

These are basic instructions for navigating the online system. An overview of the responsibilities of a *BSSA* associate editor is available at <http://www.seismosoc.org/publications/bssa/editorial/>.

Do not feel constrained by the system. We want to capture the history of each paper in the system, including the revisions, reviews, and decisions, but there will be times when it is easier to discuss things via email or phone calls. Do not hesitate to do that, but keep the editorial office updated on revised due dates, requests to authors and referees, and anything that must be tracked during the review/revise process.

### **GENERAL NOTES**

**Please note step 10 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 27** about how to release reviewer attachments to authors. If you do not take this step to release the files, then the authors will not have access to them. This step may seem like a bother but is actually a precaution to ensure that we do not forward attachments uploaded for the editor and not for the authors.

**Improve Writing and Revision-Information-Needed Decisions** – Remember that we have decisions and appropriate letters prepared for cases in which a paper needs improved writing before it is ready for review and for when an author has not submitted sufficient information about their revisions.

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### **LOG-IN INFORMATION**

When you first log in to the system at <http://bssa.edmgr.com>, please update your personal classification terms. This will help the EIC efficiently and accurately distribute papers. If you are going to be away for awhile or cannot accept new papers, set your status as unavailable by using the “Update My Information” link in the black banner at the top of the page.

### **STEPS FOR MOVING A PAPER THROUGH THE REVIEW/REVISION PROCESS**

#### **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 <http://bssa.edmgr.com> as an editor. Your role should be Associate Editor.
3. Under your “To-Do” list, click the link for New Assignments.
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:

- a. View Submission: Note that the reviewers see a slightly different submission that does not contain the suggested and opposed reviewers, the copyright form, and any material submitted as a “Letter to the Editor.”
- b. Details: Check this page for information about the paper. In particular, look at the Manuscript Notes to see if there are queries or important notes from the managing editor (ME) or the EIC. In some browsers (e.g., Safari), the scroll bar doesn’t always show for these boxes, but you can click into them with the mouse and then scroll with the arrow keys to read everything.
- c. History: Everything that has been done to this manuscript will be listed here, including all emails that have been sent through the online system. 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 cannot be resent.
- d. File Inventory: This page shows all files associated with a paper.
- e. Invite Reviewers: See the section below.
- f. Send E-mail: Here are lists of form emails to the authors, to the ME in the journal office, or to the EIC.

### Inviting Reviewers

5. Select the action Invite Reviewers
6. In the top gray box, there will be a default number of required reviews for this manuscript. The default is 2 for Articles and 1 for Short Notes. You can change this by clicking on “Change.” Remember that although only one review is required for short notes, you may choose to use two reviewers.

**NOTE: IT IS IMPORANT TO CHANGE THIS NUMBER IF YOU DO NOT WANT TO USE THE DEFAULT (FOR EXAMPLE, IF ONLY ONE REVIEWER IS NEEDED FOR A REVISED MANUSCRIPT, OR IF YOU WANT MORE THAN ONE REVIEWER FOR A SHORT NOTE). IF THE NUMBER IS NOT CORRECT, EDITORIAL MANAGER WILL ASSIGN THE PAPER AN INCORRECT CURRENT STATUS.**

7. Prospective reviewers who have not replied are automatically uninvited after a default number of 5 days. The specific number is shown in the top gray box, and it can also be changed if you need to do so. Two or 3 days into the process, the ME will send reminder letters to potential reviewers who have not yet responded. The uninvite letter now clearly tells them they are being uninvited because they did not respond, and that they can contact the journal office if they really want to review the paper.
8. Next on the Invite Reviewers page is a search function that you can use to find reviewers in our database. If you are looking for someone who is not 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 so that we don’t create multiple, confusing accounts.
9. SINGLE LIST OF REVIEWERS: If the reviewer selection is a single list from which any reviewer is acceptable, you can “invite” one or two reviewers and list the rest 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. LINKED LISTS OF REVIEWERS: 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 replace only the person they are linked with. Any alternates that are not linked can be used to replace any invited reviewer who declines to review.

11. If you need help with reviewer selection or with registering reviewers, contact the editorial office. For general messages, click on Send E-Mail on the Reviewer Selection page and select Editor Note to Journal Office. For help with registering reviewers, click on Request Unregistered Reviewer on the Reviewer Selection page.
12. **AVOIDING THOSE CURRENTLY REVIEWING FOR BSSA:** 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 who is already reviewing for us, then please customize the invitation letter to say that we realize we are asking a lot, and then explain why this review is so important to you.

**Steps 13-23 give the actual process for inviting reviewers.** Start by selecting all reviewers as Alternate Reviewers unless you are sure about who you want to invite first.

13. On the line that begins "Search My Publication" click on Go.
14. Enter the last name of the person you want and click "Search."
15. In the list that is produced, find the correct person and select the box Inv. (invite) or, for an alternate, select Alt. Click "Proceed" at the bottom of the page.
16. 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 13.
17. If the person is not found, then do the following:
  - a. Click on "Register and Select New Reviewer" at the top of the page.
  - b. Then enter the 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 the journal office giving them their account information. Either way is fine.
  - d. Then click on "Select this person as an Alternate Reviewer to review manuscript....."
  - e. And now you are at step 14 but now the person exists in the system.
18. Keep doing steps 13 to 17 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.
19. You can now use the reviewer linking option described above (in number 10) if you wish to create two reviewer lists.
20. **ADVANCED TIPS:** At Step 13, 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.
21. 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 that where you select the reviewers.
22. After you are done inviting reviewers, you can go back to your Main Menu or New Assignments.
23. If you run out of reviewers before getting enough for a paper, the paper will wind up on your Main Menu under the To-Do list named "Submissions Requiring Additional Reviewers."

## **Making a Decision**

24. When 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.)
25. 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.”
26. After 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.
27. 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 click on 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.
28. 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 a score below 50. An average-quality review should be about 75, and truly excellent reviews, from 90 to 100. This is an important step that will help us identify reviewers who regularly do a poor job so they can be avoided in the future.
29. Once you have made a decision, use the action link “Submit Editor’s Decision and Comments.” Simple comments can be entered through this process, and

### **EM UPDATE, SEPTEMBER 2010:**

**IF YOU WISH TO UPLOAD A FILE OF YOUR OWN COMMENTS OR ANNOTATIONS FOR THE AUTHORS, YOU CAN DO SO IN EITHER OF TWO PLACES**

- 1. DETAILS PAGE: THE ATTACHMENTS LINK IS BELOW THE CORRESPONDING EDITOR ROW.**
- 2. DECISION PAGE: CLICK ON THE ATTACHMENTS LINK TOWARD THE TOP OF THE PAGE.**

**PLEASE READ THE INSTRUCTIONS ON THE ATTACHMENTS PAGE. YOU MUST CHECK THE BOX THAT ALLOWS AUTHORS TO VIEW THE ATTACHMENTS.**

30. Fill out the comments to the EIC 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 damaging the reviewer comments; they are saved elsewhere in the system and can be retrieved from the “View Reviews and Comments” in case you make a mistake.
31. Select the Decision from the pull-down menu at the top.
32. 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.
33. When 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.
34. **ACCEPT/REJECT DECISIONS:** If your decision is Accept, Reject, or Reject/Resubmit, then you notify the Editor-in-Chief, not the authors. Click on Submit Decision to automatically send the paper to the Editor-in-Chief.
35. **REVISE DECISIONS:** If the decision is to revise the paper (Minor Revisions, Major Revisions, Improve Writing, or Information on Revisions), then you **DO** notify the author yourself. On the Notify Author page, you can edit a form email to the authors. If you or a reviewer uploaded an attachment and you have released it to the authors (see note below) then there will a notification at the end of the email about the attachments. You may also want to

include a note in the email body mentioning the attachments so that they are sure to be aware of them.

**NOTE: ATTACHED FILES MUST BE RELEASED TO THE AUTHORS BY THE ASSOCIATE EDITORS**

**IF THERE ARE ATTACHED FILES THEN THERE WILL BE AN ATTACHMENTS TABLE BELOW THE EMAIL WINDOW ON THE NOTIFY AUTHOR PAGE. YOU NEED TO CLICK ON THE BOX IN THE RIGHT-HAND COLUMN TO RELEASE AN ATTACHMENT TO THE AUTHORS.**

After you are done with the email and attachments, click on “Send Now.” The decision will go immediately to the author and the paper will leave your queue until they submit their revisions.