

***PLOS Biology* 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. These steps are also explained in this [video](#).

Contents

[Logging In](#)

[Updating Unavailability Dates](#)

[ORCID](#)

[Accessing Discussion Posts](#)

[Via Email Link](#)

[Via Editorial Manager](#)

[Manuscript Action Links](#)

[Posting in a Discussion](#)

Logging In

Editorial Manager, or EM, is the submissions system used by PLOS. To log in to EM, enter your username and password and click on 'Editor login'. This takes you to the main menu page, where you can search for submissions (see [Accessing Discussion Posts Via Editorial Manager](#)).



em PLOS PBIOLGY Test Site

Home Submit a Manuscript About Help

Important Message: Site under development. Do not use for live manuscript submission.

Welcome to Editorial Manager® for
THE JOURNAL TITLE

Please Enter the Following

Username: FelicityHey

Password:

Author Login Reviewer Login Editor Login Publisher Login

Or Login via: ID What is ORCID?

Send Login Details Register Now Login Help

By registering an account on Editorial Manager, you acknowledge that your personal information will be processed in accordance with PLOS's Privacy Policy and agree to PLOS's Terms of Use.

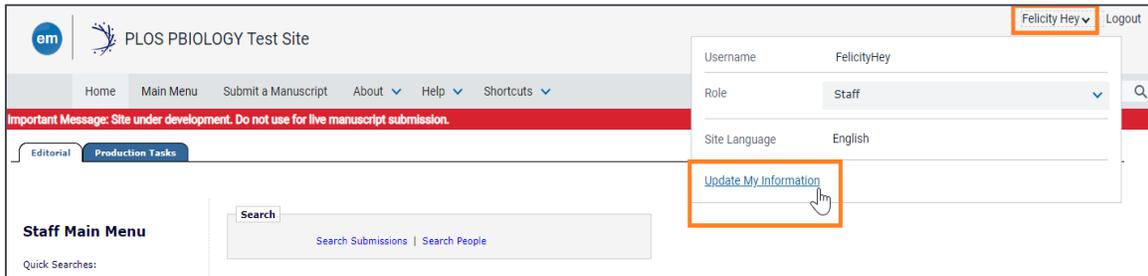
PLOS requires an ORCID iD for all corresponding authors and encourages all users to have one. To register for an ORCID iD and/or link it to your Editorial Manager account, click the green ID button. Watch our quick video tutorial.

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Aries Privacy Policy | Data Use Privacy Policy

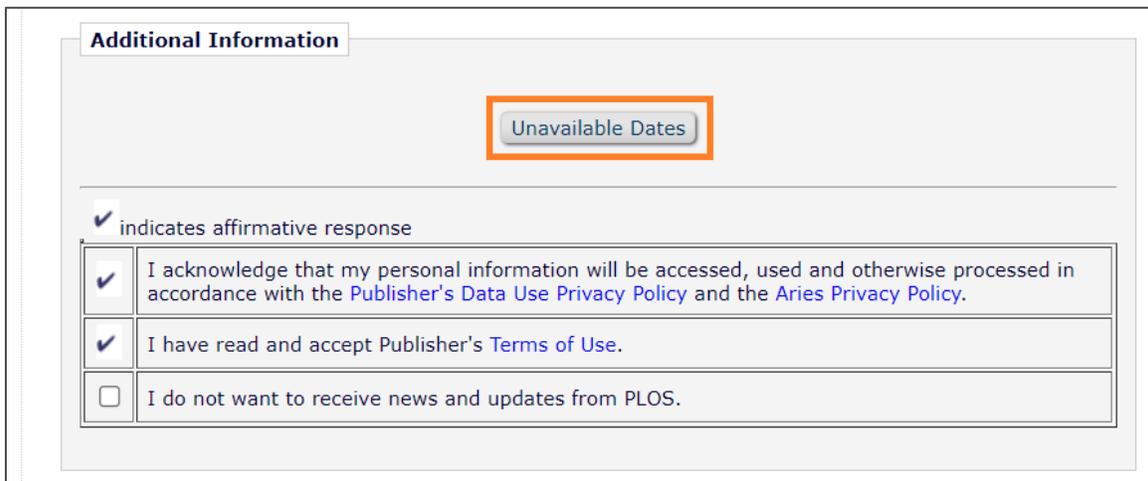
Updating Unavailability Dates

If you need to step away from handling manuscripts for a period of time, for example if you are going on holiday, or going away for fieldwork with limited internet access, then you can set yourself as unavailable in EM.

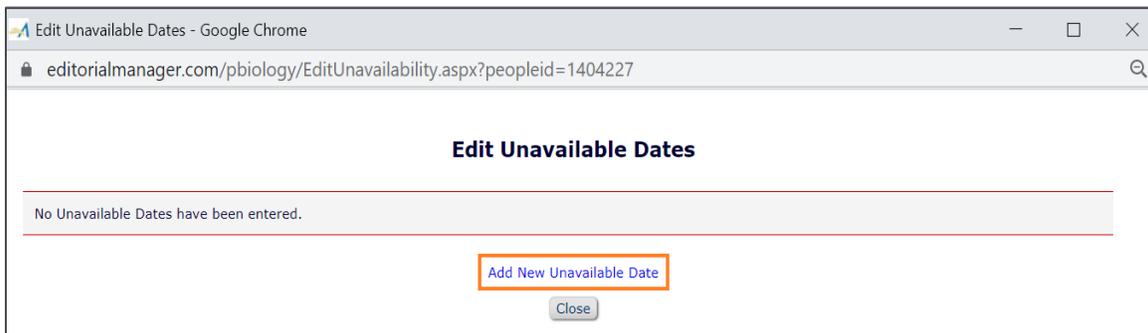
Click on your name at the top right of the page, then 'Update My Information' in the menu that opens under your name.



Scroll down to 'Additional Information' and click 'Unavailable Dates'.



Click 'add new unavailable date'.



Set your start and end dates using the calendars shown below, and you may also add a reason, such as holiday or fieldwork, in the free text box. You may also let us know if you are available to handle revised manuscripts during this period. When you are done, click submit.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may absence.

3.

Cancel Submit

Please Enter the Following

1.

Start Date: 04/22/2022 (mm/dd/yyyy)

End Date: 04/29/2022 (mm/dd/yyyy)

2. Reason: Holiday

Insert Special Character

ORCID

In the **Personal Information** section on the **Update My Information** page 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.

ORCID

Fetch/Register

[What is ORCID?](#)

Accessing Discussion Posts

Via Email Link

When your input is required on a manuscript, a staff editor will send you an email from a discussion within EM. Click on the link in the email and this will take you directly to the

manuscript page in EM. Click on the 'Discussions' link and follow the steps found below in [Posting in a Discussion](#).

Discussion Comment Added on PBIOLOGY-D-22-

 Nonia Pariente Penamaria
To  Felicity Hey

[Reply](#) [Reply All](#) [Forward](#)  

Thu 31/03/2022 10:44

From: em.pbiology.0.7a476e.9ffb9bec@editorialmanager.com <em.pbiology.0.7a476e.9ffb9bec@editorialmanager.com> On Behalf Of PLOS Biology
Sent: 28 March 2022 15:48
To: Nonia Pariente Penamaria <npariente@plos.org>
Subject: Discussion Comment Added on PBIOLOGY-D-22-

[CAUTION: External Email.]

Dear Dr Nonia Pariente, PhD,

Nonia Pariente, PhD has added a comment to the discussion on PBIOLOGY-D-22-

Click here to view the manuscript overview: <https://www.editorialmanager.com/pbiology/l.asp?i=841779&l=3NCHB2QV>

Via Editorial Manager

You can find manuscripts awaiting your input by searching in the main menu. Search submissions by number of reviews completed, using the 'Search Submissions' link or by searching for assignments in your 'Editor 'To-Do' List' or 'Submissions with Decisions'. Click on any of the blue text links, as pictured below:

Academic Editor Main Menu

Click here to see all manuscripts in your account with 1 completed review.

Click here to search for a specific manuscript(s).

Click on these links to see manuscripts recently assigned to you, or those with active discussions you are participating in.

All manuscripts that you have provided input on, and that have a decision, can be found using the links under 'Submissions with Decisions'.

Submissions With:

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

[Search Submissions](#)

Editor 'To-Do' List

My Pending Assignments (1)

- [New Assignments \(1\)](#)
- [Submissions with Active Discussions \(1\) 1](#)

Reviews in Progress (0)

Submissions with Decisions

- [My Assignments with Decision \(0\)](#)
- [My Assignments with Final Disposition \(0\)](#)

Manuscript Action Links

Once you have found a submission, you can use the links on the left hand side of the screen under the column with the heading 'Action'. Here you can:

- Click 'View Submission' to download the manuscript file.
- Open manuscript details, by clicking on 'Details'.
- Manuscript files can be found by clicking on 'File Inventory'.
- View reviews and comments (if there are any).
- View discussions, by clicking on 'Discussions'. The blue number indicates unread posts.

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Section Category
View Submission Details Discussions 1 File Inventory View Reviews and Comments Send E-mail	PBIOLOGY-D-21-R1	Research Article	Research Article

Unread discussion posts.

Posting in a Discussion

Navigate to the discussion by clicking on the 'Discussions' link as above, and you will find any discussions for this manuscript listed in this window. Click on 'View' to open and post in the discussion with the topic labeled: "PLOS Biology Academic Editor Invitation – AE Name". It is here that you will communicate with the staff editor at *PLOS Biology*.

Click 'View' to open and post in a discussion.

Discussions for Manuscript Number: PBIOLGY-D-22-

Action ▲	Topic ▲▼	Type ▲▼	Last Post Date ▲▼	Posted By ▲▼	Discussion Status ▲▼	Date Initiated ▲▼	Initiated By ▲▼	Initial Participant
View	PLOS Biology Academic Editor Invitation -	Editor Consultation	Apr 21 2022 06:40AM		Open	Apr 20 2022 06:59AM	Ines Alvarez-Garcia, PhD	
View	Internal discussion	Editor Consultation	Apr 21 2022 06:40AM	Ines Alvarez-Garcia, PhD	Open	Apr 20 2022 06:42AM	Ines Alvarez-Garcia, PhD	
View	Freelancer discussion -	Editor Consultation	Apr 20 2022 06:41AM	Ines Alvarez-Garcia, PhD	Closed	Apr 18 2022 04:14PM		

[Close](#) [Start New Topic](#)

The discussion will open in a new window and you can see your conversation with the *PLOS Biology* staff editor in the box on the right. To access reviewer reports and manuscript files from the AE discussion, you can click on the blue text links at the top of the discussion window.

editorialmanager.com/pbiology/submissionDiscussion.aspx?discussionID=47142&SessionThreadIDField=15c89a10-2b5f-4429-842d-490660714601

Discussion for Manuscript Number: PBIOLGY-D-21-

[Close](#)

[View Submission](#) [View Reviews and Comments](#) [File Inventory](#) [Details](#)

Topic: PLOS Biology Academic Editor Invitation -

Comments:

Participant ▲▼	Comments	Date ▲▼
Ines Alvarez-Garcia, PhD		Mar 15 2022 09:38AM
Ines Alvarez-Garcia, PhD	Dear ,	Mar 14 2022 09:48AM
	Many thanks for looking at the reviews and for sending us (more...)	Nov 29 2021 06:52AM
	Hello Ines,	Nov 28 2021 01:25PM
	While it is unfortunate that we are missing the comments of (more...)	Nov 25 2021 10:40AM
Ines Alvarez-Garcia, PhD	Dear ,	Nov 25 2021 10:40AM
	I hope everything is well. We have received two reviews for (more...)	Oct 02 2021 11:56AM
Ines Alvarez-Garcia, PhD	Hi ,	Oct 02 2021

[View/Print All](#)

To log a comment in the discussion, type the text in the box under 'Comments', click 'Post', then save and close the discussion. This will automatically trigger an email to all participants in the discussion, so you do not need to manually email the staff editor.

Topic: PLOS Biology Academic Editor Invitation -

Comments:

[Post](#)