Appendix I2: Using SAGE Track to Pull Data for the ASA Annual Reports

Below is a list of the requested data for the ASA annual editorial activity reports. For each item, I’ve listed if and how it can be pulled from SAGE Track.

- **A. Manuscripts Considered (Total):** This is ‘Submitted in XXXX’ (year) + ‘Carried Over’ (see next two components for information on how to pull these statistics).

- **A. Manuscripts Considered – Submitted in XXXX:** Use the ‘Manuscripts Received’ report in the ‘Manuscript Status and Summary Reports’ section. When providing parameters, select the ‘Original Manuscripts’ radio button and input the desired dates in the ‘Submitted Date Range’ fields. The total of all manuscript types should be used (see example below).

![Manuscripts Received for American Sociological Review](image)

- **Manuscripts Considered – Carried Over:** Click the ‘Publication Folders, My Folders, Custom Reports, and Role Reports’ link at the bottom of the Reports section. Navigate to the ‘Public Folders’ tab and then click the ‘Publication Folders’ link. On the page that loads, click the ‘Admin’ role name (this varies by site; as you can see in the case below, it is the ‘ASR: Coordinating Editor’).
On the next page, locate the ‘Manuscripts Carried Over’ report and click the link to access this saved report. Click the ‘Submission Date’ column header and then click ‘Filter’ in the Menu (see below). If you don’t see the Filter link, ensure that you are viewing the ‘Edit Data’ selection on the Menu (in the orange list).

A tab will pop up at the bottom of the page – here, input the desired date range and then click ‘Okay’.
Once the filter has been applied, select the ‘Run Report’ link in the main menu (the orange section) and then click ‘Run with all data’ (see below).

I recommend exporting the data to Excel so that all of the data can be seen more easily. You can do this by clicking the ‘View in Excel 2007 Format’ link on the left. The ‘Decision Date’ field should be automatically sorted based on the decision date (most recent at the bottom). To identify the number to be inserted in the ‘Carried Over’ field, count the number of manuscripts whose decision date is not within the desired date range. (For example, the number of manuscripts that were submitted during 2011, but were not decided during 2011. This includes both original manuscripts and revised manuscripts.)

- **B. Review Process 1. Screened by editor/accepted for review:** Select the ‘Manuscripts Decided’ report from the ‘Manuscript Status and Summary Report’ section. When the parameters page loads, enter the desired date range in the ‘Decision Date’ field and then click ‘Finish’. To find the number of manuscripts ‘Screened by editor/accepted for review’, subtract the # of manuscripts that were screened by the editor and rejected (Immediate Reject; found in the first page of results from the ‘Manuscripts Decided’ report – see screen shot below) from the # of ‘Manuscripts Considered’ (see first bullet point above; ‘Manuscripts Considered’ = # of manuscripts submitted in XXXX - # of manuscripts carried over’).
• B. Review Process 1. Screened by editor/accepted for review a. Rejected Outright: Rejected Outright is referring to manuscripts that were rejected after external review. This number should be pulled from the same ‘Manuscripts Decided’ report (shown above) – from the ‘Number of Manuscripts’ column for ‘Reject’*.

• B. Review process 1. Screened by editor/accepted for review b. Rejected – revise/resubmit: Again, this number should be pulled from the same ‘Manuscripts Decided’ report (shown above) – from the ‘Number of Manuscripts’ column for ‘Revise & Resubmit’*.

• B. Review process 1. Screened by editor/accepted for review c. Conditional Acceptance: Again, this number should be pulled from the same ‘Manuscripts Decided’ report (shown above) – from the ‘Number of Manuscripts’ column for ‘Conditional Accept’*.

• B. Review process 1. Screened by editor/accepted for review d. Outright Acceptance: Again, this number should be pulled from the same ‘Manuscripts Decided’ report (shown above) – from the ‘Number of Manuscripts’ column for ‘Accept’*.

• B. Review process 1. Screened by editor/accepted for review e. Withdrawn: To generate the number of manuscripts withdrawn during a given date range, you’ll want to use the ‘Advanced Search’ (available on the Admin/Managing Editor Dashboard).

In the parameters, select ‘Has Been Withdrawn’ in the ‘Workflow/Status’ section.
Then scroll down to the bottom of the page and enter the desired dates in the ‘Date Submitted’ section and then click ‘Search’.

Once you receive your search results, the number of withdrawn manuscripts can found at the top of the results.

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Manuscript Title</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASR-11-501</td>
<td>SOCIAL STRATIFICATION IN MEXICO: DISENTANGLING COLOR, ETHNICITY, AND CLASS</td>
<td>01-Dec-2011</td>
<td>LF: Not Assigned</td>
<td>Withdrawn (02-Dec-2011)</td>
</tr>
</tbody>
</table>

**B. Review Process 1. Screened by editor/accepted for review**

- **Pending** – This is the number of manuscripts submitted during the given date range that were not decided during the given date range. Click the ‘Publication Folders, My Folders, Custom Reports, and Role Reports’ link at the bottom of the Reports section. Navigate to the ‘Public Folders’ tab and then click the ‘Publication Folders’ link. On the page that loads, click the ‘Admin’ role name (this varies by site; as you can see in the case below, it is the ‘ASR: Coordinating Editor’).
On the next page, locate the ‘Submitted Not Decided’ report and click the link to access this saved report. When the report loads, you will be prompted to enter in the submission date range. Once you’ve entered the desired dates, click ‘Finish’.

Click the ‘Run Report’ link in the Menu and then click ‘Run with All Data’.
The submission date range will pop-up again – allowing you to confirm the dates and then click ‘Finish’. When the results appear, you can count the number of manuscripts listed (be sure to use the ‘Page Down’ link if the results are more than one page) or the report can be exported to Excel to determine the number of manuscripts in the report. To export the report, click the ‘View in Excel 2007 Format’ link on the left.

- **B. Review Process 2. Screened by editor/rejected**: Again, this number should be pulled from the same ‘Manuscripts Decided’ report (shown on page 3) – from the ‘Number of Manuscripts’ column for ‘Immediate Reject’* decision.

- **C. Editorial Lag** – This is referring to the average time from original submission to final decision. To retrieve this, open the ‘Peer Review Details’ report package and select the ‘Manuscript Milestone’ report. On the filters page, enter the desired ‘Decision Date’ date range (do not enter any specific dates into the ‘Date of Original Submission’ filters – leave this on default) and then click ‘Finish’. Once the report loads, you’ll find the average time from submission to final decision in the ‘Average’ column in the ‘Total/Average’ row (see screen shot below).

- **D. Production Lab** – This information will need to be retrieved from your Production Editor.

- **E. Items Published** – This information will need to be retrieved from your Production Editor.

- **F. Reviewers** – Data collected outside SAGE Track.

- **G. Editorial Board Members** – Data collected outside SAGE Track.

*Manuscript decision name and types may vary from journal to journal.