Steps for Section Editor

Editor handling reviews, making decision and notifying authors

A. Reviewers assignment
   A.1. Section Editor as Reviewer

B. Handling Reviews
   B.1. Round 1
   B.2. Round 2

Note that for each manuscript, there are four sets of information about that manuscript, Summary, Review, Editing, and History.

A. Reviewers assignment

1) Select paper #xxx (Figure 1)
2) Click Review (Figure 2)
3) Click Select reviewer (Figure 2)
4) Click: a) Enroll existing user as reviewer or b) Create new reviewer (Figure 3)
5) Click on ASSIGN (Figure 3)
6) Check the Deadline for review (Figure 4)
7) Send email to reviewer (Figure 4)

Figure 1. Selecting the paper
Figure 2. Selecting the reviewer

Figure 3. Assigning the reviewer
A.1. Section Editor as Reviewer

Go through steps 1) – 7) and then make steps 8) - 10).

8) Fill the review form (Figure 5)
9) Choose the Recommendation (Figure 5)
10) Click Submit Review to Editor (Figure 5)
B. Handling Reviews

B. 1. Round 1

After receiving an email from the reviewer that reviewing is completed, please follow these steps:

1) Click on email icon (under the Acknowledgement) and send the email to reviewer (Figure 6).
2) Click on icon following Review Form Response (Figure 6).
3) Rate the reviewer at Reviewer rating (Figure 6).
4) Click Record (Figure 6).

![Figure 6.](image-url)
When all reviews are completed, please follow the steps:

5) Select the Round 1 decision at **Editor Decision** (*Figure 7*). 
6) Click **Record Decision** (after recording it, the decision could not be changed) - *Figure 7*.

7) Click on email icon at **Notify author** (*Figure 7*).
8) If any **Uploaded files** from reviewers check it and click **Record** (*Figure 6*), and upload it as attachment (*Figure 8*).

9) Click on the button **Import Peer Reviews** and then click **Send** (*Figure 8*).
10) If the decision is **Accept Submission**, choose the latest version and click on the button **Send to copyediting** to move the paper from status “In review” to “In editing” (*Figure 7*).

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*Figure 7.*
B.2. ROUND 2

When authors uploaded the revised version of the manuscript (confirmed by an email), please follow these steps:

1) Click **Review** of the manuscript #xxx *(Figure 9)*.
2) Scroll to **Editor Decision** *(Figure 9)*.
3) Find the latest revised manuscript at **Author Version** *(Figure 9)*.
4) Overview and check the revised manuscript *(Figure 9)*.
5) Click on the button **Resubmit** to send the paper for the second round of review.
6) Click on **Select Review form**, choose the **Review form (Round 2)** and click **Assign**.

**NOTE:** If the reviewer’s recommendation was **Revisions Required** (Minor changes), Editor decides whether to send the revised manuscript to the reviewer or not. If the reviewer’s recommendation was **Resubmit for Review** (Major changes), Editor passes the revised manuscript to **Review Round 2** assigning the same reviewer as in **Round 1**. If the reviewer’s recommendation was **Resubmit for Review**, Editor passes the manuscript to **Review Round 2** assigning new (preferable) reviewer.

7) To assign the same reviewer, follow steps 6) – 7) in **A. Reviewers assignment**.
8) To assign new reviewer, please follow steps in **A. Reviewers assignment**.

**NOTE:** Reviews from **Round 1** can be seen at **View regrets, cancels, previous rounds**.