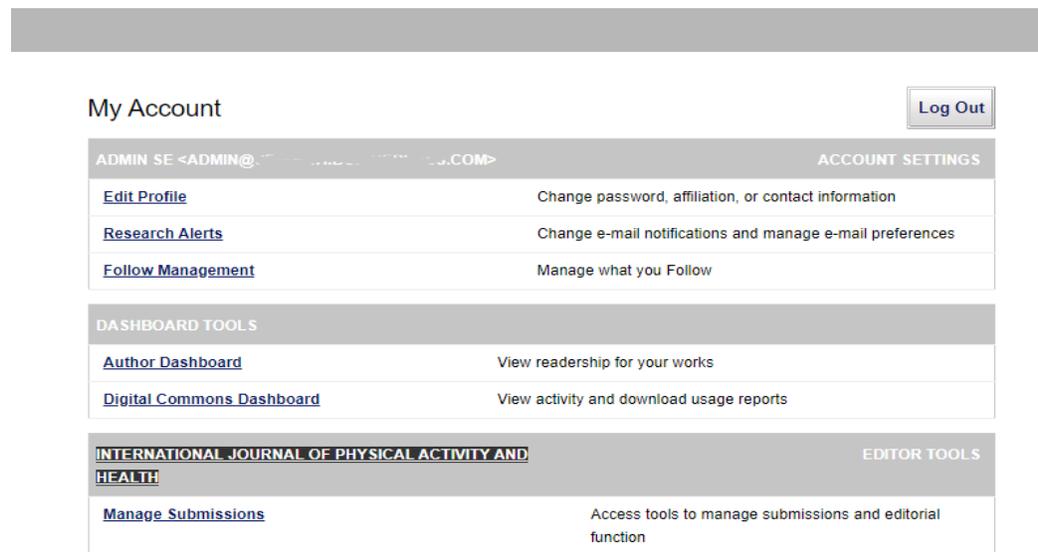


Associate Editor

1. Once you received the email that a submission is assigned to you, you can click on the link in the email to have access to the editorial page.
2. Keep in mind that login is required to see the editorial page and to check the status of current submissions.

please click on the following link and log in with the same email address that you receive the “assign submission” email from the editors:

<https://scholarworks.boisestate.edu/cgi/myaccount.cgi>



The screenshot shows a web interface for a user's account. At the top left is the text "My Account" and at the top right is a "Log Out" button. Below this is a header bar with "ADMIN SE <ADMIN@... .COM>" on the left and "ACCOUNT SETTINGS" on the right. The main content is organized into three sections: "ACCOUNT SETTINGS", "DASHBOARD TOOLS", and "EDITOR TOOLS".

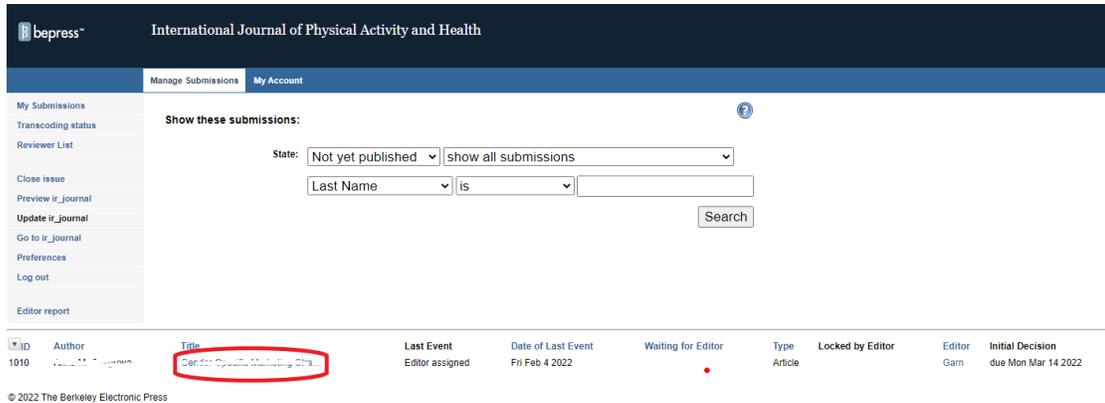
ACCOUNT SETTINGS	
Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences
Follow Management	Manage what you Follow

DASHBOARD TOOLS	
Author Dashboard	View readership for your works
Digital Commons Dashboard	View activity and download usage reports

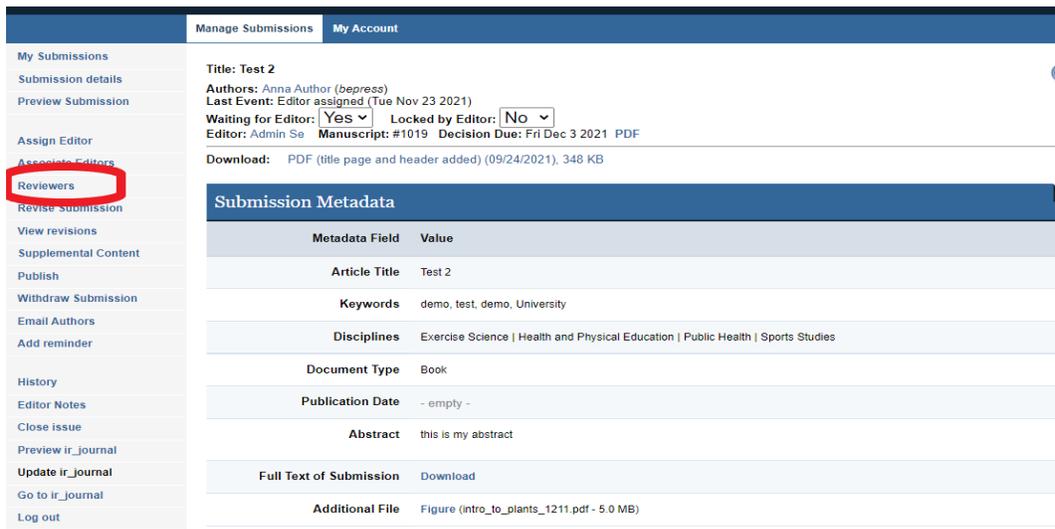
EDITOR TOOLS	
Manage Submissions	Access tools to manage submissions and editorial function

If the system didn't let you log in, or you see an error message, please use the "Forget your password?" option below the login section and follow the subsequent instructions for resetting your password.

- At the “Manage Submission” page, you are able to see the list of the submissions. Click on the “Title” of the submission to get to the “Submission Detail” Page.



- While you are at the “Submission Detail” page, click on the Reviewers link in the sidebar. The reviewers section will be where the entire review process takes place for editors.



5. There are three options for suggesting reviewers:

- Enter new reviewer:** Enter the full name and email address of the person. The affiliation field is optional.
- From Master List of Reviewers:** These are all the people who have reviewed for the journal in the past, as well as any new reviewers designated to appear on this list. This list can be searched and sorted to locate a particular reviewer.

- **From Author List:** Displays all authors who have submitted to the journal. Reviewers page, with one reviewer in the “suggested” state:

The screenshot shows the Digital Publishing Review interface. The top navigation bar includes 'Manage Submissions', 'Upload Submission', 'Dashboard', 'Content Inventory', 'Configuration', 'Mailing Lists', and 'My Account'. The left sidebar lists various actions like 'Batch upload XML', 'Batch upload Excel', 'Batch revise Excel', 'Batch status', 'Submission details', 'Preview Submission', 'Raw Solr Data', 'Assign Editor', 'Reviewers', 'Revise Submission', 'View revisions', 'Supplemental Content', 'Register decision', 'Issue assignment', 'Withdraw Submission', 'Delete Submission', 'Add reminder', 'History', 'Editor Notes', and 'View/close issue'.

The main content area displays submission details for 'Sample Submission'. It shows 'Authors: Demo Author', 'Last Event: Initial submission (Tue Jun 6 2017)', 'Waiting for Editor: Yes', 'Locked by Editor: No', 'Editor: No editor assigned', 'Manuscript: #1050', 'Context key: 1383515', and 'Decision Due: Tue Aug 15 2017 PDF'. Below this, there is a 'Suggest Reviewers:' section with options: 'enter new reviewer', 'from Master List of Reviewers [Modify List]', and 'from Author List'. A control shows 'reviewers allowed: 2' with an 'Update' button.

A table titled 'Reviewers' is highlighted with a red border. It has four columns: 'Reviewer', 'Status (key)', 'History', and 'Options'. The first row shows '#1 Demo Reviewer' with a status of 'suggested', a 'review history' link, a 'history' link, and 'request delete' options.

Below the table is a 'REVIEWER STATUS KEY' section with the following entries:

Key	Description
suggested	Potential reviewer has been suggested. No request has been sent to the potential reviewer.
requested	An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.
committed	The reviewer has made a commitment to do a review.
reviewed	The review has been uploaded by the reviewer.
request rescinded	The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.
review no longer expected	The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.
declined	The reviewer has declined to do a review.
abrogated	The reviewer has reneged on their commitment to review.

Reviewer History

Associate Editors may check on a reviewer’s history with the journal by clicking on the **history** link for each suggested reviewer. (Use the **review history** link in the Status column if you wish to see a reviewer’s activity for that submission only.)

The reviewer history page displays:

- the number of outstanding requests for the reviewer,
- the number of manuscripts the reviewer is currently assigned to,
- whether the reviewer has completed any reviews in the past 45 days,
- the number of reviews the reviewer has completed in the past 12 months,
- the average time the reviewer takes to complete a review,
- and whether the reviewer is an author in the journal.

Click the **Show All** button to view the full reviewer list.

Find potential reviewers with Sort: Last Name

Last name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Showing 1 - 3 of 3

Remove from list?	Last Name	First Name	Institution	Subject Area / Notes	Outstanding requests	Assigned	Reviewed recently? (in last 45 days)	Recent reviews (past 12 months)	Average Time (days)	Author?
<input type="checkbox"/>	Brown	Joe			0	0		0		Yes
<input type="checkbox"/>	Referee	Ref			0	0	X	2	1 (details)	No
<input type="checkbox"/>	Reviewer	Demo			1	1	X	1	1 (details)	No

Setting the number of reviewers per manuscript

6. After building a list of suggested reviewers, associate editors can request reviews from some or all of them.

To send review requests:

1. Navigate to the manuscript's **Reviewers** page.
2. Click the **request** link next to the reviewer's name.
3. From the review request page, editors send an email message to requested reviewers. By default, the email includes how long the reviewer has to respond to the request, the review due date, and a link to a page where the reviewer either accepts or declines to review. The text of the email can be modified.
4. If there is any additional guidelines, comments, rubric that needs to be sent to the reviewers along with the email, you can do that by selecting the "Choose File" button and attach a file to this email
- 5.

Request Review from Rachel Reviewer

Review due date:

07/17/2017

21 days after reviewer agrees to review.

From: Demo Editor <editor123@demo.bepress.com>
To: Rachel Reviewer <reviewer@demo.bepress.com>
Cc: "Demo Editor"

Send

Reset to boilerplate

Attachment 1:

Choose File

No file chosen

- +

Subject:

Request to review MS #1051 for Digital Publishing Review

Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above)

Dear Rachel Reviewer,

I'm hoping that you will do me the favor of reviewing a recent submission to Digital Publishing Review entitled "Sample Article for Review" by Demo Author. The abstract is at the end of this message.

6. Click **Send**.

The reviewers table on the Reviewers page will display:

- The name of the reviewer,
- The status and date of the review request, and
- The options available for the review.

Reviewers

Reviewer	Status (key)	History	Options
#1 Rachel Reviewer	requested: Today 1:54 PM PDT	review history	history re-request withdraw request commit for reviewer decline for reviewer

Options column

The **Options** column will change depending on reviewers' individual status. As a reviewer changes state—e.g., from "requested" to "committed"—certain commands will disappear and new ones will appear.

The commands available to you for reviewers at different states are listed below:

- **suggested:** request, delete, email
- **requested:** re-request, withdraw request, commit for reviewer, decline for reviewer, email
- **committed:** upload report for reviewer, remind, revise due date, email

- **LATE:** same options as for **committed**, but the status changes to **LATE**

Submitted Reviews

All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide	Save Changes
Today 4:48 PM PDT	#1 Demo Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Today 4:49 PM PDT	#2 Ref Referee	Major revisions recommended	view	<input type="checkbox"/>	

How Reviews Are Submitted

Once the reviewer has committed to the review, she/he will arrive at the report upload form where she/he uploads the full-text report, recommends an editorial decision (e.g., "Major revisions required"), uploads a cover letter only the editor can see, and—this is an optional, configurable feature—uploads attachments intended for the author(s).

To see a full description of the reviewer's perspective during peer review, see [Peer Review Tools](#).

Elements of the report upload form:

- **Report:** Reviews may be submitted as PDF files, MS Word/RTF documents, or plain text pasted into the provided text box. If an MS Word/RTF file is uploaded, it will be converted to a PDF. This automatic conversion removes the reviewer's identity from the document **Properties** of any file. It is up to the reviewer and assigned editor to verify that the reviewer's identity is not included within the report. The assigned editor can hide the report if the reviewer mistakenly includes identifying information.
- **Recommendation:** The reviewer must choose between three options, all of which are merely suggestions to the editor for the editorial decision:
 - Encourage **major** revisions as described in my report
 - Accept this article with **minor** (or no) revisions as described in my report
 - Reject this article without an option to resubmit
- **Cover Letter (optional):** Only visible to editors. Never shared with authors.
- **Attachments (optional):** PDF, MS Word/RTF are recommended. However, any file type can be attached. The reviewer and assigned editor should verify that the reviewer's identity is not revealed in any attachment, as they will become available to the author(s) once an editorial decision is registered.

Once a referee report is submitted, the manuscript's Last Event will change to **Review completed**. Assigned editors receive automatic email notification when referee reports are uploaded. Editors receive automatic email notification if additional reviewers are needed for a manuscript.

Submitting reports for reviewers

Just as editors can upload submissions on behalf of authors, editors always have the option of uploading reports on behalf of committed reviewers. If a reviewer emails his/her report to the editor, it can be uploaded to the system by using the **upload report for reviewer** feature next to the reviewer's name on the manuscript's Reviewers page. If the report is shown to authors after an editorial decision is registered, a report uploaded by an editor on a reviewer's behalf will appear to authors as if the reviewer submitted it himself/herself.

Following up with delinquent reviewers

The system will notify editors and reviewers when a review is late or if a potential reviewer hasn't responded to a request.

Editors have the following options concerning delinquent reviewers:

- **Suggest a new reviewer:** Choose a new reviewer from the Master List of Reviewers or author list.
- **Remind reviewer:** If the due date is approaching or has passed, use this option to send a reminder.
- **Revise report due date:** Choose **revise due date** to specify a new report deadline.
- **Give up on a reviewer:** Choose **give up** to indicate that a review is no longer expected from the reviewer. The system will notify the reviewer and cease reminding him/her of the overdue report.

So, this concludes the reviewer workflow for Digital Commons. Check out "The Peer Review Process" section of the following helpful resources for additional information:

https://bepress.com/reference_guide_dc/managing-publishing-journals/

https://bepress.com/reference_guide_dc/journal-video-tutorials/