

Welcome to the 17th Annual
EMUG BOSTON

#EMUG2019



EMUG 2019

Editor Assignment Functionality

A deep dive into assignment options

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Editor Assignment Functionality

- Assign or Invite
- Standard Assignment
- Editor Chain Templates
- Direct-To-Editor
- Revisions
- Suggest Editor
- Assign, Unassign and Replace Editors
- Other Editor Assignment Options Permissions
- Merge Fields & Deep Links

Assign or Invite

Assign or Invite an Editor to handle a submission (RoleManager)

Editor Assignment

- Receive Assignments in 'New Assignments' Folder
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments
- Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)
- Assign Editor
- Redirect to Other Editor (and be removed from Editor Chain)
- Change Corresponding Editor
- Blind Editor
- Unassign Other Editors
- Unassign Myself
 - Unassign Subordinate Editors
 - Replace Editor

Standard Assignment

Assign or Invite an Individual Editor (New Submissions Folder)

<ul style="list-style-type: none">View SubmissionDetails ▾Initiate DiscussionHistorySubmit Early DecisionFile InventoryEdit SubmissionSend Back to AuthorRemove SubmissionClassificationsAssign EditorSet Final DispositionInitiate ProductionSimilar Articles in MEDLINESend E-mailLinked Submissions	DEMOSGG-D-19-00002
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Standard Assignment

Assign or Invite an Individual Editor (Assign Editor Window)

Assign Editor

Manuscript Number: DEMOSGG-D-19-00002

Title: No Editor Chain Template

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Cancel

Send Custom Letters

Send Default Letters

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Associate Editor	Lisa Gosselin	0	0		Yes
<input type="radio"/>	Associate Editor	Brad Rinklin	0	0		Yes
<input type="radio"/>	Editor	Elisha Daley	0	0		Yes
<input type="radio"/>	Editorial Coordinator	Joan Lewis	0	0		Yes
<input checked="" type="radio"/>	Editor-in-Chief	Tony Lockett	0	0		Yes
<input type="radio"/>	Journal Administrator	Bryan Brown	0	0		Yes
<input type="radio"/>	Journal Administrator	Steven Gain	0	0		Yes
<input type="radio"/>	Journal Administrator	Cam Neely	0	0		Yes
<input type="radio"/>	Managing Editor	Trevor Barker	0	0		Yes

Cancel

Send Custom Letters

Send Default Letters

Assign Editor

Editor Assigned (Editor 'To-Do' List)

Editor 'To-Do' List

My Pending Assignments (1)

New Invitations (0)

New Assignments (1)

Submissions with Required Reviews Complete (0)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)

Reviews in Progress (0)

Reviewers Invited - No Response (0)

Submissions Under Review (0)

Invite Editor

Editor Invited (Editor 'To-Do' List)

Editor 'To-Do' List

My Pending Assignments (1)

Direct-to-Editor New Submissions (0)

Direct-to-Editor Revised Submissions (0)

[New Invitations \(1\)](#)

New Assignments (0)

Submissions with Required Reviews Complete (0)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)

Reviews in Progress (0)

Reviewers Invited - No Response (0)

Submissions Under Review (0)

Invite Editor

Editor Invited (New Invitations Folder)

When an invitation is accepted the submission moves to the New Assignments Folder

Action 	Manuscript Number 
View Submission Initiate Discussion Yes I will take this Assignment No I will not take this Assignment Send E-mail Linked Submissions	DEMOSGG-D-19-00002

Invite Editor

Editor Invited (Decline Invitation)

When an invitation is declined the editor is asked to state a reason

Decline Invitation

Please state a reason for declining the assignment of Manuscript Number DEMOSGG-D-19-00002.
Please suggest a colleague(s) within the journal organization who is qualified to serve as editor for this paper.
Provide some information that will help us contact this person(s).

I can't take on any more assignments.

Cancel

Submit

[Return to Main Menu](#)

Editor Chain Templates

Configurations (PolicyManager)

[-] Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

Current Editor Assignment Chain Template List

[+ Add Another Editor Assignment Chain Template](#)



EIC to AE



EIC to Editor to AE

[+ Add Another Editor Assignment Chain Template](#)

Editor Chain Templates

Configurations (PolicyManager)

Edit Editor Assignment Chain Template Details ✕

  **EIC to AE** [Insert Special Characters](#)

Description*

		Role	Assignment Letter
		Journal Administrator	<input type="text" value="None"/> 
		Associate Editor	<input type="text" value="None"/> 



Editor Chain Templates

Configurations (PolicyManager>Edit Article Types)

Editor Parameters

New and Revised Submissions

Editor Assignment Chain Template:

EIC to Editor to AE ▾

Select an Assignment Chain Template to allow the entire Editor Chain to be assigned in one action, not just the first Editor.

Editor Chain Templates

Assign Multiple Editors (Assign Editor Chain Window)

Assign Editor Chain

Manuscript Number:
DEMOSGG-D-19-00001

Title: Editor Chain Template

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

[Assign Individual Editor](#)

Define Initial Editor Assignment Chain

	Step	Role	Editor	Assignment Letter
	Editor 1	Journal Administrator	Brown Bryan	None Customize
	Editor 2	Editor	Elisha Daley	None Customize
	Editor 3	Associate Editor	Rinklin Brad	Editor Assignment Customize

Associate Editor [Add to Chain](#)

[Cancel](#)

[Create Chain and Send Letters](#)

Editor Chain Templates

Multiple Editors Assigned (Details Page)

Editors		Top
Name:	 Bryan Brown  [Proxy]	
Role:	Journal Administrator	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
<hr/>		
Name:	 Elisha Daley  [Proxy]	
Role:	Editor	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
<hr/>		
Name:	 Brad Rinklin  [Proxy]	
Role:	Associate Editor	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		

Direct-To-Editor

Submissions sent directly to Editor (Bypassing New/Revised Submissions Folder)

Configured using Section/Category, Request Editor or Editor Rotation

Configured in Editor Assignment Options and Article Type

Submissions go to the Direct-To-Editor Folder

Direct-To-Editor

Editor Assignment Options (PolicyManager)

☐ Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

Direct-To-Editor

Editor Assignment Options – Section/Category (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
- Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

Direct-To-Editor

Section/Category (PolicyManager>Submission Policies)

Edit Sections/Categories

Listed below are the Sections/Categories available. You may Add, Edit, or Remove Sections/Categories. Sections/Categories may be hidden by clicking the "Edit" link and selecting the "Hide" checkbox on that page. Any Sections/Categories which appear grayed out have been hidden.

If manuscripts are automatically assigned by the 'Submissions where Author has selected a Section/Category' method (as configured on the 'Set Editor Assignment Options' page), a Responsible Editor must be selected from the drop-down menu.

	Section/Category Name	Responsible Editor		
↓	Diseases and Symptoms	Brad Rinklin	Remove	Edit
↓ ↑	Behavior		Remove	Edit
↓ ↑	Nutrition		Remove	Edit
↓ ↑	General Care		Remove	Edit
↓ ↑	Training and Safety		Remove	Edit
↑	Grooming		Remove	Edit

Direct-To-Editor

Section/Category (PolicyManager>Submission Policies)

Edit Section/Category Name

Section/Category Name:

Maximum Section/Category name is 100 characters

Responsible Editor (required if Editor Assignment is configured as 'Submissions where Author has Selected a Section/Category'):

Hide When you **Hide** a Section/Category, the Section/Category will be deactivated (not available for new or revised manuscripts).

Direct-To-Editor

Editor Assignment Options – Request Editor (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

Direct-To-Editor

Request Editor (PolicyManager>Set Request or Assign Editor)

Set Request or Assign Editor Display Options

Select the Editor Roles that are eligible to be requested by an Author.

If you want to specify automatic assignment to Editors by Name, Role, or Description, you must also select the appropriate option on the 'Set Editor Assignment Options' page in PolicyManager.

- Associate Editor
- Book Review Editor
- Editor
- Editorial Coordinator
- Editor-in-Chief
- Journal Administrator
- Limited Editor Role
- Managing Editor

Select the amount of information to be displayed to Authors on the Request Editor page.

Display Editor Name and Role Title

Cancel Submit

Direct-To-Editor

Editor Assignment Options – Assign by Rotation (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
- Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

Direct-To-Editor

Editor Assignment Options – Set Editor Rotation (PolicyManager)

Set Editor Rotation Participants

Select the Editors who will participate in the Editor Rotation. If the 'Set Editor Assignment Options' page is configured as 'Assign to Editor by Rotation', new submissions will go directly to the editor who has earliest date for the most recent assignment.

[Check All](#) [Clear All](#)

Select

Editor Name

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Associate Editor, Lisa Gosselin |
| <input type="checkbox"/> | Associate Editor, Brad Rinklin |
| <input type="checkbox"/> | Editor, Elisha Daley |
| <input type="checkbox"/> | Editorial Coordinator, Joan Lewis |
| <input type="checkbox"/> | Editor-in-Chief, Tony Lockett |
| <input type="checkbox"/> | Journal Administrator, Steven Gain |
| <input type="checkbox"/> | Journal Administrator, Bryan Brown |
| <input type="checkbox"/> | Journal Administrator, Cam Neely |
| <input type="checkbox"/> | Managing Editor, Trevor Barker |

Cancel

Submit

Direct-To-Editor

Direct-To-Editor (Editor 'To-Do' List)

Editor 'To-Do' List

My Pending Assignments (0)

[Direct-to-Editor New Submissions \(1\)](#)

[Direct-to-Editor Revised Submissions \(0\)](#)

[New Assignments \(0\)](#)

[Submissions with Required Reviews Complete \(0\)](#)

[Submissions Requiring Additional Reviewers \(0\)](#)

[Submissions with One or More Late Reviews \(0\)](#)

Reviews in Progress (0)

[Reviewers Invited - No Response \(0\)](#)

[Submissions Under Review \(0\)](#)

Direct-To-Editor

Direct-To-Editor Folder

Direct-to-Editor New Submissions - Brad Rinklin

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Myself" or "Redirect to Other Editor" removes you from the decision chain and allows you to redirect the submission to a different Editor.

Page: 1 of 1 (1 total submissions)

 Action 	Manuscript Number 	Article Type 	Section/Category 
View Submission Details History Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Send E-mail	DEMOSGG-D-19-00004	Direct to Editor - Section Category	Diseases and Symptoms

Page: 1 of 1 (1 total submissions)

Direct-To-Editor

Direct-To-Editor Folder (Redirect to Other Editor)

Direct-to-Editor New Submissions - Brad Rinklin

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Myself" removes you from the decision chain and allows you to redirect the submission to a different Editor.

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Section/Category
View Submission Details History Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Send E-mail	DEMOSGG-D-19-00004	Direct to Editor - Section Category	Diseases and Symptoms

Page: 1 of 1 (1 total submissions)

Direct-To-Editor

Direct-To-Editor Folder (Redirect to Other Editor Window)

Redirect to Other Editor

Manuscript Number: DEMOSGG-D-19-00004

The following have been identified as candidates to edit this manuscript. Select the one you want and send them either the default editor assignment letter or a customized letter.

Select	Editor Name	Number of Current Assignments	Available during next 30 days
<input type="radio"/>	Associate Editor: Lisa Gosselin	0	Yes
<input type="radio"/>	Editor: Elisha Daley	0	Yes

Cancel

Send Custom Letter

Send Default Letter

Revisions

Editor Assignment Options (PolicyManager)

☐ Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

Revisions

Editor Assignment Options – Revisions (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder

Allow reassignment to previous Editors

Letter:

Revisions are automatically directed to the First Assigned Editor of the previous version.

Revisions

Editor Assignment Options – Revisions – Allow Reassignment (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

- Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder

Allow reassignment to previous Editors

Letter:

- Revisions are automatically directed to the First Assigned Editor of the previous version.

Revisions

Allow Reassignment (Reassign Editors Window)

Reassign Editors

Manuscript Number:
DEMOSGG-D-19-00001R1

Title: Editor Chain Template

The Editors listed were assigned to the previous version of this submission in the order indicated. To reassign the previous Editors in the same order, use one of the 'Reassign...' buttons. The submission will be automatically assigned to each editor in succession, and the last assigned Editor of the previous version will then be responsible for the submission.

Use 'Edit this/selected Chain' to first change these assignments; use 'Create a New Chain' for a new Chain as configured for this Article Type; use 'Assign Individual Editor' to set up just the first assignment.

Edit this Chain

Create a New Chain

Assign Individual Editor

Assignment Order	Editor Name	Editor Role	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
Editor 1	Bryan Brown	Journal Administrator	0	0		Yes
Editor 2	Elisha Daley	Editor	0	0		Yes
Editor 3	Brad Rinklin	Associate Editor	0	0		Yes

Cancel

Reassign with Custom Letter

Reassign with Default Letter

Revisions

Editor Assignment Options – Revisions – First Assigned Editor (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

Revisions go to *Revised Submissions* or *Revised Submissions Requiring Assignment* folder

Allow reassignment to previous Editors

Letter: ▼

Revisions are automatically directed to the First Assigned Editor of the previous version.

Suggest Editor

Enabled by your Account Coordinator

Uses classifications to match submissions with potential Editors

Primarily used when journal has an invited workflow with hundreds of Editors

Suggest Editor

RoleManager

Editor Assignment

- Receive Assignments
 - Classic Method of Editor Assignment
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments
 - Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)
- Assign Editor Using Single Editor Selection
- Assign Editor Using Suggested Editor Queue
 - Close Queue and Assign Editor Directly
- Redirect to Other Editor (and be removed from Editor Chain)
- Change Corresponding Editor
- Blind Editor
- Unassign Other Editors
- Unassign Myself
 - Unassign Subordinate Editors
 - Replace Editor

Suggest Editor

Manuscript Classifications		Manuscript Keywords	
(1) Breeds; (2) Akita; (3) Boxer;			

Search for Editors

[Insert Special Character](#)
[Value Options](#)

(Criterion	Is/Is not	Selector	Value)
	Last Name	is	Begins With		

Candidates

[Select All / Clear All](#)
Page: 1 of 1 (9 total candidates)
Display results per page.

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Editor-in-Chief	Tony Lockett		6	3	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Editor <small>(Requested by Author)</small>	Elisha Daley		6	3	1	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Associate Editor	Lisa Gosselin		6	3	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Editorial Coordinator	Joan Lewis		2	1	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="5"/>	Associate Editor	Brad Rinklin		0	0	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="6"/>	Managing Editor	Trevor Barker	University of Melbourne	0	0	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="7"/>	Journal Administrator	Cam Neely		0	0	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="8"/>	Journal Administrator	Bryan Brown		0	0	0	0	Yes
<input checked="" type="checkbox"/>	<input type="text" value="9"/>	Journal Administrator	Steven Gain	University of Massachusetts Lowell	0	0	0	0	Yes

Suggest Editor

Manuscript Classifications		Manuscript Keywords	
(1) Breeds; (2) Akita; (3) Boxer;			

Invited Editors			
Name	Invitation Status	Date Invited	Date Closed
Lisa Gosselin ▾	Invited	06/14/2019	

Search for Editors

Insert Special Character Value Options

(Criterion	Is/Is not	Selector	Value)
▾	Last Name	is ▾	Begins With	<input type="text"/>	▾

Candidates

Select All / Clear All Page: 1 of 1 (8 total candidates) Display 500 ▾ results per page.

Select	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days	Customize Letters
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Editor (Requested by Author)	Elisha Daley ▾		6	3	1	0	Yes	Edit
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Editor-in-Chief	Tony Lockett ▾		6	3	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Editorial Coordinator	Joan Lewis ▾		2	1	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Journal Administrator	Steven Gain ▾	University of Massachusetts Lowell	0	0	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="5"/>	Journal Administrator	Cam Neely ▾		0	0	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="6"/>	Managing Editor	Trevor Barker ▾	University of Melbourne	0	0	0	0	Yes	Edit
<input checked="" type="checkbox"/>	<input type="text" value="7"/>	Journal Administrator	Bryan Brown ▾		0	0	0	0	Yes	
<input checked="" type="checkbox"/>	<input type="text" value="8"/>	Associate Editor	Brad Rinklin ▾		0	0	0	0	Yes	Edit

Suggest Editor

Editors Invited – None Yet Assigned (Editor ‘To-Do’ List)

Editor 'To-Do' List

My Pending Assignments (2)

[New Submissions Requiring Assignment \(1\)](#)

[Revised Submissions Requiring Assignment \(0\)](#)

[New Invitations \(0\)](#)

[New Assignments \(0\)](#)

[Editors Invited - None Yet Assigned \(1\)](#)

[Submissions with Required Reviews Complete \(0\)](#)

[Submissions Requiring Additional Reviewers \(0\)](#)

[Submissions with One or More Late Reviews \(0\)](#)

Reviews in Progress (0)

[Reviewers Invited - No Response \(0\)](#)

[Submissions Under Review \(0\)](#)

View All Assigned

[View All Assigned Submissions \(1\)](#)

[View All Assigned Submissions being Edited \(0\)](#)

[View All Submissions with Editors Invited - None Yet Assigned \(1\)](#)

Assign/Unassign/Replace/Redirect Editor

RoleManager

Editor Assignment

- Receive Assignments in 'New Assignments' Folder
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments
- Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)
- Assign Editor
- Redirect to Other Editor (and be removed from Editor Chain)
- Change Corresponding Editor
- Blind Editor
- Unassign Other Editors
- Unassign Myself
 - Unassign Subordinate Editors
 - Replace Editor

Assign Editor

Assign Editor – New Assignment Folder

View Submission Details  Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail Linked Submissions	DEMOSGG-D-19-00001R1
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Unassign Editor

Unassign Editor – New Assignment Folder

View Submission Details  Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail Linked Submissions	DEMOSGG-D-19-00001R1
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Unassign Editor

Unassign Editor – Modify Editor Chain

Modify Editor Chain

[View Reviews and Comments](#)

Manuscript Number:
DEMOSGG-D-19-00001R1

Title: Editor Chain Template

The current Editor Assignment Chain is displayed. You may remove an Editor by clicking the delete icon or may replace an Editor for a particular step in the Chain. To confirm changes, click 'Confirm Selections and Send Default Letters' or 'Confirm Selections and Send Custom Letters'. The system will update Editor Assignments as needed and send the selected letters.

Current Editor Assignment Chain

	Step	Assigned Editor	Role	New Editor
	Editor 1	Tony Lockett Editor-in-Chief	Editor-in-Chief <input type="text" value="Editor-in-Chief"/>	No users have this Role

Are you sure you want to remove this Editor from the Editor Assignment Chain?



Replace Editor

Replace Editor – New Assignment Folder

View Submission Details ▾ Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail Linked Submissions	DEMOSGG-D-19-00001R1
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Replace Editor

Replace Editor – Modify Editor Chain

Modify Editor Chain

[View Reviews and Comments](#)

Manuscript Number:
DEMOSGG-D-19-00001R1

Title: Editor Chain Template

The current Editor Assignment Chain is displayed. You may remove an Editor by clicking the delete icon or may replace an Editor for a particular step in the Chain. To confirm changes, click 'Confirm Selections and Send Default Letters' or 'Confirm Selections and Send Custom Letters'. The system will update Editor Assignments as needed and send the selected letters.

Current Editor Assignment Chain				
	Step	Assigned Editor	Role	New Editor
	Editor 1	Tony Lockett Editor-in-Chief	Editor <input type="text"/>	Daley Elisha <input type="text"/>

Cancel

Confirm Selections and Send Default Letters

Confirm Selections and Send Custom Letters

Replace Editor

Replace Editor – Details Page

Editors		Top
Name:	 Elisha Daley  [Proxy] (Replaced Tony Lockett)	
Role:	Editor	
Date Assigned:	06/14/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		

Other Editor Assignment Options Permissions

Automatically Transfer Corresponding Editor Designation

Editor Assignment Options

Automatically Transfer Corresponding Editor Designation

If the checkbox below is checked, when the handling Editor changes for a submission (e.g. when an editor is assigned or a decision is made), the new handling Editor will automatically be designated as the Corresponding Editor.

Automatically designate the handling Editor as the Corresponding Editor.

Merge Fields for Letters

%CORR_ED_FIRST_NAME%

%CORR_ED_LAST_NAME%

%CORR_ED_EDITOR_ROLE%

%EDITOR_NAME%

%EDITOR_ROLE%

%EDITOR_REPLACEMENT%

%UNASSIGNED_EDITOR_NAME%

%SUGGEST_EDITOR_DECLINE_REASON%



Deep Links for Letters

`%EDITOR_DEEP_LINK%`

This deep link is related to a specific submission. It carries out a full login and takes the Editor to a Search Results Page displaying the associated submission.

`%EDITOR_MAIN_MENU_DEEP_LINK%`

This deep link carries out a full login and takes the Editor to the Editor Main Menu.

`%EDITOR_NEW_INVITATIONS_FOLDER_DEEP_LINK%`

This deep link carries out a full login and takes the Editor to the New Invitations folder.

`%EDITOR_NEW_ASSIGNMENTS_FOLDER_DEEP_LINK%`

This deep link carries out a full login and takes the Editor to the New Assignments folder.

`%EDITOR_REQUIRED_REVIEW_COMPLETE_FOLDER_DEEP_LINK%`

This deep link carries out a full login and takes the Editor to the Submissions with Required Reviews Complete folder.

