Guest Editor: Help in Navigating Editorial Manager

Select a step below, follow the instructions and refer to the Visual Guide presented in the subsequent pages.

I. Manuscript has been submitted (pages 2 – 6):  
   1. Log onto Editorial Manager.  
   2. Click “New Invitations”.  
   3. Accept the assignment.  
   4. Click “New Assignments”.  
   5. View the Submission, History and Details.

II. Invite Reviewers (pages 7 – 11):  
   1. Click “New Assignments”.  
   2. Click “Invite Reviewers”.  
   3. Change the number of required reviews, if necessary.  
   4. Click “Go”.  
   5. Enter the reviewer’s last name in the ‘Value’ box or, alternatively, put a space in the ‘Value’ box to receive a complete list of reviewers in alphabetical order. Click “Search”.  
   6. Select the appropriate reviewer(s) and scroll to the bottom and click “Proceed”.  
   7. Confirm your selections, scroll to the bottom of the page and click “Confirm Selections and Proceed”.  
   • OPTION: You may edit the letter by clicking “Customize”.

III. Adding Reviewers to Editorial Manager and Inviting them to Peer Review (pages 12-14):  
   1. Click “New Assignments”.  
   2. Click “Invite Reviewers”  
   3. Change the number of required reviews, if necessary.  
   4. Scroll to the bottom of the page and click “Register and Invite New Reviewer”.  
   5. Enter the required information.  
   6. Click “Submit”.  
   7. Select the appropriate “Reviewer Role” from the drop down menu.  
   8. Select the appropriate “Country” from the drop down menu.  
   9. Click “Register User and Do NOT Send Letter”.  
   10. Click “Invite this person to review XXX”.  
   11. You can then edit the letter and click “Send”.

IV. View Completed Reviews (pages 15 – 17):  
   1. Locate the manuscript.  
   2. Click “View Reviews and Comments”.  
   3. Click the Recommendation Term next to the reviewer’s name.

V. Make a Publishing Recommendation (pages 18 – 20):  
   1. Locate the manuscript.  
   2. Click “Submit Editor’s Decision and Comments”.  
   3. Select the appropriate decision from the drop-down box.  
   4. Add your comments in the “Comments to Author” box.  
   5. Click “Proceed”.  
   6. Check over your recommendation and click “Submit Decision”.
Step 1: Log onto the Editorial Manager System.
- Click the “Login” button on the banner.

Step 2: Enter Your Username and Password:
- Type in your Username
- Type in your Password
- Click “Editor Login”.

I. Manuscript has been submitted:
Step 3: Accept the Invitation

- Click “New Invitations”

NOTE: Please see the next page for instructions on revealing the “Action Links”.

Step 4: View the manuscript and accept or decline the invitation.
### Revealing the **Action Links**:

- Next to the word “Action”, click the plus sign [+] to see the list of Action Links. Alternatively, you can hold your mouse over the “**Action Links**” button to reveal the list of Actions you can take for this manuscript.

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Article Type</th>
<th>Article Title</th>
<th>Author Name</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Links</td>
<td>TRIAL205</td>
<td>EM - Demo Article Submission (General)</td>
<td>Original Article For Review</td>
<td>Amy Author, -</td>
<td>02/15/2007</td>
<td>02/15/2007</td>
<td>Awaiting Final Decision Approval from EIC</td>
</tr>
<tr>
<td>Action Links</td>
<td>TRIAL207</td>
<td>Ret. MS article</td>
<td>Sample Submission</td>
<td>Rolan Jeffrey Profguo, MSc IE</td>
<td>02/15/2007</td>
<td>02/15/2007</td>
<td>Under Review</td>
</tr>
<tr>
<td>Action Links</td>
<td>TRIAL204</td>
<td>Ret. MS article</td>
<td>sdf</td>
<td>Rolan Jeffrey Profguo, MSc IE</td>
<td>02/09/2007</td>
<td>02/09/2007</td>
<td>Received</td>
</tr>
</tbody>
</table>

See the ‘Action Links’ revealed below:

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Article Type</th>
<th>Article Title</th>
<th>Author Name</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission Details History Classifications File Inventory Edit Submission Invite Reviewers Notify Editor View Reviews and Comments Send E-mail</td>
<td>TRIAL206</td>
<td>EM - Demo Article Submission (General)</td>
<td>Original Article For Review</td>
<td>Amy Author, -</td>
<td>02/15/2007</td>
<td>02/15/2007</td>
</tr>
<tr>
<td>View Submission Details History Classifications File Inventory Edit Submission Invite Reviewers Notify Editor Send E-mail</td>
<td>TRIAL207</td>
<td>Ret. MS article</td>
<td>Sample Submission</td>
<td>Rolan Jeffrey Profguo, MSc IE</td>
<td>02/15/2007</td>
<td>02/15/2007</td>
</tr>
</tbody>
</table>
Step 5: Editor Main Menu:

- After accepting the invitation, click “New Assignments”.

Search:
- Search Submissions
- Search People

Editor 'To-Do' List:
- My Pending Assignments (7)
- New Invitations (0)
  - New Assignments (3)
- Submissions with Required Reviews Complete (0)
  - Submissions Requiring Additional Reviewers (4)
  - Submissions with One or More Late Reviews (1)
Step 6: Viewing the Manuscript, Details and History.

- Click “View Submission” to view the manuscript.
- Click “Details” to view author information, keywords, author comments, Editor information and Reviewer Information. Within “Details”, you can also make notes about the manuscript, 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. You can re-send letters through the correspondence.
II. Invite Reviewers

Step 1: Refer to Page 2 for steps on logging onto the Editorial Manager System.

Step 2: Refer to Page 5 for steps on locating “New Assignments”.

Step 3: Refer to Page 4 for steps on revealing the “Action Links”.

Step 4: Invite Reviewers

- Click “Invite Reviewers”.

Step 5: On the “Reviewer Selection Summary” screen, change the number of required reviews, if necessary. A default has already been set for the journal.

Reviewer Selection Summary - Submission t1

“test”

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 within 0 [change] day(s). Set this number to 0 to turn the automatic un-invitation process for this submission.
Step 6: Click “Go” to view the reviewers in the database.

Alternatively, if your journal is using the “Classifications” feature, you should change “Search for Reviewers” to “Search by Classification Matches”. Then click “Go”.

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 within 0 [Change] day(s). Set this number to 0 to turn the automatic un-invitation process for this submission.
Step 7: Selecting reviewers by name

- In the “Value” box, type in the reviewer’s last name. Be sure to change “End” to “Or”, otherwise the system will only search on your first reviewer. Then click “Search”.
- Hint: To see the complete list of available reviewers in alphabetical order, go to the first Value box and tap the spacebar on your computer once. Then click “Search”.

Alternatively, if you are using the “Search by Classifications Matches”, select the Classifications you wish to match. Then click “Submit”.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Major Term</td>
<td>2</td>
</tr>
<tr>
<td>Minor Term Under First</td>
<td>0</td>
</tr>
<tr>
<td>Second Major Term</td>
<td>1</td>
</tr>
<tr>
<td>Minor Term Under Second</td>
<td>0</td>
</tr>
<tr>
<td>Third Major Term</td>
<td>2</td>
</tr>
</tbody>
</table>
Step 8: Selecting reviewers:

- Scroll down through your reviewer candidates. You can select as many reviewers as you wish, but remember, there is a minimum number of required reviews as indicated in Step 5 above.
- To invite a reviewer, click the Inv. box to the left of the reviewer’s name.
- Scroll to the bottom and click Proceed.

Reviewer Candidates

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Inv.</th>
<th>Reviewer Name</th>
<th>Board Member</th>
<th>Classifications *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Priyaa Ramamurthi (Reviewer)</td>
<td>No</td>
<td>0 Class matches with MS</td>
</tr>
</tbody>
</table>

Register and Invite New Reviewer

Cancel  Proceed
Step 9: Confirm reviewer selections, change the due date and send the letters.

- Confirm your reviewer selections and the letter to be sent.
  
  **Please Note:** There are different letters for original versions and revised versions of the manuscript. Click the blue arrow-down button to see your choices.

- If necessary, you can change the due date.

- To edit the invitation letter, click **Customize**.

- Click “Confirm Selections and Proceed” to send the invitation letters.

### Select Reviewers - Confirm Selection and Customize Letters

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Letter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Reviewer</td>
<td>Reviewer Invitation</td>
<td>09/23/2008</td>
</tr>
<tr>
<td></td>
<td>Customize</td>
<td></td>
</tr>
<tr>
<td>Randolph Reference</td>
<td>Reviewer Invitation</td>
<td>09/23/2008</td>
</tr>
<tr>
<td></td>
<td>Customize</td>
<td></td>
</tr>
</tbody>
</table>

- Change Selections
- Cancel
- Confirm Selections and Proceed
III. Adding Reviewers to Editorial Manager and Inviting them to Peer Review:

**Step 1:** Refer to Page 2 for steps on logging onto the Editorial Manager System.

**Step 2:** Refer to Page 5 for steps on locating “New Assignments”.

**Step 3:** Refer to Page 4 for steps on revealing the “Action Links”.

**Step 4:** Adding Reviewers to Editorial Manager and Inviting them to Peer Review:
- Locate the manuscript and click “Invite Reviewers”.

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Article Type</th>
<th>Article Title</th>
<th>Author Name</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission Details</td>
<td>JCTR-5</td>
<td>Original Research</td>
<td>Trial Manuscript for 1/9</td>
<td>Amy Author</td>
<td>Jan 09, 2007</td>
<td>Jan 09, 2007</td>
<td>Editor Assigned</td>
</tr>
<tr>
<td>View Submission Details</td>
<td>JCTR-4</td>
<td>Original Research</td>
<td>Another Trial Manuscript</td>
<td>Amy Author</td>
<td>Jan 05, 2007</td>
<td>Jan 05, 2007</td>
<td>Editor Invited</td>
</tr>
</tbody>
</table>

**Step 5:** Scroll to the bottom of the page and click “Register and Invite New Reviewer”.

Register and Invite New Reviewer

My Suggest Reviewer Preferences  My Reviewer Display Preferences

Return to New Editor Assignments

Return to Main Menu
**Step 6:**
- Type the reviewer’s first name.
- Type the reviewer’s last name.
- Type the reviewer’s email address.
- Click “Submit”.

**Step 7: Proxy Registration Page**
- Select the “Reviewer Role” and “Country”. Then click “Register and Do NOT Send Letter”.

![Diagram of the registration process with fields for personal information (First Name, Last Name, Email Address) and user information (Reviewer Role, Country).]
**Step 8: Invite the Reviewer**

- Click “**Invite this person to review Manuscript <Number> <Title>**”.

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You have successfully registered Robert Reviewer
[robert.reviewer@springer.com].

---

**Step 9: Confirm the reviewer you are inviting.**

Click “**Customize**” to customize the letter. Then click “Send”.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Letter</th>
<th>Do Not Invite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Reviewer (Reviewer)</td>
<td>Assign Reviewer</td>
<td>Customize</td>
</tr>
</tbody>
</table>

---

**Reviewer Selection Summary**

**Editor Main Menu**
IV. View Completed Reviews:

Step 1: Refer to Page 2 for steps on logging onto the Editorial Manager System.

Step 2: Refer to Page 4 for steps on revealing the “Action Links”.

Step 3: Locate the appropriate manuscript.

Step 4: View the reviewers’ comments:
- Click “View Reviews and Comments”

| View Submission Details History Classifications File Inventory Edit Submission Invite Reviewers Notify Editor View Reviews and Comments Send E-mail |
| --- | --- | --- | --- | --- |
| TRIAL16-D-06-00069R1 | Jona’s Experiments 2006 | Balance of Power | Maria Irish Aloha Cubillan, Ph.D | 10/27/2006 02/19/2006 |

Step 5: Click the recommendation term next to the reviewer’s name:

<table>
<thead>
<tr>
<th>View Reviews and Comments for Manuscript TRIAL16-D-06-00069 “Balance of Power” Revision 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the recommendation term to view the comments for the submission.</td>
</tr>
<tr>
<td>View Reviewer Attachments (1)</td>
</tr>
<tr>
<td>Revision 1</td>
</tr>
<tr>
<td>Katherine Verances Merfai, Bachelor’s/College degree. (Reviewer 1)</td>
</tr>
<tr>
<td>Charlie Rondoc, M.D.</td>
</tr>
<tr>
<td>Christine de Leon Parnos</td>
</tr>
<tr>
<td>Jonalyn Crisoleo, M.D.</td>
</tr>
<tr>
<td>Jona Editor, a</td>
</tr>
<tr>
<td>Jona Editor, a (Editor-in-Chief)</td>
</tr>
<tr>
<td>L. Desquitado, MD. (Jan07 EIC)</td>
</tr>
<tr>
<td>Author Decision Letter</td>
</tr>
</tbody>
</table>
Step 6:
- View the confidential comments to the Editor.
- View the comments to the author.
- To edit the review, click “Edit Reviewer Comments”.

Step 7: Click “Save and Close”.

Step 8: If a reviewer has attached a file, click “View Reviewer Attachments”.
Step 9:
- Click “Download” to view the file.
- Click “Allow Author Access” and/or “Allow Reviewer Access” to allow the author and other reviewers access to the attached file.
V. Make a Publishing Recommendation:

**Step 1:** Refer to Page 2 for steps on logging onto the Editorial Manager System.

**Step 2:** Refer to Page 4 for steps on revealing the “Action Links”.

**Step 3:** Locate the appropriate manuscript.

**Step 4:** Click “Submit Editor’s Decision and Comments”:

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Article Title</th>
<th>Author Name</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission Details History File Inventory Edit Submission Classifications Assign Editor Invite Reviewers View Reviews and Comments Submit Editor’s Decision and Comments</td>
<td>TRIAL15-D-06-00062R2</td>
<td>The Big Friendly Giant Maria Irish Althea Cubilan, Ph.D.</td>
<td>10/27/2006</td>
<td>02/26/2007</td>
<td>Received</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5:** Select the appropriate recommendation from the decision drop-down box.

Trial Manuscript for 1/11.

- Original Submission
- Tom Technical Editor (Technical Editor)
- Provisionally accepted with minor revisions

<table>
<thead>
<tr>
<th>Decision</th>
<th>Original Submission</th>
<th>Details</th>
<th>History</th>
<th>Invite Reviewers</th>
<th>View Manuscript Rating Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Richard Reviewer (Reviewer 1)</td>
<td>Provisionally accepted with minor revisions</td>
<td>Proof &amp; Print</td>
<td>Proceed</td>
<td></td>
</tr>
<tr>
<td>Save &amp; Submit Later</td>
<td>Randolph Referee (Reviewer 2)</td>
<td>Provisionally accepted with minor revisions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof &amp; Print</td>
<td>Tom Technical Editor (Technical Editor)</td>
<td>Assigned - No Decision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceed</td>
<td>Ray Dickie (Editor-in-Chief)</td>
<td>Assigned - No Decision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author Decision Letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Author (Author)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Add your confidential comments to the Editor-in-Chief:

Reviewer, Richard Reviewer: hjkhjkhjkhjkhjkhj

Reviewer, Randolph Referee: This paper really rots! Don't send me another paper from this author ever again.

Step 7: Add your Comments for the Author.

- Above the reviewer comments, type in your comments for the author. The box is a text box and you can press your <ENTER> key to move the reviewer comments down.

Reviewer #1: hjkhjkhkhlhjkhjkhj
hjklhjkhjkhjkhjkhj'hlkjhjkhjkhj

Reviewer #2: This paper could use some improvement.
Step 8: Either at the top of the page or bottom, click “Proceed”.

Step 9: Confirm your Recommendation and click “Submit Decision”.

Step 10: The appropriate parties (Editor-in-Chief, Journal Office) will be notified of your recommendation. Click “Return to Main Menu” to return to the Main Menu and then log out of Editorial Manager.