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)

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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

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Step 4. In this panel, you will find details of each manuscript (under review) like when it was submitted, wether 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'

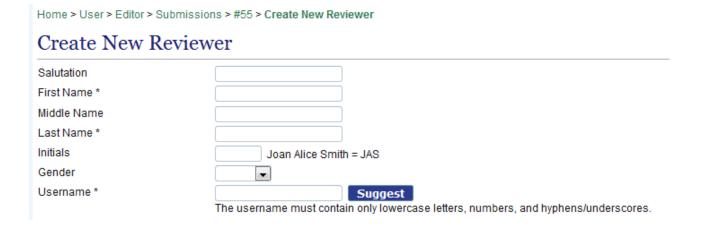
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Summary Review Edit	ing History References
Submission	
Authors	Vivekanand Baliram Jadhav 🖾
Title	Trichloroacetic Acid Mediated Solvent-free Synthesis of Bis(indolyl)methanes Utilizing Grinding Technique
Section	Articles
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Review Version	<u>55-160-1-RV.DOCX</u> 2013-07-15
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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
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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.

Prof. Ashutosh Bedekar00AssDr. Anupam Bhattacharya00AssProf. M Himaza00AssDr. Vivekanand Baliram Jadhavorganic chemistry00AssProf. Mukund Jha00AssProf. Mukund Jha00AssDr. Bharti Khungar00Ass	Select Reviewer						
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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.



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 Sele		egrets, Cancels, Previous Rounds	
Reviewer A	Jayaraman Jayabh		<u>Clear Reviewer</u>	
Review Form	None / Free Form Review	Select Review Form		
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Reviewer B	Vinod Tiwari		<u>Clear Reviewer</u>	
Review Form	None / Free Form Review	Select Review Form		
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
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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'.