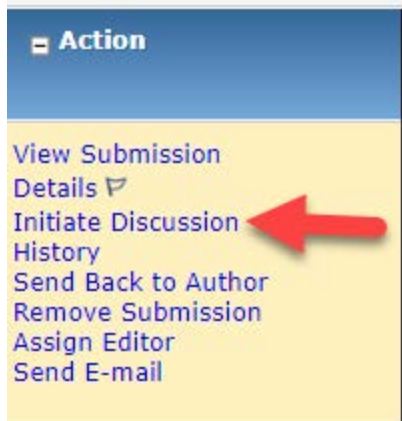# How to Initiate Discussion

Log in to Editorial Manager as an Editor.

On the paper that you wish to discuss with other editors, click the "Initiate Discussion" link in the Action column on the left.

In the window that opens, there are two fields "Topic" and "Initial Comments". You'll need to enter text in both of them. The topic should be what the discussion is about and the initial comments are your first comments for the discussion – likely expanding on the topic.

Initiate Discussion for Manuscript Number:

Topic

Initial Comments

These two fields must have text entered in them.

⊟ **Editor Candidates**

This section is where you can select the other editors you want to invite to the discussion. You can sort by any of the columns with the up/down arrows.

Page: 1 of 81

Display 10 ▼ results per page.

Select	Editor Role ▲▼	Editor Name ▲▼	Current Assignments ▲▼	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	Classification Matches ▲▼	Classification Matches	Available during next 30 days

The Editor Candidates section is where you invite other Editors to the discussion. If you sort by Editor Role, it will pull all of the people that are Associate Editors to the top of the list. Place a check mark next to the Editor(s) that you wish to invite in the Select column on the left.

Select	Editor Role	Editor Name	Current Assignments	V R a C
☐	API			
☐	Ari			
☐	Asso			
☐	Asso			
☐	Asso			

You can invite multiple editors at the same time.

You can start the discussion without sending emails or you can customize the letters to your invited editors.

[Cancel] [Start Discussion without Sending Letters] [Proceed To Customize Letters]

Once you have started the discussion, you and the other invited editors will be able to see these submissions on your Associate Editor Main Menu, in the area "Submissions with Active Discussions."

Submissions with Required Reviews Complete (0)
Submissions Requiring Additional Reviewers (0)
Submissions with One or More Late Reviews (0)
Submissions with Active Discussions (

This page contains all of the Discussions you have been invited to/started. If there are discussions/comments you have not yet seen, there will be a blue circle with the number of unread comments next to this link.

Submissions Requiring Additional Reviewers (0)
Submissions with One or More Late Reviews (0)
Submissions with Active Discussions (2) ②

Submissions with Active Discussions

Page: 1 of 1 (2 total submissions)   Display [10 ▼] results per page.

⊟ Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Corresponding Author ▲▼	Topic	Date of Last Post	Date Discussion Started	Discussion Initiator	Editorial Status Date ▲▼	Current Editorial Status ▲▼
Discussions View Submission Details ⚑ Send E-mail		Public						Kisna Quimby ⚑ ⭐	Jul 31, 2019	Manuscript Submitted
Discussions View Submission Details ⚑ Send E-mail		Public						Kisna Quimby ⚑ ⭐	Aug 01, 2019	Manuscript Submitted

Discussions will open a page with all of the discussions for that paper, as shown in the image below. View Submission allows you to view the paper and Details opens the Details page.

You can also see the title, corresponding author, topic of the discussion, when the last post in the discussion was made and when it was started, as well as who started the discussion.

Page: 1 of 1 (2 total submissions)   Display [10 ▼] results per page.

Discussions for Manuscript Number:

Action ▲	Topic ▲▼	Type ▲▼	Last Post Date ▲▼	Posted By ▲▼	Discussion Status ▲▼	Date Initiated ▲▼	Initiated By ▲▼	Initial Participant
View ❶	Test of the Discussion Forum	Editor Consultation						

This is the view seen when you click on the Discussion link (shown in previous image.) If a paper has more than one active discussion, they would all be on this page.

[Close]   [Start New Topic]

Cancel | Save and Close | Conclude Discussion

Participant Summary | View Submission | Add/Edit Submission Flags | Details

Topic:

Test of the Discussion Forum

> Add comments here. (Press Post when ready to submit the comment.)

View/Print All

Comments:

Post

Participant ▲ ▼	Comments	Date ▲ ▼
Kisna Quimby	● Seeing how this works	Sep 04, 2019

> See the comments already posted.

> Add any additional Editors if needed by pressing "Add Participants."

Add Participants

> This is a list of all current participants in the Discussion.

□ **Editor Participants**

Editor Participant ▲ ▼	Role ▲ ▼	# Posts	Latest Post	Participant Status ▲ ▼	View Reviews and Comments	Download Files	View Draft Decision Letter	
Patti Lockhart ⌲	Publications Staff	0		Active	☐	☐	☐	Send E-mail
Kisna Quimby ⌲	Publications Staff	1	Sep 04, 2019	Active	✓	✓	✓	Send E-mail

Cancel | Save and Close | Conclude Discussion

The person that initiated the discussion can select "Conclude Discussion" at any time to close the discussion. All comments made will be saved and accessible via the Discussions link in the Actions column of that paper, but new comments cannot be added after that.

Action

View Submission
Duplicate Submission Check (18%)
Details
Discussions ⬅
History
Submit Early Decision
File Inventory
Edit Submission
Send Back to Author
Classifications
Assign Editor
Set Final Disposition
Initiate Production
Send E-mail
Linked Submissions

Action ▲	Topic ▲▼	Type ▲▼	Last Post Date ▲▼	Posted By ▲▼	Discussion Status ▲▼
View ⬅	Test of the Discussion Forum			uimby	Closed

See the comments on a closed discussion here.

Close   Start New Topic