Handling Editor Manual

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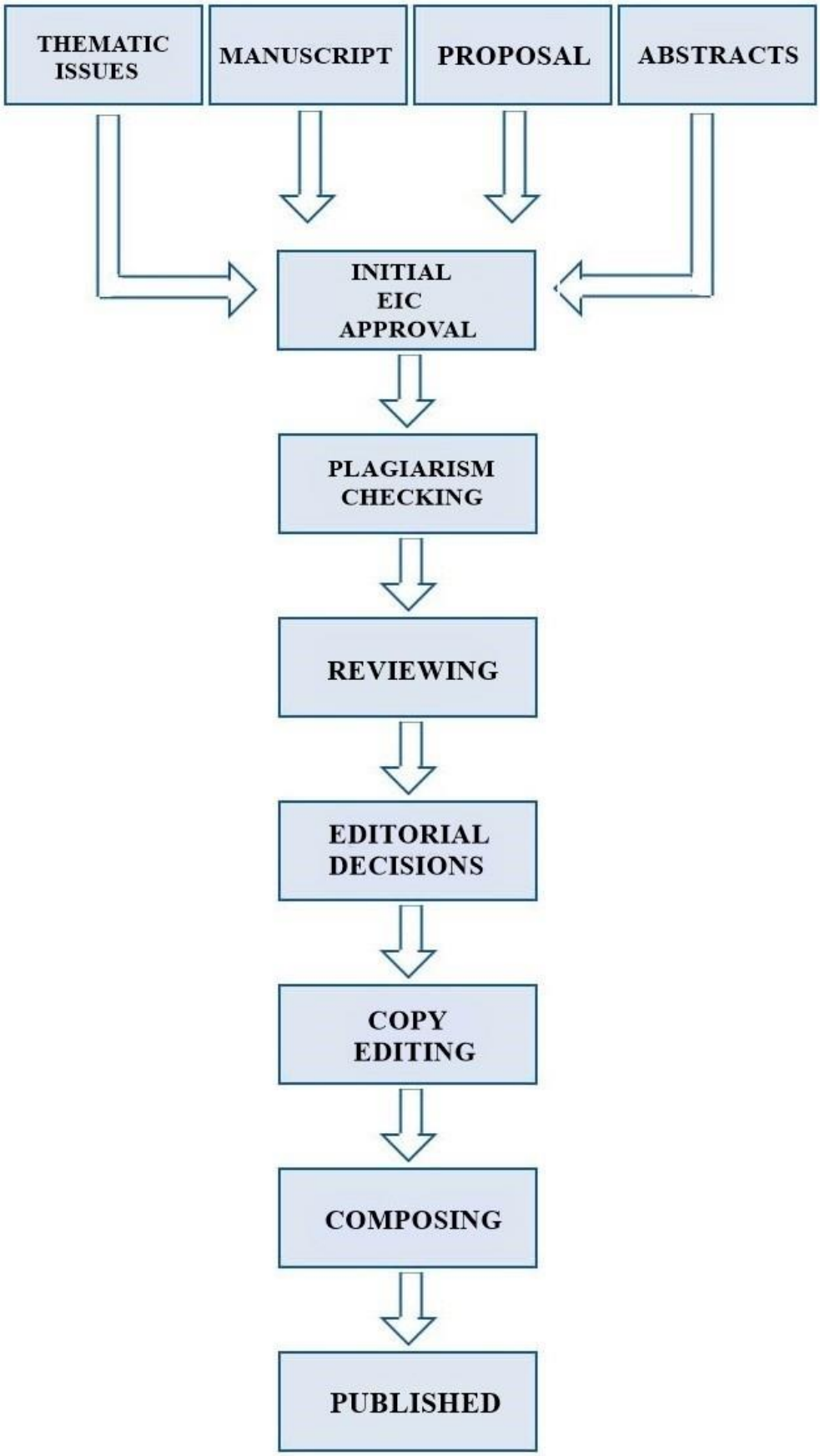
THEMATIC ISSUES
MANUSCRIPT
PROPOSAL
ABSTRACTS
INITIAL EIC APPROVAL
PLAGIARISM CHECKING
REVIEWING
EDITORIAL DECISIONS
COPY EDITING
COMPOSING
PUBLISHED

1. Log in as a Handling Editor

By entering the URL "**jms.eurekaselect.com**", the sign in page appears. The **Handling Editor** logs in by entering the **Email Id** and **Password** provided by the **EIC** as shown in **Fig (1)**.

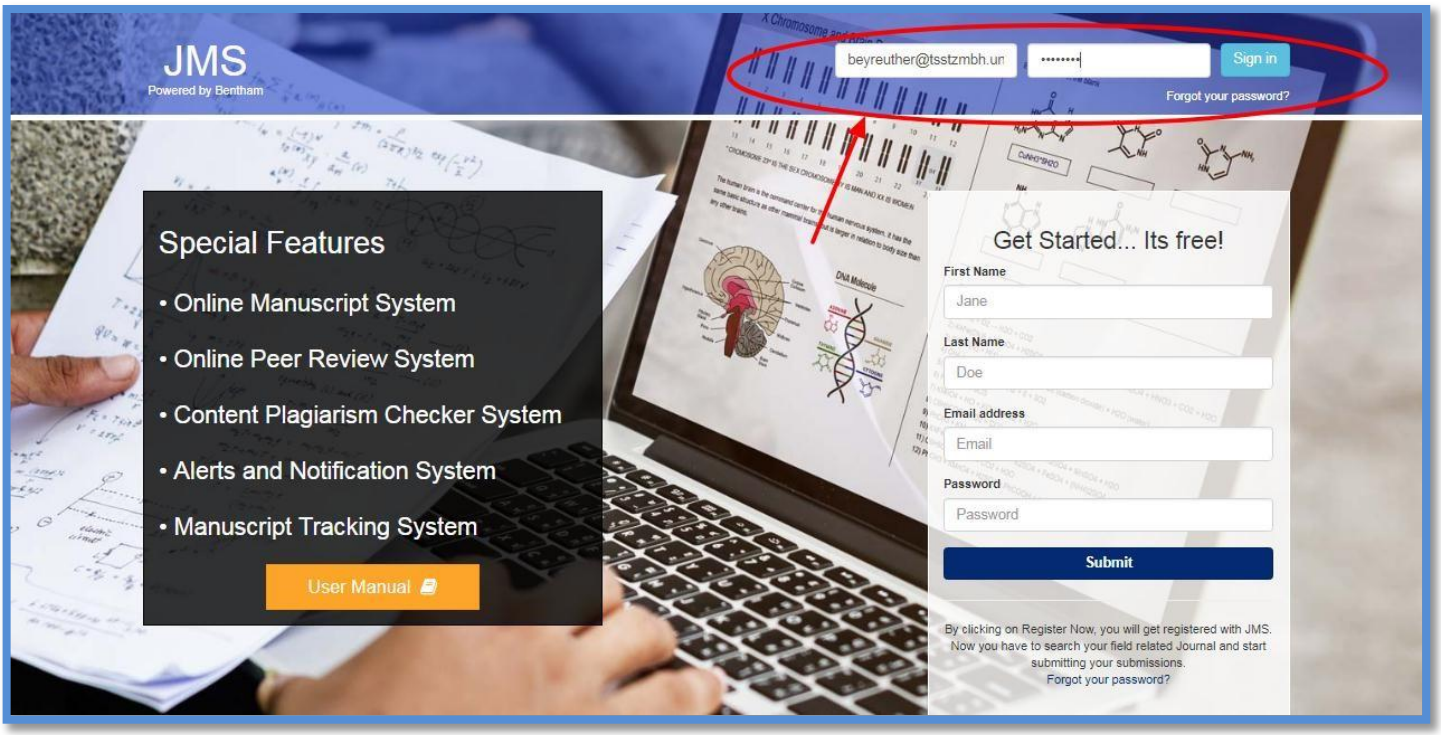

Fig (1)

After the Handling Editor logs in, the dashboard appears. On the dashboard the three options appear as shown in **Fig (2)**.

ASSIGNMENT REQUESTS: The request for assignment of **Handling Editor** appears in this section through which the request can be **accepted** or **declined**.

ARCHIVED SUBMISSIONS: In this section, the **Handling Editor** can view the status of the manuscript.

DECLINED REQUEST: This section shows the declined assignment request.

① By clicking on the **"<u>Accept</u>"** button, the handling Editor accepts to handle the manuscript as shown in **Fig (2)**.

② By clicking on the "**<u>Decline</u>**" button, the handling editor declines to handle the manuscript as shown in **Fig (2)**.

On clicking the **"<u>Accept</u>"** button marked as **'①'** in **Fig (2)** , the summary panel appears as shown in **Fig (3).**
After the acceptance of decision, the review process can be conducted and an Editorial decision on this manuscript can be taken.

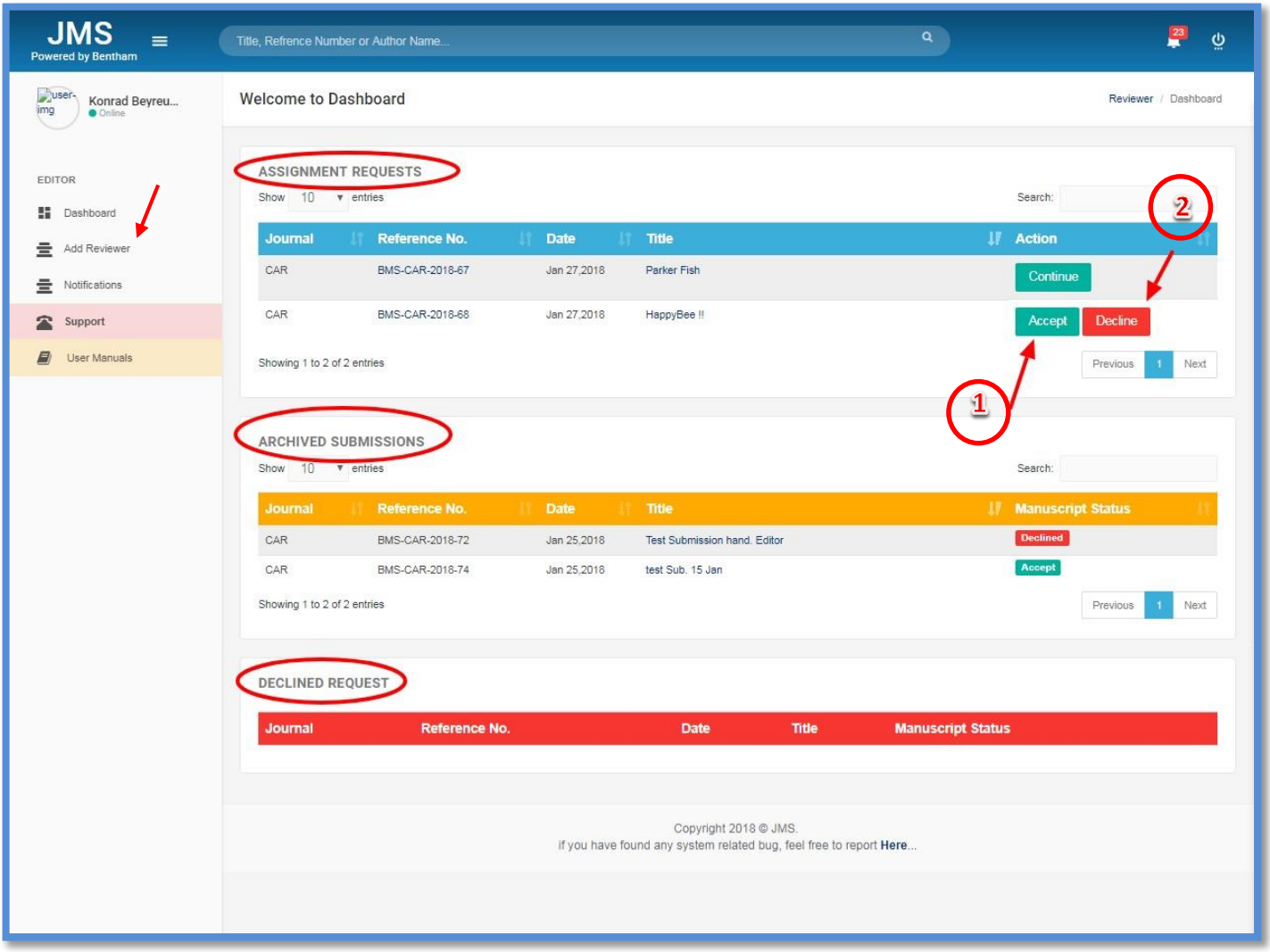

Fig (2)

1.1 Summary

In the summary panel shown in **Fig (3)**, the **Handling Editor** can view the basic details of the manuscript. The Author's affiliation details can be viewed by clicking on the **"Details"** button indicated by the red arrow **'①'**. The abstract can be viewed by clicking on the **"View Abstract"** button. The file can also be downloaded from the file section.

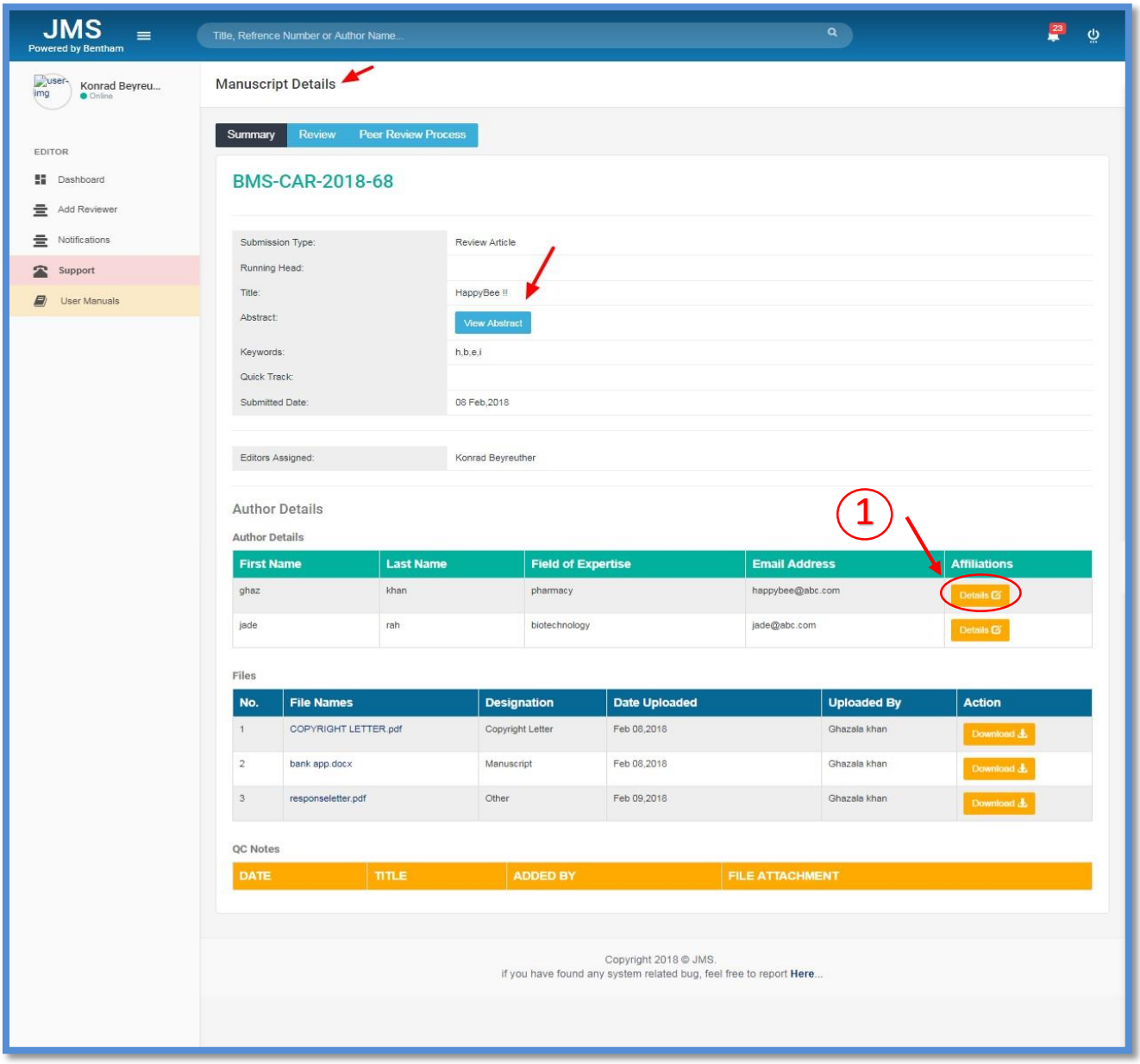

Fig (3)

1.2 Review

By clicking on the Review tab on the **Manuscript Details** page in **Fig (3)**, the page shown in **Fig (4)** appears.
This section displays the complete details of the manuscript including **QC decision** and **Reviewers comments**.

① By clicking on the **"View Form Detail"** button, the **Handling Editor** can view the reviewer's comments.

In the **"Editorial Decision"** section indicated by the arrow **'④'**, the **Handling Editor** takes the following decisions: **"Accept"**, **"Decline"**, **"Revision required "and "Resubmit for review"** from the drop-down list. On the same page, the **Handling Editor** can also choose other files, by clicking on the **"choose file"** button as shown in **Fig (4a).**

***Note:** The choose file button is present behind the drop-down list as shown in **Fig (4a).**

The files can be uploaded using the **"Upload"** button indicated by the number **'②'** as shown in **Fig (4)** to upload the file. Click on the **"Save"** button indicated by the number **'③'** as shown in **Fig (4)** to proceed further.

Accept: Once the **Handling Editor** takes the **"Accept"** decision from the drop-down list as shown in **Fig (4)**, the manuscript proceeds to the **Quality Assurance** department for internal audit.

Declined: When the **Handling Editor** takes a **Decline** decision from the drop-down list shown in **Fig (4)**, the email page appears as shown in **Fig (5).** The **Handling Editor** sends the Email to the author about the decision. The manuscript proceeds to the **Quality Assurance** department for internal review.

***Note**: All the manuscripts declined by the EIC, Journal Manager and Handling Editor proceed to the QA department just for cross-check.

Revision Required: When the **Handling Editor** takes a **"Revision required"** decision from the drop-down list as shown in **Fig (4)**, the manuscript proceeds for author's revision.

Resubmit for Review: When the **Handling Editor** takes **“Resubmit for review”** decision from the dropdown list, the manuscript goes back to the Review process.

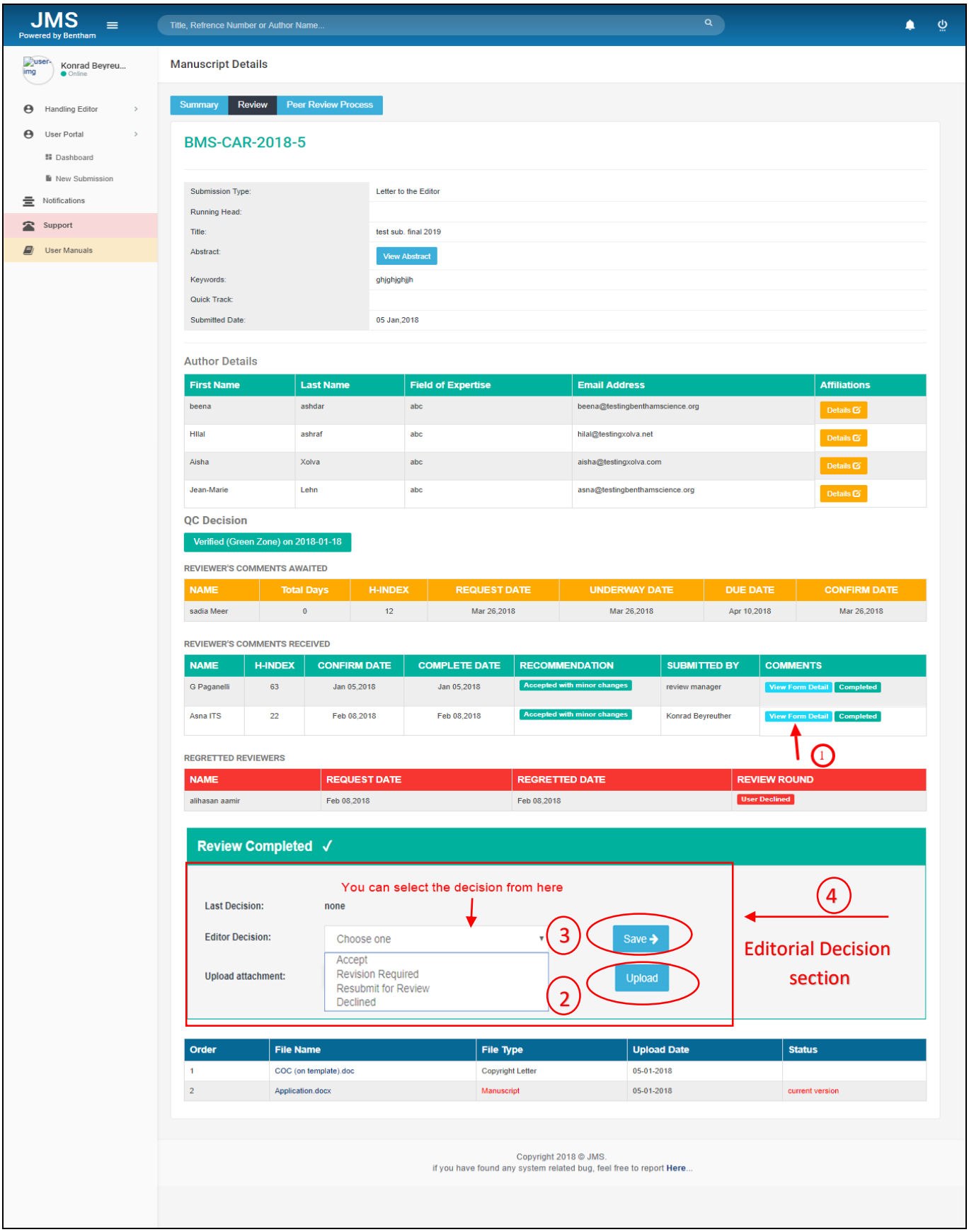
JMS
Powered by Bentham
Title, Refrence Number or Author Name...
Konrad Beyreu...
Online
Handling Editor
User Portal
Dashboard
New Submission
Notifications
Support
User Manuals
Manuscript Details
Summary
Review
Peer Review Process
BMS-CAR-2018-5
Submission Type: Letter to the Editor
Running Head:
Title: test sub. final 2019
Abstract: View Abstract
Keywords: ghjghjghjjh
Quick Track:
Submitted Date: 05 Jan,2018
Author Details
First Name | Last Name | Field of Expertise | Email Address | Affiliations
beena | ashdar | abc | beena@testingbenthamscience.org | Details
HIlal | ashraf | abc | hilal@testingxolva.net | Details
Aisha | Xolva | abc | aisha@testingxolva.com | Details
Jean-Marie | Lehn | abc | asna@testingbenthamscience.org | Details
QC Decision
Verified (Green Zone) on 2018-01-18
REVIEWER'S COMMENTS AWAITED
NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE
sadia Meer | 0 | 12 | Mar 26,2018 | Mar 26,2018 | Apr 10,2018 | Mar 26,2018
REVIEWER'S COMMENTS RECEIVED
NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS
G Paganelli | 63 | Jan 05,2018 | Jan 05,2018 | Accepted with minor changes | review manager | View Form Detail Completed
Asna ITS | 22 | Feb 08,2018 | Feb 08,2018 | Accepted with minor changes | Konrad Beyreuther | View Form Detail Completed
1
REGRETTED REVIEWERS
NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND
alihasan aamir | Feb 08,2018 | Feb 08,2018 | User Declined
Review Completed ✓
You can select the decision from here
Last Decision: none
Editor Decision: Choose one
Upload attachment:
Accept
Revision Required
Resubmit for Review
Declined
3
Save
2
Upload
4
Editorial Decision section
Order | File Name | File Type | Upload Date | Status
1 | COC (on template).doc | Copyright Letter | 05-01-2018
2 | Application.docx | Manuscript | 05-01-2018 | current version
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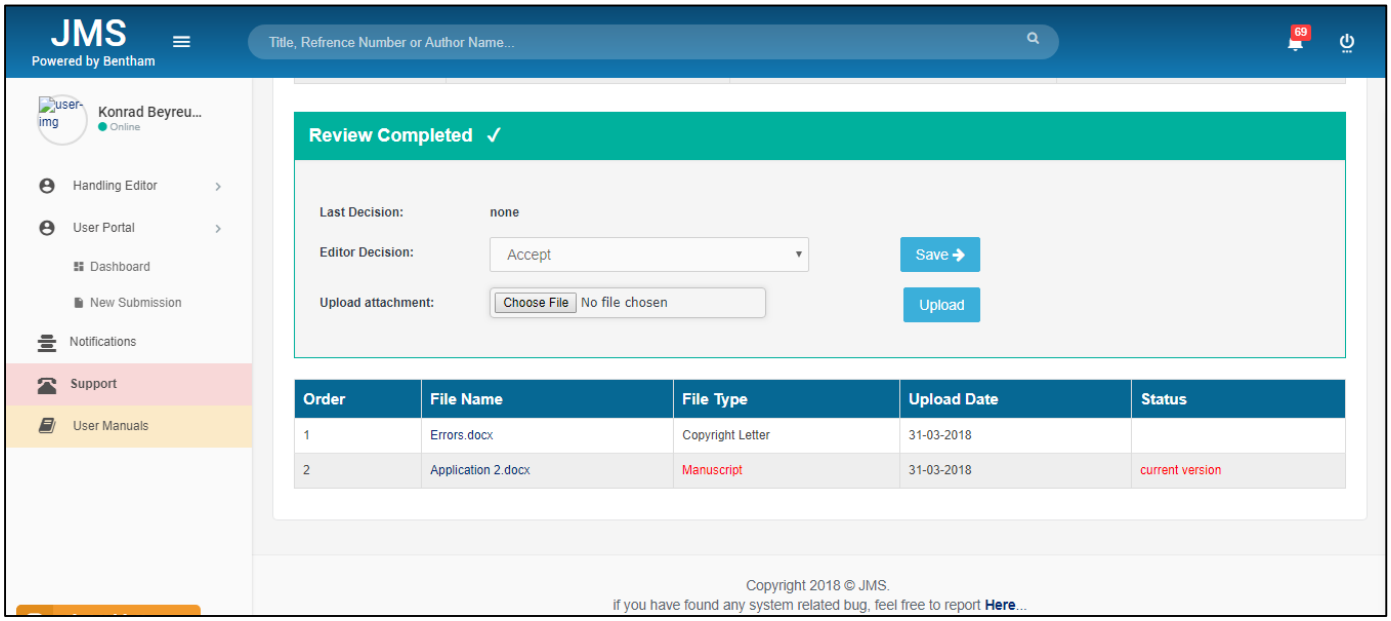
Fig (4)


JMS
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Title, Refrence Number or Author Name...
Konrad Beyreu...
Online
Handling Editor
User Portal
Dashboard
New Submission
Notifications
Support
User Manuals
Review Completed ✓
Last Decision: none
Editor Decision: Accept
Save
Upload attachment: Choose File No file chosen
Upload
Order | File Name | File Type | Upload Date | Status
1 | Errors.docx | Copyright Letter | 31-03-2018
2 | Application 2.docx | Manuscript | 31-03-2018 | current version
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Fig (4a)

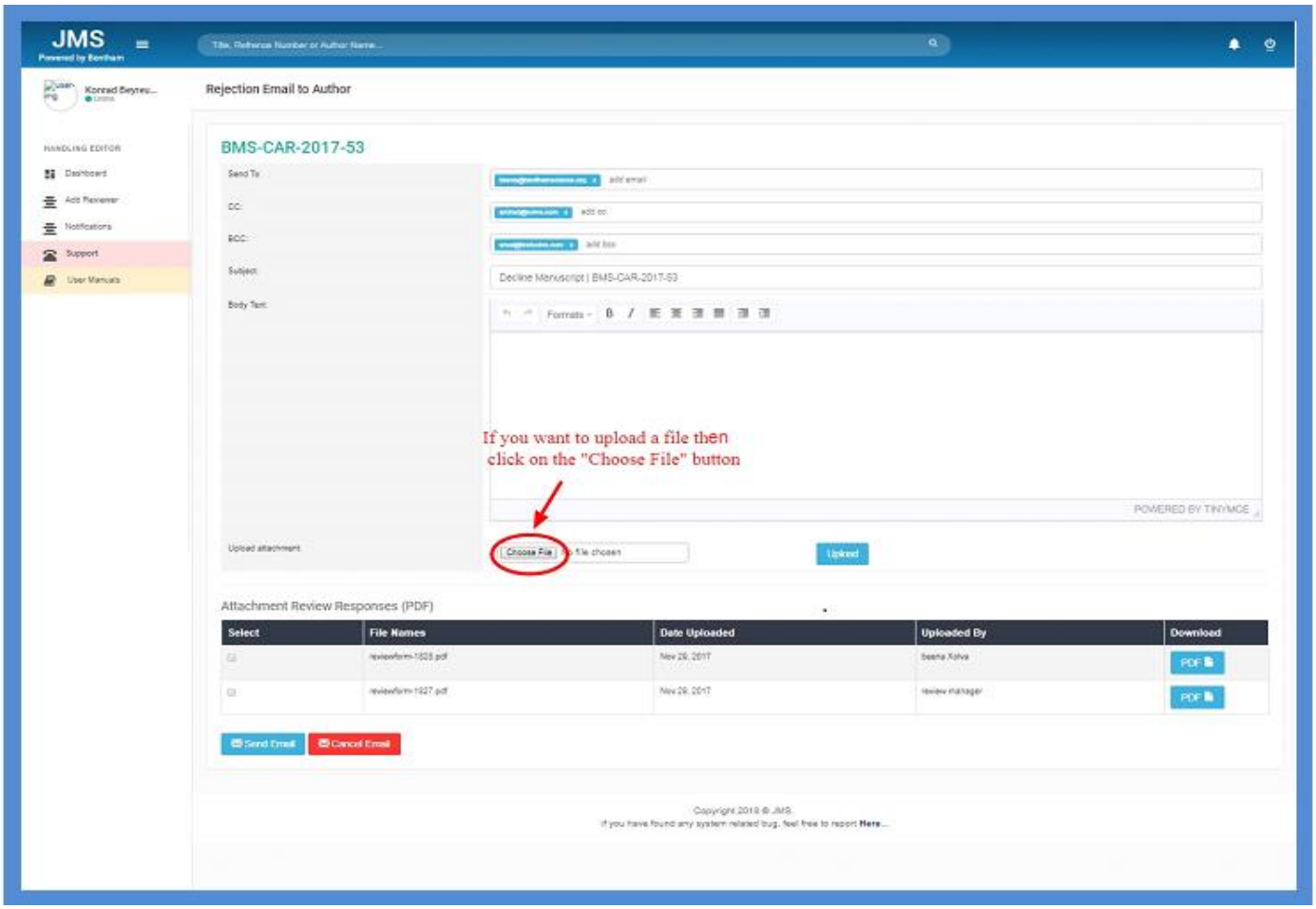

JMS
Rejection Email to Author
BMS-CAR-2017-53
Decline Manuscript | BMS-CAR-2017-53
If you want to upload a file then
click on the "Choose File" button
Upload
Attachment Review Responses (PDF)
Select | File Names | Date Uploaded | Uploaded By | Download
Send Email
Cancel Email

Fig (5)

1.3 Peer Review Process

On the Manuscript details page in **Fig (3)**, clicking on the "Peer Review Process" tab opens the panel shown in **Fig (6a).**

In this panel, the **Handling Editor** can assign the review to any reviewer as shown in **Fig (6a)**.

① By clicking on the **"Reviewers"** button, the **Handling Editor** can view all the reviewers as shown in **Fig (6a).**

② By clicking on the **"EBM"** button in **Fig (6a)**, the list of EBMs appears as shown in **Fig (6b).** The Handling Editor can search for the assigned EBM by entering the Email in the search field in **Fig (6b).** The list of reviewers appears as shown in **Fig (6c)** by clicking on the **"Already Assigned View History"** button indicated by the arrow '①' in **Fig (6c)** , a pop-up window showing reviewer's details appears as shown in **Fig (6c).**

③ By clicking on the **"Assigned Reviewer"** button as shown in **Fig (6a)**, the list of assigned reviewers appear as shown in **Fig (6d)**; by clicking on the **"View History"** button in **Fig (6d)**, the reviewer's history appears as shown in **Fig (6e).**

④ By clicking on the **"Edit Icon"** as shown in **Fig (6a)**, the **Handling Editor** can edit the reviewer's details.

⑤ By placing the mouse **(not clicking)** over the icon as shown in **Fig (6a)**, the reviewer's affiliation appears.

⑥ By clicking on the **"Affiliation"** button as shown in **Fig (6a)**, the **Handling Editor** can view the Reviewer's details.

⑦ By clicking on the **"Assign"** button as shown in **Fig (6a)**, the **Handling Editor** can assign the manuscript to the reviewers.

⑧ By clicking on the **"Confirm"** button as shown in **Fig (6a)**, the **Handling Editor** can do the review on behalf of the reviewer.

⑨ To cancel the assigned reviewer, click on the **"Cancel"** button as shown in **Fig (6a)**.

⑩ By clicking on the **"Send Reminder"** button as shown in **Fig (6a)**, the **Handling Editor** can send the reminder via Email.

⑪ To post review comments, click on the **"Review Form"** button as shown in **Fig (6a)**.

⑫ To cancel the review process, click on the **"Cancel"** button as shown in **Fig (6a)**.

⑬ The reviewer's recommendation is shown in **"Reviewers comments received"** section as shown in **Fig (6a)**.

⑭ By clicking on the **"Comments"** button as shown in **Fig (6a)**, displays detailed comments on the manuscript.

⑮ Clicking on the **"Acknowledge"** button as shown in **Fig (6a)**, the reviewer's acknowledgment is revealed.

⑯ The Regretted reviewers section, as shown in **Fig (6a)** list the names of reviewers who did not carry out the review.

⑰ By clicking on the **"Mark as Completed"** button as shown in **Fig (6a)**, the reviewer tab appears as shown in **Fig (6f)**, here the review process is completed as indicated by the red arrow in **Fig (6f)**.

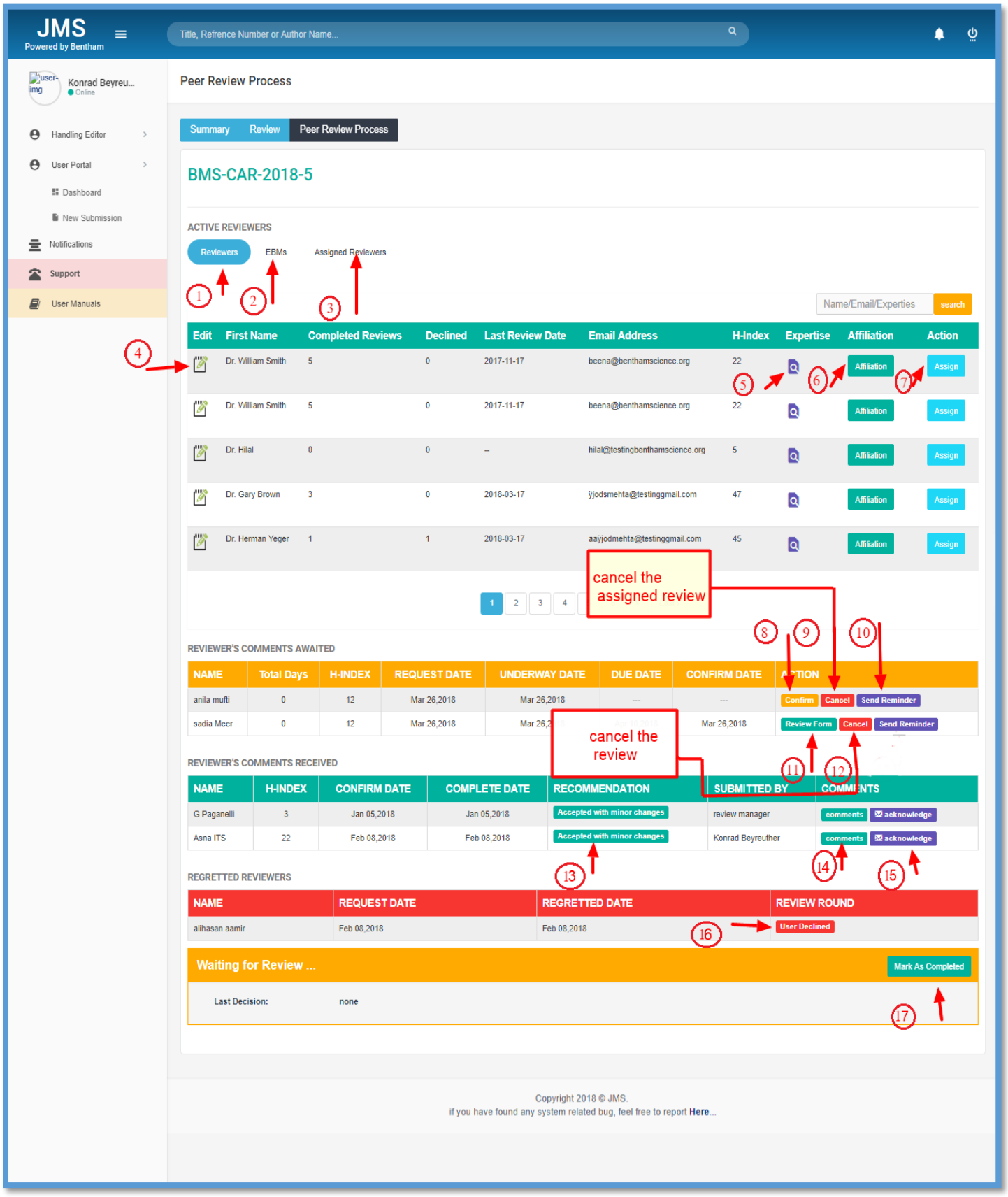
***Note:** Step "⑰" is a necessary step for Editorial decision

***NOTE**: As per company policy, a review request cannot be sent to the same manuscript's author and co-author and the reviewer should not belong to the country of the author and co-author.

REVIEWERS COMMENTS AWAITED: This section, as shown in **Fig (6a)**, displays the names of the reviewers from which the comments are awaited**.**

REVIEWERS COMENNTS RECEIVED: This section, as shown in **Fig (6a)**, displays the reviewer's comments that have been received.

REGRETTED REVIEWERS: This section, as shown in **Fig (6a),** shows the names of the reviewers who declined to undertake the review.


JMS
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Title, Refrence Number or Author Name...
Konrad Beyreu...
Online
Handling Editor
User Portal
Dashboard
New Submission
Notifications
Support
User Manuals
Peer Review Process
Summary
Review
Peer Review Process
BMS-CAR-2018-5
ACTIVE REVIEWERS
Reviewers
EBMs
Assigned Reviewers
1
2
3
Name/Email/Experties
search
Edit
First Name
Completed Reviews
Declined
Last Review Date
Email Address
H-Index
Expertise
Affiliation
Action
4
5
6
7
Dr. William Smith 5 0 2017-11-17 beena@benthamscience.org 22 Affiliation Assign
Dr. William Smith 5 0 2017-11-17 beena@benthamscience.org 22 Affiliation Assign
Dr. Hilal 0 0 -- hilal@testingbenthamscience.org 5 Affiliation Assign
Dr. Gary Brown 3 0 2018-03-17 ÿjodsmehta@testinggmail.com 47 Affiliation Assign
Dr. Herman Yeger 1 1 2018-03-17 aaÿjodmehta@testinggmail.com 45 Affiliation Assign
cancel the assigned review
8
9
10
REVIEWER'S COMMENTS AWAITED
NAME
Total Days
H-INDEX
REQUEST DATE
UNDERWAY DATE
DUE DATE
CONFIRM DATE
ACTION
anila mufti 0 12 Mar 26,2018 Mar 26,2018 --- --- Confirm Cancel Send Reminder
sadia Meer 0 12 Mar 26,2018 Mar 26,2018 Mar 26,2018 Review Form Cancel Send Reminder
cancel the review
11
12
REVIEWER'S COMMENTS RECEIVED
NAME
H-INDEX
CONFIRM DATE
COMPLETE DATE
RECOMMENDATION
SUBMITTED BY
COMMENTS
G Paganelli 3 Jan 05,2018 Jan 05,2018 Accepted with minor changes review manager comments acknowledge
Asna ITS 22 Feb 08,2018 Feb 08,2018 Accepted with minor changes Konrad Beyreuther comments acknowledge
13
14
15
REGRETTED REVIEWERS
NAME
REQUEST DATE
REGRETTED DATE
REVIEW ROUND
alihasan aamir Feb 08,2018 Feb 08,2018 User Declined
16
Waiting for Review ...
Mark As Completed
Last Decision: none
17
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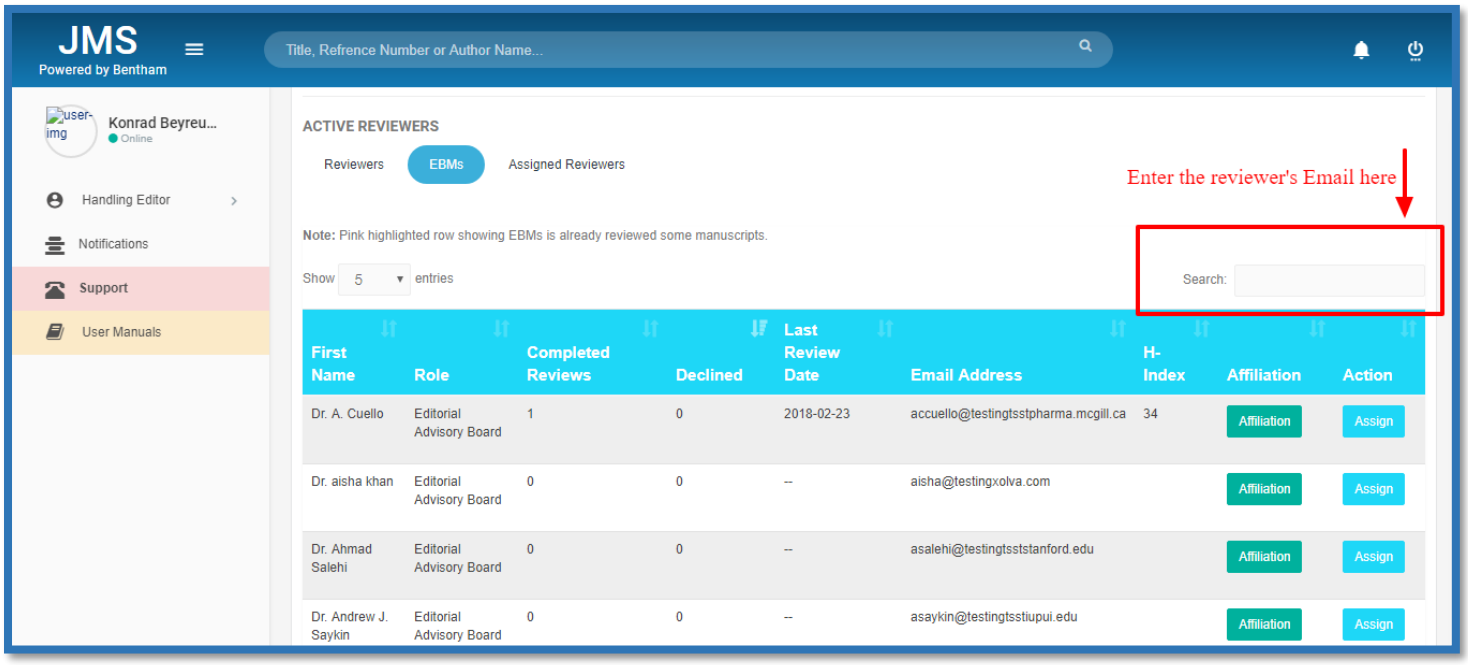
Fig (6a)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Title, Refrence Number or Author Name...
Konrad Beyreu...
Online
Handling Editor
Notifications
Support
User Manuals
ACTIVE REVIEWERS
Reviewers
EBMs
Assigned Reviewers
Enter the reviewer's Email here
Note: Pink highlighted row showing EBMs is already reviewed some manuscripts.
Show 5 entries
Search:
First Name
Role
Completed Reviews
Declined
Last Review Date
Email Address
H-Index
Affiliation
Action
Dr. A. Cuello
Editorial Advisory Board
1
0
2018-02-23
accuello@testingtsstpharma.mcgill.ca
34
Affiliation
Assign
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Editorial Advisory Board
0
0
--
aisha@testingxolva.com
Affiliation
Assign
Dr. Ahmad Salehi
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0
0
--
asalehi@testingtsststanford.edu
Affiliation
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Dr. Andrew J. Saykin
Editorial Advisory Board
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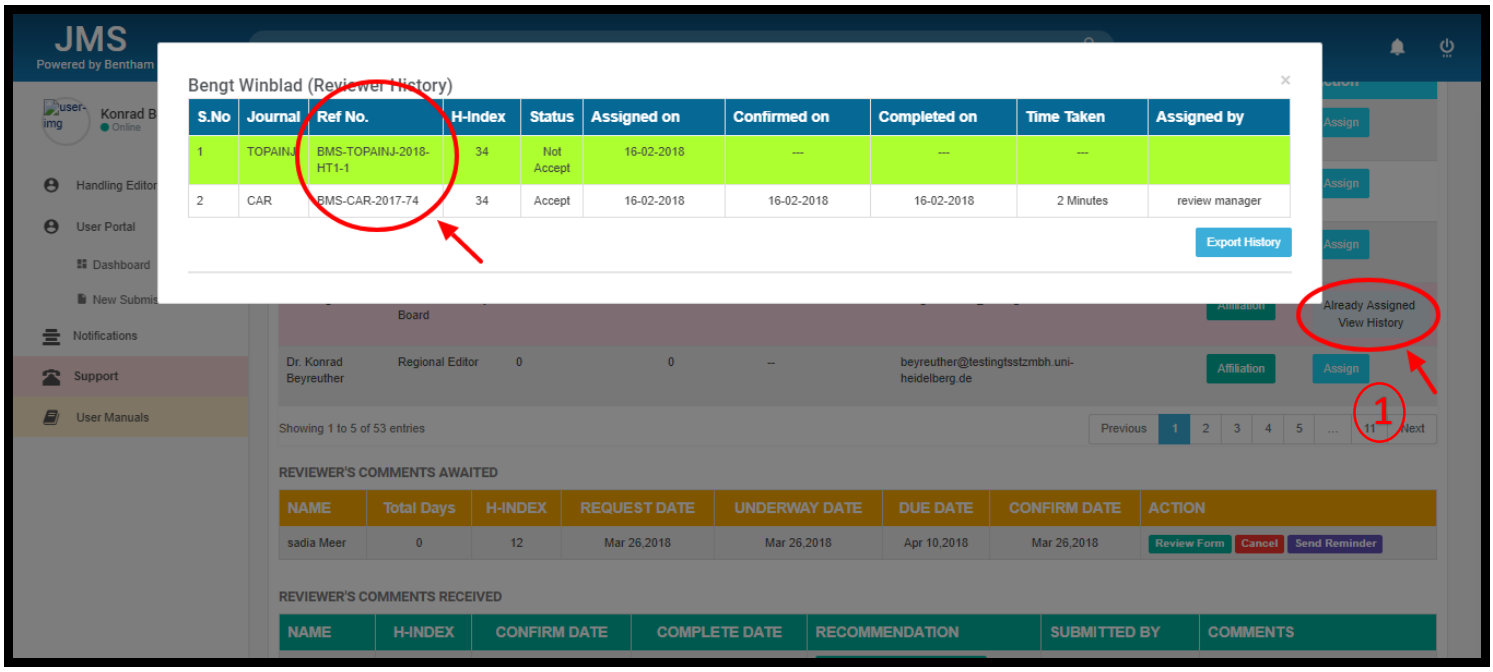
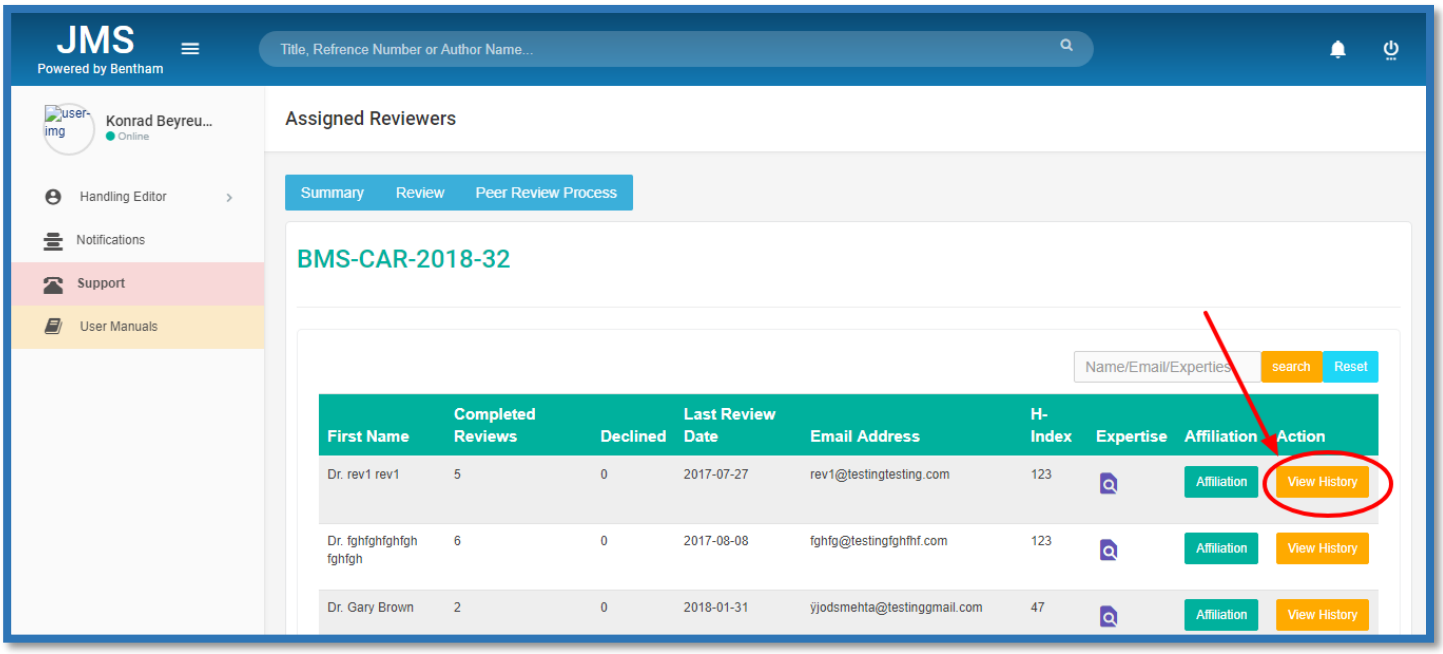
--
asaykin@testingtsstiupui.edu
Affiliation
Assign

Fig (6b)


JMS
Powered by Bentham
Bengt Winblad (Reviewer History)
S.No
Journal
Ref No.
H-Index
Status
Assigned on
Confirmed on
Completed on
Time Taken
Assigned by
1
TOPAINJ
BMS-TOPAINJ-2018-HT1-1
34
Not Accept
16-02-2018

2
CAR
BMS-CAR-2017-74
34
Accept
16-02-2018
16-02-2018
16-02-2018
2 Minutes
review manager
Export History
Already Assigned
View History
Dr. Konrad Beyreuther
Regional Editor
beyreuther@testingtsstzmbh.uni-heidelberg.de
Showing 1 to 5 of 53 entries
REVIEWER'S COMMENTS AWAITED
NAME
Total Days
H-INDEX
REQUEST DATE
UNDERWAY DATE
DUE DATE
CONFIRM DATE
ACTION
sadia Meer
0
12
Mar 26,2018
Mar 26,2018
Apr 10,2018
Mar 26,2018
Review Form
Cancel
Send Reminder
REVIEWER'S COMMENTS RECEIVED
NAME
H-INDEX
CONFIRM DATE
COMPLETE DATE
RECOMMENDATION
SUBMITTED BY
COMMENTS

Fig (6c)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Konrad Beyreu...
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Notifications
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User Manuals
Assigned Reviewers
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Reset
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Completed Reviews
Declined
Last Review Date
Email Address
H-Index
Expertise
Affiliation
Action
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rev1@testingtesting.com
123
Affiliation
View History
Dr. fghfghfghfgh fghfgh
6
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fghfg@testingfghfhf.com
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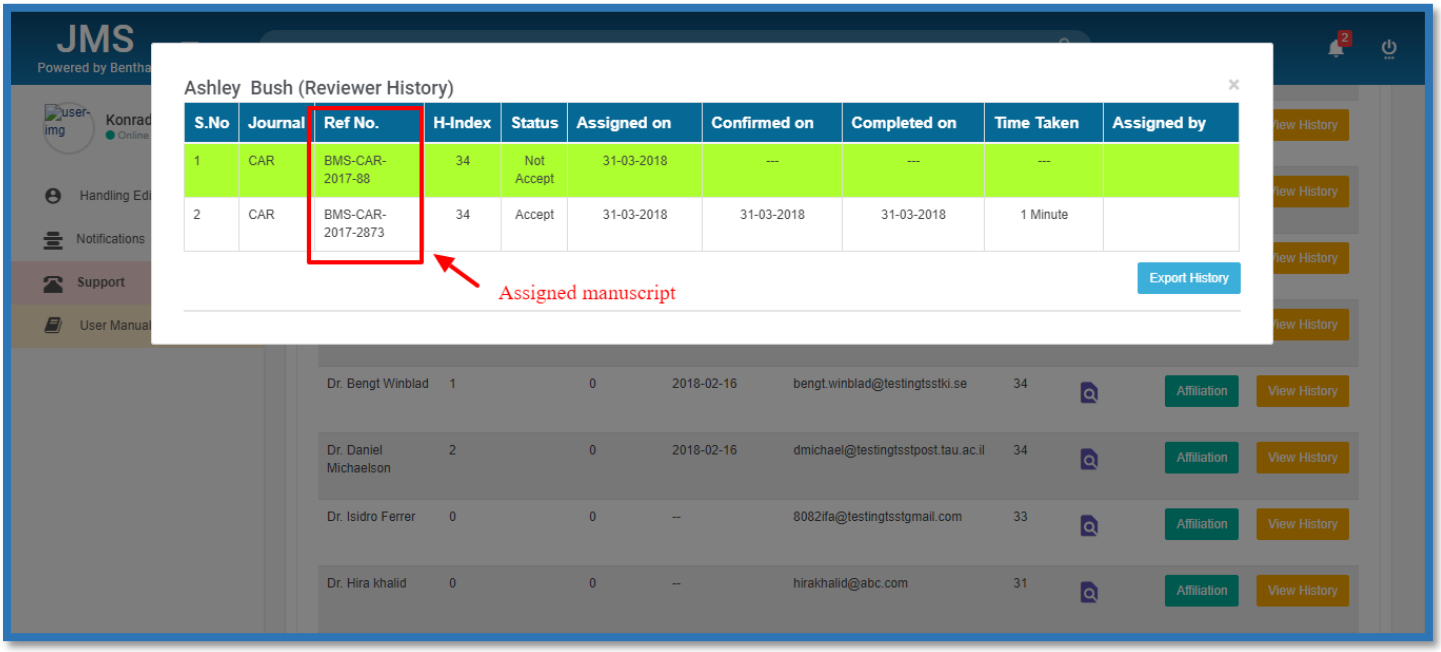
yjodsmehta@testinggmail.com
47
Affiliation
View History

Fig (6d)


JMS
Powered by Bentha
Ashley Bush (Reviewer History)
S.No
Journal
Ref No.
H-Index
Status
Assigned on
Confirmed on
Completed on
Time Taken
Assigned by
1
CAR
BMS-CAR-2017-88
34
Not Accept
31-03-2018

2
CAR
BMS-CAR-2017-2873
34
Accept
31-03-2018
31-03-2018
31-03-2018
1 Minute
Assigned manuscript
Export History
Dr. Bengt Winblad
1
0
2018-02-16
bengt.winblad@testingtsstki.se
34
Affiliation
View History
Dr. Daniel Michaelson
2
0
2018-02-16
dmichael@testingtsstpost.tau.ac.il
34
Affiliation
View History
Dr. Isidro Ferrer
0
0
--
8082ifa@testingtsstgmail.com
33
Affiliation
View History
Dr. Hira khalid
0
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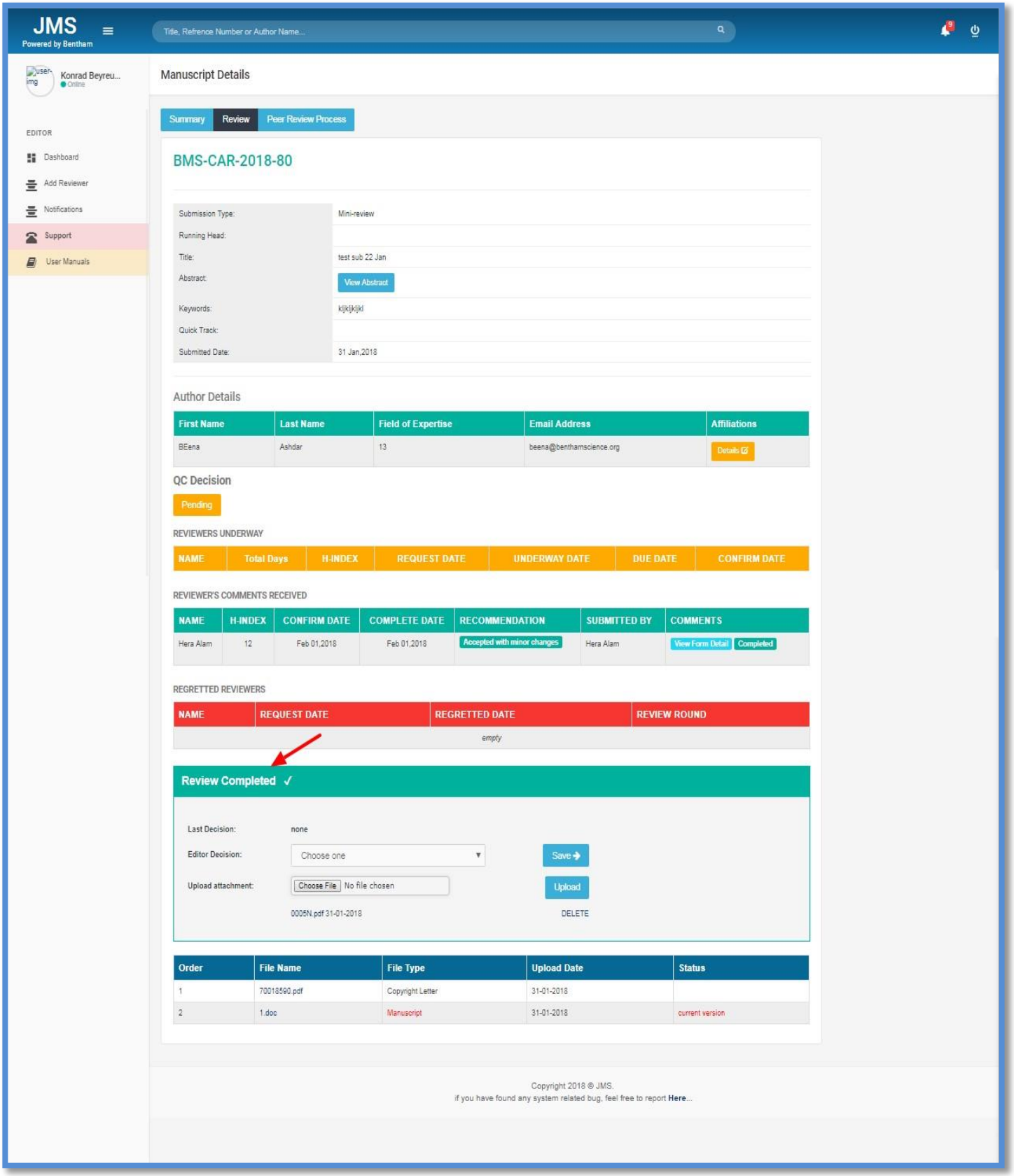
--
hirakhalid@abc.com
31
Affiliation
View History

Fig (6e)


JMS
Powered by Bentham
Title, Refrence Number or Author Name...
Konrad Beyreu...
Online
EDITOR
Dashboard
Add Reviewer
Notifications
Support
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BMS-CAR-2018-80
Submission Type: Mini-review
Running Head:
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Abstract: View Abstract
Keywords: kjkjkjkjkl
Quick Track:
Submitted Date: 31 Jan,2018
Author Details
First Name | Last Name | Field of Expertise | Email Address | Affiliations
BEena | Ashdar | 13 | beena@benthamscience.org | Details
QC Decision
Pending
REVIEWERS UNDERWAY
NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE
REVIEWER'S COMMENTS RECEIVED
NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS
Hera Alam | 12 | Feb 01,2018 | Feb 01,2018 | Accepted with minor changes | Hera Alam | View Form Detail | Completed
REGRETTED REVIEWERS
NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND
empty
Review Completed ✓
Last Decision: none
Editor Decision: Choose one
Save
Upload attachment: Choose File No file chosen
Upload
0005N.pdf 31-01-2018
DELETE
Order | File Name | File Type | Upload Date | Status
1 | 70018590.pdf | Copyright Letter | 31-01-2018
2 | 1.doc | Manuscript | 31-01-2018 | current version
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Fig (6f)

On the Handling Editor dashboard as shown in **Fig (2)**, by clicking on the **"Add Reviewer"** tab indicated by the red arrow on the left panel of the page in **Fig (2)**, the **"Add New Reviewer**" panel appears as shown in **Fig (6g)**, on this panel a new reviewer can be added. Fill all the given fields and click on the "**Save and Continue**" button to add the reviewer as shown in **Fig (6g).**

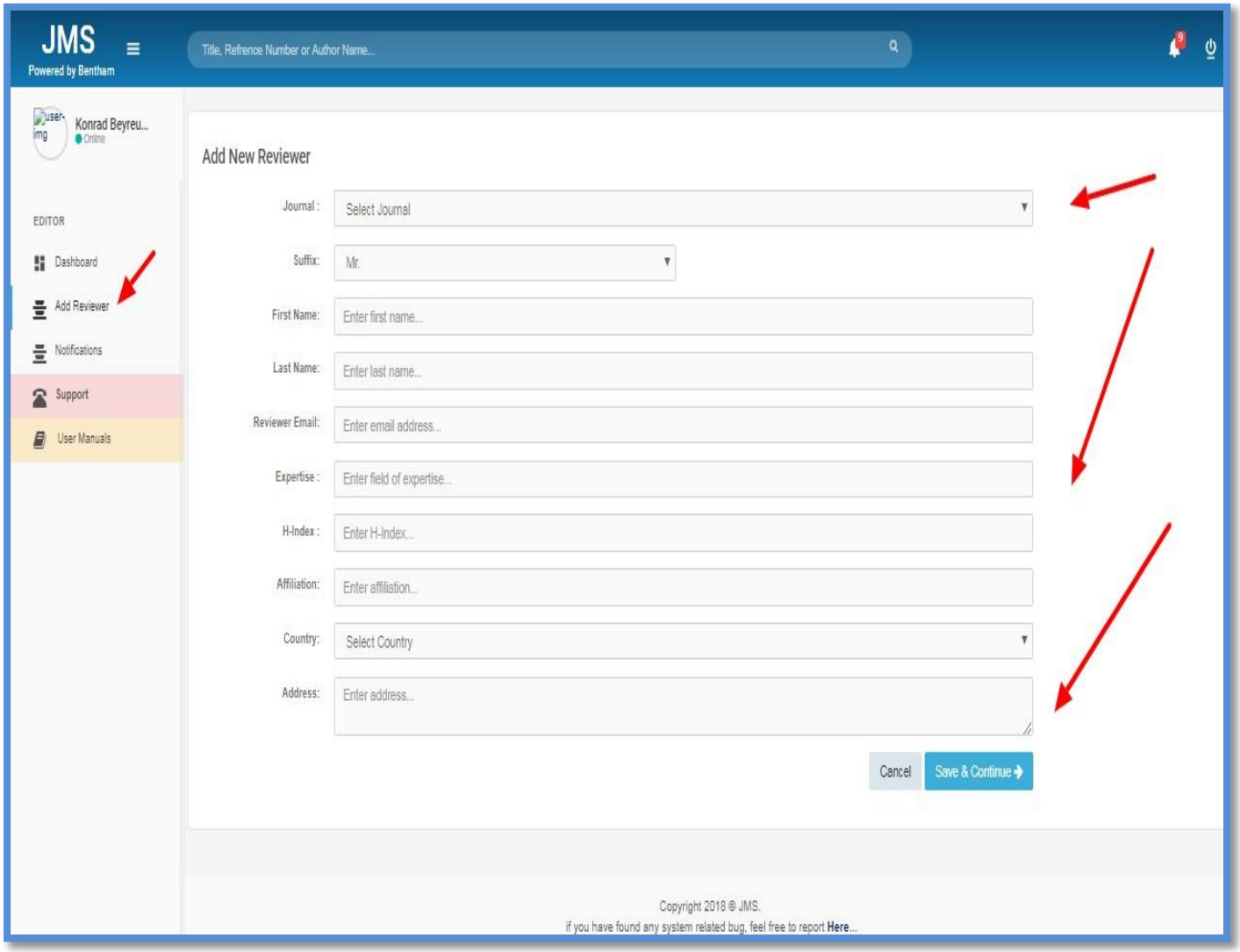

Fig (6g)