Online peer-review
Editor-in-Chief adds Associate Editor
From the dashboard, the editor selects manuscripts in the ‘new submissions’ list.
The editor can view the list of new submissions. Clicking on the accordion symbol provides more information about the submission. The editor can then view the submission details by clicking the ‘view submission’ button.
The manuscript is now assessed by viewing the pdf review document. The authors, abstract, cover letter etc. can also be viewed by opening the relevant sections.
Further down the page, the editor can choose a flag or write a note for the editorial staff if desired or view the individual manuscript submission documents.

When the editor is ready, he/she clicks the continue icon in the action pane at the bottom.
The editor can select journal specific keywords or add custom keywords in the keyword section.

Keywords are used for identifying potential experts from within the journal’s database who may be qualified to review submitted manuscripts.
The documents section allows the editor to upload manuscript texts, figures and tables. A wide range of document types are acceptable.

The editor may be asked to ‘hide’ some of the documents from the reviewers by clicking the links in the document list. For example, if the journal has a double-blind review policy, the authors may be asked to upload a separate title page with author affiliations and ‘hide’ it.

Hidden files are not merged into the PDF review document.
Some journals ask the authors to suggest potential reviewers for their manuscript. This can be either a compulsory or optional task for the authors.

Similar to adding co-authors, the program will identify reviewers who are already in the reviewer database to ensure multiple accounts for users are not added.
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We submit herewith our manuscript entitled, "Soil quality in Denmark: A new guideline of the Danish Organic Soil Sciences", for publication in......
In the final step, all submission information is checked and the author is alerted if information is missing.

The PDF review document can be downloaded by the author for reference and to ensure compliance with the guidelines before finally submitting.
Once the manuscript is submitted, the author is returned to the dashboard.

When the submission process starts, the author can access a report giving up to the minute details of the review progress.

After evaluation, decisions and recommendations about manuscripts are sent to the authors by email and reports are also made available from the dashboard.
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