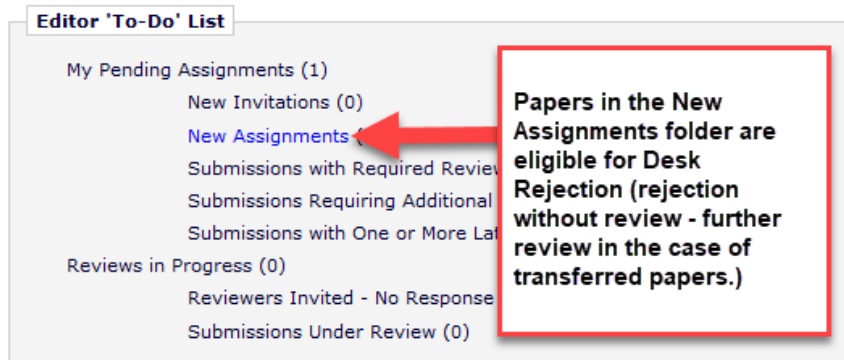
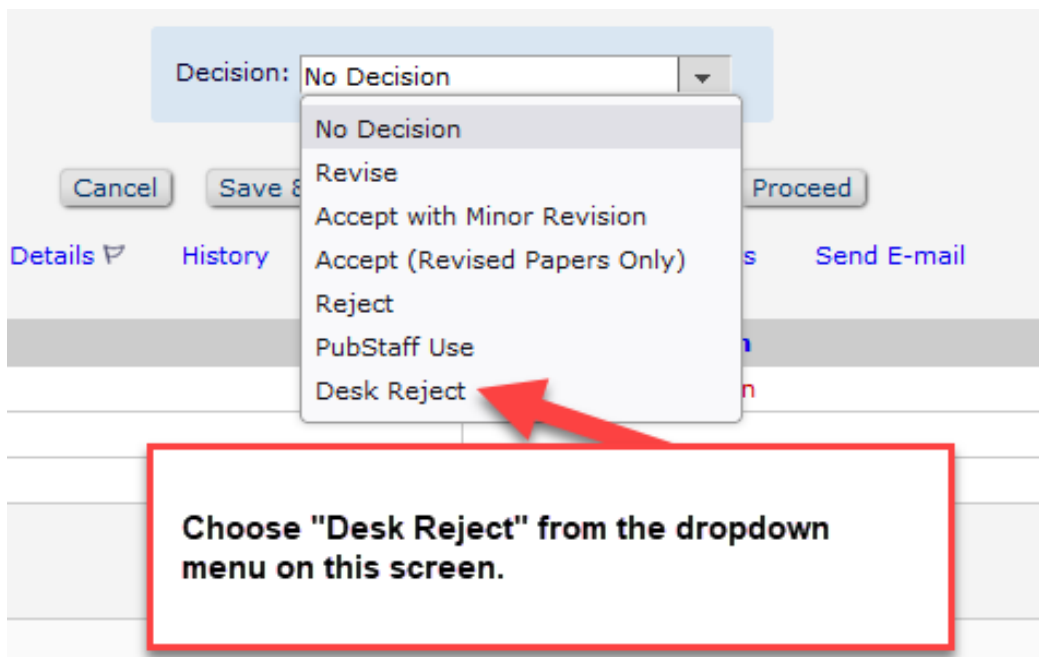


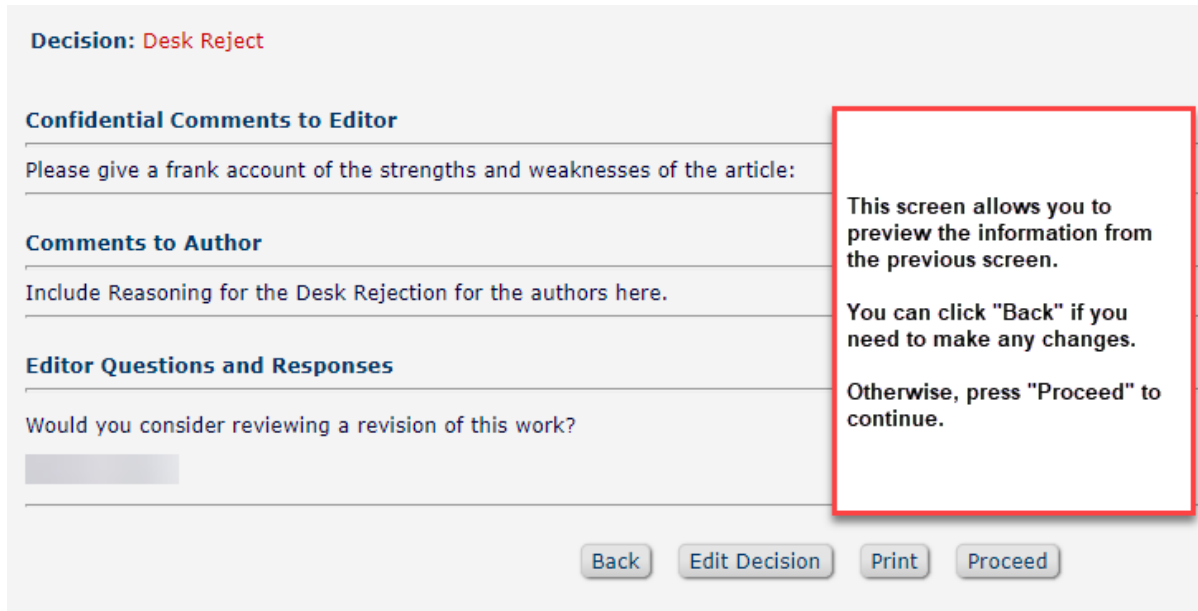
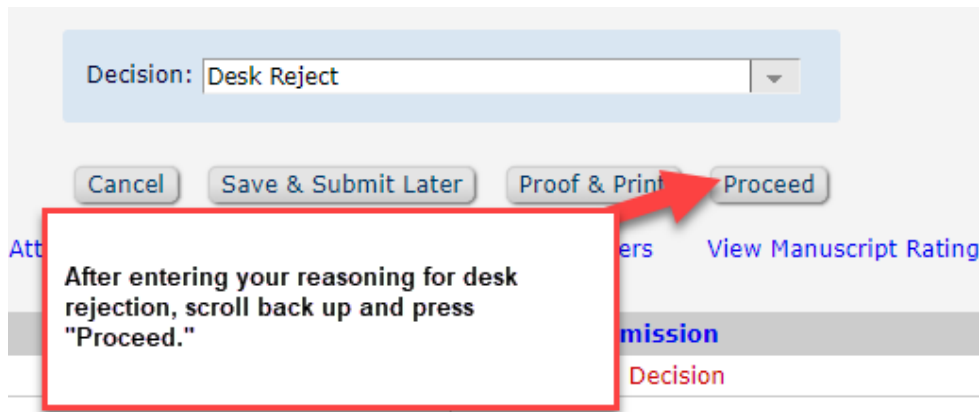
## Quick Guide: How to Desk Reject a Paper

Log into your Editor Main Menu and go to New Assignments:



Click on "Submit Editor's Decision and Comments"





The next screen allows you to make sure everything appears as you want, and then press "Submit Decision with Draft Letter". The paper will then move to the Editorial Office, where we will take care of notifying the authors.

