

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.

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Getting Started

Login

- 1 Log in to your journal's Editorial Manager:


[PLOS ONE](#)

|

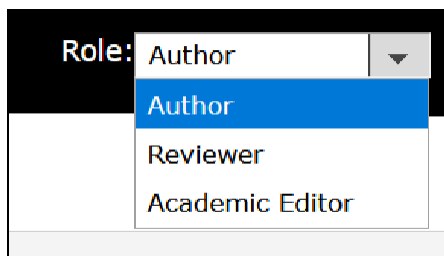
[PLOS Global Public Health](#)

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

HOME • LOGOUT • HELP • REGISTER • **UPDATE MY INFORMATION** • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

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**.

Personal Classifications * **10: Biology and life sciences** No Ranking Selected

10.280: **Organisms** No Ranking Selected

10.280.10: **Animals** No Ranking Selected

10.280.10.70: **Vertebrates** No Ranking Selected

10.280.10.70.10: **Amniotes** No Ranking Selected

10.280.10.70.10.10: **Birds** No Ranking Selected

Select 1-50 Classifications

Personal Keywords (None Defined)

- 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.

Search:

[Matching terms display in red text]

Expand All Collapse All Selected Classifications: *Select 1-50 Classifications*

- 10: **Biology and life sciences**
 - .280: Organisms
 - .280.10: Animals
 - .280.10.70: Vertebrates
 - .280.10.70.10: Amniotes
 - .280.10.70.10.10: **Birds**
 - .280.10.70.10.10.110: Seabirds

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.

Personal Classifications * **10: Biology and life sciences** No Ranking Selected

10.280: Organisms No Ranking Selected

10.280.10: Animals No Ranking Selected

10.280.10.70: Vertebrates No Ranking Selected

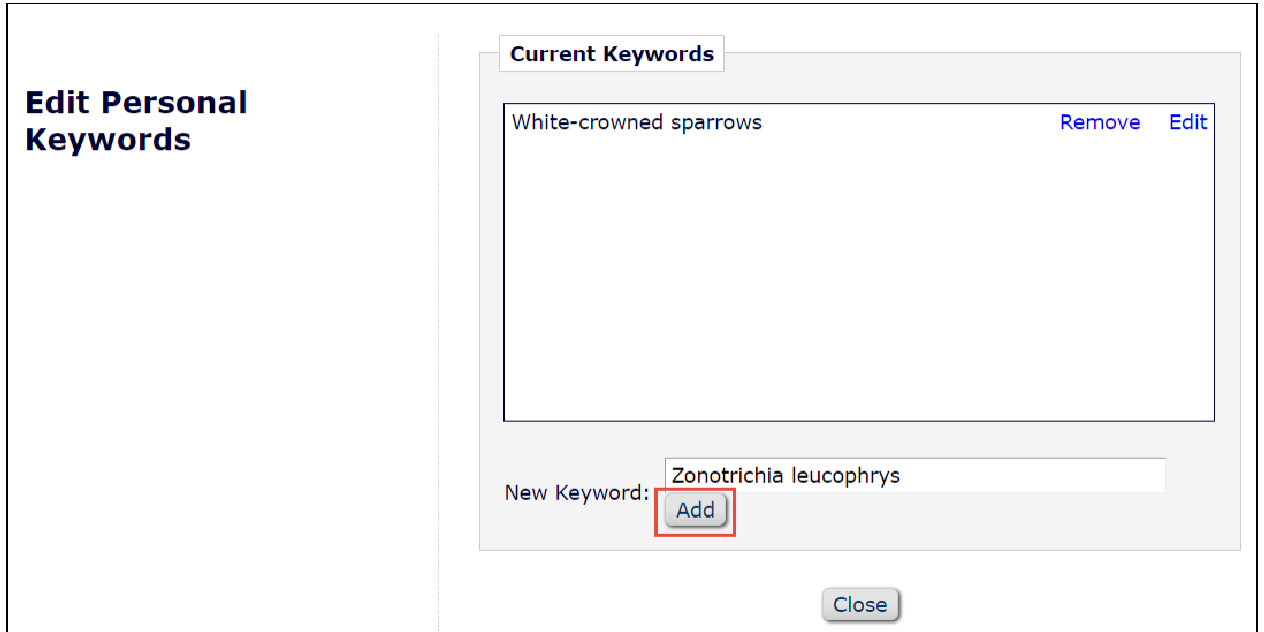
10.280.10.70.10: Amniotes No Ranking Selected

10.280.10.70.10.10: Birds No Ranking Selected

Select 1-50 Classifications

Personal Keywords (None Defined)

a. Type free text into the **New Keyword** box then click **Add**.



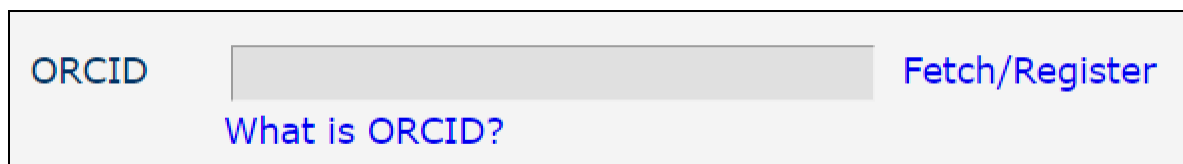
- b. These terms save as they are added so you can close the window as normal when you are done.

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.



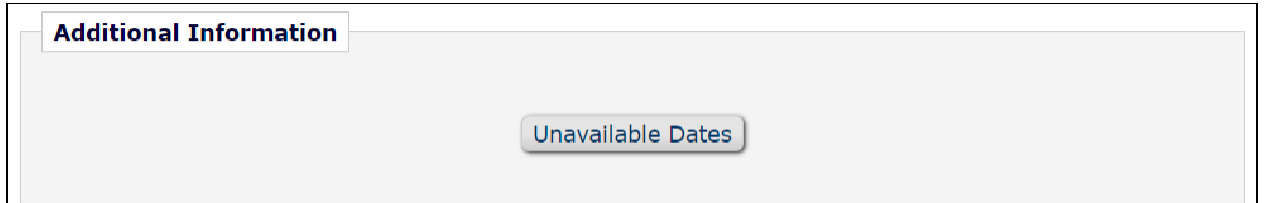
Personal and Institution Related Information

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

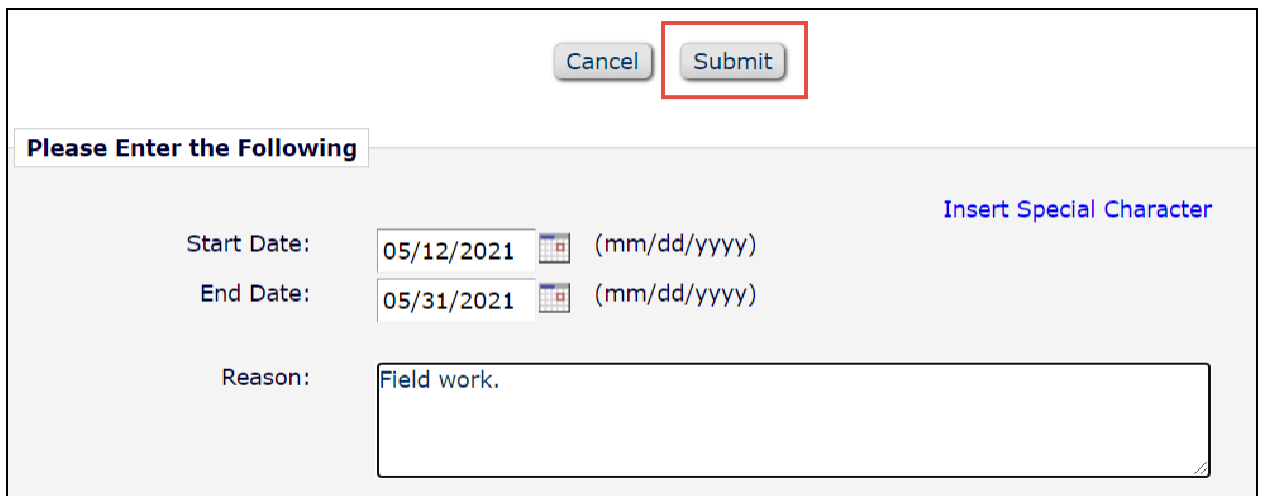
In the **Additional Information** section at the bottom of the page you have the option to select **Unavailable Dates**. Use these when you will be away, very busy, or otherwise unavailable to accept new invitations. Please indicate if you are available to handle the revised submissions you have already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

1. Click **Unavailable Dates**.



A screenshot of a web form. At the top, there is a tab labeled "Additional Information". Below the tab, centered on the page, is a button labeled "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.



A screenshot of a web form titled "Please Enter the Following". At the top right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangle. Below the title, there are three input fields: "Start Date:" with the value "05/12/2021" and a calendar icon, "End Date:" with the value "05/31/2021" and a calendar icon, and "Reason:" with the text "Field work." in a text area. To the right of the date fields is a link labeled "Insert Special Character".

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.

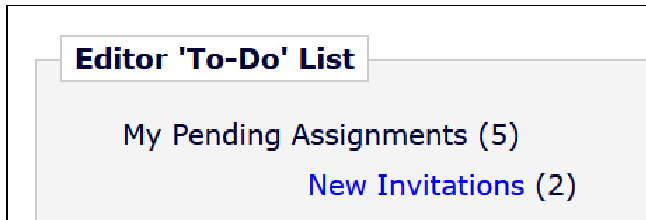
Editor 'To-Do' List

Editor 'To-Do' List
My Pending Assignments (5) <ul style="list-style-type: none">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) <ul style="list-style-type: none">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.

Action	Manuscript Number
View Submission Initiate Discussion Similar Articles in MEDLINE Yes I will take this Assignment No I will not take this Assignment Send E-mail	
View Submission Initiate Discussion Similar Articles in MEDLINE Yes I will take this Assignment No I will not take this Assignment Send E-mail	

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.

Decline Invitation

Select your decline reason below.

If selecting "Not suitable for peer review" or "Other," please provide details in the box. If you are able, please suggest other Academic Editors who may be qualified to serve as Editor for this manuscript, as well.

If selecting "Currently too busy, but in my area of expertise," we may contact you at a later date if we require further input on the submission at a later stage.

If you will be unavailable for an extended period, please visit [Update My Information](#) and click "Unavailable Dates" and then "Add New Unavailable Date" to let us know.

Reason for Decline:

- Please Choose
- Too busy
- Too many assignments
- Currently too busy, but in my area of expertise
- Outside my area of expertise
- Competing interest
- Not suitable for peer review
- Other

[Return to Main Menu](#)

Submissions with Decisions

Submissions with Decisions

[My Assignments with Decision \(4\)](#)

[My Assignments with Final Disposition \(99\)](#)

Navigate to manuscripts for which you have issued a decision.

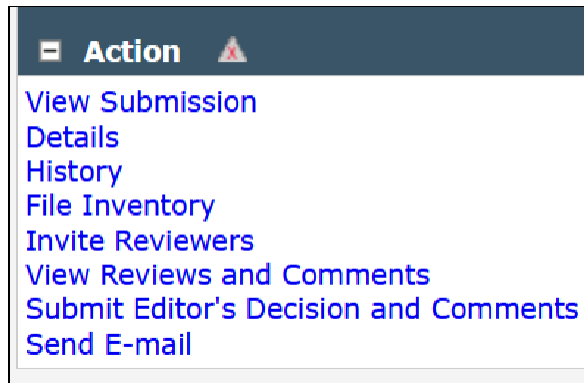
Administrative Functions

Administrative Functions

[Register New User](#)

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](#)

[Details](#)

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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
<hr/>	
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:	<input type="text" value="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

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers **Go**

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

Search for Reviewers

[Help with Searching](#) [Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)	
	Last Name	is	Contains			OR Remove
	Last Name	is	Contains			OR Remove
	Last Name	is	Contains			OR Remove
	E-mail Address	is	Contains			OR Remove
	Position	is	Begins With			OR Remove
	Department	is	Begins With			OR Remove
	Institution	is	Begins With			OR Remove
	City	is	Begins With			OR Remove
	State	is	Begins With			OR Remove
	Country	is	Begins With			OR Remove
	Secondary Last Name					Remove
	Secondary First Name					Remove

Add

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

Select As:	Reviewer Name	Board Member	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
<input checked="" type="checkbox"/> Inv. <input type="checkbox"/> Alt.		NO	Reviews In Progress: 0 Completed Reviews: 4 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: Feb 14 2015 02:54PM Last Review Completed: Mar 15 2015 09:48PM Last Review Declined: May 19 2015 08:33PM Avg Days Outstanding: 21 Manuscript Ratings: 0 Avg Review Rating: 87.5	Date Last Invited: May 18 2021 05:17AM Outstanding Invitations: 0 Agreed: 4 Declined: 5 Un-Invited Before Agreeing: 7 Terminated: 0 Total Invitations: 11

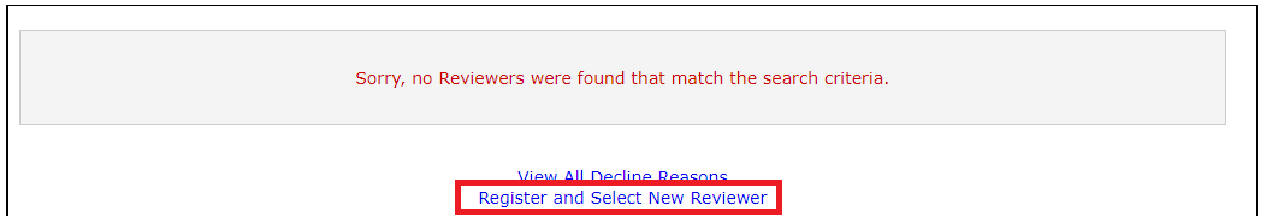
Page: 1 of 1 (1 total Reviewers) Display 10 results per page.

- 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**

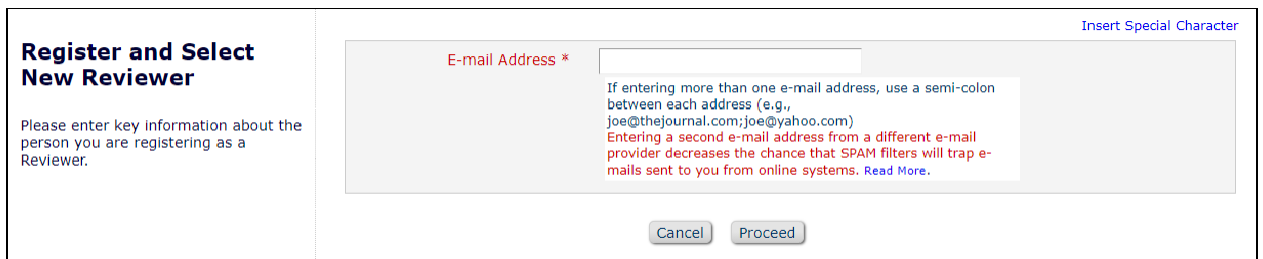


Sorry, no Reviewers were found that match the search criteria.

[View All Decline Reasons](#)

[Register and Select New Reviewer](#)

2. Enter the desired reviewer's email address



Register and Select New Reviewer

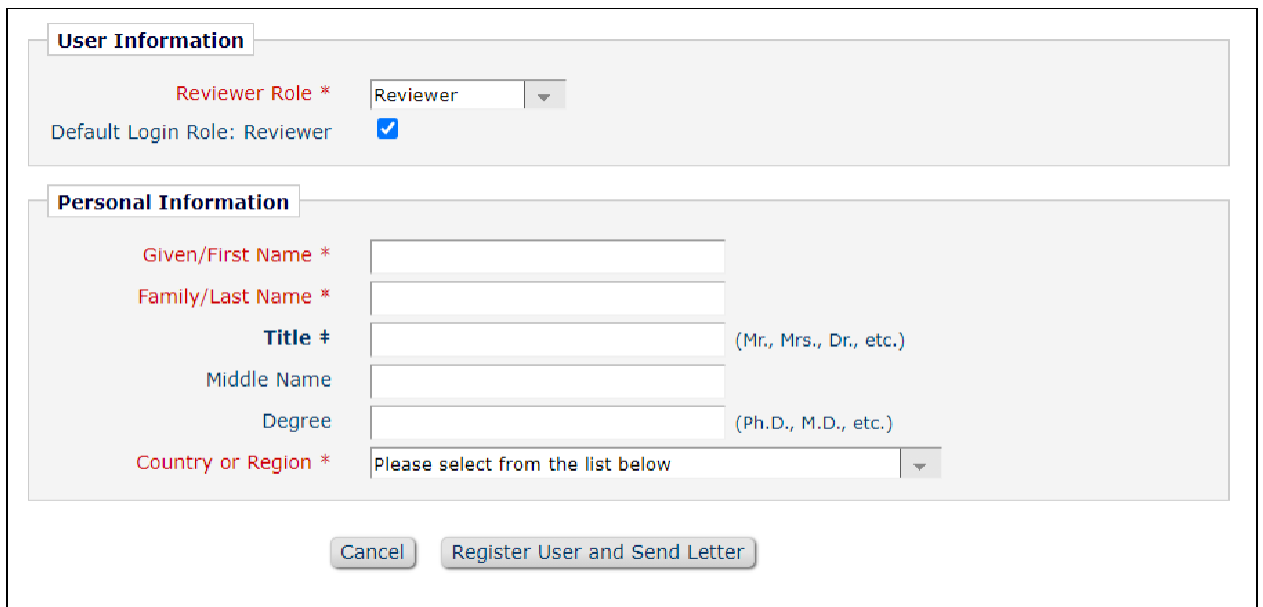
Please enter key information about the person you are registering as a Reviewer.

[Insert Special Character](#)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

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



User Information

Reviewer Role *

Default Login Role: Reviewer

Personal Information

Given/First Name *

Family/Last Name *

Title † (Mr., Mrs., Dr., etc.)

Middle Name

Degree (Ph.D., M.D., etc.)

Country or Region *

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

Customize Proxy Registration Letter

Editors and publication staff are legally obligated to inform a user when an account has been created on the user's behalf. Click the Send Letter button to send the notification letter.

From: "PLOS ONE"<plosone@plos.org>

To: [Redacted] (proxy registration pending)

Letter Purpose: Proxy Registration Notice to Registrant

Letter Subject: PLOS ONE Registration

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:

bcc:

Letter Body: [Insert Special Character](#) | [Insert Merge Field: Additional Manuscript Details](#)

Dear [Redacted],

You have been registered for the Editorial Manager online submission and peer review tracking system for PLOS ONE because an Academic Editor would like you to review a submission (you will receive a separate review invitation).

Here is your username and confidential password, which you need to access the Editorial Manager at <https://www.editorialmanager.com/pone/>.

Username: %USERNAME%
Password: %PASSWORD%

This temporary password will expire after five days. You can change your password and other personal information by logging into the PLOS ONE website at <https://www.editorialmanager.com/pone/> and clicking on the Update My Information link on the menu.

Best regards,
PLOS ONE

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

Sending Invitations

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

Reviewers to Invite			
Name	Letter	Days to Review	Do Not Invite
[Redacted] (Reviewer)	Invitation: New Reviewer <input type="text" value=""/> <input type="button" value="v"/> Customize	10	<input type="checkbox"/>

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

Reviewers to Invite			
Name	Letter	Days to Review	Do Not Invite
(Reviewer)	Invitation: New Reviewer Customize	10	<input type="checkbox"/>

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**.

Invited Reviewers and Linked Alternate Reviewers		
(Reviewer)	Review Complete <i>May 08 2021 05:41AM</i>	
(Reviewer)	Agreed to Review <i>May 07 2021 09:28AM</i>	Un-assign
(Reviewer)	Agreed to Review <i>May 06 2021 12:03AM</i>	Un-assign
(Reviewer)	Reviewer Declined <i>Apr 27 2021 05:45PM</i>	Apologies quite busy at the moment Decline Reason
(Reviewer)	Reviewer Declined <i>Feb 09 2021 08:50AM</i>	No Reason Entered

Re-Inviting Previous Reviewers to a Revised Manuscript

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

Reviewer Search	
<input checked="" type="radio"/> Search My Publication	<input type="radio"/> Select from Previous Reviewers <input type="button" value="Go"/>

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

Inv. <input checked="" type="checkbox"/>	Alt. <input type="checkbox"/>	(Reviewer)
<p>This publication: (This person reviewed the previous version as Reviewer 2)</p>		

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

Letter
Invitation: Previous Reviewer on Revision
Customize

- 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.

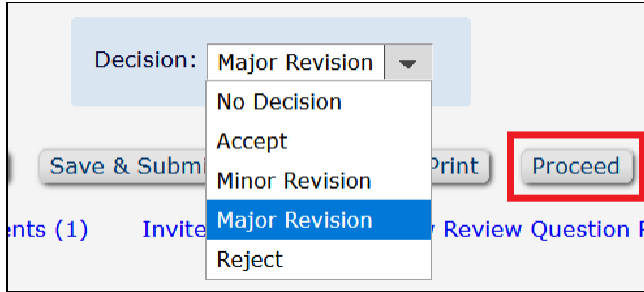
Attachments (1) View Manuscript Rating Card View Review Question Responses		
	Revision 1	Original Submission
(Reviewer 1)	(None)	Minor Revision
(Reviewer 2)	(None)	Accept
(Reviewer 3)	Accept	Major Revision
(Reviewer 4)	Major Revision	(None)
(Academic Editor)		Minor Revision (Decision Rescinded: Accept)
Author Decision Letter		Minor Revision
(Author)		Response to Reviewers

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.

Dear Dr. %LAST_NAME%,

Thank you for submitting your manuscript to PLOS ONE. After careful consideration, we feel that it has merit but does not fully meet PLOS ONE's publication criteria as it currently stands. Therefore, we invite you to submit a revised version of the manuscript that addresses the points raised during the review process.

=====

ACADEMIC EDITOR: Please insert comments here and delete this placeholder text when finished. Be sure to:

- Indicate which changes you require for acceptance versus which changes you recommend
- Address any conflicts between the reviews so that it's clear which advice the authors should follow
- Provide specific feedback from your evaluation of the manuscript

Please ensure that your decision is justified on PLOS ONE's [publication criteria](#) and not, for example, on novelty or perceived impact.

For Lab, Study and Registered Report Protocols: These article types are not expected to include results but may include pilot data.

=====

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.

