

A BRIEF INTRODUCTION TO SCHOLARONE

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IN SCHOLARONE YOU WILL BE ABLE TO...



Search for reviewers both in the database and externally



Invite and manage reviews



Check the status of assigned manuscripts



View reviews and make recommendations



Send reviews back to reviewers for further comment



Rate reviewer performance

ACCESSING YOUR EDITOR CENTERS

You have been assigned two roles, each with specific tasks:

Associate Editor

Tasks:

- Select and Invite Reviewers for assigned manuscripts.
- Recommend a decision for assigned manuscripts.

Confirmatory Editor

Task:

- Review another Associate Editor's recommendation and associated reviews for a manuscript and advise the Editor about the decision to be taken.

ACCESSING YOUR EDITOR CENTERS



This is the screen you will see when you log in.
Select the “Manage” button.

THE ASSOCIATE EDITOR DASHBOARD

Keep track of where you are

Search for manuscripts assigned to you



View your current assignments

Dashboard When searching, include the journal prefix (INNOV-) before the manuscript number and add an asterisk to the end to retrieve all versions (i.e., INNOV-2020-9999*).

The screenshot shows two main sections of the dashboard. The left section is titled 'Associate Editor Lists' and contains a list of tasks: '1 Make Pre-Review Recommendation', '0 Select & Invite Reviewers', '0 Awaiting Reviewer Response', '0 Awaiting Reviewer Scores', '0 Overdue Reviewer Scores', '0 Make AE Recommendation', and '0 Rebuttal Recommendation'. The right section is titled 'Quick Search - Show Advanced Search' and contains a search form with fields for 'Manuscript ID', 'Title', and 'Author's First (Given) or Last (Family) name'. There is also a 'Saved Search' dropdown menu and a 'Search' button.

ANATOMY OF A MANUSCRIPT

- The top right tab corresponds to the status of the manuscript and any actions required.
- The tabs on the left contain information about the manuscript.

- 1 - AE Tasks**
 - 0 Awaiting Reviewer Response
 - 1 [Select & Invite Reviewers](#)
 - 1 [AE Recommendation](#)
- 2 - Under Review**
 - 2 [Awaiting Reviewer Scores](#)
- 3 - Overdue**
 - 0 Overdue Reviewer Response
 - 0 Overdue Reviewer Scores

The screenshot shows a manuscript management interface. At the top right, there are two tabs: "Track Author Form" and "Select Reviewers". A red arrow points from the "Select Reviewers" tab in the top right to the "Select Reviewers" link in the "1 - AE Tasks" list. Another red arrow points from the "Select Reviewers" link in the "1 - AE Tasks" list to the "Select Reviewers" link in the "Manuscript Information" section. The "Manuscript Information" section contains the following items:

- JIDI-2020-0003** (Manuscript number)
- Test submission for training (Manuscript Title)
- Author, Amy (proxy) (contact) (Authors)
- Original Article (Manuscript Type)
- (Due 17-Sep-2020)
- 0 of 1 completed
- Select Reviewers (Due 27-Sep-2020) (Status)
- 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

Submitted: 03-Aug-2020; Last Updated: 24-Sep-2020; 52 days, 2 hours in review

CE: Not Assigned
AE: [Forgeng, Sarah \(proxy\)](#)
EIC: [Chief, Cho \(proxy\)](#)
ADMIN: [Forgeng, Sarah \(proxy\)](#)
PROD: [Forgeng, Sarah \(proxy\)](#)

Audit Trail: HTML, PDF, Supplemental Files, Original Files, Abstract, Cover Letter, External Searches

Manuscript Files: Reviewer List, Alternates, Progress

Order	Name	Status
Alternates		

Progress	
# reviews required to make decision	2
# active selections	0
# invited	0

These links will open an email to the name clicked

ANATOMY OF A MANUSCRIPT

- Notes appear at the very bottom of the page.
- **Creating a note does NOT send a message to the Editorial Office.**

Shortcut to manuscript notes

Manuscript Information

INNOV-2020-0020 Submitted: 21-Sep-2020; Last Updated: 21-Sep-2020; 3 days, 23 hours in review

OA - title

Judd, Anita (proxy) (contact)

Original Article

Track Author Form (Due 22-Oct-2020)

AE Recommendation Track Author Form

CE: Not Assigned
AE: Deputy, Dusica (proxy)
EC: Chief, Cho (proxy)
ADMIN: Blalock, Elizabeth
PROD: Forgeng, Sarah (proxy)

Create a new note

Read a note

Note Title	Updated By	Updated On	Edit	Delete
This is a note.	Forgeng Sarah - Associate Editor	09-Mar-2017		
+ Add a Note				

view all notes

top

ANATOMY OF A MANUSCRIPT

Manuscript Information

Submitted: 24-Aug-2020; Last Updated: 29-Sep-2020; 35 days, 23 hours in review

- ◆ **INNOV-2020-0006**
- ◆ Test for Clinical Trial
- ◆ [Judd, Anita \(proxy\)](#) (contact)
- ◆ Clinical Trial
- ◆ **Complete Checklist** (Due 23-Sep-2020)

CE: Not Assigned
AE: Not Assigned
EIC: [Chief, Cho \(proxy\)](#)
ADMIN: Not Assigned
PROD: Not Assigned

Audit Trail

HTML PDF Supplemental Files Original Files Abstract Cover Letter External Searches

Scroll To...

- Use the icons at the top of the manuscript record to access the full manuscript or open individual files.

ANATOMY OF A MANUSCRIPT

The screenshot displays a manuscript submission system interface. The main area shows the manuscript ID **INNOV-2020-0020**, submitted on 21-Sep-2020, with a last update on the same date. It is currently in review for 3 days and 23 hours. The manuscript information includes the title 'OA - title', author 'Judd, Anita (proxy) (contact)', and original article. A 'Track Author Form' is due on 22-Oct-2020, and an 'AE Recommendation' is due on 25-Sep-2020. The submission is assigned to CE: Not Assigned, AE: Deputy, Dusica (proxy), EIC: Chief, Cho (proxy), ADMIN: Blalock, Elizabeth, and PROD: Forqeng, Sarah (proxy).

The 'Author-Supplied Data' tab is open, showing the following information:

Article Type:	Original Article
Title:	OA - title
Manuscript ID:	INNOV-2020-0020
Submitting Author:	Judd, Anita (proxy) Save Judd, Anita (proxy) <ul style="list-style-type: none">primary affiliationJID Office - Editorial office 2Editorial office 2 N/A N/AUnited States
Authors & Institutions:	Judd, Anita proxy Corresponding Author <ul style="list-style-type: none">JID Office - Editorial office 2Editorial office 2, N/A N/AUnited States

- The **Manuscript Information** tab contains all information provided by the authors, including manuscript keywords, author affiliations, and linked manuscripts.

ANATOMY OF A MANUSCRIPT

The screenshot displays a manuscript management interface for manuscript ID **INNOV-2020-0020**. The interface is divided into three main sections: Manuscript Information, Audit Trail, and Manuscript Files. The **Audit Trail** tab is highlighted with a red box. The Manuscript Information section shows submission details, author information (Judd, Anita), and various forms. The Audit Trail section shows a table of events, including email notifications. The Manuscript Files section is currently empty.

Manuscript Information

Submitted: 21-Sep-2020; Last Updated: 21-Sep-2020; 3 days, 23 hours in review

- **INNOV-2020-0020**
- OA - title
- [Judd, Anita](#) (contact)
- Original Article
- [Track Author Form](#) (Due 22-Oct-2020)
0 of 1 completed
- [AE Recommendation](#) (Due 25-Sep-2020)

CE: Not Assigned
AE: [Deputy, Dusica](#)
EIC: [Chief, Cho](#)
ADMIN: [Blalock, Elizabeth](#)
PROD: [Forgeng, Sarah](#)

Audit Trail

HTML PDF Abstract Cover Letter External Searches

Audit Trail - view all / letters only Events: 1-10 of 33

Date / Time	Event	Manuscript Status
22-Sep-2020 12:56 PM EDT 22-Sep-2020 4:56 PM GMT	To: deputy@mailinator.com From: InnovationsOffice@sidnet.org Subject: INNOV-2020-0020: Recommendation Requested Results: Successfully sent.	
22-Sep-2020 12:56 PM EDT 22-Sep-2020 4:56 PM GMT	To: associatea@mailinator.com From: InnovationsOffice@sidnet.org Subject: Review received: INNOV-2020-0020 Results: Successfully sent.	
22-Sep-2020 12:56 PM EDT 22-Sep-2020 4:56 PM GMT	To: deputy@mailinator.com From: InnovationsOffice@sidnet.org Subject: Review Received: INNOV-2020-0020 Results: Successfully sent.	

- The **Audit Trail** tab contains the history of the manuscript, including emails.
- The buttons at the top appear on every tab and allow you to open the manuscript in HTML or PDF format.

TRANSFERRED REVIEWS

- Manuscripts transferred from *JID* will arrive with any completed reviews.
- Identify a transferred manuscript by the blue “Transferred in” text beside the manuscript number and the green bar on the left side of the manuscript record

Information

- INNOV-2020-0006 - Transferred in
- Test for Clinical Trial
- Judd, Anita (proxy) (contact)
- Clinical Trial

Version History				
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response
you are viewing	JIDI-2020-0004	Test JID paper	11-Aug-2020	
	JID-2020-0656	Test JID paper View Transferred Review Details	11-Aug-2020	Transferred in from Journal of Investigative Dermatology on 11-Aug-2020.

- Transferred reviews will appear in the **Version History** box on the **Invite Reviewers** screen.
- To make a recommendation without inviting additional reviewers, change the number of required reviewers from **2** to **0** and click **Save**.

Progress

# reviews required to make decision	<input type="text" value="2"/>
# active selections	0
# invited	0
# agreed	0
# declined	0
# returned	0

Save

Create Reviewer Account

Salutation:

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

Create and Add

Set My Search Preferences

Version History

- ▶ JIDI-2020-0012
 - Submitted on 14-Aug-2020
- JID-2020-0555**
 - Transferred in from Journal of Investigative Dermatology on 14-Aug-2020
 - [View Transferred Review Details](#)

FINDING REVIEWERS IN THE DATABASE

Quick Search

First (Given) or Last (Family) Name:


Roles:

- All
- Author
- Reviewer**
- Associate Editor
- Section Editor

Sort Order






Primary Sort:

Secondary Sort:

- The **Quick Search** allows you to search by first or last name.
- The words in blue are keywords indicating authors' declared expertise.
- Reviewers can be added to the list from the search results.
- Clicking on the spyglass next to a reviewer's name will open a window with additional information.
- Tick the box next to the reviewer you wish to select, then click the "Add" button.  Add

Results - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-7 of 7

Search Criteria: First (Given) or Last (Family) Name = "Boyd"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 Boyd, Ashleigh. diabetes *, stem cells *, iPS cells *, ES cells *, pluripotent stem cells *, transplantation *, grafting *, autoimmunity Roger Williams Medical Center and Boston University School of Medicine, NIH Center of Biomedical Research Excellence Roles: AU REV	0 / 0	2067	0	<input type="checkbox"/>
 Boyd, Charles D. elastic fibers; extracellular matrix; systems biology; human genetics; heritable elastic tissue diseases * University of Hawaii, The Cardiovascular Research Center Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>
 Boyd, James. Curtin University, centre for data linkage Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>
 Boyd, Kelli. Roles: AU REV	0 / 0	3171	3.00	<input type="checkbox"/>
 Boyd, Mary. (jid Office) Editorial *, Assistant *, JID Office * The Journal of Investigative Dermatology, Editorial Office Roles: AU REV ADMIN PROD SLOW	0 / 29	8	2.00	<input checked="" type="checkbox"/>

SELECTING REVIEWERS

- The **Reviewer List** will remain empty until you select reviewers.
- Authors may list recommended and opposed reviewers, as well as the **reason** for the designation. You are not required to grant their request.
- To use a recommended reviewer, tick the “add” box, then click the “Add” icon.

The screenshot shows the Manuscript Information page for JIDI-2020-0003. The page is titled "Select Reviewers" and includes a sidebar with "Manuscript Information", "Audit Trail", and "Manuscript Files". The main content area is divided into several sections:

- Manuscript Information:** Shows the manuscript ID (JIDI-2020-0003), submission date (26-May-2017), and last updated date (26-May-2017). It also lists the author (Judd, Anita) and the original article.
- Audit Trail:** Shows the manuscript files (HTML, PDF, Abstract, Cover Letter, External Searches).
- Reviewer List:** A table with columns for Order, Name, Status, History, and Remove. It currently contains a message: "No-reviewers have been added to this list yet." and a "Save" button.
- Author's Recommended / Opposed Reviewers:** A table with columns for Name, Keywords, Institution, Roles, Reason, Current / Past 12 Months, Days Since Last Review, Average R-Score, and Add. It lists two reviewers: Luong, Albert (recommended) and Forgeng, Sarah (opposed). The "Add" column for Luong, Albert has a red box around the "Add" icon.
- Progress:** A table showing the number of reviews required to make a decision (2), active selections (0), invited (0), agreed (0), declined (0), and returned (0).
- Create Reviewer Account:** A form with fields for Salutation, First (Given) Name, Last (Family) Name, and E-Mail Address. It also has a "Provide more account info" link and a "Create and Add" button.

FINDING REVIEWERS IN THE DATABASE

- The **Advanced Search** is a more detailed search.
- Red exclamation points indicate that the reviewer is an author and ineligible to review the manuscript.

Advanced Search


Reviewer Account Information

Salutation: First (Given) Name: Middle Name: Last (Family) Name:

Degree: E-Mail Address: Comments:

Institution: Department:

City: State/Province: Postal Code: Country:

ORCID iD
 <http://orcid.org/>

Person Designations:

Slow Reviewer
Retired
Deceased

Roles:

Author
Reviewer
Associate Editor
Section Editor

Exclude Institution*:

*Multiple entries separated by commas are permitted






Exclude unavailable Reviewer

Key Words:
 AND
 AND
 AND
 AND

Results - New Search - Modify Search - Change Sort

1-8 of 8

Search Criteria: Key Words = editorial Roles = "Journal of Investigative Dermatology -- Reviewer"; Where to Search = "Journal of Investigative Dermatology"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
 Blalock, Elizabeth N - Author (jid Office)  editorial *, editorial *, editorial *, editorial *, Journal of Investigative Dermatology, University of North Carolina	0 / 16	15	2.67	<input type="checkbox"/>
 http://orcid.org/0000-0002-0528-1652  Roles: AU REV AE EIC ADMIN PROD SE SLOW				
 Boyd, Mary. (jid Office) Editorial *, Assistant *, JID Office * The Journal of Investigative Dermatology, Editorial Office	0 / 29	8	2.00	<input type="checkbox"/>

Roles: AU REV ADMIN PROD SLOW

THE R-SCORE

What is the R-Score?

The R-Score is a way to rate reviews in ScholarOne. 3.00 is highest; 1.00 is lowest. 0.00 means that no reviews have been rated.

How do you submit a rating?

When you open a review in the AE queue there will see a question at the end marked "Quality Assessment." This is where you can rate the review, and it will become part of the reviewer's score.

Where do you find a reviewer's R-Score?

The R-Score can be found in the reviewer search results, or by clicking on the spyglass icon next to a reviewer's name.

How does JID Journals use the R-Score?

We only rate reviews on quality. We do not require AEs to give each review a score, but the more ratings we receive, the more helpful the score is for selecting reviewers.


3.00 Average R-Score

71 % of invitations Accepted

27 % of invitations Declined

This statistic represents the average score a Reviewer has received as part of their Reviewer Rating.

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

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score
 Smith, John keyword*, keyword*, keyword* Department of Dermatology, Example University	0 / 9	1	2.67

CREATING A REVIEWER ACCOUNT

- If you wish to invite a reviewer who is not in the database, you will need to create a new account.
- You must use the reviewer's email address to create an account.
- You will not be able to create a new account if one already exists for that email address.

Create Reviewer Account

req Salutation:

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

Create and Add

EXTERNAL REVIEWER SEARCHES

- Click on **External Searches** to open the search window.

The screenshot shows the 'External Searches' interface. At the top, there are navigation tabs: HTML, PDF, Abstract, Cover Letter, and External Searches (highlighted with a red box). Below the tabs is a 'Reviewer List' table with columns: Order, Name, Status, History, and Remove. Underneath the table is an 'Alternates' section with a 'Save' button. Below that is a section for 'Author's Preferred / Non-Preferred Reviewers' with columns: Name, Keywords, Institution, Roles, Current / Past 12 Months, Days Since Last Review, Average R-Score, and Add. To the right of the reviewer list is a 'Progress' table with rows for: # reviews required to make decision (value: 2), # active selections (value: 0), # invited (value: 0), # agreed (value: 0), # declined (value: 0), and # returned (value: 0). A 'Save' button is at the bottom right of the progress table.

- The search window allows searches by manuscript title, keyword, author name, preferred/non-preferred reviewer, or Other.
- You can currently search Web of Science, PubMed, HighWire, or Google from ScholarOne.

The screenshot shows the search window. It has two main sections: 'Search On:' and 'Search Across:'. Under 'Search On:', there are several search criteria with checkboxes: 'Sample Manuscript for Demo (Manuscript Title)', 'melanoma (Keyword)' (highlighted with a red box), 'psoriasis (Keyword)', 'Blalock, Elizabeth (Author/Co-Author)', 'Luong, Albert (Preferred Reviewer)', and 'Other:' with an input field. Under 'Search Across:', there are four search engines: 'Web of Science', 'PubMed' (highlighted with a red box), 'HighWire', and 'Google'. Each engine has a 'Click here to search' link.

EXTERNAL REVIEWER SEARCHES

The screenshot shows the PubMed search interface. At the top, there is a navigation bar with 'NCBI Resources' and 'How To' dropdown menus, and a 'Sign in to NCBI' link. Below this is the 'PubMed.gov' logo and the text 'US National Library of Medicine National Institutes of Health'. The search bar contains the text 'melanoma' and a 'Search' button. To the right of the search bar are links for 'RSS', 'Save search', and 'Advanced'. A red box highlights the search bar and the 'Search' button. Below the search bar, there are options for 'Article types' (Clinical Trial, Review, Customize...), 'Text availability' (Abstract, Free full text, Full text), 'PubMed Commons', 'Reader comments', and 'Trending articles'. The search results are displayed in a list format, with the first two results highlighted. The first result is 'Identification of DRG-1 As a Melanoma-Associated Antigen Recognized by CD4+ Th1 Cells' by Kiniwa Y, Li J, Wang M, Sun C, Lee JE, Wang RF, Wang HY, published in PLoS One in 2015. The second result is 'Amelanotic Vulvar Melanoma: A Case Report' by Filippetti R, Pitocco R, published in Am J Dermatopathol in 2015. The third result is 'Amelanotic Melanoma Mimicking an Atypical Fibrohistiocytic Lesion'. On the right side of the page, there are sections for 'New feature' (Sort by Relevance), 'Results by year' (a bar chart showing an increasing trend), and 'Related searches' (malignant melanoma).

- The system will open a new window with the results of your search. If you wish, you can use the site tools to further narrow your search.

INVITING A REVIEW

- Click on the **Invite** icon.
- An invitation email will open.
- Edit as you wish.
- Click the **Save & Send** icon.

The screenshot displays a web interface for managing manuscript reviews. At the top, it shows manuscript details for 'JIDI-2020-0003', including submission and update dates, and a summary of review progress: '3 active selections; 1 invited; 1 agreed; 0 declined; 0 returned'. A sidebar on the left contains navigation tabs for 'Manuscript Information', 'Audit Trail', and 'Manuscript Files'. The main area features a 'Reviewer List' table with columns for Order, Name, Status, History, and Remove. The first reviewer, Luong, Albert, is in a 'recommended' status and has an 'Invite' button highlighted with a red box. The second reviewer, Boyd, Mary, is in an 'Agreed' status. Below the table is an 'Alternates' section with one alternate reviewer, Blalock, Elizabeth. On the right side, a 'Progress' summary shows 2 reviews required to make a decision, 3 active selections, 1 invited, 1 agreed, 0 declined, and 0 returned. At the bottom right, there is a 'Create Reviewer Account' section with a 'Salutation' dropdown and 'Invite All' and 'Save' buttons.

Order	Name	Status	History	Remove	Progress
1	Luong, Albert recommended Journal of Investigative Dermatology, Editorial Assistant	<input checked="" type="checkbox"/> Invite	Invited: 25-Sep-2020 view full history	<input checked="" type="checkbox"/>	# reviews required to make decision: 2 # active selections: 3 ✓ # invited: 1 # agreed: 1 # declined: 0 # returned: 0
2	Boyd, Mary The Journal of Investigative Dermatology, Editorial Office	Agreed	Invited: 25-Sep-2020 Agreed: 25-Sep-2020 Due Date: 05-Oct-2020 Time in Review: 0 Days. view full history edit reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Save
Alternates					
Alternate 1	Blalock, Elizabeth			<input checked="" type="checkbox"/>	Create Reviewer Account req Salutation: ---

AWAITING REVIEWER RESPONSES

The screenshot displays a manuscript management interface for manuscript **JIDI-2020-0003**. The top navigation bar includes an **Assign Reviewers** button. The main content area is divided into three sections: **Manuscript Information**, **Audit Trail**, and **Manuscript Files**.

Manuscript Information: Submitted: 24-Sep-2020; Last Updated: 25-Sep-2020; 1 day, 7 hours in review. Status: CE: Not Assigned, AE: [Forgeng, Sarah](#), EIC: [Hall, Russell](#), ADMIN: [Forgeng, Sarah](#), PROD: [Forgeng, Sarah](#). A red banner indicates **Track Author Form (Due 17-Sep-2020) 8 days overdue** with 0 of 1 completed. A green banner indicates **Assign Reviewers (Due 28-Sep-2020)** with 3 active selections, 2 invited, 0 agreed, 0 declined, and 0 returned.

Reviewer List Table:

Order	Name	Status	History	Remove	Progress
1	Luong, Albert recommended Journal of Investigative Dermatology, Editorial Assistant	Invited Response: <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 25-Sep-2020 view full history	<input checked="" type="checkbox"/>	# reviews required to make decision: 2 # active selections: 3 ✓ # invited: 2 ✓ # agreed: 0 # declined: 0 # returned: 0 <input checked="" type="checkbox"/> Save
2	Boyd, Mary The Journal of Investigative Dermatology, Editorial Office	Invited Response: <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 25-Sep-2020 view full history	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Save

Tasks Sidebar:

1 - Tasks

- [1 Awaiting Reviewer Response](#)
- [1 Select & Invite Reviewers](#)
- [1 AE Recommendation](#)

2 - Under Review

- [2 Awaiting Reviewer Scores](#)

3 - Overdue

- 0 Overdue Reviewer Response
- 0 Overdue Reviewer Scores

- When the manuscript moves to the next task, the tab at the top right will change to correspond with the current queue.
- Clicking on a reviewer's name will open a new email to that reviewer.

AWAITING REVIEWS

Manuscript Information

Audit Trail

Manuscript Files

JIDI-2020-0003 Submitted: 24-Sep-2020; Last Updated: 25-Sep-2020; 1 day, 8 hours in review

- Test submission for training
- Author: [Amy](#) (contact)
- Original Article
- Track Author Form (Due 17-Sep-2020)
8 days overdue
0 of 1 completed
- Reviewer Scoring (Due 05-Oct-2020)
3 active selections; 1 invited; 1 agreed; 0 declined; 0 returned

CE: Not Assigned
 AE: [Forgeng, Sarah](#)
 EIC: [Hall, Russell](#)
 ADMIN: [Forgeng, Sarah](#)
 PROD: [Forgeng, Sarah](#)

HTML PDF Abstract Cover Letter External Searches

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Luong, Albert recommended Journal of Investigative Dermatology, Editorial Assistant	<input checked="" type="checkbox"/> Invite	Invited: 25-Sep-2020 view full history	<input type="checkbox"/>	1	<input type="text" value="1"/>
2	Boyd, Mary The Journal of Investigative Dermatology, Editorial Office	Agreed	Invited: 25-Sep-2020 Agreed: 25-Sep-2020 Due Date: 05-Oct-2020 Time in Review: 0 Days. view full history edit reminders	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
					# invited	1 <input checked="" type="checkbox"/>
					# agreed	1 <input checked="" type="checkbox"/>
					# declined	0
					# returned	0
					<input checked="" type="checkbox"/> Save	
Alternates					Create Reviewer Account	
Alternate 1	Blalock, Elizabeth			<input type="checkbox"/>	req Salutation: --- req First (Given) Name:	

Invite All Save

Reviewer Scoring

Associate Editor Lists

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

1 - AE Tasks

- [1 Awaiting Reviewer Response](#)
- [1 Select & Invite Reviewers](#)
- [1 AE Recommendation](#)

2 - Under Review

- [2 Awaiting Reviewer Scores](#)

3 - Overdue

- 0** Overdue Reviewer Response
- 0** Overdue Reviewer Scores

SETTING THE NUMBER OF REQUIRED REVIEWS

The default number of reviewers is **two**.

Common reasons to change the number:

- More than two of the invited reviewers agree to review.
- You receive two reviews with conflicting recommendations.
- You wish to recommend rejection without review.

The **Progress** box provides a snapshot of the review status.

The screenshot displays a manuscript review interface for manuscript **JIDI-2020-0003**. The top section shows submission details: "Submitted: 24-Sep-2020; Last Updated: 25-Sep-2020; 1 day, 8 hours in review". A sidebar on the left contains navigation options: "Manuscript Information", "Audit Trail", and "Manuscript Files".

The main content area includes a "Reviewer List" table with the following data:

Order	Name	Status	History	Remove
1	Luong, Albert recommended Journal of Investigative Dermatology, Editorial Assistant	<input checked="" type="checkbox"/> Invite	Invited: 25-Sep-2020 view full history	<input checked="" type="checkbox"/>
2	Boyd, Mary The Journal of Investigative Dermatology, Editorial Office	Agreed	Invited: 25-Sep-2020 Agreed : 25-Sep-2020 Due Date: 05-Oct-2020 Time in Review: 0 Days. view full history edit reminders	<input checked="" type="checkbox"/>

Below the reviewer list is an "Alternates" section with one entry: "Alternate 1" for "Blalock, Elizabeth".

On the right side, a "Progress" box (highlighted with a red border) provides a snapshot of the review status:

Progress	
# reviews required to make decision	2
# active selections	3 ✓
# invited	1
# agreed	1
# declined	0
# returned	0
<input checked="" type="checkbox"/> Save	

Additional information on the right includes: "CE: Not Assigned", "AE: Forngeng, Sarah", "EIC: Hall, Russell", "ADMIN: Forngeng, Sarah", and "PROD: Forngeng, Sarah". A "Create Reviewer Account" section is also visible at the bottom right.

SETTING THE NUMBER OF REQUIRED REVIEWS

The diagram illustrates the process of setting the number of required reviews. It shows two panels: 'Progress' and 'Reviews'. The 'Progress' panel has a table with the following data:

Progress		
# reviews required to make decision	2	
# active selections	3	✓
# invited	3	✓
# agreed	3	✓
# declined	0	
# returned	0	

A blue arrow points from the 'Progress' panel to the 'Reviews' panel. The 'Reviews' panel shows the same '# reviews required to make decision' field set to 2, which is circled in red. Below this field, there are three reviewer entries: Szatkowski, Sarah; Luong, Albert; and Thompson, Anita. Each entry has 'Reject' and 'view review' options. At the bottom, there is a 'not yet submitted (due 13-Sep-2014)' status with a question mark icon. A red arrow points to the 'Save' button at the bottom of the 'Reviews' panel.

- When **# reviews received** matches or exceeds **# required to make decision**, the manuscript will automatically move to the Recommendation queue.
- You can change the number of reviews required by typing the new number at the top of the **Progress** or **Reviews** box and clicking **Save**.
- To make a recommendation without sending the manuscript for review, set the required number of reviews to "0".

MAKING A RECOMMENDATION

- Click on **view review** to open any review.

The screenshot displays a manuscript review interface. At the top, there are tabs for 'AE Recommendation' and 'Track Author Form', both of which are circled in red. The main content area is titled 'AE Recommendation' and contains the following text:

JID Innovations is focused on publishing high quality manuscripts which address important questions in skin sciences from molecular biology to population health.

We would appreciate your evaluation of this manuscript and associated peer reviews focusing on:

1. The quality of the question that is being addressed
2. The methodology used for the study
3. The analysis and interpretation of the results of the study

Below this text, there is a question: 'Does this manuscript address an important to skin science or dermatologic disease(s)'. There are two radio button options: 'Yes' and 'No'. Below the radio buttons is a text input field labeled 'Please specify your reasons for your answer'.

On the right side of the interface, there is a 'Reviews' section. It shows '# reviews required to make decision' as '1'. Below this, there is a list of reviewers. The first reviewer is 'Associate, An'. Underneath their name, there are three options: 'Accept with minor revisions', 'view review', and 'rescind'. The 'view review' option is highlighted with a red box. A red arrow points from this box to a dropdown menu that is open, showing the following options: 'Accept', 'Accept with minor revisions', 'Revise & re-review', and 'Reject'. The 'Reject' option is currently selected. Below the dropdown menu, there is a 'Comments' section with three sub-sections: 'Confidential Comments to the Editor', 'Comments to the Author', and 'Comments to the Editor'. The 'Comments to the Editor' section contains the text: 'This is manuscript is not up to JID standards.' The 'Comments to the Author' section contains a placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.'

MAKING A RECOMMENDATION

The screenshot shows a manuscript review interface for 'INNOV-2020-0020'. The top navigation bar includes 'AE Recommendation' and 'Track Author Form'. The left sidebar has 'Manuscript Information', 'Audit Trail', and 'Manuscript Files'. The main content area is titled 'AE Recommendation' and contains the following text:

JID Innovations is focused on publishing high quality manuscripts which address important questions in skin sciences from molecular biology to population health.

We would appreciate your evaluation of this manuscript and associated peer reviews focusing on:

1. The quality of the question that is being addressed
2. The methodology used for the study
3. The analysis and interpretation of the results of the study

Below this is a question: 'Does this manuscript address an important question(s) that are biologically or clinically important to skin science or dermatologic disease(s)?' with radio buttons for 'Yes' and 'No'. A text box below asks 'Please specify your reasons for your answer'.

On the right, there is a 'Reviews' section with a '# reviews required to make decision' input field set to '1'. Below that is a review by 'Associate_An' with options: 'Accept with minor revisions', 'view review', and 'rescind'.


A red box highlights the 'Recommend a Decision for this Paper' section, which contains the following options:


- Accept (AE)
- Minor Revision (Accept with Revision) (AE)
- Revision and Rereview (AE)
- Reject (AE)

Annotations include a red arrow pointing from the text 'This is your score sheet.' to the 'Reviews' section, and another red arrow pointing from the text 'These are your recommendation choices.' to the 'Recommend a Decision for this Paper' section.

MAKING A RECOMMENDATION

- Complete the score sheet, then click **Submit**.
- Clicking **Save as Draft** will only save the recommendation. The Editor will not see it.

Private comments, including recommended decision 

Comments to be included in the decision letter 

Recommend a Decision for this Paper

Accept (AE)

Minor Revision (Accept with Revision) (AE)

Revision and Rereview (AE)

Reject (AE)

Comments

Confidential Comments to the Editor

Give detailed comments supporting your recommendation.

Comments to the Author

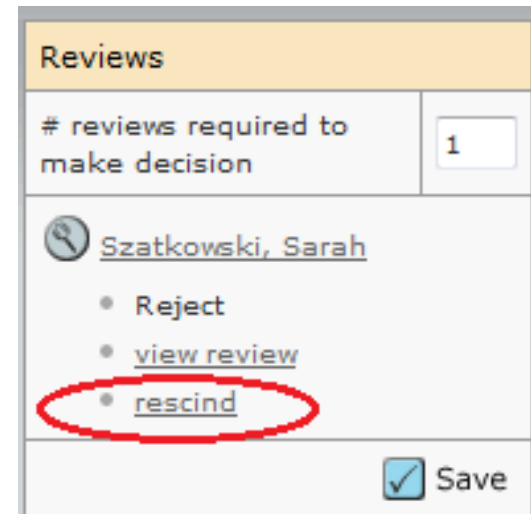
For Rejection: Give clear reasoning for the authors.
For Revision: List mandatory (i.e. required for acceptance) and suggested (for consideration) revisions separately.

Save as Draft Submit

RESCINDING A REVIEW

What makes a review unacceptable?

- Inappropriate/unprofessional comments to the author
- Personal information about the reviewer or editor revealed to the author
- No comments to the author or editor
- Inadequate/superficial review of the manuscript

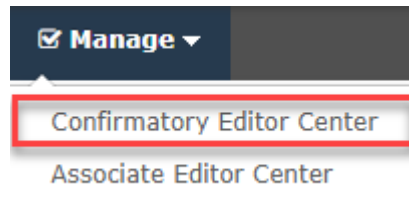


The screenshot shows a 'Reviews' interface. At the top, there is a header 'Reviews'. Below it, there is a field for '# reviews required to make decision' with the value '1'. The reviewer's name is 'Szatkowski, Sarah'. There are three action links: 'Reject', 'view review', and 'rescind'. The 'rescind' link is circled in red. At the bottom right, there is a 'Save' button with a checkmark icon.

To rescind a review

1. Click the **rescind** link.
2. An email will open. Enter your request to the reviewer.
3. Click **Save and Send** in the email screen.
4. The manuscript is now back with the reviewer and out of your queue.

ACCESSING YOUR CONFIRMATORY EDITOR CENTER



THE CONFIRMATORY EDITOR DASHBOARD

Keep track of where you are

Search for manuscripts assigned to you

View your current assignments

Dashboard

Confirmatory Editor Lists

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

[1 Confirmatory Editor Recommendation](#)

Quick Search - [Show Advanced Search](#)

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

Saved Search:

Manuscript ID:

Title:

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

* Keywords: Pick

Topic & Invited Paper Tools

Topic Management

[Topic Management](#)

[Topic List](#)

Reports


Manuscript Status and Summary Reports

Peer Review Details Reports





User Performance Reports


[Publication Folders, My Folders, Custom Reports, and Role Reports](#)

CONFIRMATORY EDITOR RECOMMENDATION

Click on the **Take Action** checkmark () next to the manuscript you wish to address.

View
Manuscripts

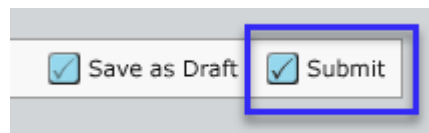
Make CE Recommendation					Manuscripts 1-1 of 1
Manuscript ID 	Manuscript Title	Date Submitted 	Status	Take Action	
Manuscript Type	Submitting Author				
JIDI-2020-0003.R1	Test submission for training [View Submission]	25-Sep-2020	CE: Judd, Anita AE: Forgeng, Sarah EIC: Hall, Russell ADMIN: Blalock, Elizabeth PROD: Forgeng, Sarah		
Original Article	 Author, Amy		<ul style="list-style-type: none">• Author Form Tracking (Due 25-Oct-2020) 0 of 1 completed• CE Recommendation (Due 28-Sep-2020)		

 Export to CSV Manuscripts 1-1 of 1

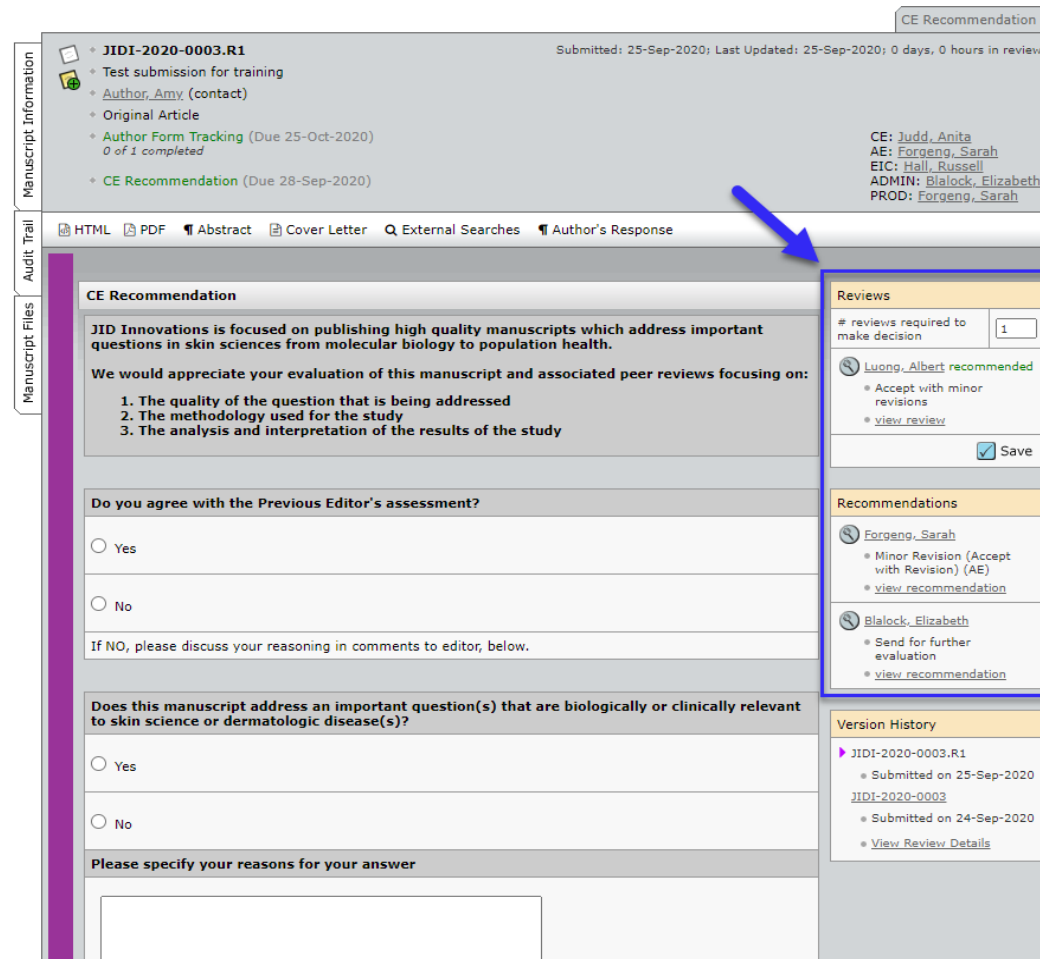
CONFIRMATORY EDITOR RECOMMENDATION

The scoresheet is similar to the Associate Editor scoresheet. You have access to the manuscript's reviews – and the Associate Editor's recommendation.

Complete the scoresheet, And click **Submit**.



Save as Draft **Submit**



CE Recommendation

Submitted: 25-Sep-2020; Last Updated: 25-Sep-2020; 0 days, 0 hours in review

JIDI-2020-0003.R1

- Test submission for training
- Author: Amy (contact)
- Original Article
- Author Form Tracking (Due 25-Oct-2020)
0 of 1 completed
- CE Recommendation (Due 28-Sep-2020)

CE: Judd, Anita
AE: Forngeng, Sarah
EIC: Hall, Russell
ADMIN: Blalock, Elizabeth
PROD: Forngeng, Sarah

HTML PDF Abstract Cover Letter External Searches Author's Response

CE Recommendation

JID Innovations is focused on publishing high quality manuscripts which address important questions in skin sciences from molecular biology to population health.

We would appreciate your evaluation of this manuscript and associated peer reviews focusing on:

- The quality of the question that is being addressed
- The methodology used for the study
- The analysis and interpretation of the results of the study

Do you agree with the Previous Editor's assessment?

Yes

No

If NO, please discuss your reasoning in comments to editor, below.

Does this manuscript address an important question(s) that are biologically or clinically relevant to skin science or dermatologic disease(s)?

Yes

No

Please specify your reasons for your answer

Reviews

reviews required to make decision: 1

Luong, Albert recommended

- Accept with minor revisions
- view review

Save

Recommendations

Forngeng, Sarah

- Minor Revision (Accept with Revision) (AE)
- view recommendation

Blalock, Elizabeth

- Send for further evaluation
- view recommendation

Version History

- JIDI-2020-0003.R1
 - Submitted on 25-Sep-2020
 - JIDI-2020-0003
 - Submitted on 24-Sep-2020
 - View Review Details

ADDING AN ORCID TO YOUR ACCOUNT

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Adding your ORCID to your account

1. Click on your name, then **EMAIL/NAME**.
2. “To associate this account with your existing ORCID ID, click **here**.”
3. The ORCID site will open in a new window. Sign in and click **AUTHORIZE**.

ScholarOne Manuscripts™ Sarah Szatkowski Forgeng Instructions & Forms

JID Journals

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