

# *Chapter Five*

## *Implementation Phase*

## **5.1 Introduction**

This phase represents the actual existing phase for the system and represents applied and implement the system phase. This phase is resulting of previous phases (Analysis, Designing). Here, the system windows are shown and described briefly.

## **5.2 Specifications for Work Stations to run the system**

### **5.2.1 Minimum Specifications for Work Stations**

#### **Windows Computer:**

- Windows 2000, 2003, XP, Vista, 2008
- Internet Explorer 6.0 and later
- Firefox 0.9 and later
- Email client

### **5.2.2 Recommended Specifications for Work Stations**

#### **- Windows Computer**

- Pentium 4 or later
- 1 GHz or faster
- 1GB RAM or higher recommended
- 17" color monitor, 1024x768 resolution preferred
- Ethernet connection to LAN or cable modem (10 Mbps)
- Windows 2000, 2003, XP, Vista or 2008 operating system
- Internet Connection

### 5.3 System implementation

This section explains the main screens for the system:

#### 5.3.1 Registration process

The screenshot displays the 'PRE-Registration Page' of the Thamar University Journal of Natural & Applied Sciences. The page header includes the journal name, logo, and navigation links: HOME, LOGOUT, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, LOGIN, and SUBMIT A MANUSCRIPT. A user role dropdown is set to 'Author' and the username field is empty.

The main content area is titled 'PRE-Registration Page' and contains instructions: 'To register to use the Editorial system, please enter the requested information. Upon successful registration, you will be e-mailed with the instructions to verify your registration.' Below this is a form titled 'Please Enter The Following The Following' with three input fields: 'First Name\*' (anwar), 'Last Name\*' (althari), and 'E-mail Address\*' (raed@yahoo.com). A warning message states: 'WARNING - If you think you already have an existing registration of any type (Author, Reviewer, Or Editor) in this system, please. DO NOT register again. This will cause delays or prevent the processing of review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button. If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.' At the bottom of the form are three buttons: 'Cancel', 'Forgot Your Password?', and 'Continue >>'.

**Figure 5-1:** Pre- registration

When user Fill in the Required Pre-Registration information and click '**Continue >>**' when done. There will then be a Duplicate Registration Check. The system will be able to check whether a user is already registered, once the **First Name**, **Last Name** and **E-mail Address** fields have been entered. Click on the button labeled '**Continue**'. This will execute a search of the database for a duplicate record.

**- Possible Outcome of Duplicate User Test** If a match is found the user will not be able to proceed with the Registration.

The user may opt to receive an e-mail containing the Username and Password associated with the e-mail address that is already in the system.

The screenshot shows a 'Duplicate Registration' dialog box. The text inside reads: 'The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to ..... with the Username and Password?'. At the bottom of the dialog are two buttons: 'Yes' and 'No'.

**5-2:** Duplicate registration

**Figure**

Users should click on '**Yes**' if they could already be registered. If the user is certain that he or she is not already registered, he or she should click on '**No**'. The system will now

present the registration page, which provides an option to change **First Name, Last Name, E-mail address** or **all three fields**.

If no matches are found (no duplicates) then proceed to the second step, the Registration process.

## 2-Registration Process

The following screens will be displayed

### Registration

### Page

Title	<input type="text" value="thamar"/>	
First Name*	<input type="text" value="anwar"/>	
Middle Name	<input type="text" value="ali"/>	
Last Name*	<input type="text" value="althari"/>	
Preferred Name *	<input type="text" value="althari"/>	
Degree	<input type="text" value="ph.D"/>	(ph.D.,M.D)
Primary phone	<input type="text"/>	
Secondary Phone	<input type="text"/>	
Secondary Phone is for	mobile <input checked="" type="radio"/> Beeber <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin.Asst <input type="radio"/>	
Fax Number	<input type="text"/>	
E-Mail Address *	<input type="text" value="anwar@yahoo.com"/>	
Preferred Contact Methode * <input checked="" type="radio"/> Email <input type="radio"/> Fax <input type="radio"/> Post mail <input type="radio"/> Telephone <input type="radio"/>		
Available as reviewer ?	No <input checked="" type="radio"/> Yes <input type="radio"/>	
<input type="button" value="Next"/>		

**Figure 5-3:** Registration

**Note:** Information fields marked with asterisks (\*) cannot be left empty.

A user may indicate to the Publication that he or she is available as a Reviewer, by selecting “Yes” for the question, ‘**Are you available as a Reviewer?**’

Registration  
Page

Institution Related Information

Position
Dhamar

Institution\*
Dhamar university

Department
IT

Street Address
Sana'a Taize

City\*
Dhamar

State or province

Zipe or postal Code

Country
Yemen

Address is For \*
Work ☒ Home ☐ Other ☐

Previous
Next

Figure 5- 4 : Institution Information

REGISTRATION  
Page

Areas of Interest or Expertise

selecting from the pre-defined list using the 'select personal classifications ' button or by adding your own keywords individually using the 'new Keyword' field and associated 'Add' button.

Presenal Classification

Select Personal Classification
Select 2-6 Classifications

Personal Keywords

Edit Personal Keywords
Select 2-6 Keywords

Previous
Next

Figure 5- 5 : Areas of interest or expertise

If the Publication is using classifications, users may also select Personal Classifications from a predefined list.

**Note:** *If the Editorial Office has set up Classifications as a required field, users must select one or more areas of expertise from this predefined list.*

Figure 5-6 : Personal Classifications

Users can click on ‘**Select Personal Classifications**’ to access the screen to enter areas of expertise. To add a Personal Classification, check the appropriate classification, and click on the ‘**Select**’ button. The number of Personal Classifications allowed is determined by the Publication. When all of the appropriate areas of expertise have been selected, click on the ‘**Submit**’ button on the bottom of the page.

If the Publication is using Personal Keywords, users may enter free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

**Note:** *If the Editorial Office has set up Personal Keywords as a requirement, users must enter the minimum number of Keywords indicated.*

Figure 5-7 : Personal Keywords

Click on ‘**Edit Personal Keywords**’ to access the screen to enter free-form areas of expertise. To add a new Keyword, simply type the Keyword(s) into the ‘**New Keyword**’ field and click on ‘**Add**’. Click on ‘**Close**’ after all Personal Keywords have been entered.

**Registration Page**

**Preferred User Name**

The User Name Choose Must be Unique within the system  
if the one you choose is already in use, you will be asked for another .

Enter Preferred User Name \*

Figure 5-8 : Preferred Name

When satisfied with the information that has been provided, click the ‘**Continue >>**’ button at the bottom to proceed. A ‘Registration Confirmation’ page will appear. Please ensure that everything is spelled correctly, and that the e-mail address is correct.

**Registration Confirm**

**Please confirm the following very inprovtant information:**

First Name: anwer  
Last Name: alhari  
User name: alhari2010  
Email Address: anwar@yahoo.com  
Country: Yemen

if any of the information above is incorrect ,pleas click the 'previous page'button  
below to go back and make the necessary correction(s) and submit it the form again.

if the information is correct and you wish to complete your registration,click the  
'continue 'button below.

Figure 5- 9: Important Information

If all fields are correct, click on ‘**Continue >>**’. The registration process is now complete, and users may check e-mail for the password that will be sent by Editorial Manager.

**Completed Registration**

**Message Thanks**

thank you to register in this system !  
will send password and user name to active your account .

Figure 5-10: Thanks Message

### 3- Login Screen

The Log-In screen will be displayed. Enter the username and password in the appropriate fields. Click on the ‘**Author Login**’ button. This will display the ‘Author Main Menu’ which will contain a list of functions that may be performed in the system.

Figure 5-11: Login Screen

**Note:** If users have multiple roles with the Publication, it is possible to set up a default login role.

Once a user has successfully logged in, the Author Main Menu will display ‘Incomplete Submissions,’ ‘Submissions Waiting for Author’s Approval’ and ‘Submissions Being Processed’ links. These links are also referred to as ‘Folders.’ The number of submissions in process in each folder will be displayed by the side of the entry.

### 5.3.2 Author Main Menu

Figure 5-12. Author Main Menu



#### 4- Submitting a manuscript

Once a user has logged in to the system, the Author Main Menu will be displayed:

When user Click on the on the ‘Submit New Manuscript’ link. This will display the Submit New Manuscript menu.

Authors will be asked to enter data that is associated with the manuscript – this can include text, images and descriptions. Some of this information will be mandatory; other items will be optional. Each submission step is outlined below. This information is customized by the Publication; therefore, some steps may or may not be part of the submission process. Submission steps as following:

##### Select Article Type

The first step of the EM manuscript submission process is to select an Article Type, which is a required step in the submission process. Using the drop-down menu, select the Article Type that best describes the manuscript. The Article Type designation determines which additional steps will be displayed. (For example, an Abstract may not be part of a ‘Letter to the Editor’; therefore Click ‘Next’ to proceed or ‘Previous’ to make changes on the previous screen.

The screenshot shows the 'New Submission' interface. On the left is a sidebar with a 'Frequently Asked Questions' link and a list of submission steps: 'Select Artical Type' (highlighted with a blue arrow), 'Enter Title', 'Add/Edit/Remove Author', 'Select Section/Category', 'Submit Abstract', 'Enter Keywords', 'Selection Classifications', 'Additional information', 'Enter Comments', 'Suggest Reviewers', 'Oppose Reviewers', 'Request Editor', 'Select regionof origin', and 'Attach files'. The main content area is titled 'Please Select an Artical Type' and contains a red error message: 'Select an Artical Type is Required for Submission. Choose the artical type of your mmanuscript from the pull-down menu.' Below the message is a 'Choose Artical Type' label and a dropdown menu. The dropdown menu is open, showing options: 'Manuscript' (selected), 'None', 'Test Article', 'Terms of Agreement', 'Manuscript', 'Research Paper', 'Rapid Communication', 'Case Report', and 'Annual Meeting Abstract'. A 'Previous' button is visible to the left of the dropdown menu.

Figure 5-13: article type

##### Enter Article Title

An Article Title is the first required step in the submission process. Enter the title of the submission in the space provided. Click ‘Next’ when the title has been entered.

**NEW Submission**

[Frequently Asked Questions](#)

- Select Artical Type
- Enter Title**
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select regionof origin
- Attach files

Please Enter The Full Title Of your Submission

Entering a Full Title is required for Submission .  
Enter the Title of your manuscript .you cannot submit a manuscript without a title .

**Full Title**

search in network

**Short Title**

network

Previous Next

Figure 5-14: Full &amp;Short Title

**Enter Short Title**

If the editorial office has enabled this step, users be required to enter a Short Title in a text box that appears directly below the Enter Article Title Box:

If the Editorial Office has chosen to limit the Short Title submission step to a certain, Authors will not be able to type past the allotted amount.

**Add/Edit/Remove Authors**

The Author submitting the manuscript will be listed as the Corresponding Author by default. Only the Corresponding Author will receive any e-mail notifications from the system. The designated Corresponding Author may be changed, but this person must be a registered Editorial Manager user, because he or she will need to be contacted throughout the submission process. Other Authors do not need to be registered in the system, but may be included for the purpose of appearing in the list of all Authors. A first name and last name are required.

**NEW Submission**

**Frequently Asked Questions**

Select Artical Type

Enter Title

**Add/Edit/Remove Author**

Select Section/Category

Submit Abstract

Enter Keywords

Selection Classifications

Additional information

Enter Comments

Suggest Reviewers

Oppose Reviewers

Request Editor

Select regionof origin

Attach files

**Please Enter the Following**

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'.The order of the author may be changed by clicking the arrows. the first author of the manuscript may be indicated .Multiple Academic Degree may be entered ,separated by commas(M.U.,thu,ju).to change the corresponding author, enter the new corresponding author's name in the text boxes,and click the check box labeled 'please select if this is the corresponding author'.

A \* indicates the field is required .

First Name\* Ali

Middle Initial saif

Last Names\* Alfakeeh

Academic Degree(s) D

Affiliation

E-mail Address \* ali@yahoo.com

Please select if this is the corresponding author ☐

**Add Author**

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
	Ali	saif	Alfakeeh	D		ali@yahoo.com	<a href="#">Edit</a>

**Previous** **Next**

Figure 5-15: Add/Edit/Remove Author

The Author can designate the order in which other authors should be listed, including the Corresponding Author. After the Additional Author information has been entered, the list of authors can be reordered by clicking on the arrows next to each name. To change the Corresponding Author, first enter the name of the new Corresponding Author in the textboxes and click the checkbox next to 'Please select if this is the corresponding author'. When the corresponding author is selected this message be appear.

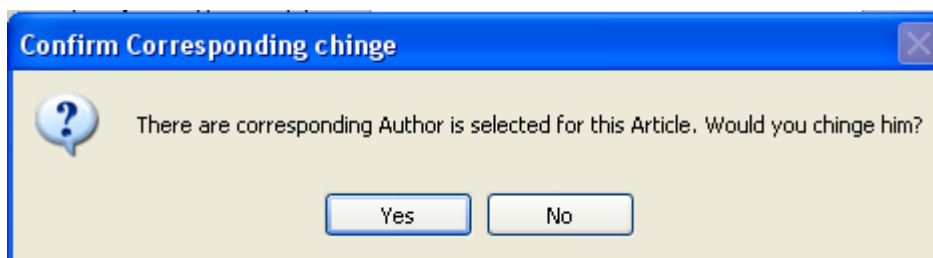


Figure 5-16: Confirm Corresponding change

If the person entered is not registered with this Journal, the user be unable to designate him/her as the Corresponding Author.

The user who has entered the submission will no longer be considered the Corresponding Author and will not be able to access the manuscript. The new Corresponding Author will receive an e-mail when the PDF is built, asking him or her to log into System to view and approve the submission before it can be sent to the Editorial Office. Click 'Next' to proceed.

### Select Section/Category

The Section/Category list is used by the Author to indicate that his/her submission belongs to a particular 'Section' of the Publication or belongs to a particular 'Category' within the contents of the Publication. This step may be optional, required, or hidden by the Editorial Office, so the Author may not see it.

The screenshot shows a web interface for a new submission. On the left, a sidebar titled 'NEW Submission' contains a list of 'Frequently Asked Questions' links: 'Select Artical Type', 'Enter Title', 'Add/Edit/Remove Author', 'Select Section/Category' (highlighted with a blue arrow), 'Submit Abstract', 'Enter Keywords', 'Selection Classifications', 'Additional information', 'Enter Comments', 'Suggest Reviewers', 'Oppose Reviewers', 'Request Editor', 'Select regionof origin', and 'Attach files'. The main content area is titled 'Please Select Section/Category' and contains instructions: 'Select the section or Category related to your manuscript from the drop-down menu below.' Below the instructions is a 'Please Choose' label and a dropdown menu. The dropdown menu is open, showing the following options: 'None', 'None', 'informatio System', 'intellegince' (highlighted in blue), and 'Network'.

**Figure 5-17:** Select Section/Category

Click 'Next' to proceed.

### Submit Abstract

The 'Submit Abstract' step allows the Author to type or copy and paste the manuscript's Abstract into a textbox. This also may be an optional, required, or hidden by the Editorial Office, so the Author may not see it..

The screenshot shows a web interface for submitting an abstract. On the left, the same 'NEW Submission' sidebar is visible, but 'Submit Abstract' is now highlighted with a blue arrow. The main content area is titled 'Please Enter Abstract' and contains instructions: 'Enter the abstract of your manuscript into the textbox below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.' Below the instructions is a large text area containing the text 'TCP/IP protocol machnasim'. At the bottom of the main content area are two buttons: 'Previous' and 'Next'.

**Figure 5-18:** Submit Abstract

Click **'Next'** to proceed.

### Enter Keywords

Enter the keywords for the manuscript, with each keyword separated by a semicolon (for example: active Vitamin D; parathyroid hormone-related peptide; hypocalcaemia; bone resorption). This may be an optional, required, or hidden step.

The screenshot shows a web interface for a 'NEW Submission'. On the left is a 'Frequently Asked Questions' sidebar with buttons: 'Select Artical Type', 'Enter Title', 'Add/Edit/Remove Author', 'Select Section/Category', 'Submit Abstract', 'Enter Keywords' (highlighted with a blue arrow), 'Selection Classifications', 'Additional information', 'Enter Comments', 'Suggest Reviewers', 'Oppose Reviewers', 'Request Editor', 'Select regionof origin', and 'Attach files'. The main content area is titled 'Please Enter Keywords' and contains instructions: 'Enter Keywords separated by symicolons.e.g,soft computing,Fuzzy logic; genetic Algorithms ; genetic programming. Each individual Keyword may be up to 256 characters in length.' Below the text is a text input field containing 'network;web securty;'. At the bottom are 'Previous' and 'Next' buttons.

Figure 5-19. Enter Keywords

Click **'Next'** to proceed.

### Select Classifications

The screenshot shows the same 'NEW Submission' sidebar as Figure 5-19, but the 'Selection Classifications' button is highlighted with a blue arrow. The main content area is titled 'Please Enter Classification' and contains instructions: 'Click 'Select Document Classification' to open a window containing a list of the classification pertaining to this journal. Click any classification you wish to select. You may Select as many classifications as is appropriate.Click 'Submit' when you are done.' Below the text is a button labeled 'Select Document Classification'. At the bottom are 'Previous' and 'Next' buttons.

Figure 5-20: Select Classifications

Click **'Select Document Classifications'** to open a window containing a list of the classifications used by the Publication. Classifications can be viewed as a predetermined list of terms associated with a manuscript.

The Editorial Office can cross-reference Manuscript Classifications with Personal Classifications of potential Reviewers to find qualified Reviewers.

**Select Submitted classifications**

Please identify your areas of interest and specialization by selecting one or more Classifications from the list below

To save changes you must click 'submit' before you leave this windows.

Search:

[Matching terms display Selected]

Information System	Slected Classifications
<b>1-Information</b>	technology
2-System	System
3-technology	Information
Information TechncaI	network
1-network	soft_requirement
2-soft_requirement	

**Figure 5-21:** Select Personal Classification

Click the checkbox next to any classification to be selected. Authors may select as many classifications as appropriate. Click 'Submit' when finished. This may be an optional, required, or hidden step. Click 'Next' to proceed.

### **Custom Submission Steps**

The submission step called 'Additional Information' allows the Publication to create custom questions that can be answered during the Submit Manuscript process.

The submission step called 'Additional Information' allows the Publication to create custom questions that can be answered during the Submit Manuscript process.

**NEW Submission**

[Frequently Asked Questions](#)

- Select Artical Type
- Enter Title
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information**
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select regionof origin
- Attach files

**Please Enter The Following**

**Additional Information is Required Submmission.**  
Please respond to the questions/statements below.

Has the paper being submitted ever been reviewed by another Journal?  
**Answer Required**  
yes

Can you indicate all experimental work carried out for this submission has following all necessary guideline? please specify details.  
**Answer Required**  
no

please state that you have read the terms and conditions and agree to be bound by them trms and conditionscan be four here.  
**Answer Required**  
yes

[Previous](#) [Next](#)

Figure 5-22: Additional information

### Enter Comments

Enter any comments to be sent to the Editorial Office. These comments not appear in the manuscript. The system manager may configure this as an optional, required, or hidden step.

**NEW Submission**

[Frequently Asked Questions](#)

- Select Artical Type
- Enter Title
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information
- Enter Comments**
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select regionof origin
- Attach files

**Please Enter Comments**

if required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

this artical is important

[Previous](#) [Next](#)

Figure 5-23: Enter Comments

Click **'Next'** to proceed.

### Suggest Reviewers

If this function is enabled by the Editorial Office, Authors be asked or required to provide names and contact information for as many review candidates as the Publication requires for a submission. Please fill in the necessary information:

**NEW Submission**  
**Frequently Asked Questions**  
[Select Artical Type](#)  
[Enter Title](#)  
[Add/Edit/Remove Author](#)  
[Select Section/Category](#)  
[Submit Abstract](#)  
[Enter Keywords](#)  
[Selection Classifications](#)  
[Additional information](#)  
[Enter Comments](#)  
**→ Suggest Reviewers**  
[Oppose Reviewers](#)  
[Request Editor](#)  
[Select regionof origin](#)  
[Attach files](#)

Suggest Reviewer

Use the field below to give us cotact information for each suggested reviewer, and Please provide specific reasons for your suggestion in the comments box for each person. Please note that the Journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers. ">

A \* indicates the field is required .

First Name\* Mohammed

Middle Initial saif

Last Names\* alfakeeh

Academic Degree(s) Bac

Position Taize

Department IT

Institution Dhamar univeristy

E-mail Address \* mohammed@Yahoo.com

Reason no reason

Add Reviewer

First Name	Middle Initial	Last Name	Academic Degree (s)	Position	Department	Institution	E_mail Address	Reason	Update
Mohammed	saif	alfakeeh	Bac	Taize	IT	Dhamar univeristy	mohammed@Yahoo.com	no reason	<a href="#">Edit</a>

Previous Next

**Figure 5-24: Suggest Reviewers**

When finished, click the 'Add Reviewer' button to submit additional Reviewer information. Click the 'Next' button when ready to move on to the next step.

### Oppose Reviewers

If the site is configured to include this step, Authors are provided with the opportunity to inform the Editorial Office of Reviewers that should not review the submission. Provide all of the necessary contact information:



NEW Submission
  
Frequently Asked Questions
  
Select Artical Type
  
Enter Title
  
Add/Edit/Remove Author
  
Select Section/Category
  
Submit Abstract
  
Enter Keywords
  
Selection Classifications
  
Additional information
  
Enter Comments
  
Suggest Reviewers
  
➔ Oppose Reviewers
  
Request Editor
  
Select regionof origin
  
Attach files

### Oppose Reviewer

Please identify anyone who you would prefer not to review this manuscript. fill as much contact information as possible to allow us to identify the person in our records, and please provide specific reason why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A \* indicates the field is required .

First Name\* Raed  
Middle Initial Abdu  
Last Names\* alspr  
Academic Degree(s) Bac  
Position Dhamar  
Department It  
Institution Dhamar university  
E-mail Address \* Raed@yahoo.com  
Reason

Add Reviewer

First Name	Middle Initial	Last Name	Academic Degree (s)	Position	Department	Institution	E_mail Address	Reason	Update
Raed	Abdu	alspri	Bac	Dhamar	It	Dhamar university	Raed@yahoo.com		<a href="#">Edit</a>

Previous Next

Figure 5-25: Oppose Reviewer

The Oppose Reviewers step is similar to the Request Reviewers step in that when the information has been entered, Authors may click the ‘**Add Reviewer**’ button to submit additional Oppose Reviewer Candidates.

Click the ‘**Next**’ button when ready to move on to the next step.

### Request Editor

Authors may be asked to request a particular Editor to be assigned to a submission. The request will be taken under advisement by the Editorial Office. Select an Editor by using the drop-down menu and click ‘Next’ to proceed. This may be an optional step for a Publication. If an Author is not directed to request an Editor, the submission be assigned to an Editor selected by the Editorial Staff.

**NEW Submission**

**Frequently Asked Questions**

- Select Artical Type
- Enter Title
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor**
- Select regionof origin
- Attach files

**Request an Editor**

You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office.if you do not Request an Editor,your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

Please Choose

raed

raed

mohammed

Previous Next

Figure 5-26: Request Editor

Click 'Next' to proceed.

### Select Region of Origin

Authors can identify a geographic region (or country) of origin for the manuscript, which may have a 'Country of Origin' designation that is different from the Author's country. This is referred to as the 'Manuscript Geographic Region of Origin'.

**NEW Submission**

**Frequently Asked Questions**

- Select Artical Type
- Enter Title
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select regionof origin**
- Attach files

**Please Select Region of Origin**

Select the Region related to your manuscript from the drop-down menu below.

Please Choose

None

None

Kuwait

Yemen

Qatar

Bahrin

Egept

USA

KSA

Irag

Iran

Oman

Sudan

Libia

Figure 5-27: Select Region of Origin

Select the country or region for the manuscript by using the drop-down menu and clicking 'Next'.

## Attach Files

Next, the Author will be asked to attach all of the files associated with the submission. Some Journals accept information offline or outside of their System websites (e.g., e-mail, postal mail, or fax). If offered the option of selecting either ‘Online Web System’ or ‘Offline’, the Author may click the appropriate button.

**NEW Submission**

[Frequently Asked Questions](#)

Select Artical Type

Enter Title

Add/Edit/Remove Author

Select Section/Category

Submit Abstract

Enter Keywords

Selection Classifications

Additional information

Enter Comments

Suggest Reviewers

Oppose Reviewers

Request Editor

Select regionof origin

→ **Attach files**

**Please Attach Files**

Required item are marked with a \*.when all items have been attached ,click Next at the bottom of the page.

Item: Manuscript

Enter a Description, Select Online web System is selected, click the Browse button to select a me, then tick the Attach this file button. if offline is selected, click the Attach this information button.

Description: this file DOC

Delivery Method: ☒ Online Web System ☐ Offline

File Name: F:\Network.docx

Thanks for submitting your file.

Order	Item	Description	File Name	Size	Last Modified	Action
0	Maunscript	this file DOC	Network.docx	23112	10/07/2010 02:47:04 م	<a href="#">DownLoad</a> <a href="#">Remove</a> <a href="#">Edit</a>

**Figure 5-28: Attach Files**

For each Item to be uploaded into the system:

- Choose the Item from a drop-down box. Manuscript, figures or tables may all be separate Items in the drop-down box, as the Items listed may vary with each Publication. Make sure to choose the correct one.

Enter a Description in the text box (i.e., Figure 5-27)

- Select the Delivery Method by which the Item will reach the Editorial Office (online or offline).
- The option of online or offline may not always be available since the Publication may require the Item to be submitted online only.
- Locate the file on the hard drive using the ‘Browse’ button.
- Click ‘Attach This File’ to upload the file .
- For Items to be sent Offline, please select the Item from the drop-down menu, click the ‘Offline’ Delivery

Method, and then click ‘Attach This File’. The Item will be added to the list of submission files with the ‘Offline’ designation so that the Editorial Office can anticipate the Item’s arrival through an alternate delivery method.

Repeat this process until all Items in the submission have been specified. All attached files are visible in the list at the bottom.

When all Items have been attached, click 'Next' at the bottom of the page. Authors will see the summary of the files to be sent to the Editorial Office, and should ensure that everything that should be included has been listed.

**NEW Submission**

**Frequently Asked Questions**

- Select Artical Type
- Enter Title
- Add/Edit/Remove Author
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Selection Classifications
- Additional information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select regionof origin
- ➔ Attach files

**Summary Following Attach Files**

Listed below is the summary of the number of Items to delivery online and the number of Items to be delivered offline. Requered Items marked with\*, you can change the order by re-numbering the files.

Item Name	Online	Offline
Maunscript	0	1

Previous Submitted To Journal Office

Figure 5-29: Summary

When user click on 'Submitted To Journal Office' button the Author main menu show.

**Author Main Menu**

**New submissions**

- [Submit New Manuscript](#)
- [Incomplete Summition](#) (2)
- [Submission Waiting for Aauther's Approval](#) (0)
- [Submission Being Processed](#) (1)

**Revisionsns**

- [Submaission Needing Revision](#) (0)
- [Incomplete Summition Being Revision](#) (0)
- [Revision Waiting for Aauther's Approval](#) (0)
- [Declined Revision](#) (0)

**Decisions**

- [Submission with a Decision](#) (0)

Figure 5-30: Author main menu

Incomplete Submission for(althari2010 )			
Page: 1 Of ..... (2 total submissions)		Display 2 result per page.	
Action	Author Name	Current State Name	Current State Date
<a href="#">Incomplete Submission</a>	anwer	incomplement	10/07/2010 12:45:46 ۲
1 2			
<a href="#">Author Main Menu</a>			

Figure 5-31: Incomplete Submissions

Even if an Author is unable to complete the submission process, no data be lost. The submission can be accessed by clicking on the ‘Incomplete Submissions’ folder on the Author’s Main Menu.

<p>if no Action appear for your submission,please wait a few minutes for your PDF to be built The Action appear automatically when your PDF is available</p> <p>The 'Editor Submission' link allows you to nfix or alter your submission.Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission</p> <p>the 'Remove Submission' link remove your submission from the system.Please use this ONLY if you would like to permanently remove this submission from the system.</p>				
Submission Waiting For approval by Author by althari2010				
Page: 1 Of ..... ( 1 total submissions)		Display 2 result per page.		
Action	Title	Date Submission Begin	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>	search in network	10/07/2010 04:04:30 ۲	10/07/2010 04:04:30 ۲	Need Approval
<< Author Main Menu				

Figure 5-32: Submissions Waiting for Author’s Approval

-‘**Submissions Waiting for Author’s Approval**’ link : Authors must approve a submission before it is sent to the Editorial Office. Click ‘Submissions Waiting for Author’s Approval’ on the 'Author main menu' page to bring up a table containing all manuscripts that are waiting to be viewed and approved Once the PDF version of a manuscript has been created, the Author will see a set of links in the Action column of the table.

-**View Submission**’ allows an Author to view the PDF version of a submission Authors may choose to make alterations to a submission such as spelling corrections, description changes, extra graphics, etc. – this can be done by selecting ‘Edit Submission’.

-‘**Edit Submission**’ will bring the Author to the same interface that was used when initially submitting a manuscript. Authors can remove or add files at the Attach Files portion of the submission if anything needs to be changed. If any changes are made, a new PDF file will be built. Once the Author has viewed the submission, he or she will click ‘Approve Submission’ to send it to the Editorial Office.

-‘**Remove Submission**’ allows Authors to remove a manuscript from the system (the Manuscript will never be received by the Editorial Office). Authors can always remove a submission and start over if experiencing problems.

When a submission has been approved, it will be filed in the ‘Submissions Being Processed’ list in the Author’s Main Menu.

Once the manuscript has been submitted to the Publication, the Author can track its progress by viewing the submission in the ‘Submissions Being Processed’ list (see below). Authors will be notified when the Journal manager has made a decision. If the Journal manager has provided access, the Author will see a ‘Send E-mail’ link within the list of available actions. This will allow the Author to send an email to the Journal manager at any time. The Publication will have set up either one or multiple Ad Hoc e-mails that can be modified for use by an Author.

Tracking the progress of a submission for ( althari2010 )

Page: 1 Of ..... ( 2 total submissions) Display 2 result per page.

Action	Maunscript Number	Title	Initial Date Submitted	Current State Date	Current State Name
<a href="#">View Submission</a> <a href="#">Send E mail</a>	E-SJ3900	ff	10/07/2010 02:51:58 p	10/07/2010 03:56:38 p	Recieved
<a href="#">View Submission</a> <a href="#">Send E mail</a>	E-SJ3700	search in network	10/07/2010 03:54:21 p	10/07/2010 04:04:30 p	Need Aproval

[Author Main Menu](#)

Figure 5-33: Submissions Being Processed

**'Submission needing Revision'** link :When asked to ‘Revise your Submission’, the submission moves into the folder called ‘Submissions Needing Revision’ under the Revisions heading on the Author Main Menu page.

Submissions Needing Revision For Author rr

Click 'File Inventory' to download the source file for the manuscript. Click 'Revise Submission' a revision of the manuscript. if you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.  
IMPORTANT: if revised field are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 Of ..... ( 3 Total Submission) Display 2 result per page .

**View Revision Submation**

Action	Maunscript Number	Title	Initial Date Submitted	Date Revision Due	Current State Date	Current State Name	View Decision
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">Revise Submation</a> <a href="#">Decline Revise</a> <a href="#">Send E-mail</a>	E-SJ57NW	kk	20/06/1431 05:17:17 p	Need_Revised	20/06/1431 05:17:26 p	Need_Revised	Need_Revised
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">Revise Submation</a> <a href="#">Decline Revise</a> <a href="#">Send E-mail</a>	E-SJ57NW	kk	20/06/1431 05:17:19 p	Need_Revised	20/06/1431 05:17:26 p	Need_Revised	Need_Revised

1 2

Figure 5-34: Submission needing Revision

From this folder the following options are listed: View Submission, File Inventory, Revise Submission, Decline to Revise and View Decision.

- 'View Submission' link allows the Author to see the PDF of the most recent version of the submission.
- 'File Inventory' link allows the Author to download any of the source files that make up the submission. Authors can access submission files and work on them before clicking the 'Revise Submission' link.

Listed below are the files included in the current Version of the latest Revision of the Submission. Click the Download link to download the individual source file. To download azip file containing multiple items, select the items Using the check boxes, and then click the 'Download Zip File' button. The 'Check All' and 'Clear All' links may be used to select or unselect all the file. Additional software (such as WinZip) must be installed on your computer in order to unzip (uncompress the zip file. [View Submission](#))

You may also use

CrossCheck to run similarity checks on the source file(s). ([more...](#))

[Close](#) [Save and Close](#) [Check All](#) [Clear All](#)

Item	Description	File Name	Size	Last Modified	Action	Select
Figuer	dfd	مستند نص جديد.txt	26	01/04/1431 12:44:10 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	dddd	مستند نص جديد.txt	26	01/04/1431 12:45:21 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript		WinRAR.exe	936960	01/04/1431 12:45:44 م	<a href="#">Download</a>	<input type="checkbox"/>
Figuer		WinRAR.exe	936960	01/04/1431 12:45:56 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	ytty	WhatsNew.txt	11616	01/04/1431 12:51:38 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	cdfg	مستند نص جديد.txt	26	04/04/1431 11:01:46 ص	<a href="#">Download</a>	<input type="checkbox"/>

[Download Zip File](#) [Check All](#) [Clear All](#)

[Close](#) [Save and Close](#)

Figure 5-35: Revise Submission

- 'Revise Submission' link provides access to the 'Submit Revised Manuscript' interface that leads the Author through the submission process. This interface is similar to the 'Submit New Manuscript' interface. When the Author arrives at the 'Attach Files' step in the process, he or she is presented with the list of source files from the previous version. The Author may choose whether or not to carry over files from the previous version to the new Revision.
- 'Decline Revised' link: this link is used when an Author decides not to submit a Revision. The submission record then moves to the Author's Decline Revisions folder. If this is done in error, the Author be able to reinstate a Declined Revision.

Decline Revision For Author rr

Click 'File Inventory' to download the source file for the manuscript. Click 'Revise Submission' a revision of the manuscript.

if you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: if revised field are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 Of ..... (3 Total Submission) Display  result per page .

Action	Maunscript Number	Title	Initial Date Submitted	Date Revision Due	Current State Date	Current State Name	View Decision
<a href="#">Decline Revise</a>	E-SJS7NW	kk	20/06/1431 05:17:17 م	Need_Revised	20/06/1431 05:20:39 م	Need_Revised	Need_Revised
<a href="#">Decline Revise</a>	E-SJS7NW	kk	20/06/1431 05:17:19 م	Need_Revised	20/06/1431 05:20:39 م	Need_Revised	Need_Revised

1 2

[<< Author Main Menu](#)

Figure 5-36: Decline Revised

- **'Incomplete Submissions Being Revised'** link- Revisions that have been started but no PDF has been created. By clicking on this link appear window as follow.

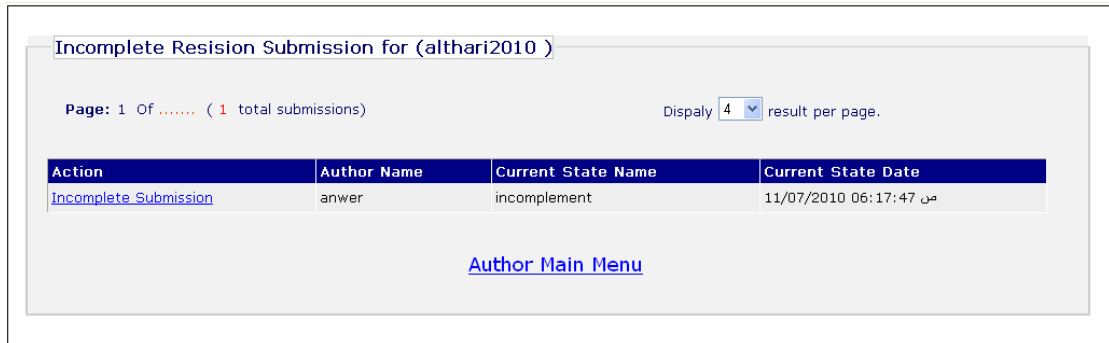


Figure 5-37: Incomplete Submissions Being Revised

When user clicking on 'View Incomplete Submission' link appear windows containing on incomplete revision submission.

- **'Revisions Waiting for Author's Approval'** link- Revisions that have been built, the PDF is created, and the Author must View and Approve it before it can be submitted to the Journal manager. By clicking on this link appear window as follow.

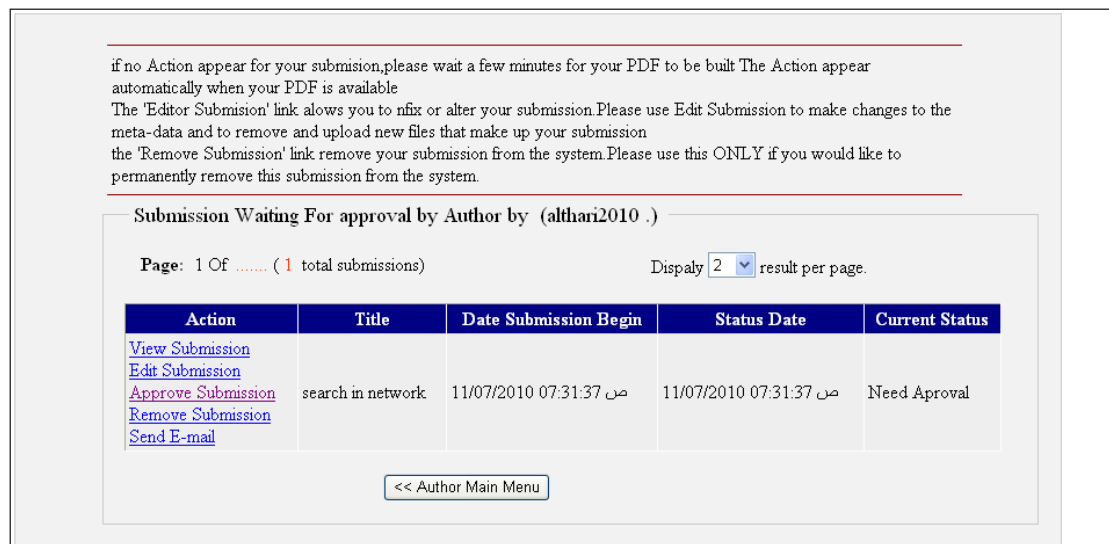


Figure 5-38: Revisions Waiting for Author's Approval

- **'Submissions with a Decision'** link- All submissions that have had a Decision and/or a Final Disposition of Accept, Reject or Withdrawn. By clicking on this link appear window as follow:



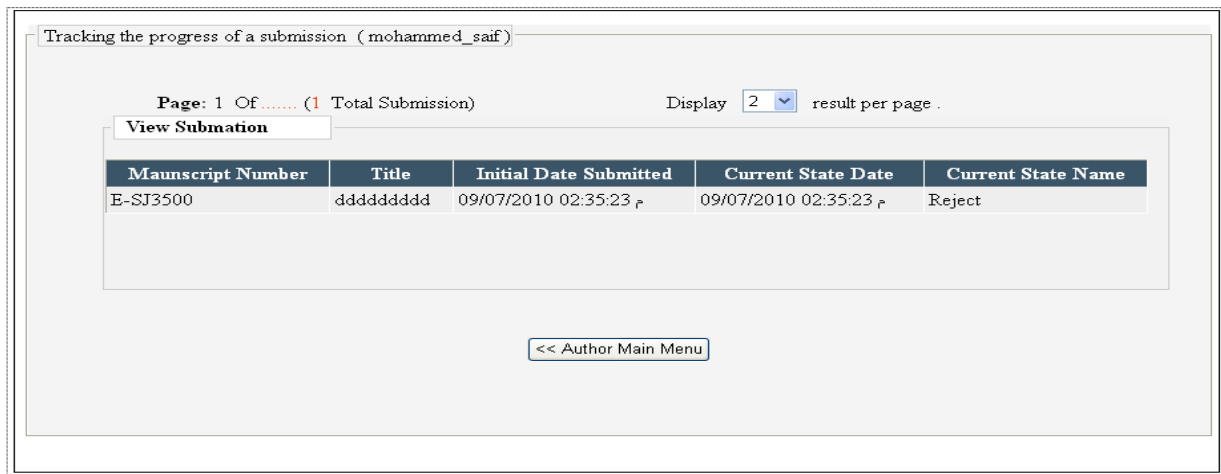


Figure 5-39: Submissions with a Decision

### 5.3.3 The Editor's Main Menu structure

The Editor Main Menu may include the following folders (depending on what Role Manager permissions and Policy Manager configurations are enabled):

**Submissions With: (heading)** – links below this heading navigate to folders sorted by number of reviews complete. The Completed Reviews Grid is displayed based on the Editor permission ‘View Completed Reviews Grid in Main Menu’.

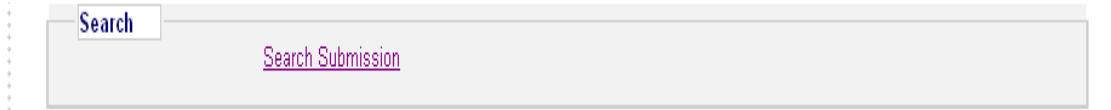
- ‘1 Reviews Complete’ – This folder displays all submissions assigned to the current Editor with first reviews complete.
- ‘2 Reviews Complete’ – This folder displays all submissions assigned to the current Editor with second reviews complete.
- ‘3 Reviews Complete’ – This folder displays all submissions assigned to the current Editor with third reviews complete.
- ‘4+ Reviews Complete’ – This folder displays all submissions assigned to the current Editor with fourth or more reviews complete.

Submission With			
<a href="#">1 Reviews Complete</a>	2 Reviews Complete	3 Reviews Complete	+4 Reviews Complete
(1)	(0)	(0)	(0)

Figure 5-40: Submission With

By clicking on any of the hyperlinks the Editor is provided with a list of submissions based on the number of reviews that have been finished. Only submissions for which the Editor is the ‘Handling Editor’ are displayed. The grid only reflects submissions with at least one review complete that are in the Editor’s ‘To-Do’ List folders.

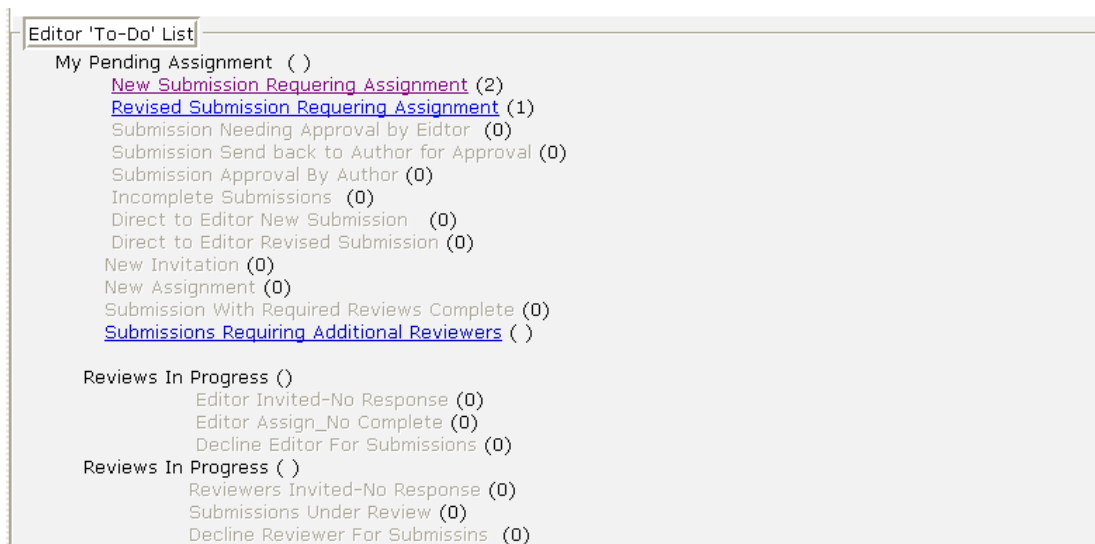
## Search



**Figure 5-41.**Search

The Search Menu is split into two main areas – Search Submissions and Search People. It will be located on the Main Editor Menu as long as the Editor has the permission to access these features. There is a separate section within this Tutorial that specifically covers Search Submissions and Search People.

## Editor ‘To-Do’ List



**Figure 5-42:** Editor ‘To-Do’ List

Listed within this section are a number of ‘folders’ or ‘links’ to different menus. system will automatically move papers between these folders as the paper moves through the peer review process.



**Figure 5-43:** View All Assigned

## View All Assigned

When an editor clicks ‘View All Assigned Submissions’, he or she get a list of all manuscripts that have been assigned to all Editors for which the Editor has not yet made a decision. ‘View All Assigned Submissions being Edited’, will display a list of all manuscripts that are currently being edited.



**Figure 5-44:** Subordinate Editor's Pending Assignments

### Subordinate Editor's Pending Assignments

Folders below this heading contain submissions that have been assigned to subordinate Editors. A subordinate Editor refers to any Editor that was assigned by another Editor, thus appearing later in the workflow or in the decision chain.

The '*Group by Editor With Current Responsibility*' – contains submissions that have been assigned to a subordinate Editor. Editors can send reminders and un-assign them from this folder.



**Figure 5-45:** Submissions with Decisions

The Submissions with Decisions category contains folders of manuscripts that have received an Editor decision or have been given its final disposition.

### Submissions out for Revision

Contains all manuscripts that have been given a 'revise' decision and are back in the hands of the author.

### All Submissions with Editors Decision

Contains every manuscript – including those that a user has not been assigned to – that have been given an Editor's decision.

### All Submissions with Final Disposition

Contains all manuscripts that have a final disposition set. These manuscripts are considered complete.



**Figure 5-46:** Linked Submission Groups

### Linked Submission Groups

This feature is designed to provide Editors with a method of linking submissions together for general reference (those that are related by Author or topic) or to group 'Letters to the Editor' together.

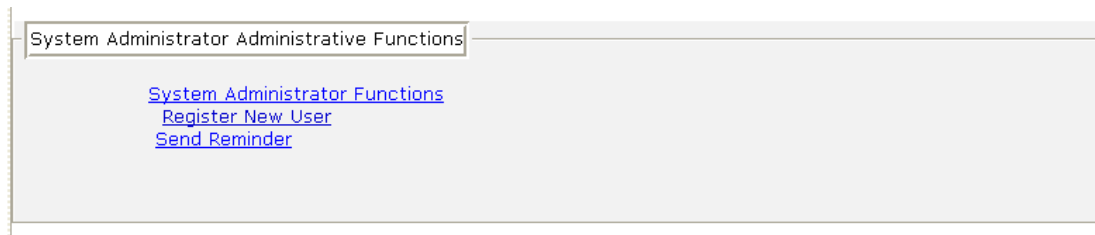
### Active Linked Submission Groups

This link will display the Active Linked Submission Groups page. The Action links displayed will be dependent on the Editor Role Permissions

### Inactive Linked Submission Groups

This link will display the Inactive linked Submission Groups page. The Action links displayed will be dependent on the Editor Role Permissions.

From below menu see figure 5-46, user can control of the system and users.



**Figure 5-47:** System Administrator Administrative functions

## Search Submissions

*Editors can be given permission to search just their own assigned submissions or all submissions.*

The following 'Search submission selection criteria' menu be displayed:

 A screenshot of a web form titled "Search submissions selection criteria". The form contains a table with three columns: "Creterion", "Selector", and "Value". The "Creterion" column has a dropdown menu with "Article\_Final\_Disposition\_term" selected. The "Selector" column has a dropdown menu with "Begins with" selected. The "Value" column has an empty text input field. Below the table, there are two buttons: "Clear" and "Search".

**Figure 5-48:** Search Submissions

The '**Is/Is Not**' column is used to create negative statements. Selecting NOT will negate the search term. For example, to search for all submissions that are NOT a Letter to the Editor Article Type, use the expression Criteria =Article Type 'IS NOT' Value = Letter to the Editor.

To add a second set of criteria, click the 'Add' button and a new row is added to the search definition table. To delete a set of criteria, click the 'Remove' button. Note that removing a search row does not attempt to re-balance parentheses within the query.

**Editor 'To-Do' List:-****Figure 5-49: Editor 'To-Do' List****New Submissions Requiring Assignments**

When an Author submits and approves a submission, it is placed in the folder 'New Submissions Requiring Assignments'. This folder contains any submission Approved by the Author. It is from this folder that the first Editor assignment can be made. If the submission is unacceptable, an Editor may remove the submission by clicking 'Remove Submission' (typically used for duplicate submissions).

[Editor Main Menu](#)**Figure 5-50: New Submissions Requiring Assignments****Action Link Descriptions:****View Submission**

The View Submission link will open a new window, from which the user may select which version of the submission he would like to view

### Details

Clicking on ‘Details’ link brings up a table of information about the manuscript, including the name of the Corresponding Author and E-mail address, Author comments, a listing of other Authors who contributed to the manuscript, Category, Keywords, Date Submitted, Status Date, Current Status, Final Disposition (if any has been given), and a listing of all Editors and Reviewers who are assigned.

<input type="button" value="Cancel"/> <input type="button" value="Save And Close"/>	
<a href="#">Abstract</a> <a href="#">Production Notes</a> <a href="#">Reviewers Proposed by Editors</a>	
Corresponding Author:	ahmed
Corresponding Author E-Mail:	ahmed@yahoo.com
Other Authors:	raed
Author Comments:	e
Article Full Title	information datecdff
Short Title:	infdd
Article Type:	img
Section/Category:	r
Keywords:	nn,jj
Classifications:	,Information,System
Requested Editor:	2
Initial Date Submitted:	17/02/1431 12:00:00 م
Editorial Status Date:	29/05/1431 10:22:59 م
Current Editorial Status:	Recieved
Author Days To Revise:	<input type="text"/>
Final Disposition Term:	Withdrawen
Corresponding Editor:	<input type="text"/>
abstract <a href="#">Insert Special Character</a>	
ebbbbbbbbbbbbbbbbbb	
<b>Manuscript Notes:</b>	
r	

**Figure 5-51: Details**

### History

Clicking ‘History’ displays the Status History and Correspondence History of a manuscript (see below). The Status History displays the date the manuscript entered into each status event.

The Correspondence History details the letters that were sent out by the system as a manuscript moves through peer review. Clicking on the name of the letter displays the text of the letter as it was sent to the user).

History for submission Number

Close

Status History

Status Date	Submission Status	Role Family	Revision	Operator
10/07/2010 03:56:38 ↕	Recieved	Editor	00	<a href="#">raed</a>
10/07/2010 03:57:58 ↕	Editor Assign	Editor	00	<a href="#">raed</a>
10/07/2010 03:57:58 ↕	Editor Invite	Editor	00	<a href="#">raed</a>
10/07/2010 03:59:58 ↕	Editor Assign	Editor	00	<a href="#">mohammed_saif</a>
10/07/2010 03:59:58 ↕	Editor Invite	Editor	00	<a href="#">mohammed_saif</a>
10/07/2010 01:59:16 ↕	incomplement	Author	00	<a href="#">althari2010</a>
10/07/2010 02:51:58 ↕	Submitted	Author	00	<a href="#">althari2010</a>

CORESPONDING HISTORY

Sent Date	Letter Name	Role Family	Revision	Operator
10/07/2010 03:59:58 ↕	<a href="#">ghdgh</a>	Editor	00	<a href="#">raed</a>

Figure 5-52: History

### File Inventory

'File Inventory' provides access to the individual source files of the submission. Files can be downloaded .

<p>Listed below are the files included in the current Version of the latest Revision of the Submission. Click the Download link to download the individual source file. To download azip file containing multiple items, select the items Using the check boxes, and then click the 'Download Zip File' button. The 'Check All' and 'Clear All' links may be used to select or unselect all the file. Additional software (such as WinZip) must be installed on your computer in order to unzip (uncompress the zip file. <a href="#">View Submission</a>)</p> <p>CrossCheck to run similarity checks on the source file(s). (<a href="#">more...</a>)</p> <p>You may also use</p>						
<a href="#">Close</a> <a href="#">Save and Close</a> <a href="#">Check All</a> <a href="#">Clear All</a>						
Submission Files (accessed via PDF)						
Item	Description	File Name	Size	Last Modified	Action	Select
Figuer	dfd	مستند نص جديد.txt	26	01/04/1431 12:44:10 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	dddd	مستند نص جديد.txt	26	01/04/1431 12:45:21 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript		WinRAR.exe	936960	01/04/1431 12:45:44 م	<a href="#">Download</a>	<input type="checkbox"/>
Figuer		WinRAR.exe	936960	01/04/1431 12:45:56 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	ytyy	WhatsNew.txt	11616	01/04/1431 12:51:38 م	<a href="#">Download</a>	<input type="checkbox"/>
Maunscript	cdfg	مستند نص جديد.txt	26	04/04/1431 11:01:46 ص	<a href="#">Download</a>	<input type="checkbox"/>
<a href="#">Close</a> <a href="#">Save and Close</a> <a href="#">Download Zip File</a> <a href="#">Check All</a> <a href="#">Clear All</a>						

Figure 5-53: File Inventory

### Redirect to other editor

when editor would delivery submission to other editor he clicking on 'Redirect to other editor' link that appear at action links. Due to this will appear screen as follow:

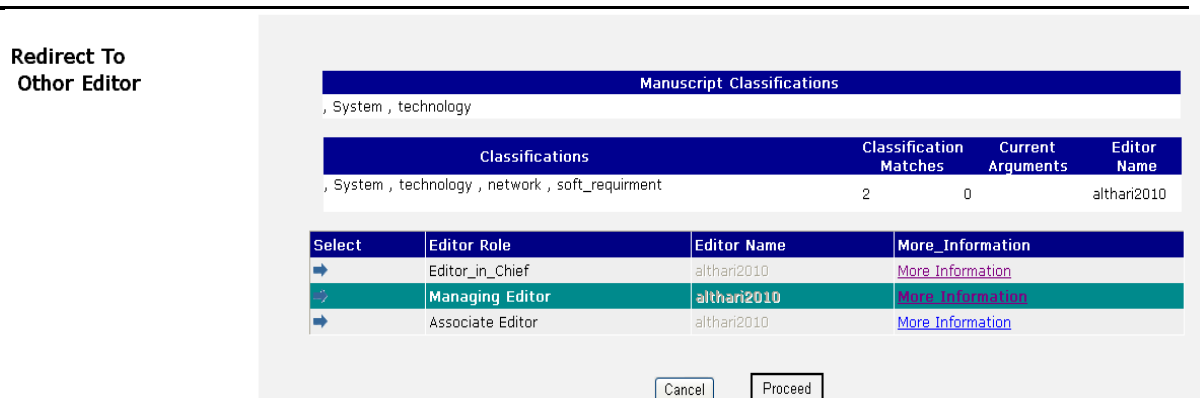


Figure 5-54: Redirect to other editor

## Remove Submission

Editors have the same ability that Authors have to remove submissions. Removing a submission can only happen BEFORE an Editor is assigned and/or before it is given a manuscript number. Any Editor allowed to Receive New Submissions has a Remove Submission link in the Actions column in the New Submissions menu. When the Editor clicks the link, the submission and all source files is completely removed from the system and will not appear in any reports or lists. Revised Submissions Requiring Assignments: The 'Revised Submissions Requiring Assignments' folder contains revised manuscripts that have been approved by the Author but still need to be assigned to an Editor.

## Assigning and Unassigning Editors

### Editor Assigns Self

Editors may assign themselves to papers, so they are able to execute all tasks in the Workflow, when editor assign self will appear screen as follow:

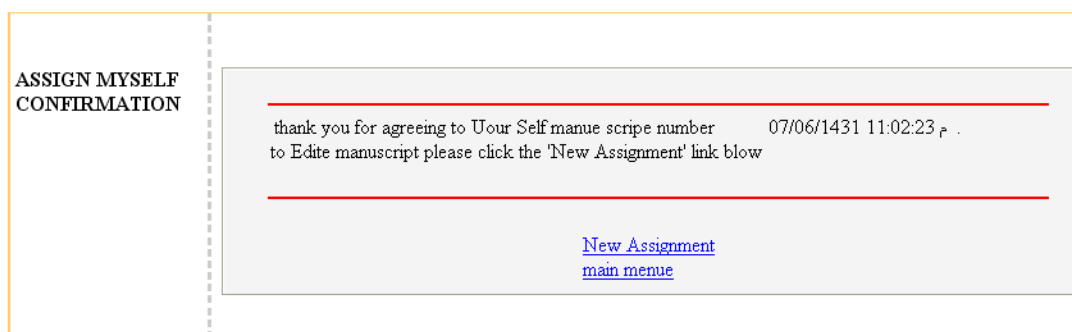


Figure 5-55: Editor Assigns Self

By clicking on 'New assignments main menu' link appear screen as follow:



**New Assignment - For (raed,D.ph ) Editor**

Contents: All New submissions Recieved.

Page: ..... Of ..... (1 total submissions)

Disply 2 result per page.

Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Edit Submission</a> <a href="#">File Inventory</a> <a href="#">Remove Submission</a> <a href="#">Assign Editor</a> <a href="#">Invitat Editor</a> <a href="#">Send E-mail</a> <a href="#">Unassign Myself</a>	1	E-SJ33NW	Research Paper	ssssssssssssssss	07/06/1431 11:01:44 p	Recieved	07/06/1431 11:02:23 p	07/06/1431 11:02:23 p

[Editor Main Menu](#)

Figure 5-56: 'New assignments main menu

## Assign Editor

### Assigning and Inviting an Editor

There are two ways in which Editors get assigned to submissions: either by assignment or by invitation.

**By Assignment:** Editors can be assigned to papers, without being given the opportunity to Decline the assignment. If an Editor is 'Assigned,' the new submission will appear in the 'New Assignments' folder within the 'Editor 'To-Do' Section of the Editor's main menu.

This screen will appear when editor clicking on 'Assign editor' link.

**Assign Editor**

Title: Another Test Submission

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or acustomized letter.

[Suggest Reviewer](#) [Request Editor](#) [Editor Assign](#)

ManuscriptClassifications			
Classifications	Classification Matches	Current Arguments	Editor Name
, System , technology , network , soft_requirement	2	0	althari2010

Select	Editor Role	Editor Name	More Information
➡	Associate Editor	althari2010	<a href="#">More Information</a>
➡	Editor_in_Chief	althari2010	<a href="#">More Information</a>
➡	Managing Editor	althari2010	<a href="#">More Information</a>

[Cancel](#) [Proceed](#)

Figure 5-57. Assign Editor

To Assign or Invite the Editor, click the button select to selecting the name of the Editor and click on the proceed button.

Once an Editor has been selected, a new page is displayed entitled 'Assign Editor – Confirm Selection and Customize Letters' as follows:

## Assign Editor- Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is assigned to a submission.  
 Click **Customize** if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name.  
 If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual, click the Letter drop-down box next to that person's name and select a different letter.  
 Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.  
 If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor Being Assigned			
Name	Letter		Do Not Send Letter
ahmed	ghdgh	<a href="#">Customize</a>	<input type="checkbox"/>

Figure 5-58: Assign Editor Confirm Selection

By clicking on 'confirm Selection and Send Letter' button the letter will send to editor who assigned to this manuscript.

This screen enable editor to send letter to editor that assigned to this manuscript, if editor would send customize letter he click on 'Customize' link the screen appear as follow:

**Customize Letter - Ad-hoc from editor**

Type any desired text into the 'Letter Body' area. Click 'open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Notr: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

From: 07/06/1431 11:20:57 P

To: ahmedahmed@yahoo.com

Letter: raedraed@yahoo.com

Subject:

cc: Settings: dddkfnjkerhfj

Letter Body: [Insert Special Character](#)

ss

Figure 5-59: Confirm Letter

By clicking on 'preview and send ' button the letter send to editor who assign to this manuscript.

By Invitation: Editors are sent an E-mail invitation asking them to take on an assignment. The Editor must Agree or Decline to take the assignment.

If an Editor is ‘Invited’, the new assignment will appear in the ‘New Invitations’ folder. When the Editor Agrees to the assignment, a confirmation appears, and the manuscript moves to the ‘New Assignments’ folder. If an Editor declines an assignment, he or she is asked to provide a reason and is asked to suggest a qualified colleague within the journal organization.

When the ‘Assign Editor’ link is clicked in the New Submissions or New Assignments menu, a new window pops up displaying the ‘Assign Editor’ menu (see below): Only Editors who have permission to receive ‘New Assignments’ will be displayed in the selection list. The Assign Editor page is enhanced to display both the Manuscript’s Classifications and the number of matches with the Editor’s Personal Classifications.

Figure 5-60: Invite Editor

The Manuscript Classifications are listed at the top of the page. Each Classification is numbered starting with ‘1’. Below the list of Manuscript Classifications is a list of Editors. The column labeled ‘Classification Matches’ references the numbers from the list of Manuscript Classifications at the top of the page. Alternatively, the column labeled ‘Classification Matches’ shows the number of Classification Matches between an Editor’s Personal Classifications and the list of Manuscript Classifications.

### Send Email

Also referred to as an ‘Ad Hoc’ email allows for communication between people associated with the submission.

Figure 5-61: Send Email

Select the letter that best matches the enquiry, and click on the button labeled ‘Customize Letter’. The text can be modified as required.

**Customize Letter - Ad-hoc from editor**

Type any desired text into the 'Letter Body' area. Click 'open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

From: 29/05/1431 11:52:13 ٲ  
 To: ahmedahmed@yahoo.com  
 Letter Subject: raedraed@yahoo.com  
 cc: Settings: dddkfnjkerhfj  
 Letter Body: [Insert Special Character](#)

ss

**Figure 5-62: Customize Letter**

After assigning editor for manuscript the 'New assignment' link will appear on the Editor main menu, by clicking on this link appear screen as follow:

**New Assignment - For (raed,D.ph ) Editor**

**Contents:** All New submissions Recieved.

**Page:** ..... Of ..... (1 total submissions)

Display  result per page.

Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Edit Submission</a> <a href="#">File Inventory</a> <a href="#">Remove Submission</a> <a href="#">Assign Editor</a> <a href="#">Invitat Editor</a> <a href="#">Send E-mail</a> <a href="#">Unassign Myself</a>	1	E-SJ34NW	Terms of Agreement	xxxxxxx	07/06/1431 11:01:44 ٲ	Recieved	07/06/1431 11:42:32 ٲ	07/06/1431 11:42:32 ٲ

**Figure 5-63: 'New assignment**

### Unassign myself

When an Editor click on 'Unassign Myself', link the manuscript may be immediately switched to a new Editor, or may be rolled back to the previous Editor in the chain. Editors can also be unassigned after Reviewers have been either invited or assigned. An Editor assignment may be switched to another Editor or rolled back for any submission where the 'Notify Author' letter has not been saved (to send later) and/or sent to the Author. The submission then remains 'unassigned' until the Editor clicks the Assign Editor link and assigns a new Editor.

### Unassign MySelf

Are you sure you want to unassign Yuor Self? If you unassign the Editor from this submission, Joe Editor, M.D. will no longer be responsible for the submission, and the submission must be assigned to another Editor.

Click 'Switch to New Editor' to immediately assign a new Editor to the submission.

Click 'Roll Back to previous Editor' to move the submission back up the chain to the Assigning Editor.

Cancel

Switch to New Editor

Roll Back to Previous Editor

Figure 5-64: Unassign Myself

If the user chooses ‘Switch to New Editor’, he or she is taken to the *assign Editor* page.

### Assign Editor

Title: Another Test Submission

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or acustomized letter.

[Suggest Reviewer](#)
[Request Editor](#)
[Editor Assign](#)

ManuscriptClassifications			
, System , technology			
Classifications	Classification Matches	Current Arguments	Editor Name
, System , technology , network , soft_requirement	2	0	althari2010

Select	Editor Role	Editor Name	More_Information
➔	Associate Editor	althari2010	<a href="#">More_Information</a>
➔	Editor_in_Chief	althari2010	<a href="#">More_Information</a>
➔	Managing Editor	althari2010	<a href="#">More_Information</a>

Cancel

Proceed

Figure 5-65: Switch to New Editor

Once the user has selected a new (switch to) Editor and clicks the ‘Proceed’ button, he is taken to the *Switch to New Editor – Confirm Selections and Customize Letters* page, where he can choose and customize letters to the following people:

1. The Editor being unassigned.
2. Other users who are notified that an Editor has been unassigned (e.g. office staff, Author, Reviewers associated with the submission).
3. The New (switched to) Editor being assigned.
4. Other users who need to be notified that a new Editor has been assigned (e.g. Office Staff, Corresponding Author, other Editors). Letter(s) is associated with the ‘Assign Editor Notification’ event in Action Manager.

## Assign Editor- Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is assigned to a submission. Click **Customize** if you want to personalize a particular letter . Once you have customized a letter, an asterisk is displayed next to the person's name.

If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual, click the Letter drop-down box next to that person's name and select a different letter.

Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor Being Assigned			
Name	Letter		Do Not Send Letter
<a href="#">ahmed</a>	ghdgh	<a href="#">Customize</a>	<input type="checkbox"/>

Figure 5-66: Assign Editor Notification'

If to the editor chooses to 'Roll Back to Previous Editor' on the *Unassign Editor* page, he or she will be taken to the 'Roll Back to Previous Editor – Confirm Selections and Customize Letters' screen.

## Roll Back to Previous Editor- Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is assigned to a submission, and the submission is reassigned (rolled back) to the previous Editor.

Click **Customize** if you want to personalize a particular letter . Once you have customized a letter, an asterisk is displayed next to the person's name.

If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual, click the Letter drop-down box next to that person's name and select a different letter.

Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor UNAssigned			
Name	Letter		Do Not Send Letter
<a href="#">raed</a>	UnassignMyself	<a href="#">Customize</a>	<input type="checkbox"/>

Figure 5-67: Confirm Selections and Customize Letters

The submission moves back up into the *New/Revised Submissions Requiring Assignment* or *New Assignments* folder, depending on which Editor Role initially assigned the submission. When an Editor click the 'Edit Submission' Action Link for a submission entered by an Author, they are brought to a page allowing them to choose an "edit submission" option:

- 1) Edit the submission (and rebuild PDF)
- 2) Edit the submission data only. This shorter interface allows the edit of metadata items and attachment of files without having to rebuild the PDF.

### Edit Submission

Enter Metadata

Add/Edit/Remove Authors

Attach File

You are about to edit %ARTICLE\_TITLE%. Would you like to:sp;

Cancel
Save
Next

Edit Metadata

Enter submission metadata below. Required fields are marked with \*.

\*ArticleType:

Terms of Agreement ▼

\* Full Title:

[Insert Special Character](#)

xxxxxxxx

Short Title:

[Insert Special Character](#)

Section/Category

Please Choose: ▼

Keywords (separated by semicol Keywords (separated by semicolons):

[Insert Special Character](#)

**Figure 5-68:** Edit submission

‘Incomplete Submissions’ - This link appear on 'Editor main menu ' page when submissions that the Editor started to edit, but did not finish by building the PDF. This folder is suppressed if there are no submissions in it .when editor click on this link the screen appear as follow:

Incomplete Submissions - For raed,D.ph Editor-in-Chief										
Contents: Direct To Editor New submissions Recieved.										
Page: ..... Of ..... (1 total submissions)							Disply 2 result per page.			
Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed	Date Edit Due	Submitte Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Build PDF</a> <a href="#">Send E-mail</a>	1	E-SJ34NW	Terms of Agreement	xxxxxxx	08/06/1431 12:05:32 م	Edit Submission	07/06/1431 11:42:32 م	07/06/1431 11:42:32 م	19/06/1431 11:42:32 م	18/02/143 12:00:00 م

[Editor Main Menu](#)

Figure 5-69: Incomplete Submissions

by clicking on 'Build PDF' link appear confirm message as follow:

<p><b>Confirm Build PDF</b></p>	<p>thank you for Approve Build PDF to manuescript number E-SJ37R1 11/07/2010 07:47:11 م .</p> <p style="text-align: center;"> <a href="#">Approval Build PDF</a>  <a href="#">main menu</a> </p>
---------------------------------	--

Figure 5-70: Confirm Build Pdf

By clicking on 'Build PDF' link the 'Submission Needing Approval by Editor' link will appear on 'Editor Main Menu' page. This folder contains any submission that was edited by the Editor and the PDF was subsequently rebuilt and the PDF has not yet been approved or sent back to the Author. By clicking on the 'Submission Needing Approval by Editor' link appear screen as follow:

Submission Needing Approval Editor For raed,D.ph - Editor-in-Chief										
Contents: Direct To Editor New submissions Recieved.										
Page: ..... Of ..... (2 total submissions)							Disply 2 result per page.			
Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed	D	
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Send Back to Author</a> <a href="#">Send E-mail</a>	1	E-SJ34NW	Terms of Agreement	xxxxxxx	08/06/1431 12:13:03 م	Build PDF	07/06/1431 11:42:32 م	07/06/1431 11:42:32 م	19	11

Figure 5-71: Submission Needing Approval by Editor

By clicking on 'Send back to Author' link the submission send back to the Author for approval.



**Send Back to Author - Select Letter**

To change the letter sent to the Author, select a different letter from the drop-down menu. To customize the letter, click the 'Customize' link. Then click 'Send Letter' from this page, or 'Send Now' from the customize letter page to send the letter.

Name	Letter	
<a href="#">soft</a>	reminder	<a href="#">Customize</a>

**Figure 5-72: Send Back to Author**

By clicking on 'Send letter' button the letter send to Author for approval. Due to this the 'Submission Send Back to Author for approval' link will appear on 'Editor Main Menu' page. After Author approval the 'Submission Approval by Author' link appear on 'Editor Main Menu' page, by clicking on this link will appear screen as follow:

Submission Approve By Author For raed,D.ph - Editor-in-Chief

Contents: Direct To Editor New submissions Recieved.

Page: ..... Of ..... (1 total submissions) Display  result per page.

Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed	Date Edit Due	Submitted Date	Date Send Back To Author	Appr By Au Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File</a> <a href="#">Inventory</a> <a href="#">Send E-mail</a> <a href="#">Reviewers</a> <a href="#">Invite</a>	1	E-SJ34NW	Terms of Agreement	xxxxxxxxx	08/06/1431 12:38:01 من	Send Back To Author	07/06/1431 11:42:32 ر	07/06/1431 11:42:32 ر	19/06/1431 11:42:32 ر	18/02/1431 12:00:00 من	08/06/1431 12:38:01 من	21/05/12:00:00 من

**Figure 5-73: 'Submission Approval by Author**

The Invite Reviewers link becomes available once the paper has been assigned to an Editor. This link can be used throughout the peer review process until a decision has been made on the paper and the author has been informed. When an editor clicks on the 'Invite Reviewers' link, a new window pops up containing the 'invite reviewer' menu as follows:

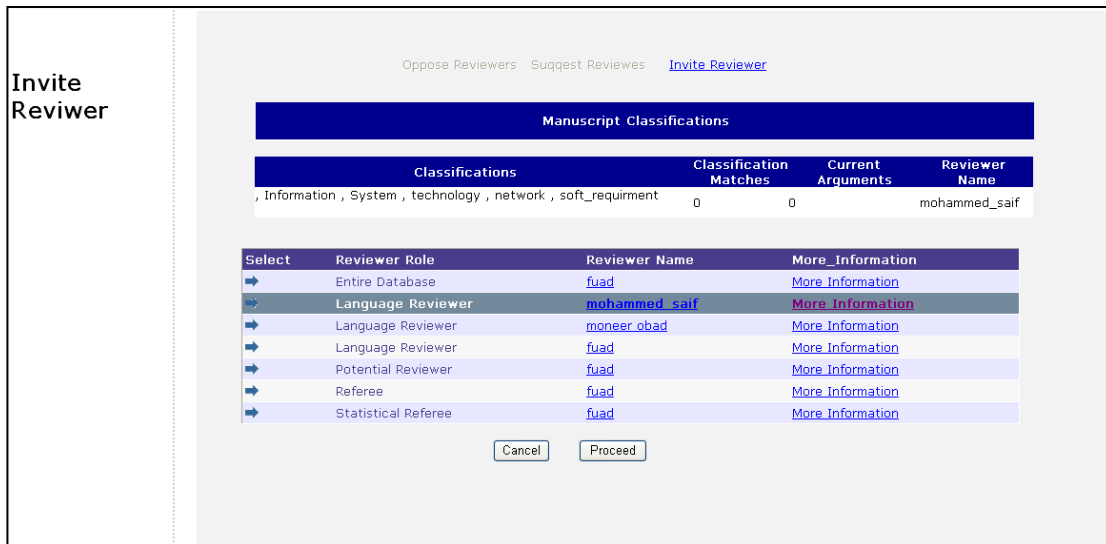


Figure 5-74: invite reviewer

To Invite the Reviewer, click the button select to selecting the name of the Reviewer and click on the proceed button. Once an Reviewer has been selected, a new page is displayed to send letter to reviewer by clicking on 'Confirm Selection and Send letter' button the letter will send to Reviewer. When the Editor invited reviewer to review manuscript and click proceed button The 'New Reviewer Invitation' link appear in 'Reviewer main menu' page As follow:

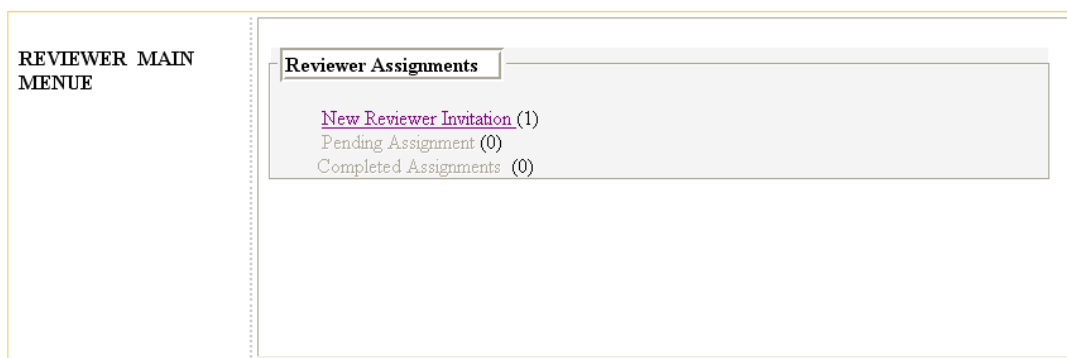


Figure 5-75: Reviewer main menu

The Reviewer will need to indicate whether the invitation will be accepted or declined. When reviewer click on 'New Reviewer Invitation' link will go to a list of reviewer invitations that have yet to be accepted or declined:

**New Reviewer invitations for ( mohammed\_saif,student )**

you have been invited to review the following manuscript .please agree to review or decline to review the manuscript .

Page: عدد المقالات في الصفحة ( ١ Of ١ رقم الصفحة ) total submissions) Display 2 result per page.

Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor Name
<a href="#">View Submation</a> <a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Send Email</a>	E-SJ3700	Manuscript	search in network	11/07/2010 02:33:10 من	Approval By Author	11/07/2010 02:38:33 من	E-SJ3700	raed

Figure 5-76: New Reviewer Invitation

By clicking ‘view abstract’, the abstract for this submission appear as follow:

Close

**Abstract Of Submission**

TCP/IP protocol machnasim

Close

Figure 5-77: view abstract

By clicking ‘Agree to Review’, the submission move from the ‘New Reviewer Invitations’ folder and to the ‘Pending Assignments’ folder, where the Reviewer can begin the review process. Reviewers will also be given confirmation that an invitation has been accepted, as follows:

**AGREE TO REVIEW CONFIRMATION**

thank you for agreeing to review manue scripe number 11/07/2010 08:27:46 من .

to review manuscript please click the 'Pending Assignment' link blow

[Pending Assignment](#)  
[main menue](#)

Figure 5-78: agree to review confirmation

When reviewer agree to review or click on 'pending assignments main menu' link then the 'pending assignments' link will appear on the 'reviewer main menu' page. When Clicking '**Decline to Review**' will alert the Editorial Office that the Reviewer will not be reviewing the paper. The system will ask for the reason why he or she is unable to review and will also ask the Reviewer to suggest other potential Reviewers.

**Figure 5-79: Decline to Review**

The Reviewer also be given confirmation that the invitation has been declined.

**Figure 5-80: Decline Review Confirmation**

### Submitting a review

Once a Reviewer has agreed to a review assignment, he or she can access the manuscript by clicking on 'Pending Assignments' on the Reviewer Main Menu as shown below.

Pending Reviewer Assignments Forahmed,D.ph

page : رقم الصفحة of ----- (1 total submission )

Action	My Reviewer Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	D
<a href="#">View Submation</a> <a href="#">Submit</a> <a href="#">Recommendation</a>	2	E-SJ5NW	Terms of Agreement	xxxxx	07/06/1431 02:14:08 ٲ	Send Back To Author	07/06/1431 02:25:12 ٲ	07/06/1431 02:26:19 ٲ	28/06/1431 02:26:19 ٲ	D

<< Reviewer Main Menu

**Figure 5-81: Pending Assignments**

When ready to submit a review, the Reviewer clicks ‘Submit Recommendation’. This brings him or her to the ‘Reviewer Recommendation and Comments’ screen.

Reviewer Recommendation and comments for Manuscript Number استرجاع رقم المراجع

**How To submit a paper to the journal of ABC**

Original submission  
Reggie Clement استرجاع المراجع reviewer 1

Recommendation  Overall Manuscript Rating (1-100)

For your convenience, and to take advantage of word processing feature (e.g, spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g, Microsoft word, wordperfect) when typing your review. you should then Copy and paste your comments into the boxes provided, Click the save & submit later button to save your comment and continue working

**Figure 5-82: Submit Recommendation**

Reviewers can choose a recommendation term (Accept, Reject, Revise etc.) via the pull-down menu for ‘Recommendation’. On the ‘Submit Reviewer Recommendation and Comments’ page, the Reviewer Instructions and Review Form text will be displayed in the comments box. Reviewer forms are configured by the Editorial Office, but Reviewers will typically be asked to answer Manuscript Rating Questions on the Submit Reviewer Recommendation and Comments page as shown below. These questions may appear at the beginning or end of the screen:

Contents: Reviewer Instruction For Manuscript Number E-SJ5NW

please rate the submission according to the following criteria( 1-Poor, 5-Excelent)

☐ A/N ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

the subject addressed in this article is worthy of investigation (1 is blow , 5 is high)

☐ A/N ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

was the inclusion of illustrations useful or of no real value (1 is blow , 5 is high)

☐ A/N ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

the information presentation was new and noval (1 is blow , 3 is high)

☐ A/N ☐ 1 ☐ 2 ☐ 3

**Figure 5-83: Submit Reviewer Recommendation and Comments**

The Publication can choose which questions to apply to each Article Type/Reviewer Role combination, and indicate whether each question is required or optional. If the submission being reviewed is a new, rather than revised submission, the Publication may also request that an overall rating to the manuscript (1–100) be assigned.

Reviewer Recommendation and comments for Manuscript Number 88 استرجاع رقم المراجع

**How To submit a paper to the journal of ABC**

Original submission  
Reggie Clement استرجاع المراجع reviewer 1

Recommendation: Reject Overall Manuscript Rating (1-100): 88

Buttons: Button Save & Submit Later Upload Reviewer Attachment Proof & Print Proceed

For your convenience, and to take advantage of word processing feature (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then copy and paste your comments into the boxes provided. Click the save & submit later button to save your comment and continue working.

Buttons: Reviewer instruction Reviewer instruction Comments

**Figure 5-84: Reviewer Recommendation and Comments**

Each Publication provides specific instructions for review of a submission – users can access these instructions by clicking the button labeled ‘Reviewer Instructions’.

**Reviewer Instruction For Manuscript Number ahmed,D.ph - Editor-in-Chief**

Contents: **Reviewer Instruction For Manuscript Number E-SJ5NW** Save & Close

Reviewer Blind Comments to Author Insert special character

Editors with ‘view only’ access to Linked Submission Groups (i.e. ‘View Linked Submission Groups’ permission is enabled but ‘Create/Edit Linked Submission Groups’ is not enabled) see a version of the Linked Submissions page where they can view information about the linked Groups, but cannot edit the Group in any way.  
Letter to the Editor Functionality - Linked Submissions  
EM now supports the management of ‘Letters to the Editor’, where unsolicited Submissions are received in response to an already published paper. Letters to the Editor linking includes specialized ‘rules’, further distinguishing it from the general (Linked With) submission linking:

Reviewer Blind Comments to Editor Insert special character

1. When a commentary is solicited from one of the submissions linked together with the ‘Letter to the Editor’ linking mechanism, it is possible for the Author of the commentary (the Author of the original published article) to submit a ‘response back’ paper that will become a member of the Group.
2. When an Invited Author submits a commentary where the invitation was generated from a submission belonging to a Letter to the Editor Group, his invited commentary is automatically added to the Letter to the Editor Group. The ‘response back’ commentary (Reviewer PDF) can be made available to the Authors of selected submissions in the group when a decision is made on their Letter to the Editor.

Save & Close

[Editor Main Menu](#)

**Figure 5-85: Reviewer Instructions**

Reviewers may enter comments to the Author and Editor in the fields provided. Reviewers should then write the comments into the boxes provided. Click the 'Save & Submit Later' button to save comments and continue working.

Reviewer Recommendation and comments for Manuscript Number استرجاع رقم المراجع

**How To submit a paper to the journal of ABC**

Original submission E-SJ5NW  
Reggie Clement [ahmed,D.ph](#)

Recommendation Reject

[Back](#) [Edit Review](#) [Submit Review to Journal Office](#)

Recommendation : Minor Revision overall Manuscript Rating (1-100): **88**

**Manuscript Question(s):**

please rate the submission according to the following criteria( 1-Poor, 5-Excelent)

	Scale	Rating
the subject addressed in this article is worthy of investigation (1 is blow , 5 is high)	[1-5]	A/N
the inclusion of illustrations useful or of no real value (1 is blow , 5 is high)	[1-5]	1
the information presentation was new and noval (1 is blow , 3 is high)	[1-5]	2
		1

**Reviewer Blind Comments to Author :**

1. When a commentary is solicited from one of the submissions linked together with the 'Letter to the Editor' linking mechanism, it is possible for the Author of the commentary (the Author of the original published article) to submit a 'response back' paper that will become a member of the Group.

2. When an Invited Author submits a commentary where the invitation was generated from a submission belonging to a Letter to the Editor Group, his invited commentary is automatically added to the Letter to the Editor Group. The 'response

**Reviewer confidential Comments to Editor :**

This another test to see how and when to use Review form

Editors with 'view only' access to Linked Submission Groups (i.e. 'View Linked Submission Groups' permission is enabled but 'Create/Edit Linked Submission Groups' is not enabled) see a version of the Linked Submissions page where they can view information about the linked Groups, but cannot edit the Group in any way.

Letter to the Editor Functionality - Linked Submissions

EM now supports the management of 'Letters to the Editor', where unsolicited Submissions are received in response to an already published paper. Letters to the Editor linking includes specialized 'rules', further distinguishing it from the general (Linked With) submission linking:

Figure 5-86: Reviewer Recommendation and Comments

When reviewer click on 'submit review to journal office' button the 'complete assignments' appear on 'reviewer main menu' page. When reviewer click on 'complete assignments' link appear this screen as follow:

Completed Reviewer Assignments For [ahmed,D.ph](#)

page : 1 of 1 (total submission : 1)

Action	My Reviewer Number	Manuscript Number	Article type	Article Title	Final Disposition	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Date Review Submitted
<a href="#">View Reviewer Comments</a>	2	E-SJ5NW	Terms of Agreement	xxxxx	Accept	07/06/1431 02:14:08 P	Send Back To Author	07/06/1431 02:25:12 P	07/06/1431 02:26:19 P	28/06/1431 02:26:19 P	07/06/1431 03:10:05 P

[<< Reviewer Main Menu](#)

you should use the free adobe reader 8 or later best pdf viewing results .

[Download PDF](#)

Figure 5-87: 'complete assignments

The Reviewer must click 'Submit Now' to proceed. If further edits are needed, click 'Edit Review'. If satisfied with the review, click 'Submit Review to Journal Office'. When reviewer review submission and send it to editor the 'Review Complete' link will appear on the 'Editor main menu' page as follow:

Editor Main Menuess	Submission With			
	<a href="#">1 Reviews Complete</a> (1)	2 Reviews Complete (0)	3 Reviews Complete (0)	+4 Reviews Complete (0)

**Figure 5-88: Submission With**

By clicking on this link display window as follow:

Complete Reviewer For raed,D.ph Editor								
Contents:								
Page: ..... Of ..... (1 total submissions)					Display	2	result per page.	
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted Date	Author Name	Reviewer Name
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">View Reviewe Comments</a> <a href="#">Send E-mail</a> <a href="#">Reviewers Invite</a>	E-SJ34NW	Terms of Agreement	xxxxxxx	08/06/1431 12:38:01 م	Send Back To Author	18/02/1431 12:00:00 م	soft	<a href="#">mohammed</a>
<a href="#">Editor Main Menu</a>								

**Figure 5-89: Review Complete**

By clicking on 'View Reviewer Comments' link appear window contain the reviewer comments. After reviewer review submission and send it to editor the 'Submission with required reviews complete' link appear on 'editor main menu' page, by clicking on this link display window as follow :

Submission With Required Reviews Complete Forraed,D.ph - Managing Editor									
Contents: All Revised submissions Recieved.									
Page: ..... Of ..... (2 total submissions)					Display	2	result per page.		
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed	Date Edit Due	Subm Da
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">View Review And Comments</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Submit Decision and Comments</a>	E-SJ34NW	Terms of Agreement	xxxxxxx	08/06/1431 12:38:01 م	Send Back To Author	07/06/1431 11:42:32 ر	07/06/1431 11:42:32 ر	19/06/1431 11:42:32 ر	18/02/1431 12:00:00 م

**Figure 5-90: Submission with required reviews complete**



By clicking on 'view review and comments' link appear window as follow:

**View Reviewer Comments for Manuscript E-SJ34NW**

Click the Reviewer recommendation term to view the Revier comments.

Editor Name	Date Completed
Reviewer ( 1)	no Recommendation

**Figure 5-91.** view review and comments

By clicking on ' no recommendation ' link appear window contain of reviewer comments. When editor would make decision and comments for this manuscript he clicking on 'submit Decision and comment ' link display window as follow:

**Editor-in-Chief Decision and Comments for Manuscript Number.....**

cartilaginous Avulsion of the Femoral Attachment of the Another Cruciate Ligament in a Three-Year-Old Child: A Thirteen-Year-Followup. A Case Report.

Original Submission (.....)

Decision:  Overall Editor Manuscript Rating(1-100):

**Figure 5-92:** Submit Decision and comment

The editor will make decision by choosing it from down list ,enter submission rate in text box , by clicking on 'editor instruction ' button after that will appear window to enter comments for editor and Author. After that he will save his decision and comments and send to editor by clicking on 'Save & submit letter' button. Due to this the 'all submissions with editor decisions' link will appear on 'editor main menu' page. By clicking on this link display window as follow:

**All Submission with Editor's Decision For raed,D.ph - Managing Editor**

Contents: All submissions for which an Editor has submitted a decision

Page: ..... Of ..... (1 total submissions) Display  result per page.

Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">View Reviews and comments</a> <a href="#">Set Final Desicion</a>	E-SJ34NW	Terms of Agreement	xxxxxxx	08/06/1431 12:38:01	Send Back To Author	1

[Editor Main Menu](#)

**Figure 5-93:** All Submissions with editor decisions

by clicking on 'set final decision ' link appear window as follow:-

**Figure 5-94:** Set final decision

By clicking on 'save and close ' button the final decision done and the 'Accept' link appear on 'editor main menu' page. Or If editor choose from dropdown list reject or withdraw will appear link also in 'editor main menu' page. By clicking on 'Accept' link appear window as follow:

View All Submissions With Accept For raed,D.ph					
Contents:					
Page: 1 Of ..... (1 total submissions)			Dispalay 2 result per page.		
Action	Manuscript Number	Article type	Article Title	Status Date	Current Stat
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a> <a href="#">Linked Submission Group</a> <a href="#">Notify Author</a>	E-SJ35NW	None		06/06/1431 03:25:47	Reject

**Figure 5-95.** Accept

Submissions can be linked together. A submission may be added to an existing 'Link Submission' group, or added as the first submission in a newly created 'Linked Submission' group. This link will allow an Editor to 'Create a New group' or to select a group from a pre-defined list. System will add the submission to the group. By clicking on 'Linked Submission Group' link appear window as follow:

**create a new Linked Submission Group**

Linked Submission for Manuscript Number (-----)

Content: Submissions that are linked to (.....). linked With Groups are listed first, Letter to the Editor Groups listed second. Linked Submissions that are part of each group may be sorted.

To create a new Linked Submission Group containing this submission, please click the 'Create a New Group' button.

To add this submission to an existing Linked Submission Group, please select a group from the drop-down menu and click the 'Add to Group' button.

Information Technology

Figure 5-96: Linked Submission Group

From the Action links of the selected folder, the Editor should select Linked Submissions. Clicking this link displays the Add to/Create Linked Submission Group page. From this menu, the Editor will be able to select from an existing display of groups or Create a New Group. Click on the 'Create a New Group' button to set up a new group. The following menu will be displayed:

**create a new Linked Submission Group**

To create a new Linked Submission Group

Please enter a Linked Submission Group Name (limit of 1000 characters) and select a Linked Submission Group Type.

Linked With Group: A general group suitable for linking submission together for a wide variety of uses (submissions by the same Author or submissions based on a similar topic.)

Letter to the Editor Group: A 'specialty' group where Invited Authors may be provided PDF access to other linked submissions that belong to the group when they are solicited for a commentary. Note: A submission can only belong to one Letter to the Editor Group.

Once the new Linked Submission Group has been created, it is selected by default in the drop-down on the Add to/Create Linked Submission Group page. Clicking the 'Add to Group' button on the Add to/Create Linked Submission Group page will then add the submission to the newly created group.

Linked Submission Group Name:	<a href="#">Insert Special Character</a> <input type="text"/> <i>Maximum Linked Submission Group Name is 1000 characters.</i>
Linked Submission Group Type:	<input checked="" type="radio"/> Linked With <input type="radio"/> Letter To the Editor

Figure 5-97: Create a New Group

The Editor must enter the 'Linked Submission Group Name' and select the 'Linked Submission Group Type' to create the Group. The Linked Submission Group Type choices are either 'Linked With' for general linking, or 'Letter to the Editor' to take advantage of the special 'Letter to the Editor' functionality.

After selecting the Group Type, the Editor should click on Submit. When the new group has been created, the Editor can select it in the 'Add Submission to a group' Click on the drop down menu, and click on 'Add to Group' button to add the submission to the group.

The Decision Letter can be sent to the Author by either an assigned Editor or by the editorial staff, depending on who has the permission.

If the Editor has the permission to notify the author, the corresponding author notification letter will display as soon as the decision is submitted. If the editorial office notifies the author of the decision they will be sent a system notification that an editor decision has been made. They can then use the “Notify Author” link to send the appropriate letter to the author. By clicking on this link The following menu will be displayed:

**Figure 5-98:** Notify Author

Any Editor with the appropriate permission may also change the final Editor’s Decision from the Notify Author page. A dropdown box labeled Modify Decision allows the user to change the Editor’s Decision. Changing the Decision Term will automatically insert the appropriate Decision letter in the editable box lower down on the page. Any existing Reviewer and/or Editor comments will be inserted into the changed.

By clicking on the ‘Send Now’ button the letter will send to Author. The following menu will be displayed:

When the Editor was make the final decision for submission the 'My assignment With Decision' link will appear on 'Editor Main Menu' page the ‘My Assignments with Decision’ folder contains all manuscripts on which the assigned Editor has made a decision.

Incomplete Submissions - For raed,D.ph Editor-in-Chief								
Contents: Direct To Editor New submissions Recieved.								
Page: ..... Of ..... (2 total submissions)						Dispalay <input type="text" value="2"/> result per page.		
Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed
<a href="#">View Submation</a> <a href="#">View Editor Comments</a> <a href="#">Send E-mail</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a>	1	E-SJ35NW	None		06/06/1431 03:25:47 م	Reject	06/06/1431 11:26:53 م	06/06/1431 11:26:53 م

**Figure 5-98.** Assignments with Decision

By clicking on 'View Editor Comments' display window contain comments to editor and author from reviewer as follow:

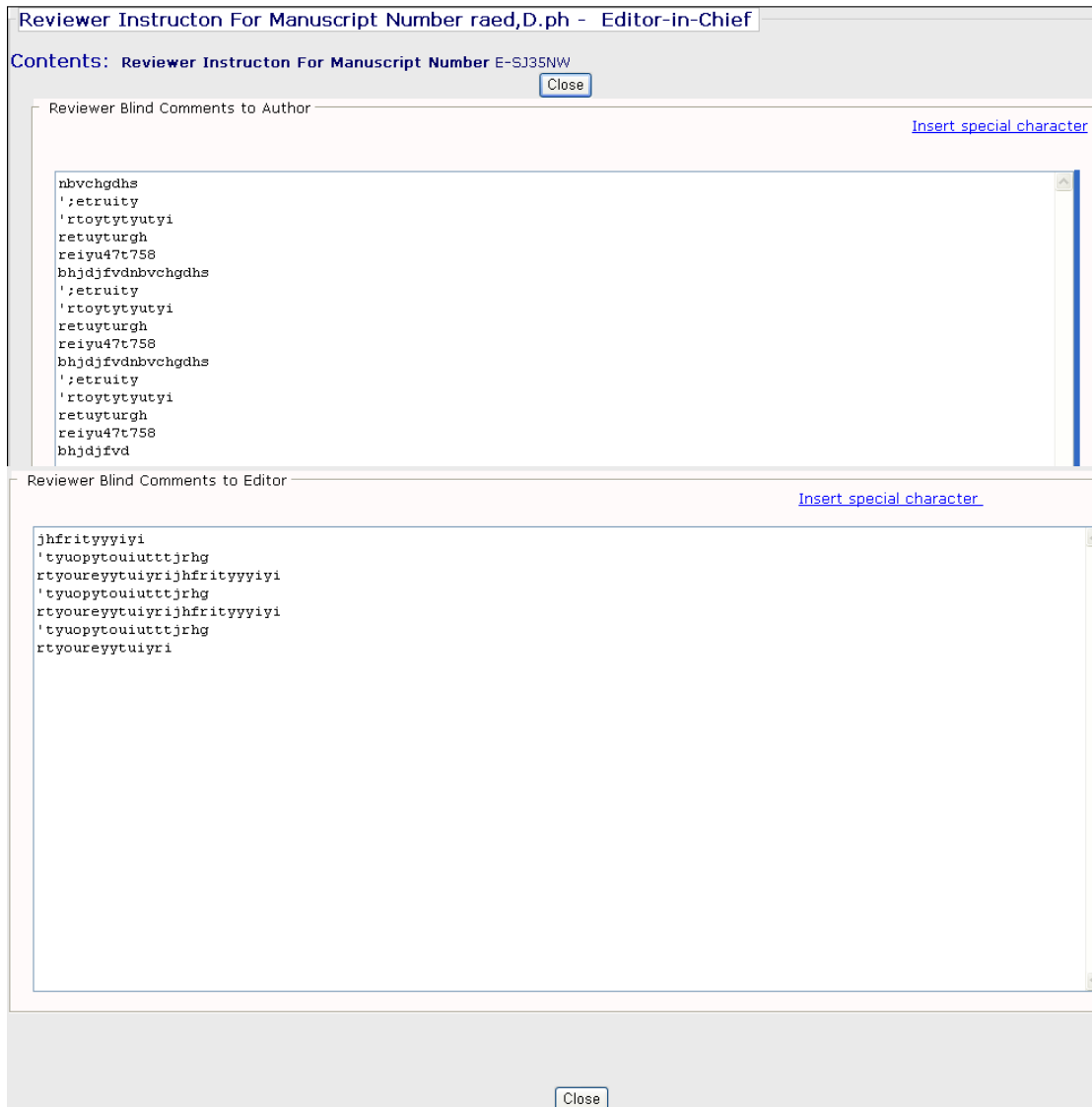


Figure 5-100: View Editor Comments

By clicking on 'Accept' link display window as follow:



Figure 5-101: Accept

The same window above appear for other links(Reject ,Withdrawn).

### Revised Submissions Requiring Assignments

The ‘Revised Submissions Requiring Assignments’ folder contains revised manuscripts that have been approved by the Author but still need to be assigned to an Editor.

Revised Submissions Requiring Assignment - for raed,D.ph Managing Editor						
Contents: All Revised submissions Recieved.						
Page: ..... Of ..... (1 total submissions)			Display 10 result per page.			
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Remove Submission</a> <a href="#">Assign To MySelf</a> <a href="#">File Inventory</a> <a href="#">Redirec other Editor</a> <a href="#">Send E-mail</a>	7	graph	solution	ali	19/03/1431 12:00:00	30/05/1431 12:13:13
<a href="#">Editor Main Menu</a>						

**Figure 5-102: Revised Submissions Requiring Assignments**

The same action links was describe with 'New Submission Required Assignment' link.

‘Direct-to-Editor New Submissions’ link – This folder contains any new submissions which were automatically assigned to the Editor by an Author, by Rotation, or Redirected from another Editor (from the other Editor’s Direct-to-Editor New Submissions folder).

Direct To Editor New Submissions - for raed,D.ph Editor-in-Chief							
Contents: Direct To Editor New submissions Recieved.							
Page: ..... Of ..... (1 total submissions)			Display 2 result per page.				
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Current status
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Remove Submission</a> <a href="#">Redirec other Editor</a> <a href="#">Assign To MySelf</a> <a href="#">Send E-mail</a>	E-SJ35NW	None		mohammad	17/02/1431 12:00:00	07/06/1431 11:01:44	Recieved

**Figure 5-103: Direct-to-Editor New Submissions’**

The action links above was described previously.

‘Direct-to-Editor Revised Submissions’ link – Revisions flow to this folder if the publication has selected “Revisions are Automatically Assigned to First Assigned Editor ‘Set Editor Assignment Options’, and the publication is using the Direct-to-Editor method.

Direct To Editor Revised Submissions - for raed,D.ph Editor-in-Chief						
Contents: Direct To Editor Revised submissions Recieved.						
Page: ..... Of ..... (1 total submissions)				Dispay 2 result per page.		
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Sta
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Remove Submission</a> <a href="#">Redirec other Editor</a> <a href="#">Assign To MySelf</a> <a href="#">Send E-mail</a>	E-SJ33R1	Terms of Agreement	ssssssssssssssssss	soft	17/01/1431 12:00:00 من	08/06/14

Figure 5-104: Direct-to-Editor Revised Submissions

The action links above was described previously.

**Reviews in Progress** - Folders below this sub-heading contain submissions that are waiting for Editor Action. These submissions need to have Editors Agree/Decline invitation, or submit recommendations. This heading is suppressed if there are no submissions in the 'Editor Invited – No Response' or 'Submissions under Review folders'.

- **'Editor Invited – No Response'** link - This folder contains any submission or revised submission that has one or more outstanding Editors invitations.

Editor Invite No Response raed,D.ph Managing Editor								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (3 total submissions)					Dispay 2 result per page.			
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Editor Invite Date	Editor Name
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Remove Submission</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign Other Editor</a>	E-SJ33NW	Research Paper	ssssssssssssssssss	soft	17/02/1431 12:00:00 من	07/06/1431 11:01:44 ط	07/06/1431 11:40:46 ط	ali

[Editor Main Menu](#)

Figure 5-105: Editor Invited – No Response

The action links above was described previously.

- **'Editor assigned no complete'** link - This folder contains any submission or revised submission that has one or more Editors who have agreed to a review invitation, but have not yet submitted their review.

Editor Invite No Response raed,D.ph Managing Editor								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (3 total submissions)					Dispay 2 result per page.			
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Current status	Editor Da
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign Other Editor</a>	E-SJ33NW	Research Paper	ssssssssssssssssss	soft	17/02/1431 12:00:00 من	07/06/1431 11:01:44 ط	Recieved	07/06/14: 11:02:23

Figure 5-106: Editor assigned no complete

The action links above was described previously.

-**'Decline Editor for Submission'** link - This folder contains any submission that has one or more Editors who have Declined by Editor to review invitation.

Decline Editor For Submissionsraed,D.ph								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (8 total submissions)						Display 2 result per page.		
	Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Editor Inv Date
Select	<a href="#">View Submation Details</a> <a href="#">History</a> <a href="#">Remove Submission</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign Other Editor</a> <a href="#">View Decline Reason</a>	E-SJ33NW	Research Paper	ssssssssssssssssss	soft	17/02/1431 12:00:00 م	08/06/1431 05:19:57 م	08/06/1431 05:28:26 م

**Figure 5-107: Decline Editor for Submission**

The action links above was described previously

By clicking on 'View Decline Reason' link will show window contain reviewer decline reason to review submission as follow:

**Figure 5-108: View Decline Reason**

- **'Reviewers Invited – No Response'** link - This folder contains any submission or revised submission that has one or more outstanding Reviewer invitations. By clicking on this link display window as follow:



Reviewer Invite No Response raed,D.ph Managing Editor								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (1 total submissions)					Dispaly 2 result per page.			
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Current status	Reviewer Dat
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign</a> <a href="#">Reviewer</a>	E-SJ34NW	Terms of Agreement	xxxxxxxx	soft	18/02/1431 12:00:00 م	06/06/1431 02:06:03 م	Need Aproval	07/06/1431 05:21:20 م
<a href="#">Editor Main Menu</a>								

Figure 5-109: Reviewers Invited – No Response

The action links above was described previously.

**‘Submissions under Review’** link- This folder contains any submission or revised submission that has one or more Reviewers who have agreed to a review invitation, but have not yet submitted their review. By clicking on this link display window as follow:

Editor Invite No Response raed,D.ph Managing Editor								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (3 total submissions)					Dispaly 2 result per page.			
Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Current status	Assign
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Remove Submission</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign</a> <a href="#">Reviewer</a>	E-SJ34NW	Terms of Agreement	xxxxxxxx	soft	18/02/1431 12:00:00 م	06/06/1431 02:06:03 م	Need Aproval	07/06/1431 05:21:20 م
<a href="#">Editor Main Menu</a>								

Figure 5-110. Submissions under Review

The action links above was described previously.

- **‘Decline Reviewer for Submissions’** link - This folder contains any submission that has one or more Reviewers who have Declined by Reviewer to review invitation.

Decline Reviewer For Submissionraed,D.ph									
Contents: All Revised submissions Recieved.									
Page: ..... Of ..... (2 total submissions)					Dispay <input type="text" value="2"/> result per page.				
	Action	Manuscript Number	Artical Type	Article Title	Author Name	Initial Date submitted	Status Date	Current status	Review Invite
<a href="#">Select</a>	<a href="#">View Submission Details History</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Unassign Reviewer</a> <a href="#">View Decline Reason</a>	E-SJ33NW	Research Paper	ssssssssssssssssss	soft	17/02/1431 12:00:00 م	08/06/1431 05:59:42 م	Send Back To Author	08/06/1431 06:01:48 م

### Figure 5-111: Decline Reviewer for Submissions

By clicking on 'View Decline Reason' link show window contain reviewer decline reason to review submission as follow:

Close

reason for declining to Invitation

man

Close

**Figure 5-112: 'View Decline Reason**

On the 'Editor main menu' page when clicking on 'Linked Group' link display window as follow:

Linked Group - For (raed,D.ph ) Editor

Contents: All New submissions Recieved.

Page: ..... Of ..... (4 total submissions)

Dispay  result per page.

Action	Manuscript Number	Article type
<a href="#">Edite Linked Group</a> <a href="#">Set Inactive Status</a> <a href="#">Set active Status</a> <a href="#">Clear Group</a>	Information Technology	1

**Figure 5-113: Linked Group**

Editors with permission to 'Active status/inactive status/Edit Linked Submission Groups' can perform the following actions:

- Modify an existing Group (e.g. Group Name by clicking the Edit Linked Group action link), or remove submissions from the Group by clicking the 'Clear Group' link).

-**'set inactive status'** link to inactive group and add it to 'inactive linked submission group' link on 'Editor Main Menu' page.

-**set active status** link to active group and add it to 'active linked submission group' link on 'Editor Main Menu' page.

‘**Active Linked Submission Groups**’ link - This folder contains a list of all active Linked Submission Groups defined by the publication. To view this folder an Editor must have the ‘View Linked Submission Groups’ permission.

By clicking on this link appear window as follow:

Active Linked Submission Group - For (raed,D.ph ) Editor						
Contents: All New submissions Recieved.						
Page: ..... Of ..... (1 total submissions)				Dispay <input type="text" value="2"/> result per page.		
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted
<a href="#">View Submation</a> <a href="#">Remove from Group</a>	E-SJ35NW	None		06/06/1431 03:25:47 ٢	Reject	17/02/1431 12:00

**Figure 5-114: Active Linked Submission Groups**

The Editor can remove the submission from group by clicking on 'Remove from Group' link or view submission by clicking on 'View Submission' link.

- ‘**Inactive Linked Submission Groups**’ link - This folder contains a list of all inactive Linked Submission Groups defined by the publication. To view this folder an Editor must have the ‘View Linked Submission Groups’ permission. By clicking on this link appear window as follow:

Inactive Linked Submission Group - For (raed,D.ph ) Editor						
Contents: All New submissions Recieved.						
Page: ..... Of ..... (1 total submissions)				Dispay <input type="text" value="2"/> result per page.		
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted
<a href="#">View Submation</a> <a href="#">Remove from Group</a>	E-SJ35NW	None		06/06/1431 03:25:47 ٢	Reject	17/02/1431 12:00

**Figure 5-115: Inactive Linked Submission Groups**

The Editor can remove the submission from group by clicking on 'Remove from Group' link or view submission by clicking on 'View Submission' link.

- ‘**Group by Editors I Assigned**’ link- Submissions are grouped by the Subordinate Editor assigned by this Editor. The Editor listed may not be the Editor who is handling the submission, for example the submission may have been passed on to another Subordinate Editor by the listed Subordinate Editor.

By clicking on this link appear window as follow:

Group By Editor I Assigned For raed,D.ph Editor								
Contents:								
Page: 2 Of 2 (4 total submissions)				Display 2 result per page.				
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted Date	Author Name	Current Editor's
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Unassign Other Editor</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	E-SJ33R1	Terms of Agreement	ssssssssssssssssss	06/06/1431 02:06:16 م	Recieved	17/01/1431 12:00:00 م	soft	2

Figure 5-116: Group by Editors I Assigned

By clicking on the current editor number appear window as follow:

Editor For ArticleE-SJ33R1								
Contents: All Revised submissions Recieved.								
Page: ..... Of ..... (..... total submissions)				Display 2 result per page.				
Edit/Update	Editor Assign Date	Date Edite Due	Recommendation	Editor Name	Date Completed	Edit Status	Editor Number	E
	09/06/1431 02:02:45 م	21/06/1431 02:02:45 م		raed		Editor Invite	1	09 م
	09/06/1431 02:03:00 م	21/06/1431 02:03:00 م		ahmed		Editor Invite	2	09 م

Figure 5-117: Editors for article

-‘Group by Editor with Current Responsibility’ link- Submissions are grouped by the Subordinate Editor who is handling the submission. The Editor listed may not be the Editor who was assigned by this Editor, for example the submission may have been passed on to a Subordinate Editor who then passed the assignment on to the listed Subordinate Editor.

By clicking on this link appear window as follow:

Group By Editor with Current Resonsibility For raed,D.ph Editor								
Contents:								
Page: ..... Of ..... (4 total submissions)				Display 2 result per page.				
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted Date	Author Name	Ed Na
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Unassign Other Editor</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	E-SJ33NW	Research Paper	ssssssssssssssssss	06/06/1431 11:09:12 م	Recieved	17/02/1431 12:00:00 م	soft	Curn Edit

Figure 5-118: Group by Editor with Current Responsibility

-‘Group by Manuscript Status’ link - Submissions that are assigned to Subordinate Editors, grouped by status.

By clicking on this link appear window as follow:

Group By Manuscript Status For raed,D.ph Editor						
Contents:			Select Status			
Page: ..... Of ..... (1 total submissions)			<div> <div>Reject</div> <div>Recieved</div> <div>Reject</div> <div>Withdrawen</div> </div>			
			y 2 result per page			
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted D
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	E-SJ35NW	None		06/06/1431 03:25:47	Reject	17/02/1431 12:00:00

Figure 5-119: Group by Manuscript Status

From drop down list choose any status for manuscript grouped.

- **‘View All Assigned Submissions’** link- This folder contains all submissions that are assigned to at least one Editor. Submissions with Final Decisions will not appear in this folder.

By clicking on this link appear window as follow:-

View All Assigned Submissions For raed,D.ph						
Contents:						
Page: 1 Of 2 (4 total submissions)			Dispay 2 result per page.			
Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Unassign Other Editor</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	E-SJ33NW	Research Paper	ssssssssssssssssssss	06/06/1431 11:09:12	Recieved	17/02/1431 12:00:00
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Unassign Other Editor</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	E-SJ33NW	Research Paper	ssssssssssssssssssss	06/06/1431 11:09:12	Recieved	17/02/1431 12:00:00

Figure 5-120: View All Assigned Submissions

- **‘View All Assigned Submissions being Edited’** link– This folder contains all submissions that are assigned to at least one Editor and that are currently being edited by an Editor for which the PDF has not yet been approved. These submissions are also found in the respective Editor's 'Incomplete Submissions' or 'Submissions Needing Approval' folders on the Main Menu. Submissions may not be edited by another Editor while they are in this folder.

View All Assigned Submissions For ali,D.ph

Contents:

Page: ..... Of ..... (1 total submissions) Display 2 result per page.

Action	My Editor Number	Manuscript Number	Article type	Article Title	Status Date	Current Status	Date Editor Invited	Date Editor Agreed	Date Edit Due	Begin Edit Date
<a href="#">View Submation</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Unassign Other Editor</a> <a href="#">Send E-mail</a> <a href="#">File Inventory</a>	1	E-SJ33R1	Terms of Agreement	ssssssssssssssssss	10/06/1431 10:46:59	Edit Submission	10/06/1431 10:45:41	10/06/1431 10:45:41	22/06/1431 10:45:41	10/06/1431 10:46:59

[Editor Main Menu](#)

**Figure 5-121:** View All Assigned Submissions being Edited

**‘Submissions out for Revision’ link** - This folder contains all submissions that have a ‘Revise’ Decision and are waiting for an Author to submit a revision. To view this folder an Editor must have the ‘View All Submissions permission’ in Editor Role Manage

By clicking on this link appear window as follow:

Submissions Out For Revisions For ali,D.ph

Contents:

Page: ..... Of ..... (1 total submissions) Display 2 result per page.

Action	Manuscript Number	Article type	Article Title	Status Date	Current Status	Submitted Date	Revised Date
<a href="#">View Submation</a> <a href="#">Update Revised Due Date</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Send E-mail</a>	E-SJ33NW	rr	ssssssssssssssssss	10/06/1431 10:44:21	Revise Decision	17/02/1431 12:00:00	11/08/1431 10:44:21

[Editor Main Menu](#)

**Figure 5-122:** Submissions out for Revision

By clicking on 'Update Revised Due Date' link appear window as follow:

Submissions Out For Revisions For ali,D.ph

Contents:

Page: ..... Of ..... (1 total submissions) Display 2 result per page.

Date Edit Due 11/08/1431 10:44:21 DD/MM/YYYY Save&Cancel Cancel

[Editor Main Menu](#)

**Figure 5-123:** Update Revised Due Date

The Editor can change date and click on 'Save &Cancel' button.

**–‘System Administrator Functions’ link**– This link takes the user to the main System Administrator Menu. This is a powerful tool which allows the Journal Office to configure

and modify settings within the system. This link opens a new window where the Editor can access Permissions & role Management, Pages Management, Message Management, Users Management, Articles Type Management, Super classification Management, and Sub Classification Management, or a subset of these permissions.

By clicking on 'permission & Roles Management' menu that is on top page appear window as follow:

**Figure 5-124:** System Administrator Functions

Choose a Criterion (Last Name, degree, country, preferred name, Classifications, etc.). Choose a Selector (Begins With Contains, etc.,) Enter a Value (Type as much information as possible)

OPTIONAL: Choose a User Role - to narrow the search, choose the Role Family (All, Author, Reviewer, Editor, candidate reviewer, All candidate reviewer) or a particular User Role within each Role Family. The default value is ALL User Roles. The Editor can search for people by selecting criterion , selector search and user role of menus above and fill value in text box by appropriate word after that he will clicking on 'Search' button due to this appear menu as follow:

**Note:** this permissions and roles that will appear will granted for any user that we search for him.

Permission & Roles management | Pages management | messages management | User Management | Articles Types Management | Supper Classification Managemer

### search people

Creterion	Selector	Value	User Role
Last name	Begins with	raed	<div style="border: 1px solid black; padding: 2px;">             Editor              All  <b>Editor</b>              Reviewer              Author              Candidate Reviewers              ALL Candidate Reviewers           </div>
<input type="button" value="Clear"/> <input type="button" value="Search"/>			

Page..... of..... (1 Total Result) Dispaly  result per page.

Action	User Last Name	User Degree	Contact Method	User address	User Keyword's	User I
<a href="#">Permission Editor</a> <a href="#">Reviewer Permissions</a> <a href="#">Role Update</a> <a href="#">Administrator Functions</a> <a href="#">Permissions</a> <a href="#">Author Permissions</a> <a href="#">Send E-mail</a>	1	D.ph				raed@yah

Figure 5-125: Search People

These action links describe below.

-'**Permissions Editor**' link - This link takes the user to the Permissions for Editor Menu that contains links as follow:

### Permissions for Editor

[General permissions](#)  
 [Managing Permissions](#)  
 [Assignment Recieve Pemiissions](#)  
 [Direct To Editor Submissions Recieve Permissions](#)

Figure 5-126: Permissions Editor

By clicking on first link(General permissions) appear menu as follow:-

### Permissions for Editor

[General permissions](#)  
 [Managing Permissions](#)  
 [Assignment Recieve Pemiissions](#)  
 [Direct To Editor Submissions Recieve Permissions](#)

☒ Allow Automatic login to this role  
☒ Propose Reviewers  
☒ Remove Proposed Reviewers  
☒ Proxy register New Author  
☒ Proxy Register New Reviewer  
☒ Proxy Register New Editor

Figure 5-127: General Permissions

These are general permissions that enable managing Editor to grant permissions for other Editors that is by checking box and clicking on 'Save' button.



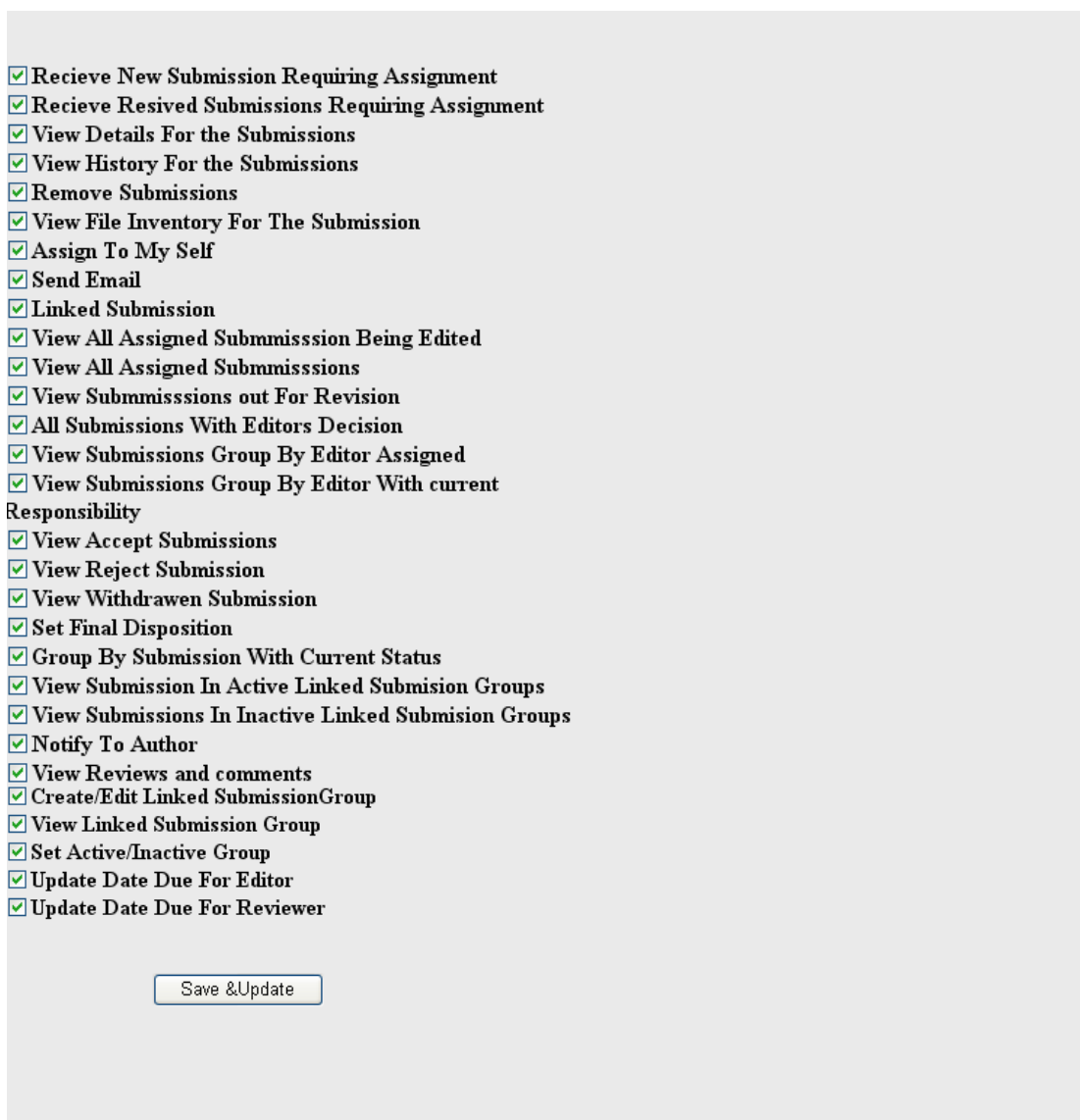
-**'Allow Automatic login to this role'** permission: this permission if checked enable editor to automatic login to this role.

-**'Propose Reviewers'** permission: this permission if checked the editor can propose reviewers for review manuscript.

-**'Remove Proposed Reviewers'** permission: this permission if checked the editor can not propose reviewers for review manuscript.

-**'proxy Register New Author'** – This permission To give an Editor Role the ability to Proxy as another User.

-**'Managing Permissions'** link : by clicking on this link appear window contain of many permissions as follow:



The screenshot shows a web interface for managing permissions. It contains a list of 30 permissions, each with a checked checkbox. The permissions are:

- ☒ Recieve New Submission Requiring Assignment
- ☒ Recieve Resived Submissions Requiring Assignment
- ☒ View Details For the Submissions
- ☒ View History For the Submissions
- ☒ Remove Submissions
- ☒ View File Inventory For The Submission
- ☒ Assign To My Self
- ☒ Send Email
- ☒ Linked Submission
- ☒ View All Assigned Submmission Being Edited
- ☒ View All Assigned Submmissions
- ☒ View Submmissions out For Revision
- ☒ All Submissions With Editors Decision
- ☒ View Submissions Group By Editor Assigned
- ☒ View Submissions Group By Editor With current Responsibility
- ☒ View Accept Submissions
- ☒ View Reject Submission
- ☒ View Withdrawen Submission
- ☒ Set Final Disposition
- ☒ Group By Submission With Current Status
- ☒ View Submission In Active Linked Submission Groups
- ☒ View Submissions In Inactive Linked Submission Groups
- ☒ Notify To Author
- ☒ View Reviews and comments
- ☒ Create/Edit Linked SubmissionGroup
- ☒ View Linked Submission Group
- ☒ Set Active/Inactive Group
- ☒ Update Date Due For Editor
- ☒ Update Date Due For Reviewer

At the bottom of the list is a button labeled "Save & Update".

**Figure 5-128: Managing Permissions**

-**'Receive submissions Requiring Assignments'** permission: this permission enable editor to receive submissions that are sent by Author but not assigned to other editor until now.

**'Receive Revised submissions Requiring Assignments'** permission: this permission will enable editor to receive submissions that revision approved by the Author but not assigned to other editor until now.

**-'View Details for Submissions'** permission: this permission enable editor to access to 'Details' page that containing all information for submission.

**-'View History for Submissions'** permission: this permission enable editor to access to 'History' page that displays the date the manuscript entered into each status event.

**-'Remove Submissions'** permission: this permission I enable editor to submission from the system.

**-'View File Inventory for the Submissions'** permission: this permission enable editor to display inventory files for submissions.

**-'Assign to My Self'** permission: this permission enable editor assign submissions for self.

**-'Send Email'** permission: this permission enable editor send email to any user.

**-'Linked Submissions'** permission: this permission provide Editors with a method of linking submissions together for general reference or to group 'Letters to the Editor' together.

**-'View All Assigned Submissions Being Edited'** permission: this permission enable editor to view all submissions that are assigned to at least one Editor and that are currently being edited by an Editor for which the PDF has not yet been approved.

**-'View All Assigned Submissions'** permission: this permission enable editor to view all submissions that are assigned to at least one Editor.

**-'View Submissions out for Revision'** permission: this permission enable editor to view all submissions that have a 'Revise' Decision and are waiting for an Author to submit a revision.

**-'All Submissions with Editor Decision'** permission: this permission enable editor to view all submissions that have a Decision made by the highest level Editor with Decision-making responsibility.

**-'View Submissions Group By Editor Assigned'** permission: this permission enable editor to view all submissions that grouped by assigned Editor.

**-'View Submissions Group By Editor Current'** permission: this permission enable editor to view all submissions that grouped by current Editor.

**-'View Accept Submissions'** permission: this permission enable editor to view all submissions that have accept a final disposition set .

**-'View Reject Submissions'** permission: this permission enable editor to view all submissions that have reject a final disposition set .

-**'View withdrawn Submissions'** permission: this permission enable editor to view all submissions that have withdrawn a final disposition set.

-**'Set final Disposition'** permission: this permission enable editor to make final disposition.

-**'Group by Submission with Current Status'** permission: this permission enable editor to group by submissions that state it is 'current status'.

-**'View Submissions in Active linked Submission Group'** permission: this permission enable editor to view all submissions that are in active linked group.

-**'View Submissions in Inactive linked Submission Group'** permission: this permission enable editor to view all submissions that are in inactive linked group.

-**'Notify To Author'** permission: this permission enable editor to make notify to Author.

-**'View Reviews and comments'** permission: this permission enable editor to view all reviews and comments Reviewers.

-**'Create Edit Linked Submission Group '** permission: this permission enable editor to Create and Edit Linked Submission Group.

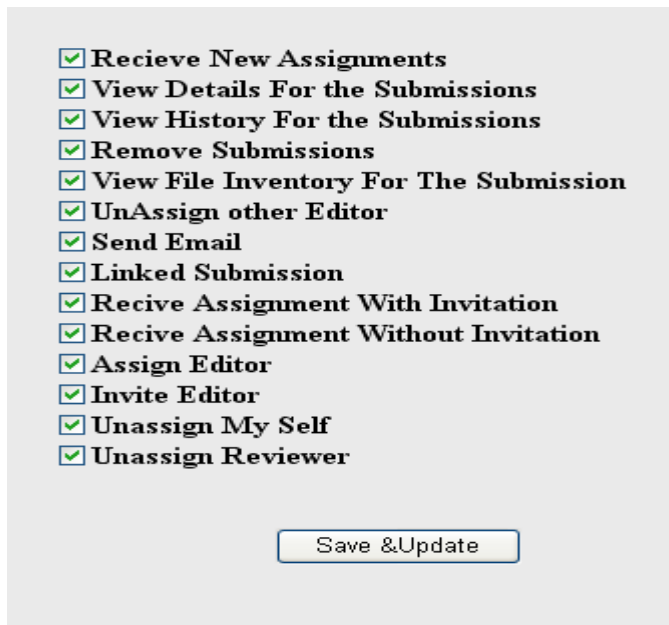
-**'View Linked Submission Group '** permission: this permission enable editor to view linked submission group.

-**'Set Active/inactive Group'** permission: this permission enable editor to make group active or inactive.

-**'Update Due Date for Editor'** permission: this permission enable editor to update due date (due date for reviews) for other editors.

-**'Update Due Date for Reviewers'** permission: this permission enable editor to update due date (due date for reviews) for Reviewers.

By clicking on 'Assignment Receive permissions' appear menu containing of many permissions as follow:



☒ Recieve New Assignments  
☒ View Details For the Submissions  
☒ View History For the Submissions  
☒ Remove Submissions  
☒ View File Inventory For The Submission  
☒ UnAssign other Editor  
☒ Send Email  
☒ Linked Submission  
☒ Recive Assignment With Invitation  
☒ Recive Assignment Without Invitation  
☒ Assign Editor  
☒ Invite Editor  
☒ Unassign My Self  
☒ Unassign Reviewer

Save & Update

**Figure 5-129:** Assignment Receive permissions

**-'Receive New Assignments'** permission: this permission enable editor to receive submissions assigned to him from other editor.

**-'View Details for Submissions'** permission: this permission enable editor to access to 'Details' page that containing all information for submission.

**-'View History for Submissions'** permission: this permission enable editor to access to 'History' page that displays the date the manuscript entered into each status event.

**-'Unassign other Editor'** permission: this permission enable editor to unassigned other editors to submission.

**-'View File Inventory for the Submissions'** permission: this permission enable editor to display inventory files for submissions.

**-'Send Email'** permission: this permission enable editor send email to any user.

**-'Linked Submissions'** permission: this permission provide Editors with a method of linking submissions together for general reference or to group 'Letters to the Editor' together.

**-'Receive Assignments with invitation'** permission: this permission enable editor to receive submissions assigned or invited to him from other editor.

**-'Receive Assignments without invitation'** permission: this permission enable editor to receive submissions assigned to him from other editor without invitation.

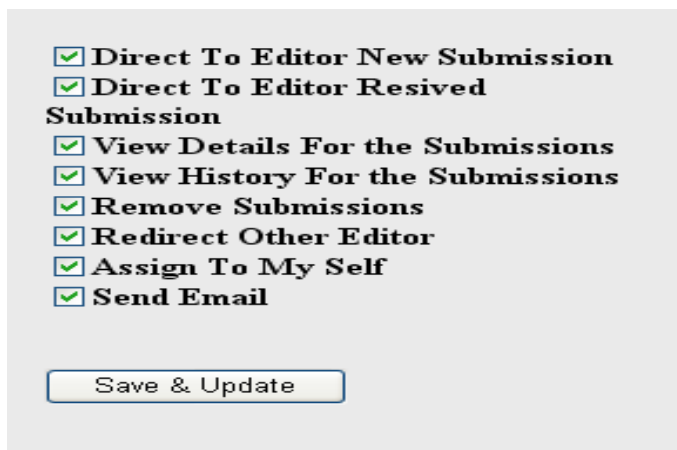
**-'Assign Editor'** permission: this permission enable editor assign submissions for other editors.

-**'Invite Editor'** permission: this permission enable editor to invite other Editors for assign submissions for him.

-**'Uncasing My Self'** permission: this permission not enable editor to assign submissions for self.

-**'Unassign Reviewer'** permission: this permission not enable editor to assign Reviewers for review submissions.

By clicking on 'Direct to Editor Submissions Receive permissions' appear menu containing of many permissions as follow:



**Figure 5-130.** Direct to Editor Submissions Receive permissions

-**'Direct-to-Editor New Submissions'** permission – This permission enable Editor to automatically assign submission to the Editor by an Author, by Rotation, or Redirected from another Editor .

-**'Direct-to-Editor Revised Submissions'** link – This permission enable Editor to receive Revisions that are Automatically Assigned to First Assigned Editor and the Editor manager is using the Direct-to-Editor method.

-**'View Details for Submissions'** permission: this permission enable editor to access to 'Details' page that containing all information for submission.

-**'View History for Submissions'** permission: this permission enable editor to access to 'History' page that displays the date the manuscript entered into each status event.

-**'Redirect other Editor'** permission : This permission enable Editor to delivery submission to other editor.

-**'Assign to My Self'** permission: this permission enable editor assign submissions for self.

-**'Send Email'** permission: this permission will enable editor send email to any user.

.By clicking on 'Reviewer permission ' link on the Action link appear menu containing of many permissions for Reviewer as follow:

[Search People](#)  
**Permissions for Reviewers**

☐ Allow Automatic login to this role

☐ Recieve Invitation

☐ Decline To Review

Figure 5-131: Reviewer permission

-**'Allow Automatic login to this role'** permission: this permission enable editor to automatic login to this role from other role if he has this role.

-**'Receive invitation'** permission: this permission enable editor to allow for reviewer to receive invitation to review submission.

-**'Decline to Review'** permission: this permission enable editor to allow for reviewer to decline invitation to review submission.

By clicking on 'Role Update' link on the Action link appear menu containing of many permissions for update role as follow:

**Roles Management**

<input checked="" type="checkbox"/> Editor	<input checked="" type="checkbox"/> Reviewer	<input checked="" type="checkbox"/> Author
	<input checked="" type="checkbox"/> Language Reviewer	
<input checked="" type="checkbox"/> Managing Editor	<input checked="" type="checkbox"/> Referee	
<input checked="" type="checkbox"/> Editor_in_Chief	<input checked="" type="checkbox"/> Statistical Referee	<input checked="" type="checkbox"/> Author
<input checked="" type="checkbox"/> Associate Editor	<input checked="" type="checkbox"/> Potential Reviewer	
	<input checked="" type="checkbox"/> Entire Database	

Figure 5-132: Role Update

-**'Managing editor'** role: this role enable user to have managing editor role.

-**'Editor\_in\_Chief'** role: this role enable user to have 'Editor in Chief' role.

-**'Associate Editor'** role: this role enable user to have 'Associate Editor' role.

-**'Language Reviewer'** role: this role enable user to have 'Language Reviewer' role.

-**'Referee'** role: this role enable user to have 'Referee' role.

-**'Statistical Referee'** role: this role enable user to have 'Statistical Referee' role.

-**'Potential Reviewer'** role: this role enable user to have 'Potential Reviewer' role.

-**'Entire Database '** role: this role enable user to have 'Entire Database' role.

-**'Author '** role: this role enable user to have 'Author' role.

By clicking on 'Administrative Functions' link on the Action link appear menu containing of many permissions for administrative functions as follow:



Figure 5-133: Administrative Functions

-**'Permission management '** permission: this permission enable user to have 'Author' role.

By clicking on 'Author permissions' link on the Action link appear menu containing of many permissions for author permissions as follow:



Figure 5-134: Author permissions

-**'permission management'** permission: this permission enable user to grant and revoke permissions from and to users.

-**'page management'** permission: This permission enable the user to control of the pages(view and hide pages) .

-**'message management'** permission: this permission enable user to add ,update and delete messages.

-'**message management**' permission: this permission enable user to add ,update and delete messages.

-'**Article type management**' permission: this permission enable user to add ,update and delete Article type.

-'**Sup classification management**' permission: this permission enable user to add ,update and delete Sup classification .

'**Sup classification management**' permission: this permission enable user to add ,update and delete Super classification .

'**Sub classification management**' permission: this permission enable user to add ,update and delete Sub classification .

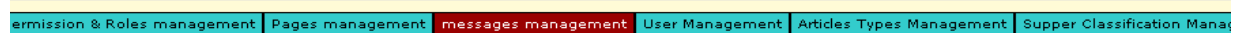
By clicking on "**Send Email** "link on the Action link appear menu to send email as follow:



**Figure 5-135: Send Email**

After selecting the role and type message and clicking on 'send' button the message I sent.

ed,D.ph



**Figure 5-136: System Administrator Function \_Message Management**

By clicking on 'Message Management' on the main menu appear window to add , update , delete messages as follow:



Message Managment

[Add Message](#) [Update Message](#) [Delete Message](#)

Select Message type: reminder

Message Name:

Message address:

Content Message:

Figure 5-137: Message Management

The editor be able to add, update and delete messages.

By clicking on 'Article type Management' on the main menu appear window to add Article type, update Article type or delete Article type as follows:-

Permission & Roles management Pages management messages management User Management Articles Types Management Supper Classification Management Sup Classifications Management

Articles Types Managment

[Add Article Type](#) [Update Articles Type](#) [Delete Article Type](#)

Select The Type: Manuscript

Article Type Name: Manuscript

Number of Days To Review: 10

Number of Days To Edit: 20

Number of Days To Revised: 67

Figure 5-138: Article type Management

The editor able to add, update or delete Article type.

By clicking on 'Sup Classification Management' on the main menu appear window to add , update , delete Sup Classification as follows:-

Permission & Roles management Pages management messages management User Management Articles Types Management Supper Classification Management Sup Classifications Management

Sub Classification Managment

[Add sub classifications](#) [Update sub classifications](#) [Delete sub Classification](#)

Select The primary classification: Information System

classification name: network

Figure 5-139: Sup Classification Management

The editor will be able to add, update and delete Super Classification. By clicking on 'Sub Classification Management' on the main menu appear window to add , update , delete Sub Classification as follows :

Permission & Roles management | Pages management | messages management | User Management | Articles Types Management | Super Classification Management | Sup Classifications Management

Sub Classification Manangment

[Add sub classifications](#) [Update sub classifications](#) [Delete sub Classification](#)

Select The primary classification

Information System

classification name

network

Add

**Figure 5-140:** Sub Classification Management

The editor able to add, update and delete Sub Classification.