

Editorial processing of manuscripts –Procedure Guidelines

1. Please login to your journal site. You will find the list of manuscripts in your home (User Home)

Home > User Home

User Home

» [Site Administrator](#)

Organic Chemistry Letters

» [Journal Manager](#)

» Editor	0 Unassigned	1 In Review	0 In Editing	[Create Issue] [Notify Users]
» Section Editor		1 In Review	0 In Editing	

My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

Step 2. If manuscript is not assigned to any editor (or section editor) then it will be under 'Unassigned' (in that case click on that assign to yourself or any section editor).

Step 3. Otherwise just click on ... in review (it indicate how many manuscripts are under review).

Note: For section editor: Unassigned tab will not be there.

On click on ...in review, in new window all the manuscripts under review would be listed (as shown on next page).

Menu to navigate through different stage of manuscript

Submissions in Review

Unassigned In Review In Editing Archives

Assigned To: All Editors In Section: All Sections

Title contains Submitted between and Search

ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
55	07-15	ART	Jadhav	Trichloroacetic Acid Mediated...	—	—	—	—	EM

1 - 1 of 1 Items

Notes

- Highlighted items indicate action is required by an editor, labelled as follows:
 - A Reviewer has been assigned but not notified by email
 - All Reviewers have returned with their comments, but no decision is recorded

Step 4. In this panel, you will find details of each manuscript (under review) like when it was submitted, whether Article or review article, main author name, title of manuscript, also the details of review stage (if it has been started) and name of section editor/assigned editors.

Click the title of manuscript that you want to see its details

Step 5. On click you will see following window, before selecting reviewers, just click on summary link to see if Authors has suggested any reviewers (you can note suggested reviewers details), and then just click on 'Select Reviewer'

This manuscripts menu

Summary Review Editing History References

Submission

Authors: Vivekanand Baliram Jadhav

Title: Trichloroacetic Acid Mediated Solvent-free Synthesis of Bis(indolyl)methanes Utilizing Grinding Technique

Section: Articles

Editor: Editorial Manager

Review Version: [55-180-1-RV.DOCX](#) 2013-07-15

Upload a revised Review Version: No file selected.

Supp. files: None

Peer Review

Round 1 [Select Reviewer](#) [View Regrets, Cancels, Previous Rounds](#)

Editor Decision

Select decision:

Decision: None

Notify Author: Editor/Author Email Record No Comments

Review Version: [55-180-1-RV.DOCX](#) 2013-07-15

Author Version: None

Editor Version: None

No file selected.

Step 6. Here you will find the list of reviewers for this journal, with their reviewing interest (In case of large list of reviewers... You can search for required reviewing interests). You can just click 'Assign' to select the reviewer.

Select Reviewer

Reviewing interests contains

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[Enroll an Existing User As Reviewer](#) | [Create New Reviewer](#)

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
Prof. Ashutosh Bedekar		0	—	—	0	Assign
Dr. Anupam Bhattacharya		0	—	—	0	Assign
Prof. M Himaza		0	—	—	0	Assign
Dr. Vivekanand Baliram Jadhav	organic chemistry	0	—	—	0	Assign
Prof. Mukund Jha		0	—	—	0	Assign
Appan Srinivas Kandadai		0	—	—	0	Assign
Dr. Bharti Khunqar		0	—	—	0	Assign
Prof. Anil Kumar	, , Molecular Biology	0	—	—	0	Assign

If authors has suggested any reviewer, then click on 'Create New Reviewer' (Also in case if there is no suitable reviewer listed/registered for journal, then you can search the Google Scholar, Pubmed, Sciencedirect or other databases (using title of manuscript) to find the people with similar work or interest and then create them as reviewer here).

You will see following page, fill up the details and save.

Home > User > Editor > Submissions > #55 > Create New Reviewer

Create New Reviewer

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Gender





Username *

The username must contain only lowercase letters, numbers, and hyphens/underscores.

On save, it will be added for review to current manuscript.

You can repeat Step 5 and Step 6 to select 3-4 reviewer for manuscript

Step 7. Till now you have selected the reviewers. Next step is to ask all selected reviewers to review the manuscript. Click on the 'mail icon' below request to send the mail.

Peer Review		Round 1	Select Reviewer	View Requets, Cancels, Previous Rounds
Reviewer A	Jayaraman Jayabharthi		Clear Reviewer	
Review Form	None / Free Form Review	Select Review Form		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2013-08-14		
Reviewer B	Vinod Tiwari		Clear Reviewer	
Review Form	None / Free Form Review	Select Review Form		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2013-08-14		

On click on this icon, you will see an email, just click on 'send' and your request will be sent to reviewer.

Repeat this step for each reviewer.

When reviewers will complete the review and send their comments, then you will get the notification. In the same panel (review) of manuscript, you can see the recommendations of reviewer and comment thereof (an comment icon will be there below the name of reviewer).

Step 8. Based on the reviewers comment, you record your decision (accept, reject, revise) for manuscript.

Step 9. After recording decision, you must need to inform Authors about your decision. A small 'mail icon' is there for Notify author. Click on that icon, in the open email template please add your text about your decision (you should also add comments from reviewers... just click 'import reviewers comment' on open email page) and click send.

Step 10. After notifying authors, next select the manuscript file and click 'send to typesetting/editing'.