ASHA ACADEMY
JOURNALS

EDITORIAL MANAGER
GUIDE FOR EDITORS

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Login for Editorial Manager

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

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.

Submissions With:

0 Reviews Complete	1 Reviews Complete
0	0

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.

Search

Search Submissions | Search People

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

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

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."

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.

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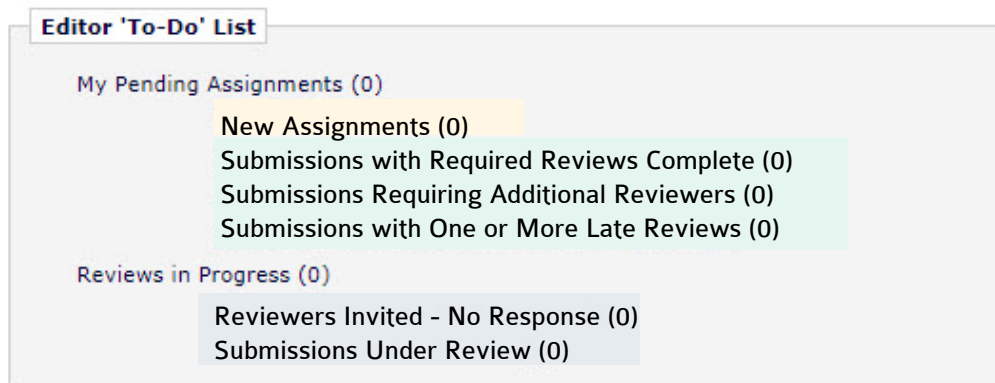
New Assignments
Editors will find manuscripts that have been assigned to them. Guest
Editors can assign Co-Editors, invite Reviewers, or make a decision
on manuscripts from this folder.

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.

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 EBMs, or reviewers suggested by the author.

Search by name (specific individual).

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.

Search for Reviewers

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

Instructions

Reviewer Search

Search My Publication | ✓ Search for Reviewers | from All Reviewers | Go
Suggested by Author
Search by Classification Matches
Search by Personal Classifications

⊟ Review Settings

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

Change Search Type

Search My Publication | Search by Classification Matches | from All Reviewers | Go

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
☑	Apraxia of speech	1
☐	Genetics	1
☐	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).

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

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.

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.

Invitation Letters

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

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	☐

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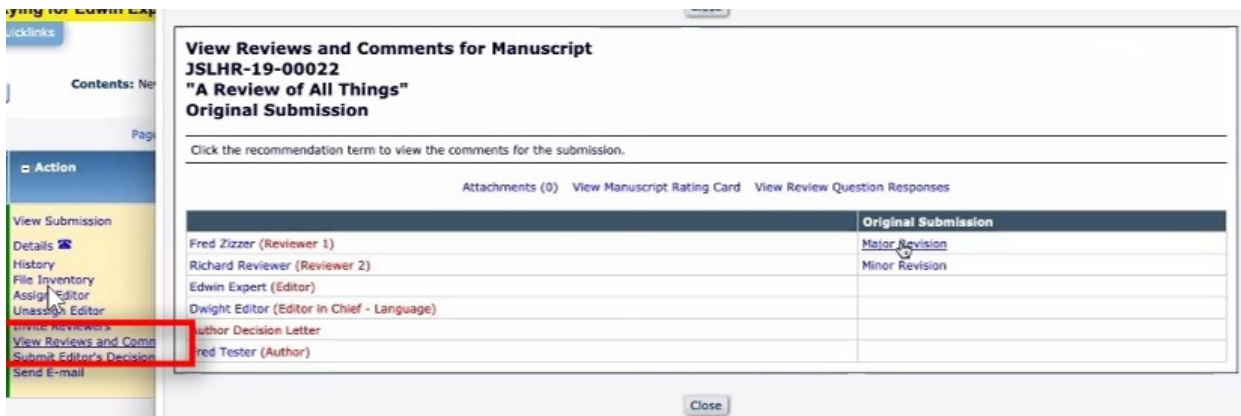
3. Reviews are summarized when you click on them.
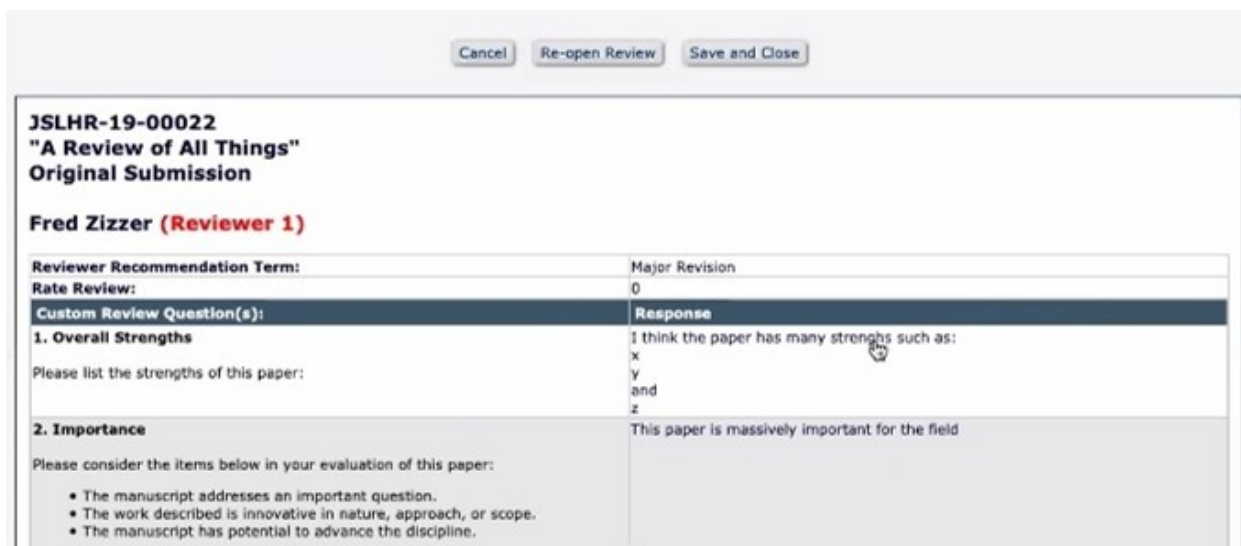
4. Once you read all the reviews, click "Submit Editor's Decision."
Note: The editor can choose how many days the author has to submit a revision. Typically, this is 30 days for a minor revision and 45 days for a major revision.

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.

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.

Submit a Decision

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

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.

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.

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

Revised Papers

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

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

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.

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.

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

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.

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.

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

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

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.

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

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.

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.

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.