Online peer-review
Editorial office processes a new manuscript submission
The dashboard provides information about the present state of the journal, including manuscripts currently in review, new submissions and resubmissions.

To process a new submission click on the link at the top of the ‘To do’ list.
An overview of all new submissions is presented. Click on the ‘view submission’ button to access the details page of the manuscript.
The details page is where manuscript information is displayed.

The status of the submission can be seen in the panel to the right. The PDF review document is checked to ensure compliance with the author guidelines.

Clicking the accordian boxes provides further information, including the complete author list, abstract and accompanying letter.
Further down the page, the individual files submitted by the author can be viewed.

The ‘visible to reviewers’ link can be toggled to include or remove files from the PDF review document. The order of the files can also be changed by selecting from the drop-down list. The editorial office can also add files or update information on behalf of the authors from this page.

The take action panel shows the possible actions the editorial office can take at this stage. If the submitted information is incorrect the suspend feature is used so the author can remake and resend their submission. If the details are ok, the review is started by clicking on ‘Start review’.
When the ‘Start review’ button is selected, a panel appears so the action can be either confirmed or cancelled.
When start submission is confirmed, the user is forwarded to the review page. If a journal has only one Editor-in-Chief, the program will automatically select and alert this editor and forward the manuscript accordingly for evaluation.

However, if the journal has multiple EiCs, the user is prompted to select an editor from the dropdown list.
The Editor-in-Chief has now been assigned and alerted that a manuscript is ready for evaluation and the new submission tasks are now completed.

At this stage, the editorial office can also invite an associate editor but it is usually the EiC who will perform this task once the manuscript has been initially evaluated.
Thank you

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