

5-1-2013

Managing Submissions via ExpressO: A Guide for Law Review Editors

bepress

Follow this and additional works at: <http://digitalcommons.bepress.com/reference>

Recommended Citation

bepress, "Managing Submissions via ExpressO: A Guide for Law Review Editors" (2013). *Digital Commons Reference Material and User Guides*. Paper 48.

<http://digitalcommons.bepress.com/reference/48>

This material is brought to you by Digital Commons. It has been accepted for inclusion in Digital Commons Reference Material and User Guides by an authorized administrator of Digital Commons. For more information, please contact support@dc.bepress.com.

Managing Submissions via ExpressO: A Guide for Law Review Editors

May 2013

Table of Contents

List of Figures.....	3
Welcome to ExpressO	4
Contacting bepress Consulting Services	4
Accessing ExpressO.....	5
Editorial Privileges.....	5
Editor Tools: Overview	5
Getting Started: Quick Guide to Setting Up Your Review	7
Step 1: Create Article Buckets	7
Step 2: Set Editor Access.....	8
Step 3: Set Expedite Preferences	8
Step 4: Customize Author Correspondence Templates.....	10
Open/Close Review (Optional).....	10
The Basics: Managing Submissions to Your Law Review.....	11
Submitting Manuscripts	11
Receiving and Assigning Manuscripts	12
Author Correspondence	15
Expedite Requests	16
Preliminary Review.....	17
Editorial Decision.....	17
Advanced Editorial Features.....	20
Revising Submissions	20
Editor Report	21
Mailing List.....	21

List of Figures

FIGURE 1 My Account.....				5
FIGURE 2 Configuration.....				6
FIGURE	3			
Submissions.....				11
			Manage	
FIGURE	4	Submission		
.....				12
			Details	
FIGURE		5		
Editor.....				13
			Assign	
FIGURE 6 Email Authors				15
FIGURE 7 Register Decision.....				16

Welcome to ExpressO

ExpressO offers a fast, effective, and comprehensive professional submissions management system for law review editors. Our editorial tools and new key features, including *Expedite Preference*, *Integrated Auto-Withdraw*, and a *Priority Expedited* queue, allow you to easily track, organize, assign, and review articles. The following instructional guide shows you how to configure and use these tools.

Contacting bepress Consulting Services

The bepress Consulting Services team is always happy to work with your law review to best accommodate your needs. We support a wide variety of workflows so if you are not sure how to make ExpressO work for your law review, please let us know. We will be more than happy to help you optimize your account to meet your specific needs. If have any questions or need any assistance, feel free to contact us by phone at 510.665.1200 Opt. 2 or by email to support@law.bepress.com.

Thank you for using ExpressO!

Accessing ExpressO

Editorial Privileges

You will need editorial privileges in order to get started. If you find you do not have editorial privileges set up for your ExpressO account when you go to the *My Account* page (as described below), please contact Consulting Services at support@law.bepress.com to request that your account be configured with editor privileges. Be sure to include in your message your name and the name of your law review.

Once your editor privileges are set up, you can access all of your editor tools from the *My Account* page.

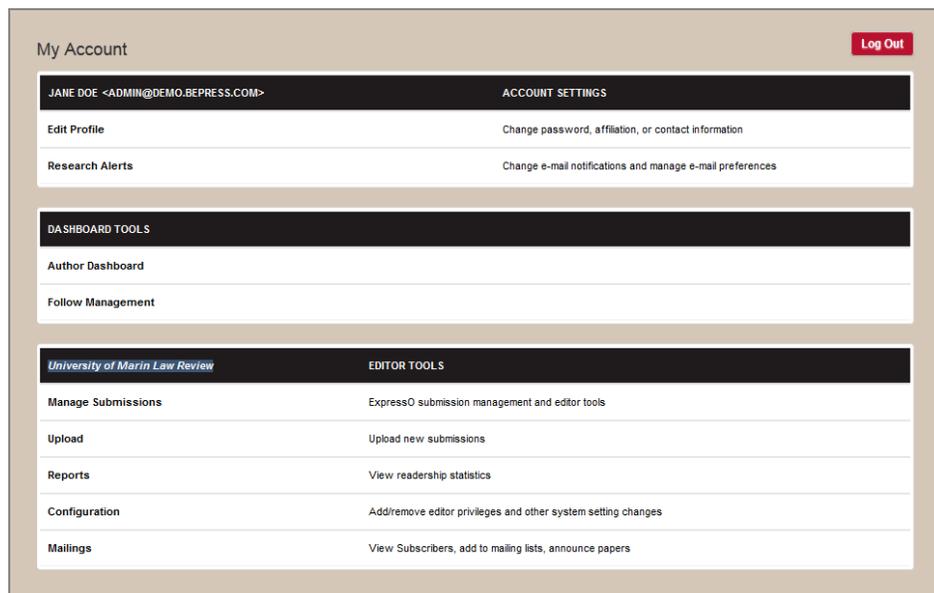


Figure 1: My Account Page

To access Editor Tools:

1. Navigate to <http://law.bepress.com/expresso>
2. Click on the *Login* link in the top navigation bar
3. Enter your ExpressO account information when prompted to log in with your email address and password, and click *Login*.

Editor Tools: Overview

The editor tools reflect the two main areas of ExpressO's submission management system. Depending on your particular editor privileges, you may or may not have access to some of these features:

Configuration: Various parameters including expedite preferences, decision letters and author message templates, and editorial access permissions

Manage Submissions: Access to all submissions. Depending on specific privileges, this includes editorial decisions

Getting Started: Quick Guide to Setting Up Your Review

The *Configuration* link on your *My Account* page is the access point for your law review's settings. Be sure to complete all four of the following steps.

The screenshot shows the configuration interface for the University of Marin Law Review. The top navigation bar includes 'Manage Submissions', 'Upload Submission', 'Configuration', 'Mailing Lists', and 'My Account'. The 'Configuration' tab is selected. The page displays the URL 'http://law.bepress.com/marinlr' and a sidebar with links like 'Expedite Prefa', 'Update site', 'Preview site', 'Go to site', and 'My account'. The main content area is divided into sections: 'CONTENTS OF THIS LAWREVIEW' with 'volume' and 'volume.1' options, and 'CREATE NEW' with a 'volume' option. Below these are 'Reset' and 'Submit Changes' buttons. The 'HOLD SUBMISSIONS' section has a checked 'Hold Submissions' checkbox and a text field for 'Reason for Hold'. The 'CUSTOMIZE DECISION MESSAGE TEMPLATES' section has a text field for 'Subject of Offer to Publish Letter' and a text area for 'Body of Offer to Publish Letter' containing a template for an offer to publish letter.

Figure 2: Configuration Screen

Step 1: Create Article Buckets

Set up two article buckets, one titled **Recommend for 2nd Read** and the other **Recommend for Rejection**:

1. Locate the *Administrators* section on the *Configuration* page (bottom of page)
2. Enter an email address in the field under *Email*
Note: Each bucket you add requires its own email address. It can be an email you establish just for the purpose of creating a bucket (e.g., Gmail).
3. Enter the title of the article bucket under *Last Name*, e.g., "Recommend for 2nd Read." (No *First Name* required.)
4. Click *Submit Changes*
5. Repeat for each new bucket

Why use buckets? Article buckets are similar to editor accounts, but they serve a different purpose. They are essentially holding pens for articles at various stages of review. Adopting article buckets will enable you to manage your submissions more effectively. Using article buckets means easy access to all articles recommended for further consideration or recommended for rejection. If your workflow uses more than two buckets, feel free to add as many as required.

Step 2: Set Editor Access

Add all of your review's editors to your law review:

1. Locate the *Administrators* section on the *Configuration* page (bottom of page)
2. Enter an email address of the editor under *Email*
3. Enter the editor's first and last name under the appropriate fields
4. Click *Submit Changes*

It is not necessary to create an ExpressO account for each editor prior to adding them to your editor list. The system will automatically create an ExpressO account for them (unless they already have an account in the system). Once added, editors are set up with standard default editor privileges. If needed, we can restrict access to *Upload*, *Configuration*, *Mailing List*, as well as the ability to register decisions. Please contact Consulting Services to adjust editorial access.

You may remove editors as needed by removing the checkmark next to their name and clicking on *Submit Changes*.

Step 3: Set Expedite Preferences

ExpressO now offers a *Priority Expedited* queue for expedited articles. We think you are going to like the expedite preferences feature that is now available to you. While authors can still expedite to any reviews they wish, we allow you to establish preferences that will help you to prioritize expedite requests based upon criteria that you set.

You can change these preferences at any time so feel free to play around to see what happens as you change your expedite preferences. For example, if you are nearing the end of the season and you are only interested in that last special article, you can set your priority to be the most selective and then loosen them up again at the beginning of the next season.

Criteria # 1: Number of Simultaneous Requests

How many simultaneous requests do you think an author should send out if they are serious about asking your review to take a rushed look at their piece? 20? 50? 100? We let you decide and then we share your preference with authors. Our goal is that some authors will be a little more selective about how many law reviews they choose to ask to read their article at any one time. Of course, you will still receive all expedite requests made to your review, even those from authors that exceed your preferences; however, you will not receive email notifications of expedite requests that do not meet your criteria and they will not make it onto your *Priority Expedited* queue.

Set Preferred Maximum Number of Simultaneous Expedite Requests:

1. On the *Configuration* page, click on the *Expedite Prefs* link located in the left sidebar
2. Under *Expedite Preferences*, choose your preferred number of simultaneous expedite requests (20, 50, 100, or Unlimited)
3. Click *Save*

Criteria #2: Prioritize Law Review Peers

Do you ever find authors make expedite requests based upon offers from law reviews that are not even in the same ball park as yours? Wish to be alerted to “serious” offers only? Now you can! Simply select your peer reviews from our list participating law reviews, and only articles that have offers from your peers will appear in your *Priority Expedited* queue. How you determine your “peers” is up to you; they may be similarly ranked or share the same subject area, and you can change your selection at any time. For example, you may want to know if an offer came from a more highly ranked review as this may help you decide whether or not to make an offer.

Note: Your peer list is private to your review. Unlike your preferred number of submissions, information about your peers is not shared with authors.

Select your Law Review Peers:

1. On the *Configuration* page, click on the *Expedite Prefs* link located in the left sidebar
2. Under *Prioritize Law Review Peers*, click the *Edit* button
3. Click on the checkbox beside the desired law reviews
Note: You may search by name, or refine your search by the Top 100 or by subject category.
4. After you make your selection, click the *Continue* button. Your selections are saved automatically.

Criteria #3: Offer Certification

ExpressO automatically confirms the validity of any offer made by another law review using ExpressO, and reflects this as a green checkmark on your *Manage Submissions* page (under the *Expedite Due* column).

If you wish, you can also encourage authors to confirm offers made outside of our system, by enabling the *ExpressO Certification Preferred* setting.

To enable ExpressO Certification:

1. On the *Configuration* page, click on the *Expedite Prefs* link located in the left sidebar
2. Under *Certified Offers*, click the checkbox beside *ExpressO Certification Preferred*
3. Click *Save*

This kind of transparency saves editors time since they will no longer have to follow up with authors on incomplete expedite requests or with other law reviews to confirm the offer.

Step 4: Customize Author Correspondence Templates

Customize your responses to authors with convenient templates for submission decisions and other messages to authors.

To edit your templates:

1. On the *Configuration* page, scroll down to *Customize Decision Message Templates*, and type your preferred text into the boxes provided to set new default disposition letters to authors
Note: The templates use system macros (e.g., “<macro publication.title>”) that are auto-completed when your correspondence is sent.
2. Scroll down to *Author Message Templates*, and type your preferred text into the boxes provided to modify additional default correspondence to authors
3. Scroll down to *Email Signature*, and type your preferred default signature for all templates
4. Click the *Submit Changes* button at top or bottom of the page to save your changes

Open/Close Review (Optional)

Need to close your review from receiving author submissions? Place your review on temporary hold for as long as you need.

To place your review on hold:

1. On the *Configuration* screen, click on the checkbox beside the option *Hold Submissions*
2. Next to *Reason for Hold*, provide brief text to let authors know why you are on hold and how long the hold will last
3. Click *Submit Changes* (top or bottom of page)

Note: There is a maximum 100 character limit for the hold message. An example of the standard message is provided on the *Configuration* page.

The Basics: Managing Submissions to Your Law Review

While ExpressO is designed with the knowledge that each law review often has its own unique workflow and allows you to customize it to fit your review's needs, the following outline of ExpressO's features is represented as general workflow of the editorial process from beginning to end.

Submitting Manuscripts

There are two ways to upload manuscripts to your publication: the author submits his/her manuscript through the ExpressO website; or, the author emails the manuscript to the editor who then uploads it on behalf of the author. Both scenarios for submitting manuscripts are outlined below. Regardless of the method used, submitted manuscripts are stored in the *Not Yet Published* (or, pending) queue in the *Manage Submissions* screen within ExpressO.

Author Submits a Manuscript

The following is a summary of the author submission process:

1. From the ExpressO homepage, <http://law.bepress.com/expresso>, the author clicks the *Submit Now* link and is prompted to log in with an email address and password. (If the author doesn't have a bepress ExpressO account, he/she will need to create one. This ensures we have an accurate email address to contact the author regarding the submission.)
2. The author selects the law review(s) to receive their manuscript. Authors can search for law reviews by title, category, or browse by our alphabetized list.
3. The author enters the manuscript's metadata and uploads the manuscript's file (CV and cover letter are optional).
4. The author reviews the metadata and any associated fees. Finally, the author must agree to the ExpressO terms of service and the general bepress terms of service. When the submission (metadata and file) is ready for delivery, the author must click *Finish*.

As soon as the manuscript is submitted, at least one designated editor is automatically notified by an email that contains a link to the submission document(s).

Thus, the editorial process begins. As an editor, you can view all pending *Not Yet Published* manuscripts for your publication via the *Manage Submissions* link on your *My Account* page (see section **Receiving and Assigning Manuscripts** in this document). Authors may view their submission and delivery information via their *My Account* page.

Editor Uploads Manuscript for Author

To submit manuscripts for an author who may have submitted outside of the ExpressO system:

1. Navigate to your *My Account* page
2. In the *Editor Tools* section, click *Upload*
3. Enter the author's information, including name and e-mail address. You can also add co-authors by clicking the *Add Author* button as needed. When the author information has been added, click *Continue*.
4. Review the author information and then enter the submission metadata. Follow the prompts to upload the file of the manuscript. Click *Submit*.

Supplemental Content

Editors can also attach associated files to the submission using the Supplemental Content link in the left sidebar of the *Submission Details* page. This may be helpful if the author sends your law review additional files outside of the ExpressO system that should be included with their submission, such as a data set or an appendix.

Receiving and Assigning Manuscripts

Whether manuscripts are submitted directly by authors or by the editors on behalf of authors, all submissions appear in the *Not Yet Published* list on the *Manage Submissions* page until they are accepted, withdrawn, or rejected. This section discusses the process of moving a manuscript from the initial submission through to an editorial decision.

Viewing Submissions

To access current pending submissions:

1. Navigate to <http://law.bepress.com/expresso>
2. Click on *Login* in the top navigation bar to login
3. Click on *Manage Submissions* in the *Editor Tools* section
4. By default, the resulting screen (as seen below) shows a list of manuscripts assigned to you as an editor. You may view all submissions, or specifically those assigned to other editors by utilizing the search filters in the upper portion of the page.

The *Manage Submissions* page will be very helpful to you as manuscripts move through the editorial process. This is where you will be able to glance at the submissions your law review has received. You will be able to see information such as the manuscript ID, author name, submission title, editorial status, expedite due dates, editor assigned, and any reminder email dates associated with each article. You will also view editor comments, as well as all recent author correspondence.

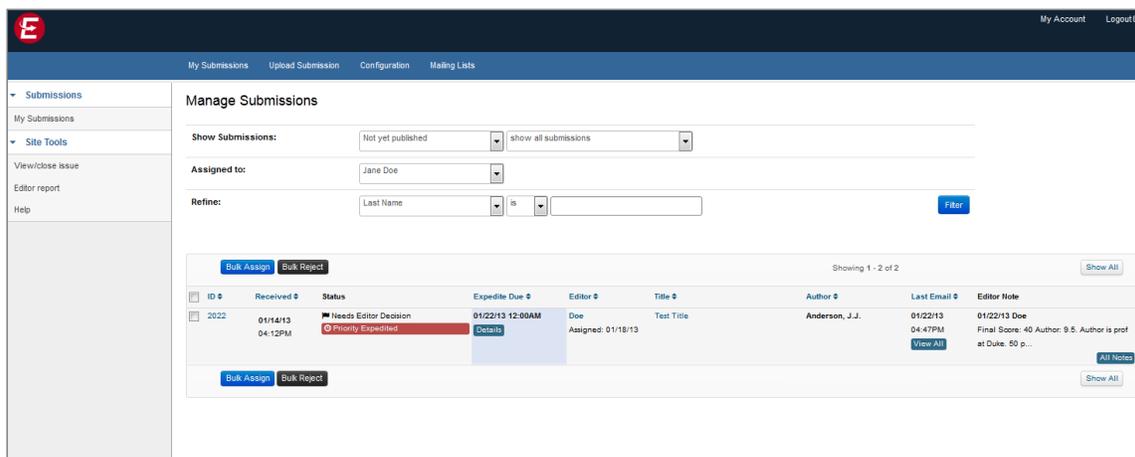


Figure 3: Manage Submissions Page

To view an individual submission, click on the title or manuscript number of the article on the *Manage Submissions* list. The resulting screen displays the submission details in neat sections: *Editor Notes* (if any), *Files*, *Submissions Details*, and *Expedite Decision Requests*. All of the commands needed to manage the submission will be available conveniently on the right side of the page in three main sections: *Actions*, *Contact*, and *Activity* (as shown in Figure 4).

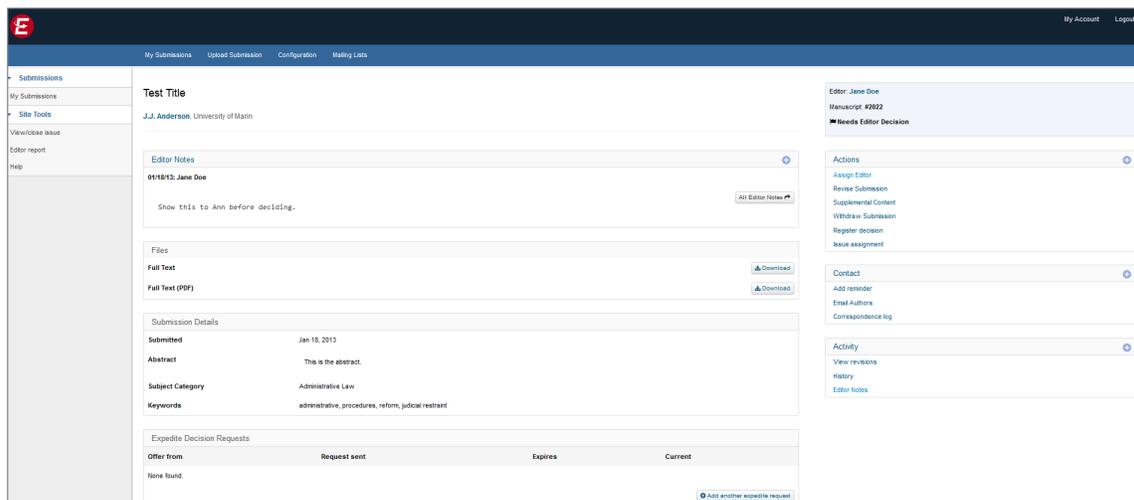


Figure 4: Submission Details

Assigning Editors to New Submissions

The first step in the editorial process is to assign an editor.

To assign an editor to a manuscript:

1. From your *My Account* page, click *Manage Submissions* in the *Editor Tools* section
2. Click on the title of the submission in the *Not Yet Published* submissions list
3. Under the *Actions* section on the right side of the screen, click *Assign Editor*
4. The corresponding page will display a list of available editor names. Click the button next to the name of the editor you want to be responsible for this manuscript.
5. If you would like to include a comment with the assignment, enter it in the text box provided
Note: Authors cannot see this text, but all editors can.
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 the last name of the editor in the *Editor* column in the *Manage Submissions* screen. After a submission is assigned, all correspondence from the submission's author(s) will be directed to the assigned editor.

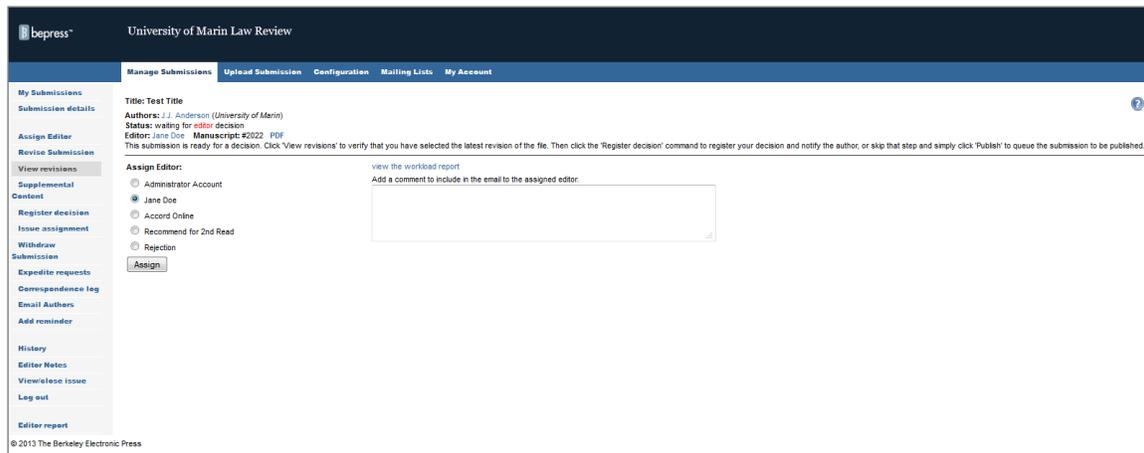


Figure 5: Assign Editor Screen

Tip:

Interested in seeing the workload of each editor before or after assigning submissions? On the *Assign Editor* screen, click *View the workload report*. It will run a report that allows you to track the number of submissions assigned to each editor. We also now track the date that a paper has been assigned to an editor. It is visible next to the editor's name on the *Manage Submissions* screen.

Mass Assigning Articles

Prefer to assign multiple articles to an editor at once? You can do so with the *Bulk Assign* feature.

To bulk assign articles:

1. On the *Manage Submissions* screen, click the checkboxes beside the articles that you would like to assign
2. Click on the blue *Bulk Assign* button, which can be found just above the list of articles
3. On the resulting screen, click the button next to the name of the desired editor
4. Click *Assign Articles*. 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.

Adding Reminders

Need to remind an editor that an article needs to be reviewed or a decision made? Use *Add Reminder*, and an email notification with your reminder message will be automatically sent to the assigned editor on a date you select.

To set up a reminder:

1. Click on the *Add Reminder* link located in the *Contact* section the *Submission Details* page
2. Enter a subject and body of your message, and specify a date to send the reminder
3. Click *Save*

Withdrawing Submissions

ExpressO now features integrated auto-withdraw. When an author accepts an offer to be published through ExpressO, editors of other law reviews will be notified immediately and the submission will be automatically withdrawn from each law review's submission queue.

Likewise, if an author accepts an offer from your review, the article is automatically withdrawn from the queues of other law reviews. Outside of being published, when an author simply withdraws their paper, it will also trigger the automatic withdraw from the pending submissions queue as well as notify the assigned editor.

Remember, authors can only confirm your offer through ExpressO if you made the offer through your ExpressO account (via the *Register Decision* link on the *Submission Details* screen). Therefore, we encourage you to always use ExpressO to make your offers.

ExpressO allows you to manually withdraw an article as well.

To withdraw an article from your submissions queue:

1. From the *Manage Submissions* page, click on the title of the submission you wish to withdraw
2. On the *Submission Details* page, click *Withdraw Submission* in the *Actions* section
3. Select either *Notify authors* to send an email to the authors or *Do not notify authors*
4. Click *Withdraw submission*

Author Correspondence

Sending Email to Authors

ExpressO provides both editors and authors the tools for direct communication. The *Email Authors* feature allows editors to select from a list of templates to send to authors (already customized by you as part of your law review set-up). Template options include a blank form, Confirmation (of delivery receipt), Request for Electronic Copy, Student Rejection Form Letter, Expedite Confirmation, and Reject Expedite Request.

Note: The *Email Authors* feature should not be used to send decision letters (use *Register Decision*, see section **Editorial Decisions** in this document).

To send an email to an author:

1. Under the *Contact* section of an *Submission Details* page, click the *Email Authors* link
2. Select appropriate template from *Templates* drop-down menu. Feel free to edit the subject and body text if needed. You can also send a copy of this email to yourself by selecting the box *send a copy to myself*.
3. Click *Send*

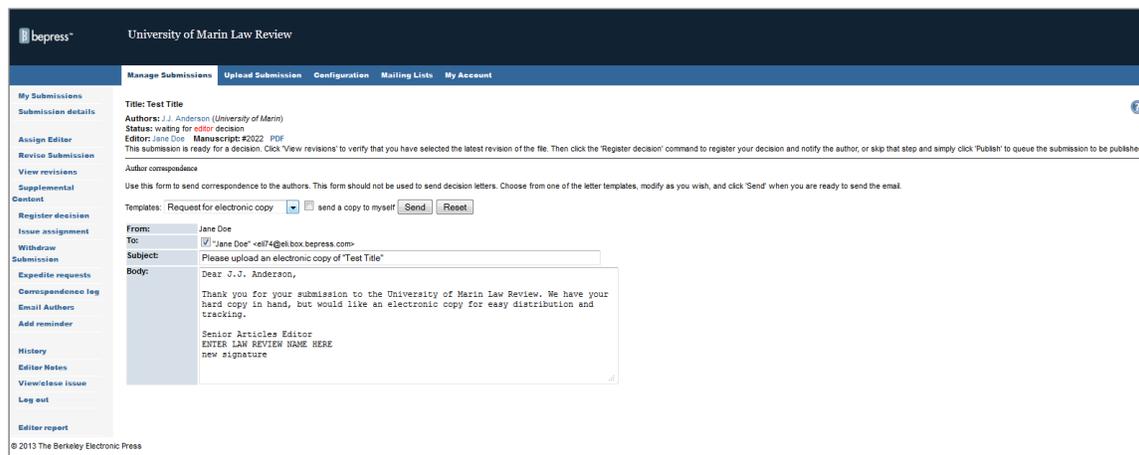


Figure 6: Email Authors Screen

Receiving Email from Authors

Authors may contact your law review using the ExpressO system via their *My Account* page. When an author sends a message, you receive the email and may both view the correspondence at a glance on your *Manage Submissions* page and from the *Submission Details* screen. A record of the author’s email can also be found by clicking *Correspondence Log* under the *Contact* section.

Expedite Requests

When an author requests that their article be expedited due to a pending offer from another law review, you will receive an email from the author with the request—as long as it meets your expedite preferences. If it does not meet your preferences, you will not receive an email notification about the expedite request. This applies to email notifications of expedite requests only. You will still be able to view all requests, whether or not it meets your expedite criteria, on your default *Manage Submissions* page under the *Expedite Due* column. You may also view the expedite request on the *Submission Details* page, under the *Expedite Decision Requests* section. The dates of request and expiration are displayed, as well as the title of the law review with the pending offer, if provided.

If the offer is “certified by ExpressO,” it means that we confirm that a law review has made that offer on that article, and a checkmark will appear next to the *Details* link (in the *Expedite Due* column). This certification creates transparency and will save editors time since they will no longer have to follow up with authors on incomplete expedite requests or with other law reviews to confirm the offer.

Important: Remember, once you set your *Expedite Preferences* in *Configuration*, you can view your preferred submissions by accessing your *Priority Expedited queue*.

To view your priority expedites:

1. On the *Manage Submissions* screen, make sure the *Show Submissions* drop-down menu is set to *Not Yet Published*
2. Narrow the selection of *Not Yet Published* manuscripts by choosing *Priority Expedited* from its sub-menu
3. Click on the blue *Filter* button

If the author has contacted your law review outside of the system, you can add an expedite request.

To add an expedite request on behalf of an author:

1. From the *Manage Submissions* screen, click on the title of the submission to view the *Submission Details* page
2. Under the *Expedite Decision Requests* section, click the *Add another expedite request* button
3. Use the *Offer from* drop-down menu to select the review, offering publication
4. Select the date the offer will expire
5. Click *Add*. The expedite request will now display on the *Submission Details* page.

Preliminary Review

Article Buckets

Once you review your assigned articles, you can conveniently move them onto the next stage of the editorial process by assigning to the appropriate article buckets *Recommended for 2nd Read* and *Recommended for Rejection*, created during the initial review set-up phase. Remember, these buckets serve as a cue to the editorial board that an article is ready for the next step of the process, but not yet ready for a final decision.

Editor Notes

Keep your fellow editors informed on the status of your article by annotating a submission using *Editor Notes*. The most recent comment will be visible on the *Submission Details* screen and conveniently on the *Manage Submissions* for quick reference. **Note:** These notes will only be seen by editors, not authors.

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

1. Navigate to an *Submission Details* page
2. Click *Editor Notes* under the *Activity* section
3. All editorial comments are listed here. You may enter your comments in the form and click *Add note*. Click *Reset* if you want to clear all text from your current comment and start over.

Editorial Decision

When it is time to register an editorial decision, you may notify the author via ExpressO.

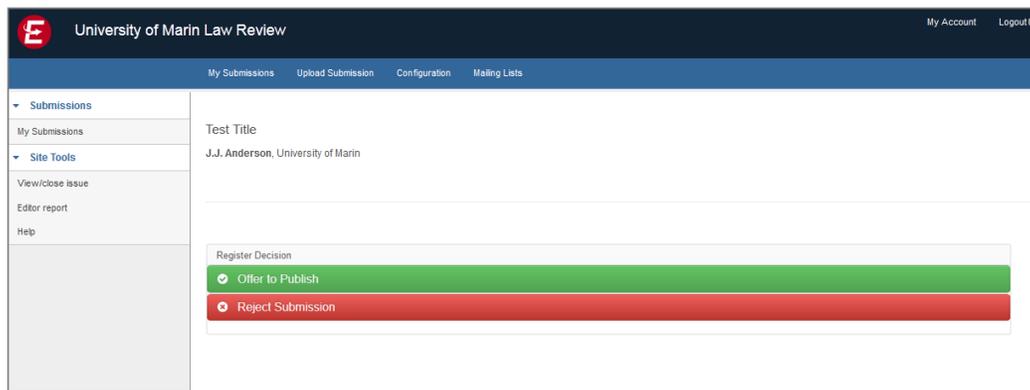


Figure 7: Register Decision Screen

To register a decision for an article:

1. Navigate to the *Submission Details* page, and click on the *Register Decision* link (in the *Actions* section)
2. Click on either “Offer to Publish” or “Reject Submission” (shown in Figure 7)

Offer to Publish

You have the options to cc the review’s editors, set an *Offer Expires* date, and modify the subject and body text if needed. Once you send an offer, the authors will receive an email notification that includes a link to their submissions page so they can conveniently accept the offer directly from their account (they will see a green *Accept* button next to their article title). In your *Manage Submissions* queue, the status of this manuscript will change from *Waiting for Editor Decision* (in red) to *Waiting for Author* (in orange.)

If the author does not accept the offer and it expires, the status will change from orange *Waiting for Author* to gray. For the author, the *Accept* button will no longer appear on their account, and the author will receive an email notification that the offer has expired and will be encouraged to withdraw the submission.

If an author accepts, the status changes to *Selected for Publication* and is reflected in green on your *Manage Submissions* queue.

Important: We understand you often contact authors directly with an invitation to publish, but we also encourage you to confirm that verbal offer with a written offer by using the *Register Decision* feature. This will ensure that your submissions queue reflects the most accurate status. Using ExpressO to make your offers, in addition to direct contact, also benefits authors as it allows them to track the status of their submission activity via their ExpressO account as well. Be sure to ask authors to do their part and accept the offer through their account. *Remember, when an author accepts your offer using ExpressO, the status change will appear automatically in your Manage Submissions queue, and the article will automatically be removed from the queues of other reviews.* This integrated offer process keeps everyone up-to-date and will help you from wasting time reviewing papers that have already been accepted elsewhere.

Published Status

Once you select and finalize the articles you wish to publish, you can mark these submissions with the status of *Published*. Moving submissions to this status removes them from the *Not yet published* queue, and helps you maintain and organize your article selections.

Before moving submissions to the Published status, you must create a volume and issue. You can create as many volumes/issues as you wish.

To create a new volume/issue:

1. Navigate to *Configuration* page to create a new a new volume and issue
2. At the top of the page, click *volume* next to *Create New*
3. Under *Add New Volume*, enter a number
4. Click *Add Volume*
5. From on *Configuration* page, click *issue* next to *Create New*
6. Under *Add New Issue*, enter a number
7. Click *Add Issue*

To move articles to the Published status:

1. Navigate to the *Manage Submissions* queue
2. Click on either the article title or the article ID to access the *Submission Details* page
3. Under the *Actions* section, click on *Publish*
4. On the resulting screen, you will see all of the volume/issues you have created
5. Select which volume/issue you wish to publish the submission to by clicking the appropriate radio button
6. Click *Continue*
7. Be sure to click the *Update* button to queue the site for update.
8. You will be notified via email once the update completes. Once updated, navigate to the *Manage Submissions* page
9. On the search filter, select *Published* from the drop down box next to *Show Submissions* and click on the blue *Filter* button

Note: You can close any issue you have created at any time by click on the *Close Issue* link located on the left side bar under *Site Tools* on the *Manage Submissions* screen. You cannot reopen an issue once you close.

Reject Submission

You have the option to cc the review's editors and modify the subject and body text if needed. Rejected manuscripts are immediately removed from the *Not Yet Published* list on the *Manage Submissions* page. (Rejected manuscripts can be found by filtering the *Manage Submissions* page to display manuscripts in the *Rejected* state).

Note: Once you reject an author's submission, the author will no longer be able to send through ExpressO any correspondence regarding this manuscript.

Mass Rejecting Articles

Once you decide which articles are to be rejected, you can conveniently use *Bulk Reject* to reject multiple articles at once with the option to notify the author(s) and editors. This is a powerful tool that registers a final editorial decision on the articles selected.

To bulk reject articles:

1. On the *Manage Submissions* screen, set *Show Submissions* to *Not Yet Published*, and *Assigned to:* to *Recommended for Rejection* (or the equivalent for your law review)
2. Click on the blue *Filter* button
3. Click on the top checkbox in the left-most column to select all articles
4. Click on the black *Bulk Reject* button
5. On the resulting screen, your selected articles are displayed. Confirm your selection by clicking the checkbox beside the appropriate articles.
6. Use the checkboxes to indicate whether the author(s) and/or editor(s) should be notified
7. Click *Reject Selected Articles*

Note: Once an article has been rejected, editors cannot take further action on that article. If you reject an article by mistake, please contact Consulting Services at support@law.bepress.com, and we can revert the article to pending status.

Archive Submissions

When you have made your publication selections and you want to clean out your *Manage Submissions* queue, you can quickly remove all articles in the *Not yet published* queue by using the *Archive* feature.

To archive submissions:

1. From the *Manage Submissions* screen, click on the *Archive* link located on the left side bar under *Batch Operations*
2. Click on the *Archive # Submissions* button to confirm

Note: Because the archive tool will remove all articles that are in the *Not yet published* queue and the action is not reversible, we recommend that you first mark the submissions you have selected for publication as *Published* (see above).

Advanced Editorial Features

Revising Submissions

If any part of the submission metadata needs to be modified, or if you need to upload a new version, simply navigate to the *Submission Details* screen and select *Revise Submission* under the *Actions* section. You need only modify the necessary elements—other items in the form should be left untouched. It is very helpful to include a brief but descriptive statement in the *Reason for update* field at the bottom of the form so there is a clear record of how the different submission versions vary (e.g., “Adding co-author”).

You can also view a list of all revisions to the article and select a “current version” of the submission slated for publication. The “current version” is the one chosen for publication. The editor finalizes this decision on the submission’s *View Revisions* page.

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

1. Navigate to the *Submission Details* page
2. Click *View Revisions* under the *Activity* section
3. The version history table will display all versions of the full-text and cover letter documents submitted to date. If there are multiple versions, you should view the most recent submission by clicking the associated view link
4. To select a version as the one to use for publication purposes, select the radio button next to the desired version
5. Click *Save Changes*

Tip: You may also view all of the activity of any article by clicking on the *History* link under the *Activity* section on the *Submission Details* screen. Major actions taken by author, editor or bepress support will be logged on this page.

Editor Report

Interested in learning more about submissions that have been reviewed by your editorial board? Want to know the turnaround time for articles? You can answer these questions by clicking on *Editor Report* in the left sidebar from your *Manage Submissions* page. **Note:** Depending on your editor privileges, you may or may not have access to this tool.

To access the Editor Report feature for your law review:

1. Click on *Manage Submissions* in the *Editor Tools* section on your *My Account* page
2. Click on *Editor Report* in the left sidebar
3. You may customize the report by using the drop-down menu to choose which article states should be included in the report
4. Click on *Report*, and a spreadsheet will be generated in an Excel format

Mailing List

Our *Mailing List* feature allows you to create custom messages to subscribers to your law review. You may maintain your contact list and generate messages at any time. You can also view messages sent. Access to this feature is available as a link on your *My Account* page as well as on the *Manage Submissions* page. **Note:** Depending on your editorial privileges, you may not have this access.

To add subscribers to your mailing list:

1. Click on the *Mailing List* link on your *My Account* or *Manage Submissions* page
2. Click on the *Subscribers* link located on the left side bar. You may add one email address at a time or upload a text file for multiple addresses.
3. Click *Save Changes*

To create a message to subscribers:

1. Click on the *New Message* link located on the left side bar
2. Fill out the *Subject* and *Body* fields and click *Continue*

3. Review the message to be sent (click *Edit* to revise if necessary)
4. To send a test message to yourself before sending, click on *Send a test message to myself*
5. To cancel the message, click *Delete message from queue*
6. When ready to send your message, click *Approve message for sending*

Note: Your message will be queued to be sent. It may take some time to send. Be sure to check the status of your message by clicking on the Messages link located in the left sidebar.