Appendix I. ScholarOne Manuscripts Manual

SCHOLARONE MANUSCRIPTS
EDITOR
USER GUIDE

28-APRIL-2014
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INTRODUCTION

USE GET HELP NOW & FAQS

As an Editor using ScholarOne Manuscripts for your journal, one of your greatest help tools is ScholarOne’s Frequently Asked Questions tab on our help site, Get Help Now. Our FAQs provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, and the ability to create a case to get assistance from our support group. We recommend that you bookmark our help site and consult it often.

SITE CONFIGURATION AND THIS DOCUMENT

ScholarOne Manuscripts is configured for your specific site based on the needs of the journal or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.
ACCESSING SCHOLARONE MANUSCRIPTS

Each journal’s site has a unique web address that should be provided to you by your site Admin via e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. If the journal has not already created an account for you, you can create your user account. To begin, click the Create Account link on the journal’s Log In screen.

During account creation, new users may be given the option to associate an ORCID iD with their account by either registering for a new ORCID iD or associating and existing ORCID iD. Each of these options will be presented to the user as links in the first step of the account creation process. In prior versions, users creating a new account, the user entered their ORCID as text in the third step of account creation.

When the user selects one of these options to associate an ORCID iD with their account, a new browser window will open and special registration page on the ORCID website allowing the user to enter their existing ORCID credentials, link an existing ORCID iD, or register for a new ORCID iD.
Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal access to their ‘limited’ data.

If the user clicks **Authorize**, they will be redirected back to their journal’s ScholarOne site with a validated ORCID iD.

**CHANGING YOUR USER ACCOUNT INFORMATION**

Your e-mail address, phone number, or address may change over time. To edit your own account information, click on your name in the upper right corner of the site pages. Then select the area of information you need to edit. Edit My Account pages contain the information you entered when creating your account, in editable form. Edit information as needed including changing your user ID and password.
LOGGING IN/OUT

► Log In

1. Each journal’s site has a unique Web address that is sent to you by e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. The journal’s Log In page opens.

   ![Log In](image)

2. Enter your User ID and Password

3. Click the Log In button.

► Log Out

1. You can log out at any time by clicking Log Out at the top right corner of the page you are on.

   ![Log Out](image)

2. You will be returned to the Log In page.

Note: After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.
FORGOT YOUR PASSWORD?

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:  Go

For security reasons, we will not send you your current password. Instead, by entering your primary e-mail address in the Password Help field, you will receive an e-mail that provides instructions on how to log in and reset your password.

NAVIGATION OVERVIEW

HEADER FEATURES

The header displays at the top of every page regardless of where you are currently located. Details will vary slightly depending on your role, but in general, the features of the header are as follows:

- **Journal Logo:** The logo of your journal as configured during implementation of your site

- **Navigation (The Breadcrumb Trail):** The menu path you have followed to arrive at the current page. You can click a link to navigate back to a previous page.

- **Quick Links:** Key links that allow you to perform the following functions:
  - Create or edit your account
  - Instructions & Forms Page - journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
  - Help – links you to various help functions
  - Log Out

- **Simple Search:** This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.
In addition to Copyright and Trademark Information, the footer contains:

- Link to ScholarOneNews
- Link to System Requirements
- Link to Privacy Statement
- Link to Terms of Use
- Link to ScholarOne Ideas – where you may submit, discuss, and vote on potential enhancements to ScholarOne Manuscripts (visible to Admins and Editors only)
LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.

Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.
WELCOME PAGE (MAIN MENU)

When you log into the site the Welcome page displays. This page provides links to all centers you have access to, as well as supporting actions and information. The look of the Main Menu is customizable by each journal, so you may also see images, links, and text with journal-specific information.

Centers

Centers for each role you have access to display here. Each center contains the functions specific to that role.

Resources

This section contains links to helpful resources.

- **Instructions & Forms**: Journal-specific links and documents for download
- **User Tutorials**: Access to author and reviewer user guides, PDF “quick guides”, and links to the Education and Support portal
- **System Requirements**: Information on operating system/browser requirements and links to required software downloads
- **Home Page**: Direct link to the journal/publisher website.
- **Switch to a different publication**: In addition, journals configured to share a database (“portal sites”) can jump to another journal by choosing from a dropdown menu that will be displayed here.
OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER

The EIC and Associate Editor dashboards allow editors to take actions such as assigning reviewers as well as to track the progress of the reviews.

EIC VIEW

The dashboard for both the EIC and Associate Editor look somewhat the same. The main difference is that the EIC can see where papers are in queue with their Associate Editors. The EIC view shows all papers in the review process while the Associate Editor view shows only those assigned to an individual Associate Editor.

NOTE: By being able to see where papers are in process, this gives the EIC the ability to make immediate decisions on papers that have been out for review for too long.
ASSOCIATE EDITOR VIEW

The Associate Editor View of papers in process is broken out into actions; Select, Invite and Assign Reviewers. The Associate Editor can all keep track of Reviewers who have not responded to being invited, as well as overdue reviews.

![Associate Editor Lists](image)

 ACCESS MANUSCRIPTS VIA THE EDITOR LISTS

To view manuscript information, you may select any active hyperlink in the Editor Lists section of your dashboard.

**Access Manuscripts via the Editor Lists**

1. From the Editor dashboard, select any active link in the Editor Lists.

   ![Select Reviewers](image)

2. The View Manuscripts page displays a table containing any manuscripts in the selected status category. For example, if you clicked the link for **Select Reviewers** task, the table will display the Select Reviewers header and all manuscripts listed are in a status where the next step is to complete the Select Reviewers task.
3. Each manuscript listing displays the following:

- **Manuscript ID**: A system-generated ID unique to the manuscript
- **Manuscript Type**: Category of manuscript
- **Manuscript Title**: The title of the manuscript and a link to view the submission
- **Submitting Author**: Name of the submitting author, a button to view author details, and a hyperlink to send the author an e-mail
- **Date Submitted**: Date of submission (or revision if viewing a revision)
- **Status**: Status of the submission in the peer review process and the editorial staff assignments
- **Take Action**: A button which initiates the next action to be taken on the submission

4. You can sort the list by clicking on a (linked) column header.

5. Select an action from the **Take Action** button to access the Manuscript Details.
ASSIGNING EDITORS

ASSIGN ASSOCIATE EDITOR – EIC ROLE

▶ Assign Associate Editor

1. In most workflows, the EIC will assign the Associate Editor to the manuscript. Click Assign AE.

2. The list of papers that needs assignment displays. Click on the Take Action icon to go directly to the task and full details of the manuscript.

3. The EIC will then select an Associate Editor from a drop-down selection.
4. Before choosing the Associate Editor, the EIC has the ability to View Details about the Associate Editor.

5. Click the Assign button.
CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE

► Change Associate Editor Assignment

1. To unassign the current Associate Editor and assign a different one to a manuscript, navigate to the Manuscript Information tab. From the Scroll To dropdown menu, select Associate Editor List.

2. Under the name of the editor you wish to replace, click the (assign a different person) link.

3. Select the new Associate Editor from the drop down menu and click Assign.

4. An e-mail to the new Associate Editor will pop up. Edit it as desired then click Save and Send.
5. Immediately, an e-mail to the unassigned AE will pop up. Again, edit as desired, then click Save and Send.
SELECT, INVITE, AND ASSIGN REVIEWERS

OVERVIEW OF SELECT, INVITE AND ASSIGN REVIEWERS – ASSOCIATE EDITOR ROLE

In many workflows, the Associate Editors select, invite and assign Reviewers.

- **Select** – is to create the pick list of reviewers who you would like to invite to review.
- **Invite** – is to send out the Invitations to the reviewers.
- **Assign** – is usually automated but can be completed by using the drop down selection.

About the Progress Indicator

Throughout the process of assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed. Typically, the number of reviews required to make a decision is an editable field.

If your journal has chosen to make this an editable field, you can change the number of default reviews required by typing a different number in the field and clicking **Save**.

Bypassing the Peer Review Process

To bypass the review process entirely, change the **# reviews required to make decision** setting to 0. The manuscript moves to the next action task in the workflow – typically a Make Decision, Make Preliminary Decision, or Make Recommendation task.

Double-Queuing of Manuscript

Manuscripts can appear in two different queues in your Editor Lists section of your dashboard. This can occur if you have a required number of reviews and those reviews are in different stages.
In the example below, there are two required reviews, as indicated in the progress indicator on the Manuscript Details page. One reviewer has accepted and one has declined. Since reviewer declined, the manuscript appears in the Select Reviewers queue. Since the other has accepted, but is overdue, the manuscript also appears in the Overdue Reviewer Scores queue.

While this is an accurate representation of the status of the paper, it may appear confusing when looking at the Editor Lists where you might count the manuscript twice. It will change if you invite additional reviewers and they accept, or if you do not wish to invite additional reviewers, you may reduce the number of required reviews in the progress indicator.

This paper appears in two places because one reviewer is overdue and the other reviewer declined.

Changing the number in the Progress box would make the paper appear in one queue if you do not need additional reviewers.
SELECTING A REVIEWER

Depending on how your site has been configured, you will have multiple ways to search the sites database for reviewers.

▶ Select Reviewers

1. From the Editor Lists section of the dashboard, click Select Reviewers.

2. The Select Reviewers screen displays. Click Take Action.

3. The Manuscript Details screen displays. In the Reviewer list section, it will indicate that no reviewers have been selected.

4. There are several options for locating a reviewer which are described in the Reviewer Search Methods section below. Search using whichever options you prefer. Search results will display.
5. Each name will have a magnifying glass in front of the name. Click the magnifying glass for more information about that person.

6. The Person Details displays in a new window. Statistics for the reviewer role will appear at the bottom of the screen if configured. There is also an Add to List icon on the screen, giving you a short cut to add the reviewer into your reviewer list. Close the window when finished.
7. Locate the reviewer(s) and click the Add checkbox next to the reviewer name.

8. Click the Add button at the bottom of the search results to add checked reviewers.

**Reviewer Search Methods**

There are several methods of finding a reviewer. Each method is described below.

**Author’s Preferred / Non-Preferred Reviewers**

This is a listing from the Author that they supplied during the submission process. The example below shows a preferred reviewer. If you wish to use this reviewer, click the Add checkbox, then the Add button.

**Reviewer Locator Results from the Web of Science®**

If configured for your site, search requests are generated automatically for each manuscript when it reaches the Select Reviewers task so results are waiting for the editor as soon as they enter the site.

**Note:** Only submissions with an abstract will return Reviewer Locator results.

Each potential reviewer found in the Web of Science is returned with a set of biographic and bibliographic data designed to help the AE assess the potential reviewer’s suitability for the submitted manuscript. In addition to the reviewer’s name, their e-mail address and institutional affiliation will be provided, when available. Their
ORCID iD will be provided as a link to their ORCID record. In addition, up to three papers published by the potential reviewer will be listed in order of relevance to the submitted manuscript.

Each listed publication will have a **View Details** link which, when selected, will bring up more information about the paper. In addition to authors, journal name and publication year, both the DOI and Web of Science record are provided as links for quick access to additional information.

When adding a reviewer from the list of potential reviewers from the Reviewer Locator, when the EA clicks the Add button, a new window will appear to create the reviewer an account in the system and add them into the reviewer list for invitation.
Quick Search

Search on first or last name, multiple people separated by a comma, or use an asterisk (*) to make the search a wild card search. Use at least 4 characters for quicker results. By default, the search only looks at users with a Reviewer role. If you wish to search other roles, select another role from the list.

Click the Search button.
If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

### Related Papers Results

If configured for your site, ScholarOne manuscripts will look within the site for related papers. You will have the ability to link out historical data of other papers that a reviewer has reviewed.
If you select to view the historical data, you will need to use the bread crumb trail at the top of the screen to move back to the manuscript you were working on.
Auto-Suggest Results

This feature uses keywords from the Author submission and matches them up to keywords used in a Reviewer’s account. If you wish to select a reviewer, click the Add checkbox, then the Add button.
Advanced Search Results

Search multiple fields such as institution or department. Wild card searches can be used in this section. Look for the ability to search on Person designations. If you wish to select a reviewer, click the Add checkbox, then the Add button.
Adding New Reviewers

If the person you would like to have review the manuscript is not in the system, the ability to Create Reviewer Account, allows a quick way to add the person into the system.

Note: Please be sure to have the correct e-mail address for the person before you create an account.
INVITE A REVIEWER

Once the reviewers have been selected for the manuscript, their names will appear in the Reviewer List with a Status of Invite. Clicking on the invite icon will open an editable e-mail.

![Reviewer List](image)

**Invite All**

If you want to send all the invitations at one time, there is an icon called Invite All.

![Invite All](image)

Selecting this icon will pop-up a window that will show the names of each reviewer and which e-mail template will be sent to the reviewer when you click on the Invite All icon. You can also select to edit any e-mail in the list before sending.

![Invite All](image)

**Alternate reviewer list**

Some sites are configured with ability to set up an alternates list. Using the Order column, you can move reviewers into the list. If anyone from the main reviewer list declines to review, the system will auto-invite from the alternates list.
**Reviewer List**

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Status</th>
<th>History</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Author, Carla proxy</td>
<td>Invite</td>
<td>Selected: 03-Sep-2013</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reviewer, Raul proxy</td>
<td>Invite</td>
<td>Selected: 03-Sep-2013</td>
<td></td>
</tr>
</tbody>
</table>

**Alternates**

| Alternate 1 | Reviewer, Ral proxy |          |          |
| Alternate 2 | Reviewer, Rowan proxy |        |

**Note:** Number in the main reviewer list must match the number in the Progress box in order for the alternates list to work properly.
ASSIGN A REVIEWER

Since the invite e-mail to reviewers contains links to agree and decline, usually the assign reviewer task is completed automatically by the system. However, there is a dropdown selection for the Editor to choose the appropriate response if needed.

One the reviewer’s status is Agreed, the paper moves into the Reviewer’s Center so they may begin their review.

Decline Suggest Alternates

Some sites are configured such that if the reviewer declines the invitation, they will be taken to a page to suggest alternate reviewers for the manuscript. The Editor will see a link to view additional possibilities in the status column after the reviewer’s name.

From the results, the Editor can perform a reviewer search and view information on PubMed regarding the suggested reviewer.
Granting Extensions and Editing Reviewer Reminders

If a reviewer asks for an extension of completing their review, if configured, the Editor can click on the Grant an Extension link under the reviewer’s name to grant an extension.

Note: If the Editor does not have permissions to grant the extension, they will need to contact the journal admin to have them grant the extension.

The ability to grant the extension to the reviewer is also located on the Account Information Tab of the Person Details. The Editor can also choose to send a reminder e-mail or click on the reviewer’s name to send them an e-mail that they have been granted an extension.
Editing when the reminders are sent to a reviewer is also important. Being able to change the dates when reminders are sent and the ability to turn off reminder can be very helpful.
Date Review Last Saved

The date a Reviewer last saved their review will be displayed in the Reviewer List History until the review is submitted. This line item provides the Editors the ability to see which Reviewers have started reviewing the manuscript without the need to proxy as each individual Reviewer. The date displayed will be the date the Reviewer last clicked the **Save as Draft** button on their Score Sheet.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Status</th>
<th>History</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Baker, Gwen</td>
<td>Overdue</td>
<td>Invited: 29-Aug-2013&lt;br&gt;Agreed: 29-Aug-2013&lt;br&gt;Due Date: 28-Sep-2013&lt;br&gt;Review Last Saved: 22-Apr-2014&lt;br&gt;Time in Review: 236 Days.</td>
<td><img src="X" alt="X" /></td>
</tr>
<tr>
<td></td>
<td>ScholarOne, Client Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant an Extension</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Setting Search Preferences

Having the ability to customize the search option in the system allows the editor to only see the items they need.

The ability to expand and collapse the search windows and setting what is seen in the search results are just two of the options that can be in this section.
ASSOCIATE EDITOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS

When the required number of reviews has been returned, they display in the editor’s Make Decision, Make Preliminary Decision, or Make Recommendation action tab. Click on view review to see the completed review returned by the reviewer.

Note: These Action tabs display only after the required number of reviews are returned. Returned reviews can be viewed at any time by accessing the manuscript.

When viewing the completed review be sure to check for file attachments from the reviewer. If a file has been attached, be sure to check the content that the reviewer has not used their name in the file.
RESCIND A REVIEW

To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the review to make any changes that need to be made. When you rescind a review an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on the name of the reviewer so send a hyperlink e-mail.
MAKING MANUSCRIPT DECISIONS

When making decisions on manuscripts, it is good to remember to save often to avoid losing any work. The examples below indicate the roles that most commonly take the actions described, but your site may vary.

MAKE FINAL DECISION - EIC OR ASSOCIATE EDITOR

Make your final decision based on the reviews you have received from reviewers. Select your decision type and enter any comments. Clicking the Create Draft E-Mail button allows you to customize the decision e-mail. Clicking Commit Decision will save the decision and send the e-mail to the author.

Be sure that when you are creating the draft of the final decision that you check to see if you have multiple decision letters to choose from.
Rescinding a Final Decision

If a decision has been sent to the Author in error and new decision needs to be sent, the Editor can go to the Manuscript Information tab, if configured, and rescind their decision. Using the Scroll To..., find the Final Decision and jump to that section.

In the Final Decision section click on the Rescind icon to make a new decision.
The manuscript will move back to the Decision tab and a new e-mail can be created and sent.

**NOTE:** If the Editor does not have the ability to rescind the decision, they will need to contact the journal admin to have the decision moved back.

**MAKE RECOMMENDATION – ASSOCIATE EDITOR**

In this example workflow, the Associate Editor will make a recommendation to the EIC. The EIC will make the final decision. The Associate Editor will need to choose a recommendation and then fill out the comments to the EIC and comments to the Author section. If configured, the Associate Editor will also be able to attach files to their recommendation.
MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

In this example workflow the Associate Editor makes a preliminary decision and the EIC approves the decision.

APPROVE PRELIMINARY DECISION – EIC

The EIC can also choose to Edit the e-mail or send back to the Associate Editor.
MAKING AN IMMEDIATE DECISION - EIC ROLE

If configured for your journal, the final decision-maker can bypass the usual peer review process. Because this action takes place outside the usual workflow, this task displays in the manuscript’s Manuscript Information tab or on its own task related tab.

EIC IMMEDIATE DECISION FROM THE MANUSCRIPT INFORMATION TAB

From the Manuscript Information tab, go to the Scroll To option and find **EIC Decision** or **EIC Immediate Decision** to jump to that section.

Once the EIC is at that section they can make an immediate decision just like they would a final decision.
EIC IMMEDIATE DECISION FROM A TASK RELATED TAB

Some sites are configured such that the Immediate Decision is a separate task related tab.
BLINDED REVIEWS

If an assigned Editor is an author or co-author on a paper, they will not be able to view the manuscript to perform tasks such as Select, Invite, or Assign Reviewers. When they access the manuscript list for the task, the paper will not display in the list and a note will appear on the header indicating there is a blinded paper. Alert the EIC or Admin to the problem to have the manuscript reassigned.

VIEWING MANUSCRIPT INFORMATION

THE MANUSCRIPT INFORMATION TAB

The Manuscript Information tab displays by default when you access the Manuscript Details page. It can be accessed through the tab at the left side of the Manuscript Details page as well.
Your journal’s Manuscript Information tab contains some/all of the following sections:

- Manuscript header
- Peer review milestones
- Version history
- Author-supplied data
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Flag Manuscripts
- Notes (Notes display at the bottom of all General Information tabs)

**Manuscript Header**

Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the peer review process.

The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) – author’s name is hyperlinked for e-mail correspondence
- Status – appears green if OK, red for overdue
- Dates – submitted, last updated, total time in review
Names and roles of people assigned to the manuscript. Names are hyperlinked for e-mail correspondence. If you have administrative permissions, you also see proxy links.

- Author Due – Date for Revised Paper
- Proofs and files – links to the HTML and PDF proofs of the submission as well as other associate files and the Author’s response (on revisions and resubmissions only)

**Scroll To...**

To jump directly to a section of the Manuscript Details page, select from the Scroll To... dropdown list.

**Viewing Proofs**

View proofs by clicking the links in the header. See the *Viewing Manuscript Proofs and Files* section of this document for more details.

**Version History**

You have access to all versions of a manuscript. Revisions are indicated by a revision number appended to the Manuscript ID. (E.g., R1 or R2.)

- Click the links in the **Decision Letter & Response** column to view decision-related correspondence regarding a previous version.

- Click on the **Switch Details** button to view the Manuscript Details page for a previous version.
Additional Version Information

To help you keep track of which version you are currently viewing, a colored bar displays along the left of the page indicating a revision.

- Original submission: no colored bar
- Revision: purple bar
- Resubmitted Manuscript: blue bar

Revised and Resubmitted files will also include a link to the Author’s response on the header.

When you are on the a Task Related Tab such as Invite Reviewers, The Version History will appear on the right side of the screen.

Clicking on the View Review Details for the previous version will give you the Author’s Response, Decision Letter, and Reviews.
Plagiarism Checking

Plagiarism checking is accomplished by a third-party provider, but is fully integrated within ScholarOne Manuscripts. Prior to configuring plagiarism checking within a journal site, clients must establish an account with the CrossRef and iThenticate services.

More information about signing up for CrossRef and iThenticate can be found at http://www.crossref.org/crosscheck.html

► Using iThenticate Plagiarism Checking

1. Access the iThenticate feature on the Manuscript Information tab.

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4. The Report displays.

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