Editor Guidelines

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OJS3 has been customised by Ubiquity Press to match its high front-end standards.

Welcome to Ubiquity Press' management system, which provides a simple journal workflow for editors, authors, and reviewers.

This manual outlines the process of overseeing a submission as editor. It covers assigning editors, desk rejecting, overseeing peer review, making and communicating editorial decisions, sending a paper to copyediting, and also outlines the recommended decision workflow. This document is intended as an introduction to the editorial workflow. Visit https://help.u-community.io/ for a comprehensive list of Knowledge Base articles covering a wide range of topics that you may encounter during your editorial work.

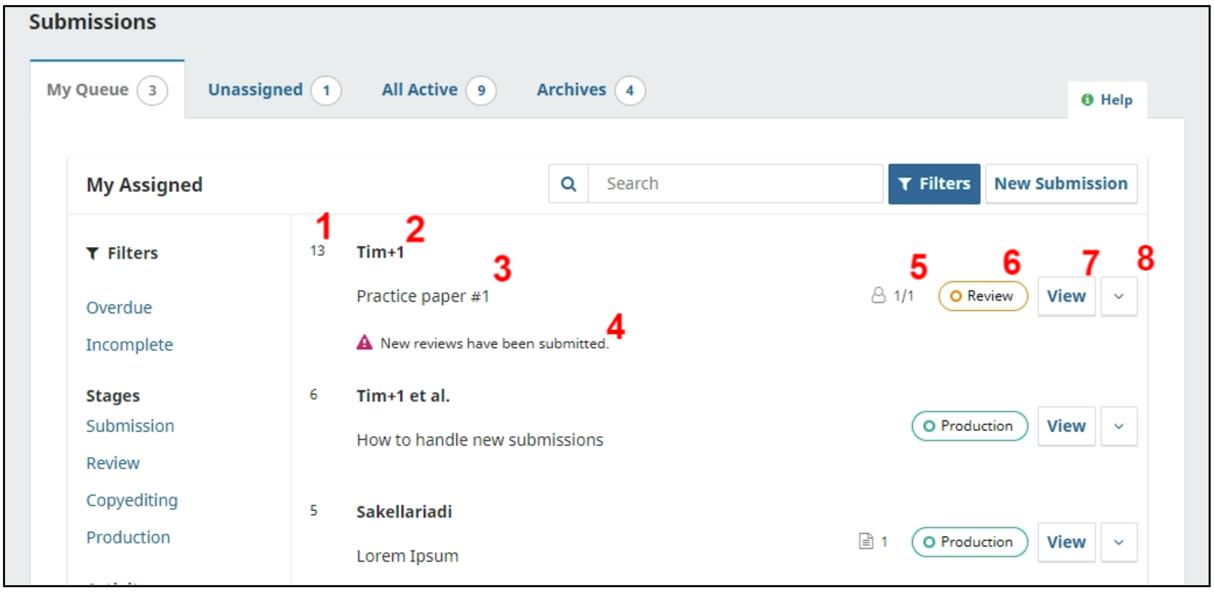
Checking submissions assigned to you

When you first log in your account, you will be taken to the My Queue section of your dashboard. Here you can see all of the papers you are associated with (either as an editor, author, or reviewer).

> If you are the designated editor for the journal, then you will receive an automatic notification every time a new paper is submitted to your journal.

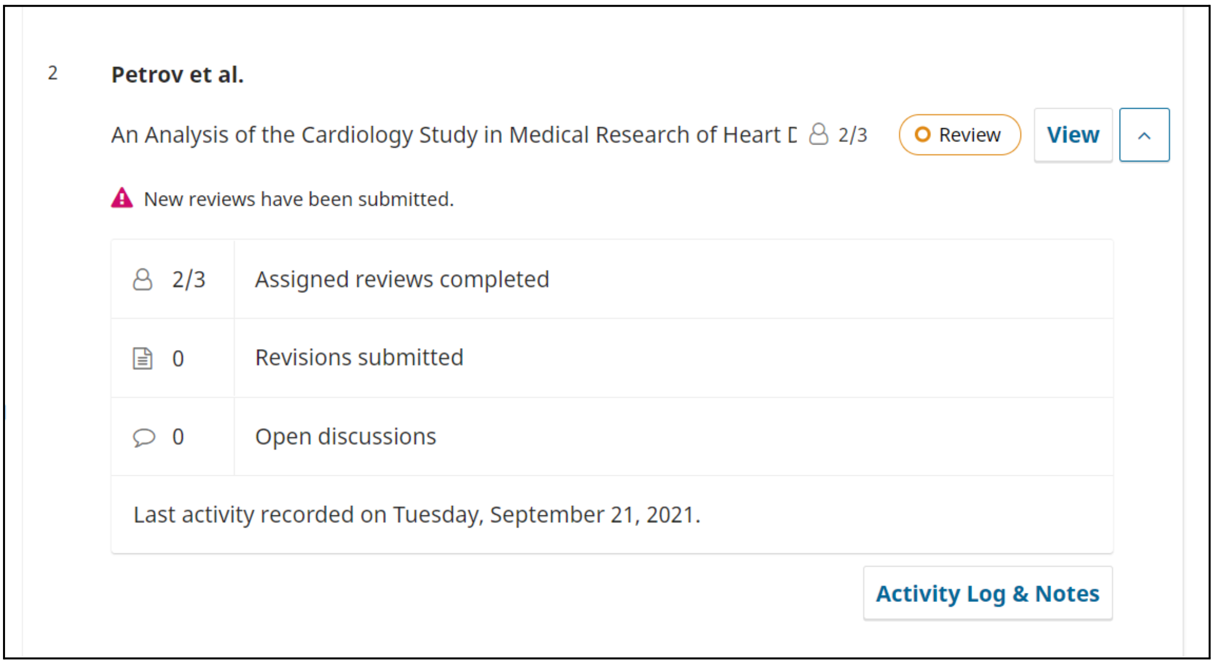
In My Queue you are able to see your current submissions and a set of filters on the left hand side to help you search for specific submissions.

You will also be able to see the following information about them:



1. Submission number

2. Author
3. Title
4. Any action that is needed
5. Quick info icons - these are shown in more detail by clicking (8) the Arrow button
6. The stage i.e. Submission, Review, Copyediting, or Production (clicking this will filter by papers of that type)
7. The View button, this will take you into the submission
8. The Arrow button (see figure below). This shows the details of any activity on that submission i.e. reviews invited and completed, progress of revisions requested, open discussions etc., and as well you have the option to access the Activity Log & Notes for the submission.

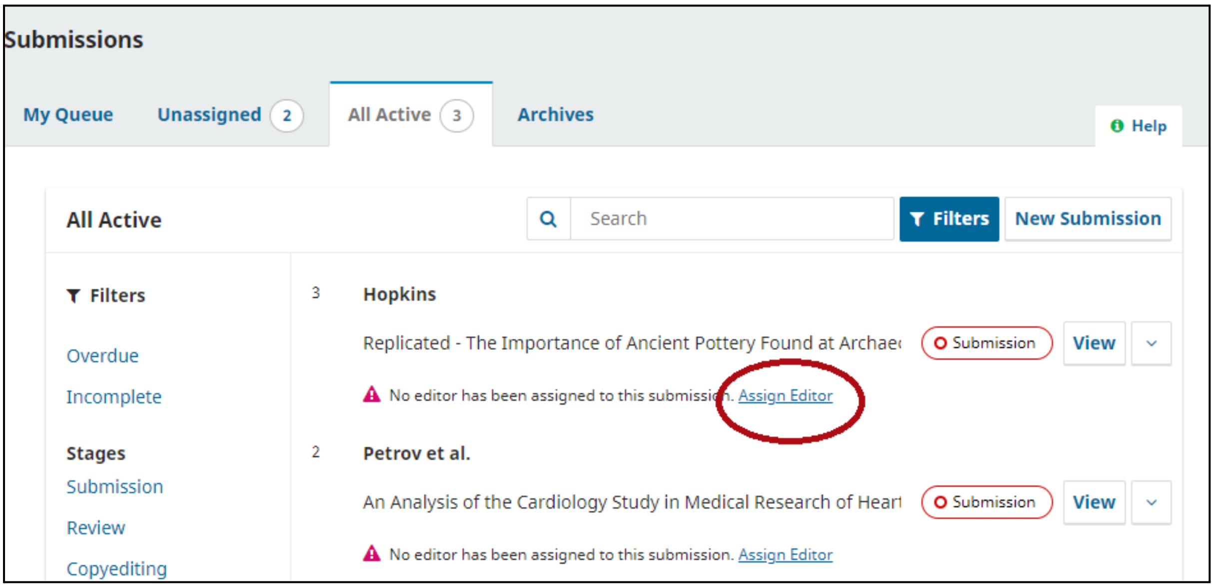


In the Activity Log and Notes, you can see all past actions on the submission and who performed them and when, you can view any email and download any file by clicking on the arrow next to the date of the action. You can also see any notes that have been left on the submission, this is a useful way to keep track of your decisions and reasons for them, in particular if you have more than 1 editor assigned to that submission.

Checking new submissions to the journal

When a new submission is made to the journal, what happens to it depends on the number of editors a journal has. If there is a single enrolled editor, it will be automatically assigned to them. If there are multiple enrolled editors, then you must **check the new submissions, click on the Unassigned tab on the dashboard.** The number of papers waiting to be assigned will appear next to the tab heading.

You will have the option here to quick-assign an editor by clicking on Assign Editor, which will take you immediately to the steps in *Assigning an Editor* below on page 7.



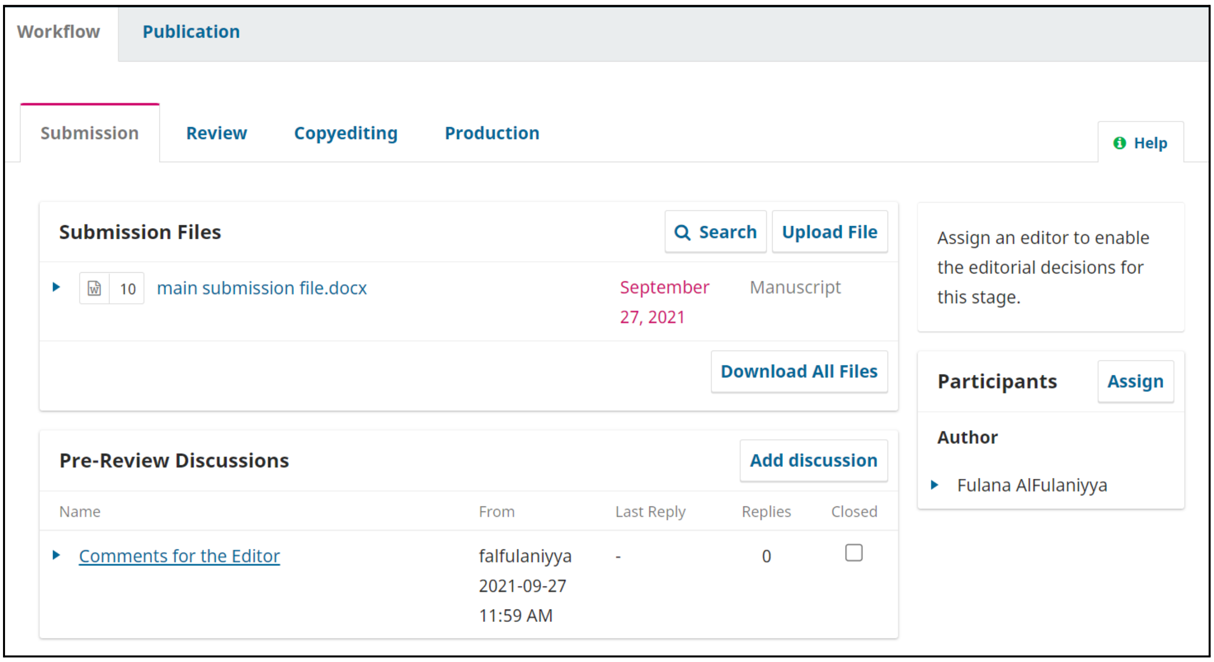
To view the submission, please click on ‘View’.

There are two main tabs on each submission, these are the Workflow and Publication tabs. **You will use the Workflow tab for most actions during the submission process. However, you will also need to check the Publication tab for important information such as the list of contributors and any competing interests.**

The Workflow tab

You will first be taken to the Workflow tab. Under the Workflow tab you have four sub-tabs, these are Submission, Review, Copyediting, and Production.

On the Submission sub-tab, you will see the following:



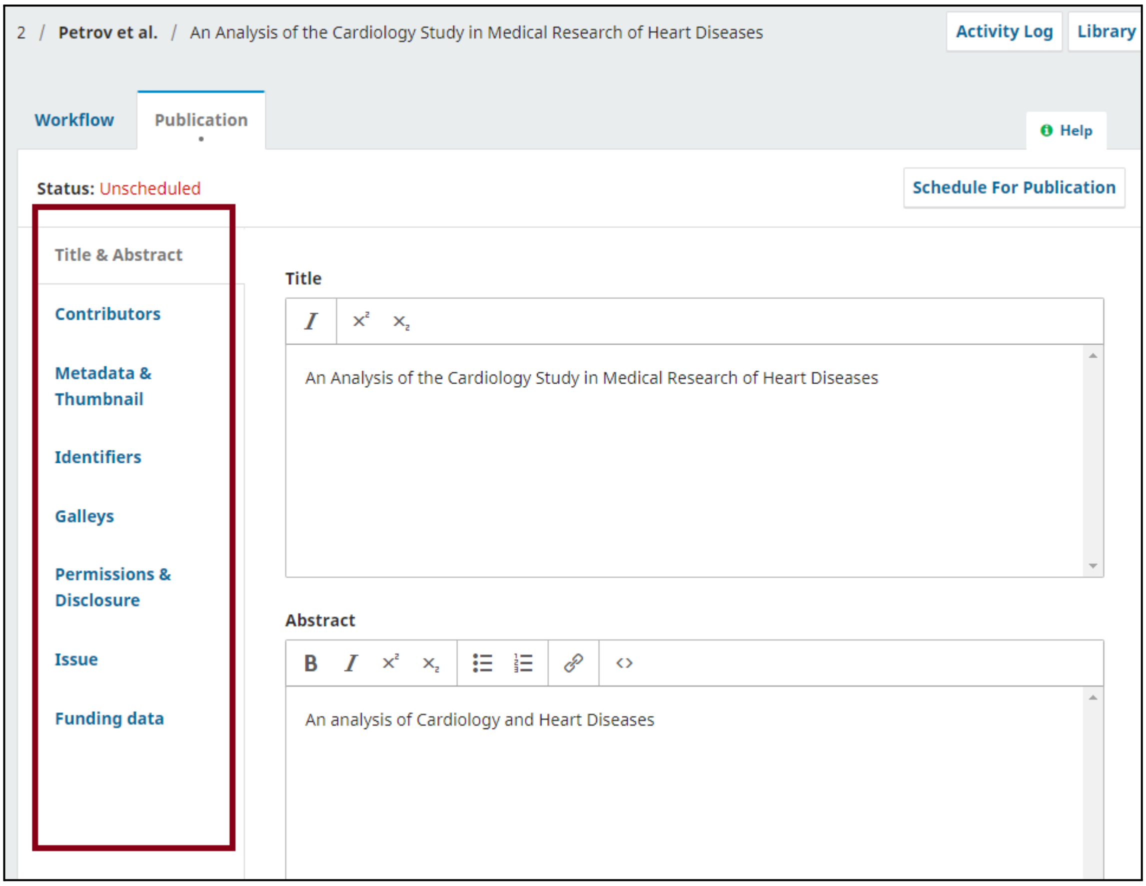
1. The Submission Files, the date of submission, and the file type. **You can access these by clicking on the title or by clicking "Download All Files".** You can upload extra files if needed by clicking 'Upload File'**.** You can choose to upload a revision of an existing file or a completely new file.

2. The Participants list shows everyone who is involved with the submission and their role. **To remove, edit, or notify the participant, click on the arrow next to the participant's name.**

3. The Pre-Review Discussions **- the cover letter, or other comments by the author, will display here as Comments for the Editor.** You can read these discussions by clicking on their title. This will bring up a new overlay showing the following information:
    a. You can see who is involved in this discussion and can add or remove people by clicking on the 'Edit' button above the list of participants.
    b. You can see all of the messages sent, by whom, and when.
    c. You can reply by adding a new message to the discussion by clicking add message. You can also add files to this message if necessary.

The Publication tab

You will also need to check the Publication tab for the submission information. **Click on the Publication tab to view the submission's Title & Abstract, list of Contributors, and Metadata such as Subject Taxonomy, Competing Interests statement, Keywords etc.**



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Assigning an editor

Once you have checked the Workflow and Publication tabs, and have decided to proceed either to review or to reject without review, then you are ready to assign an editor.

N.B. You can add a senior editor and section editor for any submission and can choose to add as many editors/section editors as are needed.

To assign an editor, click on the 'Assign' box in the participant list. This will open a new overlay. You then need to:

1. Select the role that you wish to assign i.e. journal editor, section editor, guest editor. (N.B. Once you have selected that role, you still need to press enter in the empty search bar to filter. Selecting the role you want will not automatically filter the users to just that role.

2. Select an editor by clicking the circle to the left of the editor's name. You can search for a particular editor in the search bar.

3. You can also choose to limit the decision to full editorial decision or recommendation only (i.e whether or not to use the recommended decision workflow, see below pg 20).

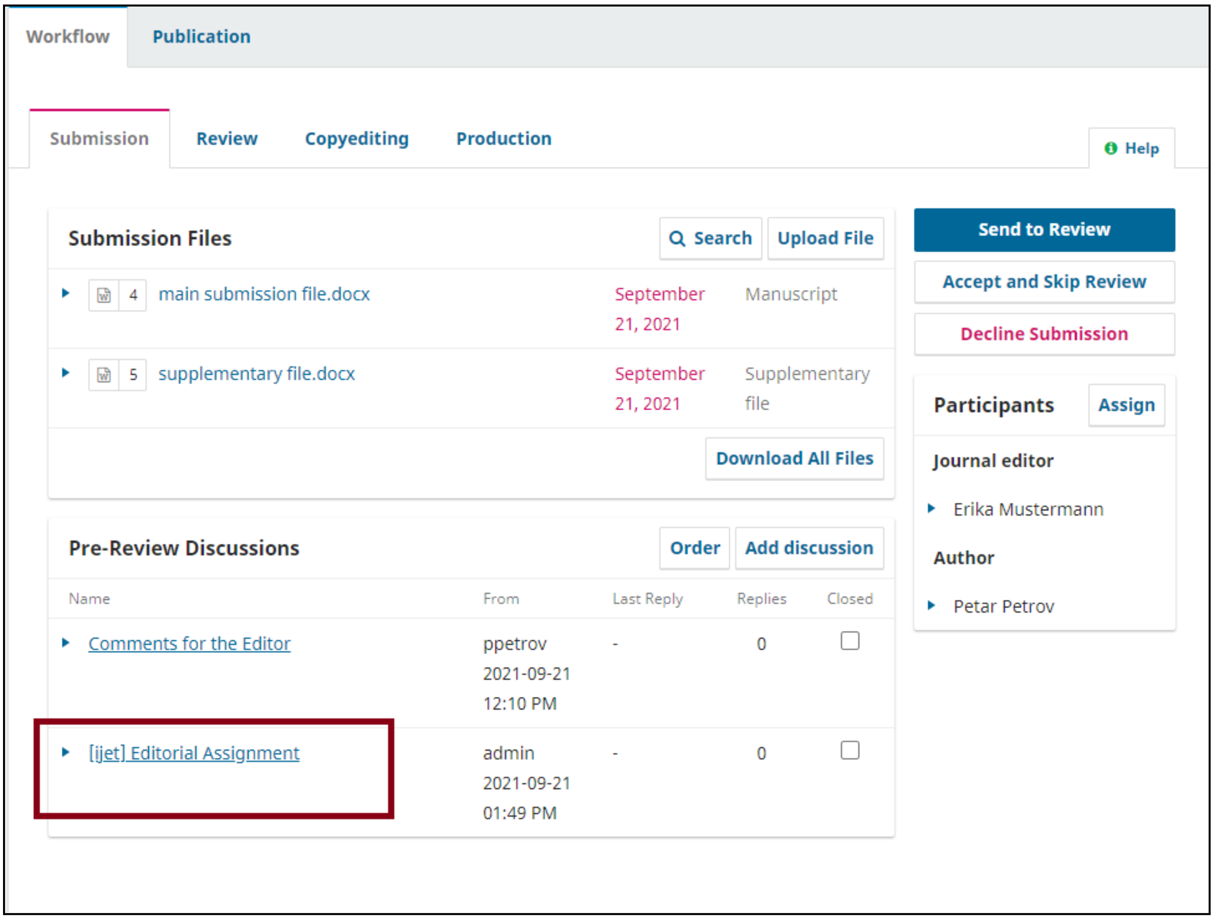
4. Select a Predefined Message template from the drop down menu, which can be customized as you wish, or type your own message into the box provided. N.B. Both at this point, and generally when sending emails, please always check to see what the options are for 'Predefined Message' If no message is selected and the box left blank, then no email will be sent.

5. Click 'Ok'.

Once an editor has been assigned to the submission, this will now appear in their My Queue. In the submission's Workflow tab, the following will also now appear:

1. **If the editor/section editor has permission to make final decisions, then the options to Send to Review, Accept and Skip Review, or Decline Submission will now appear above the Participants list**. If an editor/section editor only has permission to make recommendations, then only Send to Review will appear.

2. An editorial assignment will appear in the Pre-Review Discussion section**.**



Desk Rejecting

If you have full editorial permissions, and are not limited by role or the Recommended Decision Workflow, you can reject the article at any time. Section Editors must be assigned to the submission in order to make such a decision.

To reject an article prior to review, i.e. 'desk reject', an editor or section editor must first be assigned to the submission - see above.

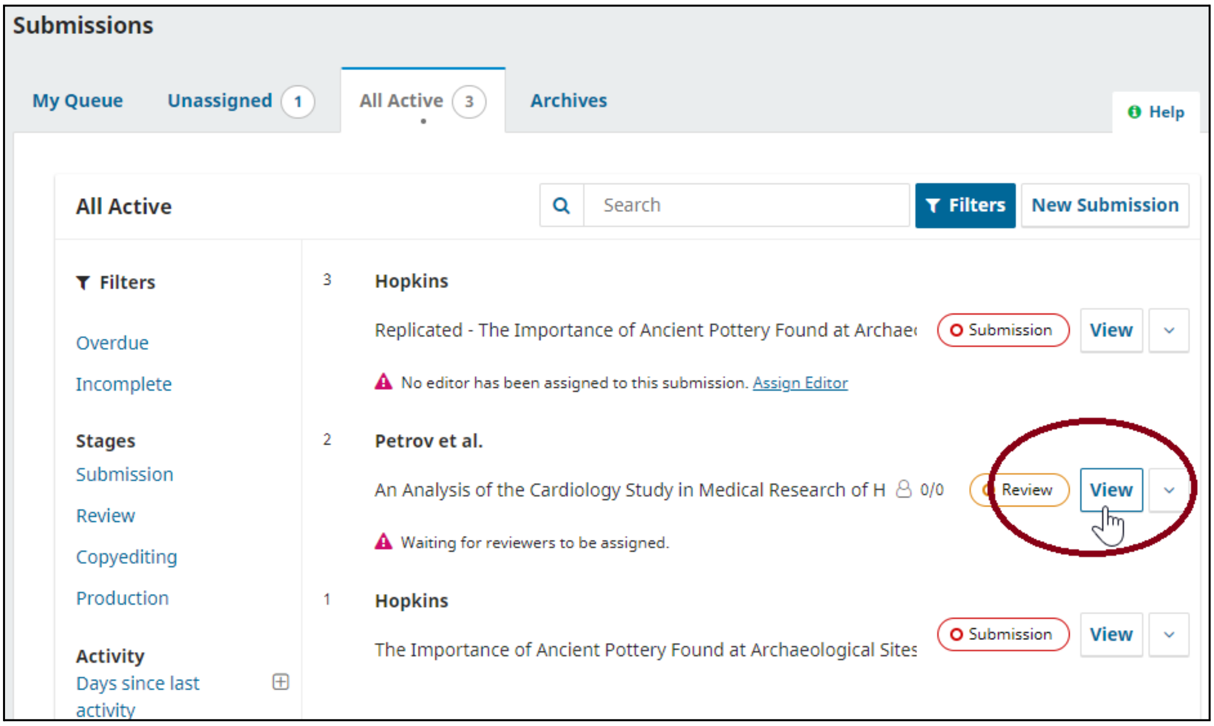
When assigned, the editor can desk reject the article by accessing the **'Submission'** tab of the submission and clicking the 'Decline Submission' button on the right side of the page (see above screen shot). This will result in a pop-up window appearing that displays the template desk reject email. The editor can edit this email prior to sending the decision to the author.

Note: there is also a 'Decline Submission' button on the '**Review**' tab for each submission. It is also possible to reject an article via this button, however, this will count as a rejection from the review stage and will not count as a desk rejection (i.e. the former will assume some kind of review has been undertaken, whilst the latter will assume only a desk assessment has been completed). The email templates will be different depending on whether the 'Decline Decision' comes from the Submission or Review tab.

Overseeing the Peer Review

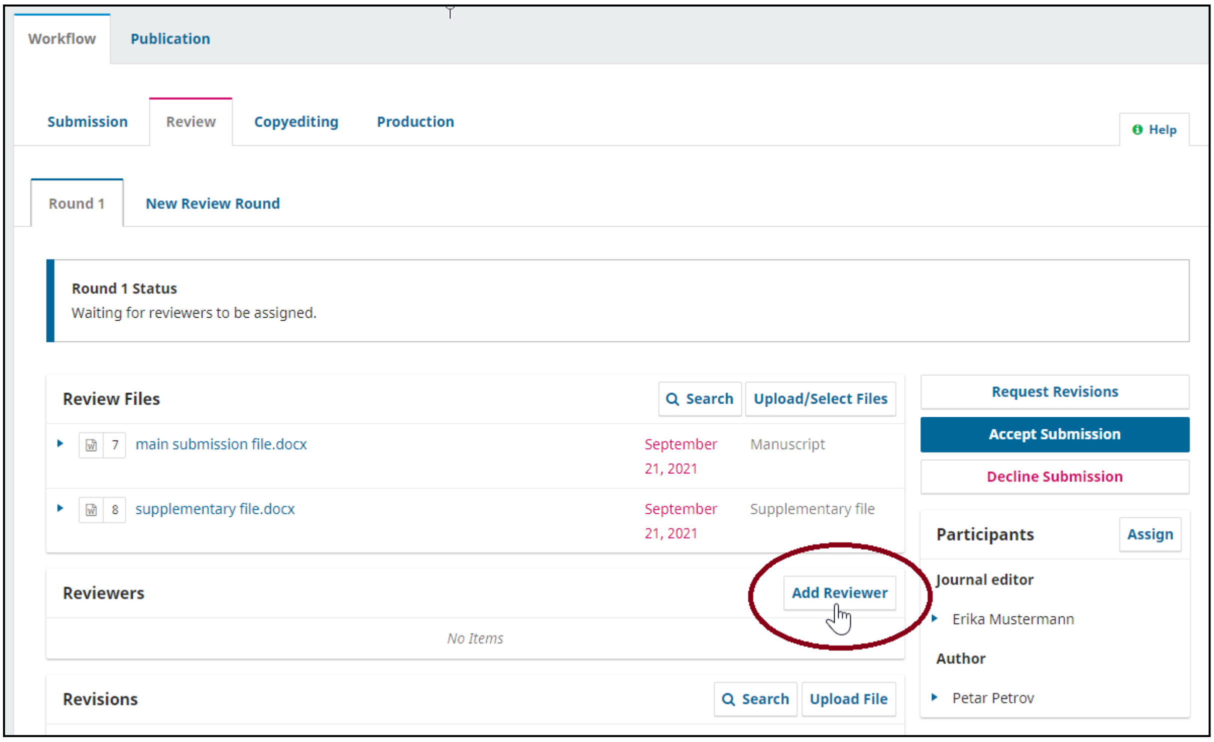
How to Invite Reviewers

Once you have evaluated a submission and think it should be reviewed, go to My Queue and click ‘View’ on the relevant submission:

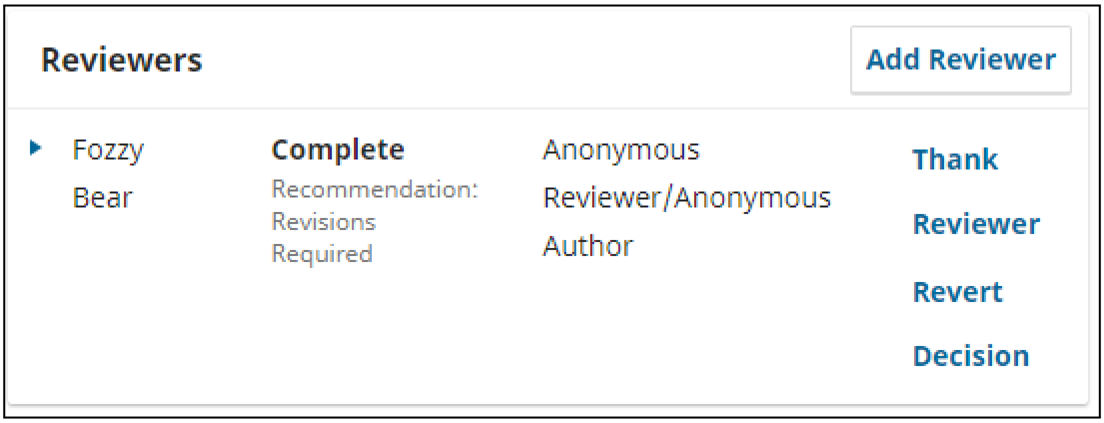


This will take you to its ‘Review’ sub-tab.

1. **Scroll down and click ‘Add Reviewer’.**

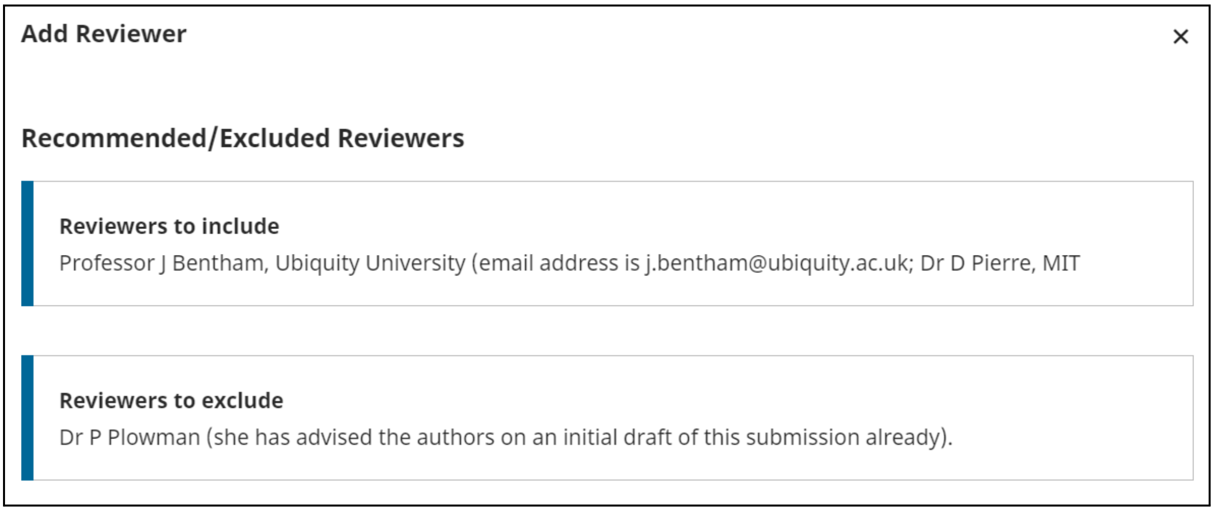


N.B. If you have previously added reviewers, you will also be able to see currently assigned reviewers, and whether or not they have returned a review, just below this button.



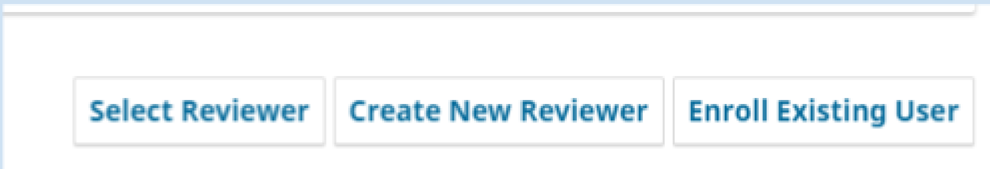
2. **Clicking 'Add Reviewer' will open a new overlay.**

At the top of this overlay, if you have enabled these features, you will be able to see the authors' Recommended/Excluded Reviewers.



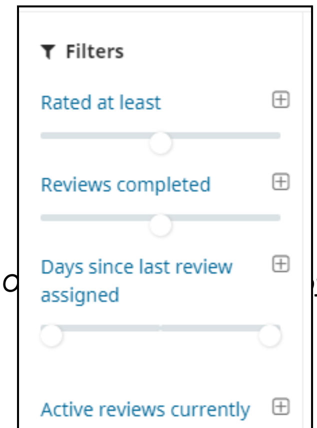
Inviting Suggested Reviewers.

If they have recommended a reviewer you want to invite, but who is not already enrolled in your reviewer database, then scroll down the tab to the bottom, where you will see:



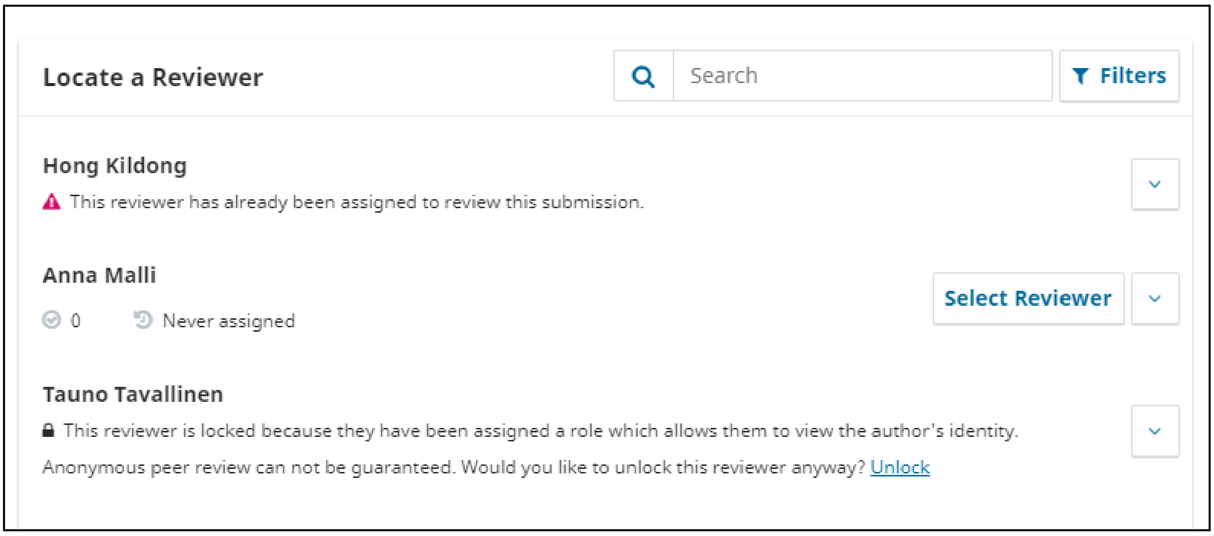
Click 'Create New Reviewer'. This opens a new overlay, where you fill in the new reviewer's details. It also contains an email that will send them the invitation to review

3. **Select the reviewer you want.** You can do this by either:
    a. Scrolling through the Reviewer Database, which is underneath the Recommended/Excluded Reviewers.
    b. Searching your Reviewer Database. You do this by searching in the box next to 'Locate a Reviewer'.

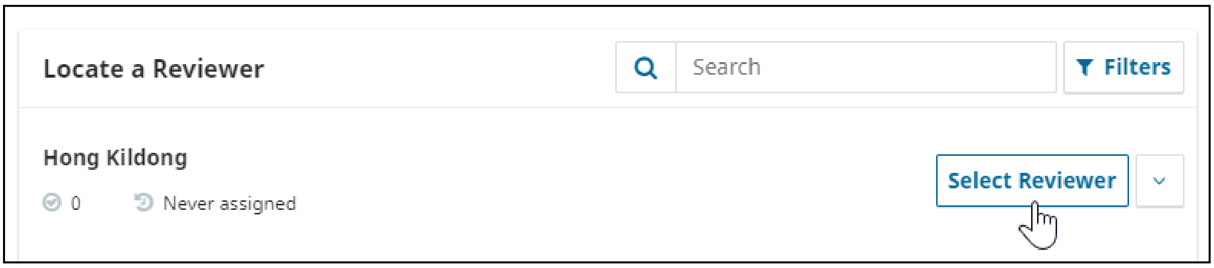


N.B. You can search for particular reviewer parameters by clicking the 'Filters' tool. This will let you filter by various metrics to do with reviewer completion time, rating, and current workload.

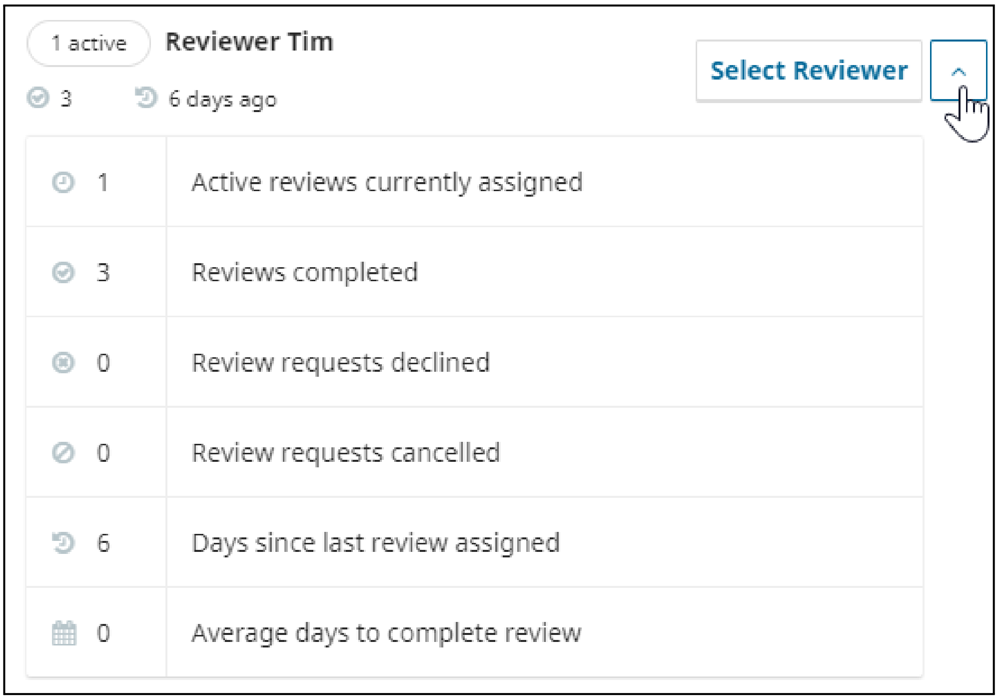
The Reviewer Database will also provide helpful information about prospective reviewers, such as whether they have already been assigned, or if for some reason they are unable to review:



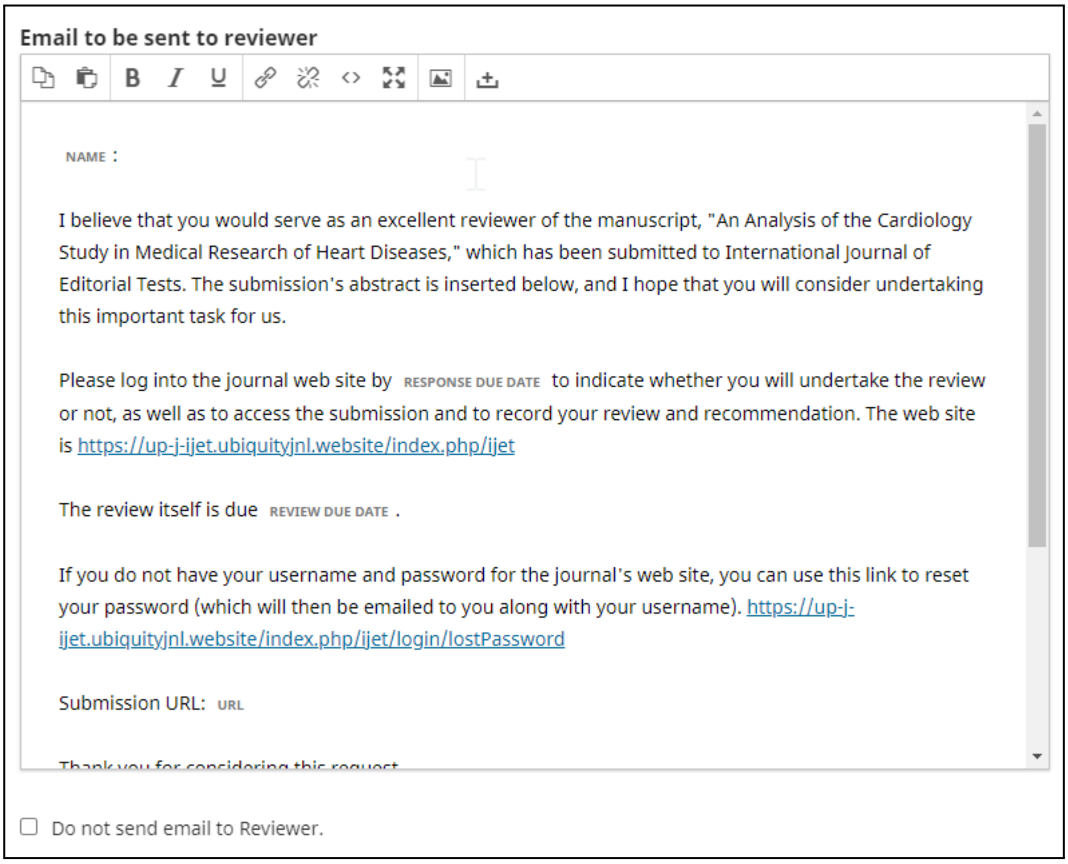
4. **Once you have decided on a reviewer, click '**Select Reviewer**' to invite them.**



N.B. Clicking the icon next to 'Select Reviewer' opens a dropdown menu that also shows a reviewer summary as below:



Clicking the 'Invite' button will open a different overlay, which shows the email that will be sent to the reviewer.

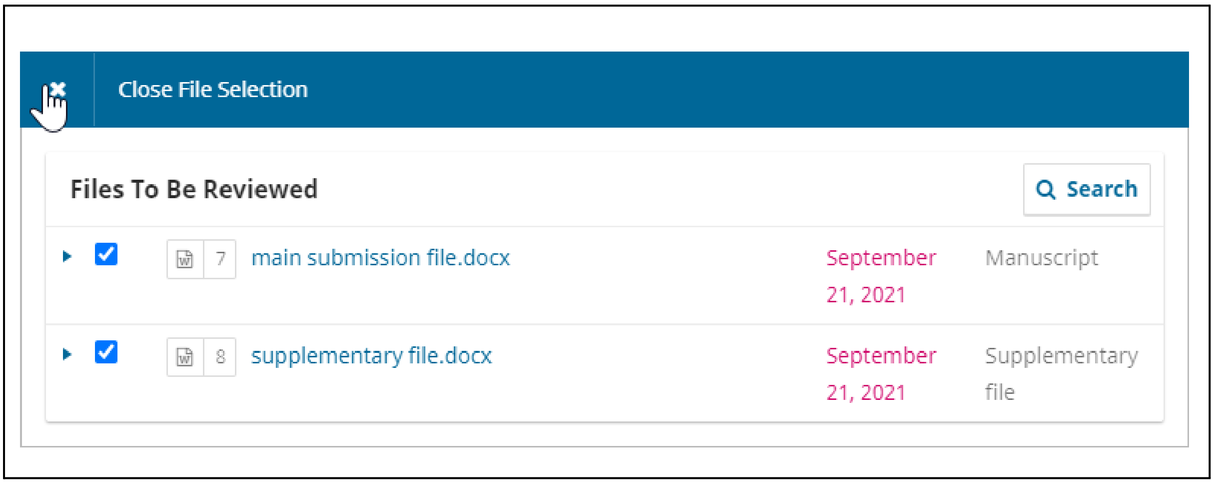


5. **Fill in the** Response Due Date**, and the** Review Due Date**.** These are just below the email template, and the information will automatically import to the email.

There is an option, in the image above, to send this invitation without sending the email to the Reviewer. If you want to send the invitation without an email, then select ‘Do not send email to Reviewer’.

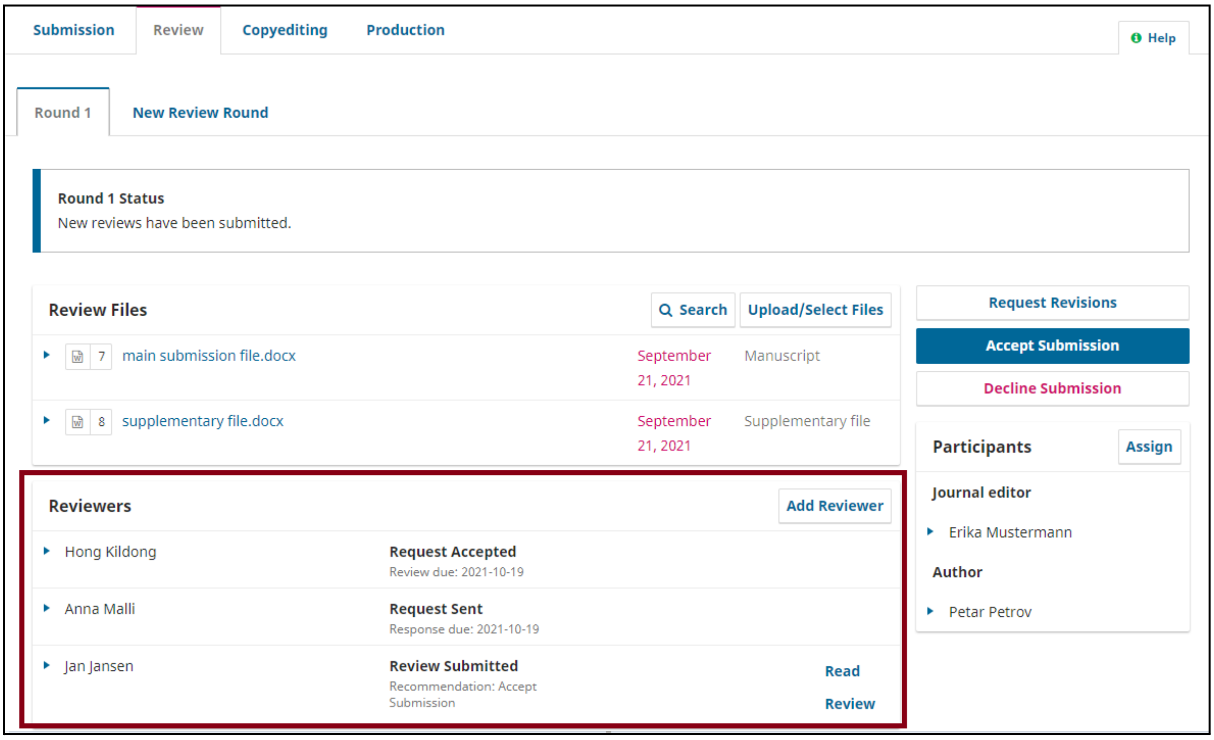
6. **Select which files the reviewers will see, and exclude those you don’t want them to see.** Underneath the ‘Important Dates’, you will see the ‘Files To Be Reviewed’ dropdown. Click on the plus sign, and it will show you all the files the author submitted.

Check the ones that you want the reviewer to be able to access (and make sure any they shouldn’t see are unchecked).



7. **Finish the Reviewer invitation.** You do this by clicking the ‘Add Reviewer’ button at the bottom of the overlay.

You will now be sent back to the Review sub-tab of the submission. The reviewer you just invited will be visible under the ‘Reviewers’ list.



It will also show you a helpful summary, such as what stage the request has reached (e.g. if the reviewer has returned a review, or if you have sent a request but not yet had a response).

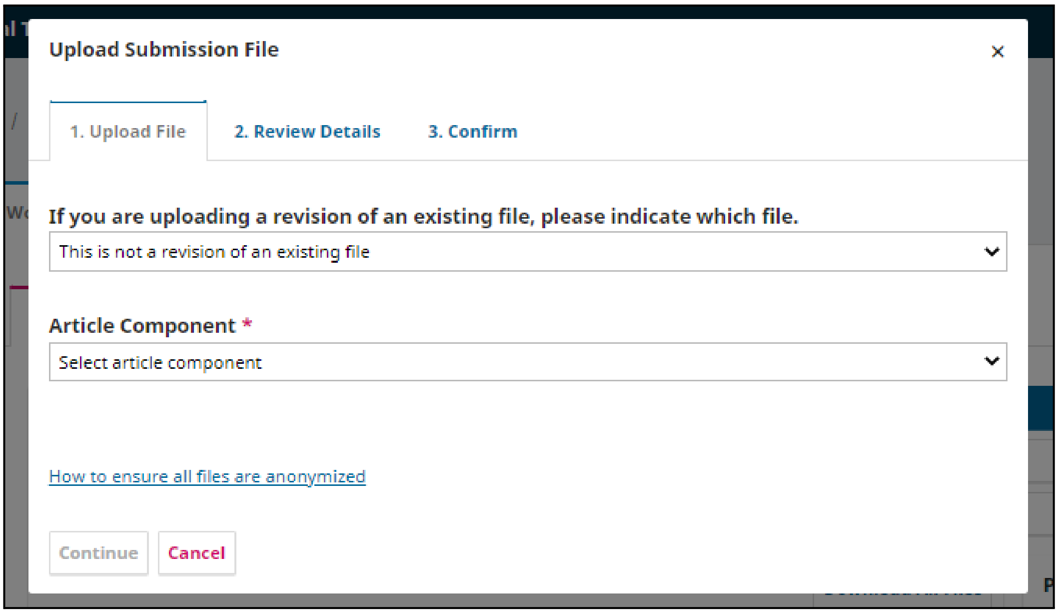
An automatic reminder email will be sent to reviewers to respond to your invitation. The timing of this reminder is specified at set up, and can be changed in the Settings.

Uploading New Versions of Files

You may need to upload a new version of the review file (e.g. if the authors have forgotten to anonymise the file on a double blind peer review). On the Review sub-tab, to replace a version of a review file:

1. Delete the current version of the file in question by clicking the triangle to the left of the file name, and then pressing 'Delete'.
2. Above that, press 'Upload/Select Files'.
3. Then press 'Upload Review File' in the top right corner, select the component and upload as instructed.

N.B. you can also replace the file at other steps e.g. immediately on submission, which may be necessary (e.g. for the double blind example above). At these other steps, you will be prompted to specify whether or not this is a replacement for an earlier version of a file, or if this is a new file. In these cases, press 'Upload File' where relevant (e.g. next to the Submission Files on the Submission sub-tab).



Peer Review: Making a Decision

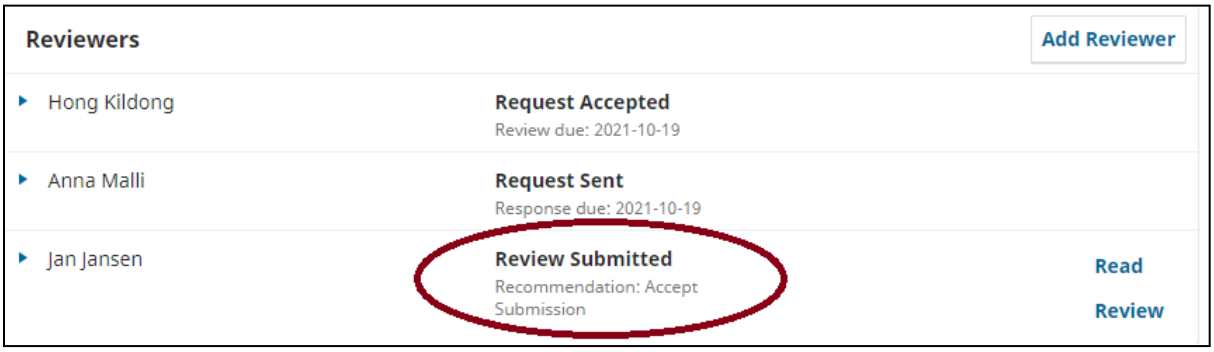
Once the necessary number of reviews is in, and you have been able to evaluate them, you will be ready to make a decision. You have several options, depending on the reviewers' conclusions and your own.

Reviewer Discussions

You are able to initiate discussions about papers with, among others, the assigned reviewers (the reviewers can also initiate a discussion with you). New discussions and replies will be visible on your dashboard notification icon, and discussions are visible on the Queue as well.

On the submission's Review tab, you can view the discussions at the bottom. If a reviewer has either replied to a discussion, or initiated one with you during the review phase, then please make sure to check these as they may contain useful supplementary information to the actual review. You can view the individual discussion chain by clicking on its title.

When you view the submission's Review sub-tab, you will be able to see each reviewer's decision at first glance:

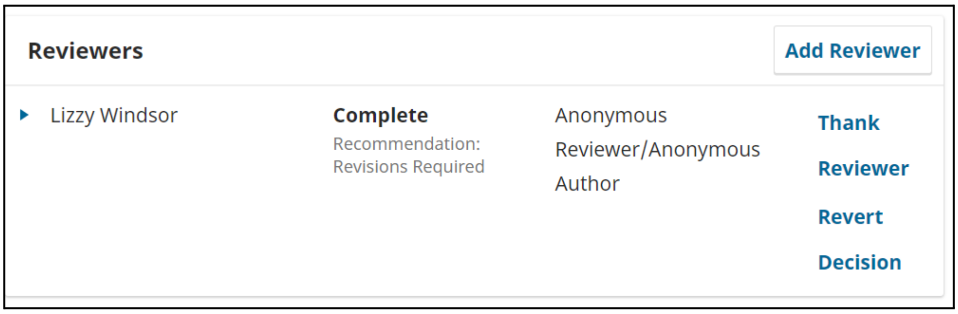


When you click 'Read Review**' on the right, a new overlay will open showing you their comments to the author and the editor.** Once you are happy you have no further queries for the reviewer, click 'Confirm' at the bottom of this overlay and the review will be logged as 'Complete'. You can undo this completion by clicking 'Revert Decision' by the reviewer's name, although your previous completion will remain logged in the system.

If you do need to clarify something with the reviewer, please click the triangle icon to the left of their name, which will show the option to email them.

Once you are ready to make a decision, you navigate from this part of the Review sub-tab, which is on the right, above the Participant list.

N.B. After you have confirmed the review, you will have the option to thank the reviewer. Please note that only the Assigned Editor will have this option to thank the reviewer.



Decision: Accept

1. **If the decision is to 'Accept', then click '**Accept Submission**'**. This opens a new overlay. At the top you have a checkbox with the option not to send a decision email to the author, if for some reason you want to log this decision on the system but not communicate it formally.

2. **Underneath the email template, click the box saying '**Add Reviews to Email**'.**

Underneath that is a checkbox with the option to bcc the reviewers into this decision email.

Underneath that is the list of files attached to this submission (including those uploaded by the reviewers), with the option to make them visible to the author by ticking the box next to the file name.

You can also attach a new file to your email by clicking 'Upload File' and ensuring it is ticked, e.g. if the reviewer has noted revisions in track changes and not uploaded the document themselves, but instead sent it directly to you.

3. **Then click 'Send Files to Copyediting'**. The decision email will then be sent to the corresponding author.

Sending Files to Editing

The button on the email to accept that says 'Send Files to Copyediting' changes the email overlay to a new screen. Here, you will see the available files from earlier stages (e.g. the initial submission, and the revised one if revisions were submitted, along with the different supplementary files).

Here you select which files are to be included in the final, published version so that they can be pushed through to the copyediting section. Once these are selected, please click 'Record Editorial Decision'. The decision will now be communicated to the author, and the correct files moved into editing.

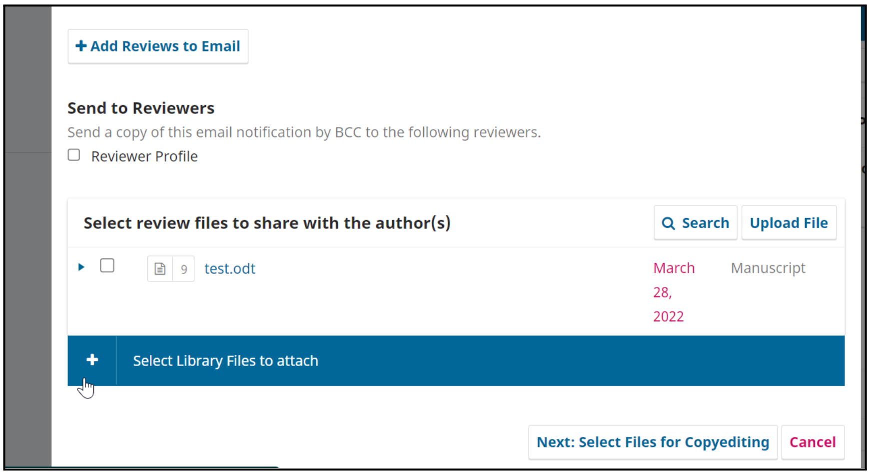
If your journal arranges its own copyediting, please refer to the Copyediting Guidelines.

Sending to the Ubiquity typesetting service

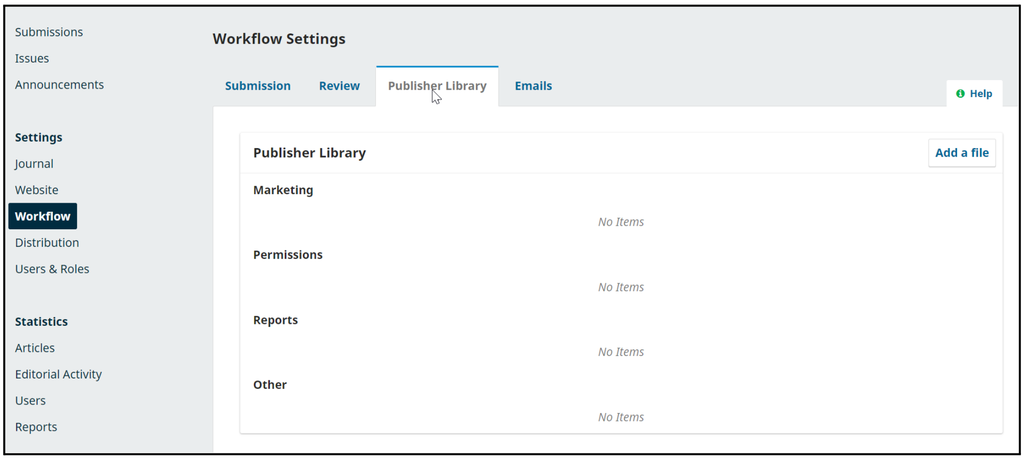
If your journal does not copyedit, or if Ubiquity Press handles your copyediting, please press 'Send to Production'. If your journal uses the]u[Ubiquity typesetting service then please read out guide on how to finalis the article and send the files to the production team: https://ubiquitypress.atlassian.net/servicedesk/customer/portal/1/article/1769554

The Publication Library

You will also notice that at the bottom of the email to Accept Submission, there is the option to 'Select Library Files to Attach'. This option is available on many template emails e.g. certain decisions to authors, emails to copyeditors.



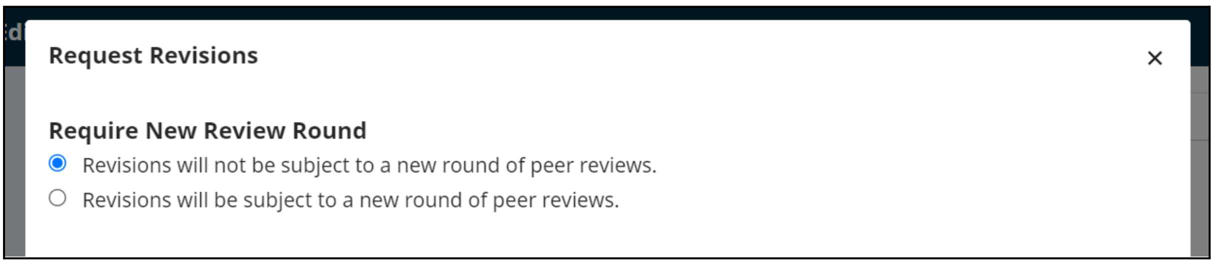
This relates to the Publisher Library. You can find this in the settings, under 'Workflow'.



This is a freeform resource library that you can use and add to as you see fit. For example, When sending the email of acceptance to the author, if you had generic marketing guidelines for authors, you might have that in your Publisher Library and then choose to add it to the email.

Decision: Revisions Required

1. **If the decision is 'Revisions Required', then click 'Request Revisions'.** This will open a new overlay. Indicate that the paper will not need to go to a second round of review:



2. **Underneath the email template, click the box saying ‘Add Reviews to Email’.**

Underneath that is a checkbox with the option to bcc the reviewers into this decision email.

Underneath that is the list of files attached to this submission (including those uploaded by the reviewers), with the option to make them visible to the author by ticking the box next to the file name.

You can also attach a new file to your email by clicking ‘Upload File’ and ensuring it is ticked, e.g. if the reviewer has noted revisions in track changes and not uploaded the document themselves, but instead sent it directly to you.

3. **Then click ‘Record Editorial Decision’**. The decision email will then be sent to the corresponding author.

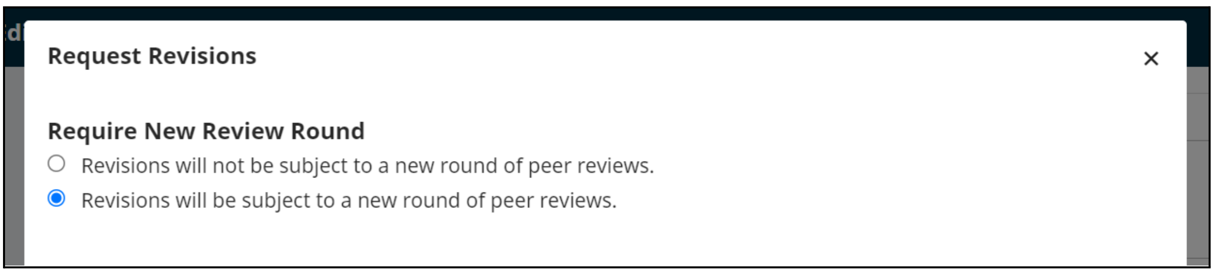
When the author has submitted revisions, you will receive an email, and you will have a notification in your dashboard’s bell icon. The revised manuscript, and any other resubmitted file, will now be visible on the Review sub-tab, under the ‘Revisions’ heading.

If you think further revisions are required, follow the ‘Revisions Required’ process again. If you think that the paper is now ready for publication, follow the ‘Accept’ process above.

If you have received revisions but now think that a second round of review is more appropriate, then please follow the ‘Sending a Paper to a Second Round of Review’ process outlined below (this will still work even though the decision logged originally wasn’t ‘Resubmit for Review’).

Decision: Resubmit for Review

1. **If the decision is ‘Resubmit for Review’, then click ‘Request Revisions’.** This will open a new overlay. **Indicate that the paper will be subject to a new round of reviews** (this will change the email template to say ‘Resubmit for Review’ rather than ‘Revisions Required’):



2. **Underneath the email template, click the box saying ‘Add Reviews to Email’.**

Underneath that is a checkbox with the option to bcc the reviewers into this decision email.

Underneath that is the list of files attached to this submission (including those uploaded by the reviewers), with the option to make them visible to the author by ticking the box next to the file name.

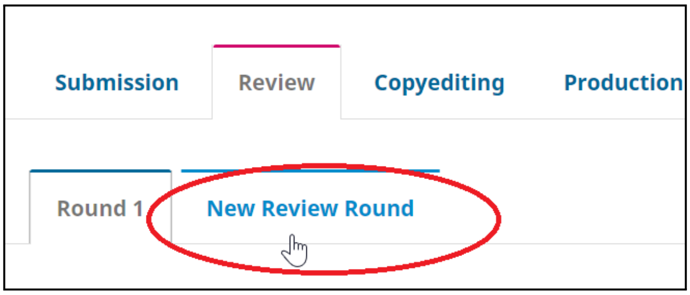
You can also attach a new file to your email by clicking 'Upload File' and ensuring it is ticked, e.g. if the reviewer has noted revisions in track changes and not uploaded the document themselves, but instead sent it directly to you.

3. **Then click 'Record Editorial Decision'**. The decision email will then be sent to the corresponding author.

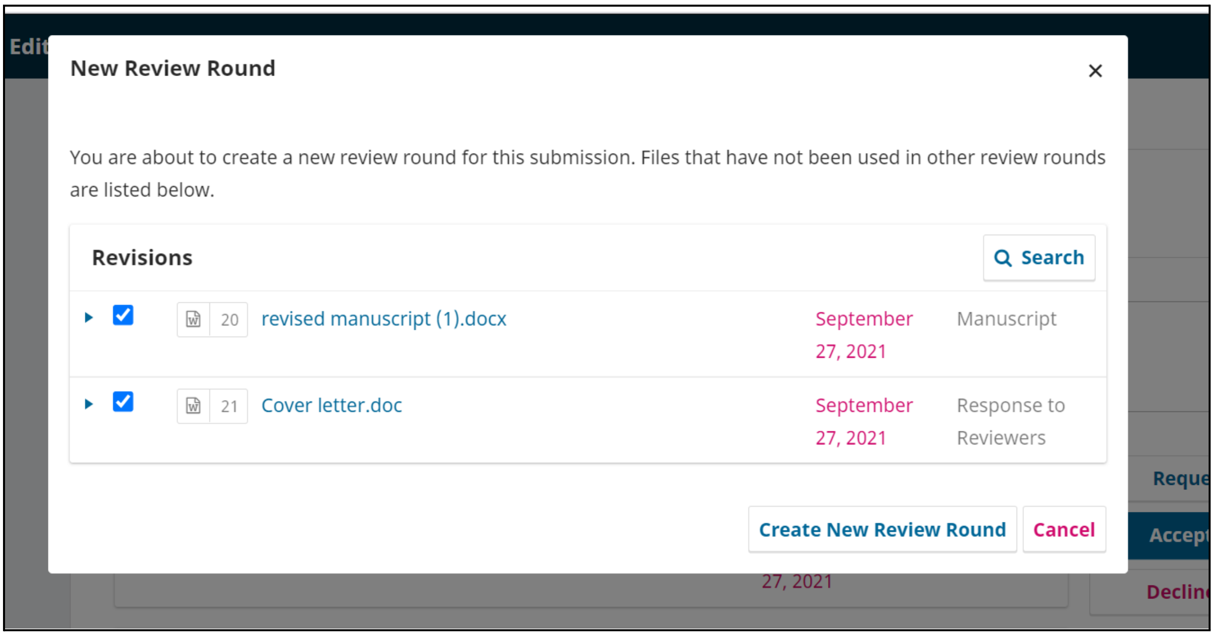
Sending a Paper to a Second Round of Review

When the author has submitted revisions, you will receive an email, and you will have a notification in your dashboard. You can now begin the second round of review.

1. **To begin a second round of review, go to the submission's Review tab and click 'New Review Round'.** This is near the top of the page, next to 'Round 1'.



This will open an overlay:



The overlay displays documents which were not present at the first round of review, but you can uncheck any that may be irrelevant to this round. You will be able to tell which files are revised and which are original by noting the date they were uploaded.

2. **Once you are sure that everything relevant is checked, press 'Create New Review Round'**.

You will now be taken to the Round 2 Review tab. The process is the same as for Round 1. The reviewers who submitted reviews in Round 1 will be noted, if you want to re-invite them.

(n.b. The process is the same for starting a third round etc.)

Decision: Reject

1. **If the decision is to 'Reject', then click 'Decline Submission'.** This opens a new overlay. At the top you have a checkbox with the option not to send a decision email to the author, if for some reason you want to log this decision on the system but not communicate it formally.

2. **Underneath the email template, click the box saying 'Add Reviews to Email'.**

Underneath that is a checkbox with the option to bcc the reviewers into this decision email.

Underneath that is the list of files attached to this submission (including those uploaded by the reviewers), with the option to make them visible to the author by ticking the box next to the file name.

You can also attach a new file to your email by clicking 'Upload File' and ensuring it is ticked, e.g. if the reviewer has noted revisions in track changes and not uploaded the document themselves, but instead sent it directly to you.

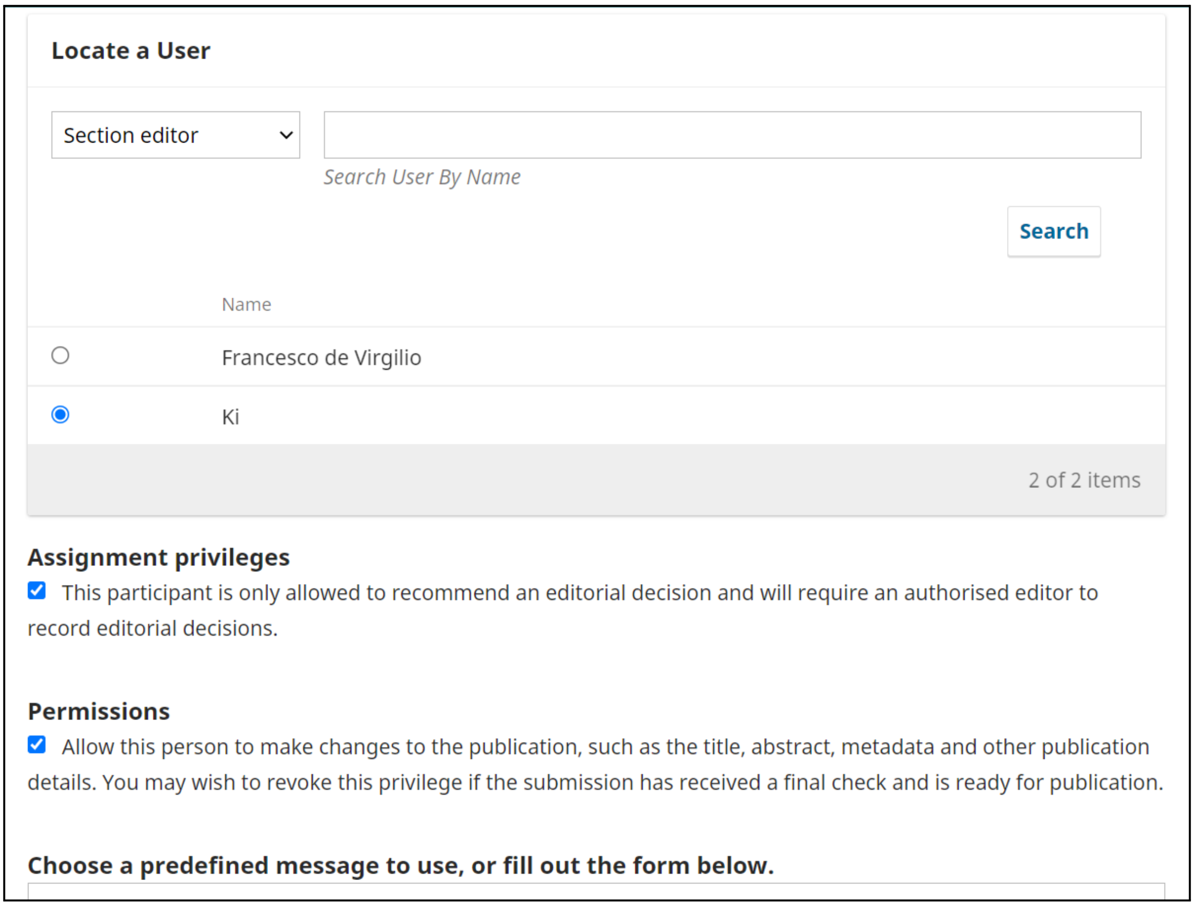
3. **Then click 'Record Editorial Decision'**. The decision email will then be sent to the corresponding author.

The Recommended Decision Workflow

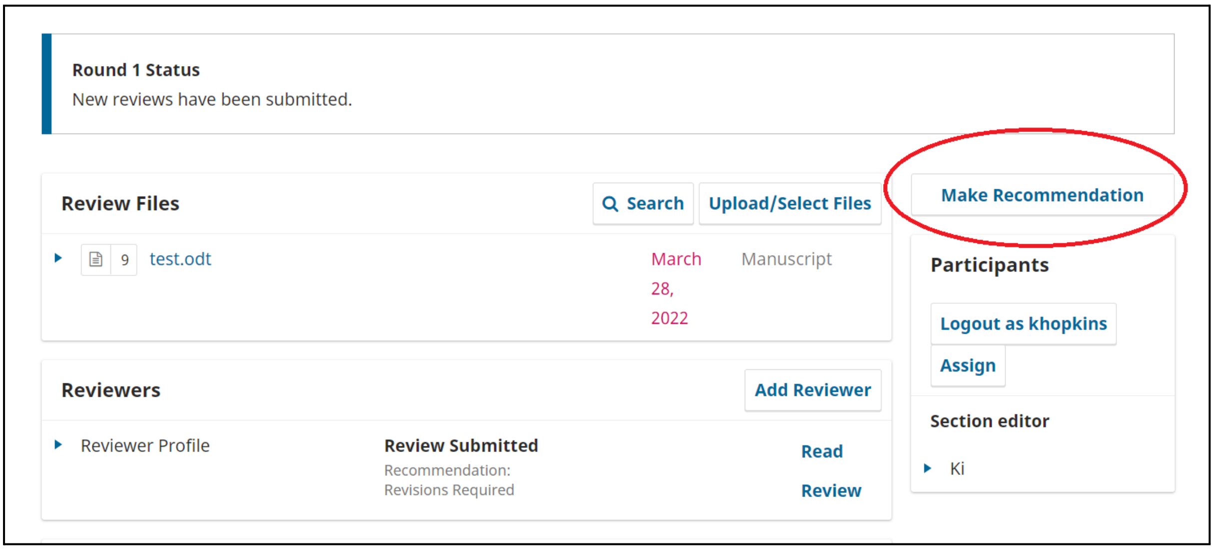
A Role Level Setting

Your journal may be set up to have the 'Recommended Decision Workflow' turned on. This means that as a section editor, you do not have permission to make editorial decisions. Instead, you suggest them to the editor. This can be set up at a role level. For example, all Section Editors may have the recommended decision workflow turned on (as in the image below). When this is the case, the email to assign them will automatically have the box restricting their privileges ticked.

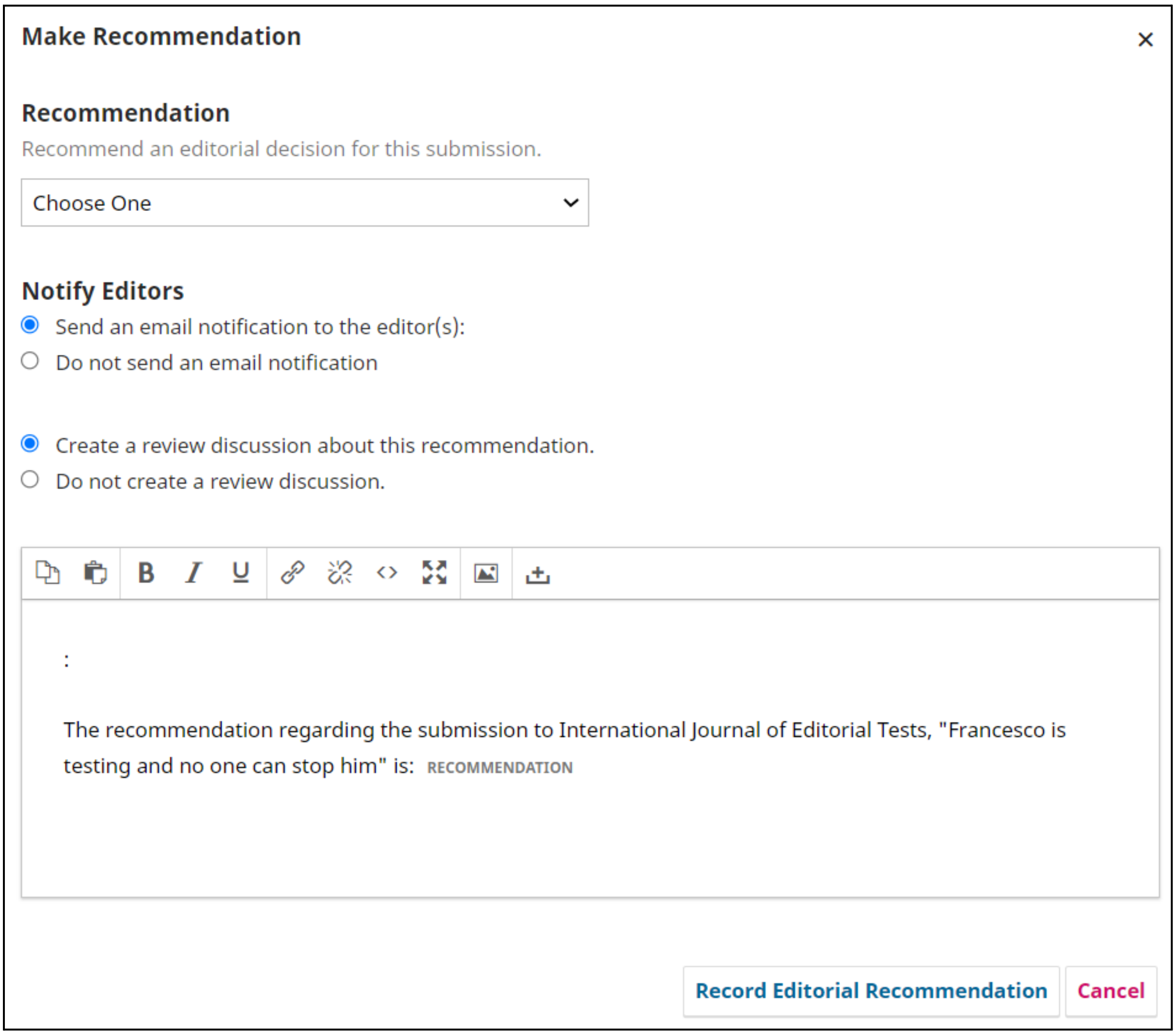
This can be un-assigned on an ad hoc basis, for example if you are using the Section Editor role for a guest editor who has full editorial control over a particular collection.



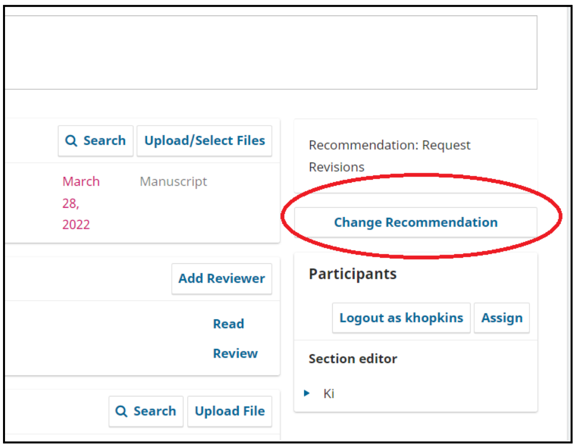
When the Recommended Decision workflow is switched on, the options 'Request Revisions', 'Accept Submission', and 'Reject', are all replaced with 'Make Recommendation' for the user who is only allowed to recommend (e.g. the Section Editor).



When the restricted user clicks this, the email that opens in the overlay is different.



The restricted ser still makes an editorial recommendation, but this is now a suggestion to the main editor. N.B. The template also allows for creating a review discussion about this recommendation. This function does not yet work, although a discussion can still be started with the editor the normal way (by pressing ‘Add Discussion’ at the bottom left of the page where the recommendation is made).



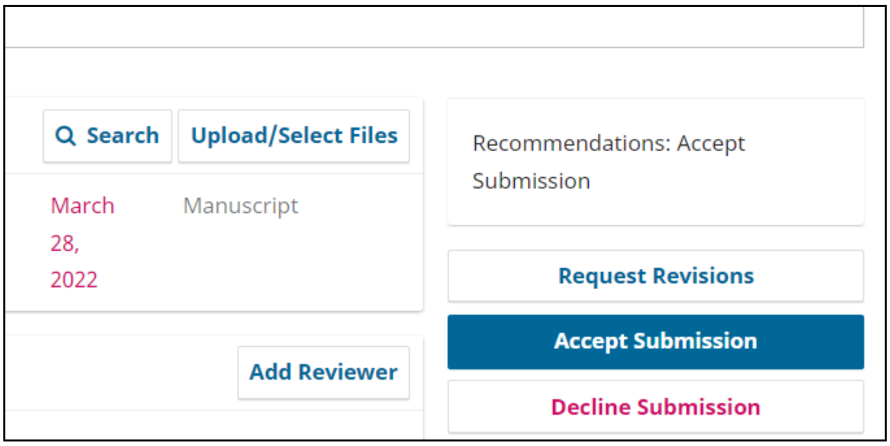
The restricted user is able to change their recommendation if they should change their mind about the decision. This will open an overlay almost identical to that of the first decision, and functions the same way.

OJS3 has been customised by Ubiquity Press to match its high front-end standards.

Once the restricted user has recorded a recommendation, the editor assigned with unrestricted permissions, e.g. the Editor in Chief, receives an email and bell icon notification about this recommendation.

N.B. an editor with unrestricted permission must also be assigned to the submission, or the notification email will not be sent to anyone.

The main editor will see the same options as those available on the non-recommended workflow, but will now also see the restricted user's recommendation:



An Ad Hoc Setting

Recommended Decisions can also be turned on as an ad hoc setting per submission by the editor. To do this, when you go to assign an editor (see pg 7 above), make sure that you tick the box underneath '*Assignment privileges*'. Once this ad hoc setting is turned on, the workflow works as outlined above for that particular participant.