



EDITORIAL MANAGER

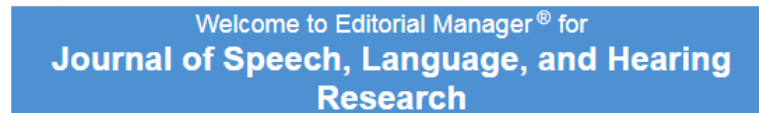
GUIDE FOR EDITORS

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Login for Editorial Manager

Enter your username and password, and click "Editor Login."

The login form is titled "Please Enter the Following" and includes a link "Insert Special Character". It features two input fields for "Username:" and "Password:". Below these fields are four buttons: "Author Login", "Reviewer Login", "Editor Login" (which is highlighted with an orange box), and "Publisher Login". Under the buttons, there is a section for "Or Login via:" with a green ORCID 'iD' icon and a link "What is ORCID?". At the bottom, there are links for "Send Login Details", "Register Now", "Login Help", and "Manuscript Services". The footer contains copyright information: "Software Copyright © 2019 Aries Systems Corporation. Aries Privacy Policy | Publisher's Data Use Privacy Policy".

Login via ORCID

ORCID provides a unique personal identifier that links your name unequivocally to your publications. An increasing number of journals are including these unique identifying codes in the final publications that help you get credit for your work. For more information, see [Getting Started With ORCID](#).

You can choose to log into Editorial Manager using your ORCID identifier by clicking on the green ORCID 'iD' symbol in the login box.

Editor Main Menu

Note: For the purposes of this tutorial, the Editor role will be referred to as 'Editor.' If any of the features shown in this menu or tutorial are not visible to a particular role, the journal has not assigned that permission for the 'Editor' role.

The screenshot shows the Editor Main Menu interface. It includes a 'Submissions With:' section with a table showing counts for 0 and 1 review completions. A 'Search' section contains links for 'Search Submissions' and 'Search People'. An 'Editor 'To-Do' List' section contains various assignment and review status links. Arrows point from descriptive text boxes to these specific menu items.

Submissions With
This grid shows how many submissions have 1, 2, 3, or 4 reviews complete. By clicking on any of the hyperlinks the Editor is provided with a list of submissions based on the number of reviews that have been finished. Only submissions for which the Editor is the 'Handling Editor' are displayed. The grid only reflects submissions with at least one review complete that are in the Editor's 'To-Do' List folders.

Submissions With:	
0 Reviews Complete 0	1 Reviews Complete 0

Search
The Search Menu is split into two main areas – Search Submissions and Search People. It will be located on the Main Editor Menu as long as the Editor has the permission to access these features. There is a separate section within this Tutorial that specifically covers Search Submissions and Search People.

Editor 'To-Do' List
Listed within this section are a number of 'folders' or 'links' to different menus. EM will automatically move papers between these folders as the paper moves through the peer review process.

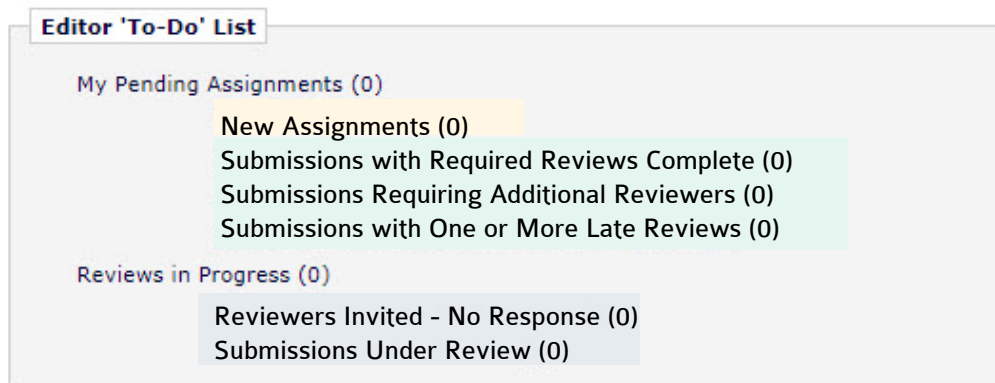
When a paper comes in, it will show up under "New Assignments."

My Pending Assignments (0)
New Assignments (0)
Submissions with Required Reviews Co
Submissions Requiring Additional Reviews (0)
Submissions with One or More Late Reviews (0)
Reviews in Progress (0)
Reviewers Invite
Submissions Und

Editor 'To-Do' List

The most important part of the menu is the Editor 'To-Do' List.

Note: A paper might be available in one or more folders based on the status.



New Assignments

Editors will find manuscripts that have been assigned to them. Guest Editors can assign Co-Editors, invite Reviewers, or make a decision on manuscripts from this folder.

Submissions with Required Reviews Complete

This folder contains any submission or revised submission that has had all required reviews submitted or on which a Co-Editor has made a Decision recommendation, or the Editor began a Decision and saved it to submit later.

Submissions Requiring Additional Reviewers

This folder contains any submission that has fewer than the Required Number of Reviewers invited/assigned.

Submissions with One or More Late Reviews

This folder contains manuscripts with Reviewers assigned to them who accepted their invitation, but have not yet submitted their review.

Reviewers Invited – No Response

Folders below this heading contain submissions that are waiting for Reviewer Action. These submissions need to have Reviewers agree/decline the invitation, or submit recommendations.

Submissions Under Review

Any manuscript with assigned Reviewers can be found in the 'Submissions Under Review' folder. From here, Editors can invite additional Reviewers or submit an editorial decision without waiting for a delinquent Reviewer's response.

New Assignments

Papers assigned to you for handling will show up in the "New Assignment" folder.

1. Click "New Assignment" under the Editor 'To-Do' List.



2. Click "View Submission" to view the manuscript.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
<div>View Submission</div> <div>Details</div> <div>Initiate Discussion</div> <div>History</div> <div>File Inventory</div> <div>Assign Editor</div> <div>Unassign Editor</div> <div>Invite Reviewers</div> <div>Submit Editor's Decision and Comments</div> <div>Send E-mail</div>	JSLHR-19-00022	Research Note	Speech	A Review of All Things	Fred Tester	May 23, 2019	May 23, 2019	With Editor	

Immediate Decision: For some manuscript types, Editors may be able to make an immediate decision by clicking on "Submit Editor's Decision and Comments."

Click "**Details**" to view author information, keywords, author comments, Editor information, and reviewer information. Within "Details" you can also make notes about the manuscript, and change reviewer and author due dates.

Click "**History**" to view status history of the manuscript as well as the correspondence that has been sent out for that manuscript, through the system. You can also re-send letters through the correspondence.

"**Send E-mail**" option in the Action Links is also referred to as an 'Ad Hoc' email and allows communication between people associated with the submission. Editors, Authors or Reviewers can send email messages using this option to, for example, provide instructions, clarify a point, make a request, etc.). 'Ad Hoc' e-mail feature includes 'pre-configured' letters that can be sent by specific roles, to specific individuals. Click on the down arrow to view the letters that have been configured for the Editor role.

Search for Reviewers

For most papers, you will need to invite two or more reviewers. A minor revision of a paper may only need one reviewer on resubmission.

Search Options for Reviewers

You can search within all reviewers, your journal's EBM's, or reviewers suggested by the author.

Search for Reviewer All Reviewers - Manuscript Number JSLHR-19-00022
Fred Tester
A Review of All Things

[Author's Reviewer Preferences](#) [Manuscript Details](#) [Register and Select New Reviewer](#)

Change Search Type
☒ Search My Publication Search for Reviewers from All Reviewers

Search for Reviewers
[Help with Searching](#) [Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)		
	Last Name	is	Begins With			OR	<input type="button" value="Remove"/>
	Last Name	is	Begins With			OR	<input type="button" value="Remove"/>
	Last Name	is	Begins With			OR	<input type="button" value="Remove"/>

Search by name (specific individual).

Change Search Type
☒ Search My Publication Search for Reviewers from All Reviewers

Search for Reviewers
[Help with Searching](#) [Insert Special Character](#)

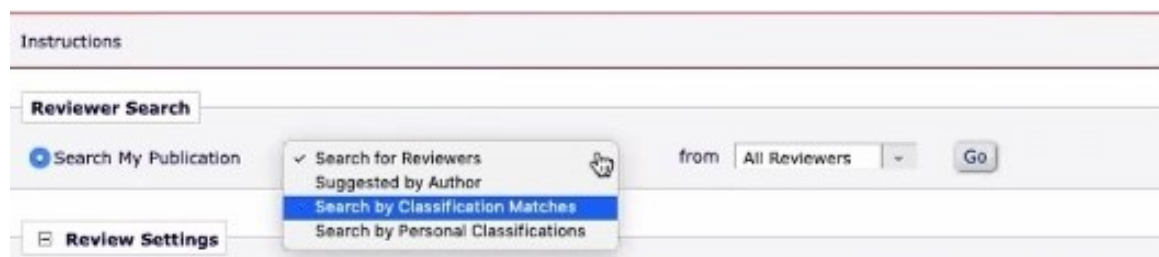
(Criterion	Is/Is not	Selector	Value)		
	✓ Last Name	is	Begins With	Specialist-Reviewer		OR	<input type="button" value="Remove"/>
	First Name	is	Begins With			OR	<input type="button" value="Remove"/>
	E-mail Address	is	Begins With			OR	<input type="button" value="Remove"/>
	Position	is	Begins With			OR	<input type="button" value="Remove"/>
	Department	is	Begins With			OR	<input type="button" value="Remove"/>

If your search did not yield results, search for the person's email address as an alternative to make sure they are not in the database. Be sure to search from the Entire Database.

Change Search Type
☒ Search My Publication Search for Reviewers from Entire Database

Search for Reviewers

Search by classification (i.e., specialty area).




The screenshot shows the 'Reviewer Search' section of a web application. It includes a 'Search My Publication' button, a dropdown menu with three options: 'Search for Reviewers Suggested by Author', 'Search by Classification Matches' (which is highlighted), and 'Search by Personal Classifications'. To the right of the dropdown is a 'from' dropdown set to 'All Reviewers' and a 'Go' button.

After you select your classifications (or topics), you can see which reviewers match those areas.

Search Reviewer All Reviewers - Manuscript Number JSLHR-19-00022 by Classification Fred Tester A Review of All Things

[Author's Reviewer Preferences](#) [Manuscript Details](#) [Register and Select New Reviewer](#)



The 'Change Search Type' section shows a 'Search My Publication' button, a dropdown menu with 'Search by Classification Matches' selected, a 'from' dropdown set to 'All Reviewers', and a 'Go' button.

The number next to each Classification term below indicates the number of Reviewers with a Classification match. By selecting the Classification term(s) you will be able to view a list of those Reviewers.

Page: 1 of 1 (3 total Classification matches)

Display 10 results per page.

Classification	Number of Reviewers
<input checked="" type="checkbox"/> Apraxia of speech	1
<input type="checkbox"/> Genetics	1
<input type="checkbox"/> Medical	0

Page: 1 of 1 (3 total Classification matches)

Display 10 results per page.

[Cancel](#) [Submit](#)

Search for Reviewers

Register and Invite New Reviewer

You can register a new reviewer and add them (red circle) if the reviewer you're looking for is not in the system (red box).

Author's Reviewer Preferences Manuscript Details **Register and Select New Reviewer**

Change Search Type

Search My Publication Search for Reviewers from All Reviewers Go

Search for Reviewers

Help with Searching Insert Special Character

(Criterion	Is/Is not	Selector	Value)
	Last Name	is	Begins With	zizzer	

Add

Clear Search

Sorry, no Reviewers were found that match the search criteria.

A registration/notification letter will be sent to the reviewer.

Customize Proxy Registration Letter

Editors and journal staff are legally obligated to inform a user when an account has been created on his or her behalf. Please click 'Send Letter' to send the notification letter.

Send Letter

From: "JSLHR" <trashjo@arlessys.com>

To: Fred Zizzer (proxy registration pending)

Letter Purpose: Proxy Registration Notice to Registrant

Letter Subject: You have been registered on the Journal of Speech, Language, and Hearing Research

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:

Letter Body: Insert Special Character | Insert Custom Merge Field Open in New Window

Dear Dr Zizzer,

You have been registered for the Editorial Manager online submission and peer review tracking system for Journal of Speech, Language, and Hearing Research. You may have been registered for one of the following reasons:

- The editor would like you to review a submission (you will receive a separate review invitation)
- You authored a submission that was received outside of this submission system

Here is your username, which you need to access Editorial Manager at <https://www.editorialmanager.com/jslhr/>.

Username: %USERNAME%

To set your confidential password, click this link: %PASSWORD%

Please save this information in a safe place.

Invite Reviewers

Invite Reviewers

Invite reviewers by checking the "Inv." (Invite) box and clicking "Proceed." The Reviewer will be immediately invited and sent an invitation letter. Once invited, Reviewers will appear in the Selected Reviewers section on the Reviewer Selection Summary menu.

Select a checkbox by each person you wish to select as a Reviewer (more...).

Page: 1 of 1 (1 total Reviewers) Display 10 results per page.

Select A	Inv.	Alt.	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Specialist-Reviewer (Reviewer)	No	2 Class match with MS * Apraxia of speech * Genetics	Reviews in Progress: 0 Completed Reviews: 1 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: May 23, 2019 Last Review Completed: May 23, 2019 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 90.0	Date Last Invited: May Outstanding Invitations: 0 Agreed: 1 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 1

(* indicates match between Reviewer and Manuscript Classifications)

Page: 1 of 1 (1 total Reviewers) Display 10 results per page.

Alternate Reviewers

Editors can check the "Alt." (Alternate) box to select alternate reviewers who will not be invited until promoted. In the event that a reviewer declines or cannot complete the review in time, click the person icon to promote the alternate reviewer.

You can choose to link a reviewer by clicking on the link icon; in that case, the alternate will only replace the reviewer you specify on the page automatically. If the other reviewer drops out, you will have to replace them separately.

Alternate Reviewers

Frank Wisswell (Reviewer)

Alternate Reviewer Invitation Letters

Invitation Letters

Editors can edit the invitation letter and preview it to ensure that it looks as expected by clicking on "Preview Letter."

Customize Reviewer
Invitation Letter

Steve Specialist-
Reviewer (REVIEWER)

Cancel Preview Letter Save

From: "JSLHR" <trashjo@ariessys.com>
To: Steve Specialist-Reviewer
Letter Purpose: Reviewer Invitation
Letter Subject: Reviewer Invitation for A Review of All Things

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 Assigned to Manuscript
☐ Edwin Expert (Editor)
☐ Dwight Editor (Editor in Chief - Language)

cc:
bcc:

Letter Body: Insert Special Character Insert Custom Merge Field Open in New Window

Dear Dr Specialist-Reviewer,

I would be grateful if you would review a paper entitled "A Review of All Things" for Journal of Speech, Language, and Hearing Research.

Invite Reviewers

Invitation Letter (Days to Review)

Confirm the number of days to review (14 days is recommended), and click "Confirm Selection and Proceed."

Select Reviewers - Confirm Selection and Customize Letters
Submission JSLHR-19-00022
Fred Tester
"A Review of All Things"

You have selected the following people as potential Reviewers (more...)

Reviewers to Invite			
Name	Letter	Days to Review	Do Not Invite
Steve Specialist-Reviewer (Reviewer) *	Reviewer Invitation Customize	14	<input type="checkbox"/>

[Change Selections](#)

[Cancel](#) [Confirm Selections and Proceed](#)

If your invitation was sent successfully, you will see the screen below.

Reviewer Selection Confirmation

An E-mail has been sent to the following Reviewers notifying them of the invitation:

Steve Specialist-Reviewer

[Send E-mail](#)

[Reviewer Selection Summary](#)

[Return to New Editor Assignments](#)

[Return to Main Menu](#)

Un-invite Reviewers

If a reviewer is no longer needed, you can un-invite them under the Selected Reviewers section.

[Return to New Editor Assignments](#)
[Return to Main Menu](#)
View Submission Information
[View Reviews and Comments](#)
[Manuscript Details](#)
[History](#)
[View Submission](#)
[Author's Reviewer Preferences](#)
Quick Action Links
[Submit Editor's Decision and Comments](#)
[Send E-mail](#)
[Register and Select New Reviewer](#)
[Set Preferences](#)

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [Change] review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 7 [Change] day(s). (more...)

Automatically un-assign Reviewers who do not complete a review within 0 [Change] day(s) of the review due date. (more...)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers		
Fred Zizzer (Reviewer)	Agreed to Review May 23, 2019	Un-assign
Richard Reviewer (Reviewer)	Reviewer Invited May 23, 2019	Un-invite

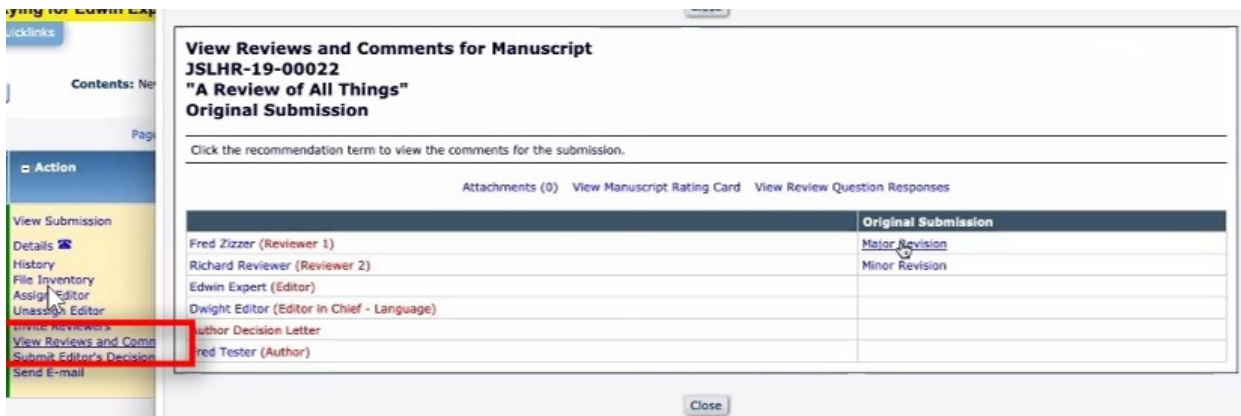
Alternate Reviewers

There are currently no Alternate Reviewers in the list

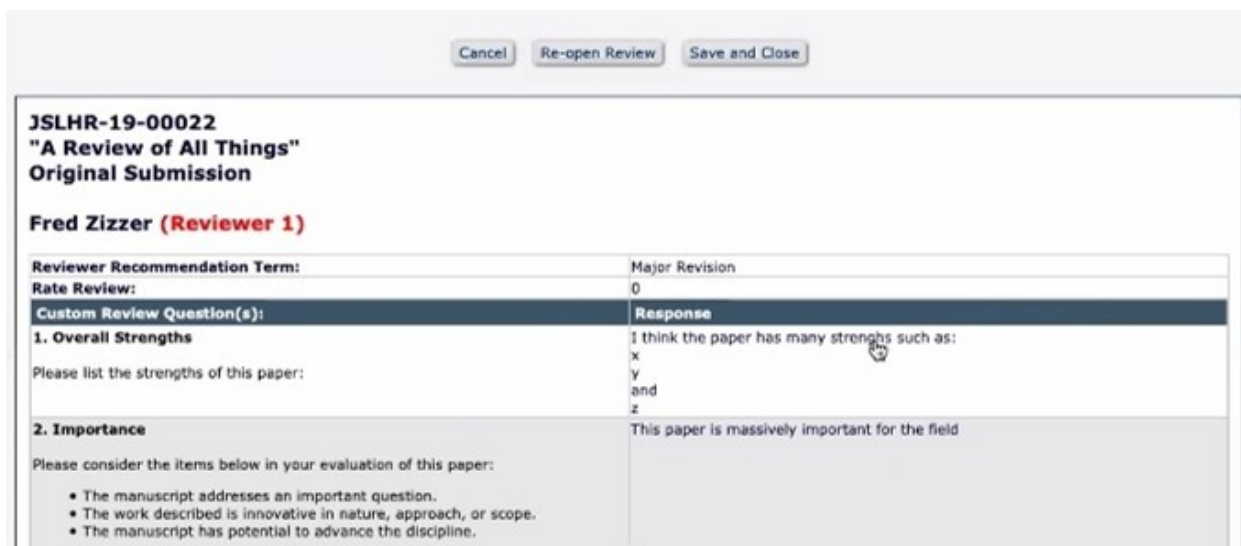
Submit a Decision

Once an invitation has been sent and the reviewer has agreed, the reviewer will send back the completed review. The handling editor will receive a notification from the system once the reviews have been completed for a paper (depending on the number of required reviews that is set for a submission). After the Editor has received this message, he/she logs in, views the reviewer comments, and submits his/her decision through EM.

1. Click "Submissions and Required Reviews Complete" from the Editor's Main Menu.
2. Click "View Reviews and Comments" to see a list of all recommendations.



3. Reviews are summarized when you click on them.



4. Once you read all the reviews, click "Submit Editor's Decision."
Note: The editor can choose how many days the author has to submit a revision. Typically, this is 30 days for a minor revision and 45 days for a major revision.

Submit a Decision

5. Reviewers' responses to questions will automatically appear in the email (though those can be edited in the next step). Here, the editor should check the box to ensure the reviewers' additional comments are included in the email.

The Editor is also welcome to submit their own comments to the author in the 'Comments to Author' box.

The screenshot shows a web interface for submitting a decision. At the top is a large text area labeled 'Comments to Author' with a toolbar containing 'Insert Special Character' and 'Open in New Window'. Below this is a section titled 'Individual Reviewer Comments to Author (Editor's Copy)' with a sub-instruction: 'Select comments for inclusion in the Decision Letter sent to the Author. * Indicates a comment modified from the original.' This section contains two reviewer entries. The first entry, 'Fred Zizzer Reviewer 1', has a checked checkbox and a comment box containing the text 'Great work - especially if you can answer my concerns.' The second entry, 'Richard Reviewer', has an unchecked checkbox and an empty comment box. Each entry has its own 'Insert Special Character' and 'Open in New Window' toolbar. At the bottom of the interface, a status bar shows 'Your Time: 10:53, 23 May + Site Time: 10:53, 23 May'.

6. Rating Reviews

Editors may decide to rate the reviews they receive on a scale from 1 (unhelpful, would not invite again) to 100 (great, constructive review). These scores stay with the editors for next time they have to select reviewers, and are not visible to the reviewers.

The screenshot shows the 'Rating Reviews' section of the web interface. It features a large text area for 'Richard Reviewer Reviewer 2'. Below this is a red-bordered box containing the instruction 'Please enter a number from 1-100'. To the right of this is a table with the heading 'Current Revision'. The table has two rows: 'Fred Zizzer Reviewer 1' with a value of '97', and 'Richard Reviewer Reviewer 2' with a value of '25'. Below the table is a section titled 'Editor Review Questions' with a text area for comments and a 'Character Count: 0' indicator. At the bottom of the page are four buttons: 'Cancel', 'Save & Submit Later', 'Proof & Print', and 'Proceed'.

Current Revision	
Fred Zizzer Reviewer 1	97
Richard Reviewer Reviewer 2	25

Submit a Decision

7. Click "Proceed" to submit your initial decision to Origin for review.

Draft Decision for Manuscript Number JSLHR-19-00022

A Review of All Things
Original Submission
Edwin Expert

Back Edit Decision Print **Proceed**

Decision: Major Revision

Confidential Comments to Editor
Reviewer, Fred Zizzer: Good to go if this team of researchers can make the changes.

Comments to Author
Please respect the comments of the Reviewers.

Individual Reviewer Comments to Author
Reviewer 1: Great work - especially if you can answer my concerns.

Editor Questions and Responses
There are aspects of this manuscript that could be important to promote through news or social media channels, and I will describe the important manuscript information below.
Editor: (No Response)

Back Edit Decision Print Proceed

8. Notify the author of your decision. Once you click proceed, author notification settings come up. You can change the revision due date and compose your letter here.

Notify Author

Manuscript Number: JSLHR-19-00022

Title: A Review of All Things

To finalize your decision and pass this draft notification letter to the next Editor, use the "Submit Decision with Draft Letter" button.

Cancel Submit Decision with Draft Letter
Preview Letter Save Save and Close

Date Revision Due: 06/22/2019 (mm/dd/yyyy)

Editor Decision: Major Revision

Modify Decision: Major Revision

From: *JSLHR* <trashjo@ariessys.com>

To: Fred Tester

Letter Purpose: Editor Decision - Major Revision

Letter Subject: Your Submission

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 Assigned to Manuscript

☐ Edwin Expert (Editor)

☐ Dwight Editor (Editor in Chief - Language)

cc:

bcc:

Letter Body: Open in New Window

Submit a Decision

9. If you have an additional document to attach for the author(s) or a document that was submitted by a reviewer, do so here.

Upload Attachment For JSLHR-19-00022
"A Review of All Things"

[Insert Special Character](#)

Enter a Description, set Viewing permissions, Browse and Attach to upload a revised version of the Reviewer's attachment.

Description:

File Name: Additional Reviewer Comments.docx

Viewing Permissions: ☐ Allow Author Access
☐ Allow Reviewer Access

No files are attached

Once the paper has been checked in by an admin, it goes to "Assignments with Decision" folder.

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)

Submissions with Decisions

- [My Assignments with Decision \(2\)](#)
- [My Assignments with Final Disposition \(0\)](#)

Linked Submission Groups

- [Active Linked Submission Groups \(0\)](#)
- [Inactive Linked Submission Groups \(0\)](#)

Administrative Functions

[Register New User](#)

Revised Papers

When a revision has been submitted, it once again shows up in the Editor Main Menu under "New Assignments."

Editor Main Menu

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
1	0	0	0	0

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 \(0\)](#)

View Initial Decision and Reviews

Click on the "Editor Decision" to see the initial decision and reviews.

New Editor Assignments - Edwin Expert										
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 the up/down arrows to expand/collapse the details.										
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	
View Submission Details History File Inventory Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments Submit Editor Decision and Comments	JSLHR-19-00022R1	Research Note	Speech	A Review of All Things	Fred Tester	May 23, 2019	May 23, 2019	With Editor	Major Revision	

Revised Papers

The paper may need a second round of review. The Editor can assign an initial reviewer who has agreed to review a revision or invite a new reviewer and also change the reviewer settings, if needed.

Return to New Editor Assignments

Return to Main Menu

View Submission Information

View Reviews and Comments

Manuscript Details

History

View Submission

Author's Reviewer Preferences

Quick Action Links

Submit Editor's Decision and Comments

Send E-mail

Register and Select New Reviewer

Set Preferences

My Suggest Reviewer Preferences

My Reviewer Display Preferences

Reviewer Selection Summary - Submission JSLHR-19-00022R1

Fred Tester

A Review of All Things

Instructions

Reviewer Search

Search My Publication

Select from Previous Reviewers

Go

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [Change] review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 7 [Change] day(s). (more...)

Automatically un-assign Reviewers who do not complete a review within 0 [Change] day(s) of the review due date. (more...)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers

Along with other reviewer stats, you can see whether a specific reviewer has previously reviewed this work. See [page 7](#) on how to select reviewers and [page 11](#) to set days to review again as well.

Reviewer Candidates

The following people have already reviewed this manuscript. Select a checkbox by each person you wish to select as a Reviewer (more...).

Page: 1 of 1 (2 total Reviewers)

Display 10 results per page

Alt.	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation
<input type="checkbox"/>	Richard Reviewer (Reviewer)	No		<div>Reviews in Progress: 0</div> <div>Completed Reviews: 2</div> <div>Un-assigned After Agreeing: 0</div> <div>Terminated After Agreeing: 0</div> <div>Last Review Agreed: May 23, 2019</div> <div>Last Review Completed: May 23, 2019</div> <div>Last Review Declined: -</div> <div>Avg Days Outstanding: 0</div> <div>Manuscript Rating: 0</div> <div>Avg Review Rating: 57.5</div>	<div>Date Last Outstanding: -</div> <div>Agreed: -</div> <div>Declined: -</div> <div>Un-invited: -</div> <div>Terminated: -</div> <div>Total Invitations: -</div>

Once the reviews are completed, a revised paper with all reviews complete shows up under "Submissions with Required Reviews Complete."

Editor 'To-Do' List

My Pending Assignments (1)

New Assignments (0)

Submissions with Required Reviews Complete (1)

Revised Papers

The Editor can compare the original review to the revision, as well as see the comments to the author and the author's responses to reviewers.

If a paper is suitable for publication, then choose "Accept" and click "Proceed" to send the paper to Origin for a final technical check before the acceptance letter is sent to the author(s). The Editor can also render any of the other available decisions (Reject, Minor Revision, or Major Revision) as appropriate.

CancelSave & Submit LaterProof & PrintProceed

DetailsHistoryAttachments (1)Assign EditorInvite ReviewersView Review Question ResponsesSend E-mail

	Revision 1	Original Submission
Fred Zizzer (Reviewer 1)	Accept	Major Revision
Richard Reviewer (Reviewer 2)	(None)	Minor Revision
Edwin Expert (Editor)	Assigned - No Decision	Major Revision
Dwight Editor (Editor in Chief - Language)	Assigned - No Decision	[Skipped]
Author Decision Letter		Major Revision
Fred Tester (Author)		Response to Reviewers

If the decision is Revise, the author has 30 days to revise this submission.

Editor Instructions

Confidential Comments to Editor

Insert Special CharacterOpen in New Window

Comments to Author

Starting a Discussion

An important new 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, the editors-in-chief, or journal administrators. This will be great for discussion on assigning and transferring papers across Editors within the journal.

Any paper which contains a discussion will display a blue telephone tag.

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](#)

Start a Discussion

Click "Initiate Discussion" under the Action column to start a discussion.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Duplicate Submission Check (30%) Initiate Discussion History 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

Invite Journal Administrator

Always be sure to invite a Journal Administrator when you start a discussion.

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

Editor Candidates

Page: 1 of 1 (11 total candidates) Display 25 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 90 days
<input type="checkbox"/>	Administrator	Archie Assistant	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Administrator	Elaine Niefeld	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Administrator	Jason Roberts	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Aries Support	Aries Support	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes

Starting a Discussion

Customize Discussion Letter

You can choose to customize the email that includes the discussion, or just use the standard letter. You are also able to edit the message if you choose.

Discussion Participants - Confirm Selections and Customize Letters

You have selected the following people to participate in this discussion. To change the letter sent, 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.

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.

If there is a person in the list whom you do not want to participate in this discussion, check the Do Not Ask Editor to Participate box next to that person's name. When you click Send All Letters, that person will not be asked to participate in this discussion.

Name	Letter	Customize	Do Not Ask Editor To Participate
Ann Editor (Editor)	Discussion Forum Invitation	Customize	<input type="checkbox"/>

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

Preview Letter - Discussion Forum Invitation

To permanently save this letter, close this window and click 'Save' on the Customize Letter page.

Ref.: Ms. No. JSLHR-19-00022
A Review of All Things
Fred Tester
Journal of Speech, Language, and Hearing Research

Dear Editor,

I invite you to participate in a discussion regarding "A Review of All Things."

The topic of this discussion can be found below:

Please consider this paper for your section. Is it relevant?

The forum can be reached at:

<https://www.editorialmanager.com/jslhr/l.asp>

Kind regards,

Dwight Editor
Editor in Chief - Language

Starting a Discussion

Viewing New Discussions

When there are new discussions on a paper, you'll see a number under the "Action" column as well as the "Submissions with Active Discussions" folder. Note: New discussions will appear above previous ones.

The screenshot displays the 'Discussions for Manuscript Number: JSLHR-19-00022' interface. At the top, it identifies the manuscript as 'Fred Tester' and the topic as '"A Review of All Things"'. Below this is a table with columns: Action, Topic, Type, Last Post Date, Posted By, Discussion Status, Date Initiated, Initiated By, and Initial Participant. The table contains one row with the topic 'Is this paper valid?' and status 'Open'. Below the table are 'Close' and 'Start New Topic' buttons. On the left, a sidebar menu shows 'Discussions' with a blue circle containing the number '1'. Below the table is an 'Editor To-Do List' with items like 'My Pending Assignments (1)', 'New Assignments (0)', 'Submissions with Required Reviews Complete (0)', 'Submissions Requiring Additional Reviewers (0)', 'Submissions with One or More Late Reviews (0)', 'Submissions with Active Discussions (1)', 'Reviews in Progress (0)', 'Reviewers Invited - No Response (0)', and 'Submissions Under Review (0)'. The 'Submissions with Active Discussions (1)' item is highlighted with a red box.

Action	Topic	Type	Last Post Date	Posted By	Discussion Status	Date Initiated	Initiated By	Initial Participant
View 1	Is this paper valid?	Editor Consultation	May 23, 2019	Dwight Editor	Open	May 23, 2019	Dwight Editor	

Closing a Discussion

When the issue has been resolved, click "Conclude Discussion," and the status will then appear closed. Note: You can always start a new topic on a previously closed discussion.

The screenshot shows the 'Discussion for Manuscript Number: JSLHR-19-00022' interface for 'Fred Tester' and '"A Review of All Things"'. Below the title are three buttons: 'Cancel', 'Save and Close', and 'Conclude Discussion'. The 'Conclude Discussion' button is highlighted with a red box. Below the buttons is a navigation bar with links: 'Participant Summary', 'View Submission', 'File Inventory', 'Add/Edit Submission Flags', and 'Details'. At the bottom, there is a 'Topic:' label and a text input field containing 'Is this paper valid?'.



We hope this visual guide was helpful in navigating through the Editorial Manager (EM) system. For technical questions about EM, email jason@origineditorial.com. If you have any general questions, feel free to email journals@asha.org.