

# UOJM Section Editor Guide



As a **Section Editor**, you will use the OJS system to assign submitted articles to a panel of Reviewers, communicate Reviewer comments to submission authors, and make informed decisions regarding submissions.

## Overview of the Submission/Peer-Review Process:

Once a manuscript is submitted to the UOJM via OJS, it will be assigned (based on article type) to the appropriate Section Editor by the Managing Editor. The submission is now in the Review queue. Only Section Editors that have been assigned a submission will be able to view the manuscript and supplementary files.

The Section Editor will request a submission review from **three** (at least) Reviewers via OJS. After the separate reviews are completed, the Section Editor will make a decision regarding the submitted manuscript using their knowledge of the submission, the Reviewer comments, and Reviewer decision.

Finally, the Section Editor will communicate their decision and the author-directed comments of the Review team to the author (again via OJS). Depending on the decision made by the Sectional Editor, the manuscript will be moved from the Review queue to the Editing queue or the Archives, or be resubmitted for review, with the **same** reviewers used in the second round as the first.

**The submission/peer-review process consists of 7 steps, which are outlined here:**

1. Once a submission is assigned to a Section Editor, they will initiate the peer review process by selecting at least three Reviewers to be assigned to the submission.
  - The submission details (author, title, section, editor, necessary files), review round, and assigned Reviewers can be viewed by selecting the **Review Tab**.

A screenshot of the OJS submission details page. At the top, there are navigation tabs: SUMMARY, REVIEW (highlighted with a red box), EDITING, HISTORY, and REFERENCES. Below the tabs is the heading "SUBMISSION". The page displays submission details: Authors (with a plus icon), Title (Test 1), Section (Other Articles), Editor (Teslin Sandstrom with a plus icon), Review Version (1421-3460-2-RV.DOCX, 2015-10-17, ENSURING A BLIND REVIEW), and Supp. files (None). There is a section for "Upload a revised Review Version" with a "Choose File" button, the text "no file selected", and an "Upload" button.

- To view a list of eligible Reviewers and their reviewing preferences, click “Select Reviewer” button (next to Peer Review subheading).

A screenshot of the OJS peer review interface. It shows the heading "PEER REVIEW" followed by "ROUND 1" and a "SELECT REVIEWER" button (highlighted with a red box). To the right of the button is the text "VIEW REGRETS, CANCELS, PREVIOUS ROUNDS".

- The Section Editor can assign Reviewers from this list by clicking “Assign.”

**SELECT REVIEWER**

Reviewing interests [v] contains [ ] Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
		12	1	2015-10-03	0	ASSIGN

Reviewers can be changed if necessary:

**Before initiating review** – Click “Clear Reviewer” to remove selection.

REVIEWER A TESLIN SANDSTROM CLEAR REVIEWER

Review Form Review Form (Research) v3 SELECT REVIEW FORM CLEAR REVIEW FORM

REQUEST UNDERWAY DUE ACKNOWLEDGE

2015-10-17 — 2015-10-31

**Once request for review has been sent by email** – Click “Cancel Review” to send a second email indicating the initial request has been cancelled; an alternative Reviewer may now be chosen. The name of the cancelled Reviewer can be found on the “Regrets, Cancels, and Earlier Rounds of this Submission” page.

REVIEWER A TESLIN SANDSTROM CANCEL REQUEST

Review Form Review Form (Research) v3 SELECT REVIEW FORM CLEAR REVIEW FORM

REQUEST UNDERWAY DUE ACKNOWLEDGE

2015-10-17 — 2015-10-31

**If the Reviewer has already completed their review** – At this point, the Reviewer and their corresponding review form cannot be removed. However, the review process can be re-initiated by the Section Editor by sending another request to an alternative Reviewer.

- The Sectional Editor is now responsible for notifying the selected Reviewers that they have been assigned to a submission.
  - Clicking on the email icon under “Request” for the Reviewer generates a pre-drafted request email, which can be modified by the Section Editor as desired.

REVIEWER A TESLIN SANDSTROM CLEAR REVIEWER


Review Form Review Form (Research) v3 SELECT REVIEW FORM CLEAR REVIEW FORM

REQUEST UNDERWAY DUE ACKNOWLEDGE

2015-10-17 — 2015-10-31

- Reviewers are given 2 weeks (by default) to complete their review.

3. Reviewers will respond to the Section Editor regarding requests via email (either to accept or decline); if no response is recorded in 2 days, a reminder email will be sent by default.
  - If the request is accepted, the date of acceptance is displayed under “Response” for that reviewer.
  - If the request is declined, the Reviewer’s name will be listed under “Regrets, Cancels, and Earlier Rounds of this Submission.” The Section Editor will need to assign an alternate Reviewer in this case.
4. For each submission, the Section Editor must assign the correct review form to be completed by the Reviewers; these forms have been standardized to assist the Reviewer in appraising the manuscript.

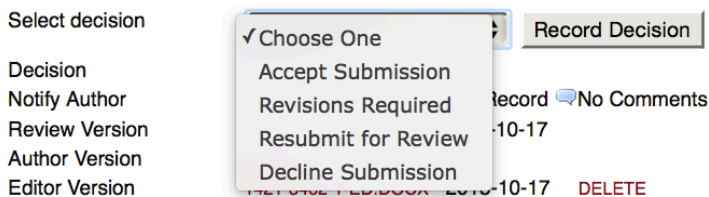
Review Form  Review Form (Research) v3 SELECT REVIEW FORM CLEAR REVIEW FORM

- For non-research submissions (commentaries, letters, reviews, news, etc.) the “Review Form (non-research) should be selected.
  - For original research articles, select the “Review Form (Research).”
5. Once all reviews for a submission have been completed, the Section Editor must arrive at a decision for the submission.

**Note:** If there are significant conflicts in the decisions of 3 Reviewers (e.g. the Reviewers decide independently to accept, reject, and resubmit), the Section Editor should review the article independently. The sectional editor may also defer to the managing editor at this point to help with the decision making.

- From a dropdown menu beside “Select Decision,” the Section Editor will be able to choose one of four decisions. Click “Record Decision” once one has been selected.

## EDITOR DECISION



Select decision

Decision

Notify Author

Review Version

Author Version

Editor Version

Record Decision

No Comments

10-17

10-17

DELETE

**Accept Submission** – Once accepted, the submission will enter the copy editing stage. The Section Editor will designate a version of the submission to be uploaded for copyediting. This version can either be the original author version, or a modified review version (e.g. with author names restored) uploaded by the Section Editor.

**Revisions Required** – The Section Editor can make this an initial decision, provided only minor revisions are required. Once the author has uploaded a revised manuscript deemed satisfactory by the Section Editor, a second decision to “Accept” can be made.

**Resubmit for Review** – The Section Editor can initiate a second round of reviews for a submission by selecting “Resubmit for Review” as the decision. In this case, the Section Editor must email the author, indicating that this decision has been made, and outline what needs to be done with the submission prior to resubmitting for review.

At this point, the Authors are required to submit a response to Reviewer comments from round 1. The Section Editor should review this form and upload it as a supplementary file. This file should then be sent to the Reviewers from round 1 as a supplementary file along with the request to review. This will give the reviewers an idea of what kind of responses were undertaken by authors to enhance the paper.

As well, the revised “Author Version” of the submission should be re-checked for anonymity by the Section Editor, who then uploads a “Review Version” to be viewed by Reviewers.

A second round of review should be requested from the **same** Reviewers by clicking the email icon under “Request.” Review forms from round 1 can now be found in “Regrets, Cancels, and Earlier Rounds of this Submission.” Only if absolutely necessary should alternative Reviewers be requested for round 2 (the Section Editor can use “Clear Reviewer” to select an alternative Reviewer for round 2).

**Decline Submission** – If a submission is declined, it is moved to the archives list. Its status will show “Declined.”

6. Once a final decision has been made (i.e. select “Record Decision”), the Section Editor must email the Author to inform them (click email icon under “Editor Decision”); the Reviewer comments are also sent to the author at this time.

## EDITOR DECISION

Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>
Decision	Accept Submission 2015-10-17
Notify Author	<input type="button" value="✉ Editor/Author Email Record"/> <input type="button" value="No Comments"/>

- To import Reviewer comments into the email, click “Import Peer Reviews” above the email subject line (Editor-Only comments within the review form are NOT imported).

**Import Peer Reviews**

From Editor-in-Chief <contact@uojm.ca>  
 Subject [UOJM] Editor Decision  
 Body

Dear Author:

We have reached a decision regarding your submission to University of Ottawa Journal of Medicine, "Test 1".

Our decision is to: Accept

Congratulations! This email is to inform you that your article has been selected for the next issue of the University of Ottawa Journal of Medicine.

The next steps in the process are copyediting and layout editing. We will provide you will a galley proof of your article to review when the layout is complete.

After sending, present an editable BCC copy to send to reviewers.

- **It is important for the Sectional Editor to screen the Reviewer comments to ensure that they are appropriate, essential, and professional.**
- The template email generated can be modified accordingly by the Sectional Editor to reflect the final decision regarding the submission.
- Once the email has been prepared accordingly and comments have been uploaded, click “Send” to notify the Author.

7. If accepted, the submission can now be sent to Copyediting by selecting **Send to Copyediting**.

## EDITOR DECISION

Select decision Accept Submission Record Decision

Decision Accept Submission 2015-10-17

Notify Author Editor/Author Email Record 2015-10-17

**Send to Copyediting**

- Copyeditors can be assigned to the submission under the “Editing” tab; this is done in the same manner as assigning Reviewers.

## Tips for Section Editors

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**Tip #1:** All Editor/Author correspondence for a submission can be found under the “Regrets, Cancels, and Earlier Rounds of this Submissions” tab, and can be referenced at any time by the Section Editor.

**Tip #2:** Make sure to double check for identifying factors on all submissions (although these are generally taken care of by the Managing Editor), especially on manuscripts that have been re-submitted for review.

**Tip#3:** To ensure continuity of the peer review process, it is preferred that Reviewers assigned to a submission remain the same for the duration of the review process (including re-submission). When a manuscript is re-submitted for review, new Reviewers should only be requested under the circumstance that an original Reviewer is unable to complete a second review.

**Tip #4:** Remember to Bcc Reviewers when notifying the Author of the final decision regarding their submission in order to keep all individuals involved up to date on the submission/review process.

**Tip #5:** When assigning a submission, remember to check the Reviewer’s article preferences/interests to ensure that they are the best candidate to complete the review.

**Tip #6:** Both the reviewer comments and their overall decision should be considered when making an Editor Decision for a submitted manuscript. Reviewer decisions may be one of the following:

- **Accept Submission** – No major revisions are required
- **Revisions required** – The Reviewer has identified minor areas within the manuscript that should be addressed by the Author before being accepted (a second round of review may not be necessary).
- **Resubmit for Review** – Major revisions to the submission are required; following Author revision the manuscript should undergo a second round of review.
- **Resubmit Elsewhere** – The manuscript is acceptable, but may not be suitable for the UOJM due to content (i.e. does not align with the current issue theme), article type, or timing.
- **See Comments** – Necessary if concerns regarding the submission, e.g. content suitability, potential plagiarism etc. have prevented the Reviewer from settling on a recommendation. Indicates to the Section Editor that further consult may be required before a decision is made.
- **Decline Submission** – The submission is unsuitable for the UOJM