

Terminology Interlude

- **Unprocessed Review**
- **Last Good Decision**



Modify Editor Chain

View All Assigned Submissions - Sally Editor, PhD

Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Reviewer submissions out for review, submissions requiring a decision, and submissions which have a subordinate Editor's decision but not a decision from the top Editor in the decision-making chain.

Page: 1 of 1 (57 total submissions)

Display 100 results per page.

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor with Current Responsibility ▲▼	Review Status
View Submission Duplicate Submission Check (...) Details ▾ History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary Notify Editor Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	SALLYDEV130-D-16-00076	Original Study		Modifying the Editor Chain is Easy!	Buzz Lightyear Aldrin PhD	May 19 2016 2:46PM	May 19 2016 2:47PM	With Editor	Harry Editor	

Modify Editor Chain

Modify Editor Chain

[View Reviews and Comments](#)

Manuscript Number:
SALLYDEV130-D-16-00076

Title: Modifying the Editor Chain is Easy!

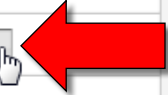
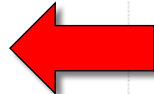
The current Editor Assignment Chain is displayed. You may remove an Editor by clicking the delete icon or may replace an Editor for a particular step in the Chain. To confirm changes, click 'Confirm Selections and Send Default Letters' or 'Confirm Selections and Send Custom Letters'. The system will update Editor Assignments as needed and send the selected letters.

Current Editor Assignment Chain

	Step	Assigned Editor	Role	New Editor
	Editor 1	Sally Editor, PhD Managing Editor	Managing Editor	Editor Search
	Editor 2	Michael Editor Section Editor	Section Editor	
	Editor 3	Harry Editor Associate Editor <i>(Revise)</i>	Associate Editor	

[Harry Editor](#) Associate Editor Associate Editor [Editor Search](#)

(Revise)



Modify Editor Chain

Current Editor Assignment Chain

	Step	Assigned Editor	Role	New Editor
	Editor 1	Sally Editor, PhD Managing Editor	Managing Editor <input type="text" value="Managing Editor"/>	Editor Search
	Editor 2	Michael Editor Section Editor	Section Editor <input type="text" value="Section Editor"/>	<input type="text"/>
	Editor 3	Harry Editor Associate Editor (Revise)	Associate Editor	Editor Search

Cancel

Confirm Selections and Send Default Letters

Confirm Selections and Send Custom Letters

- Assign Editor
- Redirect to Other Editor (and be removed from Editor Chain)
- Change Corresponding Editor
- Blind Editor
- Unassign Other Editors
- Unassign Myself
 - Unassign Subordinate Editors
 - Replace Editor

Sally Editor can replace or remove her own assignment and remove or replace any subordinate Editor regardless of whether she is in the Chain

Modify Editor Chain

Current Editor Assignment Chain

	Step	Assigned Editor	Role	New Editor
	Editor 1	Sally Editor, PhD Managing Editor	Managing Editor	This Editor cannot be replaced
	Editor 2	Michael Editor Section Editor	Section Editor <input type="text" value="Section Editor"/>	<input type="text" value=""/>
	Editor 3	Harry Editor Associate Editor (Revise)	Associate Editor	Editor Search

Cancel

Confirm Selections and Send Default Letters

Confirm Selections and Send Custom Letters

- Unassign Other Editors
- Unassign Myself
- Unassign Subordinate Editors
- Replace Editor

Michael Editor can replace or remove his own assignment and remove or replace a subordinate Editor

Modify Editor Chain

Current Editor Assignment Chain

Step	Assigned Editor	Role	New Editor
Editor 1	Sally Editor, PhD Managing Editor	Managing Editor	This Editor cannot be replaced
Editor 2	Michael Editor Section Editor	Section Editor	This Editor cannot be replaced
Editor 3	Harry Editor Associate Editor (Revise)	Associate Editor	Editor Search

Cancel

Confirm Selections and Send Default Letters

Confirm Selections and Send Custom Letters

- Unassign Other Editors
- Unassign Myself
- Unassign Subordinate Editors
- Replace Editor

Harry Editor can only replace his own assignment because he has submitted a decision - he cannot remove or replace another Editor in the Chain

Modify Editor Chain

Editor Search

Manuscript Number:
SALLYDEV130-D-16-00076

Title: Modifying the Editor Chain is Easy!

Use the search tool to identify the most appropriate person for this step in the chain.

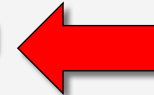
Editor 3: Associate Editor

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

[Insert Special Character](#)

[Value Options](#)

(Criterion	Is/Is not	Selector	Value)	
<input type="button" value="v"/>	Editor Role	<input type="button" value="v"/> is <input type="button" value="v"/>	Equal To	Associate Editor	<input type="button" value="v"/>	<input type="button" value="v"/> AND <input type="button" value="v"/>
<input type="button" value="v"/>	Last Name	<input type="button" value="v"/> is <input type="button" value="v"/>	Begins With	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="Remove"/>
						<input type="button" value="Add"/>



Modify Editor Chain

Search Again

Page: 1 of 1 (7 total People Matches)

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Associate Editor	Tony Alves	0	0		Yes
<input type="radio"/>	Associate Editor	Susan Author	1	0		Yes
<input type="radio"/>	Associate Editor	Charlie Snoopy Brown, PhD	0	0		Yes
<input type="radio"/>	Associate Editor	James Duncan	0	0		Yes
<input type="radio"/>	Associate Editor (This Editor is being unassigned)	Harry Editor	3	0		Yes
<input checked="" type="radio"/>	Associate Editor	Richard Feynman, PhD	0	0		Yes
<input type="radio"/>	Associate Editor	Eddie Munster	0	0		Yes

Page: 1 of 1 (7 total People Matches)

Display 10 results per page.

Search Again

Cancel

Submit

Modify Editor Chain

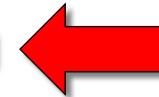
Current Editor Assignment Chain

Step	Assigned Editor	Role	New Editor
Editor 1	Sally Editor, PhD Managing Editor	Managing Editor	This Editor cannot be replaced
Editor 2	Michael Editor Section Editor	Section Editor	This Editor cannot be replaced
Editor 3	Harry Editor Associate Editor (Revise)	Associate Editor	Richard Feynman, PhD [Search]

Cancel

Confirm Selections and Send Default Letters

Confirm Selections and Send Custom Letters



Modify Editor Chain

Editor 3

Editor Being Unassigned

Name	Letter		Do Not Send Letter
Harry Editor (Associate Editor)	Editor Notice an Assignment was Undone ▼	Customize	<input type="checkbox"/>

Editor Being Assigned (Switched To)

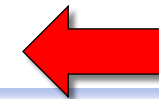
Name	Letter		Do Not Send Letter
Richard Feynman, PhD (Associate Editor)	Editor Assignment ▼	Customize	<input type="checkbox"/>

Others Notified of Editor Unassignment

Name	Letter		Do Not Send Letter
Sally Editor, PhD (Managing Editor)	Editor Notice an Assignment was Undone ▼	Customize	<input type="checkbox"/>
Michael Editor (Section Editor)	Editor Notice an Assignment was Undone ▼	Customize	<input type="checkbox"/>

Cancel

Confirm Selections and Send Letters



Modify Editor Chain

Blinded Editors:		Blinded Editors	
		Editors	
		Top	
Name:	Sally Editor, PhD	<input type="checkbox"/>	[Proxy]
Role:	Managing Editor		
Date Assigned:	May 19 2016 2:48PM		
Date Completed:			
Elapsed Days:	0		
Recommendation:			
<hr/>			
Name:	Michael Editor	<input type="checkbox"/>	[Proxy]
Role:	Section Editor		
Date Assigned:	May 19 2016 2:48PM		
Date Completed:			
Elapsed Days:	0		
Recommendation:			
<hr/>			
Name:	Richard Feynman, PhD	<input type="checkbox"/>	[Proxy] (Replaced Harry Editor)
Role:	Associate Editor		
Date Assigned:	May 19 2016 2:48PM		
Date Completed:	May 19 2016 2:54PM		
Elapsed Days:	0		
Recommendation:	Revise		

Automatic Editor Assignment

Direct-to-Editor

- Who is it for?
- Submissions are not assigned
- Submissions go to DTE folder
- Editors assign selves or redirect



Direct-to-Editor

- Author Selects Editor
- Author selects Section/Category
- Editors selected by rotation

NB: Auto send-to-editor on revision

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder

Allow reassignment to previous Editors

Letter:

Revisions are automatically directed to the First Assigned Editor of the previous version.

Automatic Editor Assignment

Submission

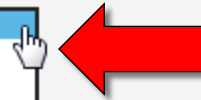
- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Submit Abstract
- Enter Keywords
- Select Classifications
- ✓ Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- ➔ Request Editor
- Select Region of Origin
- ✓ Attach Files

Request an Editor

You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

Please Choose

- No Request
- Sally Editor, Managing Editor
- Ed J Editor, Managing Editor
- Caroline Webber, Managing Editor
- Michael Editor, Section Editor
- Stephen Author, Section Editor
- John Editor, Section Editor
- David Editor, Section Editor
- Josh Allen, Section Editor
- Chief Editor, Editor in Chief
- John Wayne, Editor in Chief
- Charles DuBois, Conference Editor
- Susan Author, Associate Editor
- Richard Feynman, Associate Editor
- Charlie Snoopy Brown, Associate Editor
- Eddie Munster, Associate Editor
- James Duncan, Associate Editor
- Harry Editor, Associate Editor
- Tony Alves, Associate Editor



Automatic Editor Assignment

Editor 'To-Do' List

My Pending Assignments (54)

[Editorial Submissions in Progress \(2\)](#)

[Transferred Submissions \(1\)](#)

[New Submissions Requiring Assignment \(24\)](#)

[Revised Submissions Requiring Assignment \(4\)](#)

[Direct-to-Editor New Submissions \(1\)](#)

[Submissions Needing Approval by Editor \(2\)](#)

[Submissions Sent Back to Author for Approval \(2\)](#)

[Incomplete Submissions \(8\)](#)

[New Assignments \(2\)](#)

[Submissions with Rescinded Decision \(1\)](#)

[Submissions with Required Reviews Complete \(0\)](#)

[Submissions Requiring Additional Reviewers \(6\)](#)

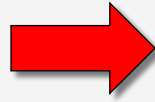
[Submissions with One or More Late Reviews \(0\)](#)

[Submissions with Active Discussions \(1\)](#)

Reviews in Progress (0)

[Reviewers Invited - No Response \(0\)](#)

[Submissions Under Review \(0\)](#)



Automatic Editor Assignment

Direct-to-Editor New Submissions - Sally Editor, PhD

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Myself" transfers the submission to your New Assignment chain and allows you to redirect the submission to a different Editor. Click the up/down arrows under the column names to change the sort order.

Page: 1 of 1 (1 total submissions)

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Aut Name ▲▼
View Submission Duplicate Submission Check (...) Details ▾ Initiate Discussion History Classifications File Inventory Edit Submission Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	SALLYDEV130-D-16-00077	Original Study		Direct-to-Editor helps journals that do not have a central editorial office	Buzz

Page: 1 of 1 (1 total submissions)

☰ Action ▲

- [View Submission](#)
- [Duplicate Submission Check \(...\)](#)
- [Details ▾](#)
- [Initiate Discussion](#)
- [History](#)
- [Classifications](#)
- [File Inventory](#)
- [Edit Submission](#)
- [Remove Submission](#)
- [Send Back to Author](#)
- [Redirect to Other Editor](#)
- [Assign to Myself](#)
- [Set Final Disposition](#)
- [Initiate Production](#)
- [Similar Articles in MEDLINE](#)
- [Send E-mail](#)
- [Linked Submissions](#)


















Automatic Editor Assignment

New Editor Assignments - Sally Editor, PhD

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 change the sort order.

Page: 1 of 1 (3 total submissions)

Display results per page.

 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  Initiate Discussion History File Inventory Edit Submission Classifications Unassign Editor Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Initiate Production Similar Articles in MEDLINE Submit Editor's Decision and Comments Send E-mail Linked Submissions	SALLYDEV130-D-16-00077	Original Study		Direct-to-Editor helps journals that do not have a central editorial office	Buzz Lightyear Aldrin, PhD   	May 20 2016 11:32AM	May 24 2016 12:24PM	With Editor	

Automatic Editor Assignment

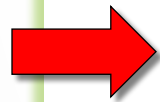
System Administration > PolicyManager > Editor Assignment Policies > Set Editor Assignment Options

Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.



- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

Automatic Editor Assignment

System Administration > PolicyManager > Editor Assignment Policies >
Set Editor Assignment Options

Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.



Automatic Editor Assignment

System Administration > PolicyManager > Submission Policies >
Set Request or Assign Editor Display Options

Set Request or Assign Editor Display Options

Select the Editor Roles that are eligible to be requested by an Author.

If you want to specify automatic assignment to Editors by Name, Role, or Description, you must also select the appropriate option on the 'Set Editor Assignment Options' page in PolicyManager.

- Managing Editor
- Section Editor
- Editor in Chief
- Conference Editor
- Special Issue Editor
- Editorial Assistant
- Associate Editor

Select the amount of information to be displayed to Authors on the Request Editor page.



Display Editor Name and Role Title

Cancel

Submit

Suggest Editor

Suggest Editor

- Who is it for?
- System suggests Editors
- Editor queue & criteria
- Sortable list
- First invitations sent immediately
- Invitations sent until queue expended or editor agrees
- AC enables

Suggest Editor Criteria

- Classification Matches
- Personal Classification Rankings & Relevance Ranking
- Revisions
- Author Requests
- Display all vs display matches

Suggest Editor

Editor Selection Summary - Manuscript Number SALLYDEV130-D-16-00079 Buzz Lightyear Aldrin, PhD "The "Suggest Editor" feature creates an Editor queue"

[Manuscript Details](#) ▶

Below is a list of suggested candidates based on classification matches with the manuscript. [\(more...\)](#)

Manuscript Classifications

(1) Abdomen/Gastrointestinal tract; (2) Angiography; (3) Ablation Procedures;

Manuscript Keywords

Search for Editors

[Insert Special Character](#)

[Value Options](#)

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

Candidates

[Select All](#) / [Clear All](#)

Page: 1 of 1 (10 total candidates)

Display results per page.

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Editor in Chief	Chief Editor ▼	Duke University	6	3	10	3	Yes
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Section Editor	Stephen Author ▼	Dartmouth College	5	2	2	3	Yes
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Section Editor	Michael Editor ▼	California Institute of Technology	4	2	22	2	Yes
<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Associate Editor	Charlie Snoopy Brown, PhD ▼	California State Polytechnic University Pomona	4	2	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="5"/>	Editor in Chief	John Wayne ▼	California State Polytechnic University Pomona	3	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Managing Editor	Sally Editor, PhD ▼	University of California Riverside	2	1	31	0	Yes
<input type="checkbox"/>	<input type="text"/>	Section Editor	Josh Allen ▼	MIT	2	1	0	2	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Eddie Munster ▼		1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	James Duncan ▼	University of Massachusetts Amherst	1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Susan Author ▼		0	0	1	0	Yes

Suggest Editor

Candidates

Select All / Clear All

Page: 1 of 1 (10 total candidates)

Display results per page.

Update Invitation Order

Cancel

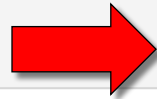
Customize Letters & Submit Queue

Submit Queue without Customizing Letters

Assign Editor Now

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Editor in Chief	Chief Editor	Duke University	6	3	10	3	Yes
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Section Editor	Stephen Author	Dartmouth College	5	2	2	3	Yes
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Section Editor	Michael Editor	California Institute of Technology	4	2	22	2	Yes
<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Associate Editor	Charlie Snoopy Brown, PhD	California State Polytechnic University Pomona	4	2	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="5"/>	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Managing Editor	Sally Editor, PhD	University of California Riverside	2	1	31	0	Yes
<input type="checkbox"/>	<input type="text"/>	Section Editor	Josh Allen	MIT	2	1	0	2	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Eddie Munster		1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	James Duncan	University of Massachusetts Amherst	1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Susan Author		0	0	1	0	Yes

Update Invitation Order



Cancel

Customize Letters & Submit Queue

Submit Queue without Customizing Letters

Assign Editor Now

Suggest Editor

Candidates

Select All / Clear All

Page: 1 of 1 (10 total candidates)

Display results per page.

Update Invitation Order

Cancel

Customize Letters & Submit Queue

Submit Queue without Customizing Letters

Assign Editor Now

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Editor in Chief	Chief Editor	Duke University	6	3	10	3	Yes
<input type="checkbox"/>	<input type="text"/>	Section Editor	Stephen Author	Dartmouth College	5	2	2	3	Yes
<input type="checkbox"/>	<input type="text"/>	Section Editor	Michael Editor	California Institute of Technology	4	2	22	2	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Charlie Snoopy Brown, PhD	California State Polytechnic University Pomona	4	2	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Managing Editor	Sally Editor, PhD	University of California Riverside	2	1	31	0	Yes
<input type="checkbox"/>	<input type="text"/>	Section Editor	Josh Allen	MIT	2	1	0	2	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Eddie Munster		1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	James Duncan	University of Massachusetts Amherst	1	1	0	0	Yes
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Susan Author		0	0	1	0	Yes

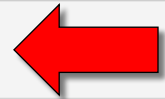
Update Invitation Order

Cancel

Customize Letters & Submit Queue

Submit Queue without Customizing Letters

Assign Editor Now



Suggest Editor

Search for Editors

Insert Special Character

Value Options

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

Add

Clear Search

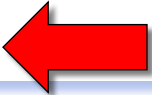
Cancel Add to Queue Assign Editor Now

Page: 1 of 1 (1 total Editor candidates)

Display 10 results per page.

Select	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
<input checked="" type="checkbox"/>	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes

Cancel Add to Queue Assign Editor Now



Suggest Editor

Editor 'To-Do' List

My Pending Assignments (59)

[Editorial Submissions in Progress \(2\)](#)

[Transferred Submissions \(1\)](#)

[New Submissions Requiring Assignment \(24\)](#)

[Revised Submissions Requiring Assignment \(4\)](#)

[Direct-to-Editor New Submissions \(0\)](#)

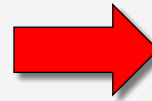
[Submissions Needing Approval by Editor \(2\)](#)

[Submissions Sent Back to Author for Approval \(2\)](#)

[Incomplete Submissions \(8\)](#)

[New Invitations \(0\)](#)

[New Assignments \(3\)](#)



[Editors Invited - None Yet Assigned \(6\)](#)

[Submissions with Rescinded Decision \(1\)](#)

[Submissions with Required Reviews Complete \(0\)](#)

[Submissions Requiring Additional Reviewers \(5\)](#)

[Submissions with One or More Late Reviews \(0\)](#)

[Submissions with Active Discussions \(1\)](#)

Reviews in Progress (0)

[Reviewers Invited - No Response \(0\)](#)

[Submissions Under Review \(0\)](#)

Suggest Editor

Quicklinks



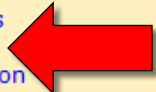
Submissions with Editors Invited – None Yet Assigned - Sally Editor, PhD

Page: 1 of 1 (6 total submissions)

1

250 results per page.



Action	Manuscript Number	First Invitation Date	# in Queue	Invitation Status	Last Invitation Date	Article Type	Article Title	Author Name
<ul style="list-style-type: none">View SubmissionDetailsInitiate DiscussionHistoryFile InventoryClassificationsAssign EditorEdit SubmissionSolicit CommentarySet Final DispositionInitiate ProductionSimilar Articles in MEDLINESend E-mail	SALLYDEV130-D-16-00079	May 26 2016 1:41PM	3	2 Open Invitations	May 26 2016 1:41PM	Original Study	The "Suggest Editor" feature creates an Editor queue	Buzz Lightyear Aldrin PhD



Suggest Editor


Invited Editors



Name	Invitation Status	Date Invited	Date Closed
Chief Editor 	Invited	May 26 2016 01:41PM	
Stephen Author 	Invited	May 26 2016 01:41PM	

(Partial page displayed)

Candidates



Select All / Clear All

Page: 1 of 1 (10 total candidates)

Display results per page.







Update Invitation Order

Cancel

Customize Letters & Submit Queue

Submit Queue without Customizing Letters

Close Queue

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days	Customize Letters
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Section Editor	Michael Editor 	California Institute of Technology	4	2	22	2	Yes	Edit
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Associate Editor	Charlie Snoopy Brown, PhD 	California State Polytechnic University Pomona	4	2	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Editor in Chief	John Wayne 	California State Polytechnic University Pomona	3	1	0	0	Yes	
<input type="checkbox"/>	<input type="text"/>	Managing Editor	Sally Editor, PhD 	University of California Riverside	2	1	31	0	Yes	
<input type="checkbox"/>	<input type="text"/>	Section Editor	Josh Allen 	MIT	2	1	0	2	Yes	
<input type="checkbox"/>	<input type="text"/>	Associate Editor	Eddie Munster 		1	1	0	0	Yes	



Suggest Editor

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

- Registration and Login Policies**
- Status Policies**
- Submission Policies**
- Questionnaire Policies**
- Additional Data Policies**
- Editor Assignment Policies**
- Suggest Editor Policies**
 - [Customize Suggest Editor Instructions](#)
 - [Configure Suggest Editor Preferences](#)
 - [Configure Editor Reasons for Decline](#)

- Reviewer and Editor Form Policies**
- E-mail and Letter Policies**
- General Policies**
- Discussion Forums**
- Linked Submissions Policies**
- Conference Submission Policies**
- Transmittal Policies**
-  **ProduXion Manager**
-  **Commerce Manager**

Suggest Editor

Configure Suggest Editor Preferences

Editor Selection Summary Options

Display candidates: By classification matches List all Editors

Number of Editor candidates displayed on page (maximum 300)

Number of candidates selected by default

Number of invitations to be sent immediately when queue is confirmed

Batch Parameters

Turn Off Batch Invitation Process (If this box is selected, Editors in the queue will be automatically promoted when another Editor declines, even if the batch process is turned off.)

Defer first automated batch if within hours of initial invitations sent. If the initial invitations were sent less than this number of hours before the next batch cycle, that cycle is skipped and the next invitations are sent in the following batch cycle.

Number of invitations to send in first batch cycle

Number of days between automated batches *Set this to 0 to send batch invitations nightly (excluding weekends)*

Number of invitations to send in second batch cycle

Number of invitations to send in all subsequent batch cycles

Cancel

Submit

Suggest Editor

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

[Expand All](#)

[Collapse All](#)

New Submissions

Editor Assignment

Receive Assignments

Classic Method of Editor Assignment

Receive Assignments without Invitation

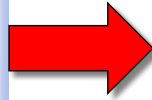
Receive Invitations for Assignments

Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)

Assign Editor Using Single Editor Selection

Assign Editor Using Suggested Editor Queue

Close Queue and Assign Editor Directly



Suggest Editor

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

[Expand All](#)

[Collapse All](#)

New Submissions

Editor Assignment

Receive Assignments

Classic Method of Editor Assignment

Receive Assignments without Invitation

Receive Invitations for Assignments

Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)

Assign Editor Using Single Editor Selection

Assign Editor Using Suggested Editor Queue

Close Queue and Assign Editor Directly



Suggest Editor

System Administration > PolicyManager > General Policies >
Configure Personal Classification Rankings

Configure Personal Classification Rankings

When Personal Classification Rankings are enabled for your publication, all users will have the opportunity to select Rankings. You may also select specific Reviewer and/or Editor Roles, *requiring* users with these roles to rank each personal classification they select according to their level of expertise and subject interest.

Enable Personal Classification Rankings

Select the Reviewer and/or Editor Roles you want to require to Rank Personal Classifications when updating their people data. Note this is not enforced for new user registrations or user login; it is enforced when people are updating their people information. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Associate Editor	Select All
Conference Editor	Clear All
Editor in Chief	
Editorial Assistant	
Managing Editor	
Section Editor	
Special Issue Editor	
Reviewer	
Statistical Reviewer	

Enter any instructions that you would like to appear when the Rank Personal Classifications page is displayed.

Please select your level of expertise for each area.

Cancel

Submit

Editor Summary Reminders

Editor Summary Reminders

System Administration > PolicyManager > Editor Assignment Policies > Configure Automated Summary Reminders

Role Settings

Send	Editor Role	Frequency (Days)	Next Reminder Due	Summary Letter	Use Criteria
<input checked="" type="checkbox"/>	Associate Editor	<input type="text" value="7"/>	<input type="text" value="01/13/2017"/>	<input type="text" value="Editor Automated Summary Reminder"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Editor in Chief	<input type="text"/>	<input type="text"/>	<input type="text" value="Please Choose an Automated Reminder Letter"/>	<input type="checkbox"/>
<input type="checkbox"/>	Propose Reviewers Only Editor	<input type="text"/>	<input type="text"/>	<input type="text" value="Please Choose an Automated Reminder Letter"/>	<input type="checkbox"/>

Criteria

<input type="checkbox"/>	Editor Invitations Awaiting Response: Include Editors who received an Invitation <input type="text"/> or more days ago, but have not yet accepted or declined the invitation.
<input checked="" type="checkbox"/>	New Editor Assignments: Include Editors who were assigned or accepted an Invitation <input type="text" value="7"/> or more days ago, but have not yet invited reviewers or assigned the submission on to another Editor.
<input checked="" type="checkbox"/>	Required Reviews Complete: Include Editors who are the Handling Editor, with submissions that reached Required Reviews Complete status <input type="text" value="7"/> or more days ago and on which they have not yet submitted their recommendation/decision. A value of zero is permitted.

Recap

