

Quick Guide for TRR Handling Editors


Handling Editors are responsible for evaluating the reviewer comments, assessing the relevance and suitability of the manuscript, and providing a timely decision to the author. They will:

- Solicit reviewers with suitable expertise
- Respect the confidentiality of the process and be objective and constructive in providing feedback
- Declare any conflicts of interest (professional, personal or financial) and recuse yourself; the TRR follows the [COPE guidelines](#) on publishing ethics

New Submission Checklist

- Read the Abstract and accept or reject the invitation to handle the paper within 5 days
- If the paper is unintelligible or otherwise meets one of our [Criteria for Desk Rejections](#), please Desk Reject and write a brief explanation for the author
- If the paper appears to warrant review, solicit at least 3 reviewers within 10 days
- The peer-review process is single blinded; i.e., the reviewers know who the authors are, but the authors do not know the names of the reviewers
- When a minimum of 3 reviews are complete, evaluate them and select one of the following decisions within 5 days: Reject or Revise
- Only in rare circumstances should you choose Accept with Minor Revisions at this stage
- Once the revised paper is uploaded, the HE should look at the author response to reviewers, and either render a decision on or send back to the reviewer/s, depending on the complexity of the revisions and HE knowledge of the subject

Committee-Recommended Paper Checklist

-  Papers that have been reviewed by a TRB committee have a telephone icon
- Read the Abstract and Reviews and accept or reject the invitation to handle the paper within 5 days
- If the paper merely confirms well-known results or otherwise meets our [Criteria for Desk Rejections](#), please Desk Reject and write a brief explanation for the author
- If there are comprehensive committee reviews and the author has revised the paper accordingly, you may Accept with Minor Revisions at this stage
- If the committee reviews are incomplete or lack clear guidance for the author, please solicit 1 or more new reviewers to evaluate the paper; you may, but you are not required to, review the paper yourself
- You may also contact the committee reviewers if they have indicated that they are willing to participate in TRR review
- When the reviews are complete, evaluate them and select one of the following decisions within 5 days: Reject or Revise

For detailed instructions and more information, please visit the [TRR Editor Resource Page](#)