



Decision about the Manuscript

How can I make decision about the publication of a manuscript?

- The Dashboard provides a comprehensive report of the status of all the manuscripts that have been submitted to the journal through the manuscript communicator. The status can be checked in detail by clicking on the different status fields.
- For e.g. by clicking on the 'My Decision' field, all the manuscripts that have pending decisions can be accessed for further action.

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Dashboard

Pending Decisions	Result	Overdue
1 My Decision	0 Accepted	1 My Decision
0 Editor Decision	0 Rejected	
0 Co-Editor Decision	0 Withheld	
0 Associate Editor Decision	0 Withdrawn	
0 Assistant Editor Decision		

By clicking on the 'My Decision' field, the status and basic details of the manuscript can be accessed for decision making.

1. By clicking on the 'View Details' button, more details can be accessed.
2. Clicking on the 'Back' button leads you to the dashboard.

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My decision - 1

AJPSC-2020-32 Date: 23 January 2020

Manuscript

Authors
1. Author m (Corresponding author)

Type: Systematic Review

[View Details](#) 1

Administrator:Admin

EIC: EIC P

Reviewers
Reviewer 1Completed

1 day with EIC

1 day with reviewers

1. The status of the review task assigned to the reviewers can be checked in the status column.
2. The 'See review' button in the action column leads you to the reviewed document.
3. The document can be discarded by clicking on the 'Bin' button.
4. More reviewers can be added for the task by clicking on the 'Add Reviewers'.

Reviewers

Name	Status	Action	Delete
Reviewer 1 Reviewer1@xyz.com India (Suggested by EIC)	Completed	See Review	

Add Reviewers

Editorial Staff

Administrator: Admin
EIC: EIC

1. Clicking on the 'See Review' button leads you to the review information and recommendations by the reviewer.
2. Click on the 'View Document' button to view the reviewed manuscript.

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Review information

Reviewer:
Reviewer 1

Status:
Completed

Review Date:
25 January 2020

Comments to authors:
* Comments to author *

Is the manuscript within the scope of the journal?:
Yes

Does the topic of the article deal with unique or unreported information?:
Yes

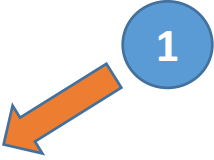
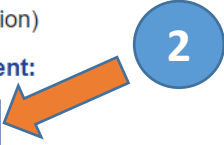
Would you state that the data substantiates the conclusions in the manuscript?:
Yes

In your opinion, does the manuscript require professional language revision?:
Yes

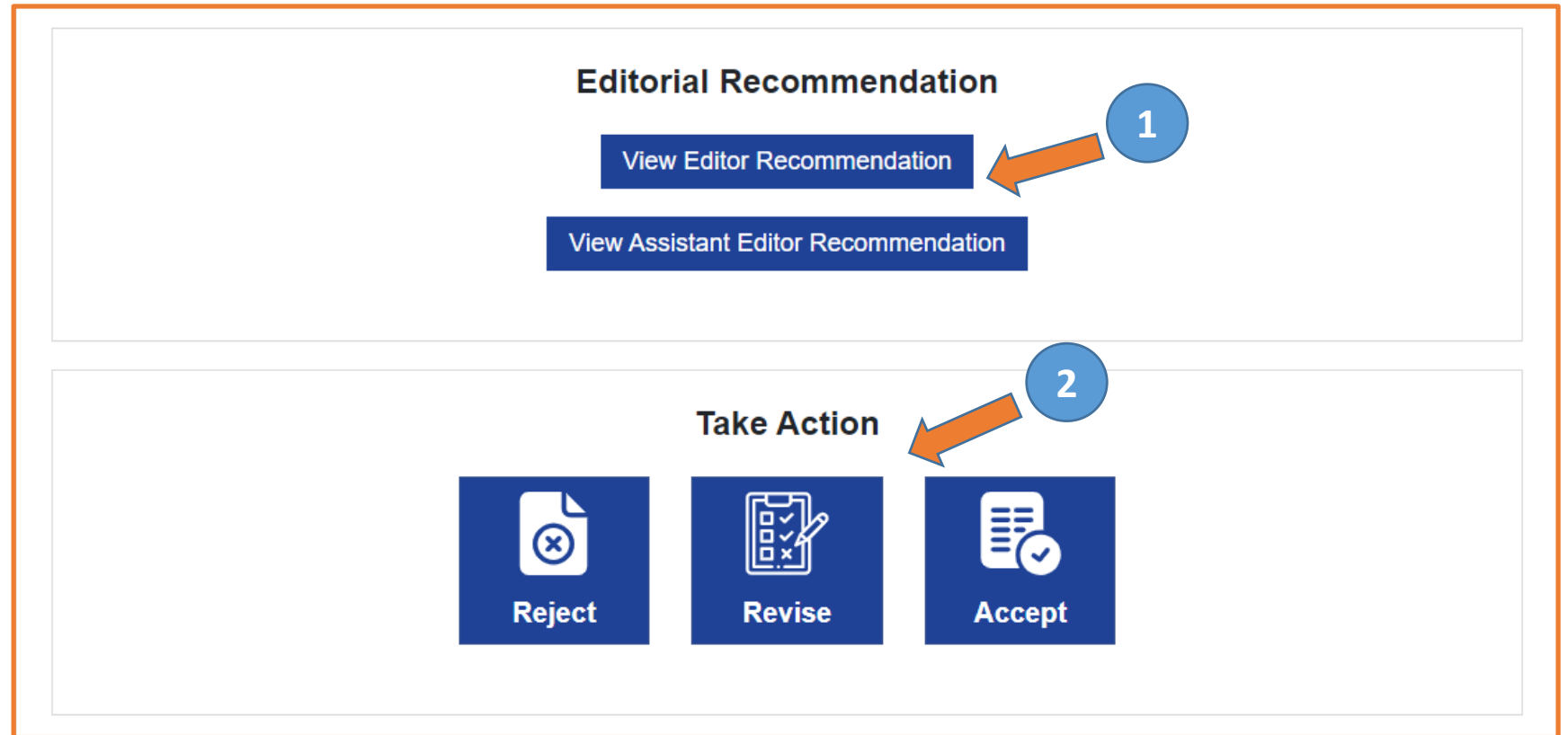
Manuscript ratings:
Good

Recommendation:
Revise (major revision)

Comment Document:
[View document](#)

1. This section gives access to the recommendations from the other editorial team members regarding the reviewed manuscript.
2. Based on the recommendations, action can be implemented by the EIC in the 'Take Action' section.



1. The 'Take action' section is where the final decision regarding the reviewed manuscript is approved by the EIC.
2. The decisions are listed in the drop down menu.
3. Click on 'Confirm' button to approve the decision.

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Take Action 1

Select Revise Options

Revise (major revisions) 2

Confirm 3



Thank You