Terminology Interlude

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

Modify Editor Chain

View All Assigned Submissions - Sally Editor, PhD

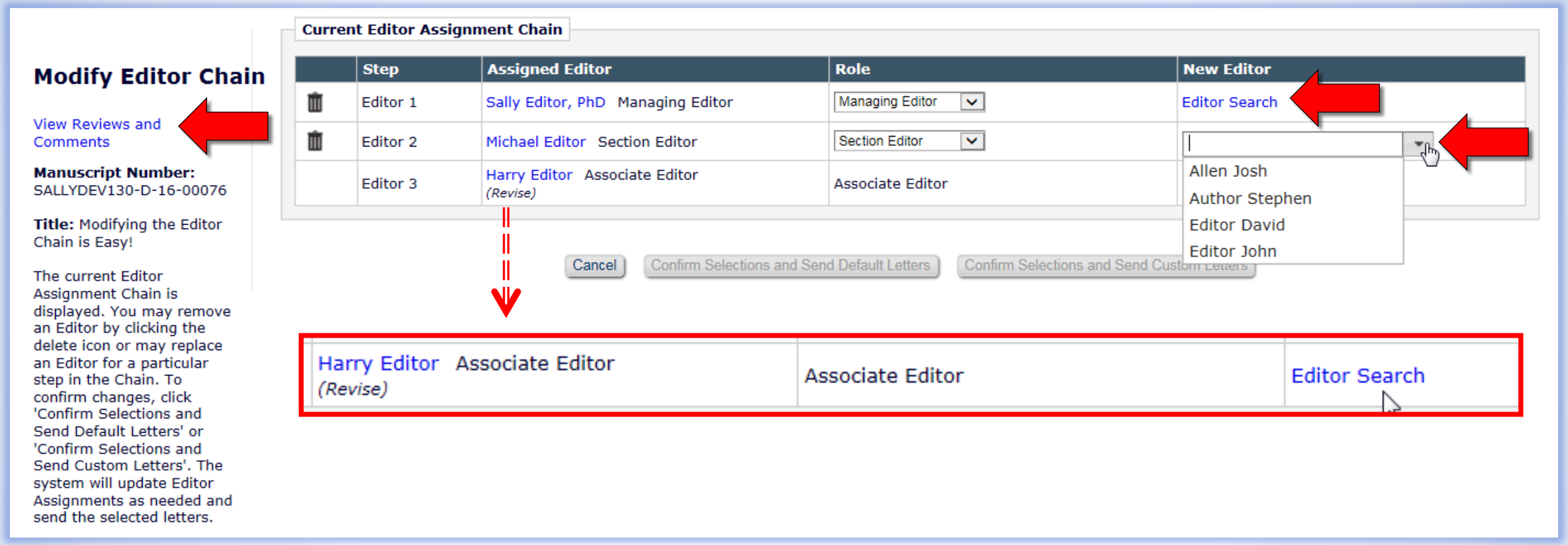
Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Revi
submissions out for review, submissions requiring a decision, and submissions which have a subordinate Editor's decision but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

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

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 *(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

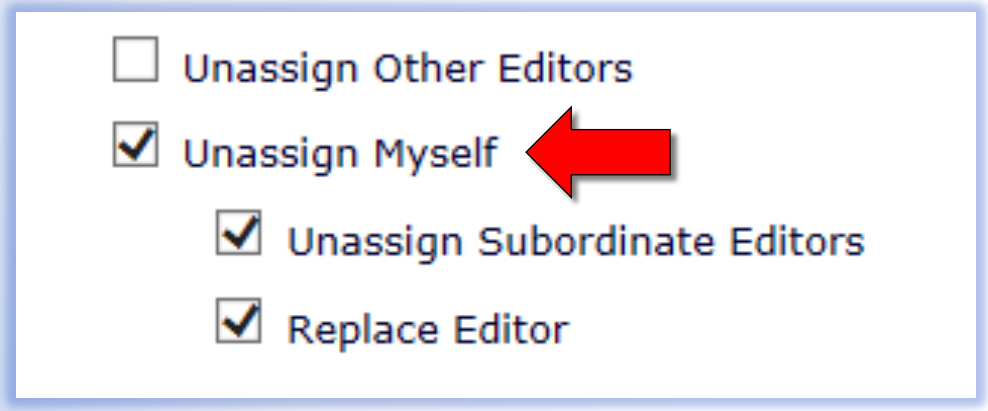
Sally Editor can replace or remove her own assignment and remove or replace any subordinate Editor regardless of whether she is in the Chain

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	
	Editor 3	Harry Editor Associate Editor *(Revise)*	Associate Editor	Editor Search

Cancel | Confirm Selections and Send Default Letters | Confirm Selections and Send Custom Letters



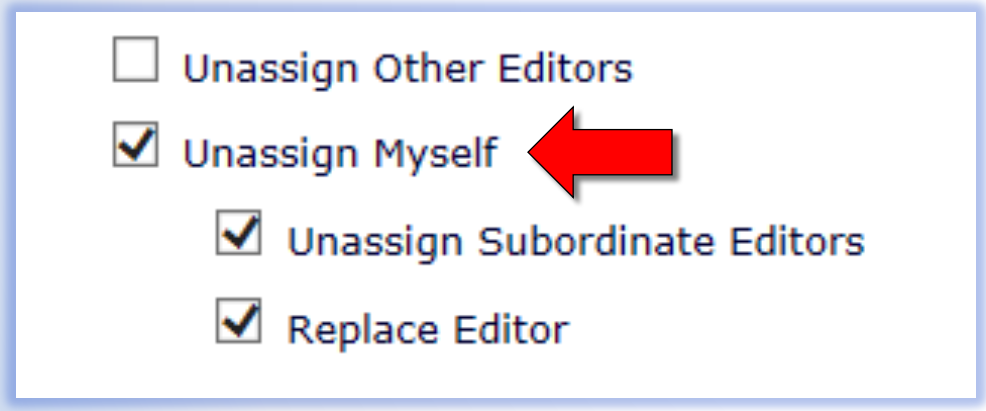
Michael Editor can replace or remove his own assignment and remove or replace a subordinate Editor

Modify Editor Chain

Current Editor Assignment Chain

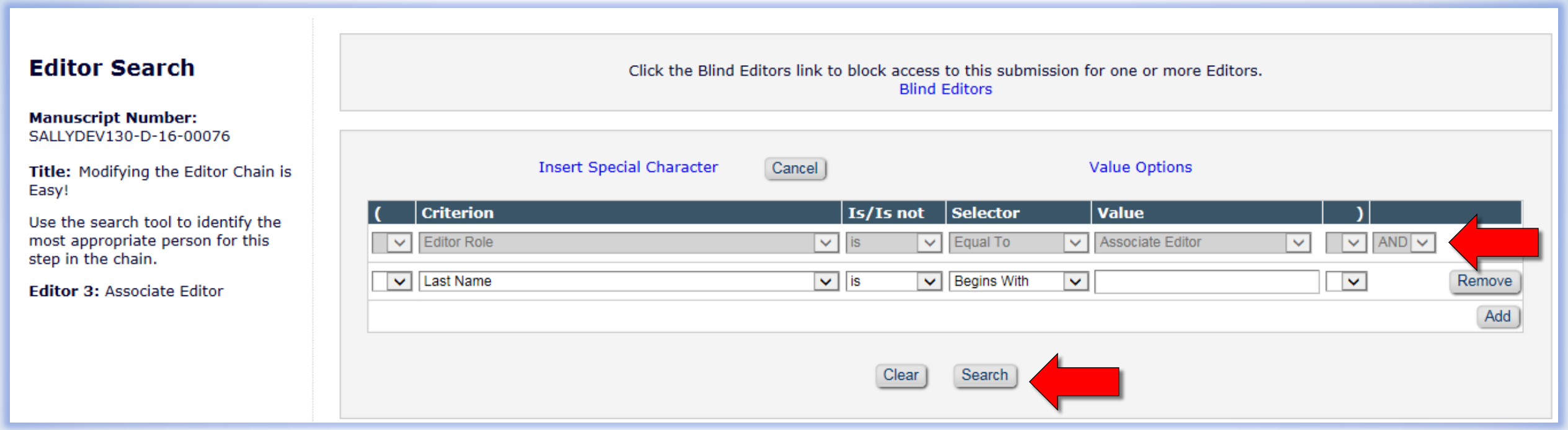
	Step	Assigned Editor	Role	New Editor
	Editor 1	Sally Editor, PhD Managing Editor	Managing Editor	This Editor cannot be replaced
	Editor 2	Michael Editor Section Editor	Section Editor	This Editor cannot be replaced
	Editor 3	Harry Editor Associate Editor *(Revise)*	Associate Editor	Editor Search

Cancel | Confirm Selections and Send Default Letters | Confirm Selections and Send Custom Letters



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



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
○	Associate Editor	Tony Alves	0	0		Yes
○	Associate Editor	Susan Author	1	0		Yes
○	Associate Editor	Charlie Snoopy Brown, PhD	0	0		Yes
○	Associate Editor	James Duncan	0	0		Yes
	Associate Editor (This Editor is being unassigned)	Harry Editor	3	0		Yes
◉	Associate Editor	Richard Feynman, PhD	0	0		Yes
○	Associate Editor	Eddie Munster	0	0		Yes

Page: 1 of 1 (7 total People Matches)

Display 10 results per page.

Search Again

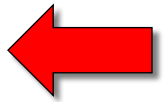
Cancel Submit

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	☐

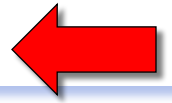
Editor Being Assigned (Switched To)

Name	Letter		Do Not Send Letter
Richard Feynman, PhD (Associate Editor)	Editor Assignment	Customize	☐

Others Notified of Editor Unassignment

Name	Letter		Do Not Send Letter
Sally Editor, PhD (Managing Editor)	Editor Notice an Assignment was Undone	Customize	☐
Michael Editor (Section Editor)	Editor Notice an Assignment was Undone	Customize	☐

Cancel | Confirm Selections and Send Letters



Modify Editor Chain

Blinded Editors:	Blinded Editors

Editors Top

Name: Sally Editor, PhD [Proxy]
Role: Managing Editor
Date Assigned: May 19 2016 2:48PM
Date Completed:
Elapsed Days: 0
Recommendation:

Name: Michael Editor [Proxy]
Role: Section Editor
Date Assigned: May 19 2016 2:48PM
Date Completed:
Elapsed Days: 0
Recommendation:

Name: Richard Feynman, PhD [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

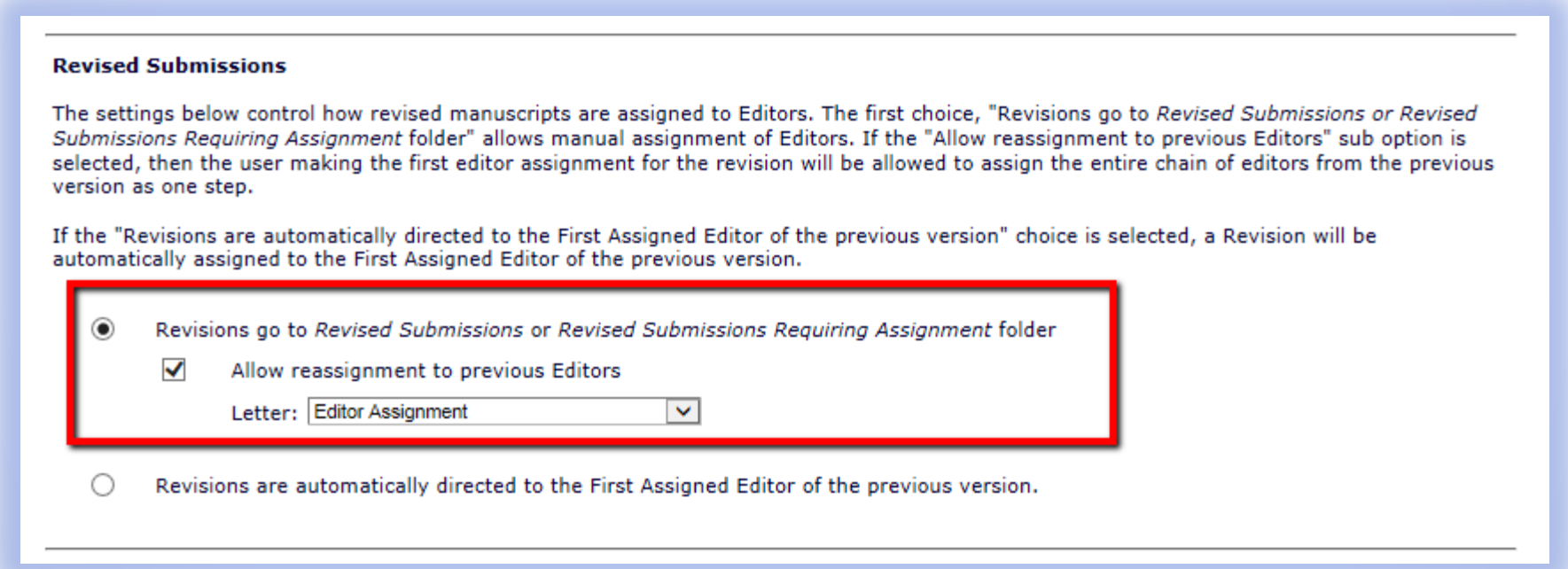
Direct-to-Editor

- 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



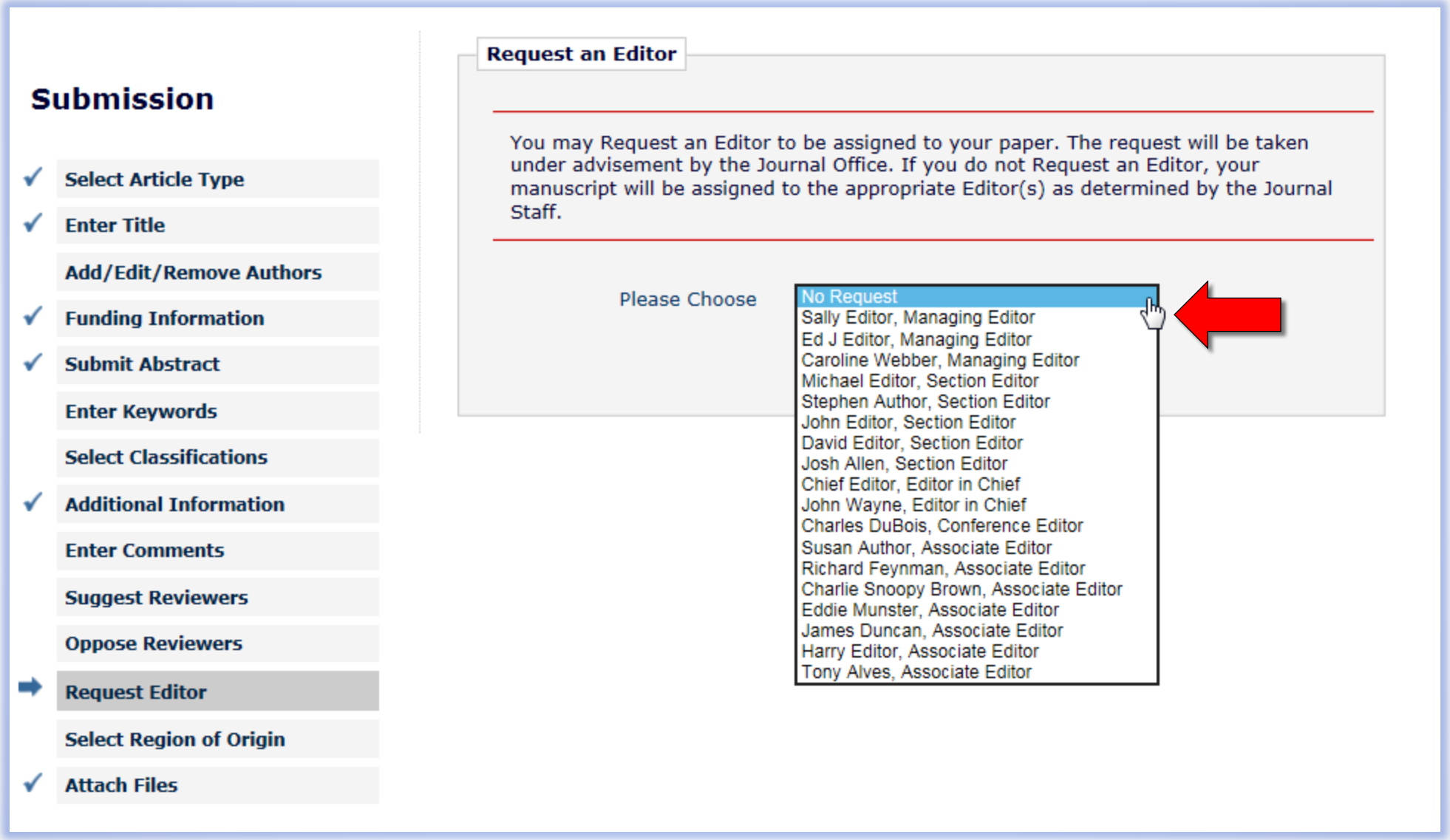
Revised Submissions

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
  - [x] Allow reassignment to previous Editors
    - Letter: Editor Assignment
- ( ) Revisions are automatically directed to the First Assigned Editor of the previous version.

Automatic Editor Assignment



Automatic Editor Assignment

Automatic Editor Assignment

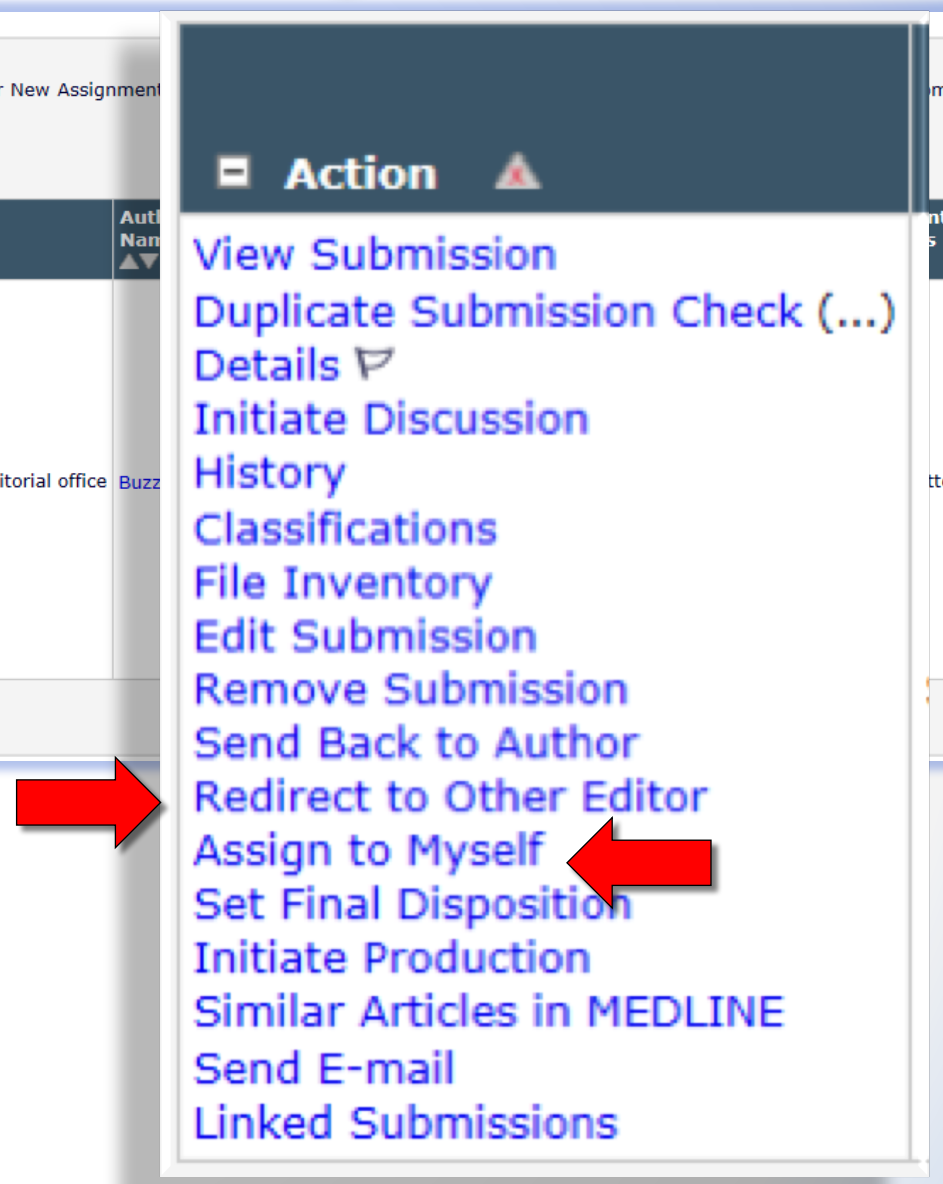
Direct-to-Editor New Submissions - Sally Editor, PhD

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	Auth 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)



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.

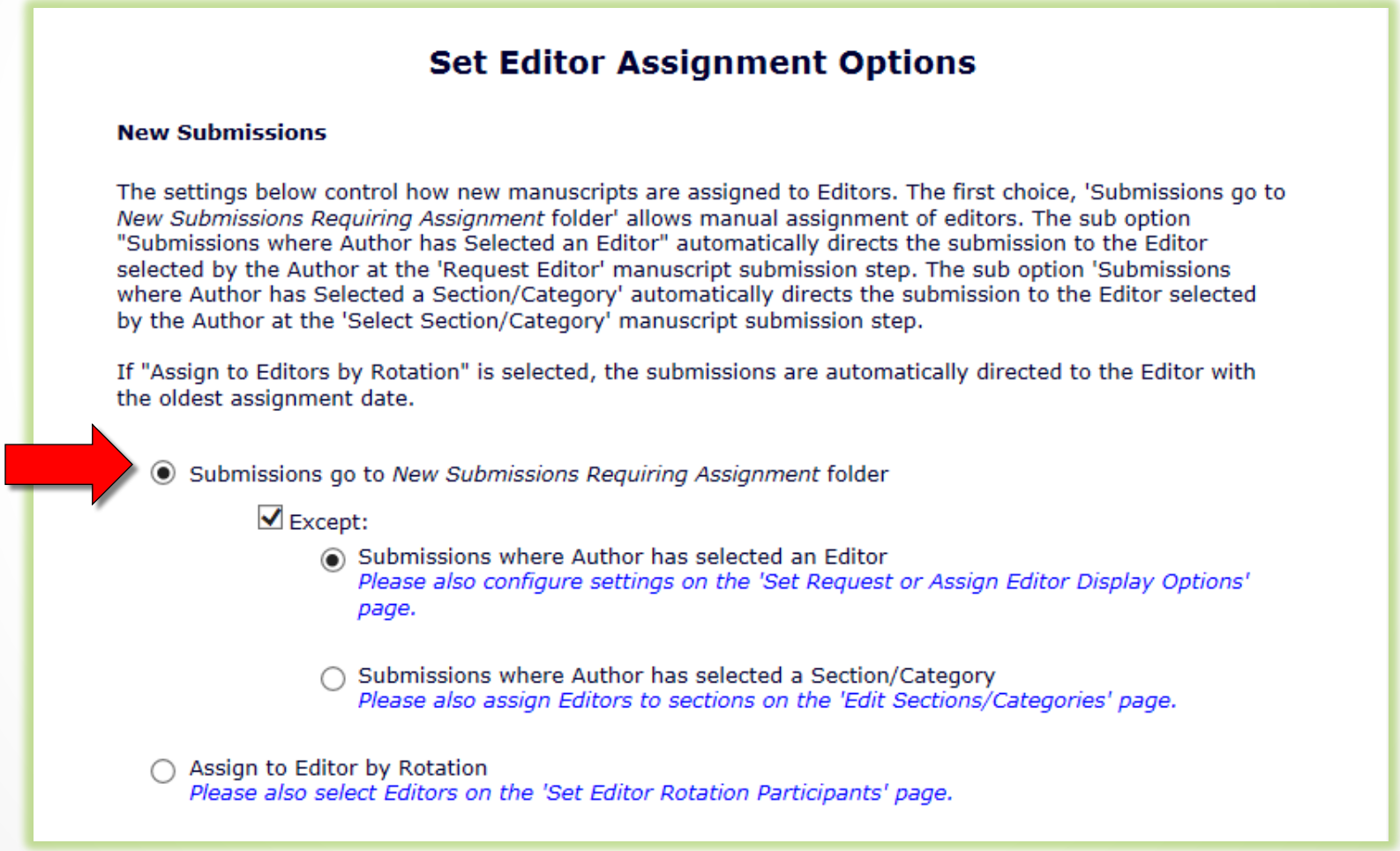
Page: 1 of 1 (3 total submissions)

Display 10 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	

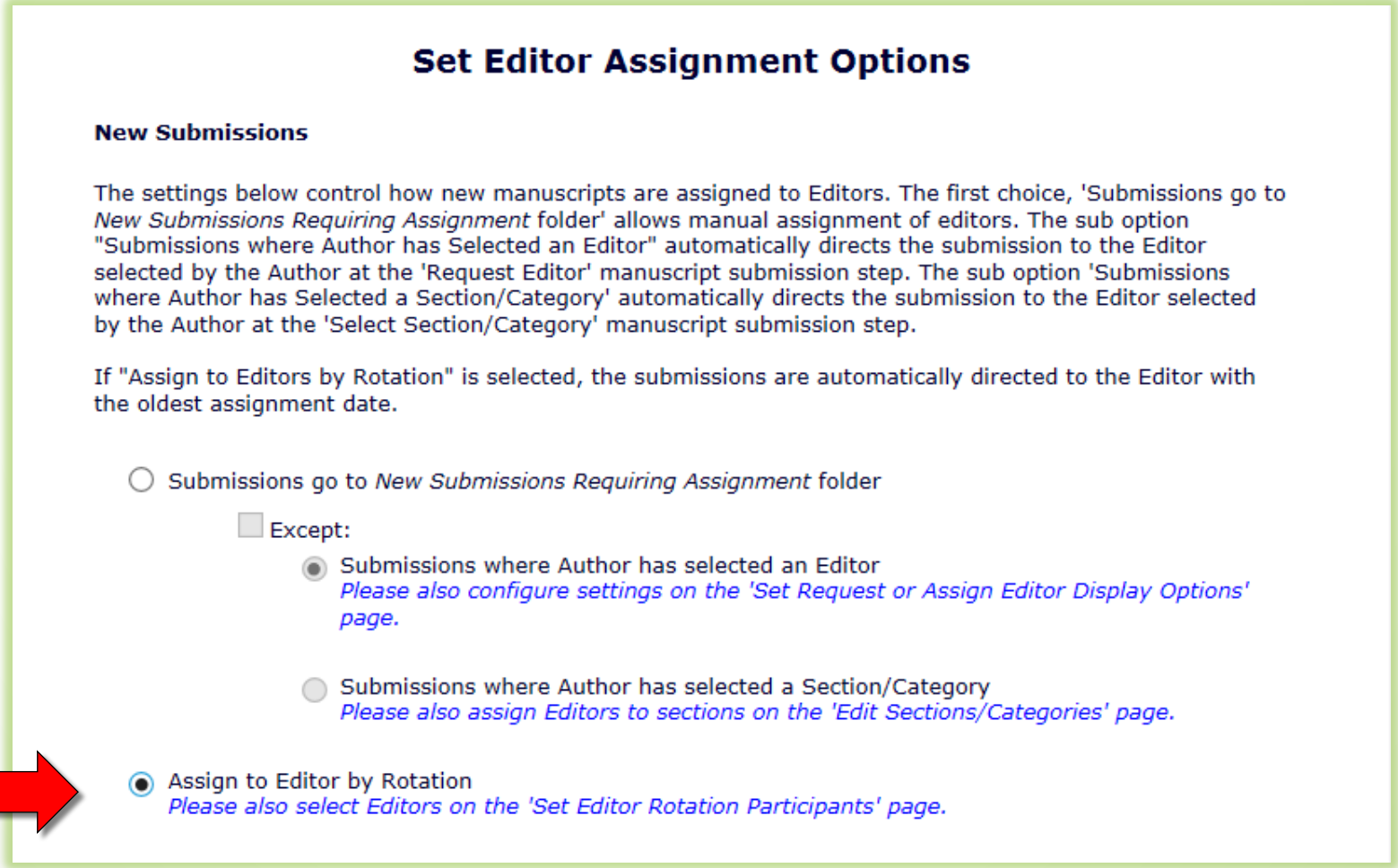
Automatic Editor Assignment

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



Automatic Editor Assignment

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



Automatic Editor Assignment

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

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

Search for Editors

Insert Special Character | Value Options

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

Add

Clear Search

Candidates

Select All / Clear All

Page: 1 of 1 (10 total candidates)

Display 500 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
☑	1	Editor in Chief	Chief Editor	Duke University	6	3	10	3	Yes
☑	2	Section Editor	Stephen Author	Dartmouth College	5	2	2	3	Yes
☑	3	Section Editor	Michael Editor	California Institute of Technology	4	2	22	2	Yes
☑	4	Associate Editor	Charlie Snoopy Brown, PhD	California State Polytechnic University Pomona	4	2	0	0	Yes
☑	5	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes
☐		Managing Editor	Sally Editor, PhD	University of California Riverside	2	1	31	0	Yes
☐		Section Editor	Josh Allen	MIT	2	1	0	2	Yes
☐		Associate Editor	Eddie Munster		1	1	0	0	Yes
☐		Associate Editor	James Duncan	University of Massachusetts Amherst	1	1	0	0	Yes
☐		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

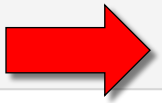
Select All / Clear All

Page: 1 of 1 (10 total candidates)

Display 500 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
☑	1	Editor in Chief	Chief Editor	Duke University	6	3	10	3	Yes
☑	2	Section Editor	Stephen Author	Dartmouth College	5	2	2	3	Yes
☑	3	Section Editor	Michael Editor	California Institute of Technology	4	2	22	2	Yes
☑	4	Associate Editor	Charlie Snoopy Brown, PhD	California State Polytechnic University Pomona	4	2	0	0	Yes
☑	5	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes
☐		Managing Editor	Sally Editor, PhD	University of California Riverside	2	1	31	0	Yes
☐		Section Editor	Josh Allen	MIT	2	1	0	2	Yes
☐		Associate Editor	Eddie Munster		1	1	0	0	Yes
☐		Associate Editor	James Duncan	University of Massachusetts Amherst	1	1	0	0	Yes
☐		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

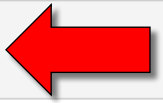
Page: 1 of 1 (10 total candidates)

Display 500 results per page.

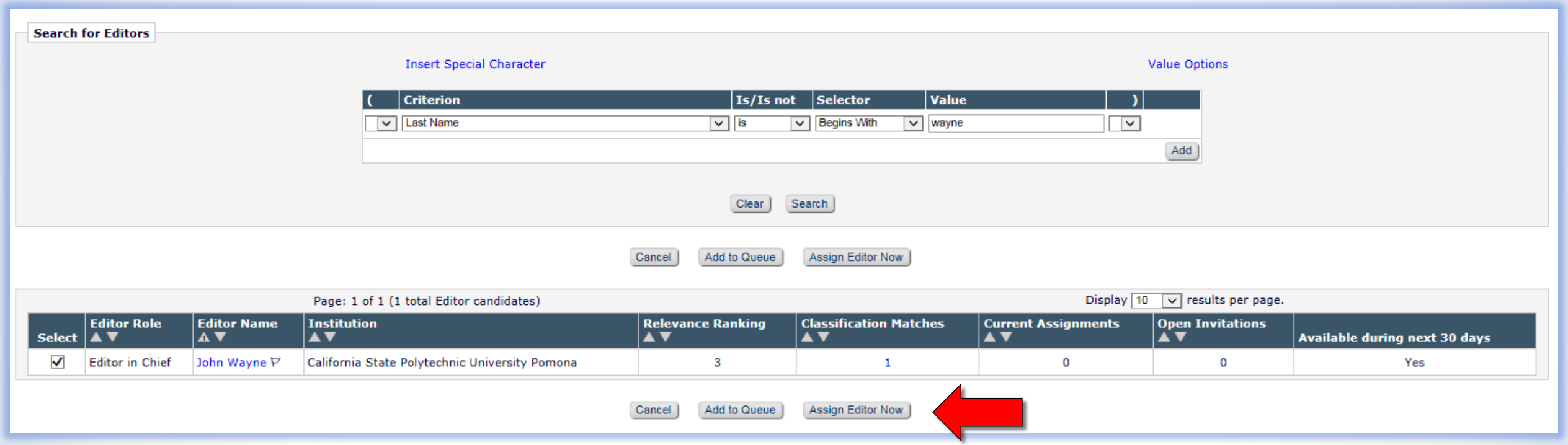
Update Invitation Order | Cancel | Customize Letters & Submit Queue | Submit Queue without Customizing Letters | Assign Editor Now

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



Suggest Editor

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
View Submission Details Initiate Discussion History File Inventory Classifications Assign Editor Edit Submission Solicit Commentary Set Final Disposition Initiate Production Similar Articles in MEDLINE Send 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 500 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
☑	1	Section Editor	Michael Editor	California Institute of Technology	4	2	22	2	Yes	Edit
☑	2	Associate Editor	Charlie Snoopy Brown, PhD	California State Polytechnic University Pomona	4	2	0	0	Yes	
☑	3	Editor in Chief	John Wayne	California State Polytechnic University Pomona	3	1	0	0	Yes	
☐		Managing Editor	Sally Editor, PhD	University of California Riverside	2	1	31	0	Yes	
☐		Section Editor	Josh Allen	MIT	2	1	0	2	Yes	
☐		Associate Editor	Eddie Munster		1	1	0	0	Yes	

Suggest Editor

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) 10

Number of candidates selected by default 5

Number of invitations to be sent immediately when queue is confirmed 2

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 12 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 2

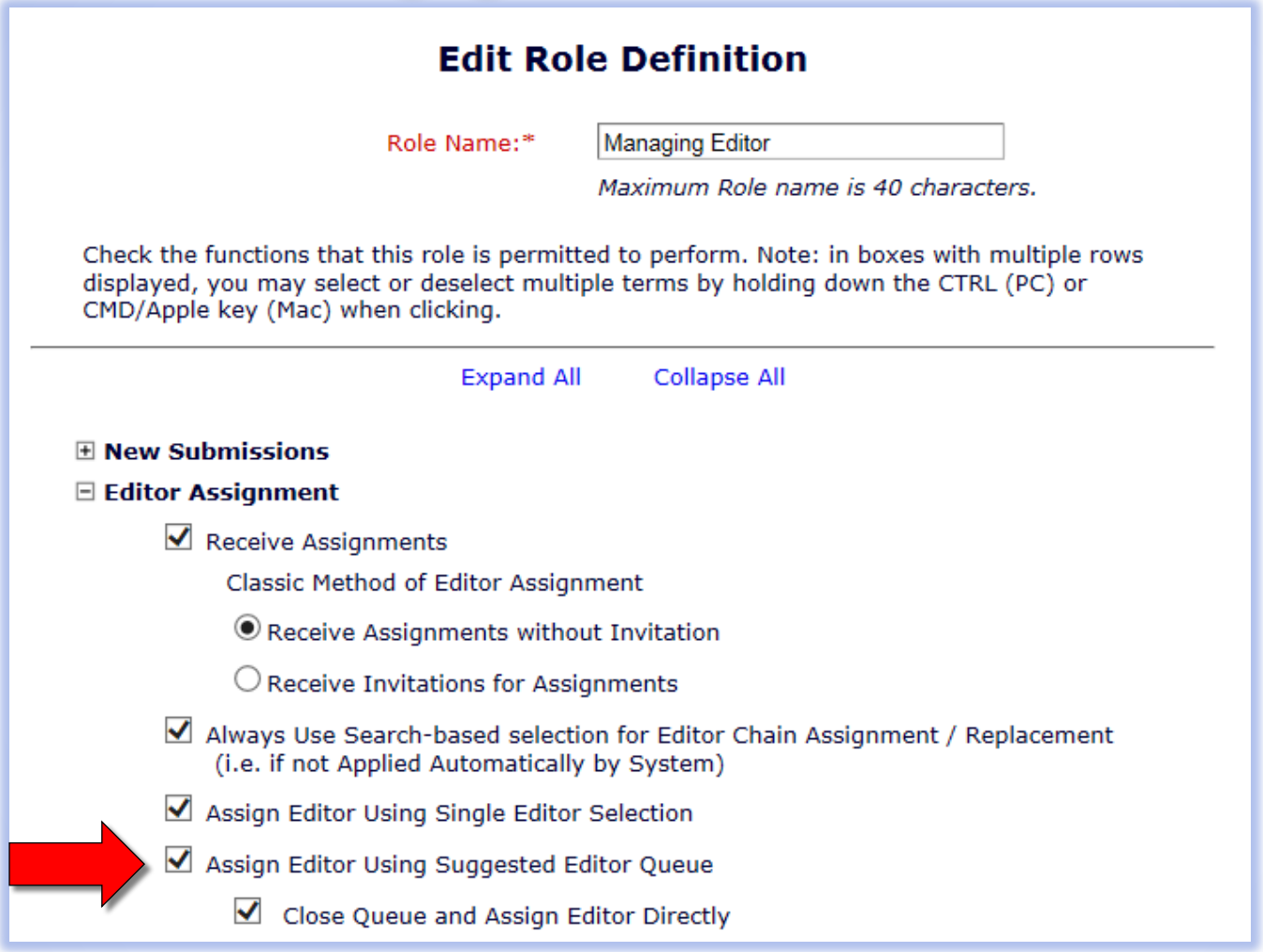
Number of days between automated batches 1 *Set this to 0 to send batch invitations nightly (excluding weekends)*

Number of invitations to send in second batch cycle 2

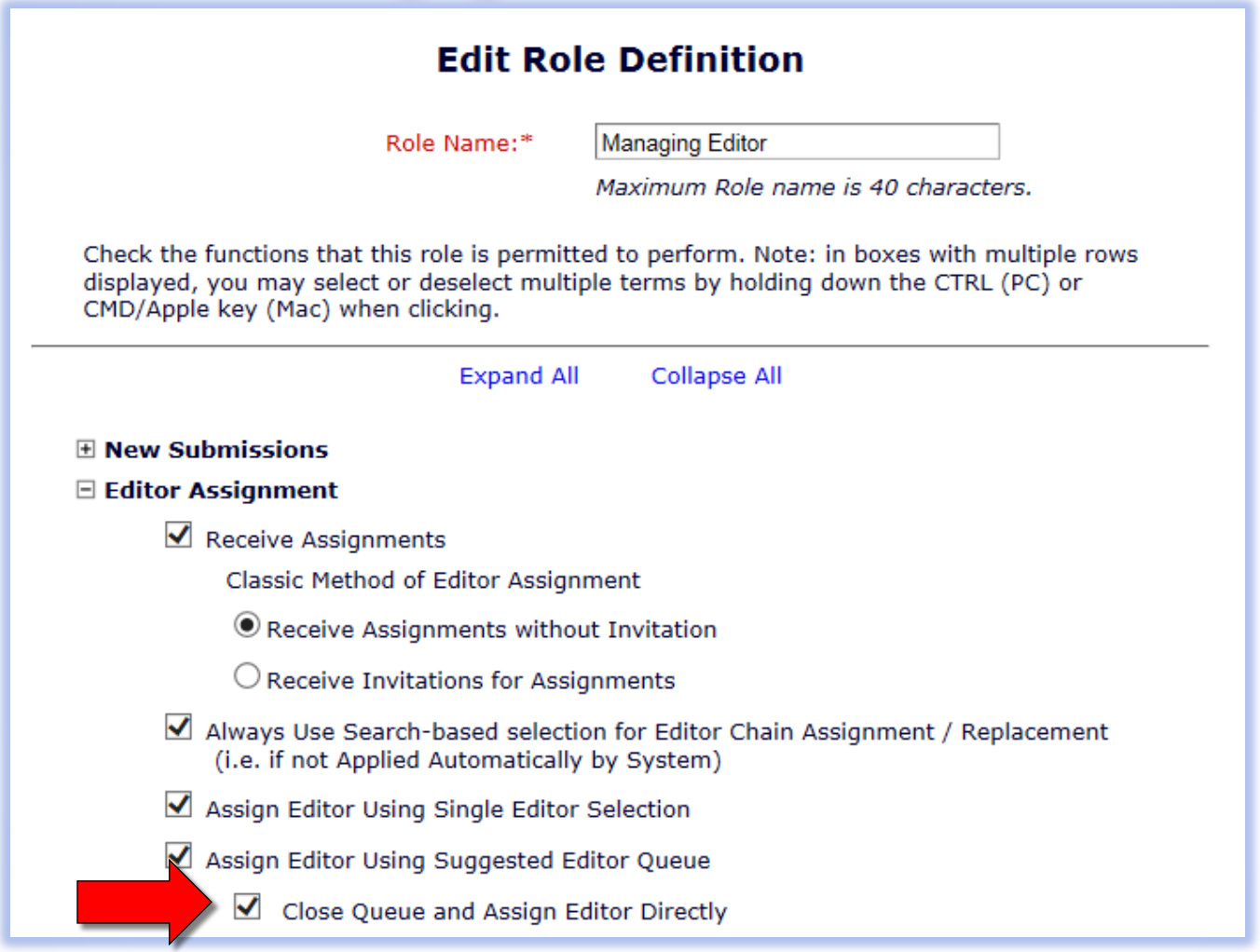
Number of invitations to send in all subsequent batch cycles 2

Cancel Submit

Suggest Editor

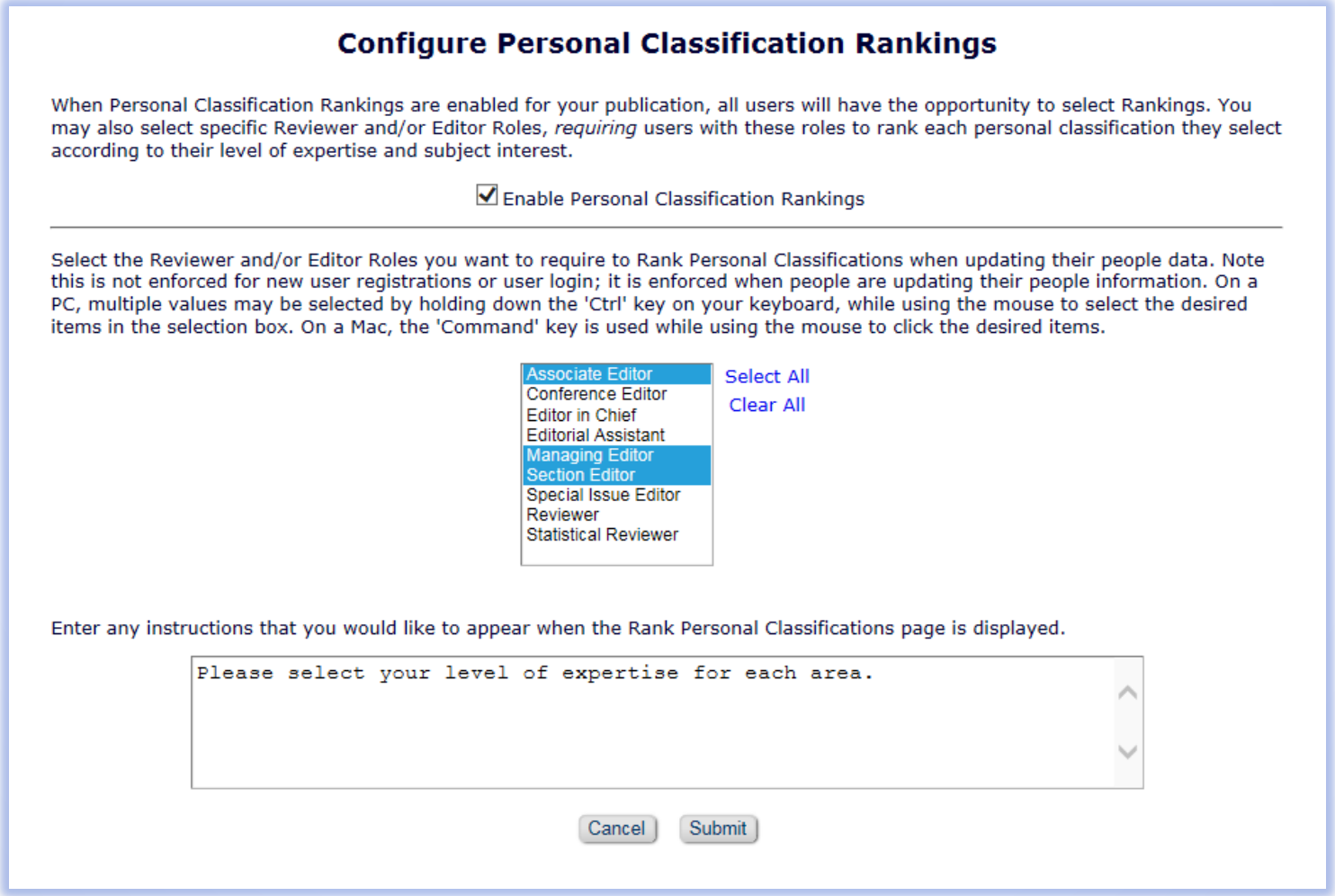


Suggest Editor



Suggest Editor

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



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
☑	Associate Editor	7	01/13/2017	Editor Automated Summary Reminder	☑
☐	Editor in Chief			Please Choose an Automated Reminder Letter	☐
☐	Propose Reviewers Only Editor			Please Choose an Automated Reminder Letter	☐

Criteria

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

Recap