

Guidelines for Guest Editor Role in *Procedia CIRP* – PROCIR

Principles

EES has been designed on the following principles:

To provide an end to end electronic workflow for the submission of manuscripts, minimizing paper copy.

To create efficiencies for Authors and Editors to work more efficiently.

To support open communication about the progress of each submission.

Your role as Managing Guest Editor/Guest Editor for PROCIR

Receive manuscripts for your Special Issue assigned to your account.

The Author will choose the Managing Guest Editor based on the Conference information.

The Managing Guest Editor will then assign the paper to the Guest Editor and in collaboration with the Guest Editors they will:

- Coordinate the peer review process.
- Accept or reject manuscripts.
- Communicate these decisions to the Author.

Table of Contents

1. Getting Started.....	Page 3
2. Using your Action Column in EES.....	Page 4
3. Details Link in the Action Column – Manuscript Notes.....	Page 5
4. Initial Abstract Submission.....	Page 6
5. Coordinate the peer review process.....	Page 7
6. Receiving a Reviewers Report/Recommendation.....	Page 9
7. Making a Decision.....	Page 10
8. Notify the author of the decision made.....	Page 11
9. Running Reviewer Reminder Reports.....	Page 11
10. Search Tools available on your Main Menu.....	Page 13
11. Encountering problems.....	Page 13

1. Getting Started

The events below include the basic steps in the EES editorial process. Editorial tasks for each event are outlined. Links to interactive tutorials are included to allow you to practice using EES to complete tasks. To access PROCIR in EES click on the following link: <http://ees.elsevier.com/procir>. Log into the system using your EES username and password and then choose **Editor Login**. Once logged in you will reach your personal Editor Main Menu.

Managing Guest Editor Main Menu

The screenshot displays the Editor Main Menu interface. It features a 'Submissions With:' section with a table showing review completion counts. Below this is a 'Search' section with links for 'Search Submissions' and 'Search People'. The 'Editor 'To-Do' List' section contains a list of tasks such as 'My Pending Assignments (2)', 'Direct-to-Editor New Submissions (0)', and 'Submissions Under Review (0)'. The 'Submissions with Decisions' section includes 'My Assignments with Decision (0)' and 'My Assignments with Final Disposition (27)'.

Submissions With:				
0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
2	0	0	0	0

Search

[Search Submissions](#) | [Search People](#)

Editor 'To-Do' List

- My Pending Assignments (2)
 - Direct-to-Editor New Submissions (0)
 - Direct-to-Editor Revised Submissions (0)
 - [New Assignments](#) (2)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (0)

Submissions with Decisions

- My Assignments with Decision (0)
- [My Assignments with Final Disposition](#) (27)

Diagram 1. Logging in and viewing your Main Menu

If you have forgotten your password:

- Click on the **Forgotten Username/Password** link.
- Enter your first and last name.
- Enter the email address that you used to register in EES for this journal.

- Click **Forgotten Username/Password** and your username and password will be emailed to the address that we have on file.

Please Note: If you have followed the steps above but have not yet received an email containing your username and password, please make sure you have checked your e-mail providers' *junk/spam* settings.

Interactive Tutorials:

[I want to log in to EES and use the Main Menu](#)

2. Using your Action Column in EES

For Managing Guest editors: From your Main Menu click on **Direct to Editor New Submissions** to see all new manuscripts submitted directly to you. The **Assign to Myself** option will allow the Editor to assign a paper to himself or, by then clicking on **Assign Editor**, to assign the manuscript to the Guest Editor.

For Guest Editors: From your Main Menu click on **New Assignments** to see all new manuscripts assigned to you by the Managing Guest Editor.

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Myself" transfers the submission to yourself. "Redirect to Other Editor" removes you from the decision chain and allows you to redirect the submission to a different Editor. Click the user icon to view the user's profile.

Page: 1 of 1 (2 total submissions)

Action	Manuscript Number	Article Type	Article Title
View Submission Details History Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Scopus Author Search Scirus Title Search Send E-mail Linked Submissions		Conference 2	Test

Diagram 2. Action Column

For each new submission you can:

Click on **View Submission** to view the submission in full as a PDF.

Click on **Details** to view details about the manuscript.

For submissions you receive directly from the Author you may also have additional options such as, **Send Back to Author** for amendments *e.g.*:

- When authors chose the wrong conference (The Editor must look at the Article Type Column above to see what Conference the Author wants to submit to).
- When the mns is uploaded without using the correct conference template

3. 'Details' Link in Action Column – Manuscript Notes

The following information must be entered by each Guest Editor.

Go to the **Details** link in the Action Column

Choose the hyperlinked **Manuscript notes** (as depicted in **Diagram 3**)

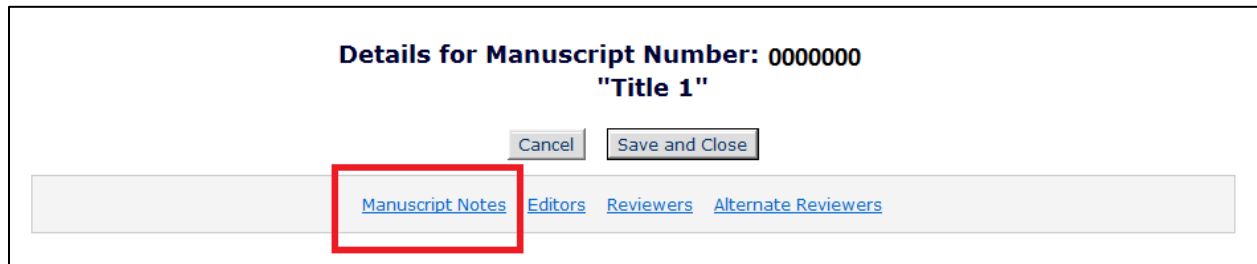


Diagram 3. Manuscript Notes

Enter the Conference (full Conference name should be entered and not an acronym –see **Diagram 4**)

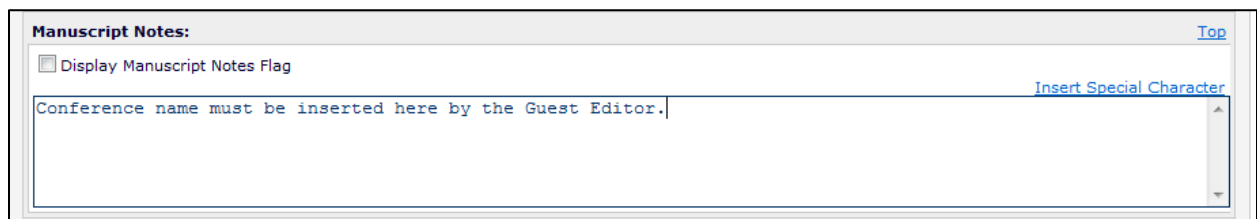


Diagram 4. Full Conference Name must be inserted in the Manuscript Notes text box

Scroll to the bottom of the screen and choose **Save and close**.

4. Abstract Handling

After having checked the Abstract feasibility, the (Managing) Guest Editor can make a decision on whether rejecting the abstract or click **Submit Editor's Decision and Comments**;

On this screen you also have the opportunity to add comments as appropriate;

Select a decision from the drop-down menu at the top of the screen (see **Diagram 5**)

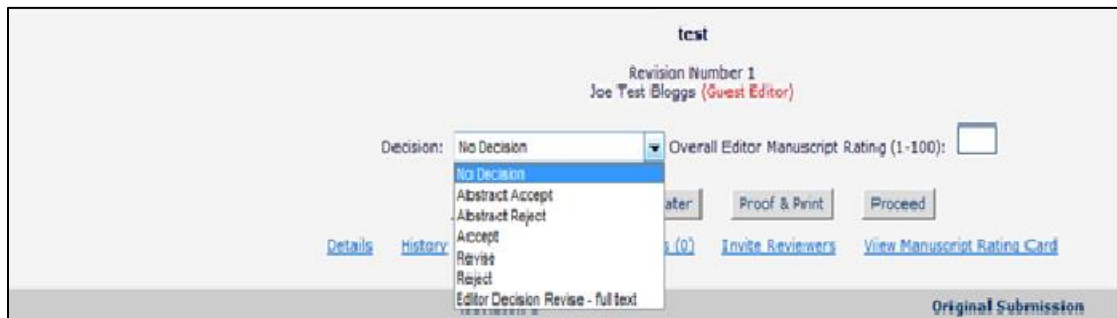


Diagram 5. Decision Terms

The decision terms used in PROCIR for this stage are:

Abstract Accept: this decision should be taken when an abstract presents enough quality and the full text of the manuscript can be submitted by the Authors for the peer review process.

Abstract Reject: this decision should be made when an abstract does not present enough quality or it is not in scope for the Conference.

You may at any time click **Cancel** to delete whatever you've entered into the fields that have appeared on your decision page and return to the main menu.

Enter your comments to the Author and Editor in the empty fields next to **Comments to Author** and

Comments to Editor. Clicking **Open in New Window** opens a new browser window that contains only the comments field. You can size this new window to your own preference.

Proof & Print displays a read-only screen that provides you with a printer-friendly version of the Decision form with all comments included.

This Action has to be performed by all Editors when accepting an Abstract: Before clicking **Proceed** scroll to the top of the screen and choose **Manage Review Attachments** and upload the Article Template pertaining to the Conference you are handling. This will allow you to attach the article template to your decision letter to the author.

Click **Proceed** and then **Submit Decision** to finalize your decision. **N.B. Once you click Proceed you cannot go back and modify your decision.**

5. Coordinate the peer review process once the full manuscript is submitted by the author.

When you are ready to coordinate the peer review process, locate the manuscript (**New Assignments** on your main menu)

Click **Invite Reviewers**. The Invite Reviewer link is under your Action Column (see **Diagram 6**)

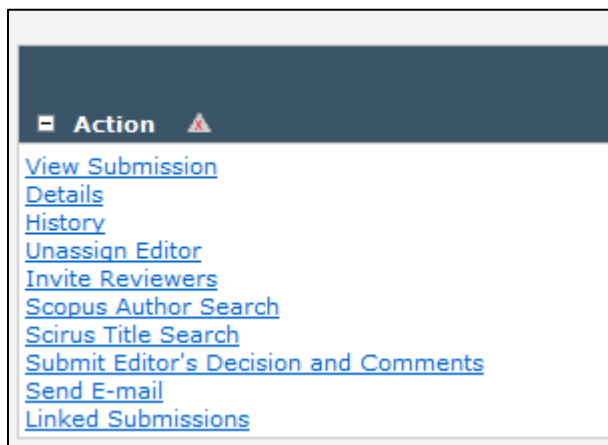


Diagram 6. Invite Reviewers

Go to the **Reviewer Search** area of the Invite Reviewer Page (see **Diagram 7**)

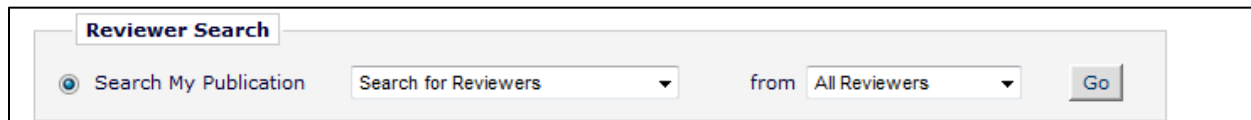


Diagram 7

1. Choose the option **Search For Reviewers**, you are brought to another page where you can use a range of criteria to refine your search, such as name, e-mail address, Personal Classifications or Personal Keywords. Alternatively, you can search through the entire database of reviewers by entering a % sign in the **Value** field.
2. The Search results shows a list of potential *Reviewers*, including details of their Classification matches with the manuscript and invitation statistics.
3. You can *select Invited Reviewers* from the list of candidates by ticking the appropriate box beside each name
4. When you have made your selections, scroll to the end of the page and click **Proceed**.
5. *Select* the invitation letter you would like to send to each invited *Reviewer* from the drop-down lists, customize each letter if you wish, then click Confirm *Selections* and Proceed.
6. If a *Reviewer* you would like to use is not in the database click on the **Register and Invite New Reviewer** link located on the *Reviewer Selection Summary* page.
 - Input the new user's First name, Last Name and E-mail Address and click the **Submit** button.
 - Complete any additional information and *select* the appropriate *Reviewer* role from the drop-down menu.
 - Click on the **Register User and Send Letter** or **Register User and Do NOT Send Letter** button. (**HINT:** Sending a letter at this stage will not send the invitation to *review* but sends a letter notifying the user that they have been registered for the system.)
 - To invite the *Reviewer* for the manuscript, click on the link **Invite this person to review**. If you wish to proceed without inviting the *reviewer*, you can return to the **Reviewer Selection Summary** screen or your **Editor Main Menu**.

Interactive Tutorials:

[I want to send a manuscript out for peer review](#)

[I want to invite a new Reviewer to review a manuscript](#)

[I want to specify a substitute Reviewer \(Linked Alternate Reviewer\) for an invited Reviewer](#)

[I want to alter the time a Reviewer has to complete a review](#)

[I want to un-invite a Reviewer](#)

[I want to send a revised manuscript back to the original Reviewers for a second round of comments](#)

[TrainingDesk: The Reviewer Database](#)

[TrainingDesk: Selecting and Inviting Reviewers](#)

[TrainingDesk: Selecting Alternate Reviewers](#)

N.B. This is a shared reviewer database. Please do not invite a reviewer who already has 2 or more active reviews. You may view this information on the right hand side of the screen under 'Reviewer Statistics'. Feel free to register your own preferred reviewers by following the instructions in the the following link [Register New Reviewer](#)

6. Receiving a Reviewer's Report/Recommendation

When a Reviewer completes their review (or when all of the required reviews have been completed) you will be notified by e-mail. To view that review, locate that manuscript in EES and:

Click **View Reviews and Comments** (see **Diagram 8**)

In the new window, click the recommendation term next to the Reviewer's name to read each review. If the manuscript has been revised, all reviews of each version will be accessible there.

Comments to Editor are only visible to you, and comments to Author will be sent to the Authors.

Reviewers retain their anonymity.

View Reviews and Comments for Manuscript	
PROCIR-D-13-0001	
"Entering a Full Title is Required for Submission for conference 2"	
Original Submission	
Click the recommendation term to view the comments for the submission. Click on "Manage Review Attachments" to view or upload Review Attachments for this submission.	
Manage Review Attachments (0) View Manuscript Rating Card	
	Original Submission
Joe Test Bloggs (Reviewer 1)	Accept
TEST (Guest Editor)	
Author Decision Letter	
Team Elsevier (Author)	

Diagram 8. Reviewers' reports

Interactive Tutorial:

[Editor review and process Reviewer's Report or Reviewer's Comments submitted in EES](#)

7. Making your Decision

When you are ready to submit your decision (after coordinating peer review), locate the manuscript in your menu and:

Click **Submit Editor's Decision and Comments**;

On this screen you also have the opportunity to add comments received from Reviewers and your own comments as appropriate;

Select a decision from the drop-down menu at the top of the screen (see **Diagram 9**)

The screenshot shows a web interface for submitting a decision. At the top, it says "Entering a Full Title is Required for Submission for conference 2". Below that, it identifies the submission as "Original Submission TEST (Guest Editor)". A "Decision:" dropdown menu is open, showing options: "No Decision", "Abstract Accept", "Abstract Reject", "Accept", "Revise", "Reject", and "Editor Decision Revise - full text". To the right of the dropdown is a field for "Overall Editor Manuscript Rating (1-100):" with an empty input box. Below the dropdown are buttons for "Cancel", "Proof & Print", and "Proceed". At the bottom of the interface, there are links for "Details", "History", "Comments (0)", "Invite Reviewers", and "View Manuscript Rating Card". The page footer says "Original Submission".

Diagram 9. Decision terms available

The decision terms used in PROCIR for this stage are:

Accept

Revise

Reject You may at any time click **Cancel** to delete whatever you've entered into the fields that have appeared on your decision page and return to the main menu.

You may also click **Save & Submit Later** to save your comments so that you can return later to finish submitting your decision.

Enter your comments to the Author and Editor in the empty fields next to **Comments to Author** and **Comments to Editor**. Clicking **Open in New Window** opens a new browser window that contains only the comments field. You can size this new window to your own preference.

Proof & Print displays a read-only screen that provides you with a printer-friendly version of the Decision form with all comments included.

Click **Proceed** and then **Submit Decision** to finalize your decision. **N.B. Once you click Proceed you cannot go back and modify your decision.**

8. Notifying the Author

If the journal workflow enables you as an Editor to communicate decisions directly to the Author, you will be able to customize the **Author Decision Letter**.

Interactive Tutorials:

[I want to notify Authors and Reviewers that a decision has been made on a manuscript](#)

[I want to make a decision but I have not yet received all the reviews](#)

[TrainingDesk: Improving Decisions-Basic](#)

[TrainingDesk: Improving Decisions, Advanced](#)

9. *Reminder* Letters for Reviewers

Send a *Reminder* e-mail to Reviewers who have not yet accepted or declined the invitation to review a paper

1. From your Main Menu go to **Send *Reminder* Letters** and select **Reviewer Invited - No Response Report**.
2. This takes you to a screen where you can search for Reviewers who have not yet accepted or declined the invitation to review.
3. Enter the number of days that the system should search within to produce your list.
4. Once the list is generated you can check the box next to the Reviewer(s) you wish to *remind*. The report will tell you the Date Reviewer Invited, the Elapsed Days, the Date Last *Reminder* Sent and the # of *Reminders* Sent.
5. Select the Reviewers you wish to *remind* and click **Send *Reminders***.

- From the drop-down menu, select the appropriate reminder letter to send and click **Customize Letter** or **Send Reminders**. Selecting **Customize Letters** allows you to customize each individual *reminder*.
- Click **Send Reminder Letters Now** to send the *reminders* immediately. You may also adjust the **Delivery Date and Time** as appropriate and click **Submit** to schedule the *reminders* to be sent at a later date and time.

Send Reminder e-mails to Reviewers who have accepted the invitation to review a paper and are late

- Click **Send Reminder Letters** on the **Editor Main Menu**. Select **Reviewer Reminder Report**. This brings up a form where you can search for review assignments that are older than a certain number of days, due within a certain number of days or due between a certain number of days.
- Enter the appropriate value into the empty fields and click **Submit**. This brings up a list of Reviewers, along with the Manuscript Number, the Date Review Due, the Total Elapsed Days, the Date Last Reminder Sent, the *Total # Reminders Sent*, # Invitation Reminders Sent, # Reminders Sent Before Due Date and # Reminders Sent After Due Date (see **Diagram 10**).

The screenshot shows a table with the following columns: Reviewer (partially visible), Date Review Due, Days Until Review Due, Date Last Reminder Sent, Total Elapsed Days, Total # Reminders Sent, # Invitation Reminders Sent, # Reminders Sent Before Due Date, and # Reminders Sent After Due Date. The first two rows of data are visible, with values for Date Review Due, Days Until Review Due, Total Elapsed Days, and the three reminder counts. Red boxes highlight the 'Total # Reminders Sent' column and the three reminder count columns.

Reviewer	Date Review Due	Days Until Review Due	Date Last Reminder Sent	Total Elapsed Days	Total # Reminders Sent	# Invitation Reminders Sent	# Reminders Sent Before Due Date	# Reminders Sent After Due Date
26,	Oct 17, 2007	232 days past due		282	0	0	0	0
10,	Feb 27, 2007	464 days past due		492	0	0	0	0

Diagram 10. Reviewer *Reminder* Report

- Details** allows you to view the Title, Corresponding Author, Author Comments, Other Authors, Category, Keywords, Date Submitted, Status Date, Current Status, Final Disposition, Editor, and the *Reviewers* assigned to the manuscript.
- Select the *Reviewers* you wish to *remind* and click **Send Reminders**.

5. From the drop-down menu, select the appropriate *reminder* letter to send and click **Customize Letter** or **Send Reminders**. Selecting **Customize Letter** allows you to customize each individual *reminder*.
6. Click **Send Reminder Letters Now** to send the *reminders* immediately. You may also adjust the Delivery Date and Time as appropriate and click **Submit** to schedule the *reminders* for a later date and time

10. Search Tools available on your Main Menu

Interactive Tutorials:

[I want to search for a manuscript \(basic\)](#)

[I want to search for a manuscript \(advanced\)](#)

11. Encountering problems

EES Technical Support

For all technical queries, please contact Elsevier's Customer Support team.

You can do this by choosing the 'envelope' icon on the banner – it reads Contact Us alongside the icon (see **Diagram 10**). Phone, e-mail and live-chat support is available



Diagram 10. Click on Contact us for support