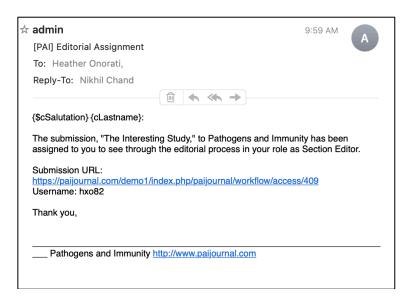
Section Editor Process

How to Access a Submission and Assign Reviewers

1. You will receive an email notification that you have been assigned a new submission. You can click the link from your email.



2. If you are not already logged into the site, you will be taken to the user log-in page.



3. If you are already logged into the site — OR, once you log in after Step 2 above — you will go to the User Home screen with the submission and its details.

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bmission Review Copyediting Pro	oduction			ð Help
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2526-1 testauthor, TEST_Incredible.docx		December 10, 2020	Article Text	Accept and Skip Review
B 2527-1 testauthor, Figure test.docx		December 10, 2020	Other	Decline Submission
		D	ownload All Files	Participants
				Logout as hxo82 Assign
				Journal editor
Pre-Review Discussions			Add discussion	 Heather Onorati
Name	From	Last Reply	Replies Closed	Author
[PAI] Editorial Assignment	admin 2020-12-10 02:59 PM		0	 Pathogens and Immunity journal

4. You can choose to download all files that have been uploaded by clicking **Download All Files** at the bottom of the first section titled Submission Files

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5. If the submission is not suitable, you can reject – or decline the submission by clicking the bright pink **Decline Submission** button on the right panel.

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An email template will pop up that you can choose to edit. Then you can click **Record Editorial Decision**

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Re	cord I	Editor	ial De	cision		Cance	I			

6. To select reviewers for the submission, click the blue **Send to Review** button in the right panel.

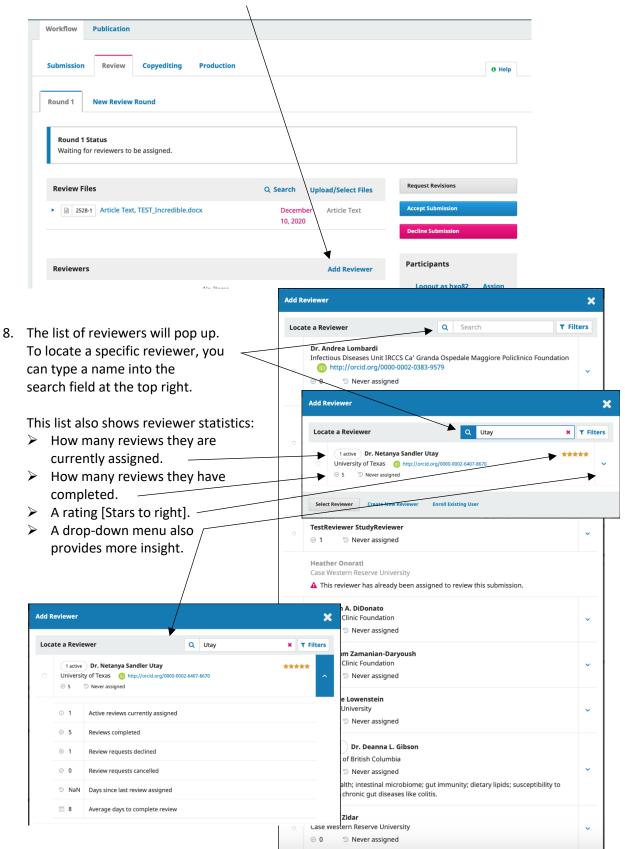
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In this next panel, all items that have been submitted are automatically checked, which would include any supplementary files, high-res images, etc., that were uploaded with the article. **Uncheck** any of the additional files that you **do not want to send** to the reviewer. Only checked files will be sent.

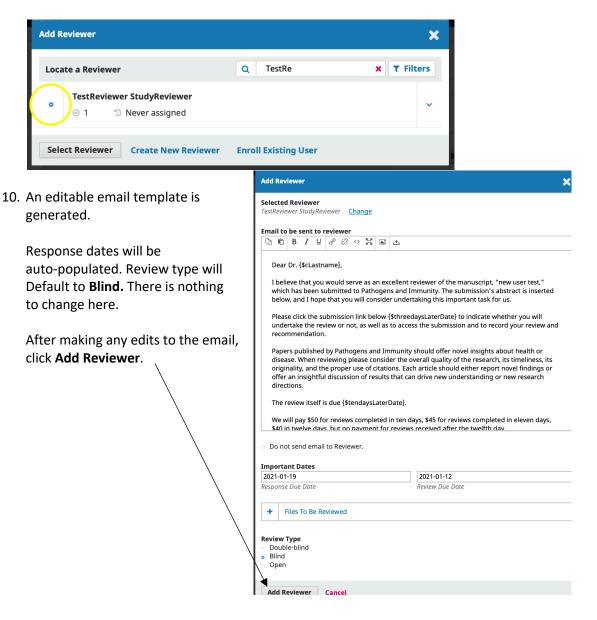
Then click Send to Review

Send to Review		×
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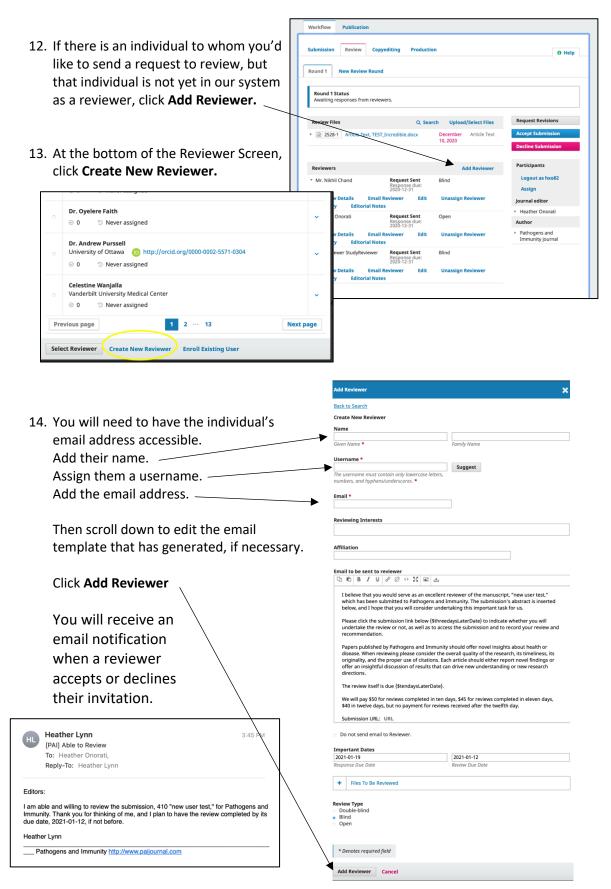
7. To select reviewers, click Add Reviewer



9. To select the reviewer, click the small dot to the left of the name. Then click **Select Reviewer**



11. You're now back to the Review tab. To invite additional reviewers, repeat steps 7-10



How to Read Reviews and Accept or Decline a Submission

1. You will receive an email notification that a reviewer has submitted comments.

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2. If you're not already logged into the system, you'll be taken to the login page

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3. You will be back on your Queue page, where you'll see an exclamation point under the submission that indicates there has been a new action.

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4. After reading all reviews, you can then render your decision on the manuscript by selecting one of the three boxes to the right of the submission.

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This will pull up an editable email template.

Once you've edited the email to send, click **Record Editorial Decision.**

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