Handling Reassignments

What is a reassignment?

A reassignment occurs when an Academic Editor is unable to see a manuscript through to a final decision and the manuscript then needs to be reassigned to another editor.

Why and when do reassignments occur?

Reassignments occur for a wide variety of reasons including, but not limited to, an Academic Editor (AE) became unavailable, an AE accidentally accepted the invitation when they didn’t intend to, a staff editor issued a decision, or a conflict of interest was discovered.

Reassignments can occur at any stage in the editorial process. The key to easily handling a reassigned paper is to know where to look in the history to see what previous activity has occurred to determine your next action.

HANDLING REASSIGNMENTS

Step 1 – Get oriented

Once you have agreed to handle a reassigned submission the first step is to determine where the manuscript is in the editorial process.

In addition to reading the full submission as you normally would, these are key status questions to ask and where to find the answers:
What round of revision is the manuscript in?

- If the manuscript is followed by R1, R2, R3, etc. then it has been revised. If there is no R at the end of the manuscript number, it is still the original submission.

What is the review status?

- You can check the review status in several places:
  - On the overview page of the manuscript by looking in the **Reviewers** and **Review Status** columns
    
    | Review Status |
    |----------------|
    | Complete       |
    | Agreed         |
    | (more...)      |

  - On the **View Reviews and Comments** page. There you can see any completed reviews for all rounds of revision, previous decision letters, and the author’s response to reviewers, if applicable.

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Revision 1</th>
<th>Original Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Reviewer 1)</td>
<td>Accept</td>
<td>Major Revision</td>
</tr>
<tr>
<td>(Reviewer 2)</td>
<td>(None)</td>
<td>Major Revision</td>
</tr>
<tr>
<td>[Academic Editor]</td>
<td>Agreed to Review</td>
<td>(None)</td>
</tr>
<tr>
<td>PLOS Manuscript Reassignment (Staff Editor)</td>
<td></td>
<td>Major Revision</td>
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<tr>
<td>Author Decision Letter</td>
<td></td>
<td>Major Revision</td>
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<tr>
<td>[Author]</td>
<td></td>
<td>Response to Reviewers</td>
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*Note: you may also see a Staff Editor name, “PLOS Manuscript Reassignment”. This is our shared PLOS account used to send Academic Editor invitations (most reassignment invitations – as with new manuscript invitations – are sent by term-based matching)*

- On the **Invite Reviewers** page. Here you will see any completed, pending, declined/uninvited reviewers, and alternate reviewers, if applicable.
What else has happened with this manuscript?
A full list of statuses, actions, and communications for any manuscript can be found on the History page.

Step 2 – Decide on your next action
The next action you take depends largely on the current status and past history of the manuscript. Here are our recommendations for common situations:

**R0 Manuscript – No reviews**
Conduct an initial evaluation and decide if the manuscript should be rejected or sent out for peer review. Regardless of whether the previous Academic Editor invited reviewers, you should conduct your own assessment following the guidance in the Initial Evaluation Quick Guide. Difficulty securing reviewers by the previous AE is **not** in and of itself a reason to reject a paper.

**R0 Manuscript – 1 or more reviews**
Read the reviews and determine if you need to invite additional reviewers. We also recommend checking the expertise, qualifications, and potential conflicting interests of the secured reviewers. While two is preferred, our policy is that all accepted manuscripts must have at least one external reviewer besides yourself as Academic Editor.


**R1+ Manuscript**
Read the revised submission, previous decision letter(s), reviews from all rounds of revision, and the response(s) to reviewers to determine if the authors have addressed all outstanding concerns.

You may decide to:
● Issue a revise or final decision without further review
● Re-invite previous reviewers to comment on the current version
  ○ Note: If a manuscript enters reassignment when the authors submit a revision, PLOS will automatically re-invite the previous reviewers
● Invite new reviewers to a revision, though if at all possible, try to avoid this. It can lead to frustration and delays for both you and the authors.

Step 3 – Contact us if you have questions
You can always reach the journal office if you need help handling a reassignment.

Links to more Resources for Editors:
PLOS Climate | PLOS Global Public Health | PLOS Mental Health | PLOS ONE | PLOS Water

Need help? Contact:
climate@plos.org | globalpubhealth@plos.org | mentalhealth@plos.org | plosone@plos.org | water@plos.org
edboardsupport@plos.org