

How to Submit Your Recommendation

Log in to your Editor Main Menu.

Editor 'To-Do' List

- My Pending Assignments (1)
 - New Assignments (0)
 - [Submissions with Required Reviews Complete \(1\)](#)
 - Submissions Requiring Additional Reviews (0)
 - Submissions with One or More Late Reviews (0)
- Reviews in Progress (3)
 - Reviewers Invited - No Response (1)
 - Submissions Under Review (3)

Click here to see all of your papers with the required reviews complete.

Action	Manuscript Number	DOI
View Submission Details		
History		
File Inventory		
View Reviews and Comments		
Unassign Editor		
Invite Reviewers		
Submit Editor's Decision and Comments		
Send E-mail		

Click on "Submit Editor's Decision and Comments"

Original Submission

(Review Coordinator)

Select your recommendation term from this drop-down menu.

Decision:

View Manuscript Rating & Question Responses

- Cancel
- Save & Submit Later
- Proof & Print
- Process

- Details
- History
- Assign Editor
- Invite Reviewers
- View Manuscript Rating Card
- View Review Question Responses
- Send E-mail

Original Submission

[Redacted]	[Terminated by Review Coordinator]
[Redacted]	[Terminated by Review Coordinator]
[Redacted] (Reviewer 1)	Accept
[Redacted] (Reviewer 2)	Accept
[Redacted] (Review Coordinator)	Partial Decision Saved
[Redacted] (Senior Program Officer)	Assigned - No Decision
Author Decision Letter	
[Redacted] (Author)	

See Reviewer Names and Recommendations

Decision: Desk Reject

- No Decision
- Accept for Presentation
- Accept for Presentation & Editorial Board Review
- Reject
- Desk Reject

Cancel

Attachments (0) Assign Editor Invite Reviewers View Manuscript Rat

These are the decisions that Paper Review Coordinators will see.

Decision:

- No Decision
- Accept for Presentation
- Accept for Presentation & Editorial Board Review
- Reject

Accept For Presentation - used for Presentation papers or papers submitted for Presentation and Publication that the PRC does **NOT** think should be sent to the Editorial Board for further Publication review.

Decision:

- No Decision
- Accept for Presentation
- Accept for Presentation & Editorial Board Review
- Reject

Accept for Presentation & Editorial Board Review - used **ONLY** for Presentation and Publication papers that the PRC believes should go to the Editorial Board for further review for Publication.

Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:

Reviewer,

Reviewer,

Reviewer Comments to the Editor appear in this comment box. For the Confidential Comments to Editor, the reviewer name appears next to their comments. You can also place comments here for your SPO, if you like.

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Reviewer #1: [lalou](#)

Reviewer #2: [akln](#)

The reviewer comments to the author appear here. Each reviewer is identified by a number (Reviewer #1, Reviewer #2, etc.) If you wish to make comments to the authors, you may enter them in this box.

Review Questions and Responses

Reviewer #1
Reviewer 1

Is this paper free of s
Yes
Does each table and f
All good.

At the bottom of the screen, you will find the responses from each reviewer to the review questions.

Reviewer #2
Reviewer 2

g, and recommendations on government policies or programs?
approved? Can any be removed without compromising the narrative?

Proceed when you are ready to submit your recommendation.

Cancel

Save & Submit Later

Proof & Print

Proceed

The next page gives a summary of the comments on the previous page.

This screen gives you a summary of the information from the previous screen. Proceed when ready to submit.

Original Submission
A. McTester

Back

Edit Decision

Print

Proceed

Notify Author

Manuscript Number: [redacted]

Title: [redacted]

To finalize your decision and pass this draft notification letter to the next Editor, use the 'Submit Decision with Draft Letter' button.

Cancel Submit Decision with Draft Letter

Preview Letter Save Save and Close

Edit

Mod

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blin

can be included, separated by semicolons (;).

cc: bcc:

Editors Assigned to Manuscript

sys.com>

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e e-mail addresses

This next screen will allow you to edit the recommendation letter before it goes to the SPO. (Those of you in an Editor Chain, the draft letter/decision will go to the SPO above you in the chain.) There is a draft template in place, so you can add any additional text as needed.

When done, you can "Preview Letter" and then "Submit Decision with Draft Letter."

Thank you for submitting a Decision on Manuscript [redacted].
E-mail has been sent to the appropriate parties.

When complete, you will get an acknowledgment screen like this. You can then move on to the next paper or back to the main menu.

[Return to Submissions with Required Reviews Complete](#)
[Return to Main Menu](#)