

BSSA Associate Editor Instructions for Editorial Manager

Version 10 – February 10, 2010

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.

Also, don't feel constrained by the system. While we want to capture the history of each paper in the system including the revisions, reviews, and decisions, there will be times when it is easiest to discuss things via email or phone calls. Do not hesitate to do that.

Please note step 11 on reviewer "linking" which provides a new tool for controlling how alternate reviewers are invited and allows you to have two lists of reviewers for a paper.

Please pay special attention to step 28 about how to release reviewer attachments to the authors. If you do not take this step to release them then the author will not have access to them. This may seem like a bother but we have had reviewers upload attachments that were meant for us and not for the authors.

Please pay special attention to step 35 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.

Annotated Screen Shots at the end of the document cover the process of submitting decisions in a more graphic form.

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 such as the suggested and opposed reviewers, the copyright form, and any material submitted as a "Letter to the Editors."
- 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. Next on the Invite Reviewers page is a search function that you can use to find reviewers that are in our database. If you are looking for someone and can not find them in the database, you can use the function on the reviewer search page, "Register and Select New Reviewer." 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.
10. 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.
11. The system can handle more complex reviewer selections by "linking reviewers." This is useful if you want two reviewers with different specialties (e.g. one who is an expert on a method and another who is an expert on a specific region) or if you want to make sure that you only get one reviewer from an institution. The process works as follows. Once you have invited one or more reviewers, there will be a "link" option next to each alternate reviewer. If you click on the "link" option then you can link that alternate reviewer to one of the invited reviewers. By doing this, you can build up two lists of possible reviewers and the alternates in each list will only replace the person they are linked with. Any alternates that are not linked can be used to replace any invited reviewer that declines to review.

12. If the reviewer selection is even more complex, 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."
13. Please avoid inviting someone who is already reviewing a paper for us. This will be easy to see during the invitation process as part of the information given for each possible reviewer. If there is someone you really need for a paper and they are already reviewing for us, then please customize the letter that is going to them so say that we realize we are asking a lot for them and explain why they are so important to you.

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.

14. On the line that begins, "Select My Publication" click on Go.
15. Enter the last name of the person you want and click "Search."
16. If a reviewer is returned and it is the right person, select them by checking the box to designate them as someone to invite right away or as an alternate and then click "Proceed" at the bottom of the page.
17. Choose the letter you want to send them from the menu (usually the default is the right one), customize the letter if you wish, change the number of days you are giving them if you wish, and then click "Confirm Selections and Proceed." Then click on "Reviewer Selection Summary" and you will wind up back at Step 12.
18. If the person does not come up then do the following:
 - a. Click on "Register and Select New Reviewer" at the top of the page.
 - b. Then enter their name and email address and click submit.
 - c. On the next page 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.
 - d. 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....."
 - e. And now you are at step 16 but now the person exists in the system.
19. 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.
20. You can now use the reviewer linking option described above (in number 11) if you wish to create two reviewer lists.
21. Advanced Tips: At Step 15, 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.
22. 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.
23. Once you are done inviting reviewers, you can go back to your Main Menu or New Assignments.
24. 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

25. 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.
26. 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."
27. 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.
28. You must release the attachments to the authors. To do this on the "View Reviews and Comments" you can click on "View Reviewer Attachments" and then on that page you can click a checkbox next to each attachment to "Allow Author Access." Doing this will make sure a link is put in the email to the authors leading them to the attachments.
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. You must do this before submitting the decision. 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. You can put your comments to the authors before the reviewer comments. Don't worry about screwing up the reviewer comments as they are saved elsewhere in the system. So, they can be retrieved from the "View Reviews and Comments" in case you make a mistake.
32. Select the Decision from the pull-down menu at the top.
33. 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. Once you are done entering your decision and comments, click on Proceed. This will take you to a new page where you can review your decision and then click on Submit Decision.
35. You will now be at the Notify Author page. If this is an Accept, Reject, or Reject/Resubmit decision then you do not notify the author. Instead hit cancel and you are done with the submission and your decision will be forwarded to me. This should be obvious because on the Notify Author page there is an email that can be edited and for these decision that email starts with a bold warning to stop and hit cancel.
36. If the decision as to revise the paper (Minor Revisions, Major Revisions, Improve Writing, or Information on Revisions Needed and NOT Accept, Reject, or Reject/Resubmit), then you do notify the author yourself. On the Notify Author page, you can edit an email to the authors. If a reviewer uploaded an attachment there will be a

table below the email. You need to click on the box in the left hand column to release an attachment to the authors. Once you are done with the email and attachments, 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.

Step One of the Process for Submitting Decisions

Editorial Manager™
http://www.editorialmanager.com/bssa/

Caringbridge RecentEqs EHZ Seminars Coastside Mail USGS Lib BSSA Submit BSSA MS Search BSSA New MS BSSA People Search BSSA Online BSSA NCEQSearch

BSSA Seismological Society of America
HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS
Editorial Manager®
Username: Andy
Role: Editor
Version: 6.1

Editor Decision and Comments for Manuscript Number BSSA-D-08-00019R1

Revision Number 1
Andrew J. Michael (Editor)
Decision:

1. Set your decision here

4. Click proceed when you are ready to submit the decision.

Cancel Save & Submit Later Proof & Print Proceed

Details History View Reviewer Attachments (1) Invite Reviewers View Manuscript Rating Card

	Revision 1	Original Submission
(Reviewer 1)	(None)	Minor Revisions
(Reviewer 2)	Minor Revisions	Major Revisions
(Reviewer 3)	(None)	Major Revisions
(Associate Editor)	Accept	Major Revisions
Andrew J. Michael (Editor)	Assigned - No Decision	[Skipped]
Author Decision Letter		[Skipped]
(Author)		Response to Reviewers

If the decision is Revise, the author has days to revise this submission.

Confidential Comments to Editor

2. Type comments to the Editor here.
The grey box is blocking out a helpful, brief, note explaining the value of the paper and how it improved during the review process.

When you are ready to make your final decision, I would appreciate your comments on the review and revision process and your thoughts on why the article should be accepted or rejected. If the

Comments to Author

3. Type comments for the authors here.
In this case there were some additional minor suggestions for them.

Production Notes

esupp: N # paypagecharge: Y # specialsection: Regular Volume 10.1785/01 Online Material: to be sent later In-Text Mentions:

Notes:

Cancel is used if you wish to start all over again.

Save and Submit Later allows you to save your work and return to it later.

Step Two of the Process for Submitting Decisions

Editorial Manager™

http://www.editorialmanager.com/bssa/

Caringbridge RecentEqs EHZ Seminars Coastside Mail USGS Lib BSSA Submit BSSA MS Search BSSA New MS BSSA People Search BSSA Online BSSA NCEQSearch

BSSA *Seismological Society of America* Editorial Manager®

HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: Andy
Role: Editor

Version: 6.1

Draft Decision for Manuscript Number **BSSA-D-08-00019R1**

Revision Number 1
Andrew J. Michael

[Back](#) [Edit Decision](#) [Print](#) [Submit Decision](#)

Decision: **Accept - Need Files** 1. Check your decision here

3. Click Submit Decision when you are ready to finalize the decision.

Confidential Comments to Editor

2. Check your comments to the Editor and Authors here.

Notes:
The buttons Back or Edit Decision can be used if you want to change what you have done.

Step Three of the Process for Submitting Decisions

The Final Step: Notify Author

Notify Author

Manuscript Number: BSSA-D-08-00019R1
 Title: "Automatic S-Wave Picker for Local Earthquake Tomography"

Buttons: [Cancel](#) [Preview Letter](#) [Save and Continue Editing](#) [Save and Send Later](#) [Send Now](#)

Date Revision Due: 02/28/2009 (mm/dd/yyyy)

Editor Decision: Accept - Need Files

Modify Decision: **1. Check your decision here**

From: "BSSA Editorial Office" <cbsa@seismosoc.org>

To: [Redacted]

Letter Purpose: Editor Decision - Accept But Need Files

Letter Subject: Acceptance of BSSA MS# BSSA-D-08-00019R1 - Files Required

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied by typing their e-mail addresses into the blank boxes next to cc:. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: Editors Assigned to Manuscript

- Andrew J. Michael (Editor)
- [Redacted] (Associate Editor)
- Associate Editor

cc: [Redacted]

Line Wrap: soft

Letter Body: **2. If you see this warning text, you should not contact the author and instead should click on cancel.**

```
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
STOP READ CANCEL!!!
```

If you do not see the warning text, you should edit the letter and click on "Send Now" when ready to contact the authors.

You are making an accept or reject decision.

If you are not the Editor-in-Chief, Use the "Cancel" button at the top of the page and your work on this decision is done.

The decision itself has already been submitted and you are only canceling the letter which will be sent by the Editor-in-Chief after they finalize the decision.

The only exception is if the Editor-in-Chief is an author of the paper. In that case, you act as the Editor-in-Chief and follow the instructions below.

If you are the Editor-in-Chief, delete the warning text from the letter, and send the letter to the author using the "Send Now" button.

The following files can be made available to the Author. If the 'Allow Author Access' checkbox is selected, the file will be available to the Author. If the 'Allow Author Access' checkbox is NOT selected, the file will not be available to the Author.

Reviewer Attachment(s):

Reviewer	Editor who Uploaded Revised	File	Last	Allow Author

As part of editing the letter use this area to make sure any reviewer attachments are releasted to the authors.

Notes:

The warning text appears for final decisions such as accept, accept-need-files, reject, and reject/resubmit. In these cases you cancel and the decision you already submitted on the last page winds up in my queue.

Save and Continue Editing allows you to save your work and keep editing right away to make sure you don't lose edits during a long letter writing session.

Save and Send Later will put the paper in your Assignments with Decision queue where you can use the action Notify Author to return to sending the email to them at a later time. It will also wind up in my queue but if it is a revise decision I will ignore it for a few days unless you tell me you want me to look at it.