Practical Guide

For Chief Editors
Introduction

‘Manuscript Online’ is an online system for submitting and examining essays. If your intended journal uses this system, you can survey, submit or examine submitted essays from anywhere in the world. In order to login to your journal system, first click on the journal name on the website homepage. The first page you can see would be the login page. Now you need to have a username and password to login to the system; they have been given to you at the outset of running the program at the Manuscript Online system.

Login to System

Go to the login window.

Enter your username and password.

Click on "Editor Login" and login to the system

Attention: If you have forgotten your password, you can click on "I’ve forgotten my password". Enter your username and email address, and then your password will be sent to your provided email address.

Attention: After registering in your intended journal, an email will be sent to be confirmed by you and so long as you have not clicked on the link provided in this email, your personal section will not be activated at the journal site. If you have not received the email after registration,
you have to click on the option "I have not received confirming registration email" and then enter your username and Email address to receive this Email again.

<table>
<thead>
<tr>
<th>Username:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

The first window which you can see after logging in to the system is the homepage of the editor-in-chief's section. On the right, there is the ‘Main Menu’ and also all the links which will be of your future use. A detailed explanation of the main menu will be given to you at the end of this Guide. You can also find a summary of the current state of your journal essays in the main section of the window. The information in this section only belongs to you and no one else can access it. In this system, by clicking on ‘Received Essays’ on main menu from anywhere of the site, you can easily access this section.
Manuscript Online Procedure

Any essay sent to your journal at any time will be placed in either of the following positions:

![Diagram of manuscript status](image)

**New Submissions**
They are all the essays which are sent to the journal for the first time.

**Re-Submissions**
This section is for the essays which are re-submitted to the journal after removing the problems by the authors.

**Under Review**
The essays which are given to the reviewers for evaluation are presented in this section.

**Returned for Modification**
It includes the essays which are handed to the author before or after review for removing the problems.
Decisions

After finishing review and final survey, the final decision for accepting or declining the essay will be made. From now on, the essay is put under the section "Decisions".

By clicking on each of these sections, a list of titles and the date of submitting the essays, which are in the position you have in mind, will be presented.

By clicking on the titles of each essay, the window related to the details of the essay is opened in which are following sections:

Essay Features

The complete title of the essay and also the name of the authors are given in this section. By clicking on the name of each author, you can read about his personal profile information.
**Submissions**

You can see all the practices made upon a certain submission by clicking on its related date.

**Review**

It includes two sections: "Choosing a file for review" and "Designating a reviewer and a review form"

**Decision Making**

The act of accepting or refusing an essay is done in this section.
Attention: If you refuse an essay, you should fill in the section considered for your reasons for refusing that essay.

New Essays

After logging in to the system, you will see on the main window of the chief editor's section that includes a list of the essays which the journal has received.

Essay Features
When you receive a new essay, it will be put in "New Essays" section. By clicking on the "New Essays" link, the title and the date of the essay submission will be shown. When surveying this essay, have the following order in mind:

Click on the title of the essay, and the page related to the details of the essay opens up where you can find the profile information of the essay, submission, review, decision making and edition.

In the Features section of the essay, you can find the essay title and the name of the essay's authors.

Submissions:
In the section "Submissions" there is the date of submitting an essay. By clicking on the date, two sections related to this box will be shown:

Uploaded Files:
In this section, you can access the files which the related author has uploaded.
By clicking on the file title or by right clicking and choosing "Save target as..." on the internet explorer search, you can download the file you want.

**First Survey:**
In this section you can return the essay to its author with some explanation about initial problems. By clicking on the "Submission" button, the position of the essay will be changed to "Return for Modification" and the essay will be returned to the author with your note. These sorts of problems, as some instances, can consist of the following cases:

- Imperfect title of the essay or imperfect names of the authors.
- Some problems in opening a file
- When the window style or uploaded files and the authors' Guide do not match each other.
- The author should re-submit it after solving the problem. So the essay will be placed in "Resubmissions", and the last submission date will be mentioned as well as the essay title.
- By clicking on the name of the essay, you can open the window of the essay profile information.
- Click on the date of the last submission at the bottom of "Submission" and notice the modifications and keep working on this essay.
Attention:

In this essay there is the chance of returning for revision and resending the essay frequently.
Review:
If the initial review of the essay does not have any problem, you can prepare the essay for review by clicking on "Review" box according to the following order:

1. Selecting a file for review
2. Click on "Select a file for review". A menu opens up in which there are the whole submitted files belonging to the essay author. In addition to the files which are sent by the essay author, provide some other documents to the reviewers for decision making. The essay author will not be aware of the files you submit for the reviewers.

The Guide for uploading a file

Click on "Browse" button. The "Choose File" window opens. According to the location of the file on the computer, find the file you want, specify it and click on the "Open" button.

The file name and its location will be presented in the "File" section on your computer.

Push "Upload" button.

The new file's name will be put at the end of the list of the files related to the essay.

Attention: You can go through this stage more than once and upload several files.

After each time, the new file will be put at the end of the files' list.

Attention: In this system, when an essay is submitted to be reviewed, the essay author's (authors') name will not be automatically presented for the reviewer(s). Keep in mind that the authors' name should not be sent in any other ways. For instance, their name may be available in the essay file. So we recommend you to examine the files from this aspect.
Select the files you want to hand to the reviewer for survey (that can be the whole or just some of the available files). Push "Submit" button" to accept selecting the files.

**Specifying a Review Form**

You can choose one of the prepared review forms from the list in this section. You will find out how to prepare it later on.

A) Review Due
You can confine the review time for the reviewers, according to your need and whether the reviewer does not express his opinion for him in the due time, his review status for the sent essay will be made inactive.

**Specifying a reviewer and a review form**

You can see whenever you wish to, a complete list of the name of your journal users, including the author and the reviewer, by clicking on "Users' list" in the main menu. There is a chance to delete or add a member from the reviewers' list. The recognized names are chosen as reviewers by the check mark "√". These names are available in your reviewers' list. You can choose one or more person as an essay reviewer.
Sending for Review
In the end, push the button "Send".

The essay title as well as the whole recognized files are sent for reviewer(s) and from now on the essay will be placed in the section "Under Review".

The mentioned information is recorded under the section "Submission" and you will be informed about the process of the essay work by this section.
Returning the essay by the reviewer

The reviewer, after reading the documents, sends his viewpoints to you through the review form. The essay is still kept in the section called "Under Review". You can be informed about the process of the work and also the review details of this essay by going through these stages:

Click on "The essays under review".

![Image](image1.png)

Click on the essay title.

Click on the last date in the section "Submission".

If the reviewer accepts review of the essay, in "Accepted" section you will see a check mark. If the reviewer has completed the "review form" of the essay and sends it to the journal, the date of sending review form will be shown in the review section and by this date, you can be aware of completing the review form by the reviewer.

All the taken actions as well as their dates are presented in this section according to reviewers' name. For seeing the reviewer's viewpoint, click on his name.

![Image](image2.png)

The box of review form will be opened which includes a completed form by the reviewer. The reviewer's general viewpoint about the essay will be shown at the top of the form.
Attention:

The options of "General Comment" are the same for all the journals and include the four following options:

The essay can be pressed as it is.

The essay can be pressed with some small revisions.

The essay can be pressed with big changes and revisions.

The essay can not be pressed.
Attention:

The general comment is not visible to the author during sending reviewers' viewpoint to the author, and the viewpoints are shown only according to review forms. (The last decision about accepting or declining an essay is made by the chief editor or editorial council.

At the beginning of the form, the reviewer's viewpoint is presented in a double-linked grey box.

A. The author's viewpoint: This section is related to the author's reply to the reviewer.

B. Confirming review: After the reviewers send their viewpoints about the essay according to your form, there will be three options for sending the reviewer's viewpoint to the author.

Confirmation

Confirming Review:
The completed form will be sent by the reviewer to the author.

Confirming without Sending:
The author will not receive the review result.

The Chief Editor's wrap up:
The author will see the reviewer's wrap up of the completed form.
In this system, you should wrap up the completed form of each reviewer separately. In case you don't want to send the review result for the responsible author, there will be no need to wrap up, and click on "Confirming without sending to the author".

**Attention:**

If you have sent the essay for more than one reviewer, then go through the same stages about other reviewers, and until this process is not completed for the whole active reviewers, the review result(s) will not be sent to the author.

**Attention:**

You can make the reviewers active or inactive according to your need.

**An Important Point:**

If a reviewer, by passing the due time, is inactivated by you, and you want to make him active again, you can do it through these two methods:

1. Resend the essay to them. The advantage of this system is recording the background of essays sent for one singular person.

2. Change the end of review date of that person and then click on "Activate" section.

At the top of the reviewers' list, click on "Sending the review result for the responsible author". So the reviews result will be sent for the responsible author and from now on, this essay will be placed in "Returning for revision" section.

**Attention:**

The responsible author has noticed your wrap up of review of each reviewer separately, and he or she should respond to it separately as well. In this stage, you can access the essay profile information by clicking on its title. But until the essay is not sent again, you can neither make any changes on it nor send it for another reviewer.

**Attention:**

The process of sending for reviewer(s), receiving the review result, sending for the author, and resending by the author, may be repeated for several times according to the need and the chief editor's viewpoint.
Decision Making:
After surveying review results and done revisions by the responsible author, you can make your decision about accepting or declining of pressing the essay in the journal according to the following order:

Click on "Decision Making" in the window of the essay profile information. The decision making box will be opened which includes "Status" and "Rejection reason".

Choose the status you want by clicking on the menu including "Rejected" and "Accepted". If the recommended essay is "Accepted", then push "Submit" button.

If the essay is rejected, you should write your reasons of rejecting the essay in the specific section and send it for the responsible author by pushing "Submit" button.

With decision making, an automatic Email under the title "Change in your Submitted Manuscript Status" will be sent to the essay author in which the status of rejecting or accepting of the essay (as well as rejecting reasons) is presented as well.
The Main Menu

The main menu is placed on the right margin of the whole editorial section pages. This provides the possibility of accessing different sections of this section and gives you the following headlines:

Received Essays:

You will go to the main window of editorial section by clicking on this section.

The Users' List:

There is a complete list of your users in this section. You can add a new user to the list. The users that are shown by the tick mark are the members of your journal reviewers. By clicking on one of the users' name, his profile information menu is opened under his name and you can choose him as a reviewer or delete her or him from the reviewers' group.
Adding Users:
You can see the link of adding users at the top of the users' list window. A form will be opened by clicking on it that asks you the user's profile information. After completing and sending this form, an Email (which you have entered in the Email box) will be sent to the user's address, (Attention: her or his username will not be active unless he or she open this email). In this section, you can also choose the user directly as one of the reviewers.

Users

<table>
<thead>
<tr>
<th>Add New User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please fill all required fields.</td>
</tr>
<tr>
<td>* Title: Select</td>
</tr>
<tr>
<td>* First Name:</td>
</tr>
<tr>
<td>* Last Name:</td>
</tr>
<tr>
<td>Degree:</td>
</tr>
<tr>
<td>Affiliation:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Tel:</td>
</tr>
<tr>
<td>* Email:</td>
</tr>
<tr>
<td>Reviewer:</td>
</tr>
<tr>
<td>* Username:</td>
</tr>
<tr>
<td>* Password:</td>
</tr>
<tr>
<td>Confirm Password:</td>
</tr>
</tbody>
</table>

Settings:
This section includes seven sections and you can make some changes and adjustments on each section:
Review Form
Your review forms are placed in this section. You can design and add a new form or make changes on the previous review form, delete or add some questions, or add a new option to a question.

Reviewers' classification
You can choose your review groups in this section, then add the reviewer to the reviewers' group by going to this section.

Review:
In this section, there are two options for the chief editor:

- Accessing the essay file by the reviewer before accepting review
- A few days before expiring the review due time, in case of not doing the review, a reminding Email will be sent to the reviewer. (zero means the reminding Email is not sent)

Urgent Files
In this section, you specify to the user the files which their submission is necessary for surveying an essay and then you push "Submit" button. So if a user doesn't add the wanted file, he will receive an automatic message for adding it. In this section, you can enter some explanation for Cover Letter and Copyright Letter files.
The Emails:

The Emails contexts which are sent to the users automatically, is adjustable in this section. These Emails include:

An Email to confirm sending an essay
An Email for initial survey
An Email of inviting for review
An Email for sending the review result to the author
An Email for accepting the essay
An Email for declining the essay
An Email as an review reminding

The General Profile Information of the Journal

In this section, there are information such as general explanation about the journal, address, phone number, fax, the internet address, and the journal Email. In case each of them changes, you can correct it.

The Authors' Guide:

You can put the journal Guide in this section for the users. You may upload the guide file in "File" section, or enter the internet address for accessing the file you want. If you click on “View last uploaded file”, you will access the last file you have uploaded.

Changing My Profile Information
If you want to make some changes in your personal profile information as the chief editor of the journal, you can use this section.

Changing the password:
If you want to change your password, you can do it by use of the previous password as well as entering your new chosen password twice.
Online Support

By clicking on "New request ", a form for sending request will be opened which will be taken into consideration as soon as possible by writing probable technical problems of Manuscriptonline.