Login the online manuscript handling system at https://mc.manuscriptcentral.com/interpretation

The co-editors of a special sections serve as an Associate Editor (AE) who invites reviewers for a paper and makes editorial decision recommendations. A tutorial for AEs can be found at http://seg.org/Portals/0/SEG/Publications/Interpretation/Tutorial-for-Associate-Editors_V3.pdf.

Special section organizer serves as the Assistant Editor (ASE) who distributes papers to co-editors and makes intermediate (on revising manuscripts) decisions. The staff may also distribute the paper if the author has identified the inviting editor (AE).
Assigning AE or Make ASE Decision (Recommendation)

If the number of tasks are not zero, the ASE has a task which, should be done in a day or two most of the time. (The actual deadline is set for one week.)
Assign AE to the editor who invited the paper if possible (see next slide)

Although you can click on the dropdown menu to select and assign an AE from your special section at this point, you should expand the “Manuscript Information” and tab see whether a particular editor had invited the paper and assign the paper to that editor if there is no conflict of interest. See next slide.
Assign AE to the editor who invited the paper if specified unless there is a conflict of interest.

Step 1: Expand “Manuscript Information”

Step 2: Expand to “show” additional Q/A list

Step 3: Assign the paper to the inviting editor

It is OK and common for the ASE to also serve as AE of the same paper. The ASE level was introduced so the organizer of a special section can match the papers to the AEs by expertise and see all the papers submitted to the special section.
ASE Decision

- **Accept**
  - minor revision, but ASE or AE does not need to see it again
  - Auto-notifying EIC
  - EIC makes final decision

- **Minor revision**
  - AE and ASE need to see revision, full review is not needed
  - ASE customizes decision letter to author

- **Moderate revision**
  - More time is given to author to revise than minor revision
  - AE decides whether full review is required
  - ASE customizes decision letter to author

- **Reject**
  - Auto-notifying EIC
  - EIC makes final decision

**Design flaw:** Do not enter comments for authors here! The system-generated draft decision letter (to be customized by ASE and EIC) only copies comments of reviewers and AE (but not of ASE) into the decision letter. ASE’s comments to authors need to be entered into the decision letter directly by the ASE for revisions when customizing the letter to authors.

Submit will pop up a letter for the ASE to customize if the decision is to revise the paper. If the “submit” is successful (i.e., all required fields are filled) the tab should disappear.
Interpretation web pages

• INTERPRETATION home page
  – www.seg.org/interpretation

• Special sections
  – http://library.seg.org/page/Interpretation-special-sections

• Tutorials for Associate Editors
  – http://seg.org/Portals/0/SEG/Publications/Interpretation/Tutorial-for-Associate-Editors_V3.pdf

• Information for authors
  – http://seg.org/Publications/Journals/-Interpretation/Information-for-Authors

• Online submission
  – https://mc.manuscriptcentral.com/interpretation

• Manuscript template
  – http://seg.org/Portals/0/SEG/Publications/Interpretation/INTAuthor%20Instructions%20Template.docx