



## EIC – Assign Manuscript

How can an Editor-in-Chief assign a manuscript to an editorial team member?

1. Login to the Manuscript Communicator by using the credentials provided to you through email.
2. Get your password, if forgotten, by clicking on the 'Forgot Password?' button.
3. You can create your user account as well by clicking on the 'Create Account' button.



Click on the Editor-in-Chief button to select your role.

The screenshot shows a login page for 'Scientific Research Test Journal'. At the top left, there is a white circle containing the text 'JOURNAL LOGO'. To its right, the journal title 'Scientific Research Test Journal' is displayed in white text against an orange background. Below the header, the text 'Welcome EIC' is centered. Underneath, the instruction 'Please select your role' is shown. Two blue buttons are presented: the left one features a white icon of a person and is labeled 'Author'; the right one features a white icon of a person with a checkmark and is labeled 'Editor-in-Chief'. An orange arrow points to the 'Editor-in-Chief' button.

1. The Dashboard provides a comprehensive report of all the documents and their various stages of publication.
2. The tasks to be completed by you can be known through the 'To Do' list.
3. All the manuscripts and their status can be followed by 'Monitor' list.
4. The 'Progress' of all the manuscripts can be checked.

**JOURNAL LOGO** | Scientific Research Test Journal

Editor-in-Chief - EIC [Switch Role] Back

## Dashboard

### To Do

- 1 New Submissions
- 0 Resubmissions
- 0 Revive Withheld Submissions

### Monitor

- 0 All In Review
- 0 With Editor
- 0 With Co-Editor
- 0 With Associate Editor
- 0 With Assistant Editor

### Progress

- 0 Awaiting Resubmissions
- 0 Resubmissions In Progress
- 0 Reviewed For Withheld Status

The new submissions can be accessed through the 'To Do' list on the dashboard. Click on 'New Submissions' for details about the manuscript like:

1. The manuscript ID
2. Authors
3. Type of manuscript
4. Date of submission
5. Number of days with the editorial team member.
6. Click on 'View Details' to access more information.
7. Dashboard can be accessed by clicking on 'Back' button.

The screenshot shows the 'New submissions - 1' page in the Manuscript Communicator. At the top, there is a header 'Editor-in-Chief - EIC [Switch Role]' and a 'Back' button. The main content area displays a submission card for 'AJPSC-2020-32' with a date of '23 January 2020'. The card includes the following information:

- Manuscript ID:** AJPSC-2020-32 (Callout 1)
- Authors:** 1. Author m (Corresponding aut) (Callout 2)
- Type:** Systematic review (Callout 3)
- Administrator:** Admin
- EIC:** EIC
- Days with EIC:** 1 day with EIC (Callout 5)
- View Details:** A button to access more information (Callout 6)
- Date:** 23 January 2020 (Callout 4)
- Back:** A button to return to the dashboard (Callout 7)

This screen appears when the 'View details' button is clicked. The following features can be noted:

1. The manuscript ID
2. Title of the manuscript
3. Keywords
4. Authors
5. The team member having the manuscript
6. Date of submission of manuscript
7. Number of days with the editorial team member
8. Click on 'View document' to see the complete manuscript.
9. Dashboard can be accessed by clicking on 'Back' button.

The screenshot shows the 'Details' page for a manuscript. At the top, there is a header 'Editor-in-Chief - EIC [Switch Role]' and a 'Back' button. The main content is divided into two sections: 'Manuscript information' and 'Authors'. The 'Manuscript information' section includes the manuscript ID (AJPSC-2020-32), title (Manuscript), keywords (Keyword1, keyword2, keyword3), and a 'View document' button. The 'Status' section shows 'With EIC', 'Date submitted: 23 January 2020', and 'With EIC: 1 days'. The 'Authors' section lists '1. Author m (Corresponding author)'. Numbered callouts (1-9) point to the following elements: 1. Manuscript ID, 2. Title, 3. Keywords, 4. Authors, 5. Status, 6. Date submitted, 7. With EIC days, 8. View document button, and 9. Back button.

This screen appears when the 'View Document' button is clicked. The following features can be noted:

1. Version of the Manuscript and other status details.
2. Add notes to the editorial team.
3. Submission information about the manuscript including the activities, documents and communication regarding the manuscript.

### Manuscript versions

Version	Submitted	Decision	Date	Switch version
AJPSC-2020-32	23 January 2020			You are viewing

**Notes**

Add a note







**Other submission information**

Abstract	+
Other manuscript information	+
Accompanying letter	+
All activity	+
Email activity	+

The access of documents pertaining to the manuscript can be controlled in this section.

- The document can be restricted from view by clicking on the 'Hide to reviewers' option.
- The document can be allowed for viewing by clicking on the 'Show to reviewers' option.

### Files

Name	Type	Size	Date / Time	Visibility
manuscript.docx	Cover letter	11.21 KB	23-01-2020 14:27:33	 Hide to reviewers  Show to reviewers
manuscript.docx	Title Page	11.21 KB	23-01-2020 14:28:38	 Hide to reviewers  Show to reviewers
manuscript.docx	Manuscript	11.21 KB	23-01-2020 14:28:01	 Show to reviewers  Hide to reviewers





- Click on the 'Add Reviewers' button.
- The detailed profile of the reviewers will be added by the principal administrator or the editorial assistant.
- The assignment of role of the EIC can also be changed in this section.

### Reviewers

Name	Status	Action	Delete
No reviewers found			
<div style="display: flex; justify-content: center; align-items: center;"> <div style="background-color: #003366; color: white; padding: 5px 15px; border: 1px solid #003366;">Add Reviewers</div> <div style="margin-left: 10px; font-size: 2em; color: orange;">←</div> </div>			

### Editorial Staff

**Administrator:** EIC P

→

**EIC:** EIC P

Change EIC

### Editorial Recommendation

The decision regarding a particular manuscript can be implemented in this section and the assignment of the manuscript to the other editorial team members can be done as well.

**Take Action**



**Withheld**



**Reject**



**Assign to Editor**



**Assign to Co-Editor**



**Assign to Associate Editor**



**Assign to Assistant Editor**



**Revise**




**Accept**

- In this section, EIC holds the access to assign manuscripts to any editorial team member by choosing the right individual for the position.
- The profile and the contact of the person will be entered into the Manuscript communicator by the principal administrator or the administrative assistant.

Editor-in-Chief - EIC [Switch Role] [Back](#)

## Take Action

Select Editor

Editor 1 

[Confirm](#)



Thank You