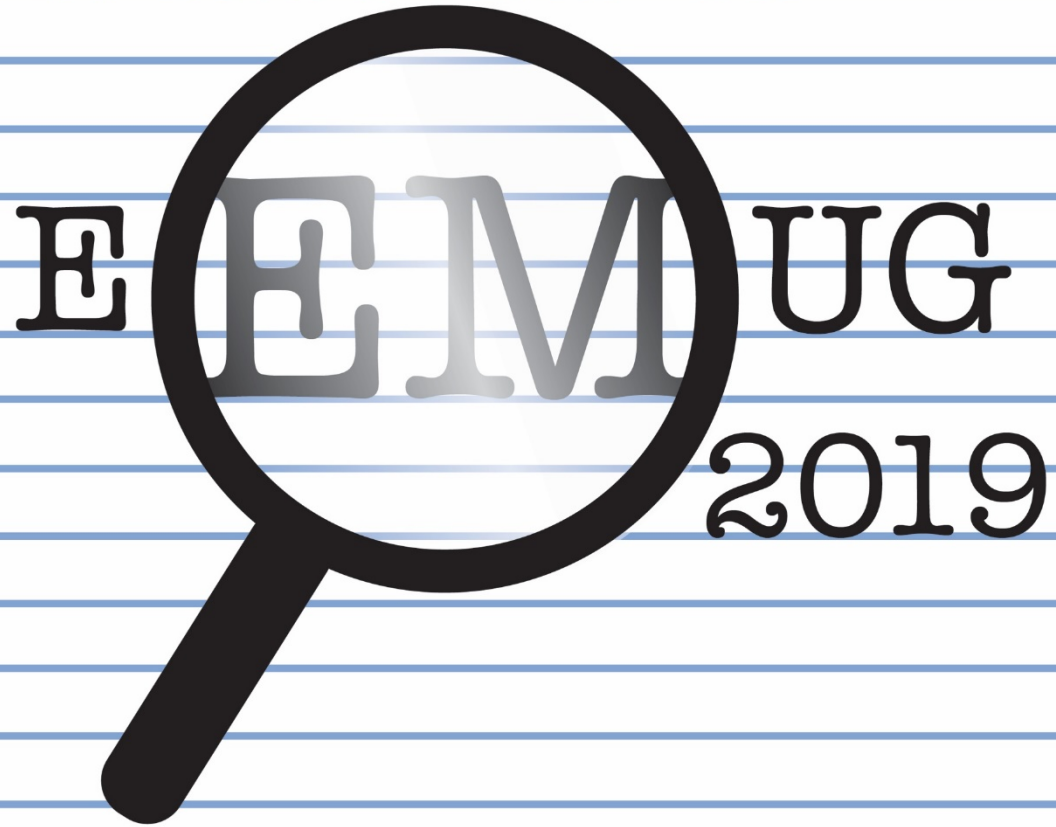


Welcome to



#EEMUG2019



Decision Workflow featuring Early Decision

Anna Walton, UK Account Coordinator,
awalton@ariessys.com



Decision Workflow featuring Early Decision - Agenda

- Decision Permissions – who does what?
- Editor Decision Page
- Drafting the Decision Letter
- Discussion Forum – Sharing the Decision Letter & collaboration
- Decision Phrases
- Notify Author
- Rescind Decision
- Reject Decision Rebuttal
- Early Decision
- Coming Soon! – Editor Questions



Decision Permissions – who does what?

Who does what in the Decision Process?



Decision Permissions – who does what?

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Accept	^
Revise	■
Reject	■
Minor Revision	v

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept	^
Revise	■
Reject	■
Minor Revision	v

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minor Revision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete

And Modify Editor's Decision

Rescind Decision


Override Author Revision Due Date

System Administrator Functions > Role Manager > Editor Roles > Edit



Decision Permissions – who does what?

- Decisions, the decision making process and decision permissions are highly configurable.
- This allows for different decision workflows.
- Flexible.
- Different editor roles can have different permissions.
- It is also possible to allow for different permissions based on the decision term – for example if a journal has AEs and EiCs then it could be configured that for certain decisions an AE can make the decision, draft and send the letter but for others only a recommendation is allowed and the Senior Editor makes the decision.
- This also allows for journals where the Editor makes the decision and the ME drafts and sends the notification letter.
- This does not prevent a simple one editor does all workflow!

Action	Manuscript Number
View Submission Details 	DEMOAW.2018.0028
Discussions 2	
History	
File Inventory	
Edit Submission	
Classifications	
Assign Editor	
Unassign Editor	
Invite Reviewers	
Solicit Commentary	
View Reviews and Comments	
Set Final Disposition	
Submit Editor's Decision and Comments	
Send E-mail	



Decision Permissions – who does what? Configuration

RoleManager

Listed below are the roles that are currently defined for Editors. You may Add new roles or Remove or Edit existing roles. You can also create a new Editor Role by copying an existing role. When you Copy an Editor Role, all options in Editor RoleManager and related configuration options (e.g. Editor Forms, Manuscript Rating Questions, ActionManager letters, etc.) are carried over to the new role. Be sure to enter a unique Role Name and make sure all settings pertaining to the new role are correct, as the new role will be available for selection on pages where Editor Roles are displayed as soon as the Edit Role Definition page is submitted.

Managing Editor [Remove Edit Copy](#)
Editor [Remove Edit Copy](#)
Editorial Assistant [Remove Edit Copy](#)
Associate Editor [Remove Edit Copy](#)

Add

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Skipped in Decision Chain if previous Editor's Decision IS NOT

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minor Revision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete

And Modify Editor's Decision

Rescind Decision

Override Author Revision Due Date

- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- In the **Editor Decisions** section.




Editor Decision Page

For Editor Recommendations and Editor Decisions



Editor Decision Page

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name
View Submission Duplicate Submission Check (68%) Details  Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Submit Editor's Decision and Comments Send E-mail	DEMOAW.2018.0021	Original Study		Drinking Tea Makes You Happy and is Good for your Health!	Doctor Worm 

- This is the first step in making a recommendation/decision.
- Reached from “Submit Editor’s Decision and Comments” Action Link.
- Can have a separate form for Editor recommendations and decisions, or use the same form for both.
- The Editor Decision Forms and Format can be configured in System Administrator Functions > Policy Manager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Editor Decision Policies > Create Editor Forms



Editor Decision Page

Editor Decision and Comments for Manuscript Number DEMOAW.2018.0021

Drinking Tea Makes You Happy and is Good for your Health!

Original Submission
Eddie Editor (Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#)  [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#) [Send E-mail](#)

	Original Submission
Karen Little (Reviewer 1)	Accept
Becky Reviewer (Reviewer 2)	Minor Revision
Numair Salmalin (Reviewer 3)	Accept
Eddie Editor (Editor)	Assigned - No Decision
Author Decision Letter	
Doctor Worm (Author)	

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

Confidential Comments to Editor

Please give a frank account of the strengths and weaknesses of the article:

[Insert Special Character](#)



Editor Decision Page – Reviewer Comments Merged In

Confidential Comments to Editor

Editor Instructions

[Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:

Reviewer, Karen Little: Good submission, I recommend acceptance

Reviewer, Becky Reviewer:

Please give a frank account of the strengths and weaknesses of the article:

This is a good submission and there is original research

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Reviewer #1: This is a very good paper.

Please expand on point 4 on page 5 line 27...

There is a typo on page 14

Reviewer #2: I like this paper and I think you make a good point.

Recommend publish

Reviewer #3: This is a very good submission, and I recommend publication especially because Tea is so important.



Editor Decision Page – Reviewer Comments Separate

Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Reviewer, Reggie Reviewer: Reviewer 1 comments to Editor - this is a good submission and although it needs a few changes it would be a good publication

Reviewer, Rosie Reviewer: Reviewer 2 comment to editor - I recommend publishing this paper

Reviewer, Rapunzel Reviewer: Reviewer 3 comment to editor - I have attached my review. I think this is a good submission and the ideas are original. I would like to see the authors expand on their conclusions more
Then I would recommend publication

Comments to Author

Editor comments to author

[Insert Special Character](#) [Open in New Window](#)

Individual Reviewer Comments to Author (Editor's Copy)
*Select comments for inclusion in the Decision Letter sent to the Author. * indicates a comment modified from the original.*

Reggie Reviewer
Reviewer 1

Reviewer 1 Comments to Author
I like this paper and recommend acceptance after a few changes....

[Insert Special Character](#) [Open in New Window](#)

Rosie Reviewer
Reviewer 2

Reviewer 2 Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Rapunzel Reviewer
Reviewer 3

Reviewer 3 - please see attached comments
original ideas, well presented
Please expand on conclusions

[Insert Special Character](#) [Open in New Window](#)

Editor Decision Page – Reviewer Comments – Merged or Separate?

- Reviewer comments can be merged in or separated out.
- For both options the reviewers' comments to Editor are in the “Confidential comments to Editor” box.
- Set in System Administrator Functions > Policy Manager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Create/Edit Review Forms > Edit Form – select “Keep separate from Editor Comments in Decision Chain” under “Display Comments to Author text box”.
- If using separate comments the merge field to insert these separate comments into the decision letter is
`%INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%`



Editor Decision Page

Editor Decision Phrases

Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Review Questions and Responses

Karen Little Reviewer 1	Becky Reviewer Reviewer 2	Numair Salmalin Reviewer 3
Are you willing to review the revision of this manuscript?		
Yes	Yes	Yes
Will this paper be of interest to our readers?		
Yes	Yes	Yes
Please rate the research:		
Very Good	Very Good	Excellent
Would you recommend that we publish this manuscript?		
Yes	Yes	Yes

Cancel

Save & Submit Later

Proof & Print

Proceed



Drafting the Decision Letter

Good News or Bad News?



Drafting the Decision Letter – Drafting the Letter Only

Notify Author

Manuscript Number:
DEMOAW.2018.0028

Title: EEMUG Demo Submission

To finalize your decision and pass this draft notification letter to the next Editor, use the 'Submit Decision with Draft Letter' button.

[Cancel](#) [Submit Decision with Draft Letter](#)
[Preview Letter](#) [Save](#) [Save and Close](#)

Date Revision Due:	01/05/2019 (mm/dd/yyyy)
Editor Decision:	Minor Revision
Modify Decision:	Minor Revision
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Harry Potter
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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

	cc:	bcc:	
			Editors Assigned to Manuscript
<input type="checkbox"/>	<input type="checkbox"/>		Eddie Editor (Editor)
<input type="checkbox"/>	<input type="checkbox"/>		Alison Associate-Editor (Associate Editor)
	cc:		<input type="text"/>
	bcc:		<input type="text"/>

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) [Open in New Window](#)

Ref.: Ms. No. DEMOAW.2018.0028
EEMUG Demo Submission
DEMO AW Site

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your

- Depending on permissions the Decision Letter Draft can be done by a lower editor and passed back up the chain or drafted and Sent by the EiC or Managing Editor.
- If the lower level Editor can only draft (but not send) the letter they will “*Submit Decision with Draft Letter*” and then their assignment is finished.
- When drafting the Decision Letter the editor can Preview the letter to see how it will look and also has the option to Save or Save and Close.
- If there is a middle level editor (and they have permission) they can review the draft from the lower Editor and add their comments in.



Drafting the Decision Letter – Drafted Letter passes up the Editor Chain

Notify Author

Manuscript Number:
DEMOAW.2018.0028

Title: EEMUG Demo Submission

This draft was last saved by another editor.

If you agree with the previous editor's decision, you may continue with this draft notification.

To reject this decision and send the assignment back to the previous Editor, use the Return to (Editor) link.

To override this decision by submitting your own decision and comments, use the 'Submit New Decision' button.

Cancel Submit Decision without Notifying Author Submit New Decision

Preview Letter Save Save and Close Send Now

Date Revision Due:	01/05/2019 (mm/dd/yyyy)
Editor Decision:	Minor Revision
Rescind Decision:	Return to Associate Editor
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Harry Potter
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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

cc: bcc:

Editors Assigned to Manuscript

<input type="checkbox"/>	<input type="checkbox"/>	Eddie Editor (Editor)
<input type="checkbox"/>	<input type="checkbox"/>	Alison Associate-Editor (Associate Editor)

cc:

bcc:

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) [Open in New Window](#)

Ref.: Ms. No. DEMOAW.2018.0028
EEMUG Demo Submission
DEMO AW Site

- If the Decision Letter was drafted by another editor a warning will show: *“This draft was last saved by another editor”*.
- The next level of editor can review the letter and edit it as desired.
- If the higher editor does not agree with the lower editor's decision they can change it (with permission).
- The editor who has permission to *“Notify Author”* will see the **Send Now** link to send the decision letter and set the decision.



Drafting the Decision Letter – Draft and Send Letter

Notify Author

Manuscript Number:
DEMOAW.2018.0021

Title: Drinking Tea Makes You Happy and is Good for your Health!

To finalize your decision and notify the author, use the 'Send Now' button.

If you wish to submit your decision to the next editor for review before the author is notified, use the 'Submit Decision without Notifying Author' button.

[Cancel](#) [Submit Decision without Notifying Author](#)
[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

Date Revision Due:	01/09/2019 <input type="text"/> (mm/dd/yyyy)
Editor Decision:	Minor Revision
Modify Decision:	Minor Revision <input type="text"/>
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Doctor Worm
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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

cc:	bcc:
Editors Assigned to Manuscript	
<input type="checkbox"/>	<input type="checkbox"/> Eddie Editor (Editor)
cc:	<input type="text"/>
bcc:	<input type="text"/>

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) [Open in New Window](#)

Ref.: Ms. No. DEMOAW.2018.0021
Drinking Tea Makes You Happy and is Good for your Health!
DEMO AW Site

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your

- For workflows where one person drafts and sends the decision letter they will be able to view, edit and send the decision letter.
- They will also be able to Preview, Save and Save and Close the decision letter draft.
- Until the Decision Letter is sent to the author the Editorial Status will show as *Decision in Process*.



Discussion Forum

Sharing the Decision Letter

Collaboratively write the decision letter



Discussion Forum - Sharing the Decision Letter

Submissions with Required Reviews Complete - Eddie Editor

Contents: New and revised manuscripts that have the number of required reviews completed. These submissions require one of the following actions: 1) Invite Additional Reviewer(s); 2) Make a Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (4 total submissions)

Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Review Status	Editor Decision ▲▼
View Submission Details 📄 Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers Solicit Commentary View Reviews and Comments Set Final Disposition Submit Editor's Decision and Comments Send E-mail	DEMOAW.2018.0028	Original Study		EEMUG Demo Submission	Harry Potter	Dec 06, 2018	Dec 06, 2018	Decision in Process	2 Complete (more...)	Minor Revision

- For journals where editors work on submissions collaboratively, the Discussion Forum can be used for collaborative decision making and decision letter drafting.
- Discussions can run concurrently to peer review so do not need to be an additional step in the process.
- Discussion Forum functionality allows for sharing of reviews and the decision letter draft.



Discussion Forum - Sharing the Decision Letter

Initiate Discussion for Manuscript Number: DEMOAW.2018.0028
Harry Potter
"EEMUG Demo Submission"

Topic	This submission, decision and decision letter
Initial Comments	I think we should accept this paper. AE has made recommendation and drafted letter, please add your comments

Editor Candidates

Search Again

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
<input checked="" type="checkbox"/>	Associate Editor (This editor is already assigned to the current submission)	Alison Associate-Editor	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Editor (This editor is already assigned to the current submission)	Eddie Editor	7				0		Yes
<input type="checkbox"/>	Managing Editor	Alison Admin	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Managing Editor	Anna Anna	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor	Amie Author	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor	mary mary	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

Search Again

Cancel

Start Discussion without Sending Letters

Proceed To Customize Letters

- Editor who initiates discussion can invite other editors to take part.
- “View Reviews and Comments”, “Download Files” and “View Draft Decision Letter” can be set for a Discussion Topic by default or on an ad hoc basis.
- A specific “Decision and Decision Letter” Discussion Topic Template could be created.



Discussion Forum - Sharing the Decision Letter

Discussion for Manuscript Number: DEMOAW.2018.0028
Harry Potter
"EEMUG Demo Submission"

Cancel Save and Close Conclude Discussion

Participant Summary View Submission View Reviews and Comments **View Draft Decision Letter** File Inventory Add/Edit Submission Flags Details

Topic:
This submission, decision and decision letter

Comments:
Having looked at this submission and the reviews, I agree with this decision. I have read the draft decision letter and think the author should also be asked to add another figure to show X and to expand on point Y (in page 6 line 25).
I also think they should re-test point A. Once these changes are made I recommend publication. |

View/Print All

Participant	Comments	Date
Eddie Editor	I think we should accept this paper. AE has made recommendation and drafted (more...)	Dec 06, 2018

Add Participants

Editor Participants

Editor Participant	Role	# Posts	Latest Post	Participant Status	View Reviews and Comments	Download Files	View Draft Decision Letter	
Anna Anna	Managing Editor	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail
Alison Associate-Editor	Associate Editor	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail
Eddie Editor	Editor	1	Dec 06, 2018	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail

Cancel Save and Close Conclude Discussion

- Editors invited to the discussion can View Submission and, if shared, the Reviews and Comments, Files and Draft Decision Letter.
- Participants can add their own comments.
- Discussion Forum indicators can be enabled so clearly show unread posts to discussion participants.
- To view the Draft Decision Letter click the “View Draft Decision letter” link at the top.



Discussion Forum - Sharing the Decision Letter - Configuration

- Configured in System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Forum Settings
- System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Topic Templates > Add or Edit

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Suggest Editor Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊖ **Discussion Forums**
 - [Configure Discussion Forum Settings](#)
 - [Configure Discussion Topic Templates](#)
 - [Configure Automatic Discussion Initiation](#)
- ⊕ Linked Submissions Policies

Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. ([more...](#))

Discussion Topic Template Type: Editor Consultation

[Open Special Character Palette](#)

Discussion Topic Template Name	<input type="text"/>
'Initiate Discussion' Page Custom Instructions	<input type="text"/>
Topic	<input type="text"/> <input type="checkbox"/> Allow user to modify Topic name when initiating a discussion
Initial Comments	<input type="text"/> <input type="checkbox"/> Allow user to modify Initial Comments when initiating a discussion
Default Editor Participant Permissions	<input type="checkbox"/> View Reviews and Comments <input type="checkbox"/> Download Files (source and companion) <input type="checkbox"/> View Draft Decision Letter
Editor Access to 'Details' Link	<input type="checkbox"/> Display 'Details' link in Submissions with Active Discussions folder and on Discussion page. Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.' Editorial Details Layout Configured for the Editor's Role
Editor Discussion Letters	Select the Letter to send asking Editors to participate: None Select the notification letter to send to Editors when comments are posted: None <input type="radio"/> Notify discussion initiator only <input type="radio"/> Notify all active Editor participants



Discussion Forum - Sharing the Decision Letter – Configuration

- Also in System Administrator Functions > Role Manager > Editor Roles > Edit Editor Role to give Discussion Forum permissions.

- + New Submissions
- + Editor Assignment
- + Reviewer Invitations
- + Editor Decisions
- + Proposals/Commentaries
- + System Conversion Tasks
- + General Searching and Viewing
- + Edit Submission
- Discussion Forums**
 - View All Discussions
 - Initiate and Manage Discussions
 - My Discussions Only
 - All Discussions
- + Transmittal Form
- + Sending E-mail
- + Viewing and Editing People Data
- + Flag Icons
- + Proxy Activities
- + Administrative and Reporting Functions
- + Cross-Publication Login
- + ProduXion Manager



Decision Phrases

Speak with the same voice



Decision Phrases

- Previously, Editors who routinely made the same comments during the decision process had to repeatedly type or cut and paste those comments every time they submitted a decision letter.
- For high-volume publications this can be time consuming (and error-prone).
- Editors may use different language and terminology.
- The Editor Decision Phrases enable publications to provide a consistent voice when communicating decisions with their authors.
- Saves Editors' time.
- First publications create a pool of Editor Decision Phrases for their Editors to use.
- When Editors are on the "Submit Editor's Decision and Comments" page they can select any, all or none of the configured decision phrases to include in the letter.
- Phrases selected by the Editor populate a new merge field:
- %EDITOR_DECISION_PHRASES%



Decision Phrases

[Editor Instructions](#)

Editor Decision Phrases

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- Editor Decision Phrase 1
- This allows you to create short snippets of text or longer sections of explanation for the body of the decision letter.
- They are also displayed when viewing the Editors recommendation.
- This is a very good paper which would benefit from some small changes prior to publication.

Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:

AW Demo 14.0

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below.

Editor Decision Phrase 1

This allows you to create short snippets of text or longer sections of explanation for the body of the decision letter.

This is a very good paper which would benefit from some small changes prior to publication.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by %DATE_REVISION_DUE%.



Decision Phrases

In View Reviews and Comments:

Eddie Editor (Editor) Edit Editor Comments	
Date Submitted:	Feb 28, 2017
Status Date:	Oct 19, 2017
Current Status:	Rebuttal
Final Disposition:	
Editor's Recommendation:	Reject
Overall Editor Manuscript Rating (1-100):	<input type="text" value="(1-100)"/> View Manuscript Rating Card
Date Assignment Completed:	Oct 19, 2017
Elapsed Days:	232
Editor Decision Phrases:	<p>Editor Decision Phrase 1</p> <p>This allows you to create short snippets of text or longer sections of explanation for the body of the decision letter.</p> <p>They are also displayed when viewing the Editors recommendation.</p> <p>This is a very good paper which would benefit from some small changes prior to publication.</p>
Editor's Comments to Editor:	<p>Please give a frank account of the strengths and weaknesses of the article:</p> <p>Reviewer, Reggie Reviewer: Is there a financial or other conflict of interest between your work and that of the authors?</p> <p>YES ___ NO ___</p>









Decision Phrases – Configuration

- In System Administration > Policy Manager > Reviewer and Editor Form Policies > Editor Decision Policies > Configure Editor Decision Phrases
- Click “Add Editor Decision Phrase” to open a pop up window.

Editor Decision Policies	
	Edit Editor Decision Terms
1	Configure Editor Decision Phrases
2	Create Editor Forms
3	Configure Editor Forms
	Editor Manuscript Rating Question Configuration

Configure Editor Decision Phrases

Listed below are the Editor Decision Phrases which, when associated with an Editor Form, can be selected by an Editor when submitting a decision and added to the Decision Letter. To edit a phrase use the Edit icon. A phrase may be removed at any time using the Discard icon. To add a new phrase, click 'Add Editor Decision Phrase'.

Current Editor Decision Phrase List		+ Add Editor Decision Phrase
		After discussion, all editors are in agreement on this decision.
		Your submission may be suitable for the Publisher's new online-only journal. See newjournal.org for more information.
		While this manuscript did not meet the journal's current needs, please submit again in the future.
+ Add Editor Decision Phrase		

[Create Editor Forms](#)

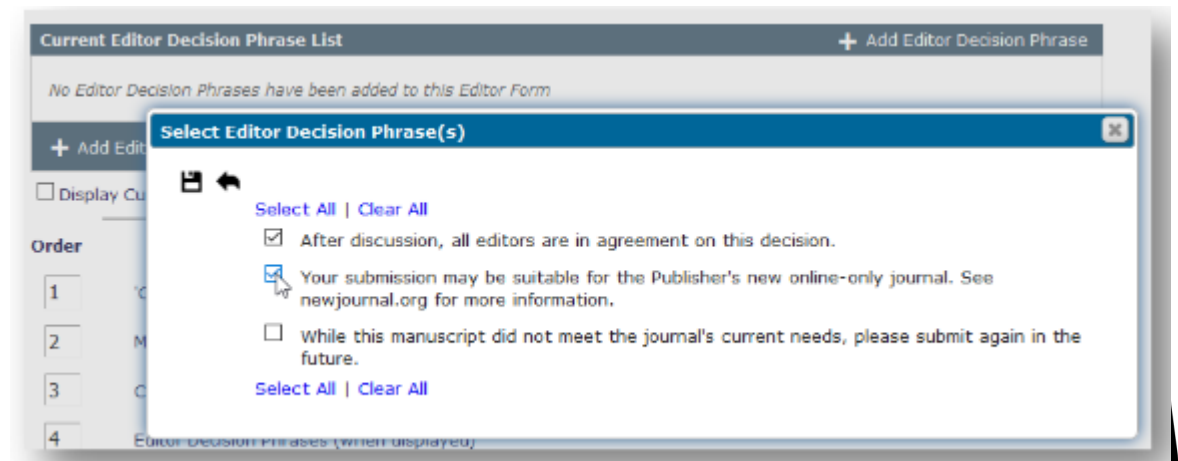
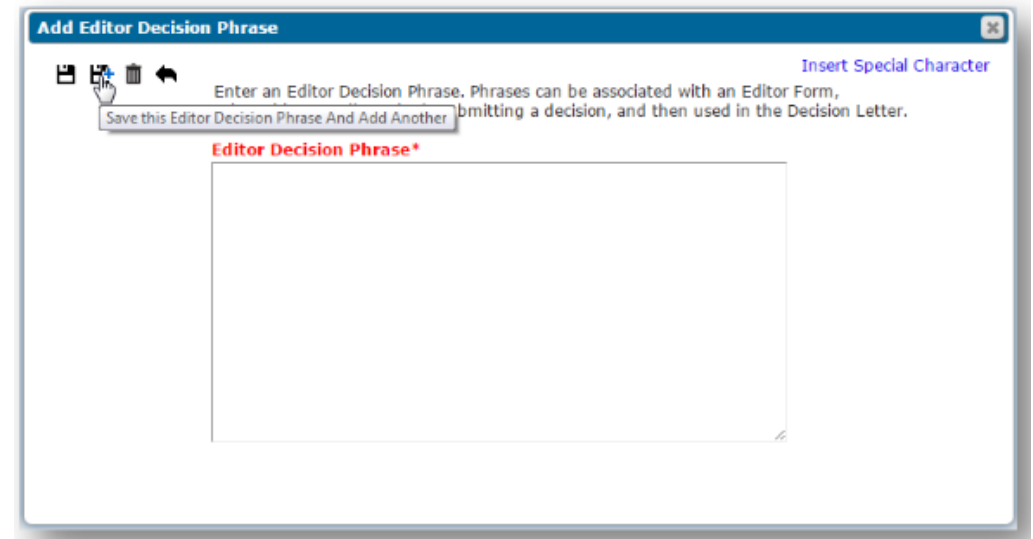
[Match Editor Forms to Article Types and Editor Roles](#)

[Return to PolicyManager](#)



Decision Phrases – Configuration

- Enter the phrase, save and continue to add more phrases as needed.
- Create new or edit existing Editor Forms where the phrases will be used (a link to the *Create Editor Forms* page is on the *Configure Editor Decision Phrases* page and in *Policy Manager*).
- Click “Add Editor Decision Phrase” to open pop up and check the appropriate phrases for the Editor Form and click save icon.
- The selected Phrases will then appear on the main form page.
- Finally, navigate to the *Configure Editor Forms* page and match the Editor Form to the appropriate Role and Article Types.



Notify Author

Is it good news?



Notify Author

View Submission Details ▾ History Unassign Editor File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition Initiate Production View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions	ANNATEST131-D-17-00003	Original Study	Ice Tea is Only a Pretend Tea - Discuss!	Andy Middle Author, PhD ▾	Feb 07, 2017	Dec 10, 2018	Decision in Process	Eddie Editor	Reject	Notify Author
--	------------------------	----------------	--	---	--------------	--------------	---------------------	--------------	--------	--------------------------------------

- Once all editors in the chain have made their decision and the decision letter has been drafted – to set the decision the author must be notified.
- Notify Author can be done by an Editor or Admin with permission.



Notify Author

Notify Author

Manuscript Number:
ANNATEST131-D-17-00003

Title: Ice Tea is Only a Pretend Tea - Discuss!

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

[Cancel](#)

[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

Date Revision Due:	01/09/2019 <input type="text"/> (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise <input type="text"/>
Rescind Decision:	Return to Editor
From:	The Journal <trash1@ariessc.com>
To:	Andy Middle Author
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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

cc:	bcc:
Editors Assigned to Manuscript	
<input type="checkbox"/>	<input type="checkbox"/> Eddie Editor (Editor)
<input type="checkbox"/>	<input type="checkbox"/> Oliver AE (Associate Editor)
<input type="checkbox"/>	cc: <input type="text"/>
<input type="checkbox"/>	bcc: <input type="text"/>

Letter Body: [Insert Special Character](#) [Open in New Window](#)

Ref.: Ms. No. ANNATEST131-D-17-00003
Ice Tea is Only a Pretend Tea - Discuss!
Anna Test 15.0

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision

For your guidance, reviewers' comments are appended below.

- The letter text can be customized if desired.
- The Comments to Author can be pulled in using a merge field.
- If the Editor wants to add additional information into the decision letter they can do so.
- Comments from reviewers can also be amended if needed.
- The draft letter can be saved and previewed.



Notify Author - Configuration

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Accept
Revise
Reject
Minor Revision

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept
Revise
Reject
Minor Revision

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minor Revision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete

And Modify Editor's Decision

Rescind Decision

Override Author Revision Due Date

- For Journals where the Managing Editor or Admin Notifies the author after the editor decision(s) the role will need the “*Notify Author of Editor's Decision when Editor Chain is Complete*” permission checked.
- There is also a sub-permission “*And Modify Editor's Decision*” which can also be enabled.



Rescind Decision

Let's try that again!



Rescind Decision

Action	Manuscript Number
View Submission Details	
History	
Unassign Editor	
File Inventory	
Edit Submission	
Solicit Commentary	
Set Final Disposition	
Initiate Production	
Transmittal Form	
View Reviews and Comments	
Rescind Decision	DEMO.2018.0011R1
Search Publons Reviewer Finder	
Send E-mail	
Linked Submissions	

- Editors (with permission) may rescind a decision before or after the Author has been notified of the decision.
- This can be done by a user with an Editor role who has permission to “Rescind Decision” in Role Manager.



Rescind Decision - Configuration

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Accept
Revise
Reject
Minor Revision

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept
Revise
Reject
Minor Revision

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minor Revision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete

And Modify Editor's Decision

Rescind Decision

Override Author Revision Due Date

- To Rescind the Decision the Editor/Admin must have the “*Rescind Decision*” permission.
- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- The permission is in the **Editor Decisions** section.



Reject Decision Rebuttal

Give me one more chance!



Reject Decision Rebuttal

Action ▲	Manuscript Number ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor Name ▲▼
View Submission Details ▾ S 😊 History File Inventory Edit Submission Solicit Commentary View Reviews and Comments Rescind Decision Initiate Production Search PUBLONS Reviewer Finder Initiate Rebuttal Send E-mail Linked Submissions	DEMO.2017.0002R1	Test Title 2	Anna Anna	Jan 18, 2017	Dec 10, 2018	Completed Reject	Eddie Editor

- If an Author wishes to dispute a Reject decision, they may contact the Editor via external or ad hoc email to request a rebuttal.
- If the Editor (with permission) agrees to initiate the rebuttal process on behalf of the Author, the submission moves from the Author's "Submissions with a Decision" folder to the "Submissions Needing Revision" folder.
- An email notifies the Author when the decision has been reversed and the submission is available for revision.
- The Author may then access the submission in the Submissions Needing Revision folder and submit a new revised version.



Reject Decision Rebuttal

Initiate Rebuttal

[Cancel](#) [Send Letter](#)

Letter Purpose:	Editor Initiate Author Rebuttal
Letter Subject:	Your Submission (%MS_NUMBER%) can now be revised
Letter Body:	Insert Special Character Insert Custom Merge Field Open in New Window

Dear %TITLE% %LAST_NAME%,

Your submission entitled "%ARTICLE_TITLE%", %MS_NUMBER%, can now be found in your Submissions Needing Revision folder.

Kind regards,

Anna Anna
Managing Editor
%JOURNALFULLTITLE%

As with other EM letters, the letter text can be customized before clicking "Send Letter"

[Cancel](#) [Send Letter](#)

Initiate Rebuttal Confirmation

An email has been sent to awalton@ariessys.com notifying Anna Anna of the publication's decision to honor the rebuttal request that was received.

[Return to Main Menu](#)



Reject Decision Rebuttal

Journal:

Quicklinks



The submission is now in the Editor/Admin's "Submissions Out for Revision" folder

Submissions Out for Revision - Anna Anna

Contents: Submissions currently with the Author for revision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (9 total submissions) 1

Action	Manuscript Number	Article Title	Author Name	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission Details Initiate Discussion History File Inventory View Reviews and Comments Rescind Decision Set Final Disposition Initiate Production Search Publons Reviewer Finder Send E-mail Linked Submissions	DEMO.2017.0002R1	Test Title 2	Anna Anna	Jan 18, 2017		Dec 10, 2018	Rebuttal	Reject

Author:

The submission is now in the Author's "Submissions Needing Revision" folder

Submissions Needing Revision for Author Anna Anna

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link. [Manuscript Services](#)

Page: 1 of 1 (2 total submissions)

Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory Revise Submission Decline to Revise Correspondence Send E-mail	DEMO.2017.0002R1	Test Title 2	Jan 18, 2017	N/A	Dec 10, 2018	Rebuttal	Reject



Reject Decision Rebuttal - Configuration

Administrative and Reporting Functions

- System Administration Functions
 - Unrestricted Access
 - Restricted Access
- Produce Reports
 - Schedule Reports
 - Run Cross-Publication Custom Reports
- Create Automated Reviewer Reminders
- Send Reviewer Reminders
- Send Editor Reminders
- Create Automated Author Submission Reminders
- Create Automated Author Revision Reminders
- Create Automated Author Transfer Reminders
- Create Automated Author Invitation Reminders
- Send Author Reminders
- Restrict Reminder Reports to Assigned Submissions
- Search/Manage Conference Submissions
- Initiate Rebuttal
- Set Final Disposition

- To Initiate a Rebuttal the Editor/Admin must have the “*Initiate Rebuttal*” permission.
- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- The “*Initiate Rebuttal*” permission is in the **Administrative and Reporting Functions** section.



Early Decision

New in Version 15.0!



Early Decision

View Submission Duplicate Submission Check (56%) Details 🗄️ 😊 Initiate Discussion History Submit Early Decision Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Send E-mail Linked Submissions Search Publons Reviewer Finder	DEMOAW.2018.0	Original Study	Basic Science Section	Research Proposal - EEMUG Submission 1	Anna Walton 🟢 🗄️	Dec 06, 2018	Dec 06, 2018	Manuscript Submitted
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- This allows Editors/editorial staff (with permission) to submit early decisions on new submissions without assigning an Editor.
- This can be configured for any (or all) decision terms, not only the Reject decision, also Accept, Revise, and Reject and Transfer.



Early Decision

Submit Early Decision
Manuscript Number: DEMOAW.2018.0023
"Research Proposal - EEMUG Submission 1"

Please select an Editor to be associated with the early decision.

Assign to Me

All Editor Roles

Select Editor: Eddie Editor

Decision: **Please Select**
Accept
Minor Revision
Revise
Reject
Immediate Reject
Reject and Transfer

Editor Decision Phrases

Editor Decision Phrases available for inclusion in the Decision below. Select the phrases you wish to include.

Preview Selected Phrases

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Comments to Author

- The Admin or Editor needs to select an Editor to be associated with the decision - they can "Assign to Me" or select another editor.

- If using Editor Decision Phrases these can be incorporated.



Early Decision

Decision:

Editor Decision Phrases

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Please make the following changes and submit your revised paper:

1. On page 4 line 3...
2. On page 7, line 17....

I look forward to seeing a revision of this submission|

[Cancel](#)

[Proceed](#)

- As with normal decisions “*Comments to Author*” can be added.



Early Decision

Notify Author

Manuscript Number:
DEMOAW.2018.0023

Title: Research Proposal -
EEMUG Submission 1

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

- The Editor or Admin can then draft and send the decision letter in the usual way.

[Cancel](#)

[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

Date Revision Due:	01/05/2019 <input type="text"/> (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise <input type="text"/>
Rescind Decision:	Return to Editor
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Anna Walton
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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

cc: bcc:	
	Editors Assigned to Manuscript
<input type="checkbox"/> <input type="checkbox"/>	Eddie Editor (Editor)
cc:	<input type="text"/>
bcc:	<input type="text"/>

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) [Open in New Window](#)

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by %DATE_REVISION_DUE%.

To submit a revision, go to <https://demoaw.editorialmanager.com/> and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

Eddie Editor
Editor
DEMO AW Site|

Editors' comments:

Please make the following changes and submit your revised paper:

1. On page 4 line 3...
2. On page 7, line 17....

I look forward to seeing a revision of this submission

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.

Attachments:



Early Decision

Notify Author Confirmation

The Author Notification Letter 'Your Submission' has been e-mailed to:

Anna Walton awalton@edmgr.com

Close

- The decision has been set and the author notified.
- Saves time as for submissions which are out of scope or need immediate revision before peer review as the Admin or Editor can set the decision without the additional steps of assigning an editor.



Early Decision - Configuration

Editor Decision Term:

Author Notification Letter Options:

Minor Revision

Default	Optional	Letter Purpose
<input type="radio"/>	<input type="checkbox"/>	None Selected
<input type="radio"/>	<input type="checkbox"/>	Editor Decision - Accept
<input type="radio"/>	<input type="checkbox"/>	Editor Decision - Reject
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Editor Decision - Revise

Reviewer Notification Letter:

Reviewer Notification of Revise Decision ▼

Document Status

Revise ▼

Decision Family:

Revise ▼

Allow Early Decision When you select **Allow Early Decision**, the Editor Decision Term will be available on the Submit Early Decision page.

(hidden) When you **Hide** an Editor Decision Term, the term will no longer be available to Editors making a decision on new or revised manuscripts. Decisions that already use this term *will* appear in historical reports.

Cancel Submit

- In System Administrator Functions > Policy Manager > Editor Decision Policies > Edit Editor Decision Terms
- Click the “*Edit*” link next to the decision term(s) to be included in the early decision options.
- On the Add/Edit Editor Decision Term page, check the box next to “*Allow Early Decision*”.
- When finished, click Submit to save.



Early Decision - Configuration

Editor Decision Terms

Listed below are the terms used for Editor Decisions. You may Add new terms, Remove, Edit or Hide existing terms. Note that the New Document Status will not take effect until the Author is notified of the Editor Decision. After this, Editors, Publishers and Reviewers with permission to view the current Status will see the New Document Status term; Authors will see the Alternative Text for Authors where one exists, otherwise they will also see the New Document Status Term.

[Cancel](#) [Add New Term](#)

[Update Order](#)

Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family	Allow Early Decision		
<input type="text" value="1"/>	Accept	Editor Decision - Accept	None	Accept		Accept		Remove	Edit
<input type="text" value="2"/>	Minor Revision	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	✓	Remove	Edit
<input type="text" value="3"/>	Revise	Editor Decision - Revise	None	Revise		Revise	✓	Remove	Edit
<input type="text" value="4"/>	Reject	Editor Decision - Reject	None	Reject		Reject		Remove	Edit
<input type="text" value="5"/>	Immediate Reject	Editor Decision - Reject	None	Reject		Reject	✓	Remove	Edit
<input type="text" value="6"/>	Reject and Transfer	Editor Decision - Reject	None	Transfer Pending		Reject and Transfer	✓	Remove	Edit

[Update Order](#)

[Cancel](#) [Add New Term](#)

- On the main Editor Decision Terms page, all terms that have been designated for use with this feature have a checkmark in the “Allow Early Decision” column.
- These terms will appear in the drop-down menu on the Submit Early Decision page.



Early Decision - Configuration

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

[Expand All](#)

[Collapse All](#)

New Submissions

- Receive New Submissions in 'New Submissions Requiring Assignment' Folder
 - Perform Technical Check (submission received in 'New Submissions' Folder)
 - Submit Early Decision on New Submissions
- Receive New Transferred Submissions in 'Transferred Submissions' Folder
- Submit Manuscript as an Editor
 - Restrict to 'Editor/Publisher Use Only' Article Types
 - Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Types

Editor Assignment

- Receive Assignments in 'New Assignments' Folder

- In System Administrator Functions > Role Manager > Editor Roles
- Select the appropriate Editor role and click Edit.
- On the Edit Role Definition page, in the **New Submissions** section, check the box for:
 1. The permission: *Receive New Submissions in "New Submissions Requiring Assignment Folder"*
 2. The sub-permission: *Submit Early Decision on New Submissions*
- When finished, click Submit to save.



Sneak Peek - Coming Soon!

Editor Questionnaires

Coming in Version 16.0

NOTE: This is subject to change



Coming Soon! Editor Questionnaires in v16.0

This is subject to change

- Extends the Custom Review Question functionality to the Editor Form.
- Allows publications to collect specific information from their Editors as part of the peer review process during all revisions of a submission.
- Similar to current functionality, a Custom Review Question can be added to multiple Editor and/or Review Forms.
- Allows you to ask your Editors the same questions as your reviewers, different questions or both.
- Available for Decision Letter merging (using 2 new merge fields).

Editor Review Questions Insert Special Character

Do you have a pet? [\[Instructions\]](#)

No

Editor Question #1 (Limit 2000 Characters)

This is Sally Editor's response to Editor Question #1

Character Count: 53

Editor Question #2 (Limit 2000 Characters)

This is Sally Editor's response to Editor Question #2

Character Count: 53

Reviewer Questions and Responses		
Expand All / Collapse All		
Cindy Reviewer Reviewer 1	Roger Rabbit Reviewer 3	Karen Reviewer Reviewer 2
Do you have a pet?		
<input checked="" type="checkbox"/> Yes: I still have two cats.	<input checked="" type="checkbox"/> Yes: I have a Norwegian Elkhound	<input checked="" type="checkbox"/> No
Where did you go on vacation?		
<input checked="" type="checkbox"/> I went to Dublin and London	<input checked="" type="checkbox"/> France	<input checked="" type="checkbox"/> I stayed home
This is a large Notes response-type question		
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)

Editor Questions and Responses	
Expand All / Collapse All	
Michael Editor Section Editor	Another Editor Section Editor
Do you have a pet?	
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No Response
Editor Question #1	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #1	<input checked="" type="checkbox"/> This is Another Editor's response to Editor Question #1
Editor Question #2	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #2	



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