

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

User Home

Journal of Communications Software and Systems

[Section Editor](#) **1 In Review** [2 In Editing](#)

Submissions in Review

[IN REVIEW](#) [IN EDITING](#) [ARCHIVES](#)

In Section: [Open Call Articles](#)

Title contains Submitted between Search

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING
417	11-13	ART	authorSurname	NEW TEST	--	--	--	--

1 - 1 of 1 Items

Figure 2. Selecting the reviewer

#411 Review

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors authorName authorSurname

Title TEST PAPER

Section Open Call Articles

Editor EditorName EditorSurname

Review Version [411-808-1-RV.PDF](#) 2017-10-20

Upload a revised Review Version No file chosen

Supp. files None

Peer Review Round 1 **SELECT REVIEWER** [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Editor Decision

Select decision

Decision None

Notify Author Editor/Author Email Record No Comments

Review Version [411-808-1-RV.PDF](#) 2017-10-20

Author Version None

Editor Version None

No file chosen

Figure 3. Assigning the reviewer

Reviewers

Select Reviewer

Reviewing interests contains

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

ENROLL AN EXISTING USER AS REVIEWER **CREATE NEW REVIEWER**

4a) Add existing user in the system as reviewer!

4b) New reviewer should be added here!

5) Click to assign reviewer!

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
BABU A.V.		N/A	0	—	—	0	ASSIGN
RIADH ABDELFATTAH		N/A	0	—	—	0	ASSIGN
MOSA ALI ABU-RGHEFF		N/A	0	—	—	0	ASSIGN
ADMINOS ADMINOS ADMINOS ADMINOS		N/A	0	—	—	0	ASSIGN
S K AGRWAL	wireless	N/A	0	—	—	0	ASSIGN
HUSSAIN AL-RIZZO		N/A	0	—	—	0	ASSIGN
SLAVISA ALEKSIC	Optical systems and their elements	4.0	1	5	2017-07-27	0	ASSIGN
GUISTI ALFANO		N/A	0	—	—	0	ASSIGN

Figure 4. Notifying the reviewer

#411 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors authorName authorSurname

Title TEST PAPER

Section Open Call Articles

Editor EditorName EditorSurname

Review Version [411-808-1-RV.PDF](#) 2017-10-20

Upload a revised Review Version No file chosen

Supp. files None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A revName revSurname [CLEAR REVIEWER](#)

Review Form Review form [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST 7) Click here to send an email to reviewer!! UNDERWAY DUE 2017-11-16 ACKNOWLEDGE

6) Deadline for review should be modified here!

10) Choose the recommendation and send it to editor!

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](#))

Figure 5. Filling the review form and choosing the recommendation

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [411-808-1-RV.PDF](#) 2017-10-20
Supplementary File(s) None
4. Click on icon to fill in the review form.
 8) Click to fill the review form!
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No file chosen
6. Select a recommendation to the editor and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
 9) 10) Choose the recommendation and send it to editor!

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.

The screenshot displays the '#411 Review' interface with the following sections and annotations:

- Submission:** Includes fields for Authors, Title (TEST PAPER), Section (Open Call Articles), Editor, Review Version (411-808-1-RV.PDF), and Supp. files (None).
- Peer Review - Round 1:** Includes links for SELECT REVIEWER and VIEW REGRETS, CANCELS, PREVIOUS ROUNDS.
- Reviewer A:**
 - Review Form: Review form
 - REQUIREMENT: 2017-10-20
 - REVISIONS: Revisions Required 2017-10-23
 - STATUS: UNDERWAY (2017-10-23)
 - DUE: 2017-11-16
 - ACKNOWLEDGE: 2017-10-23 (circled in red)
 - Annotation 1: Section editor thanks the reviewer for done reviewing here! (points to Acknowledge)
 - Annotation 2: Review Form Response icon (circled in red)
 - Annotation 3: Record button (circled in green)
 - Annotation 4: Record button (circled in green)
- Reviewer B (Katarina Radoš):**
 - Review Form: Review form
 - REQUIREMENT: 2017-11-13
 - STATUS: UNDERWAY (2017-11-13)
 - DUE: 2017-12-11
 - ACKNOWLEDGE: (icon)
 - REVISIONS: Revisions Required 2017-11-13
 - Annotation 8: Red box around 'Let author view file' checkbox and Record button.

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](#)).

Figure 7.

#411 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors authorName authorSurname

Title TEST PAPER

Section Open Call Articles

Editor EditorName EditorSurname

Review Version [411-808-1-RV.PDF](#) 2017-10-20

Upload a revised Review Version No file chosen

Supp. files None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A revName revSurname

Review Form Review form

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2017-10-20	2017-10-23	2017-11-16	2017-10-23

Recommendation Revisions Required 2017-10-23

Review Form Response

Uploaded files None

Reviewer rating 2017-10-23

Editor Decision

Select decision

Decision 2017-10-27

Notify Author Editor/Author Email Record 2017-10-27

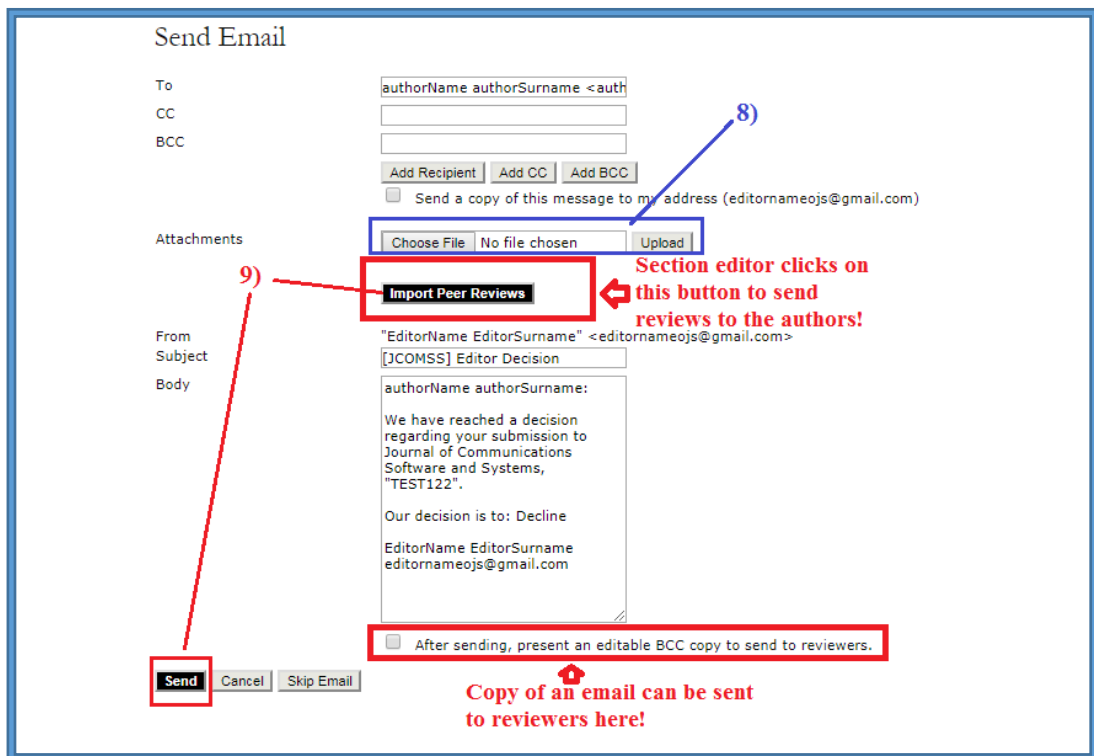
Review Version 2017-10-20 sent 2017-10-27

Author Version None

Editor Version None

No file chosen

Figure 8.



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**.

Figure 9.

#364 Review **1)**

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors Silvia Krug, Hannes Toepfer, Tino Hutschenreuther, Jochen Seitz

Title Towards Robust Communications of Wireless Sensor Networks in Vehicular Environments: A Case Study

Section Open Call Articles

Editor Marcelo S. de Alencar

Review Version [364-695-2-RV.PDF](#) 2017-06-13

Upload a revised Review Version No file chosen

Supp. files None

Peer Review

Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A

Fabricio Carvalho

Review Form

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2017-07-12	2017-07-12	2017-08-08	

Recommendation Revisions Required 2017-08-09

Review Form Response

Uploaded files None

Reviewer rating

Editor Decision **2)**

Select decision

Decision Revisions Required 2017-09-29 | Accept Submission 2017-10-26

Notify Author Editor/Author Email Record 2017-10-26

Review Version [359-690-2-RV.PDF](#) 2017-10-18

Author Version [359-804-1-ED.ZIP](#) 2017-10-22 **3) & 4)**

Editor Version [359-805-1-ED.PDF](#) 2017-10-18 [DELETE](#)

[359-805-2-ED.ZIP](#) 2017-10-26 Sent 2017-10-26 [DELETE](#)

No file chosen