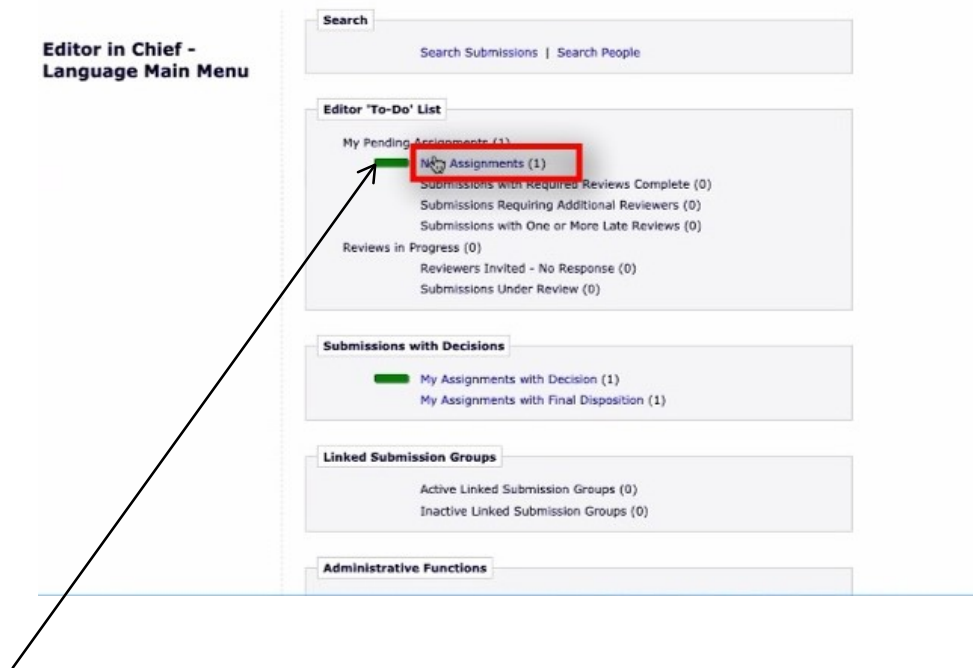
Editors-in-Chief have the ability to Assign Editors, Post Immediate Decisions, track the status of manuscripts once assigned to an **Editor** and initiate discussions (eliminating the need for email conversations held external to the Editorial Manager system).

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New Assignments

When a submission has been checked in by the editorial office, it will first appear under **“New Assignments”**



Click on **“New Assignments”** to reveal any manuscripts in your queue awaiting either: Assignment of an Editor or an Immediate Decision. The screen refreshes to reveal a basic manuscript summary field (below).

The green bar indicates that action is required but that the manuscript in question is still being handled in a timely manner. If a yellow bar appears against a manuscript, it represents a warning that action must be taken immediately. Red indicates a manuscript is running late and requires immediate attention.

Quick links

New Editor Assignments - Edward Editor

Content: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use

Page: 1 of 1 (1 total submissions) 1

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
<ul style="list-style-type: none"> View Submission Duplicate Submission Check (...) Details OC Initiate Discussion History File Inventory Assign Editor Unassign Editor Invite Reviewers Similar Articles in MEDLINE Submit Editor's Decision and Co Send E-mail 	JSLHR-19-00021	Research Article	Speech	A Clinical Trial of X, Y and Z	Fred Tester	Jun 10, 2019	Jun 10, 2019	With Editor	

Understanding the Manuscript Summary options

The Editor-in-Chief can take the following actions using the Manuscript Summary options in the **New Assignments** list of manuscripts:

View Submission – click here to view a PDF of the paper

Duplicate Submission Check – in cases where this has been run by the editorial office, a percentage overlap score will be visible. Clicking on the link will reveal the full report on what was found.

Details – a pop-up window (see next page for example) will appear containing manuscript meta-data, such as information on co-authors, ethical attestations, author-designated manuscript classifications. Note: manuscript flags assigned by the editorial office will be visible. As Editor-in-Chief, you do not need to pay attention to these other than one exception: a blue telephone icon ☎ will be visible if a discussion has been initiated (see later for details). In this instance **O** indicates the author wishes the article to be Open Access and **C** reveals the article contains copyrighted content.

History – another pop-up window opens that summarizes the status history for the manuscript and access to all correspondence associated with the manuscript.

File Inventory – if you wish to inspect the original files – useful for supplementary data files, click here.

Assign Editor – from this screen you will be able to pick your choice of Editor to handle the submission.

Similar Articles in MEDLINE - you may wish to review MEDLINE to see if similar works either on the topic or by the author have been published previously.

Submit Editor's Decision – if you wish to reject the paper without full peer review, you would complete the necessary steps from this option (more details later).

Send Email – if you wish to send an email to the editorial office, follow this link

Quicklinks

New Editor Assignments - Edward Editor

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use

Page: 1 of 1 (1 total submissions) 1

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
<ul style="list-style-type: none"> View Submission Duplicate Submission Check (...) Details O C Initiate Discussion History File Inventory Assign Editor Unassign Editor Invite Reviewers Similar Articles in MEDLINE Submit Editor's Decision and Co Send E-mail 	JSLHR-19-00021	Research Article	Speech	A Clinical Trial of X, Y and Z	Fred Tester	Jun 10, 2019	Jun 10, 2019	With Editor	


Note: do NOT use the Invite Reviewers option. In Editorial Manager, the Editor-in-Chief screens and the Editor/Handling Editor/Associate Editor screens contain an identical array of options. For ASHA journals, the Editor will use this option to invite reviewers.

Manuscript Details screen

Details for Manuscript Number: JSLHR-19-00021 "A Clinical Trial of X, Y and Z"



[Cancel](#) [Save](#) [Save and Close](#)

[Abstract](#) [Manuscript Notes](#) [Editors](#) [Reviewers](#) [Additional Information](#)

Manuscript Number:	JSLHR-19-00021
Article Type:	Research Article
Full Title:	A Clinical Trial of X, Y and Z
Short Title:	Short Title Inserted Here
Corresponding Author:	<input checked="" type="checkbox"/> Fred Tester  UNITED STATES
Corresponding Author E-Mail:	Fredtester@fredtester.com
Author Comments:	
Author Questionnaire Summary:	View Author Questionnaire Summary
Abstract:	This is the abstract of the paper.
Initial Date Submitted:	Jun 10, 2019
Section/Category:	Speech
Classifications:	Accent modification ; Acoustics ; Administration or supervision
Keywords:	keyword1; keyword 2; keyword 3
Funding Information:	Funding Information
Manuscript Notes:	<div style="border: 1px solid #ccc; height: 40px;"></div> Insert Special Chara
Duplicate Submission Check:	Duplicate Submission Check (0%)
Current Editorial Status:	With Editor
Editorial Status Date:	Jun 10, 2019
Attachments:	Attachments
Discussion Forum:	Initiate Discussion

Editors

[Top](#)

Corresponding Editor:	<input checked="" type="checkbox"/> Edward Editor, Editor in Chief - Speech 
Name:	<input checked="" type="checkbox"/> Edward Editor 
Role:	Editor in Chief - Speech
Date Assigned:	Jun 10, 2019
Date Completed:	
Elapsed Days:	0
Recommendation:	

Reviewers

[Top](#)

No Reviewers have been assigned to this manuscript.

Alternate Reviewers

Alternate Reviewers: There are no Alternate Reviewers currently selected for this manuscript.

Author Questions and Responses

Additional Information

[Top](#)

Questionnaire Responses [Expand All](#) | [Collapse All](#)

Research Type

Please select the category below that best describes the content of your submission:

Translational research designed to lead to the eventual transfer of basic research into the development of methods that could be used to better detect, diagnosis, treat, or prevent disorders of speech, language, cognition, swallowing, audition, and/or balance or research that was designed to investigate the underlying nature or mechanisms or incidence or prevalence of a disorder

Special Issue or Forum

Is this manuscript a candidate for a forum or special issue?

No

Open Access

Is your article going to be published as open access? ([ASHA Journals Academy manuscript submission guidelines \(more...\)](#))

Yes

↳ If the manuscript is accepted, please select a [Creative Commons Attribution license](#):

CC BY

Supplemental Material

Are you submitting supplemental material?

No

Disclosures

Please complete each of the following disclosures.

(1) The manuscript contains original material that has not been previously published (except as a dissertation) including in a preprint or electronic format, is not ([more...](#))

Using the Send Email function

Use the drop down menu to pick the appropriate letter template. To contact the editorial office, click **Editor Query to Journal Office** and then click **Customize Letter**. A pop-up window will appear with a blank template. Enter your remarks here and then click **Preview and Send**.

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

- ✓ Please Choose a Letter
- Author Notice - MS Outside of Publication Scope
- Editor Misc. Notification
- Editor Query to Journal Office
- Editor Query to Other Assigned Editors
- Editor Query to reviewer(s)

Customize Letter - Editor Query to Journal Office

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

From: "Edward Editor" <trash12@ariessc.com>
To: "ASHA Journals" <trashjo@ariessys.com>;
Letter Subject: Query on %MS_NUMBER%

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:
 All Editors assigned to current Revision

cc:

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#)

Ref.: Ms. No. %MS_NUMBER%
%ARTICLE_TITLE%
%CORRAUTHOR%
%JOURNALFULLTITLE%

Dear Dr. %LAST_NAME%,

I have the following query:

Regards

%EDITOR_NAME%
%EDITOR_ROLE%
%JOURNALFULLTITLE%

File Inventory

Manuscript files show up under "File Inventory"

Quicklinks

New Editor Assignments - Dwight Editor

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decisions

Page: 1 of 1 (1 total submissions) 1

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Duplicate Submission Check (30%) Details Discussions File Inventory Assign Editor Unassign Editor Invite Reviewers Submit Editor's Decision and Comments Send E-mail	JSLHR-19-00022	Research Note	Speech	A Review of All Things	Fred Tester	May 23, 2019	May 23, 2019	With Editor

<https://www.editorialmanager.com/jslhr/downloadSubFilesList.asp?docID=49&docRevision=0&msNum=JSLHR-19-00022&approvalType=2>

File Inventory for Manuscript Number: JSLHR-19-00022 "A Review of All Things" (View Submission PDFs)

Listed below are the files included in the current version of the latest Revision of the submission. (more...)

[Download Selections as Zip File](#)

[Duplicate Submission Check \(30%\)](#)

[Close](#) [Save and Close](#)

Submission Files									
Check All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF	
<input type="checkbox"/>	Download	Manuscript	Manuscript	Document	A Review of All Things.docx	50.1 KB	May 23, 2019	✓	
<input type="checkbox"/>	Download	Table	Table	Table	Table 1.docx	30 KB	May 23, 2019	✓	

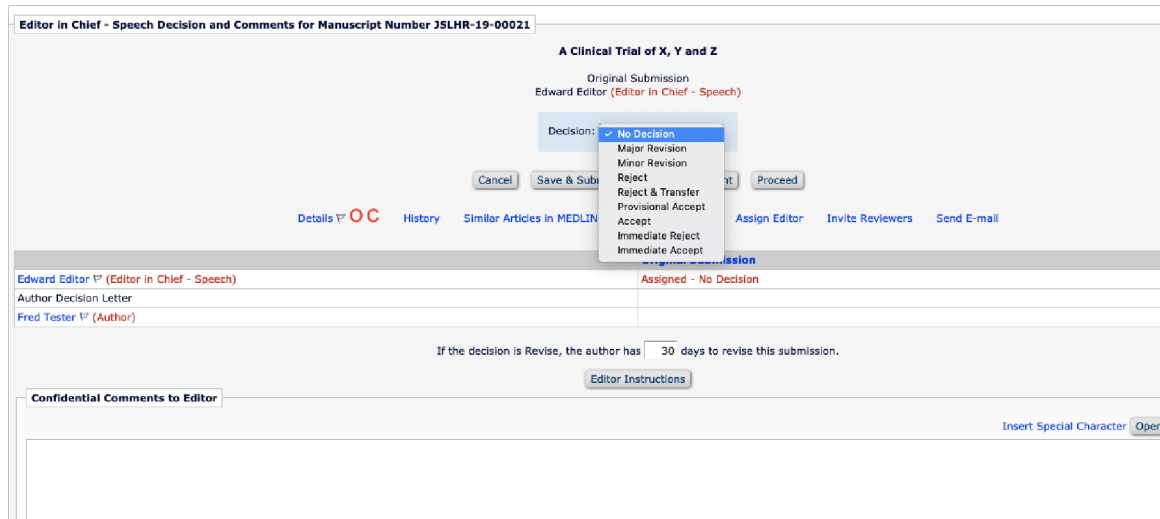
[Upload Companion Files](#)

[Download Selections as Zip File](#)

[Close](#) [Save and Close](#)

Immediate Decision

The EIC can provide an Immediate Decision when Appropriate



You MUST only use **Immediate Reject** or **Immediate Accept** in such instances. All other decisions are ONLY to be used after full peer review.

As an aside, the new decision option of **Provisional Accept** refers to papers an Editor wishes to accept but may contain a single minor correction or a typo that requires addressing by the Author. These points have to be addressed before a final decision of **Accept** can be granted. Editors-in-Chief are NOT to use this option to render an Immediate Decision.

Assigning an Editor

Clicking Assign an Editor pulls up a list of editors. If you're unsure if a paper fits an editor's expertise you can initiate a discussion (see instructions later). Select the intended Editors name and either click **Send Default Letter** to assign the Editor using the basic template letter or **Send Custom Letter** to assign the Editor if you wish to make comments in the assignment email.

Assign Editor

Manuscript Number: JSJHR-19-00022
 Title: A Review of All Things

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize these letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.
 Blind Editors

Manuscript Classifications
 (1) Apraxia of speech; (2) Genetics; (3) Medical

Cancel Send Custom Letters Send Default Letters

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 90 days
<input type="radio"/>	Editor	Tina Author Chen 1*	0	0		Yes
<input type="radio"/>	Editor	Ann Editor 1*	0	0		Yes
<input type="radio"/>	Editor	Edwin Expert 1*	0	0		Yes
<input type="radio"/>	Editor	Elaine Niefeld 1*	1	0		Yes
<input type="radio"/>	Editor	Frank Wisswell 1*	1	0		Yes
<input type="radio"/>	Editor in Chief - Language (This editor is already assigned to the current submission)	Dwight Editor 1*	1	0		Yes
<input type="radio"/>	Editor in Chief - Speech	Edward Editor 1*	1	0		Yes

Cancel Send Custom Letters Send Default Letters

Assign Editor - Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is assigned to a submission.

Click **Customize** if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

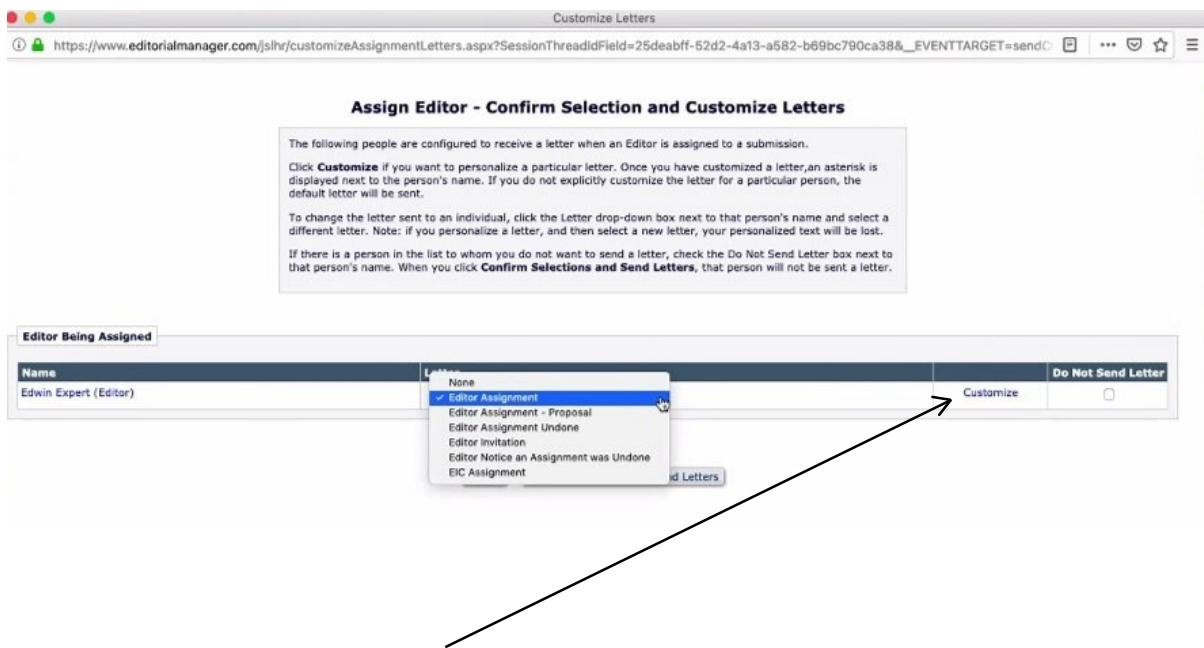
To change the letter sent to an individual, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor Being Assigned

Name	Letter	Customize	Do Not Send Letter
Edwin Expert (Editor)	Editor Assignment	Customize*	<input type="checkbox"/>

Cancel Confirm Selections and Send Letters



Though there is a drop down list of letter options, always select the **Editor Assignment** letter. To amend the text of the template letter click **Customize**. A pop-up window of the letter will appear.

We recommend you customize the letters. Once completed, click **Save**. The pop-up window disappears. Now, simply, click **Confirm Selections and Send Letters** and then the Editor Assignment task has been completed.

Customize Editor Assignment Letter
Edwin Expert (Editor)

Cancel Preview Letter Save

From: "JSLHR" <trashjo@ariessys.com>
To: Edwin Expert
Letter Purpose: Editor Assignment
Letter Subject: You have a new Editor Assignment

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc: Editors Associated with Manuscript
 Dwight Editor (Editor in Chief - Language)

cc:
bcc:

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) | [Open in New Window](#)

I would like to assign the following manuscript to you.

You can assign access the submission and assign reviewers by clicking on this link %EDITOR_DEEP_LINK%

Please let the Editorial Office %PUBLICATION_EMAIL_EM% know if you need any help.

(Note: If you are part of an editorial board, but this assignment did not come from the Editor-in-Chief you are assigned to, please be aware that accepting this invitation will not count towards the 15 to 18 manuscripts you have agreed to review through revisions.)

For the purpose of training PHD students in the peer review process, a manuscript reviewer/mentor may engage a PHD student in the review process under the mentor's guidance. The mentor bears full responsibility for the review. The PhD student will be bound by the same principles of confidentiality that govern the review process as a whole. It is the responsibility of the mentor to inform the journal editorial administrator and the Editor of the mentee's identity. The editorial administrator will enter the information into the manuscript administrative record.

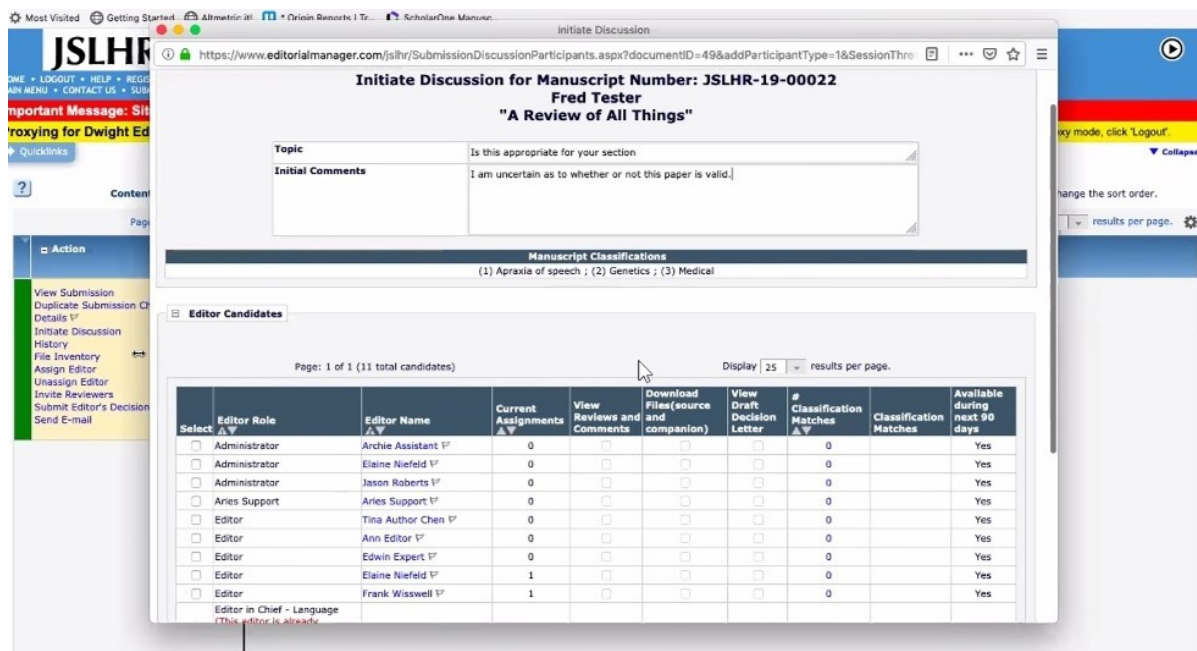
If a doctoral student conducts a written review, the mentor must append the review to his or her formal review and mark the appended review as having been done by a doctoral student. Please review the full policy on confidentiality and privileged information at http://journals.pubs.asha.org/SS/Instructions_for_Authors.aspx#index.dtl#Confidentiality

Initiating a Discussion

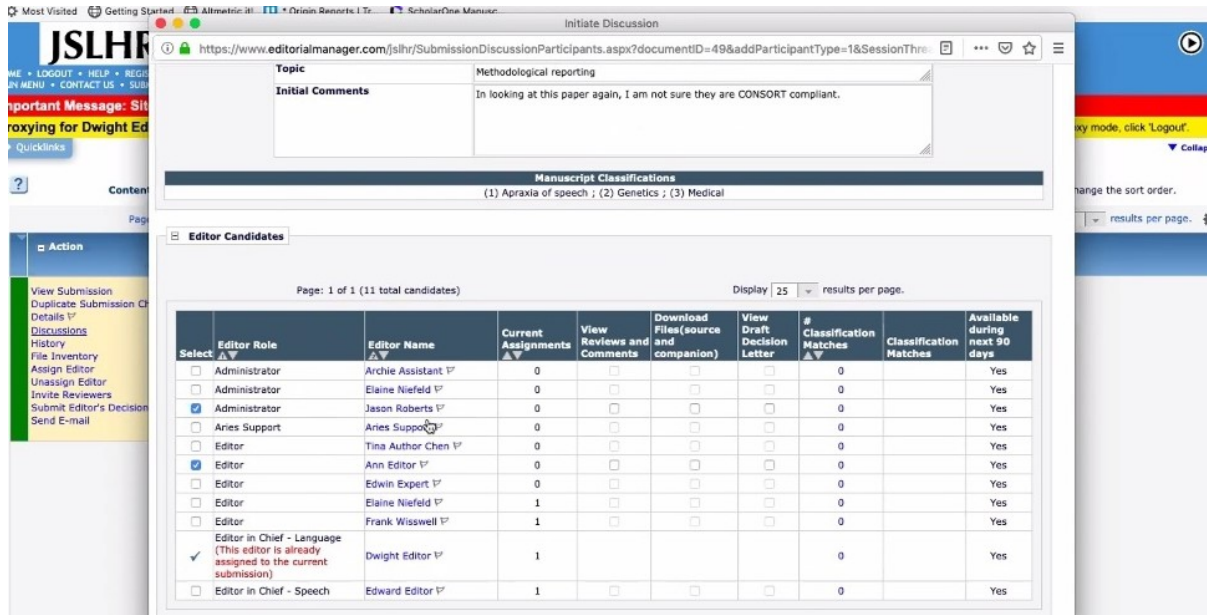
An important feature of Editorial Manager is the opportunity to participate in a discussion about a paper.



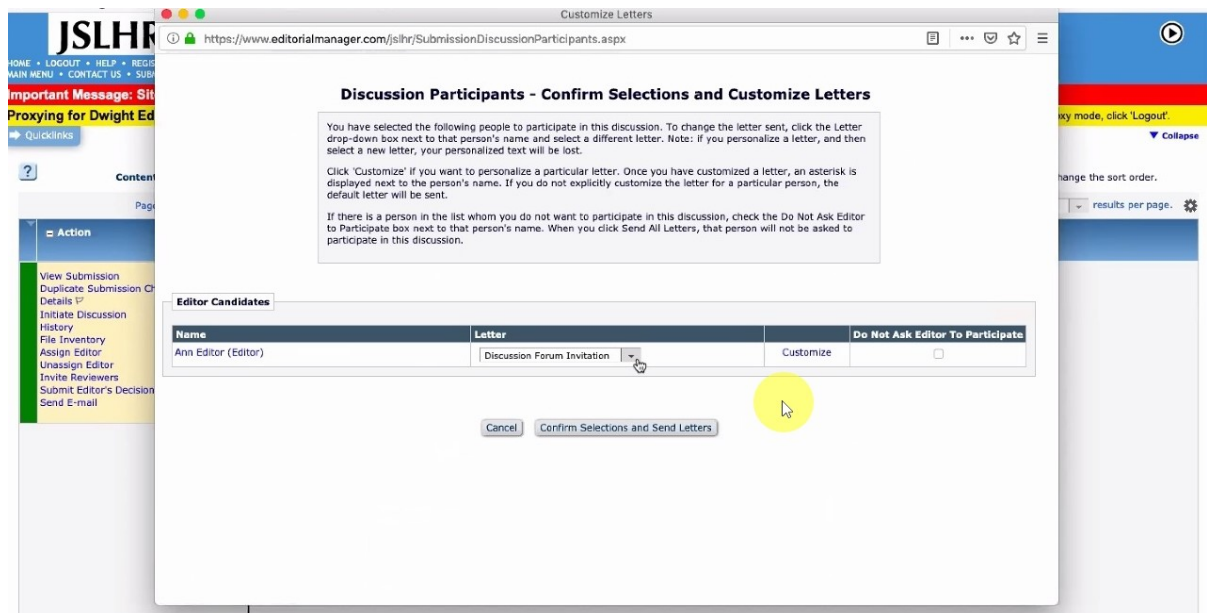
You can share a message about a manuscript with fellow Editors, other Editors-in-Chief (where relevant), or journal administrators. This feature would be useful, for example, to discuss the transfer of papers.



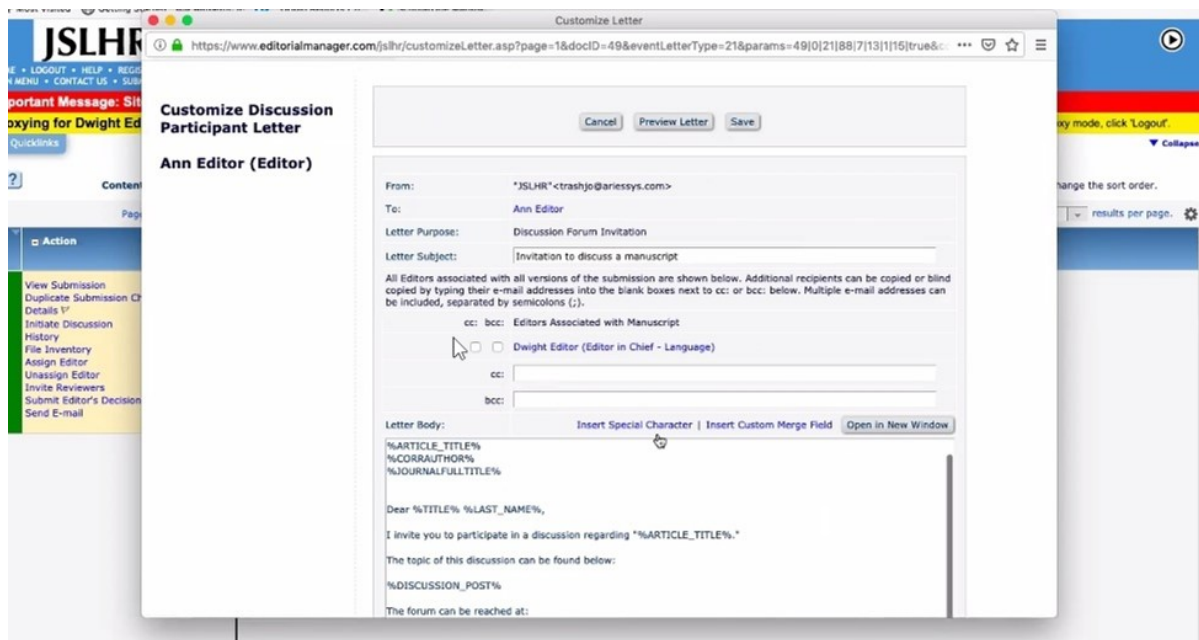
Always be sure to invite a Journal Administrator as well to any discussion. This is any essential step so the editorial office is aware of an ongoing conversation and can then act accordingly. Enter your comments here to initiate discussion and then click **Proceed to Customize Letters** to start the conversation.



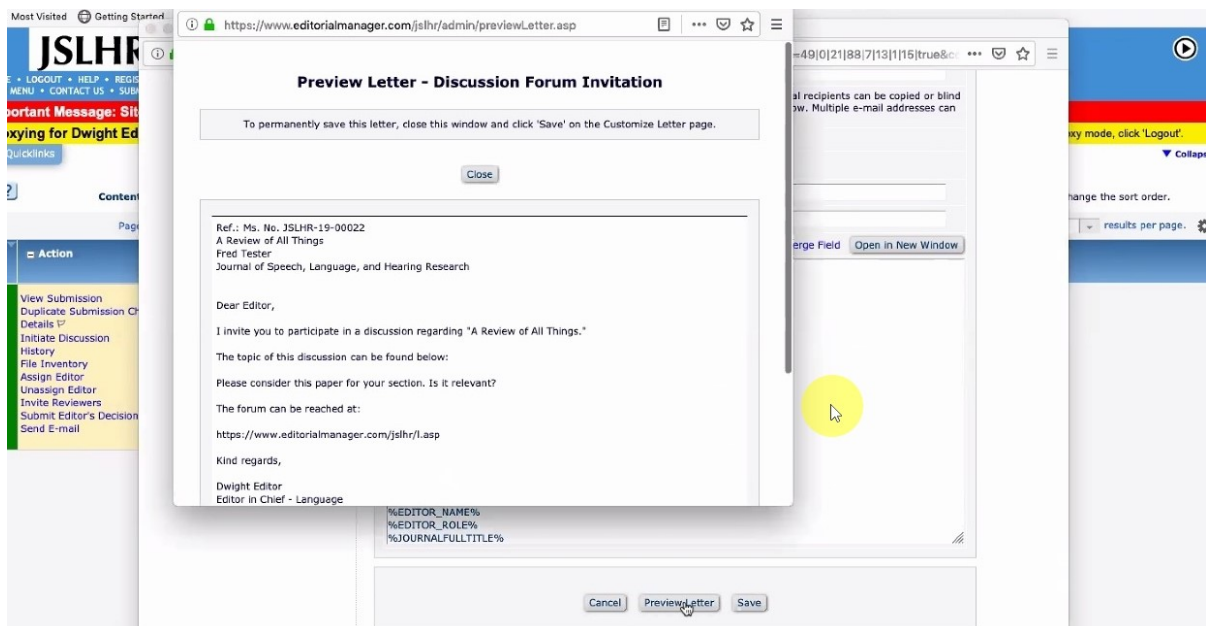
You can choose to customize the email that initiates the discussion or just use the standard template. Customization allows you to explain why a discussion has been initiated.



If you decide to customize the letter, a pop-up window will appear

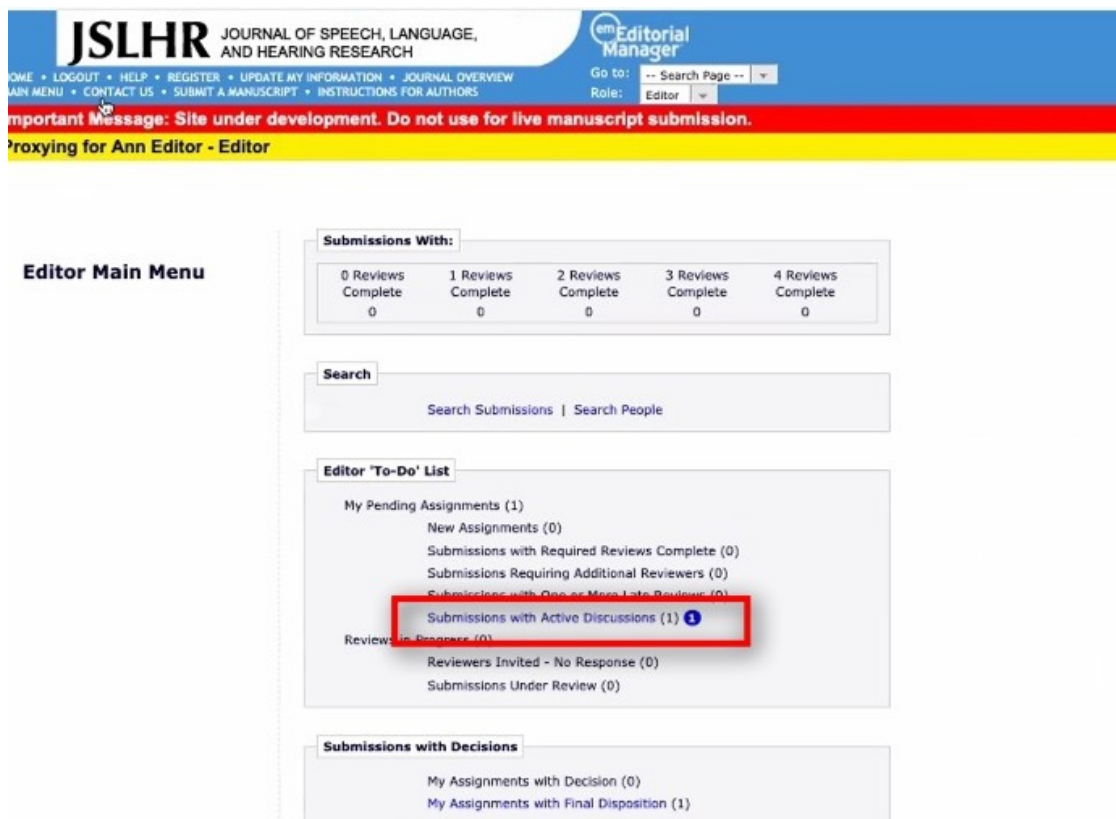
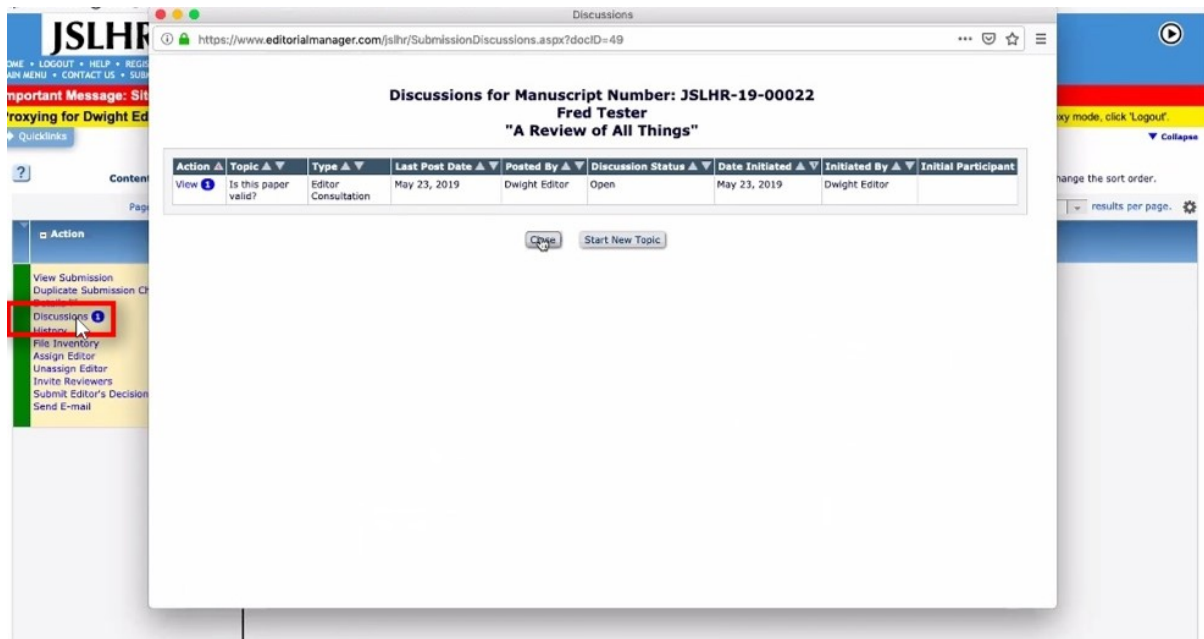


Preview the letter after customizing it to make sure everything looks as expected.



Once you send the letter you may be asked to Set Flag. If so, click on the blue telephone icon and click Save.

When there are new discussions on a paper, you will see a number inside a blue circle. The number refers to the number of comments that have so far accumulated inside the discussion



In this example, there is one paper that contains one discussion item. The number in parentheses refers to number of papers with a discussion.

Responding to a discussion item is straightforward. First click **View**

Discussions for Manuscript Number: JSLHR-19-00021
Fred Tester
"A Clinical Trial of X, Y and Z"

Action ▲	Topic ▲▼	Type ▲▼	Last Post Date ▲▼	Posted By ▲▼	Discussion Status ▲▼	Date Initiated ▲▼	Initiated By ▲▼	Initial Participant
View 1		Editor Consultation	Jun 10, 2019	Edward Editor	Open	Jun 10, 2019	Edward Editor	

Enter your comments and then click **Post**. **Add Participants**, obviously, allows you to bring others in to the conversation.

Fred Tester
"A Clinical Trial of X, Y and Z"

[Participant Summary](#)
[View Submission](#)
[Add/Edit Submission Flags](#)
[Details ▾ ○ C](#)

Topic:

Comments: [View/Print All](#)

Enter your response comments here

Participant ▲▼	Comments	Date ▲▼
Edward Editor	Enter your comments to start the discussion HERE	Jun 10, 2019

Editor Participants

Editor Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	View Reviews and Comments	Download Files	View Draft Decision Letter	
Tina Chen ▾	Editor	0		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Edward Editor ▾	Editor in Chief - Speech	1	Jun 10, 2019	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail
Jason Roberts ▾	Administrator	0		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Send E-mail

Discussion for Manuscript Number: JSLHR-19-00021
Fred Tester
"A Clinical Trial of X, Y and Z"

[Participant Summary](#)
[View Submission](#)
[Add/Edit Submission Flags](#)
[Details ▾ ○ C](#)

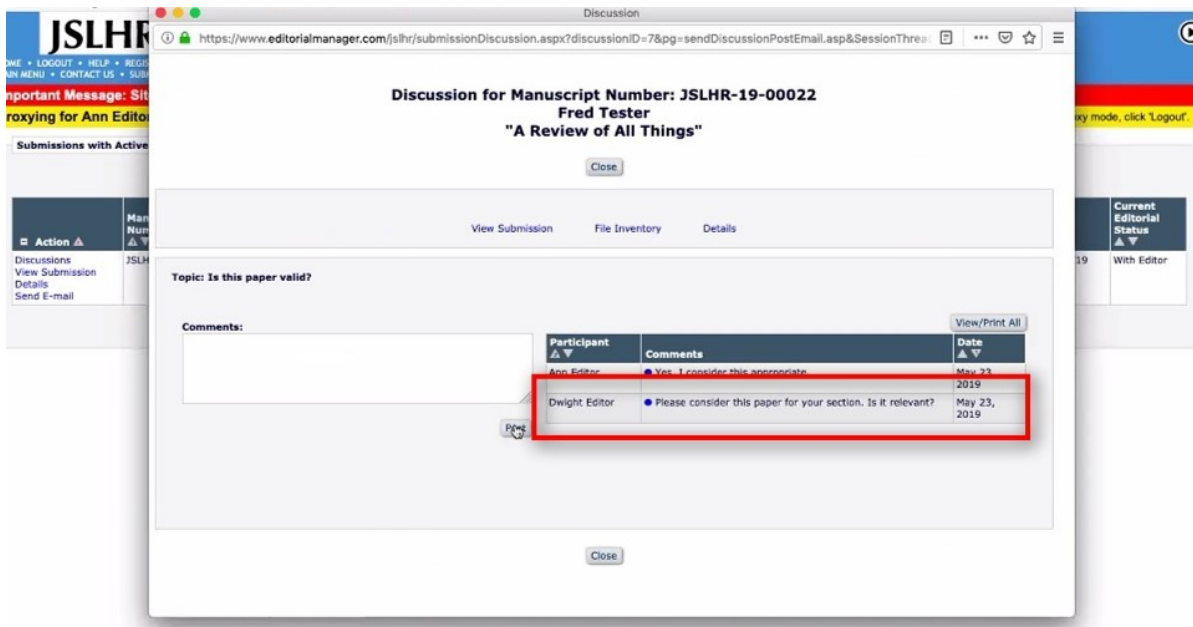
Topic:

Comments: [View/Print All](#)

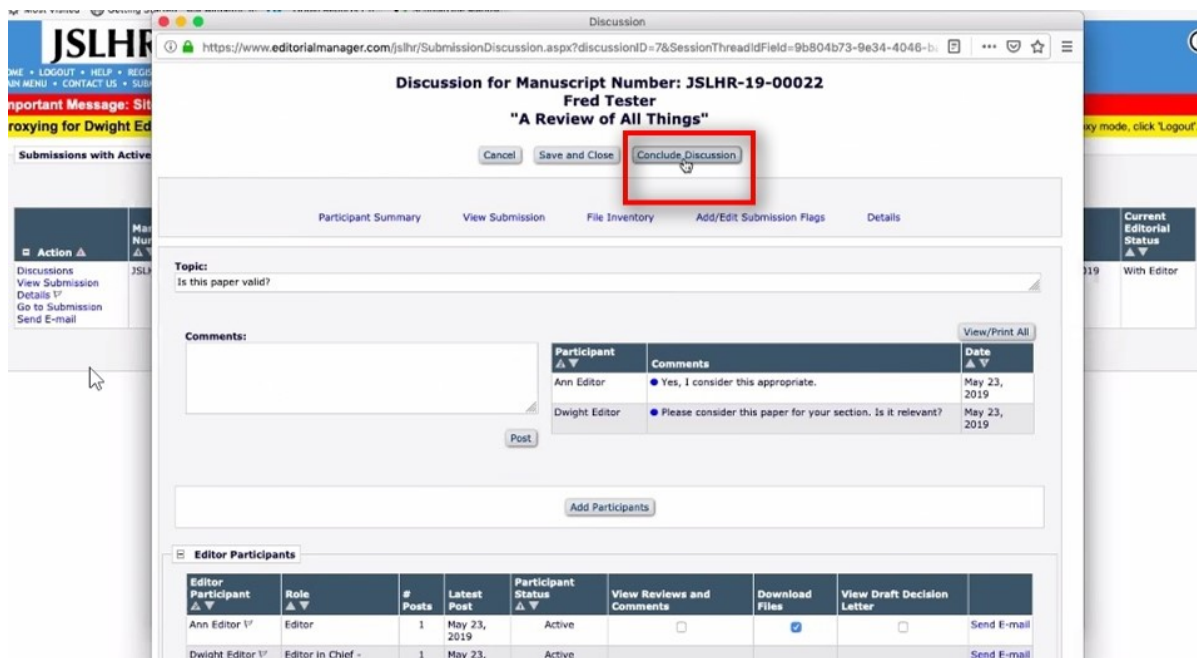
Enter your response comments here

Participant ▲▼	Comments	Date ▲▼
Jason Roberts	Enter your response comments here	Jun 10, 2019
Edward Editor	Enter your comments to start the discussion HERE	Jun 10, 2019

Please note that new discussions show up ABOVE previous ones.



When the issue has been resolved, you can click "Conclude discussion"



The status will then appear as closed

The screenshot shows a web browser window with the URL <https://www.editorialmanager.com/jslhr/SubmissionDiscussions.aspx?docID=49>. The page title is "Discussions for Manuscript Number: JSLHR-19-00022" and the discussion title is "Fred Tester 'A Review of All Things'". Below the title is a table with the following data:

Action	Topic	Type	Last Post Date	Posted By	Discussion Status	Date Initiated	Initiated By	Initial Participant
View	Is this paper valid?	Editor Consultation	May 23, 2019	Ann Editor	Closed	May 23, 2019	Dwight Editor	

Below the table are two buttons: "Close" and "Start New Topic".

You can always start a new topic on a previously closed discussion

This screenshot is identical to the one above, but with a mouse cursor hovering over the "Start New Topic" button, indicating that a new topic can be initiated even after a discussion has been closed.

As a reminder, a paper that contained a discussion will show a blue telephone flag

JSLHR JOURNAL OF SPEECH, LANGUAGE, AND HEARING RESEARCH

Editorial Manager

Go to: Search Page --

Discussions

https://www.editorialmanager.com/jslhr/SubmissionDiscussions.aspx?docID=49

Discussions for Manuscript Number: JSLHR-19-00022
Fred Tester
"A Review of All Things"

Action	Topic	Type	Last Post Date	Posted By	Discussion Status	Date Initiated	Initiated By	Initial Participant
View	Methodological reporting	Editor Consultation	May 23, 2019	Dwight Editor	Open	May 23, 2019	Dwight Editor	
View	Is this paper valid?	Editor Consultation	May 23, 2019	Ann Editor	Closed	May 23, 2019	Dwight Editor	

Close Start New Topic

View Submission
Duplicate submission Check (30%)
Details
History
File Inventory
Assign Editor
Unassign Editor
Invite Reviewers
Submit Editor's Decision and Comments
Send E-mail

Tracking Manuscripts Throughout Peer Review

You can view pending assignments, as well as those with pending and final decisions.

Editor in Chief - Language Main Menu

Search
Search Submissions | Search People

Editor 'To-Do' List

- My Pending Assignments (0)
 - New Assignments (0)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (0)

Subordinate Editor's Pending Assignments (1)

- Group by Editors I Assigned
- Group by Editor with Current Responsibility
- Group by Manuscript Status

Submissions with Decisions

- My Assignments with Decision (1)
- My Assignments with Final Disposition (1)

If a decision has been rendered, the paper moves to “My Assignments with Decision”

Editor in Chief - Language Main Menu

Search
Search Submissions | Search People

Editor 'To-Do' List

- My Pending Assignments (1)
 - New Assignments (1)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (0)

Submissions with Decisions

- My Assignments with Decision (1)
- My Assignments with Final Disposition (1)

Linked Submission Groups

- Active Linked Submission Groups (0)
- Inactive Linked Submission Groups (0)

Administrative Functions

Decisions that have been approved by Origin show up in "My Assignments with Final Disposition"

Editor in Chief - Language Main Menu

Search
 Search Submissions | Search People

Editor 'To-Do' List

My Pending Assignments (1)
 New Assignments (1)
 Submissions with Required Reviews Complete (0)
 Submissions Requiring Additional Reviewers (0)
 Submissions with One or More Late Reviews (0)
 Reviews in Progress (0)
 Reviewers Invited - No Response (0)
 Submissions Under Review (0)

Submissions with Decisions

My Assignments with Decision (1)
My Assignments with Final Disposition (1)

Linked Submission Groups

Active Linked Submission Groups (0)
 Inactive Linked Submission Groups (0)

Administrative Functions

The "Current Status" column shows you who has the paper

Quicklinks

New Editor Assignments - Dwight Editor

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Page: 1 of 1 (1 total submissions) 1

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