PLOS Academic Editor's Guide to Editorial Manager

All PLOS journals use the submission system, Editorial Manager (EM), provided by Aries Systems. Below you will find step-by-step instructions and screenshots for handling manuscripts as an Academic Editor.

Key Contents

Getting Started

Login

1 Log in to your journal's Editorial Manager:

<p style="text-align:center">PLOS ONE | PLOS Global Public Health</p>
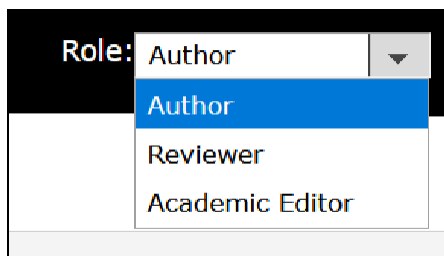
When you joined the Editorial Board, the Editorial Board Services team set up your profile with Academic Editor permissions.

2 Enter your Username and Password and click **Editor Login** to access your editor main menu.

*If you log into EM as a reviewer or author, you can change your role to Academic Editor using the **Role** drop down menu in the top navigation bar.*

Indicate Your Areas of Expertise

This step is critical to help match submissions to your areas of expertise. **Personal Classifications** influence matching and **Personal Keywords** help guide staff-initiated invitations.

1. Click **Update my Information** in the top navigation bar

2. Navigate to **Areas of Interest or Expertise** and indicate your areas of expertise using **Personal Classifications** and **Personal Keywords.**

3. Click **Select Personal Classifications**.

    a. This will ask you to select terms from a pre-defined taxonomy. You can browse the taxonomy or use the search bar to find and select available terms.

    b. When you've found your term, select it and click **Add ->** to add it to your Selected Classifications. This will also select and add the higher-level terms above them.

    c. You must click **Submit** to save changes.

4. If a term is not available in the Classifications, you can add free text **Personal Keywords** by clicking the **Edit Personal Keywords** button.

    a. Type free text into the **New Keyword** box then click **Add**.
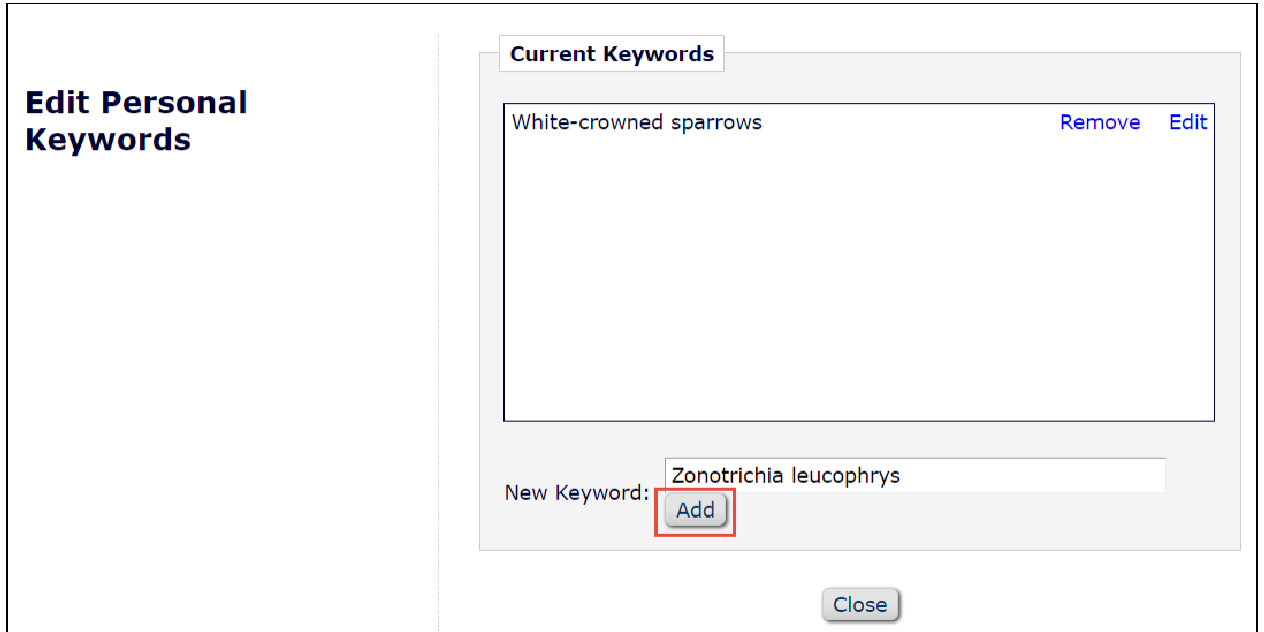
b. These terms save as they are added so you can close the window as normal when you are done.

Also on the Update My Information Page

ORCID
Personal and Institution Related Information
Unavailable Dates

ORCID

In the **Personal Information** section you can link your ORCID to your Editorial Manager account. Clicking **Fetch/Register** will open a new window where you can login to ORCID and authorize.
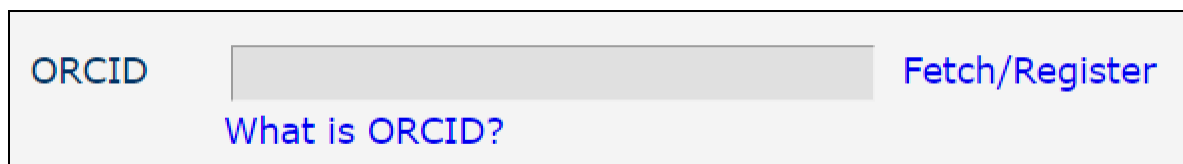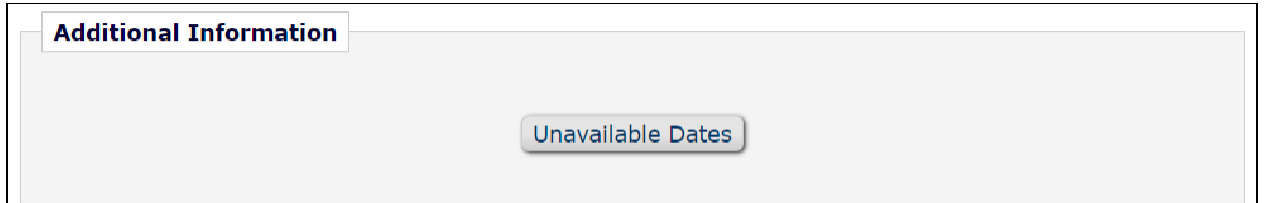

Personal and Institution Related Information

You can update your personal information at any time. Required fields are in red text and have an asterisk next to the label. You must click **Submit** at the bottom of the page to save changes.
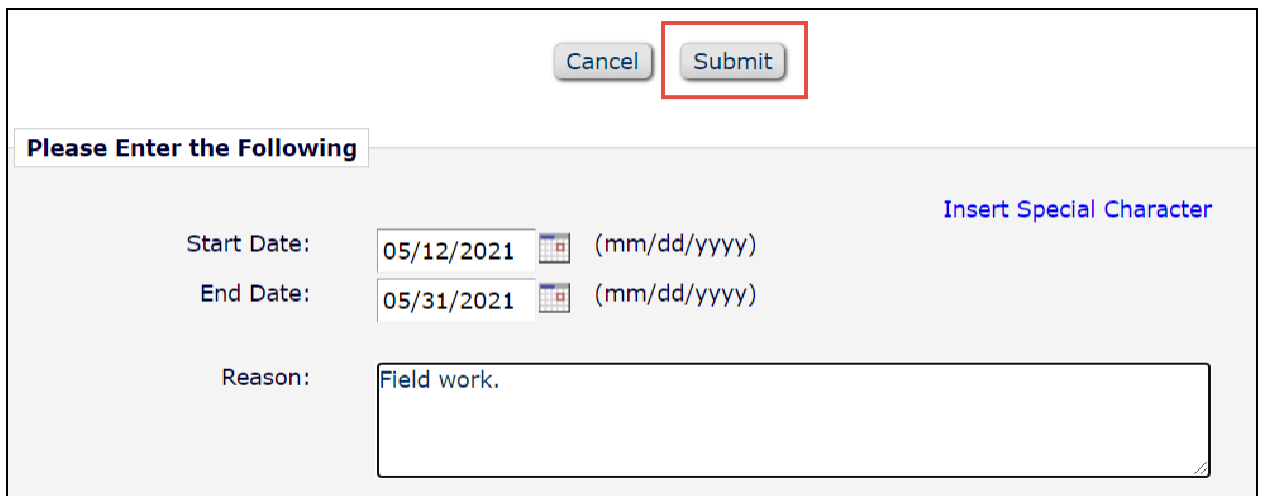
Unavailable Dates

In the **Additional Information** section at the bottom of the page you have the option to select **Unavailable Dates**. Use these when you will be away, very busy, or otherwise unavailable to accept new invitations. Please indicate if you are available to handle the revised submissions you have already been working on.

1. Click **Unavailable Dates.**

2. Click **Add New Unavailable Date**.

3. Add in a **Start Date**, **End Date**, and **Reason**. You must click **Submit** to save changes. You do not have to enter any substitutes.

Academic Editor Main Menu

Your **Main Menu** consists of:

Submissions With:
Search
Editor 'To-Do' List
Submissions with Decisions
Administrative Functions

Submissions With:

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
2	3	0	0	0

Navigate to manuscripts based on the number of reviews complete.

Search

Search

Search Submissions

Search your assignments by manuscript number, title, etc.

Editor 'To-Do' List

Editor 'To-Do' List

My Pending Assignments (5)

New Invitations (2)
New Assignments (0)
Submissions with Required Reviews Complete (0)
Submissions Requiring Additional Reviewers (1)
Submissions with One or More Late Reviews (1)
Submissions with Active Discussions (1)

Reviews in Progress (2)

Reviewers Invited - No Response (0)
Submissions Under Review (2)

Navigate to manuscripts requiring a specific action.

Responding to Manuscript Invitations

Typically, you will respond to manuscript invitations directly from your email. You can also accept or decline invitations, as well as read the full submission, from the **New Invitations** page under your **Editor 'To-Do' List**.
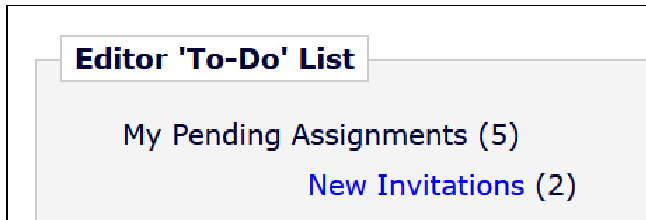
1. From your **Main Menu** navigate to the **Editor 'To-Do' List** section and click on **New Invitations**

2. Here you will see a list of your pending manuscript invitations.

From here you can:

   a. Click **View Submission** to download the full submission PDF

   b. Accept an invitation by clicking **Yes I will take this Assignment**

   c. Decline an invitation by clicking **No I will not take this Assignment**

i. If you decline the invitation you will be prompted to enter a **Reason for Decline**. This information informs journal staff about the suitability of invitations, your availability, and next actions on the manuscript.

Submissions with Decisions

Navigate to manuscripts for which you have issued a decision.

Administrative Functions

You can register reviewers that are not already in the database from the main menu. However, you will typically register new users from the **Invite Reviewers** page (see Registering a New Reviewer.)

Manuscript Actions
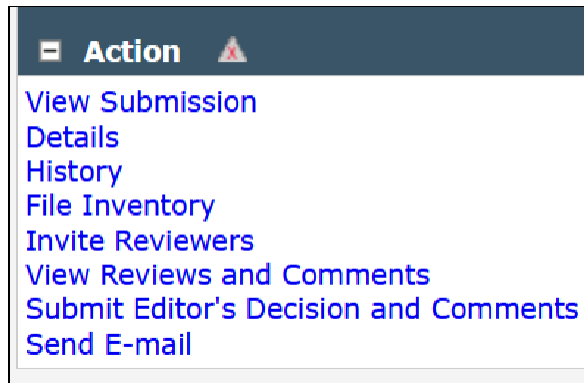
The **Action** menu is where you conduct most of your Academic Editor activities. Further detail about each of these pages can be found below.

View Submission

Download the full submission PDF. Some particular components to note:

- **Opposed Reviewers** are listed on the first page

- **Additional Information** provided by the authors at submission
    - **Financial Disclosure**
    - **Competing Interests**

- - **Ethics Statement**
  - **Data Availability**

- You can access high-resolution versions of each figure by selecting the blue link at the top of the page each figure appears on.

Click here to access/download;Figure;Fig 1.tif ±

- You can find Supporting Information files and Related Manuscripts (if included) via blue links at the end of the submission PDF.

Click here to access/download
Supporting Information

Details

This page contains information about the manuscript including staff editor notes, authors, keywords, abstract, reviewer statuses, and more.

Staff editors may leave specific questions or guidance in the **Information for Editor** section at the top of the **Details** page

Information for Editor	Please note that the authors amended the Financial Disclosure statement:

In the **Reviewers** section you can monitor the status of reviews.

Reviewers	
Name:	[redacted] (Reviewer)
Review Status:	Review Complete
Date Reviewer Invited:	Feb 10 2021 08:49PM
Date Reviewer Agreed:	Feb 11 2021 12:26AM
Date Review Due:	Mar 13 2021 11:59PM
Date Review Completed:	Feb 12 2021 12:38AM
Elapsed Days:	1
Recommendation:	Major Revision
Name:	[redacted] (Reviewer)
Review Status:	Agreed to Review
Date Reviewer Invited:	May 07 2021 08:51PM
Date Reviewer Agreed:	May 10 2021 05:27AM
Date Review Due:	06/09/2021 (mm/dd/yyyy)
Elapsed Days:	6

At the bottom of the **Details** page you will find **Additional Information** provided by the authors ranging from mandatory inputs such as **Competing Interests** to optional **Social Media** suggestions.

History

This page contains a chronological listing of the manuscript's status and correspondence history. It is especially useful if you agree to handle a manuscript that was previously assigned to another Academic Editor or that was transferred from another PLOS journal.

File Inventory

This page contains all the files included in the submission including the cover letter, manuscript, and figures.

Invite Reviewers

On this page you can search for reviewers, check reviewer invitation statuses, and manage secured reviewers.

> Reviewer Search
> Registering a New Reviewer
> Sending Invitations
> Monitoring Reviewers

Reviewer Search

1. Click **Go** to search for reviewers in the Editorial Manager database

2. **Search for Reviewers** by a variety of criteria - the most reliable is email

3. If your desired reviewer is in the database, their profile will appear in your search results along with some basic statistics on their past invitations and reviews

   a. To invite the reviewer, click the **Inv.** box
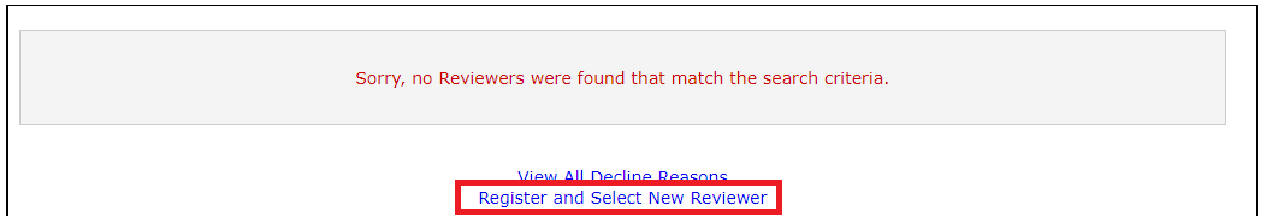
   b. To select the reviewer as an alternate, click the **Alt.** box. Alternate reviewers are automatically invited when reviewers decline.

   c. You can continue to find reviewers using the search fields after you make initial selections. EM will remember which reviewers you selected.

Registering a New Reviewer

Many reviewers will already be in the EM database. However, if they aren't already, you'll need to register the desired reviewer prior to inviting them to review.

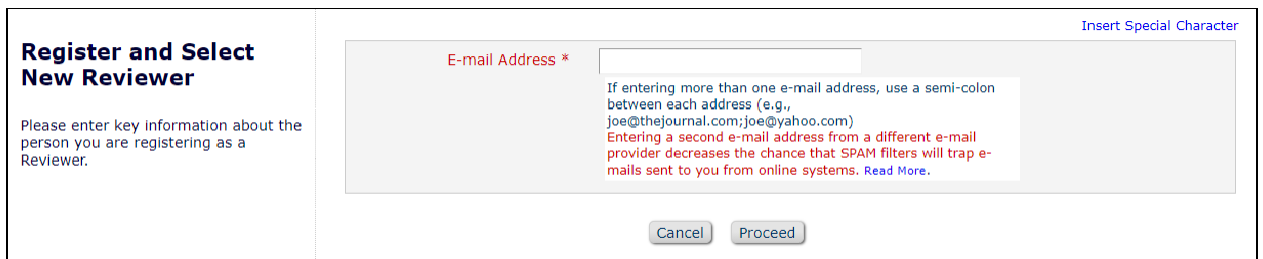1. Click **Register and Select New Reviewer**
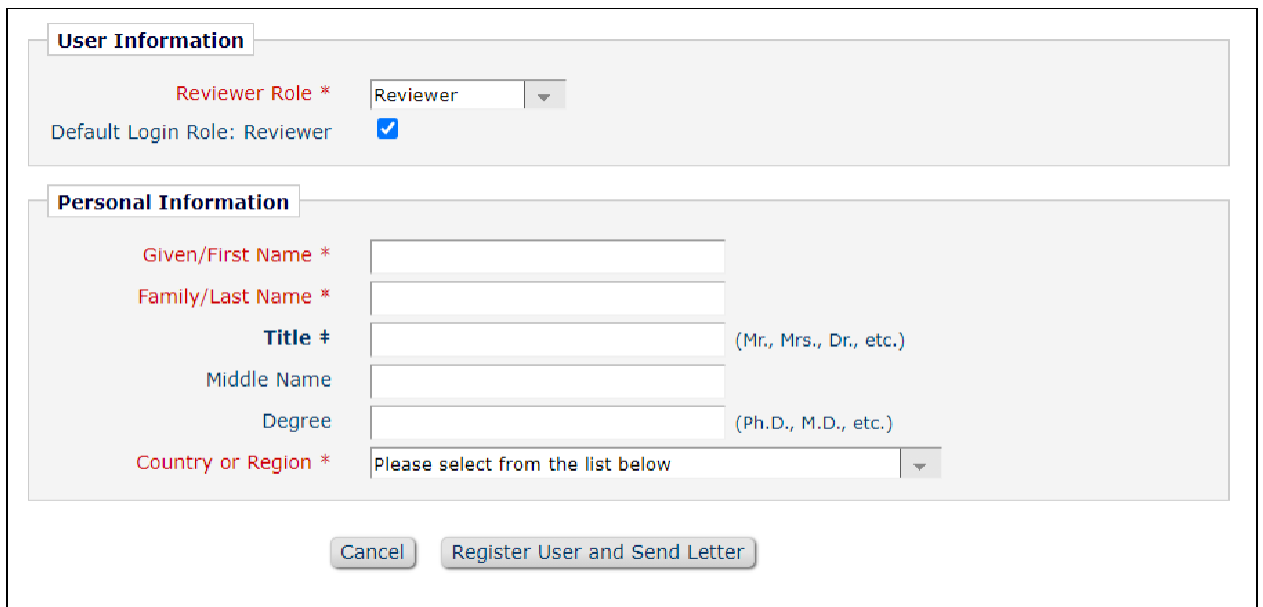
2. Enter the desired reviewer's email address

3. Enter the reviewer's **Personal Information**. All text in red and with an asterisk is required.

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4. Once complete, select **Register User and Send Letter** and then **Send Letter** to send the proxy registration letter.

5. You can now select the desired reviewer and proceed to sending invitations

Sending Invitations

1. Once you have finished making your selections, click **Proceed**.

2. Here you will see a list of all selected reviewers and alternates. The default **Days to Review** is 10. You may adjust this, if necessary, but we have found that reviewers take an average of 10 days to complete reviews. Reviewers are always able to request extensions if needed.

3. You have the option to **Customize** the default text if you would like to add a personal note to the reviewer.

4. Click **Confirm Selections and Proceed**

Monitoring Reviewers

In the **Selected Reviewers** section of the **Invite Reviewers** page you can view the status of the reviewer invitations, view the **Decline Reason** text, and check whether there are any outstanding **Alternate Reviewers**.

Re-Inviting Previous Reviewers to a Revised Manuscript

The **Reviewer Search** will automatically display the option to **Select from Previous Reviewers.**

1. Click **Go**

2. Select the previous reviewers you would like to re-invite then click **Proceed**

3. The appropriate letter template will already be selected, which you may customize as necessary

4. Once you are ready, click **Confirm Selections and Proceed** to re-invite the selected previous reviewers

View Reviews and Comments

On this page you can view the reviewers, their recommendations and comments, decision letters, response to reviewers, and any reviews uploaded as attachments.


	Revision 1	Original Submission
(Reviewer 1)	(None)	Minor Revision
(Reviewer 2)	(None)	Accept
(Reviewer 3)	Accept	Major Revision
(Reviewer 4)	Major Revision	(None)
(Academic Editor)		Minor Revision (Decision Rescinded: Accept)
Author Decision Letter		Minor Revision
(Author)		Response to Reviewers

Attachments (1)   View Manuscript Rating Card   View Review Question Responses

To view the reviewer comments, click the suggested decision type for each reviewer individually. The following page shows the completed reviewer form for that reviewer. These comments - except for the recommended decision - are automatically pulled into your decision letter.

Submit Editors Decision and Comments

It is on this page that you will issue your **Decision.** You are also able to access the same content as the **View Reviews and Comments** page (e.g. reviewer comments)

1. Select your decision type at the top of the page then click **Proceed**. You do not need to type anything in the **Confidential Comments to Editor** nor the **Comments to Author** section. You will add your Academic Editor comments in the decision letter.
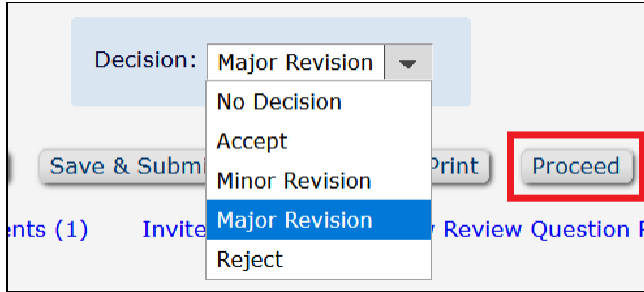
2. The next page shows the draft decision with reviewer Comments to the Author. Click **Proceed** once more, which will take you to the decision letter.

3. Replace the placeholder text with your own comments. You must add context to your editorial decision by replacing this text. It is not sufficient to leave this placeholder text nor leave the section blank.

4. Once complete, click **Submit Decision with Draft Letter** at the top or bottom of the page

Send E-mail

On this page you can send ad hoc emails to any of the manuscript's contributors or the journal office. Select the desired letter, then click **Customize Letter** to open, customize as necessary, and send the letter.