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

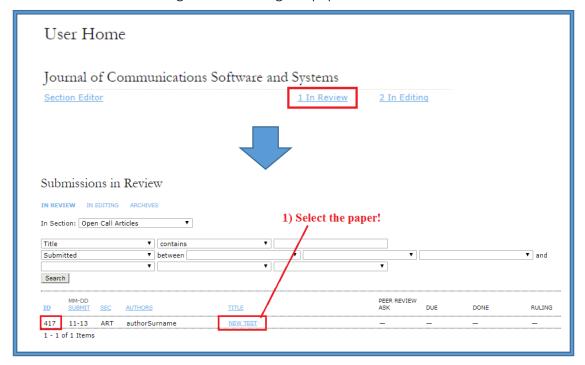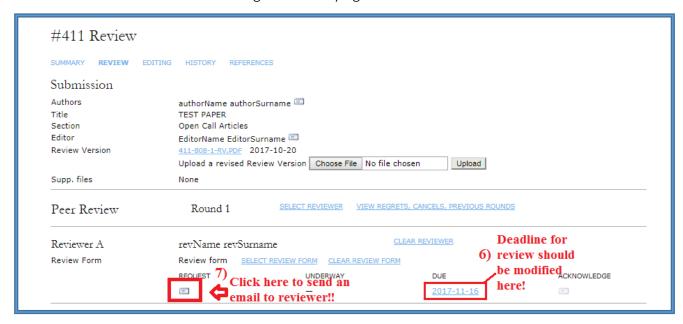Figure 2. Selecting the reviewer

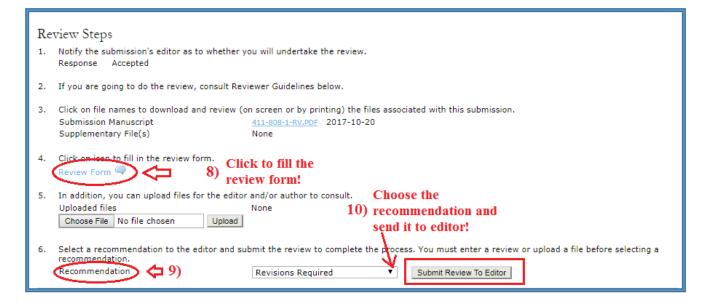Figure 3. Assigning the reviewer

Figure 4. Notifying 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)

Figure 5. Filling the review form and choosing the recommendation

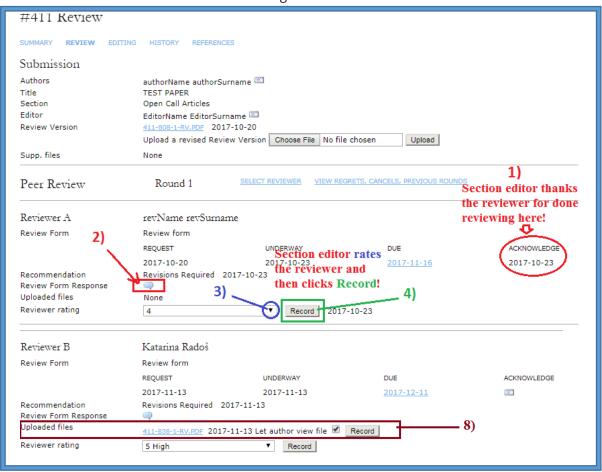## B. Handling Reviews

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.

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).
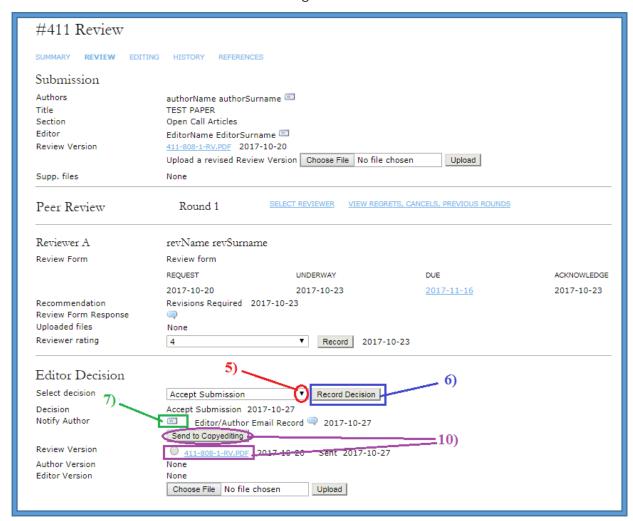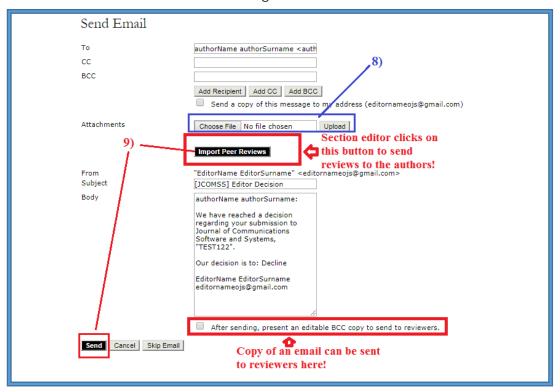
Figure 7.

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

SUMMARY REVIEW EDITING HISTORY REFERENCES   1)

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   Choose File | No file chosen   Upload
Supp. files   None

Peer Review   Round 1   SELECT REVIEWER   VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

Reviewer A   Fabricio Carvalho
Review Form   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   5 High   ▼   Record

Editor Decision   2)

Select decision   Accept Submission   ▼   Record Decision
Decision   Revisions Required 2017-09-29 | Accept Submission 2017-10-26
Notify Author   Editor/Author Email Record   2017-10-26
                     Send to Copyediting
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
                     Choose File | No file chosen   Upload