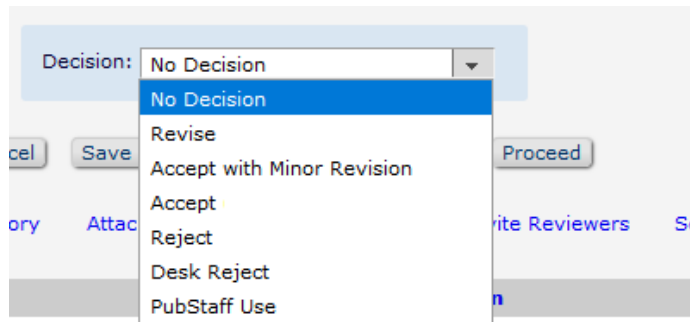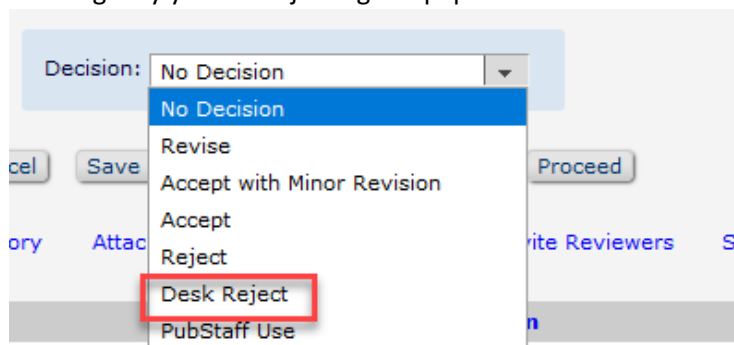# A Guide to Decisions

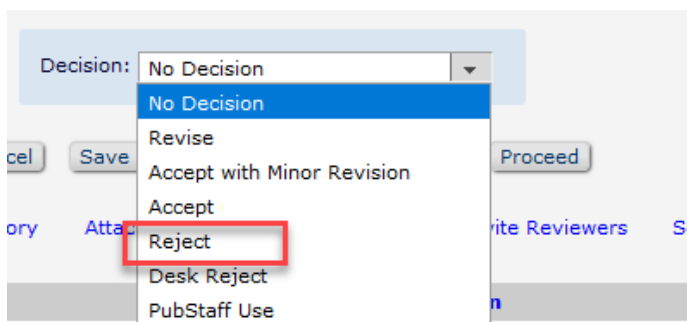When you submit a decision in Editorial Manager, you will see the following options:

This guide will break down when each decision should be used.
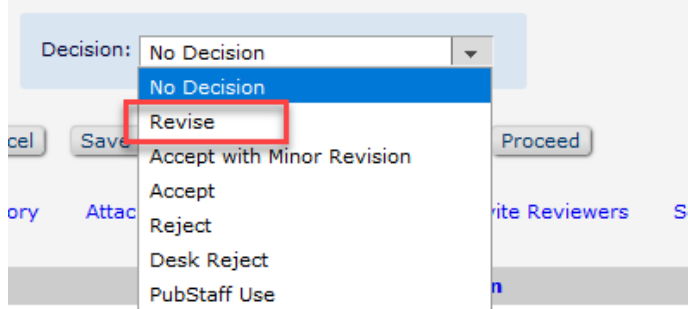
1. **Desk Reject** – this option is for papers that fall under the Criteria for Desk Reject and have not undergone peer review for publication. You **must** include some comments to the authors indicating why you are rejecting the paper without review.
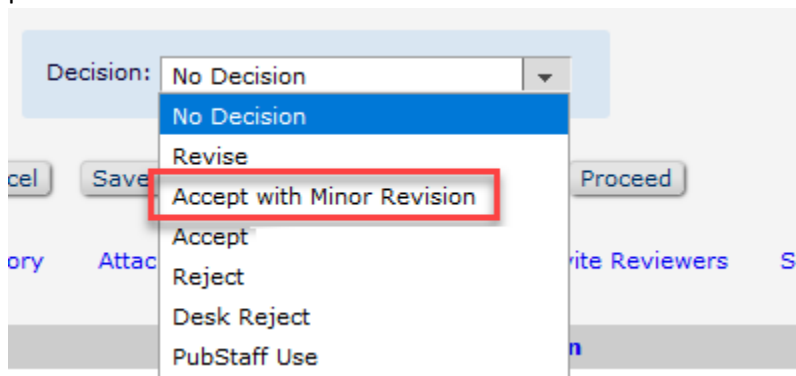

2. **Reject** – if after obtaining 3 (or more) reviews on a paper, you feel that a paper is not of publication quality and revision would not bring it up to the TRR standards, you would select this decision.

3. **Revise** – this option is used for papers that have undergone peer review and you feel that with revision, the paper would be closer to publication quality. Revised paper can be sent back out for another round of review to continue refining the paper.
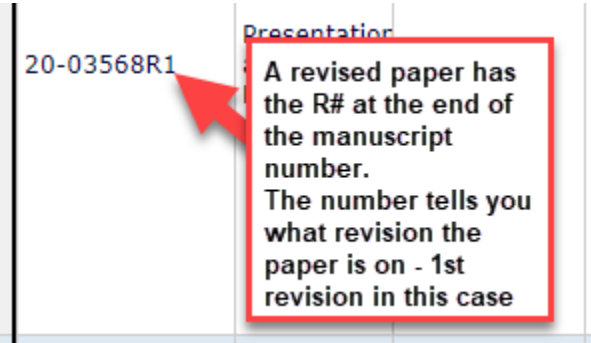

4. **Accept with Minor Revision** – this option is used for papers (mostly previously committee reviewed) that have undergone peer review for publication and you feel like they only need some minor edits to be worthy of publication. Papers that receive this decision are not sent back to you when the revised paper come in, and are instead accepted and sent on to SAGE for publication.
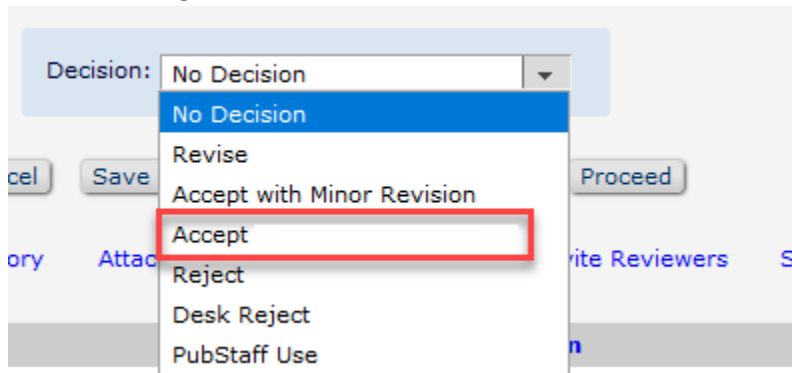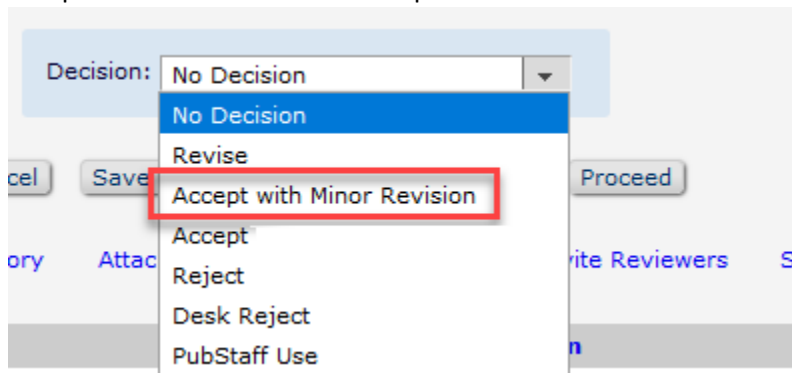
Revised Papers

You can tell a paper is a revised paper by the appearance of R# at the end of the manuscript number. The number after the R indicates what round of revision the paper is on – R1 means it is the first revision of the paper.
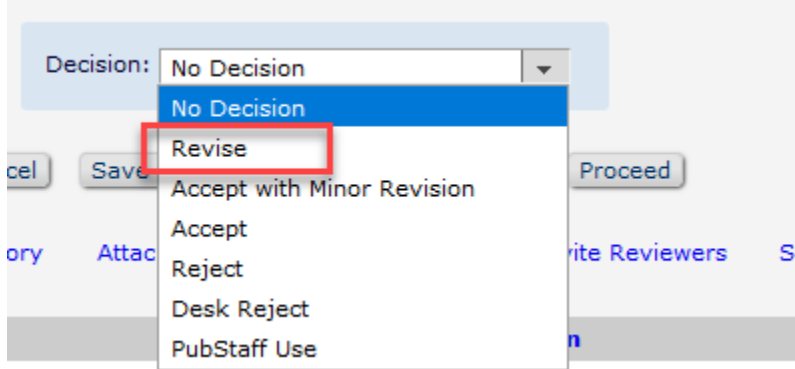

1. **Accept** – if the authors have made revisions in accordance to the reviewer comments and any comments that you made on the previous version and you feel that the paper does not need further refining, select this decision.

2. **Accept with Minor Revision** – this option is used for papers that have undergone peer review and you feel like they only need some minor edits to be worthy of publication. Papers that receive this decision are not sent back to you when the revised paper come in, and are instead accepted and sent on to SAGE for publication.

3. **Revise** – if after the revision comes in, there are still areas you (or the reviewers, if you send it out for re-review) feel need improvement, you would select the Revise decision again.

4. **Reject** – if a paper comes back in but the revision has not improved the quality or it appears that further revision will not bring it up to publication quality, please select this decision.