

Editor Guide

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For comprehensive documentation, please consult the Online Users Guide for Admins and Editors accessed through the Get Help Now link > Admins and Editors Education Support Portal. This area requires your login using the same User ID and password as for your journal site.

Logging Into Your Editor or EIC Center

Each journal's Manuscript Central site has a unique Web address (URL). Typically, you are given that address in an email sent by the journal. If the address is [hyperlinked](#), simply click the link within the email, or you can enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal's Log In page opens.

The screenshot shows the ScholarOne Manuscript Central login interface. At the top, there is a navigation bar with 'Log In | Create Account | Get Help Now' on the right. The main header reads 'ScholarOne Training Journal Workflow 1'. Below this is a 'Login' section with a 'Log In' heading and a welcome message: 'Welcome to the ScholarOne Training manuscript submission site for Review Process/Workflow 1. To log in, enter your User ID and Password into the boxes below, then click Log In. If you are unsure about whether or not you have an account or have forgotten your password, enter your e-mail address in the Password Help section and click Go. The system will send your password to your email address. [Read More...](#)'

The 'Log In' form contains two input fields: 'User ID:' and 'Password:'. Below these fields is a 'Log In' button. To the right of the form is a 'Password Help' section with the text: 'Enter your e-mail address to receive an e-mail with your account information.' and a 'Go' button. A 'Resources' sidebar on the right lists 'Instructions & Forms', 'User Tutorials', and 'System Requirements'. At the bottom of the form, there is a note: 'There is a template available for manuscript submission on this site. [Click here to download it.](#)' and another 'Log In' button.

Your access to the journal site may be provided in one of two ways: The journal may create your account for you and email you with instructions on how to log in and set your User ID and password. Some journals allow their users to create their own accounts. If yours does, you will see a **Create Account** link in the top right corner of the page. Follow the step-by-step instructions for creating your account.


To keep your account information current, use the **Edit Account** link in the upper right corner (Create Account changes to Edit Account after your account is created). You can also change your User ID and password here.

NOTE:

Please retain your new password information. Manuscript Central will not send your password via email.

You can log out of Manuscript Central at any time by clicking **Log Out** at the top right corner of the page you are on. You will be returned to the Log In page.

Forgot Your Password?

For security reasons, Manuscript Central will not email you your current password. Instead, by entering your email address in the Password Help field and clicking  Go, the system will send you an email containing instructions for resetting your password.

NOTE:

Please retain your new password information. Manuscript Central will not send your password via email.

Help Documentation

A variety of online training documentation is available through the Get Help Now link at the top right of the page and through the Resources section on the Log In and Welcome pages. Access the Education and Support Portal for Editor-specific information. This area requires your login using the same User ID and password as for your journal site.

The Welcome page

When you log in, you are taken to the Welcome page. Here you see links to all of the role centers you have permissions for in this journal. Default permissions include Author or Author and Reviewer Centers. Contact the journal administrator if you do not already have an editor center link.

Read More ...' Below the message are three links: Author Center, Reviewer Center, and Associate Editor Center. A Resources sidebar on the right lists: Instructions & Forms, User Tutorials, System Requirements, and Home Page." data-bbox="145 522 845 676"/>

The screenshot shows the top navigation bar with the ScholarOne logo and 'Education Workflow 1' title. On the right, there are links for 'Edit Account', 'Instructions & Forms', 'Previous User', and 'Get Help Now'. Below the navigation bar is a 'Main Menu' section. The main content area features a 'Welcome' message and three role center links: 'Author Center', 'Reviewer Center', and 'Associate Editor Center'. A 'Resources' sidebar on the right contains links for 'Instructions & Forms', 'User Tutorials', 'System Requirements', and 'Home Page'.

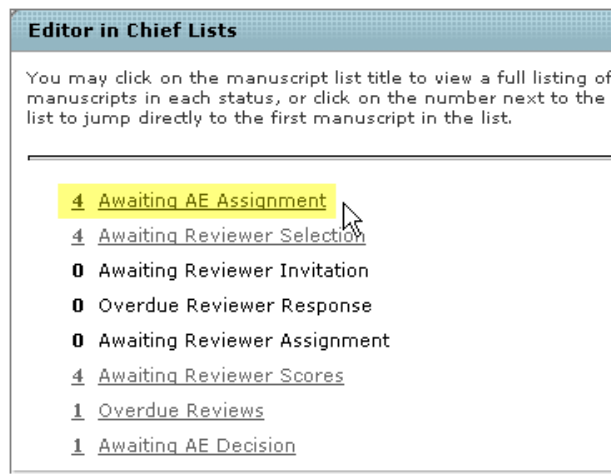
To access your dashboard page, click the appropriate link.

Assigning Editors

In some workflows, an editor assignment task is included.

How to access the Action tab for Assigning an Editor

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.



How to Assign an Editor

ACTIONS	NOTES
<p>4. If a dropdown list is displayed: Select the editor name and click <input checked="" type="checkbox"/> Assign. The number in parentheses after an editor's name indicates current assignments.</p> <p>If you search for an editor: Click the Select an Editor link. An advanced search page opens. Add the name of the editor from the search results and click <input checked="" type="checkbox"/> Assign.</p>	<p>The number of current assignments is displayed next to the editor's name. To view assignment details, click View Details.</p> <p>Results include a link to view current assignment details.</p> <p>The manuscript moves to the assigned editor's dashboard lists for action.</p>

Action tab **Assign AE**

- **WRK1-06-Apr-0030** Submitted: 18-Apr-2006; Last Updated: 18-Apr-2006; 1 day in review
- Manuscript Central: Saving Time, Making Progress
- [Author, Anna](#) (contact)
- [Assign AE](#)

AE: Not Assigned
 EIC: Not Assigned
 ADM: [Lahue, Diane](#)

HTML PDF Supplementary Files Original Files Abstract External Searches

Associate Editor List

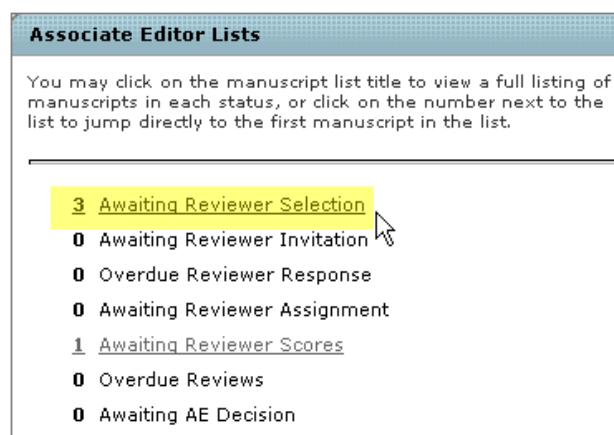
Order	Name	Status	History	Remove
Pick from a list: <input type="text" value="Select an AE (# Current Assignments)"/> <input type="button" value="View Details"/> <input checked="" type="checkbox"/> Assign				

Selecting and Inviting Reviewers





In many workflows, editors select reviewers and then invite them. After a reviewer accepts an invitation, the manuscript is placed in their Reviewer Center.

How to access the Action tab for Selecting and Inviting a Reviewer

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
3. The Lists section contains the tasks you need to perform. Access the Reviewer Selection task in one of two ways: Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.



How to Select and Invite a Reviewer

ACTIONS	NOTES
<p>4. The first action tab is for selecting the reviewer. Search for reviewers using one of the several methods on the page (types of methods are configured by the journal). Or, you may add a new reviewer through the Create New Reviewer Account section on the page.</p> <p>In the search results, click  to view the details of a reviewer's history analysis.</p>	<ul style="list-style-type: none"> -Use an author's preferred reviewers -Quick search by first or last name -Related papers search -Reviewer auto-suggest (based on keywords/attributes) -Advanced search
<p>5. Once you have selected the reviewer, the action tab changes to the invitation task. Click  Invite.</p> <p>Make any changes or attach files to the email, then click  Save and Send.</p>	<p>An editable invitation email opens.</p> <p>The email invitation is sent to the reviewer.</p>
<p>If your workflow is configured so that you create the list and another person sends the invitation:</p> <p>Click  Send List to forward the completed list to the next person in the workflow.</p>	

How to Select and Invite a Reviewer, con't.

<p>6. Reviewer responses:</p> <ul style="list-style-type: none"> -If automated links are contained in the email invitation, reviewers can respond by clicking the appropriate link. This automates the process of sending the secondary email. -If a reviewer responds to you by email, select from the Response dropdown list. 	<p>Once a reviewer accepts the invitation, another email is sent containing the information the reviewer needs in order to review the manuscript.</p> <p>An editable email displays for sending.</p>
---	--

2 / 3

Action tab AE Select Reviewers

♦ **T1-2005-02-OA-0016**
Submitted: 16-Feb-2005; Last Updated: 06-Jun-2005; 119 days in review

♦ ScholarOne Test Please Ignore

♦ *blinded*

♦ **AE Select Reviewers**
AE: [Editor, Emily](#)

0 invited; 0 agreed; 0 declined; 0 returned
EIC: [Chief, Charles D. Gubbins](#)

ADM: [Lahue, Diane](#)

HTML
 PDF Reduced Res
 PDF Full Res
 Original Files
 Abstract
 External Searches

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
				<input type="checkbox"/> Save		1
						0

2 / 3

Action tab → AE Invite Reviewers

♦ **T1-2005-02-0A-0016** Submitted: 16-Feb-2005; Last Updated: 06-Jun-2005; 119 days in review

♦ ScholarOne Test Please Ignore

♦ *blinded*

♦ **AE Invite Reviewers**
0 invited; 0 agreed; 0 declined; 0 returned

AE: [Editor, Emily](#)
EIC: [Chief, Charles D. Gubbins](#)
ADM: [Lahue, Diane](#)

HTML PDF Reduced Res PDF Full Res Original Files Abstract External Searches

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Smith, Kevin	<input checked="" type="checkbox"/> Invite	Selected: 15 Jun 2005 view full history	<input checked="" type="checkbox"/>	1	
					# selected	1 ✓
					# invited	0

Reviewer List				
Order	Name	Status	History	Remove
2	Smith, Kevin proxy	Invited Response <input type="text" value="Select..."/>	Invited: 02 Nov 2005 view full history	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Save				

Save
 Agreed
 Declined
 Late Response
 Unavailable
 No Response

About the Progress Indicator

Throughout the process of assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed. Typically, the number of reviews required to make a decision is an editable field.

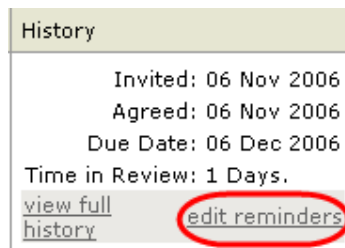
Progress	
# reviews required to make decision	<input type="text" value="2"/>
# selected	2 ✓
# invited	1
# agreed	0
# returned	0
<input checked="" type="checkbox"/> Save	

If your journal has chosen to make this an editable field, you can change the number of default reviews required by typing a different number in the field and clicking Save.

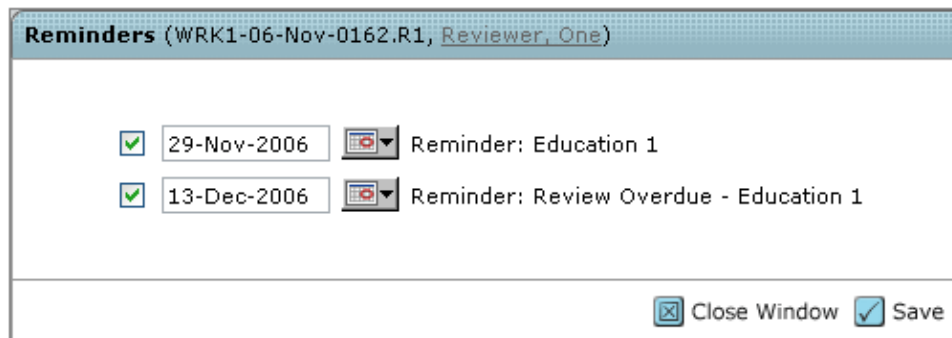
It is possible for a single manuscript to show up in multiple lists/queues on your dashboard. This occurs most commonly when a manuscript is in both Assign Reviewer and Awaiting Reviewer Scores queues. The reason the manuscripts do this is because there are still open invitations waiting for a response to be logged.

Editing Reviewer Reminders

Depending on the journal, you may have one, two, or no reviewer reminders set to go out automatically. You can edit the reviewer reminders from the Reviewer List after the reviewer has been invited.



Clicking the [edit reminders](#) link brings you to a Reminders popup window.



Here you can do the following:

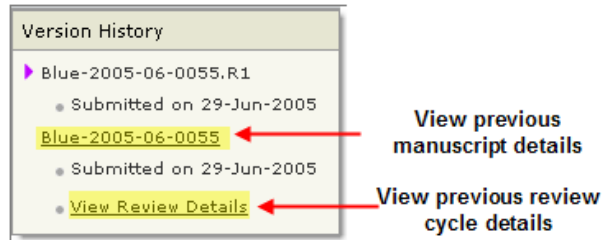
- Deselect the checkbox for sending a reminder
- Edit the date of a reminder

Bypassing the Peer Review Process

To bypass the review process entirely, change the default setting to 0. The manuscript moves to the next action task in the workflow - – typically a Make Decision, Make Preliminary Decision, or Make Recommendation task.

About Viewing Version History

Version history information is available while assigning reviewers to revised manuscripts. This section is located under the Progress indicator.



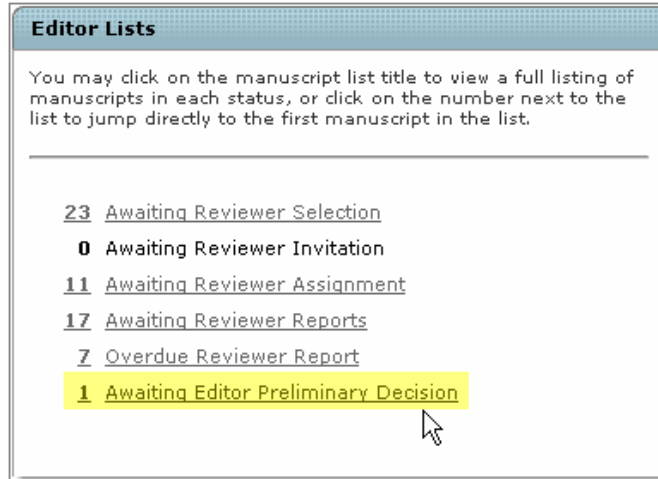
Viewing Completed Reviews

When the required number of reviews has been returned, they display in the editor's Make Decision, Make Preliminary Decision, or Make Recommendation action tab.


These Action tabs display only after the required number of reviews are returned. Returned reviews can be viewed at any time by accessing the manuscript.

How to access the Action tab for Viewing Completed Reviews

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
3. The Lists section contains the tasks you need to perform. Access the Make Decision, Make Preliminary Decision, or Make Recommendation task in one of two ways: Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.



How to View Completed Reviews

ACTIONS	NOTES
<p>4. From the Reviews section, you can do the following: See the reviewer's name, which is a link for sending correspondence. Note any author entries for preferred or non-preferred reviewers. See the reviewer's recommendation. See a link to view the review.</p>	
<p>5. Click the view review link. Based on the journal's configuration, the following information is displayed: Author-supplied metadata associated with the reviewed manuscript. The reviewer's recommendation. The decision of the Reviewer to review any manuscript revisions.</p>	<p>The Completed Review popup displays.</p>

How to View Completed Reviews, con't.

ACTIONS	NOTES
<p>Comments: View the following: Confidential Comments to the Editor Comments to the Author</p>	<p>Reviewer's comments to the author are included in the Decision Letter email.</p>
<p>6. File Attachments: Here you can manage files. If the reviewer has attached files, you can: View or remove the files. You can also upload new or revised files. If the reviewer marked the file for Author and Editor, you can choose Editor only.</p>	
<p>7. See #8, or click one of the buttons: Save, Print, or Close Window.</p>	
<p>8. Reviewer Rating: If your journal has this feature activated, you can rate a reviewer's score for timeliness and quality.</p>	<p>During the reviewer selection process, ratings appear in the "Avg. R-Score" column next to each reviewer's name. Avg. R-Score is the average all editors have rated this reviewer.</p>

Completed Review

Reviewer 1: Kiley, Eileen

Manuscript ID:	WRK1-0625
Manuscript Type:	Original Article
Keywords:	Abdominal, Abducens, Ablation
Date Submitted:	(blinded)
Manuscript Title:	Materials Research: Technique to make nano carbon tubes buried inside rubber composite visible using femtosecond pulse laser ablation

Recommendation

<input type="checkbox"/> Accept
<input type="checkbox"/> Major Revision
<input checked="" type="checkbox"/> Minor Revision
<input type="checkbox"/> Reject
<input type="checkbox"/> Reject & Resubmit
<input type="checkbox"/> Reject (Appeal Allowed)

Would you like to review a revision of this manuscript?

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

Comments

Confidential Comments to the Associate Editor
This paper requires minor revisions.
Comments to the Author
Please make minor revisions as noted.

Attach a File	Files attached
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>	<ul style="list-style-type: none"> ◆ Test comments.doc HTML - [remove] ○ This file is for the Author and Editor ○ This file is for the Editor only

Save

Timeliness

<input type="radio"/> 3 - Review was on time
<input checked="" type="radio"/> 2 - Review was slightly delayed
<input type="radio"/> 1 - Review was severely delayed

Quality Assessment

<input type="radio"/> 3 - Review was highly relevant
<input type="radio"/> 2 - Review was sufficient
<input checked="" type="radio"/> 1 - Review was below average

Save

Making Manuscript Decisions

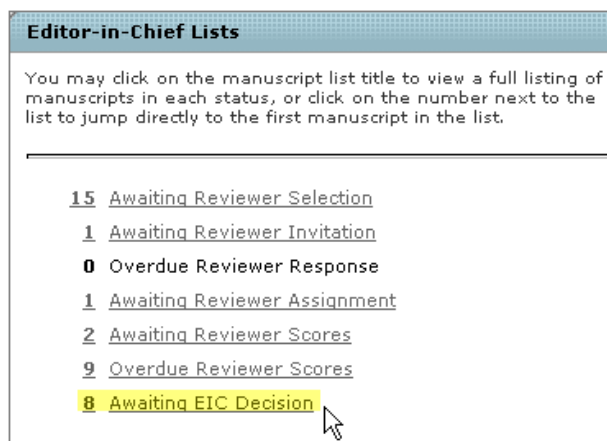
We recommend that if you cut and paste text into fields, you use a plain text editor such as WordPad or Notepad.

1. Action: Make Decision

Make your final decision based on the reviews you have received from reviewers.

How to access the Action tab to Make a Decision

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
<p>3. The Lists section contains the tasks you need to perform. Access the decision task in one of two ways:</p> <p>Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action.</p> <p>Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.</p>	<p>You are at the Action tab for the manuscript.</p>



How to Make a Decision

ACTIONS	NOTES
4. Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to “Viewing Completed Reviews” topic for information.
5. Select the radio button for your decision. Enter text in the Comments field as desired.	Comments remain internal to the journal.
6. Click <input type="checkbox"/> Create Draft E-Mail to open the editable decision letter to the author. Make changes as needed and click <input checked="" type="checkbox"/> Send and Commit Decision.	The decision does not commit until you click <input checked="" type="checkbox"/> Send and Commit Decision in the email.
7. Click <input checked="" type="checkbox"/> Commit Decision to save and commit your decision.	

EIC Decision

Make a Decision

Accept
 Minor Revision
 Major Revision
 Reject & Resubmit
 Reject

Decision Comments:

Create Draft E-Mail

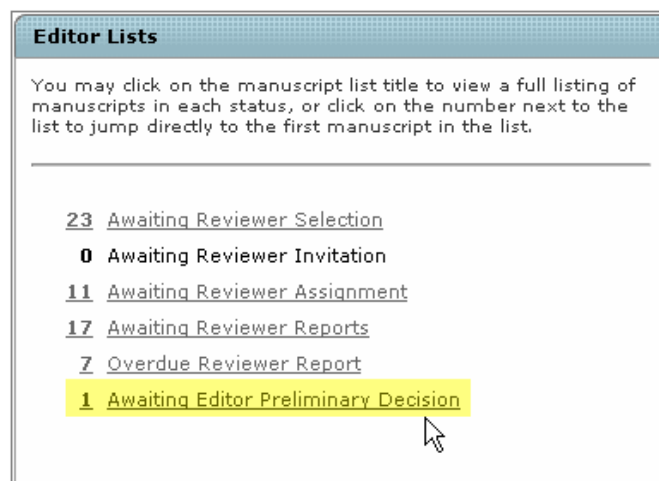
 Save
 Commit Decision

2. Action: Make Preliminary Decision



In this workflow, you make a preliminary decision and another person (e.g., the EIC) approves it. This cycle can repeat until a decision is reached.

How to access the Action tab to Make a Preliminary Decision

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
3. The Lists section contains the tasks you need to perform. Access the preliminary decision task in one of two ways: Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.





How to Make a Preliminary Decision

ACTIONS	NOTES
4. Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to “Viewing Completed Reviews” topic for information.
5. Select the radio button for your decision. Enter text in the Preliminary Decision Comments field (for approving editor) as desired.	
6. Click  Create Draft E-Mail to open the editable decision letter to the author.	The decision letter is not sent to the author until final approval.
7. Make changes as needed and click  Send for Approval.	The manuscript displays in the dashboard lists of the decision maker for approval.

Make Preliminary Decision

♦ **MAP-2005-0345** Submitted: 07-Dec-2005; Last Updated: 25-Jan-2006; 126 days in review
♦ Antenna Applications of Negative-Refractive-Index Transmission-Line (NRI-TL) Structures
♦ [Antoniades, Marco](#) (contact); Eleftheriades, George
♦ [Make Preliminary Decision](#) ED: [McClung, Tom](#)
EO: [Martin, Keith](#)

 PDF  Abstract ?

Editor Preliminary Decision

Make a Decision


Accept
 Minor Revision
 Major Revision
 Reject
 Reject with Resubmit

Confidential Comments to the Editorial Office:


Save

Reviews

reviews required to make decision:

 [Ziolkowski, Richard](#) pref

- Accept
- [view review](#)


 [Tretvakov, Sergei](#) pref

- Accept subject to minor revisions
- [view review](#)

Save

Version History

- ▶ MAP-2005-0345
- Submitted on 07-Dec-2005

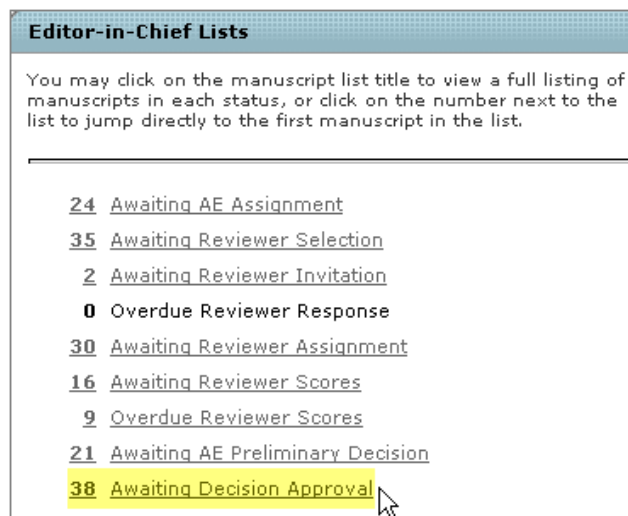
 Create Draft E-Mail Save Send for Approval

3. Action: Approve Preliminary Decision




In this workflow, an editor makes a preliminary decision and you (e.g., the EIC) approve it. This cycle can repeat until decision is reached.


How to access the Action tab to Approve a Decision

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
3. The Lists section contains the tasks you need to perform. Access the decision approval task in one of two ways: Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action. Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.



How to Approve a Preliminary Decision

ACTIONS	NOTES
4. Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to “Viewing Completed Reviews” topic for information.
5. Review any preliminary decision comments and the decision letter.	
If you disagree with the decision and want the editor to reconsider, enter comments in the Suggest a New Decision field and click  Send Back.	See screenshot, below.
As needed, you can edit the decision letter by clicking  Edit Draft E-Mail.	
6. When you are satisfied with the decision, click  Approve.	The decision letter is sent to the author.



EIC Approve Decision

Decision Made by Al-Badr, Ahmed on 02-Jun-2005

Decision: Reject
 Comments: *No Comments*
 Decision Letter: [view decision letter](#)

Suggest a New Decision

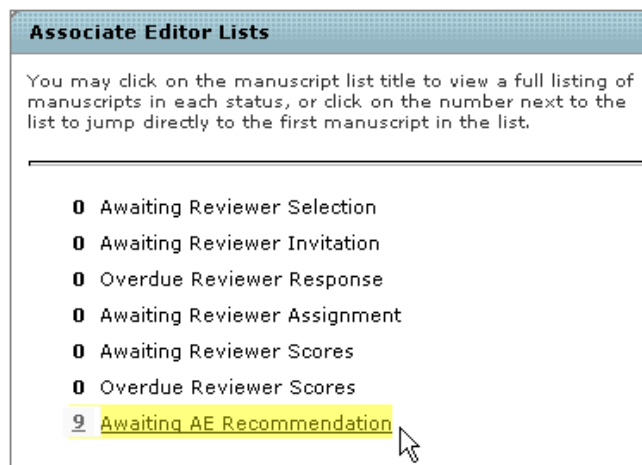
 Edit Draft E-Mail Save Approve Send Back

4. Action: Make Recommendation

In this workflow, you make a recommendation to either the Editor in Chief or to a Board of Editors. They make the final decision.

How to access the Action tab to Make Recommendation

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your Editor Center.	Your editor center Dashboard page opens.
<p>3. The Lists section contains the tasks you need to perform. Access the recommendation task in one of two ways:</p> <p>Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action.</p> <p>Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.</p>	<p>You are at the Action tab for the manuscript.</p>



How to Make a Recommendation

ACTIONS	NOTES
4. Use the Reviews section to view a summary and access the details of all submitted reviews.	Refer to “Viewing Completed Reviews” topic for information.
5. Select the radio button for your decision.	
Optionally, enter confidential comments to EIC and/or comments to the author.	
Attach any files as needed.	
6. To submit the recommendation, click <input checked="" type="checkbox"/> Submit .	

Make Recommendation

◆ **WRK4-2006-04-0049.R1** Submitted: 03-Apr-2006; Last Updated: 10-Apr-2006; 9 days in review
◆ Manuscript Central: Saving Time, Making Progress
◆ [Conley, Stacy](#) Author (contact)
◆ [Make Recommendation](#)

AE: [Bond, Bill](#)
 RE: [Austin, Patricia](#)
 EIC: [EIC, Edward](#)
 ADM: [Administrator, Anne](#)

HTML PDF Original Files Abstract External Searches

AE Recommends	Reviews
<input type="radio"/> Accept <input type="radio"/> Minor Revision <input type="radio"/> Major Revision <input type="radio"/> Reject & Resubmit <input type="radio"/> Reject	# reviews required to make decision: <input style="width: 40px; text-align: center;" type="text" value="1"/> Donahue, Steve 1 <ul style="list-style-type: none"> • Accept • view review <div style="text-align: right;"><input checked="" type="checkbox"/> Save</div>
<p>Comments</p> <p>Confidential Comments to the EIC</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<p>Version History</p> <ul style="list-style-type: none"> ▶ WRK4-2006-04-0049.R1 <ul style="list-style-type: none"> • Submitted on 03-Apr-2006 WRK4-2006-04-0049 <ul style="list-style-type: none"> • Submitted on 03-Apr-2006 • View Review Details
<p>Comments to the Author</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<p>Attach a File</p> <div style="border: 1px solid gray; padding: 2px;"> <input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/> </div>	<p>Files attached</p> <ul style="list-style-type: none"> • No files have been uploaded.
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit	

Making an Immediate Decision (EIC)

If configured for your journal, the final decision-maker can bypass the usual peer review process. Because this action takes place outside the usual workflow, this task displays in the manuscript's Manuscript Information tab.

How to Access the Tab to Make an Immediate Decision





ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
<p>3. The Lists section contains the tasks you need to perform. Access any of the task queues in order to make an immediate decision in one of two ways:</p> <p>Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action.</p> <p>Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.</p>	<p>You are at the Action tab for the manuscript.</p>

Editor-in-Chief Lists

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

- [16 Awaiting Reviewer Selection](#)
- [1 Awaiting Reviewer Invitation](#)
- [0 Overdue Reviewer Response](#)
- [1 Awaiting Reviewer Assignment](#)
- [2 Awaiting Reviewer Scores](#)
- [9 Overdue Reviewer Scores](#)
- [8 Awaiting EIC Decision](#)

How to Make an Immediate Decision

ACTIONS	NOTES
<p>4. To bypass the action and make an immediate decision, click the Manuscript Information tab to the left of the page.</p> <p>Scroll to the Immediate Decision section of the page.</p>	
<p>5. Select the radio button for your decision.</p> <p>Enter text in the Decision Comments (internal) field as desired.</p>	<p>Refer to “Viewing Completed Reviews” topic for information.</p>
<p>6. Click  Create Draft E-Mail to open the editable decision letter to the author. Make changes as needed and click  Send and Commit Decision.</p>	<p>The decision does not commit until you click  Send and Commit Decision in the email.</p>
<p>7. Click  Commit Decision to save and commit your decision.</p>	

