A Tutorial for Associate Editors (AEs)

5 May 2013
Login to ScholarOne Manuscript Handling System: https://mc.manuscriptcentral.com/interpretation

Authors, SEG staff, editors, reviewers all use the online system to handle manuscripts -- No paperwork, no emails of large files, and no loss of messages.
How is a paper assigned to an Associate Editor (AE)?

A paper goes to the inviting editor as indicated by the submitting author unless the inviting editor is also a coauthor.

If the submitting author does not indicate an inviting editor and the paper is for a special section, then the paper goes to one of the editors for that special section.

If no special section or inviting editor has been identified, the paper goes to the EIC and then to a member of the editorial board.
After login, select “Associate Editor Center”
Dash to the action items or search by wildcards

Use wildcards to search manuscripts. E.g., *2012-0044*, *2013*, or * to find all manuscripts ever assigned to you.
Select a manuscript from either action items on the dashboard or manuscript search results.
Inviting reviewers until 4 reviewers agree.

For a special section, each author can be asked to review 5 papers and each paper is reviewed by 5 authors of other papers.

The reviewer assignment is overdue because the three invited reviewers did not agree to review. Some reviewers suggest new reviewers when they decline to review.

Although only 2 reviews are required, please assign reviewers until 4 reviewers agree to review. Some reviewers do not perform. Assign new reviewers if some reviewers do not perform after their due dates. Waiting for a nonperforming reviewer can delay a paper indefinitely.

Some reviewers suggest new reviewers when they decline to review.
Do not use auto-suggest reviewers. Too many editors use the same reviewers.

Find Reviewers

If a reviewer is not in the system, creating a new reviewer account is very simple.

The “Advance Search” with first and last names is most useful.

Do not forget to select and invite the reviewers after you have found them!
When to make the decision recommendation

If the number of returned reviews \( \geq \) reviews required, it is time to “make a decision recommendation”. Whenever you are copied on a reminder to a reviewer, you should check whether you have enough reviews to make a decision recommendation and whether additional reviewers are needed.

You can increase the number of required reviews to be \( \geq \) the number of returned reviews to go back to “awaiting reviewer score”. You would want to do this if some reviews are not due yet and you need the additional reviews to make a recommendation. Please do not wait for an overdue reviewer without assigning additional reviewers, however, because the wait for a promising and nonperforming reviewer can lead to indefinite delay.
**Decision Recommendation**

Choose “Accept” if the minor revision is not a fatal flaw and AE does not need to see the revision again.

Choose “Minor revision” if reviewers are no longer required and AE wants to QC some key revisions.

Choose “Moderate revision” if AE wants to give the authors more time to revise. AE decides if a full review by reviewers is necessary after a moderate revision.

Do not send a minor revision to reviewers.

Comments to Authors helps the authors improve their paper and helps the EIC justify the editorial decision.
AE turnarounds – a few days

• Turnaround – a few days
  – Invite and assign reviewers
  – Make a recommendation.
• To keep the journal efficient,
  – Please do not wait for the reminders or deadlines to take actions.
  – Please check the need of additional reviewer assignments regularly to prevent excessive delay.
  – Please do not send a “minor revision” to reviewers. A full review can take a couple of months with minimal return for a minor revision.