



## Configuration - Administrator

How do I set the Manuscript Communicator as per the style of the journal?

This tab allows you configure the different settings.

1. Set the 'Review confidentiality level' by clicking on the drop-down menu.
2. Duration of the review of manuscript can be set in days choosing from drop-down menu.

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Details Staff Reviewers **Settings** Templates Submission Review

### Editorial office settings

**Review confidentiality level** 1

This feature will set the confidentiality level as to the identity of the authors and reviewers.

Double blind - Author and reviewer names and affiliations are not disclosed to each other. ▼

**Review duration** 2

The duration (in days) designated for the review of the manuscripts, after its assignment to the reviewers \*

1 ▼

3. The Automated reviewer invitation follow up, provides options to set the duration in days, for the follow up emails after the initial invitation email. These emails will be a gentle reminder to the reviewers to accept the review task.
  
4. The Automated reminder for reviewers provides options, to set the duration in days, for the follow up emails as reminders to submit the reviewed manuscripts.

#### Automated reviewer invitation and follow up

If the reviewer does not respond to the initial invitation, the follow up is done through the emails on the preset days. Kindly set the days for the automated follow up.

First follow up \*

3



Second follow up \*

Third follow up \*

#### Automated reminder for reviewers

Set the duration in days for the follow up emails to be sent to the reviewers for the submission of the reviewed manuscripts.

Reminder one \*

4





Reminder two \*

Reminder three \*



The following options can be switched on or switched off or set values for various functions in this section:

5. Option to cancel the invitation to the reviewer after the stipulated time and follow ups.
6. Option to send invitation to the substitute reviewer.
7. The number of reviews to take a final decision on a manuscript.
8. Duration given to the author to incorporate the revisions suggested by the editorial team.



**Automated reviewer cancellation**  
Set the function of the automated cancellation of the reviewer invitation, a day after the last follow up invitation sent to the intended reviewer.

ON  



**Automated substitute reviewer invitation**  
Set the function of inviting the substitute reviewer in the event of decline of invitation from the previous reviewer.

ON  

**Number of reviews to make a decision**  
Reviews required to make decision or recommendation. When this number of reviews reached, the manuscript is passed on to the editor(s) for decision or recommendation.

1  


**Review incorporation duration for the revisions**  
Set the time in days for the author to incorporate the changes suggested during the review.

2  

9. Set the duration for the editorial staff members to complete their task regarding the editing and publication process for a manuscript.

**Review duration for editorial staff**  
Set the time for editorial staff to complete the tasks (review process, external reviewer selection, etc.) before the first reminder.

Set the duration(in days) for the associate editor response for new submissions or resubmissions \*

1 

Set the duration(in days) for the editor-in-chief response for new submissions or resubmissions \*

1

Set the duration(in days) for the editor response for new submissions or resubmissions \*

1

Set the duration(in days) for the co-editor response for new submissions or resubmissions \*

1

Set the duration(in days) for the associate editor response for new submissions or resubmissions \*

1

Set the duration(in days) for the assistant editor response for new submissions or resubmissions \*

1

Set the duration for the editor-in-chief to make decision \*

1

Set the duration for the editor to make decision \*

1

Set the duration for the co-editor to make decision \*

1

Set the duration for the associate editor to make decision \*

1

Set the duration for the assistant editor to make decision \*



1

The following options can be set for various functions and email IDs entered for alerts in this section:

10. Duration of the complete editorial process.
11. The substitute email to which the submission alert is to be sent.
12. The substitute email to which the manuscript production alert is to be sent.
13. The substitute email to which the all the email alerts is to be sent for reference.
14. Click on the 'Save' button to save all the settings.



**Duration of the review**

Set the duration for the acceptance and finalisation of the manuscript \*

30  



**Email to receive the submission alert**

Type the email address to which submission alert needs to be sent



**Email for accepted manuscript production alert**



Type the email address of the person in charge of production to alert about the manuscript acceptance

**Cc email**

Type the email address to which all alerts are sent as a copy for reference



Thank You