QUICK GUIDE: Sending an Inappropriate Paper Back to Your SPO

1. From your Main Menu, click New Assignments:

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete
7	0	0	0

Search

Search Submissions | Search People

Editor 'To-Do' List

My Pending Assignments (7)
- New Assignments (7)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)

2. Choose a paper and select the Details Action Link:

3. You can view the Abstract, Classification Matches, and Submission Flags:

4. Not a good fit? Turn on the Return to SPO flag in Submission Flags:

5. Enter a note in the Production Notes field, telling your SPO why you are returning it to them.

Submission Flags:	⚐ ▶	← The Return to SPO flag is on.
Production Notes:		

Enter a short explanation of why you are returning the paper to the SPO here. Then press the Save and Close button at the bottom of the screen.

6. Close Details window, Action Link, and select Unassign Editor:

	Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
	Actio **View Submission**		esentation	Risk Assessment in Trenchless Te
	Actio **Duplicate Submission Check (10%)**		esentation	SPATIAL AUTOCORRELATION IN S
	Actio **Details** ⚐ ✓ ▲		esentation	A Methodology to Select Unpavec
	Actio **History**			
	Classifications			
	Actio **Assign Editor**			ENZYMES STABILIZATION OF LAT
	Unassign Editor			
	Actio **Invite Reviewers**		esentation	Study on Hazard Analysis and Sat
	Submit Editor's Decision and Comments			

script:undoEditorAssignment(324, 'f6feb4ba-8e3c-4795-9ce4-7fea8bd96097')

6. Click on the Trash Symbol…

Modify Editor Chain

Manuscript Number: 19-00149

Title: A FEEDBACK APPROACH BETWEEN A MACROSCOPIC EXTRAPOLATION AND A MICROSCOPIC TRANSPORT

Current Editor Assignment Chain

	Step	Assigned Editor	R
🗑	Editor 1	Scott Babcock Senior Program Officer	S
🗑	Editor 2	▓▓▓▓, ▓▓▓ ▓▓ ▓▓▓▓▓ Review Coordinator	F

Confirm removal:

Are you sure you want to remove this Editor from the Editor Assignment Chain?

Remove Editor   Cancel

7. Select Confirm Selections and Send Default Letters (default is set to no letter); The paper will be removed from your folder:

Current Editor Assignment Chain

	Step	Assigned Editor	Role
🗑	Editor 1	Scott Babcock Senior Program Officer	Senior Program Officer ▼

Cancel   Confirm Selections and Send Default Letters   Confirm Selections a...