

ASSIGNING REVIEWERS

When you get a notification email informing you that you have been assigned to a manuscript, the following steps are necessary:

- Log in to the system and click on Associate Editor Center.
- From there you will come to this screen:

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

1-Review Assignment Queues

1 [Awaiting Reviewing Selections](#)

Awaiting Reviewing Invitations

Overdue Reviewer Response

Awaiting Reviewing Assignments

2-Reviewing Queues

Awaiting Review Scores


Overdue Review Scores

3-Recommendation/Decision Queues

Awaiting Recommendation-AE

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."


Saved Search:  [Edit](#)

Manuscript ID: All
Authoring
Reviewing
Associate Editor
Division Editor

Title:

Author's First (Given) or Last (Family) name:

* Keywords - Combo Attribute:

 **Search**

- Click on 1 Awaiting Reviewing Selections
- From there click the blue checkmark in the far right column 'Take Action.'
- To review the manuscript before selecting reviewers, look to the left for the three taps along the side of the box. These taps say: Manuscript Information (Information about the type of article, the authors and their affiliations, a cover letter, if the author wrote one, etc.); Audit Trail (all emails that have been sent out through the system associated with this manuscript); and Manuscript Files (here you will find the manuscript and any supplementary material)
- Once you are ready to make reviewer selections, click on the top right tab 'Awaiting Review Selections.' This is the screen you are automatically directed to after you clicked the 'Take Action' checkmark above
- From there you will either want to Create Reviewing Account or do a Quick Search (if the reviewer you have in mind is someone already in the system). If you choose Create Reviewing Account and that reviewer is already in the system, you will be informed of this.

- Once you have successfully entered a reviewer for invitation to review, under the 'Reviewing List' section, you will see that reviewer's name appear.
- Under 'Status,' you will click 'Invite.'
- From there an email will appear. You can tailor the wording in the first paragraph if you prefer. Once you are done, click 'Save and Send.'
- In most cases, two reviewers are required for each manuscript. You will be notified when a reviewer responds. If a reviewer responds directly to you instead of through the links in the email, go into the system and from the drop down menu select that reviewer's response. If the reviewer has declined, an email will appear thanking them for their response. If the reviewer agrees, an email will appear thanking them and providing directions on how to proceed.

REVIEWS RECEIVED(Graphic Below)

- You will be notified when a reviewer submits her review. Once both reviews are received, log in to the system. The top right tab will now say, 'Awaiting Recommendation.'
- Click on this tab. Along the right side of this box you will see the reviewer names and their individual recommendations. To view the reviews click on 'view review' under each reviewer's recommendation
- Once you have made your decision, in the same 'Awaiting Recommendation' tab, you can make your recommendation. You can upload a file if you so wish at this time as well.
- Once complete, click Submit, and your job is done!

Make a Recommendation

Priority for Publication

1 is Highest, 5 lowest

- Accept with routine editing
- Accept with suggestion revisions
- Possibly accept after extensive revision
- Reject
- Not appropriate for CJAS suggested journal:

Comments

Confidential Comments for Editor

Comments for Author(s)

Attach a File



Files attached

- No files have been uploaded.

Reviews

reviews required to make decision

[Terry, Eric](#)
Possibly accept after extensive revision
Pourrait être accepté après de profondes révisions

[view review](#)

[rescind](#)

[Charupat, Narat](#)
Possibly accept after extensive revision
Pourrait être accepté après de profondes révisions

[view review](#)

[rescind](#)

[Benson, Karen L.](#)
not yet submitted (due 21-Aug-2010)

Save

Version History

- CJAS-FI-10-0090
 - Submitted on 02-Jun-2010

Save as Draft Submit

