

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.

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Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission Duplicate Submission Check (Details V O C Initiate Discussion History File Inventory Assign Editor Unassign Editor Unassign Editor Invite Reviewers Similar Articles's MEDLINE Submit Editor's Mechaine Actor Send E-mail	JSLHR- 19-00021	Research Article	Speech	A Clinical Trial of X, Y and Z	Fred Tester $ abla$	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 a 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).

Page: 1 of	1 (1 total submi	ccionc)					1		
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Send Email – if you wish to send an email to the editorial office, follow this link

<u>Note</u>: 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

	Abstract Manuscript Notes Editors Reviewers Additional Information
anuscript Number:	JSLHR-19-00021
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ull Title:	A Clinical Trial of X, Y and Z
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orresponding Author:	UNITED STATES
orresponding Author E-Mai	I: Fredtester@fredtester.com
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Details for Manuscript Number: JSLHR-19-00021 "A Clinical Trial of X, Y and Z"

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**.

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File Inventory

Manuscript files show up under "File Inventory"

Page: 1 of 1 (1 total	submissions)	-				1		
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Immediate Decision

The EIC can provide an Immediate Decision when Appropriate

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	If the decision is Revise, the author has 30 days to revise this submission.
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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		Click the Blind Edit	ors link to block access to Blind Ed		e or more Editors.	
Manuscript Number: JSLHR- 19-00022		(0) 10 - 1	Manuscript Cla	ssifications		
Title: A Review of All Things	(1) Apraxia of speech; (2) Genetic	s; (3) Medical				
The following have been identified as candidates to edit this submission. Select the one you want and send		Cancel	Send Custom Letter	Send Default L	etters	
them either the default editor assignment letter or a customized letter.	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification	Available during next 90
One or more notification letters may	Select AV Editor	Tina Author Chen V	0	0	Matches	days Yes
be configured to be sent when an editor is assigned or invited. Choosing	Editor	Ann Editor V	0	0		Yes
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etters' will send the default letters as configured, bypassing the selection and customization process.	Editor in Chief - Language (This editor is already assigned to the current submission)	Dwight Editor ヤ	1	0		Yes
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Editor Being Assigned

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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		Cancel Preview Letter Save
Edwin Expert (Editor)		
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	PhD student in the review The PhD student will be b is the responsibility of the	g PhD students in the peer review process, a manuscript reviewer/mentor may engage a process under the mentor's guidance. The mentor bears full responsibility for the review, sound by the same principles of confidentiality that govern the review process as a whole. It is mentor to inform the journal editorial administrator and the Editor of the menter's identity r will enter the information into the manuscript administrator ecord.
	mark the appended revie	Bucts a written review, the menter must append the review to his or her formal review and w as having been done by a doctoral student. Please review the full policy on confidentiality a thtp://journals.pubs.asha.org/SS/Instructions_for_Authors.aspxindex.dtl@Confidentiality

Initiating a Discussion

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

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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.

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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.

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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.

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

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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

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



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

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Please note that new discussions show up ABOVE previous ones.

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

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



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

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Tracking Manuscripts Throughout Peer Review

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

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	My Pending Assignments (0)						
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	Submissions with Required Reviews Complete (0)						
	Submissions Requiring Additional Reviewers (0)						
	Submissions with One or More Late Reviews (0)						
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	Reviewers Invited - No Response (0)						
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	Subordinate Editor's Pending Assignments (1)						
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	Group by Editor with Current Responsibility						
	Group by Manuscript Status						
	Submissions with Decisions						
	My Assignments with Decision (1)						
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If a decision has been rendered, the paper moves to "My Assignments with Decision"

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

Page: 1 of 1 (1 total submissions)					1						
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