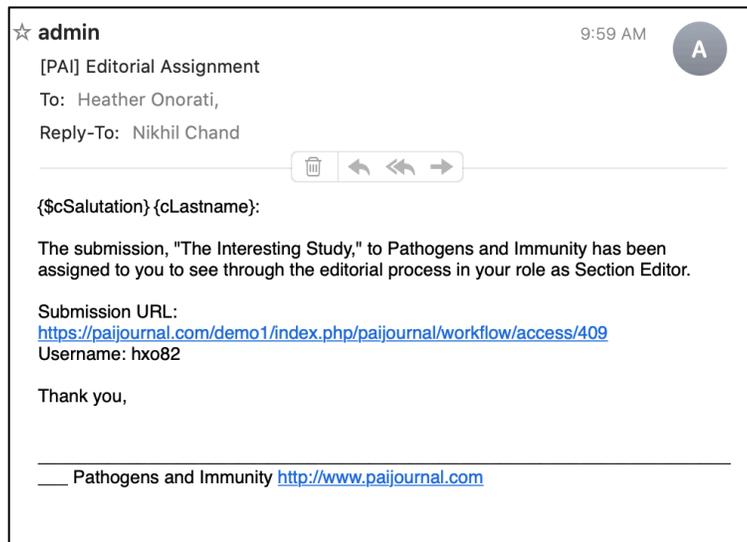


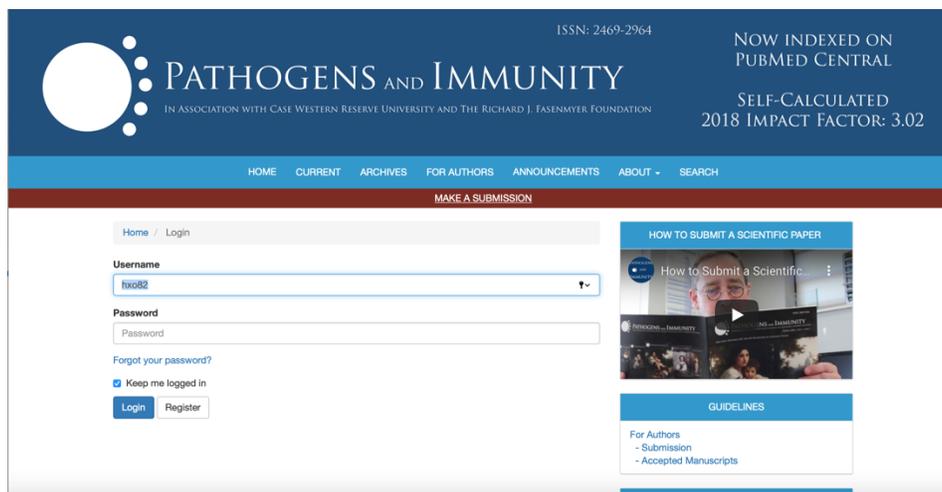
Section Editor Process

How to Access a Submission and Assign Reviewers

1. You will receive an email notification that you have been assigned a new submission. You can click the link from your email.



2. If you are not already logged into the site, you will be taken to the user log-in page.



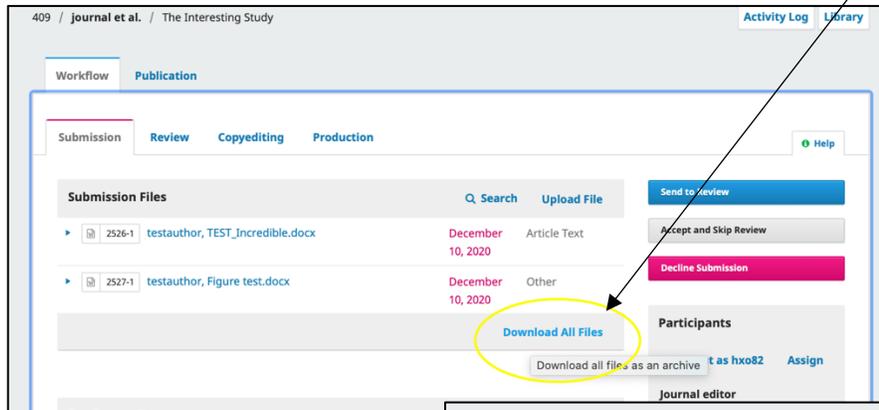
3. If you are already logged into the site — OR, once you log in after Step 2 above — you will go to the User Home screen, which shows you your **Queue**. This lists any submissions assigned to you that you are working on and the status of each.

Click the submission title.

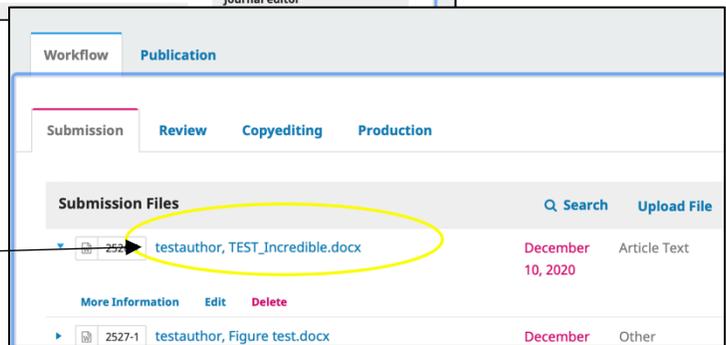
The image shows a screenshot of a journal submission management interface. The top part displays a list of submissions under the heading "Submissions". The list includes columns for submission ID, title, status, and actions. The "My Assigned" section is active, showing several submissions with "Review" and "Copyediting" buttons. A blue arrow points from the text "Click the submission title." to the title of the first submission in the list.

The bottom part of the image shows a detailed view of a submission. The "Submission Files" section lists two files: "testauthor, TEST_Incredible.docx" and "testauthor, Figure test.docx". The "Pre-Review Discussions" section shows a discussion titled "[PAI] Editorial Assignment" from "admin" on "2020-12-10 02:59 PM". The right sidebar contains buttons for "Send to Review", "Accept and Skip Review", and "Decline Submission", along with "Participants" and "Journal editor" information.

- On this details page, you can download the files that have been uploaded by clicking **Download All Files** at the bottom of the first section titled Submission Files. There will be multiple files if the submission contains an article and supplementary data.

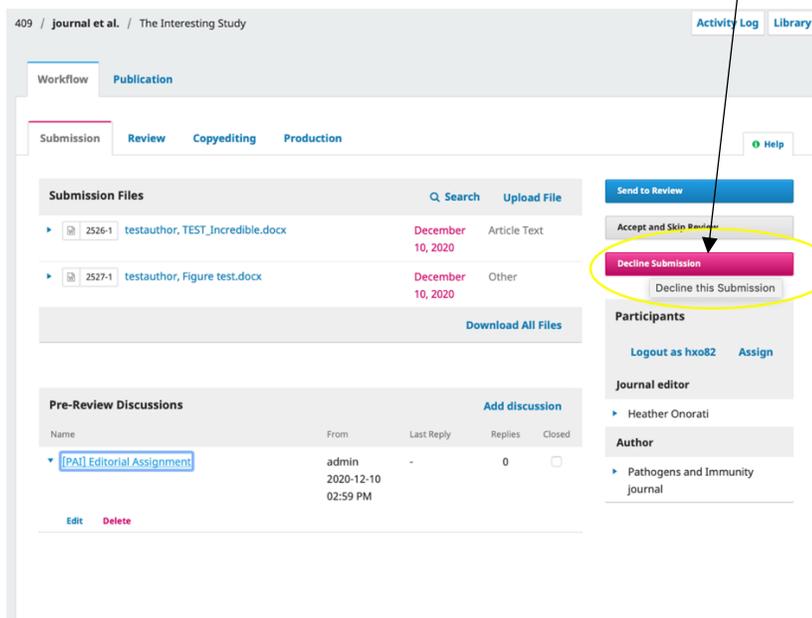


If there is only an article, OR, you only want to download the article at this time, click on the title of the document.

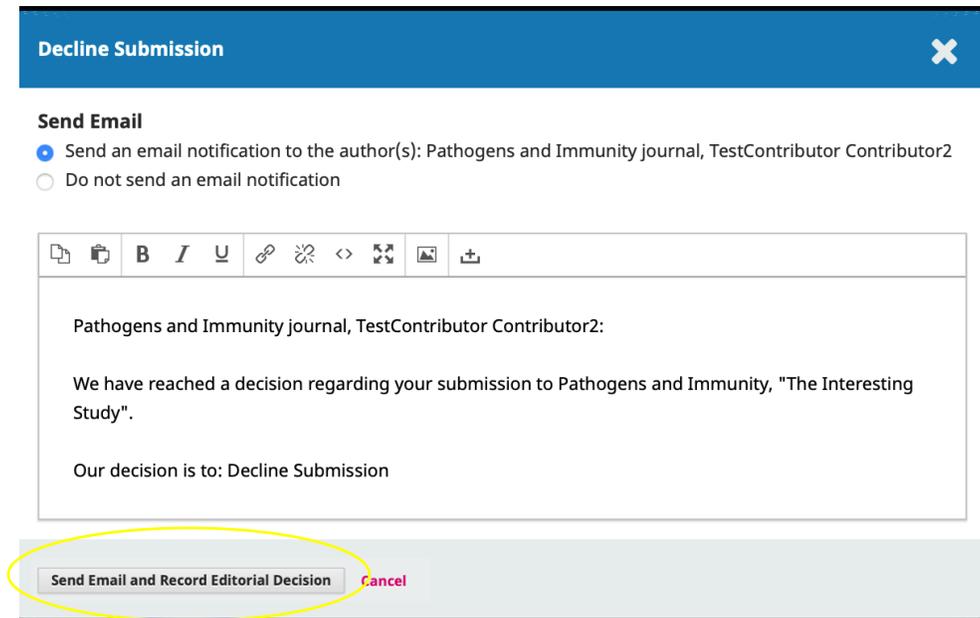


The file(s) will download to your Local drive.

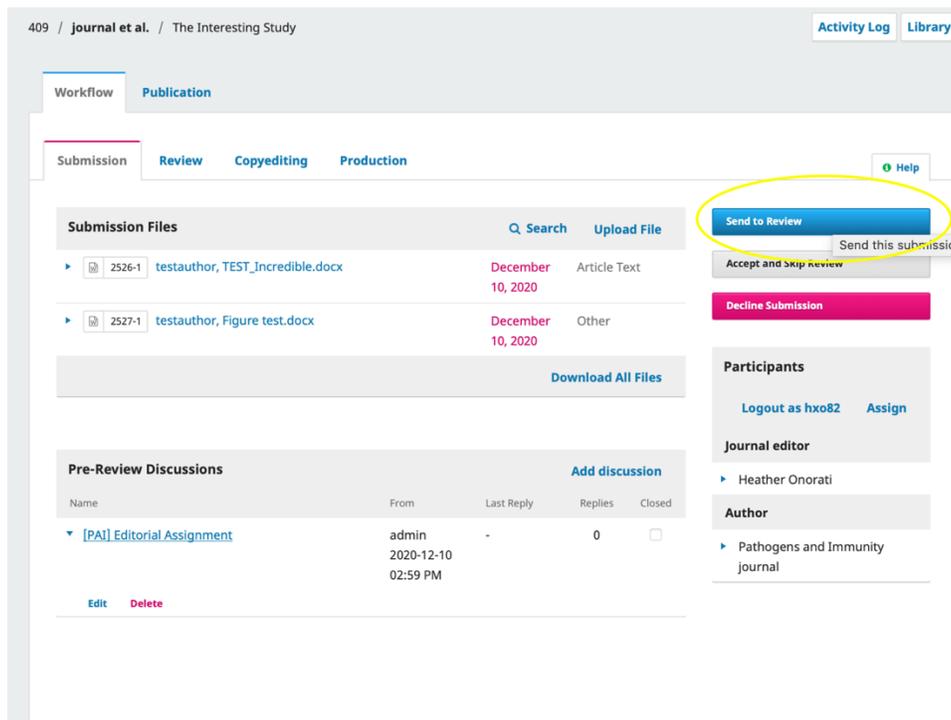
- If the submission is not suitable, you can reject – or decline the submission by clicking the bright pink **Decline Submission** button on the right panel.



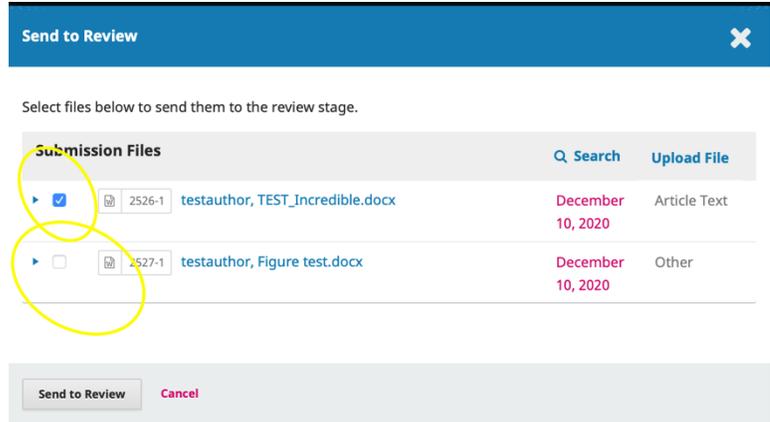
An email template will pop up that you can choose to edit.
Then click **Send Email and Record Editorial Decision**



6. To select reviewers for the submission, click the blue **Send to Review** button in the right panel.

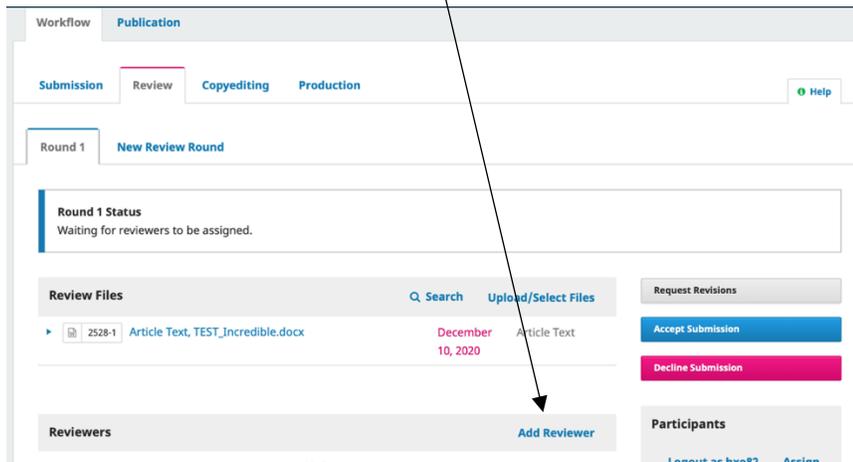


In this next panel, all items that have been submitted are automatically checked. This would include any supplementary files, high-res images, etc., that were uploaded with the article. **Uncheck** any of the additional files that you **do not want to send** to the reviewer. Only checked files will be sent.



Then click **Send to Review**

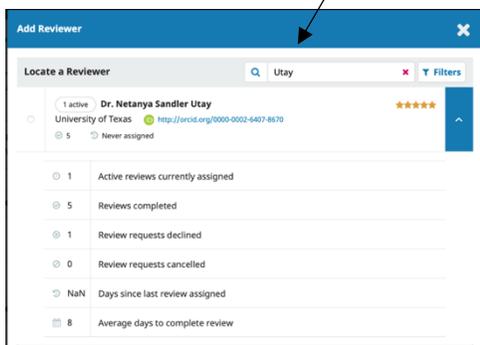
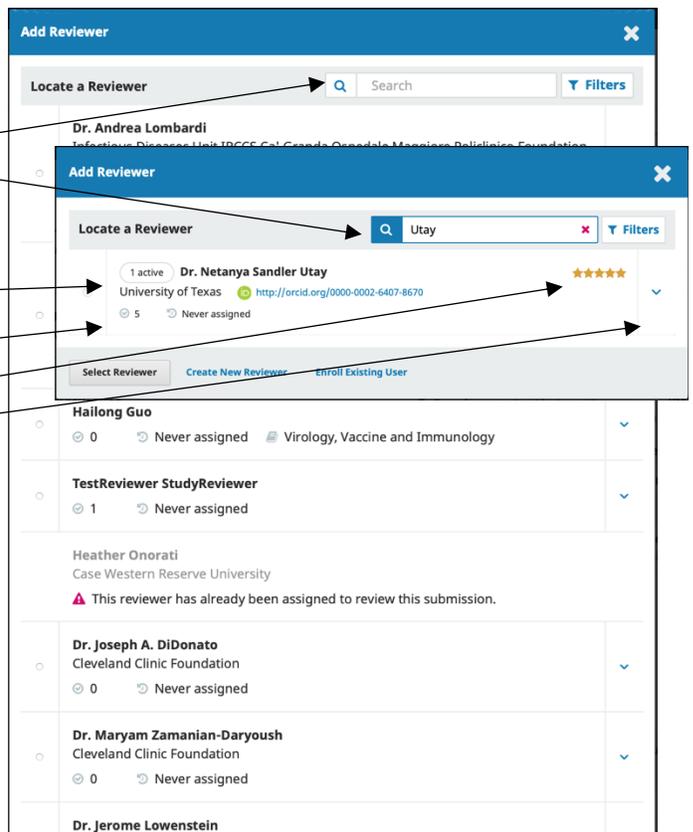
7. To select reviewers, click **Add Reviewer**



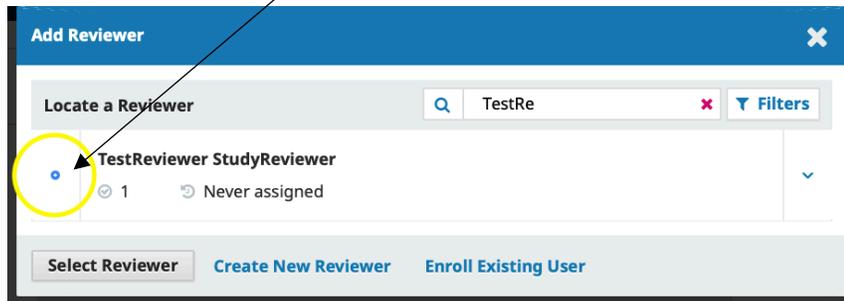
8. The list of reviewers will pop up. To locate a specific reviewer, you can type a name into the search field at the top right.

This list also shows reviewer statistics:

- How many reviews they are currently assigned.
- How many reviews they have completed.
- A rating [Stars to right].
- A drop-down menu also provides more insight.



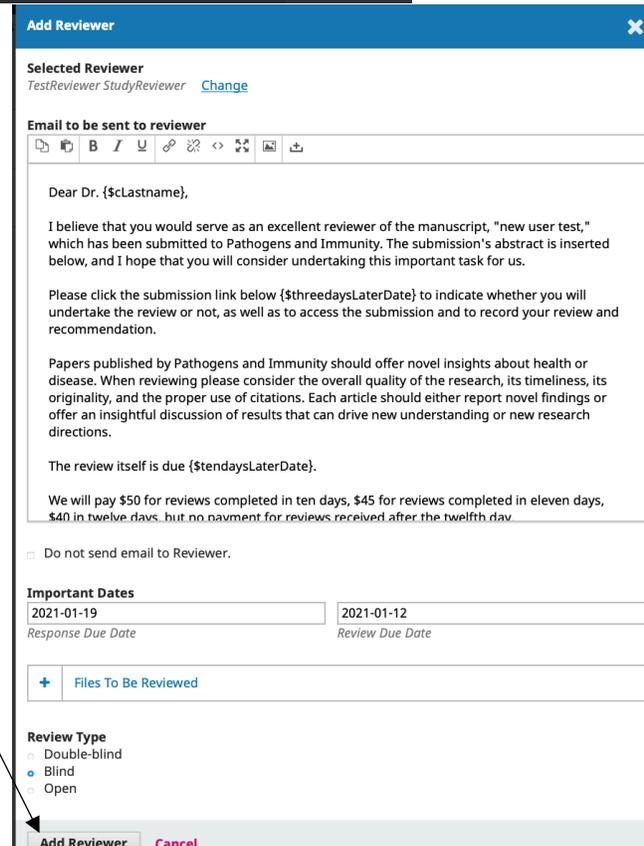
9. To select the reviewer, click the small dot to the left of the name. Then click **Select Reviewer**



10. An editable email template is generated.

Response dates will be auto-populated. Review type will Default to **Blind**. There is nothing to change here.

After making any edits to the email, click **Add Reviewer**.



11. You're now back to the Review tab. To invite additional reviewers, repeat steps 7-10

--DONE--Continue below if you would like to add a reviewer to the system who has not already been entered.

How to Add a Reviewer to the System

1. **IF** there is an individual to whom you'd like to send a request to review, but that individual is not yet in our system as a reviewer, click **Add Reviewer**.
2. At the bottom of the Reviewer Screen, click **Create New Reviewer**.

3. You will need to have the individual's email address available.
 - Add their name.
 - Assign them a username.
 - Add the email address.

Then scroll down to edit the email template that has generated, if necessary.

Click **Add Reviewer**

You will receive an email notification when a reviewer accepts or declines their invitation.