

Summer 2014

Digital Commons Journal Guide: How to Manage, Peer Review, and Publish Submissions to Your Journal

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Recommended Citation

bepress, "Digital Commons Journal Guide: How to Manage, Peer Review, and Publish Submissions to Your Journal" (2014). *Digital Commons Reference Material and User Guides*. Paper 2.
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Digital Commons Journal Guide: How to Manage, Peer Review, and Publish Submissions to Your Journal

<http://digitalcommons.bepress.com/reference/2/>
July 2014

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Introduction to Digital Commons Journals

Digital Commons, powered by bepress, provides a journal publishing platform that combines submission management, editorial, and peer-review tools in a flexible, hosted solution.

For assistance with configuring a journal, managing submissions, peer review, and publication, contact bepress Consulting Services at 510-665-1200, ext.2, 8:30am-5:30pm (Pacific Time), Monday-Friday, or email support@dc.bepress.com.

Before you begin:

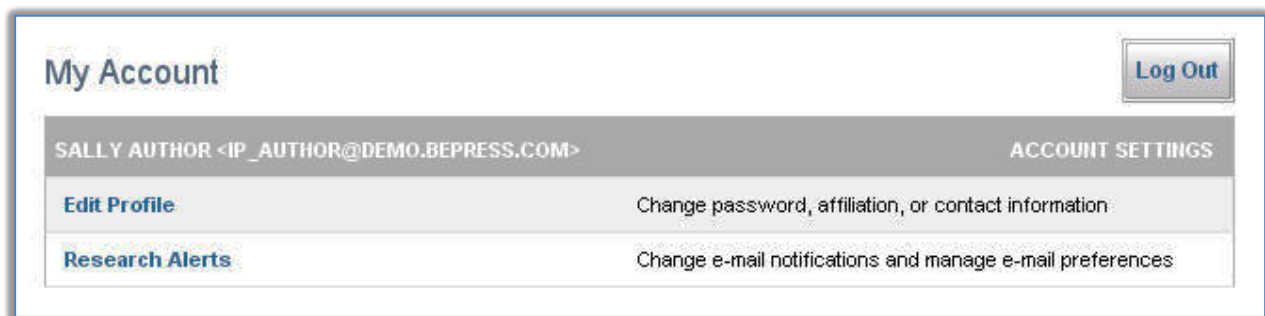
- 1) Create an account with bepress, then
- 2) Contact the managing editor of the journal and request that you be set up with access, or
- 3) Email support@dc.bepress.com to request that your account be configured with editor privileges. *Please include your institution and the title of the journal in your message.*

Accessing Editors' Tools from the My Account Page

When you log in to the journal, you can access all of your editor tools from your *My Account* page.

To access the editor tools:

- 1) Navigate to the journal's website.
- 2) Click on the *My Account* link in the navigation bar.
- 3) Enter your email address and password, and click **Login**.



Basic *My Account* page options.

The **Edit Profile** link provides options for users to edit their personal profiles (name, contact information, affiliation, etc.) and preferences for receiving bepress email notices. Please note the option to **Log Out** of the system; this is important to protect access to user accounts on shared computers.

Views of My Account

What users see when logged onto *My Account* depends on their roles and activities within the bepress system. All users will see links to edit their profile, manage research alerts, and access their *Author Dashboard*. If a user has submitted to a publication or participated as a reviewer within the bepress system, the user will see this on the *My Account* page.

Editors with privileges enabled for a journal can access the journal’s tools from their *My Account* page.

When authors or reviewers log in to their *My Account* page, they do not see the editor tools. They only see their submitted manuscripts and assignments.

Editor Tools Overview

The editor tools reflect the major actions an editor can take. Depending on your particular editorial privileges, you may or may not have access to some of the tools:

- **Manage Submissions:** Access to submissions already in the system. Depending on specific privileges, this includes handling peer review, editorial decisions, revisions, and publishing.
- **Upload:** Allows you to upload submissions to your journal. This can be a manuscript of your own or a manuscript you are submitting on behalf of someone else. **Note:** new versions of existing manuscripts are uploaded using **Manage Submissions**, not **Upload**.
- **Reports:** Displays usage reports for how many people have downloaded manuscripts, viewed manuscript web pages, and which websites have referred others to your journal.
- **Configuration:** Various settings establishing the journal’s workflow, policies, editorial access permissions, and tools to create new volumes and issues.

<i>Internet Policy and Editorial Review</i>		EDITOR TOOLS
Manage Submissions	Access tools to manage submissions and editorial function	
Upload	Upload new submissions	
Reports	View readership statistics	
Configuration	Add/remove editor privileges and other system setting changes	

Example of editor tools on the *My Account* page.

Accessing Editors’ Tools from the Administrator Toolbar

Editors may also conveniently access basic tools from the front end of the journal. Once logged in, an editor will see an *Administrator Toolbar* appear across the top of screen when browsing the journal. Navigation options display for *Configuration*, *Manage Submissions*, or *Reports*. Additionally, at the article level, an *Edit Submission* option displays for going straight to an article’s *Submission Details* page.

Guiding a Manuscript from Submission to Publication

Publishing with Digital Commons Journals is similar to working with a traditional print publication and may include any or all of the following steps: scholars submit work to the journal; a managing editor assigns submitted manuscripts to specific editors; these editors, in turn, send the submitted manuscripts to other scholars for review; based on reviews and their own reading of the work, editors make publication decisions; and the accepted manuscripts are placed in an issue and published.

Overview

Digital Commons Journals allow editors to manage authors, reviewers, and manuscripts from submission to publication. The typical stages of the process include:

- 1) An author submits a manuscript to the journal.
- 2) If the journal has multiple editors, the managing editor may assign submitted manuscripts to specific editors.
- 3) The editor selects potential reviewers.
- 4) The editor sends requests to prospective reviewers.
- 5) Reviewers respond to review requests until enough agree to review the submitted manuscript.
- 6) Committed reviewers submit their referee reports.
- 7) The editor reads the reports and registers an editorial decision (accept, accept with minor revisions, major revisions required, or reject).
- 8) Once the article is accepted, the author submits a final version which he/she has modified for publication according to the journal's style guidelines.
- 9) The editor verifies the look and accuracy of the final version and requests the author's approval for publication (optional).
- 10) The editor assigns the approved manuscript to open issue.
- 11) The editor publishes an entire issue or a single manuscript.

The following sections outline how each of the above phases is handled within the Digital Commons Journals system.

Submitting Manuscripts

There are two ways to upload submissions to a Digital Commons journal:

- 1) The author submits his/her manuscript directly to the journal, or
- 2) The author emails the manuscript to the editor, who then uploads the manuscript on behalf of the author. The latter option is often used by editors when building the journal's initial issues. Both scenarios for submitting manuscripts are outlined below. Regardless of the method used, submitted manuscripts are stored in the **Not Yet Published** queue in the *Manage Submissions* screen.

Submissions can be allowed or disallowed depending on the editors' preferences. To restrict submissions to a particular group, please contact Consulting Services (support@dc.bepress.com.)

Scenario 1: Author Submits a Manuscript

Author Submission Process:

1. From the journal's homepage, the author clicks the **Submit Article** link in the sidebar and is prompted to log in with an email address and password.

(If the author doesn't have a bepress account, he/she will need to create one.)

2. Submission Instructions appear first. Information required for submission and other important guidelines are outlined. Click **Continue**.
3. The Submission Agreement appears next. Authors must click **Accept** to continue.
4. Authors confirm their contact information. Click **Continue**.
5. If applicable, authors enter co-authors as follows:
 - Enter co-author's email address, and click **Add author**. If you do not have an email address or do not want emails sent to the author regarding the status of the manuscript, click **Add author** and leave the email address field blank. **Note:** Not all journals permit authors to be added without email addresses. This is a configurable feature.
 - Next, enter the co-author's name and affiliation. Click **Add to list of authors**. Repeat these steps for each co-author.
 - A drop-down menu next to each author's name allows submitters to re-order the authors. Delete authors by clicking the **Delete** button next to the name. To edit an author's name or affiliation, click the **Edit** button next to the name.
6. If names and affiliations are entered exactly as they should appear on the published manuscript, the author clicks **Continue**.
7. The author will complete the submission form and then press **Submit**.

The submission form fields will vary by publication. Fields can be added or removed at the editors' request. Please contact Consulting Services for more information.

8. The author views an on-screen message, confirming that the submission is complete. The author can preview the submission, make corrections, and upload associated files or supplementary files. Supplemental files will display by default upon publication. To manage the public display of these files, use the **Supplemental Content** link for the submission.
9. When finished, click **Log out**. The submission is now complete.

As soon as the manuscript is submitted, an email notifies the editor(s), and the editorial process begins.

Scenario 2: Editor Uploads Manuscript for Author

To submit manuscripts on behalf of an author or the journal:

1. Navigate to the [My Account](#) page.
2. In the Editor Tools section, click **Upload**.

The Submission Instructions and Submission Agreement will be skipped. Enter the author information and complete the submission form as described in the previous scenario.

Authors will receive email notifications for automatic PDF conversions of any manuscripts uploaded to the journal on their behalf or when an editor revises the manuscript. Consulting Services can disable the automatic notifications sent to authors upon request.

Receiving and Assigning Submissions

Whether manuscripts are submitted by authors or by the editors on behalf of authors, all submitted manuscripts appear in the 'Not Yet Published' list on the *Manage Submissions* page until they are published, withdrawn, or rejected.

Viewing Submitted Manuscripts

Journal editors will be notified via email when a manuscript is submitted and added to the **Not Yet Published** list.

To access pending submissions:

1. Navigate to the *My Account* page or use the *Administrator Toolbar*.
2. Click *Manage Submissions*.
3. By default, the resulting screen displays the list of **Not Yet Published** manuscripts. The journal's manuscripts can be filtered using the search features on the submission management screen.

The screenshot shows the 'Manage Submissions' page in the Digital Publishing Review system. The page has a navigation menu on the left with options like 'My Submissions', 'Batch upload XML', 'Batch upload Excel', 'Batch review Excel', 'Reviewer List', 'Reviewer Report', 'Close issue', 'Preview site', 'Update site', 'Go to site', 'Preferences', 'Log out', and 'Editor report'. The main content area has a search filter section with the following options:

- State: Not yet published
- Last event: Any event
- Assigned to: All editors
- Search criteria: Last Name is

Below the search filter is a table of submissions:

ID	Author	Title	Last Event	Date of Last Event	Waiting for Editor	Type	Locked by Editor	Editor	Submitted	Reminder	Issue
1090	Sample Author	Sample Article	Editor assigned	Fri Dec 27 2013	•	Article		Editor	2013-12-27		Assign
1058	Joe Brown	A Sample Book Review	Revision uploaded	Fri Dec 27 2013	•	Book Review		Editor	2013-11-19		Assign
1056	Jane Doe	A New Submission	Revision uploaded	Fri Dec 27 2013	•	Article		Editor	2013-10-25		Assign
1053	Sample Author	Revised Sample Article	Review completed	Tue Oct 22 2013	•	Article		Editor	2013-10-22		Assign

Manage Submissions page

Submission Management

By default, the *Manage Submissions* screen displays information about each manuscript.

- **ID:** a unique number assigned to a manuscript upon submission
- **Author:** the author's name
- **Title:** the title of the manuscript
- **Last Event:** the last action taken on the manuscript
- **Date of Last Event:** the date of the last action
- **Waiting for Editor:** a red dot indicates whether the manuscript is waiting for further action by the editor
- **Type:** the document type for the manuscript
- **Locked by Editor:** whether the manuscript is locked for editing
- **Editor:** the assigned editor for the manuscript
- **Submitted:** the date the manuscript was submitted to the journal
- **Issue:** the issue the manuscript is assigned to

Using the *Preferences* link in the left-hand sidebar, editors can change the information that displays on this page.

Working with Individual Manuscripts

To work with a manuscript, click on its title in the *Manage Submissions* list. The resulting screen displays the submission details (such as the **Last Event**, cover letter, and current version of the abstract and full-text). All of the commands for working with the manuscript are available in the left-hand sidebar of the manuscript's *Submission Details* page.

Tips:

- Return to a *Submission Details* at any time by clicking on *Submission details* in the left-hand sidebar.
- Click *Preview Submission* to preview how a published version of the manuscript summary page will appear on the journal website.
- Click *History* to view the manuscript's event history. Major actions taken by author, reviewer, editor or Consulting Services are noted on this page.



Manuscript sidebar commands

PDF Files

Upon submission, manuscripts are automatically converted into PDF files. An email notification is sent to the journal editors, and if a specific turnaround time has been set for the journal, the clock for the editorial decision process begins.

The *Submission Details* page will now display a link to the downloadable PDF, along with the file size and conversion date.

Note: By default, a cover page will be generated when the manuscript is converted into a PDF.

To ensure author names are not revealed, check converted documents for any identifying information the submitter may have included before assigning the submission to reviewers.

Assigning Editors to New Manuscripts (Optional)

Use this option if the editorial staff wishes to assign editors to specific manuscripts.

To assign an editor to a manuscript:

1. From the *My Account* page or using the *Administrator Toolbar*, click *Manage Submissions*.
2. Click on the title of the manuscript in the pending submissions list.
3. Click **Assign Editor** in the left-hand sidebar of the resulting *Submission Details* page.
4. A list of editor names will be displayed. Click the button next to the name of the editor who is to be responsible for this manuscript.
5. To include a comment with the assignment, enter it into the text box provided. This comment will only be visible to other editors.
6. Click **Assign**. An email message will be sent to the newly assigned editor, informing him/her of the assignment. Any comments will also be included in this email.

The manuscript will now list **Editor Assigned** as the **Last Event**, and the manuscript will carry the red **Waiting for Editor** dot in that editor's *Manage Submissions* list. After a manuscript is assigned, all correspondence from the manuscript's author(s) and reviewers will be directed to the assigned editor.

Note: While the name of the assigned editor is displayed in email messages to author(s) and reviewers, our system will anonymize personal email addresses.

The Review Process

To begin the review process for a manuscript, navigate to its *Submission Details* page and click *Reviewers* in the left-hand sidebar.

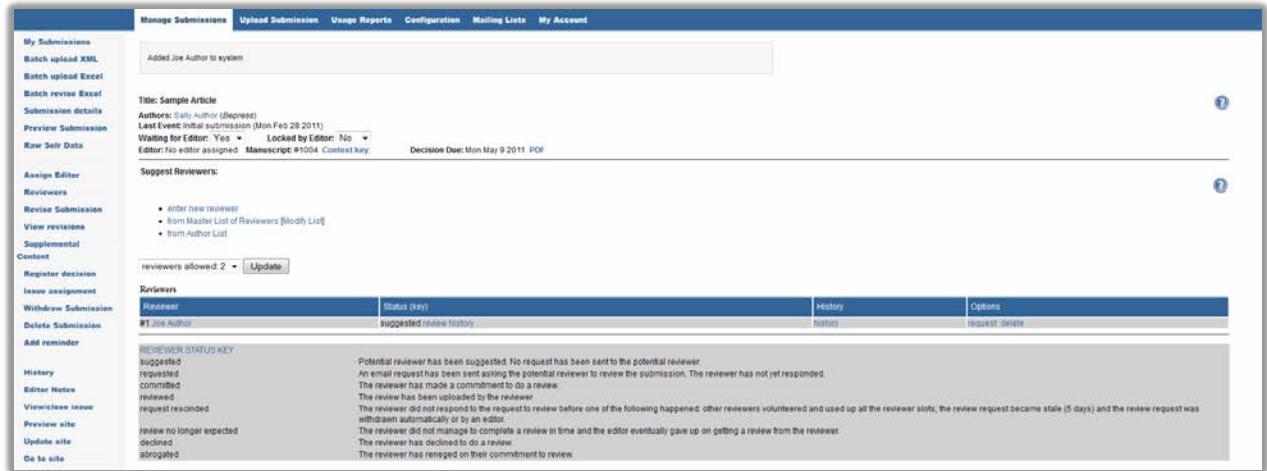
Suggest Reviewers

From the *Reviewers* screen editors first compile a list of suggested reviewers for the manuscript.

Suggested reviewers *do not* receive a notification unless the editor sends a formal request for a review.

There are three options for suggesting reviewers:

1. **Enter new reviewer:** Enter the full name and email address of the person. The affiliation field is optional.
2. **From Master List of Reviewers:** These are all the people who have reviewed for the journal in the past, as well as any new reviewers designated to appear on this list. This list can be searched and sorted to locate a particular reviewer.
3. **From Author List:** Displays all authors who have submitted to the journal. By default, journal authors are added to the master list of reviewers. If editors would prefer to not include authors in this list, please contact Consulting Services.



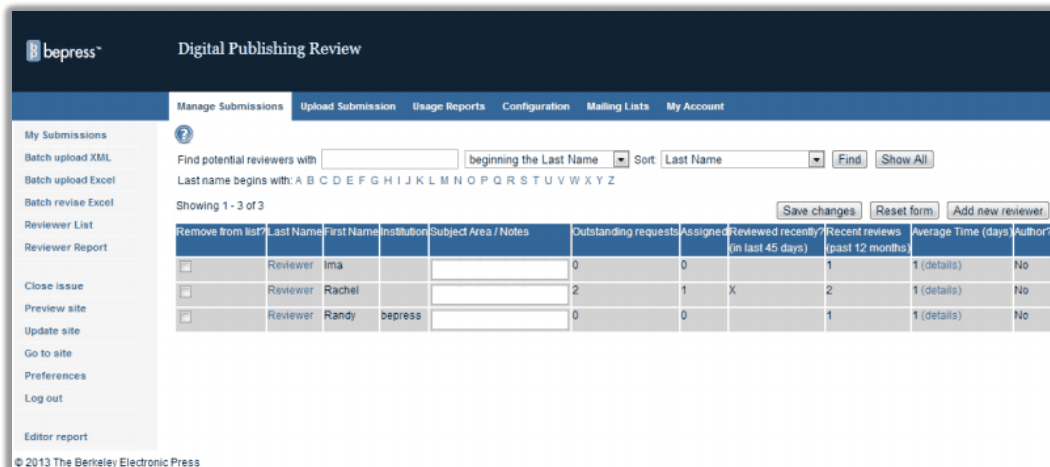
Reviewers page, with one reviewer in the 'suggested' state.

Reviewer History

Editors may check on a reviewer’s history with the journal by clicking on the *history* link next to each suggested reviewer.

This page displays:

- 1) the number of outstanding requests for the reviewer,
- 2) the number of manuscripts the reviewer is currently assigned to,
- 3) whether the reviewer has completed any reviews in the past 45 days,
- 4) the number of reviews the reviewer has completed in the past 12 months,
- 5) the average time the reviewer takes to complete a review,
- 6) and whether the reviewer is an author in the journal.



Reviewer List page

Setting the Number of Reviewers per Manuscript

While journal editors can suggest and request an unlimited number of reviewers per manuscript, a maximum number of **required** reviewers can also be set. This feature ensures that no more than the necessary number of reviewers can accept review requests, and keeps the status messages sent to editors accurate with regard to the number of additional reviews required. If more reviewers are requested than are required, reviewers who have not responded to the request will be notified automatically that the journal no longer requires their review when the required number of reviewers have committed.

Editors can modify the number of required reviewers for all manuscripts or for individual manuscripts.

To adjust the number of desired reviewers for all manuscripts, navigate to the [Configuration](#) page for the journal and enter the maximum number of required reviews.

To adjust the number of desired reviewers for a specific manuscript, navigate to the submission details page and click on [Reviewers](#). In the drop-down menu above the Reviewers table, select the number of required reviewers and click [Update](#).

Sending Review Requests

After building a list of suggested reviewers, editors can request reviews from some or all of them:

1. Navigate to the manuscript's [Reviewers](#) page.
2. Click the [request](#) link next to the reviewer's name.

Review request page

3. From the review request page, editors send an email message to requested reviewers. By default, the email details how long the reviewer has to respond to the request, the review due date, and provides a link to a page where the reviewer either accepts or declines to review. The text of the email can be modified.
4. Click **Send**.

Reviewers			
Reviewer	Status (key)	History	Options
#1 Rachel Reviewer	requested: Today 3:53 PM PDT review history	history	re-request withdraw request commit for reviewer decline for reviewer email

Reviewers table on [Reviewers](#) page

The reviewers table on the [Reviewers](#) page will display:

1. The name of the reviewer,
2. The status and date of the review request, and
3. The options available for the review.

Options

The **Options** column will change depending on reviewers' individual status. As a reviewer changes state—e.g., from **requested** to **committed**—certain commands will disappear and new ones will appear.

The commands available to you for reviewers at different states are listed below:

- **suggested:** *request, delete, email*
- **requested:** *re-request, withdraw request, commit for reviewer, decline for reviewer, email*
- **committed:** *upload report for reviewer, remind, revise due date, email*
- **LATE:** same options as for **committed**, but the status changes to **LATE**

Monitoring the Review Process

Committed reviewers will receive automatic reminders at designated intervals while their reviews are still outstanding. The frequency of these reminders is configurable.

Once completed, reviews will appear in a **Submitted Reviews** table on the [Reviewers](#) page. To view a reviewer's recommended decision and report, click the *view* link next to a reviewer's name in the table.

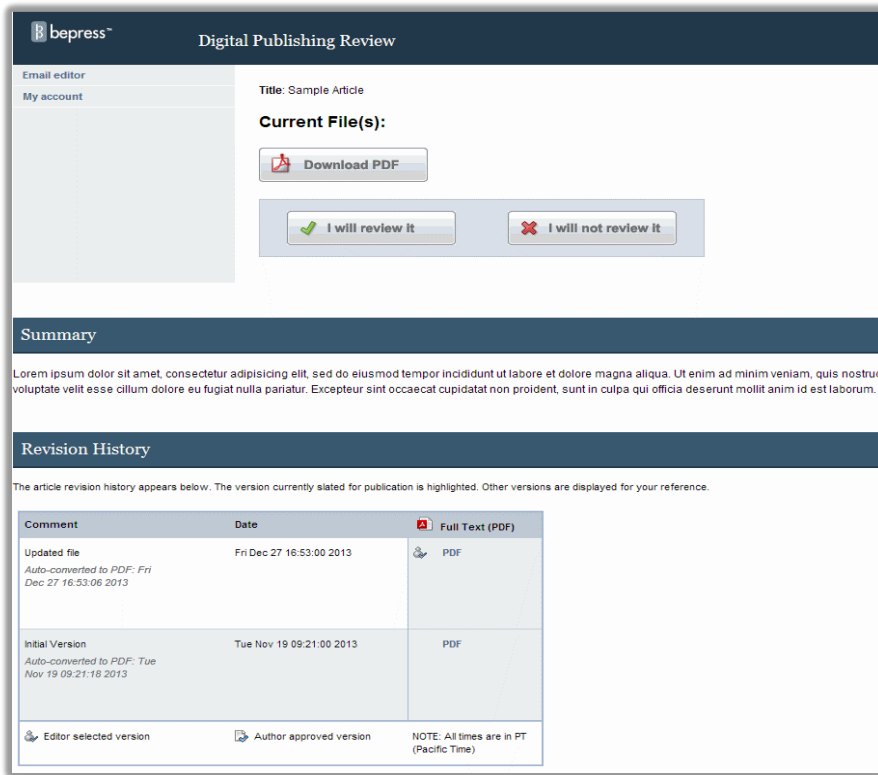
Submitted Reviews					
All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.					
Review Date	Reviewer	Recommendation	Options	Hide	Save Changes
Today 4:59 PM PDT	#1 Rachel Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Today 5:00 PM PDT	#2 Ref Referee	Accept with minor revisions	view	<input type="checkbox"/>	

Submitted Reviews table on [Reviewers](#) page

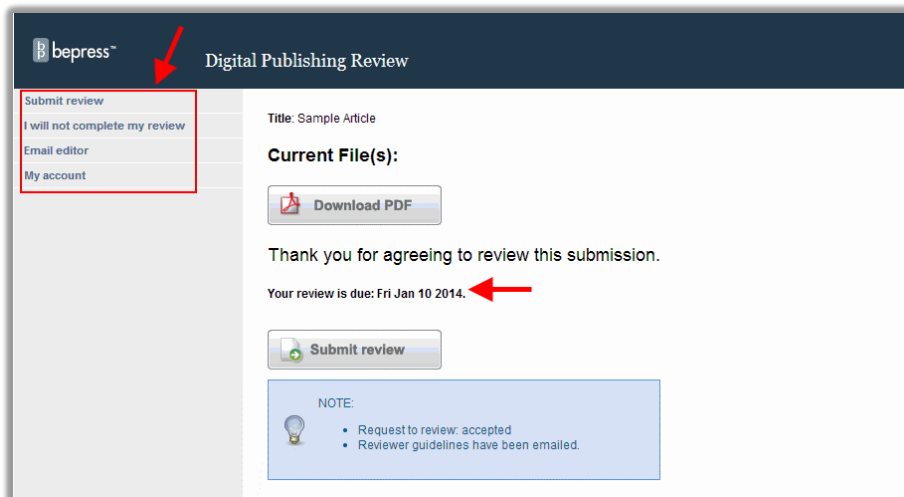
How Reviews Are Submitted

Once the reviewer has committed to the review, she/he will arrive at the report upload form where he/she uploads the full-text report, recommends an editorial decision (e.g., **Major revisions required**), uploads a cover letter only the editor can see, and—this is an optional, configurable feature—uploads attachments intended for the author(s).

The following three figures are a representation of the reviewer’s perspective during peer review.



The initial accept/decline review request screen. In this case, the reviewer can download the manuscript full-text before committing to review.



Reviewer’s view of a submission after formally committing to review

bepress™ Digital Publishing Review

Submit review
Email editor
My account
Log out

Title: Sample Article

Current File(s):

Download PDF

You have completed your review. If you wish to update your review, use the 'Submit review' link at left to upload the modified review.

Summary

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco 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.

Submitted Reviews

	Reviewer	Recommendation	Options
Today 5:10 PM PST	#1 Rachel Reviewer	Accept with minor revisions	view

Revision History

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	Full Text (PDF)
Updated file <i>Auto-converted to PDF: Fri Dec 27 16:53:06 2013</i>	Fri Dec 27 16:53:00 2013	PDF
Initial Version <i>Auto-converted to PDF: Tue Nov 19 09:21:18 2013</i>	Tue Nov 19 09:21:00 2013	PDF

Editor selected version Author approved version NOTE: All times are in PT (Pacific Time)

Reviewer view of a submission after submitting his/her report

Elements of the report upload form:

- **Report:** Reviews may be submitted as PDF files, MS Word/RTF documents, or plain text pasted into the provided text box. If an MS Word/RTF file is uploaded, it will be converted to a PDF. This automatic conversion removes the reviewer’s identity from the document **Properties** of any file. It is up to the reviewer and assigned editor to verify that the reviewer’s identity is not included within the report.

The assigned editor can hide the report if the reviewer mistakenly includes identifying information.

- **Recommendation:** The reviewer must choose between three options, all of which are merely suggestions to the editor for the editorial decision:
 - Encourage **major** revisions as described in my report
 - Accept this article with **minor (or no)** revisions as described in my report
 - Reject this article without an option to resubmit

- **Cover Letter (optional):** Only visible to editors. Never shared with authors.
- **Attachments (optional):** PDF, MS Word/RTF are recommended. However, any file type can be attached. The reviewer and assigned editor should verify that the reviewer's identity is not revealed in any attachment, as they will become available to the author(s) once an editorial decision is registered.

Once a referee report is submitted, the manuscript's **Last Event** will change to **Review completed**. Assigned editors receive automatic email notification when referee reports are uploaded. Editors receive automatic email notification if additional reviewers are needed for a manuscript.

Submitting Reports for Reviewers

Just as editors can upload submissions on behalf of authors, editors always have the option of uploading reports on behalf of committed reviewers. If a reviewer emails his/her report to the editor, it can be uploaded to the system by using the **upload report for reviewer** feature next to the reviewer's name on the manuscript's [Reviewers](#) page. If the report is shown to authors after an editorial decision is registered, a report uploaded by an editor on a reviewer's behalf will appear to authors as if the reviewer submitted it himself/herself.

Following Up with Delinquent Reviewers

The system will notify editors and reviewers when a review is late or if a potential reviewer hasn't responded to a request.

Editors have the following options concerning delinquent reviewers:

- **Suggest a new reviewer:** Choose a new reviewer from the Master List of Reviewers or author list.
- **Remind reviewer:** If the due date is approaching or has passed, use this option to send a reminder.
- **Revise report due date:** Choose *revise due date* to specify a new report deadline.
- **Give up on a reviewer:** Choose *give up* to indicate that a review is no longer expected from the reviewer. The system will notify the reviewer and cease reminding him/her of the overdue report.

Sharing Reviews with Authors

By default, referee reports are made available to authors once an editorial decision is made.

If this setting is turned off, referee reports *will not* be shared with authors.

Reports can be hidden from authors by choosing the **Hide** option next to the report on the [Reviewers](#) page. Hidden reviews will not be displayed to the author even if a decision is registered. The **Hide** option overrides the default setting of sharing reports after a decision is registered.



A referee report from an author’s perspective

Editorial Decision

Once editors have read the referee reports, it is time to register an editorial decision.

Registering a Decision on a Manuscript

1. Navigate to the *Submission Details* page and click on **Register Decision** in the left-hand sidebar.
2. Select the appropriate decision from the drop-down menu:
 - **Accept Submission:** Article is accepted for publication as is (i.e., no revisions necessary).
 - **Accept Submission with minor revisions:** Article is accepted for publication assuming the author makes minor revisions as requested by the editor. The requested revisions may be included either in the body of the acceptance message or in an attached file (such as a tracked-changes version of the native MS Word file). Minor revisions typically include formatting changes.
 - **Major Revisions required for acceptance:** Article is not suitable for publication without major content revisions. The author is invited to make changes and submit a revision. Select this option if revisions may require another round of peer review.
 - **Reject Submission:** Article is not worthy of publication in the journal. Rejected manuscripts are immediately removed from the **Not Yet Published** list on the *Manage Submissions* page. (Rejected manuscripts can always be found by filtering the *Manage Submissions* page to display manuscripts in the **Rejected** state.)

For each decision selected, a default version of the draft decision letter will appear. Decision emails can be sent as is or modified before sending. Upon acceptance, authors receive the journal’s style guidelines via a link in the acceptance letter, as well as a second follow-up email detailing the journal’s publication formatting requirements.

Editor Decision for "Sample Article for Review"

Accept Submission Do not email the decision letter.

Based on your selection, a message to the authors appears below. Revise that message as necessary, then click "Register decision" to record your decision and notify the authors. 'ATTACHMENT_LINK' will be replaced with a link to any uploaded attachments.

To: Sally Author Register decision Reset to boilerplate

Cc: The Editors

Send a copy to reviewers

Attachment 1: No file chosen - +

Subject: MS #1065 - Digital Publishing Review

Body:

Dear Sally Author,

Your submission "Sample Article for Review" has been accepted into Digital Publishing Review.

Register Decision page. Note that the decision selected here is 'Accept Submission.'

3. Modify the decision letter. Be sure to include any important information regarding referee reports and/or suggested or required revisions. Reviewer(s) can be copied on this letter. Please be mindful of whether or not to share the author's identity with the reviewer(s) in the body of the letter. If identities should not be shared, references to authors' names in the body of the decision letters should be omitted or copies of decision letters should be withheld from reviewers. **Note:** for double-blind journals, the salutation is not sent to reviewers; authors' names can safely be included in the salutation.
4. If additional files will be included in the decision email, click **Choose File** to locate and select the desired file. Click the plus (+) button to upload multiple attachments. Click the corresponding minus (-) button to delete an attachment. It is not necessary to attach the full-text manuscript or referee reports to the decision letter—these will be available to the author through their account.

Note: Do not delete the **ATTACHMENT LINK** placeholder in the text of the email when modifying the message. This text ensures that files are attached when the email is sent.
5. Click **Register Decision** to send the letter and formally register the editorial decision.
6. Once a decision is registered, any referee reports will be made available to the authors (unless they have been marked as **hidden** on the *Reviewers* page). This option can be disabled by contacting support@dc.bepress.com.

Accessing Editorial Decision Letters

To access a previously-sent decision letter, navigate to the *Submission Details* page, and choose the *Decision Letters* link in the left-hand sidebar.

All decision letters and attachments for that particular manuscript are archived on this page.

Revisions

Edits to manuscripts may be requested and completed at any time during the publication process.

After a submission has been **accepted** or **accepted with minor revisions**, editors can request additional revisions using the **Request minor revisions** command in the left-hand sidebar of the *Submission Details* page. During the revision stage, authors may submit revisions to their manuscripts unless the manuscript is locked for editing. Once published, editors can still submit and publish revisions.

Requests for minor revision will be archived on the [Decision Letters](#) page.

Revising Submissions

Authors may revise submissions before publication by visiting their [My Account](#) page, clicking on the title of the submission, and clicking **Revise Submission** on the resulting details page. There is a free-text field at the bottom of the revision form where authors are encouraged to notify the editor of the reason for the revision. If an author submits a new cover letter with a revision, it will display beside the heading **Most recent cover letter** on the [Submission Details](#) page. Previous cover letters are archived and will always be available on the [View Revisions](#) page.

Prior to publication, manuscripts can be locked by editors to prevent unauthorized revisions by authors. To lock a manuscript, select **Yes** from the **Locked by Editor** drop-down option on the [Submission Details](#) page. After locking a submission, authors will be able to view their manuscripts in process but will not be able to edit them. Editors can revise locked unpublished manuscripts.

Editors can make changes to submissions by using the **Revise Submission** link in the left-hand sidebar of [Submission Details](#) pages. Here editors can make additions or changes to the existing submission. Editors can also note the **Reason for Update** before submitting the changes. Editors can revise any part of a submission before and after publication.

Double Blind Journals: Which Manuscript Version Should Be Selected for Review?

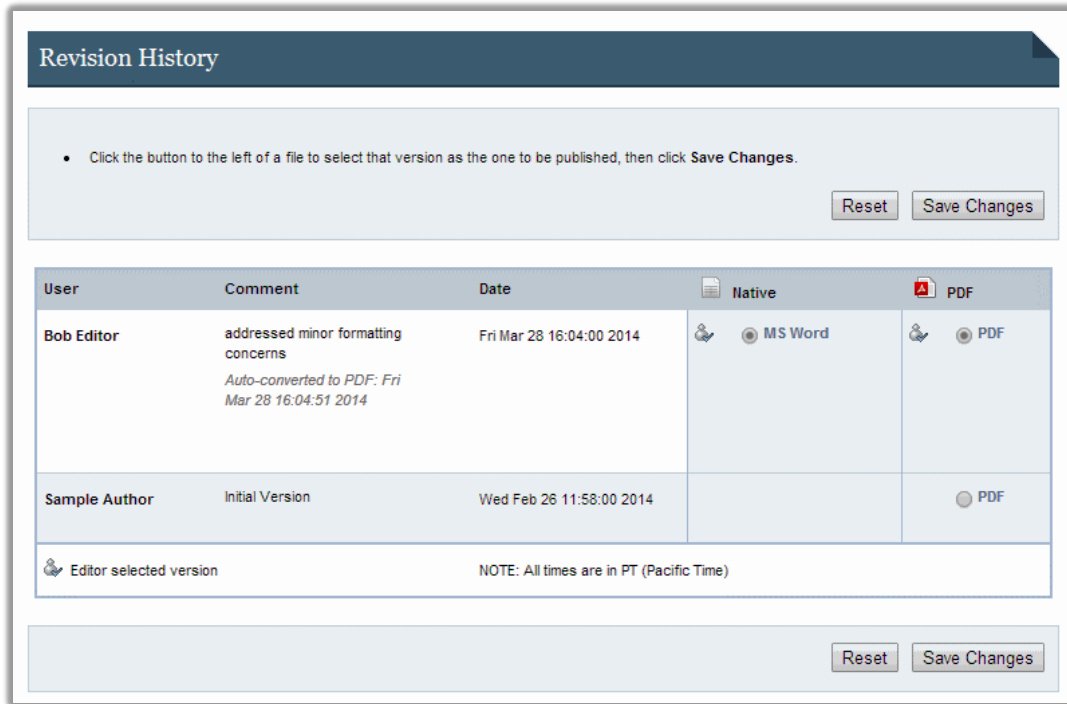
When manuscripts are not locked, authors can submit revisions prior to publication. Multiple versions of the manuscript may be available, but only the editor-selected version is under consideration during the review process. This ensures that all parties work with the current version of the manuscript.

The assigned editor will be notified via email when a manuscript is revised. The editor can then log in to the system, navigate to the [Submission Details](#) page, open the latest version, and decide if he/she wants to select this manuscript as the most recent version.

If the author submits a revision, it is up to the assigned editor to decide whether or not the upload becomes the current version of the manuscript slated for publication. The editor finalizes this decision on the manuscript's [View Revisions](#) page. If the editor submits the revision on the author's behalf, that version is selected as the current version under consideration (this is also the version that will display on the [Preview Submission](#) page).

To view a revision and select the current version of a manuscript:

1. Navigate to the [Submission Details](#) page. (The link in the update notification email will also bring editors to the [Submission Details](#) page.)
2. Click [View Revisions](#) in the left-hand sidebar.
3. The Revision History table will display all versions of the full-text and cover letter documents submitted to date, as well as their converted PDF counterparts. If there are multiple versions, view the most recent submission by selecting the associated *view* radio button.
4. To select a version as the one to use for peer-review and publication purposes, select the radio button next to the desired version and click *Save Changes*.



Revision history table on the [View Revisions](#) page

Annotating Manuscripts—Editor Notes Feature

Digital Commons Journals provide a feature that allows the editor to annotate a manuscript for his/her own benefit: *Editor Notes*. These notes will only be seen by editors and administrators of the publication who visit this page; they will not be made visible if the article is published, nor will authors or reviewers ever have access to them. Only the most recent note appears on the details page; to view all past notes, click on [Editor Notes](#).

To add an internal comment to a manuscript or view existing comments:

1. Navigate to the [Submission Details](#) page.
2. Click [Editor Notes](#) in the left-hand sidebar.
3. All previous editorial comments for the manuscript are listed here. Enter comments in the form and click **Add note**. Click **Reset** if you want to clear all text from your current comment and start over.

Re-Review

When editors register a decision of ‘major revisions’ for a manuscript, it can be sent out for a second round of peer review or *re-review*.

Typically, in the case of re-review, the original reviewers are called upon. However, editors may select new reviewers from the **Master List of Reviewers**.

As soon as a reviewer submits a report, a new **request rereview** option will appear beside his/her name on the [Reviewers](#) page.

To send a manuscript out for re-review:

1. Navigate to the *Submission Details* page and click on *Reviewers* in the left-hand sidebar.
2. Click the **request rereview** link beside the reviewers you want to re-review the manuscript.
3. Modify the re-review request letter if desired and click *Send*.

The re-review request letter informs the reviewer that the editor assumes he/she will complete the review unless the reviewer replies otherwise. After a re-review request is sent, the reviewer’s status on the *Reviewers* page will change to **committed**, and list the due date of the re-review report.

Completed re-review reports will appear in the same **Submitted Reviews** table on the *Reviewers* page that houses the manuscript’s first-round reports. Each report is listed individually.

Submitted Reviews					
All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.					
Review Date	Reviewer	Recommendation	Options	Hide	Save Changes
Jul 21 2009 4:17 PM PDT	#1 Rachel Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Today 1:09 PM PDT	#1 Rachel Reviewer	Accept with minor revisions	view	<input checked="" type="checkbox"/> Review is hidden	

Re-review reports appear in the same table as original referee reports on the *Reviewers* page

If an editorial decision has already been registered on a manuscript, the system will hide re-review reports submitted by reviewers. Reports will not be made available to authors until the assigned editor manually un-hides the reports on the *Reviewers* page or registers a new decision (on the above screenshot, you will note that the editor has not yet unhidden the re-review report).

Publishing Accepted Manuscripts

Author Approval (Optional)

When an editor accepts a manuscript, a **Request approval** link will appear in the submission’s sidebar. When selected, the system generates a request approval email. The editor can leave the email as is or modify it before sending it to the author.

The author can preview the final version of the manuscript and either give approval or revise the submission. Once an author gives approval, the manuscript can be published in an open issue.

Publication Checklist (Optional)

Some editors also request the *Publication Checklist* feature. After accepting the manuscript, editors will see the new sidebar link *Publication Checklist*, which requires completion before requesting author approval.

Common checklist items include confirmations that metadata, copyediting, typesetting, and copyright agreements are complete. To customize your checklist, contact Consulting Services with your journal’s specific criteria for publication.

If new revisions are received after completing the checklist and gaining author approval, the steps will need to be repeated. This is to ensure both the quality of the publication and consistency in the journal workflow.

Publishing Incrementally or By Issue

The journal can publish either incrementally (publishing each article as soon as it is ready) or by closing issues (waiting until every article in the issue is ready, and then publishing them all at once).

The **Publish by Closing Issues** setting on the [Configuration](#) page is used to manage this feature.

Publishing Manuscripts Incrementally

When a manuscript has been accepted for publication it needs to be placed in an issue, and an update will need to be made to the site to make the manuscript accessible to readers.

To publish a manuscript:

1. Navigate to the [Submission Details](#) page.
2. Click **Publish** in the left-hand sidebar.
3. Select a location from the list of available issues and click **Continue**.
4. The manuscript will be assigned the next sequential article number by default. Once published, the article number cannot be changed, nor can the article be moved to another issue. Click **Publish**.
5. When ready to make the published manuscript visible on your journal's website, click **Update site** in the left-hand sidebar. (The **Update** command will also appear beside the confirmation of publication after clicking **Publish**.)

The site can be updated at the time of publication or at a later time. Published issues and manuscripts will not appear until the site has been updated.

After a manuscript is published, its status will change on the [Manage Submissions](#) page to published. Authors will be notified via email when their manuscript is available on the journal's website.

Publishing Manuscripts by Closing Issues

To publish an entire issue at one time, editors will assign manuscripts to that issue and then close the issue.

To place a manuscript into an issue:

1. Navigate to the manuscript's page in [Manage Submissions](#).
2. Click [Issue Assignment](#) in the sidebar.
3. Choose an open issue and click **Assign**. A new [Contents](#) page for that issue will appear listing the contents of that volume and issue in the order that they will appear. The page also lists the manuscript number and first author of all unpublished manuscripts that have not been assigned to an issue yet.
4. To add additional manuscripts to the issue, select them, and click the **Add** button.
5. To re-order documents, change the number in the **Order** column. Remove manuscripts from the issue by selecting the checkbox in the **Remove** column and clicking **Submit changes**.

My Submissions

- Batch upload XML
- Batch upload Excel
- Batch revise Excel
- Submission details
- Preview Submission
- Assign Editor**
- Reviewers
- Revise Submission
- View revisions
- Supplemental Content
- Register decision
- Request minor revisions
- Request approval
- Issue assignment**
- Withdraw Submission
- Add reminder
- History

Title: Sample Article

Authors: Joe Brown (University of Marin)

Last Event: Accepted (Mon Dec 30 2013)

Waiting for Editor: No
Locked by Editor: No

Editor: Sample Editor **Manuscript:** #1058 PDF

This submission has not yet been assigned to an issue.
 Select the appropriate location and click 'Assign'.

Available issues

- vol7/iss1
- vol7/iss2

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Assigning a manuscript to an issue

bepress™ Digital Publishing Review

Manage Submissions | Upload Submission | Usage Reports | Config

Contents of vol7/iss2:

Arrange the contents of this issue using the tools below.

Order	MS#	Author	Title	Remove
1	1058	Joe Brown	Sample Article	<input type="checkbox"/>
2	1052	Arthur Author	Sample Book Review	<input type="checkbox"/>

To add submissions to this issue, select them below and click "Add".
 (Use the "Ctrl" or "Command" key to select multiple items.)

- #1051
- #1053 Sample Author
- #1056 Jane Doe
- #1060 Sample Author

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Viewing and editing the manuscripts assigned to an issue

To close an issue:

Go to the [Manage Submissions](#) page and click **View/close issue**. Select the radio button next to the issue and click **Continue**.

Manuscripts will display in the order selected, unless they are sorted by document type. These issues will sort by document type, then sub-sort in the order they appear on the **View/close issue** page.

Throughout the publication process use **Click here to edit issue** to assign accepted manuscripts and to ensure their proper order.

When all of the accepted manuscripts have been assigned to the issue and are in the correct order, click **Close issue** to publish the issue. After closing an issue, published articles can be revised by editors by using the **Revise Submission** link in the manuscript's *Submission Details* page.

Once an issue is closed, new items cannot be added and the assigned items cannot be reordered by editors. If an editor closes an issue and needs to re-order the articles or add new ones, please contact Consulting Services (support@dc.bepress.com).



The 'Close issue' dialog

After closing the issue, **Update** the site in order to make the issue and its articles available to the public.

Preview and Update

Before updating the journal click **Preview Submission** in the left-hand sidebar of the *Submission Details* page to see how the published manuscript will appear on the journal site. This is a preview only; it does not fully represent the article page once the site is updated. If the editor is satisfied, click **Update Site** to make the article visible.

Accessing Records for Published, Rejected, or Withdrawn Manuscripts

To access information about published, rejected, or withdrawn manuscripts, navigate to the *Manage Submissions* page. Using the drop-down *State* menu (and other search fields) filter the list to find the desired manuscript.

Usage Reports

Interested in seeing which articles have been the most popular with readers, or knowing the number of downloads associated with an article? Readership reports are available through the *Reports* option on the *My Account* page or *Administrator Toolbar*.

To access the *Reports* feature for your journal:

1. Log in to your account.
2. Click *Reports* on the *Administrator Toolbar* or under the title of the journal on the *My Account* page; alternatively, select the *Usage Reports* tab from either the *Manage Submissions* or *Configuration* tabs.
3. The *Reports* screen is configured by default to return a total count of all full-text downloads in the last 30 days:

The screenshot shows the 'Usage Reports' interface for 'Digital Publishing Review'. At the top, there are navigation links for 'Configuration', 'My Account', and 'Logout'. Below the header, the page title is 'Usage Reports - Hits'. A message states: 'Report will be emailed as an Excel spreadsheet to: ip_editor@demo.bepress.com'. There is a 'Usage Reports Guide' button. The configuration options are as follows:

- Select Report:** Hits (dropdown menu)
- Specify Scope:** Include items collected from other structures
- Include:** Metadata pages Full text
- Aggregate hits per:** Total (dropdown menu)
- Specify Date Range:** Past 30 days (dropdown menu)

At the bottom right, there is an 'Email me the report' button. The footer contains the copyright notice: 'Copyright © 1999-2013 Berkeley Electronic Press™'.

Reports page

To learn more about *Reports* in Digital Commons, refer to:

[Usage Reports: Introduction to Digital Commons Reports](#) or
[Usage Reports: Q&A on Tracking Readership of your Content](#)

Configuration Tools

Editors can view the contents of the journal, create new volumes and issues, and modify the display and workflow of the journal through the *Configuration* tab.

To access the journal configurations, click on *Configuration* from the *My Account* page or *Administrator Toolbar*. Configuration tools will vary depending on your editorial privileges.

Navigate Between Volumes, Issues, and Articles

Volume, **issue** and **article** links under **contents of this journal** at the top of the *Configuration* page provide quick access to configuration options at each level of the journal publication. Each level provides configuration options that control the display of journal content.

Creating New Volumes and Issues

Journals published on Digital Commons use a volume/issue structure. If the journal does not use issues, contact Consulting Services to learn about publishing by volumes only.

Editors with appropriate privileges can create new volumes and issues from the *Configuration* page.

To create a new volume, click on the **volume** link next to **create new**, and complete the fields. Once a volume has been created, editors can create new issues from the volume's *Configuration* page. Use the **issue** link to create a new issue within the volume. Issues can be created any time after a volume has been created.



Navigation menu at the top of the *Configuration* tab

Journal Configurations

This section includes settings to control the appearance and workflow of the journal. After modifying the options below, use the **Submit Changes** button to save your modification.

Note: Options that affect appearance or visibility will require an update for the changes to become visible to the public. The **Preview Site** and **Update Site** links in the left-hand sidebar allow you to confirm your changes and then make your changes live.

Basic Settings

- **Introductory text:** A text box for including cover text on the journal's home page.
- **Show latest Special Issue link in sidebar:** If checked, and the issue-level configuration *Is this a special issue?* is checked, then the title of the special issue will appear in the journal's sidebar.
- **Suppress Most Popular Papers link in sidebar:** If checked, the corresponding link will disappear from the journal's sidebar.

Visibility

- **Hide this journal on the repository:** If the journal intends to stay hidden (while uploading initial articles, adjusting site text, etc.), checking this box will prevent updates to the journal and keep it from appearing on repository pages.

Submission

- **Hide link to submit form:** If checked, the link allowing author submissions to the journal will disappear from the journal's sidebar.

Review

- **Maximum number of reviewers per article:** If included, the system will prompt editors to solicit the number of reviews indicated. Editors may override this selection using the options provided on the *Reviewers* page of any submission.
- **Number of days to submit a review:** If completed, the system will prompt reviewers to complete their reviews in the number of days indicated. Editors may override this selection using the options provided on the *Reviewers* page of any submission.

Publication Options

- **Author approval required:** If checked, authors must give approval prior to publication.
- **Publish by closing issues:** If checked, the journal will change from the default setting of publishing incrementally to requiring an editor to close each issue for publication to occur.

Journal Information Pages

Using these text fields, editors can customize the journal's About, Aims and Scope, Editorial Board, and Policies pages. Standard HTML text formatting is accepted, including bold, italic, and super- and sub-scripts.

Administrators

The Administrators section is used to add or remove editors. All editors added via the *Configuration* page will receive permission to upload, manage peer review, and publish submissions, as well as to use the *Configuration* and *Usage Reports* tabs. To modify or limit an editor's privileges, please contact Consulting Services.

Further Assistance

Digital Commons Journals and the Digital Commons system include additional configurable options and services. More documentation can be found at <http://digitalcommons.bepress.com/reference>.

Contact bepress Consulting Services for further assistance or suggestions at 510-665-1200, ext.2, 8:30am-5:30pm (Pacific Time), Monday-Friday, or emailing support@dc.bepress.com.