

# Editorial System

Manuscripts processing and peer review system

Specification

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**Editorial System** is a web application that helps Editors in processing and peer review of scientific manuscripts. Additional production module supports easy processing of pre-publication stages of the manuscript.

System is currently integrated with CrossRef (DOIs), CrossCheck, iThenticate, CitedBy, EBSCO, DOAJ, PubMed/MedLine, Portico, PayPal, DotPay, OAI-PMH. If required it may be integrated with other databases and services.

**System helps:**

- Authors with fast and easy manuscripts submission in regard to specific journal requirements
- Reviewers with easy reviewing
- Editors with managing the manuscripts workflow, peer review processes and whole process of accepting manuscripts for a print in the journal

**Main system scenario:**

1. Author submits the manuscript.
2. Editor receives the manuscripts and sends it to the Reviewers.
3. Reviewers send the reviews.
4. Editors make a decision:
  - a. Final decision (accept or reject the manuscript) causes that the process is finished
  - b. Decision to revise the manuscript causes that the manuscript workflow starts from the 1st point.

**Section Editors:**

This scenario may also include Section Editors. In such case, the manuscript is assigned by Editor-in-chief or Managing Editor to a particular Section Editor who manages the reviewing process. After the reviews are received Section Editor sends a recommendation to Editor-in-chief who finally makes a decision on the manuscript. Depending on the configuration of the system it is possible that Section Editors make the final decision and send it to Authors.

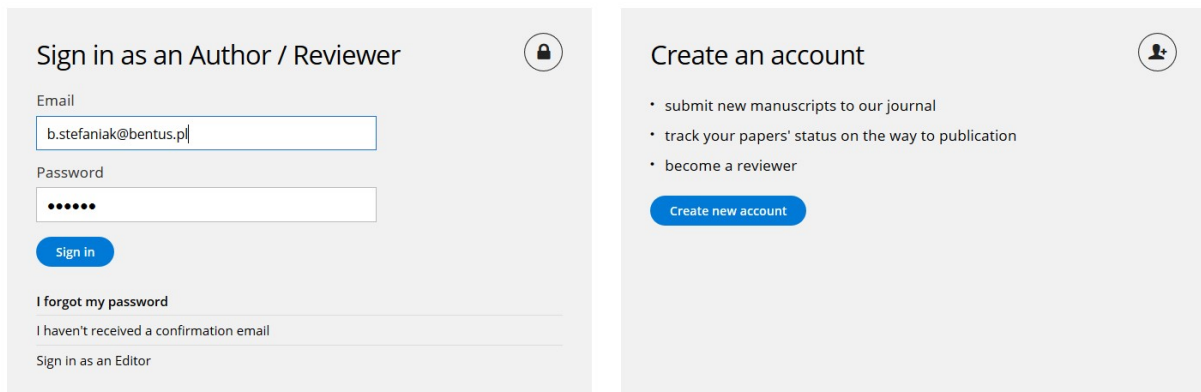
**Managing Editors:**

There is an option to assign received manuscripts to Managing Editors who manage the whole manuscript's workflow. In such case the Managing Editor may see and is notified only on his/her articles.

# System scenario (screens)

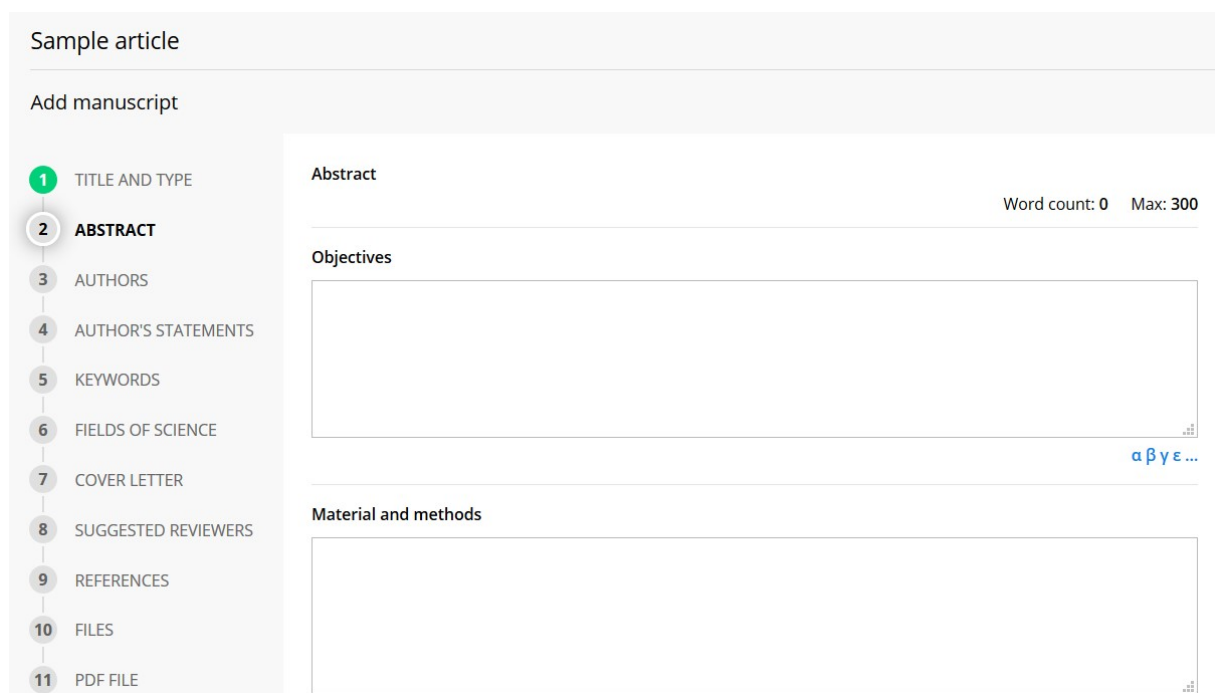
## 1. Sign in or create a new account (Authors area)

First step of every Author submitting the manuscript to Editors is creating an account. If Author already has an account he simply Signs in.



## 2. Add new manuscript (Authors area)

Authors add new manuscript and fill in all required fields (depending on what type of manuscript was chosen): title, type, authors (with institutions), abstract, keywords, author's statement, cover letter, suggested reviewers, comment for Reviewers etc. Author also uploads the manuscript files: body (DOC, DOCX, RTF, PPT, PPTX) and optionally tables and figures. All required steps and fields are configured concerning the particular journal.



After filling in all article data Author may send the manuscript to Editors. If the manuscript doesn't meet the formal requirements the submission is not possible. Author is informed which steps should be amended. Example of requirement: abstract minimal words count.

Sample article

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Add manuscript

✘ Required fields have been omitted or some data has been provided incorrectly. Please correct information in these steps (you can reach particular step by clicking the *Edit* button).

<b>TITLE AND TYPE</b>	Title	<a href="#">Edit</a>
1	Sample article	
	Running title running title	
	Type Original paper	

<b>ABSTRACT</b>	Objectives	<a href="#">Edit</a>
2	<span style="color: red;">Undefined</span>	
	Material and methods	
	<span style="color: red;">Undefined</span>	

### 3. Editors receive the manuscript (Editors area)

After receiving the manuscript Editors may:

- choose Section Editor or Managing Editor for the manuscript
- send it to Reviewers
- send it to Statistical Editor or Linguistic Editor
- edit the manuscript
- make decision

Received manuscripts (1)

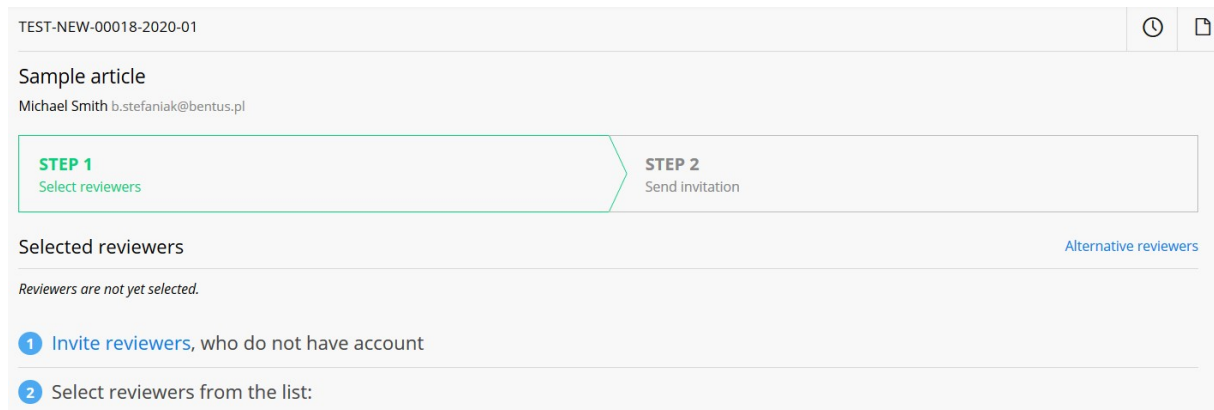
[Print queue](#)    [Export to XLS](#)

<p><span style="color: red;">●</span> TEST-NEW-00018-2020-01 <span style="font-size: small;">🇬🇧</span></p> <p>Sample article</p> <p>Processing fee: <span style="color: red;">Not paid</span></p> <p>Guest Editor: Michael Smith</p> <p>Managing Editor: + Choose Managing Editor</p> <p>Section Editor: + Choose Section Editor</p> <p>Statistical Editor: + Send to verification</p> <p>Native speaker: + Send to verification</p> <p>Native speaker (FINAL): + Send to verification</p>	<p>Bartek Stefaniak</p> <p>✉ 1    📄 12</p> <p>Submitted 2020-06-10</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Initial verification</li> <li><input checked="" type="checkbox"/> Send to Reviewers</li> <li><input checked="" type="checkbox"/> Make decision</li> <li><input checked="" type="checkbox"/> Send back for adjustment</li> <li><input checked="" type="checkbox"/> Notes (0)</li> <li><input checked="" type="checkbox"/> Edit</li> <li><input checked="" type="checkbox"/> Files for Editors (0)</li> </ul>	<p><b>Filters</b></p> <p>Number: <input type="text"/> Title: <input type="text"/></p> <p>Keywords: <input type="text"/> Type: <input type="text" value="All types"/></p> <p>Name: <input type="text"/> Surname: <input type="text"/></p> <p>Email: <input type="text"/> Institution: <input type="text"/></p>
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#### 4. Editors invite Reviewers to review the manuscript (Editors area)

Editors select particular Reviewers and send them review invitations.



TEST-NEW-00018-2020-01

Sample article  
Michael Smith b.stefaniak@bentus.pl

**STEP 1**  
Select reviewers

**STEP 2**  
Send invitation

Selected reviewers [Alternative reviewers](#)

*Reviewers are not yet selected.*

- 1 Invite reviewers, who do not have account
- 2 Select reviewers from the list:

#### 5. Reviewer sends review (Reviewers area)

After accepting a review invitation Reviewer may download the full version of manuscript and send a review using the journal-specific reviewer's form.

Reviewer also suggests the final decision for a particular manuscript; Reviewer may choose:

- 1. accept,
- 2. accept after minor changes,
- 3. rate once again after major changes,
- 4. reject.

Reviewer's suggestion is not visible for Authors - it may only help Editors with making the final decision on the manuscript.

## Review - step 1/2

1. Detailed evaluation of the manuscript against other researches published to this point. Please award the points, ticking the proper place in the following table (1-worst, 6-best):

Novelty of the manuscript

6  5  4  3  2  1

Importance of obtained results

6  5  4  3  2  1

Methods, statistical analysis and data quality

6  5  4  3  2  1

Presentation of results

6  5  4  3  2  1

Discussion quality

6  5  4  3  2  1

Reference selection

6  5  4  3  2  1

### Publons

Send your review to Publons



Editorial System will automatically update your peer review history in [Publons](#).

### Conflict of interests

If you have guessed the identity of the Author, and there is a conflict of interest\*, and therefore you cannot accept the task of preparing the review, [reject the review invitation](#)

\* The conflict of interest shall be deemed to take place between the Reviewer and the Author if there exists:

- direct personal relationship (kinship, legal relations, conflict etc.),
- relationship of professional subordination,
- direct scientific cooperation in the past two years prior to the preparation of the review.

## 6. Editors make a decision on the manuscript (Editors area)

Editors send a decision letter containing the reviews to the Author.

There are 4 possible decision types:

- 1. accept,
- 2. accept after minor changes,
- 3. rate once again after major changes,
- 4. reject.

1st and 4th decisions are the final decisions and they finish the manuscript workflow. In case of 2nd and 3rd decision the new version of manuscript is created in the system and Author is asked to revise the manuscript.

Editors can make a decision at any time. For example Editors can make a decision without sending the manuscript for a peer review.

TEST-NEW-00018-2020-01

Sample article

**STEP 1**  
Decision options

**STEP 2**  
Preview decision

**Decision: rate manuscript once again after major changes and another review**

[Change decision](#)

REVISION DEADLINE:

2020-06-30



Reviews:

**Smith Michael**  
accept after changes suggested by reviewer  
[Show](#) [Edit](#)

Files (*optional*):

[Add file](#)

Preview decision

## Detailed system specification

### Author's part:

- submitting a manuscript
- various article types
- various article steps and data fields depending on article type (ex. abstract, keywords etc.)
- minimal and maximal values of a word counts of fields (ex. abstract, keywords etc.)
- the manuscript is automatically saved during it's edition so Authors may come back to their edited manuscripts after some time
- displaying current words count of the fields together with the minimal and maximal words count (ex. abstract, keywords)
- manuscript keywords are indexed
- system will not allow Author to submit a manuscript that does not meet the journal formal requirements – for example containing an abstract which is too long
- assigning Authors who have no Editorial System account or fast and easy assigning Authors who already have an account
- contribution of Authors
- limited number of Authors per paper
- corresponding author change
- submitting the manuscript by the user who is not an author of the manuscript
- domains classification of a manuscripts submitted
- optional comment to Reviewers (ex. comment on revision of a manuscript)
- cover letter submission
- suggested reviewers form
- signed and scanned authors statement submission
- auto-filled agreement/statement templates in PDF
- required checkboxes like Author's statements, external funding sources etc.
- uploading body files: DOC, DOCX or RTF
- uploading body files: PPT, PPTX (ex. pictorial essay)
- uploading tables: DOC, DOCX or RTF
- uploading figures: JPG, GIF, TIF, BMP
- generating a single PDF file containing all manuscript files including lines enumeration
- possibility to add new/uncommon fields and steps for manuscript submission
- final manuscript preview before submission to Editors



- partially added manuscripts queue
- submitted manuscripts queue
- manuscripts awaiting revision queue
- partially revised queue
- submitted revisions queue
- manuscripts with final decisions queue
- manuscripts that I co-authored queue
- manuscript states available for Authors: *Send to Editors, Reviewing process, Awaiting for decision*
- the history of email notifications received by Author

### **Author's email notifications:**

- the manuscript received by Editors
- the revision received by Editors
- decision
- revision reminder
- new payment set up
- payment reminder
- payment received
- new invoice available
- proof verification requested
- request to submit additional files (ex. high-res figures)

### **Reviewer's part**

- quick accepting or rejecting the review invitation directly from email message
- accepting or rejecting the review invitation
- manuscript view (without the data of Authors)
- double-open, single-blind, double-blind reviewing
- journal-specific reviewer's form
- possibility to define different reviewer's form for each article type
- weights of reviewer's form questions to help scoring the manuscript
- attaching the review agreement
- submitting the review by someone who has no Editorial System account
- review form auto-save

- common reviewer's form fields: comment to Editors (not revealed to Author), Review (general part and optional detailed part) and Reviewer's conclusion:
  - 1. accept,
  - 2. accept after minor changes,
  - 3. rate once again after major changes,
  - 4. reject.
- providing reject reason and suggested reviewers after the review invitation is rejected by Reviewer
- new invitations queue
- pending reviews queue
- sent reviews queue
- not-answered invitations queue
- not-reviewed manuscripts queue
- rejected invitations queue
- the history of email notifications received by Reviewer
- auto-filled Reviewers' certificates

### **Reviewer's email notifications:**

- review invitation
- thanks message for accepting the review invitation
- thanks message for submitting a review
- cancellation of the review invitation
- review invitation reminder
- review deadline reminder
- review deadline extension

### **Editors' part:**

#### **Manuscripts management:**

- new manuscripts
- manuscripts sent to reviewers
  - manuscripts awaiting for review
  - partially reviewed manuscripts
  - manuscripts without at least one review
  - manuscripts awaiting for at least one answer

- manuscripts without at least one answer
  - manuscripts that were rejected by at least one reviewer
- totally reviewed manuscripts
- rejected manuscripts
- accepted manuscripts
- manuscripts sent to print
- printed manuscripts
- delete manuscripts
- edit manuscript
- attach unlimited Editors notes to a particular manuscript
- Timeline – special view to present all events concerning the article workflow
- uploading confidential file attachments to the manuscript – available and visible only for Editors
- search manuscripts by: Number, Title, Type, Domains, Email of an Author, Name/surname of an Author, Institution, Keywords
- sending messages to an Author concerning the particular article
- send manuscript to Reviewers:
  - search Reviewers by: Name, Surname, Email, Institution, City, Province/State, Country, Domains
  - inviting a Reviewer who has no Editorial System account
  - simple review requests sending to the Reviewers who reviewed the previous version of a particular manuscript (also sending requests only to the Reviewers who suggested manuscript revision in their previous review)
  - protection against accidental sending of review requests to the Authors
  - additional field for individual comment for each reviewer
  - quick view of potential Reviewers' domains
  - states of reviews
  - cancellation of the review invitation
  - sending the review for a Reviewer
  - possibility to change the review invitation accept/reject deadline and the review deadline for each Reviewer (for particular manuscript)
  - inviting new Reviewers after first submission of manuscript to review
- send manuscript to Statistical Editor or Linguistic Editor
- send manuscript to Section Editors, who manage reviewing process and make recommendation to Editor-in-chief

- making decision
  - Editors choose one decision of four:
    - 1. accept,
    - 2. accept after minor changes,
    - 3. rate once again after major changes,
    - 4. reject.
  - 1st and 4th decisions are final and the manuscript is moved to accepted or rejected queue
  - 2nd and 3rd decisions send the revision request to Author
  - pre-defined decision letters templates depending on which decision is chosen
  - various decision letters templates for a single decision type, for example:
    - reject (4) because the manuscript does not meet formal requirements
    - reject (4) because of negative opinions received from Reviewers
  - editing the decision letter before it is send to Author
  - selecting reviews to attach to the decision
  - attaching the Statistical Editor or Linguistic Editor evaluation
  - additional file attachments
  - decision letter preview
- processing the payments for the publication fee (system is integrated with PayPal)
- sending the article proofs to Author's acceptance
- verification of the plagiarism rate of the manuscript via iThenticate
- additional production module enables the pre-publication management of the manuscripts – the process may be divided into stages depending on the journal individual requirements; the process for each journal may vary and is always setup according to the process by the individual needs of the journal; each production stage may be handled by differnet editor(s). Editorial System focuses on communication between production editors and sending production files from stage to stage. Editors may handle articles' metadata in Editor's version of the manuscript which is automatically created based on the final Author's version when the paper is accepted.

### **Users' management:**

- search users by: Name, Surname, Email, Institution, City, Province/State, Country, Domains
- *only Reviewers, only Editors, not confirmed accounts* filters
- exporting searched users to XLS
- assigning Reviewer role

- assigning Editor, Section Editor, Statistical Editor, Linguistic Editor, Production Editor role
- the history of email notifications send to a particular user
- creating an account for a user

### **Statistics:**

- published manuscripts count
- received and rejected manuscripts count (rejection rate)
- reviewers and their domains;
- authors and their domains;
- reviews report:
  - all reviews count,
  - reviews without an answer (from reviewer) count,
  - rejected reviews count,
  - not reviewed count,
  - late reviews count
- mean reviewing time (mean and standard deviation)
- top ten – most active Reviewers
- top ten – fastest Reviewers
- top ten – slowest Reviewers
- waiting for a print time (mean and standard deviation)
- waiting for a print time – details
- best manuscripts

### **Editor/Section Editor email notifications:**

- new/revised manuscript received
- review process finished for a particular manuscript
- review process updated for a particular manuscript
- invitation submitted to Section Editor to make a recommendation concerning particular manuscript
- assigning the manuscript to the Managing Editor
- Section Editor recommendation received
- publication fee received
- decision made by another Editor
- Statistical Editor / Linguistic Editor evaluation received

- proof verified
- invoice requested by the Author
- review agreement attached

## Author's, Reviewer's and Editors' commons:

- password reminder
- edit personal data
- email/login change
- domains' change
- updating a password
- feedback form
- safe SSL connection

## Some of the configuration settings:

- templates for the system email notifications
- automatically sent reminders
- all the text: notices, labels etc. of the system may be changed for a particular journal
- easy and short URL address. Ex. <http://www.editorialsystem.com/neuro>
- various types of articles (various steps and fields)
- processing of the conference proceedings
- processing of the special issue papers (including optional Guest Editors)
- journal-specific domains
- instructions for Authors, about the journal, hyperlinks, contact data and other information for a particular journal
- visual identification of a journal: logotype, custom HTML on a main page (for example with journal cover, letter from the Editor etc.)
- decision letters templates
- maximal Author's count for a single manuscript
- time for answering review invitation (default: 7 days)
- time for review (default: 23 days)
- how many days before the review deadline the reminder should be sent (default: 3 days)
- time to resend the revised version of a manuscript (default: 31 days)

- reviewing without the invitation stage – the review is set as pending
- reviewer's form for a particular journal