

BSSA Associate Editor Instructions for Editorial Manager

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These are only basic instructions. You will also find links to send emails, which can go to the authors, Carol, or myself. Please let me know as you discover things that you think should be added to these instructions.

Please pay special attention to step 34 about how to submit accept or reject recommendations to the Editor. Failing to follow these instructions will result in your decision going directly to the author and will reveal your identity in the case of rejections.

For each paper there are a few things worth looking at:

- 1) The submission itself using “View Submission.” Note that the reviewers see a slightly different submission missing things like suggested and opposed reviewers that wouldn’t be appropriate for them to see.
- 2) The Details Page. Think of this as the New Paper report you used to get. In particular, look at the Manuscript Notes to see if there is any important information from Carol or myself. In some browsers (e.g. Safari), the scroll bar doesn’t seem to show for these boxes but you can click into them with the mouse and then scroll with the arrow keys to read everything.
- 3) The History Page: everything that has been done to this manuscript will be listed here including all emails that have been sent. For many of these emails, you can resend them by viewing them and then clicking the resend button at the top and bottom. If there is no resend button, then it can’t be resent.
- 4) File Inventory: This page shows all files associated with a paper.

When you first log in to the system, please update your personal classification terms. This will help me efficiently and accurately distribute papers. And, no, failing to do this won’t make me forget about you!

If you are going to be away for a while or can’t accept new papers, you can set your status as unavailable by using the “Update My Information” link at the top of the pages.

Viewing New Assignments

1. You will receive an email telling you that you have a new assignment. This may be a revision of a paper you previously handled or a completely new paper.
2. Click the link in the email or log in to bssa.edmgr.com as an editor, your role should be Associate Editor.
3. Under your “To-Do” list, there should be a link for New Assignments. Click that link.
4. For each assignment there are Action Links. You can expand the action list to see them all or hover over the “Action Links” to see the possible actions.
5. View the submission.

Inviting Reviewers

6. Select the action: Invite Reviewers
7. In the first gray box, it will show the number of required reviews for this manuscript. This will default to 2 for Articles and 1 for Short Notes. You can change this by clicking on "Change." Remember that while only one review is required for short notes, you may choose to use two reviewers.
8. Reviewers are automatically uninvited after several days (currently 5 days). The specific number is shown in the first gray box and can also be changed if you need to do so. Carol will send the reviewers reminder letters 2 or 3 days into the process if they have not responded. The uninvited letter now clearly tells them they are being uninvited because they did not respond and that if they really want to review the paper to contact Carol.
9. If the reviewer selection is a single list and any one or two reviewers are acceptable, you can invite one or two reviewers and put the rest in as alternates. In this case, the process will proceed automatically and an alternate will be invited each time someone else declines the review or fails to respond.
10. If the reviewer selection is more complex such as one reviewer from each of two lists, then simply send an email to Carol and she will invite the reviewers for you. You can send an email that will also be saved in the system by using the "Send Email" action and selecting the letter "Reviewers Selected."
11. If you are going to invite the reviewers yourself, please avoid inviting someone who is already reviewing a paper for us. This will be easy to see during the invitation process. Reviewers not in the system already can be added with options near the bottom of the page for inviting reviewers such as "Register and Invite New Reviewers" or "Register and Select as Alternate" (the latter is on the search for alternate reviewer page). Please search for someone in the database before registering them so that we don't create multiple accounts which then become confusing for the users.

Here is the actual process for inviting reviewers. I suggest starting by selecting all reviewers as Alternate Reviewers unless you are sure about who you want to invite first.

12. On the line that begins, "Select more Alternate Reviewers" click on Go.
13. Enter the last name of the person you want and click "Submit."
14. If a reviewer is returned and it is the right person, select them by checking the box and then click "Submit" at the bottom of the page.
15. Unless you want to customize the letter, on the next page, click "Confirm Letter Choices and Proceed." You will wind up back at Step 12.
16. If the person does not come up at , then click on "Register and Select as Alternate" at the top of the page.
17. Then enter their name and email address and click submit.
18. On the next page set the Reviewer Role to Reviewer, pick the country, and then click on "Register User and Do NOT Send Letter" or "Register User and Send Letter" to send a letter to them from Carol giving them their account information. Either way is fine.

19. After sending the letter if you chose to do so or just next, click on "Select this person as an Alternate Reviewer to review manuscript....."
20. And now you are at step 6: Unless you want to customize the letter, on the next page, click "Confirm Letter Choices and Proceed." You will wind up back at step 12.
21. Keep doing steps 12 to 20 until you have about 5 reviewers as alternates. Once you have enough, use the bold arrows to get them into your desired order and then use the "Promote" link next to your two favorites to send them invitations.
22. Advanced Tips: At Step 3, before you click go, instead of "Searching for Reviewers" use the pull-down menu to "Search by Classification Matches" or "Search by Personal Classifications." These tools let you find people you may not think of but who have identified themselves as having interests close to the paper or to classifications you pick.

23. If you are selecting reviewers for a paper that has already been revised, you can choose to send the previous reviews to the new reviewers. This is done on the same page as where you select the reviewers.
24. Once you are done inviting reviewers, you can go back to your Main Menu or New Assignments.
25. If you run out of reviewers before getting enough for a paper it will wind up on your Main Menu under the to-do list called "Submissions Requiring Additional Reviewers."

Making a Decision

26. Once the reviews are complete, you will get email from the system telling you it is time to make a decision. Similarly, you will get email letting you know if reviewers have agreed or declined to do the review.
27. The paper can now be found at the top of your main page under the number of reviews complete and under the To-Do list under "Submissions with Required Reviews Complete."
28. Once you get to the paper, you can use the action link "View Reviews and Comments." Note that reviewers can upload files to go along with the reviews they enter into the system. These will be listed for download at the bottom of each review.
29. You can rate reviewers after viewing their reviews. This is on a scale of 0 to 100. If you feel a reviewer has missed key points or done a particularly poor job, give them a score below 50. An average quality review should be about 75 with truly excellent reviews from 90 to 100. I am particularly hopeful that this will help us identify reviewers who regularly do a poor job so they can be avoided in the future.
30. Once you have made a decision use the action link "Submit Editor's Decision and Comments." Simple comments can be entered through this process but if you wish to upload a file for the authors to see you must currently invite yourself to be

- a reviewer and then upload your file as a reviewer attachment. Editor attachments are a planned addition to the system but it is not clear how soon this will happen.
31. Fill out the comments to me and add any comments you wish to make to the authors in the appropriate text boxes.
 32. Select the Decision from the pull-down menu at the top.
 33. If the decision is to revise the paper (Minor Revisions, Major Revisions, or Improve Writing), then click on Proceed. This will take you to a new page where you click on Submit Decision. This will take you to a new page where you will click on “Send Now.” The decision will go immediately to the author and the paper will leave your queue until they submit their revisions. Note that when submitting a decision for revisions, you can set the number of days the authors have to do the revisions. The default is 60 days.
 34. If the decision is to Accept, Reject, or Reject/Resubmit then **DO NOT CLICK ON SEND NOW**. Instead, after clicking on Proceed, and Submit Decision (as above), click on “Save and Send Later.” This will actually send the decision to the Editor for a final decision. Note that there is a very subtle distinction between “Save and Submit Later which appears on the first page of the decision process and allows you to take a break and return to working on the decision later and “Save and Send Later” a few pages later which sends the decision to the Editor. If you use “Save and Submit Later” you need to go back to the decision process later or nothing will actually happen. Note that there are two accept decisions: Accept and Accept – Need Files. You can use either one although I will change them all to Accept – Need Files so that the author can then upload any files Carol asks them for.