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

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.
3. After you logged in, you are able to see the “Manage Submission” link on your “My Account” page. At this point, you can click on “Manage Submission” link to get to the editorial page, or you can click on the submission link on the “assign submission” email that was sent to you by the journal editors.
3. 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.

4. 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:

![Reviewer History](image)

**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.

### 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.
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.

<table>
<thead>
<tr>
<th>Reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>#1 Rachel Reviewer</td>
</tr>
</tbody>
</table>

### 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**

### 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/