

ScholarOne: Editor user guide (last updated: 13.3.16)

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Introduction

This user guide introduces you to the ScholarOne system we use to manage chapters. ScholarOne was developed by Thomson Reuters, one of the world's leading providers of publishing and information services. It is used by many of the world's leading academic publishers to handle both journal articles and book chapters. We will ask you to use ScholarOne e.g. to review chapters. You can access our ScholarOne site using the following URL:

<https://mc04.manuscriptcentral.com/bdspublishing>

The guide is detailed. We suggest you save it and refer to the relevant section as and when you need it. If you have any problems using ScholarOne which are not covered in this guide, please contact us at: editorial@bdspublishing.com. We will be pleased to help.

Logging onto ScholarOne

Please note that we will already have set up a basic record for you on ScholarOne, including giving you a user ID and password. You will need these to log on to the system. They will have been included in the e-mail sent to you when we set the project up on ScholarOne and are ready to start sending invitations to chapter authors. If you can't find your details, ScholarOne includes a 'Password help' option. You need to key in your e-mail address as shown. ScholarOne will then e-mail you your user ID and password to you.

Changing your details

When you log on, you will be taken to a screen showing a link to the 'Editor Center'. Please note you may see 'Author Center' – you should ignore this since it is designed for authors submitting chapters rather than for you as editor:



ted.

Welcome Welcome to the **Burleigh Dodds** site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

 [Author Center](#)

Resources

- [User Tutorials](#)
- [Home Page](#)

If you want to check and update your details, or change your user ID and password, click on your name at the top of the screen (see above – this example shows the 'Author Center' but, as editor, you will be using the 'Editor Center'). This will open up a drop down menu with:

- **E-mail/Name:** allows you to check your name title and e-mail address
- **Address:** allows you to add and amend address details
- **User ID & Password:** allows you to change your user ID and password. It also allows you to do other things such as add 'keywords' which best describe your area of expertise as well as note any periods where you might be unavailable

The address screen is set out as shown below:

Edit My Account You may edit your primary and secondary address information by changing the values in the boxes below. Required fields are marked with "req." When you are finished, click "Next."

1 E-Mail / Name
2 Address
3 User ID & Password

Primary Address	Secondary Address
Institution / Company: <input type="text"/> req	Institution / Company: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/> 9 The Road req <input type="text"/> Linton <input type="text"/>	Address: <input type="text"/> <input type="text"/> <input type="text"/>
Country: <input type="text"/> United States req	Country: <input type="text"/> --- Select One ---
State/Province: <input type="text"/> --- Select One ---	State/Province: <input type="text"/> --- Select One ---
City: <input type="text"/> Cambridge req	City: <input type="text"/>
Postal Code: <input type="text"/> CB22 3HJ req	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Previous Next Cancel

This has a number of required address field to complete. Populate all the required fields and click 'Next'.

The User ID and Password screen looks like this:

Edit My Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

Previous Finish Cancel

User ID / Password

User ID: req.

Password: Change Password

Keywords Special Characters

	Clear

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

 From: To:

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

Files attached
No files have been uploaded.

Previous Finish Cancel

Here you can see your User ID and change your password. You can also enter up to six keywords that best describe your area of expertise, as well as indicate any dates when you are unavailable. When complete click 'Finish' and you will see this screen confirming that you have made changes:

Edit My Account

You have successfully modified your user account.

This completes your user set up process. You can then Log Out.

Reviewing a chapter in ScholarOne

Once an author has submitted a first draft on ScholarOne, we will send you an e-mail asking to review the first draft (typically within 30 days). We would ask you to review the chapter using ScholarOne. Please log on to the site, using the 'Editor Center' which looks as follows:

Welcome Welcome to the **Burleigh Dodds** site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

Resources

- [User Tutorials](#)
- [Home Page](#)

 [Author Center](#)  [Editor Center](#)

If it appears, please ignore the 'Author Center' which is meant for authors of chapters rather than book editors. Clicking on the 'Editor Center' button will open up a screen which shows the number of chapters requiring review:

Dashboard You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: [Read More ...](#)

Editor Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <div style="border: 1px solid #ccc; background-color: #ffff00; padding: 2px; display: inline-block; margin: 5px 0;">1 ED Review and Decide</div>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p>
<p>Topic & Invited Paper Tools</p> <p> Topic Management</p> <p>Topic Management</p> <p>Topic List</p> <p>Stub Management</p> <p>Stub List</p>	<p>Saved Search: <input type="text" value="Select..."/>  Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/></p>
<p>Editor Tools</p> <p> Reports</p>	<p> Search</p>

Clicking on the 'ED Review and Decide link' will list all the chapters you need to review. The screen looks like this:

Invited Paper Stubs					Stubs 1-1 of 1
Search Criteria: Status="ED Review and Decide" + Topic="All Topics"					Status: <input type="text" value="ED Review and Decide"/>
					Topic: <input type="text" value="All Topics"/>
Tracking Number Manuscript ID	Title	Assigned Users	Status	Take Action	
Topic	Author		Due Date	Select All <input type="checkbox"/>	
GRAIN LEGUMES-CH04 (BDSP-BK-2016-0001)	CH04 - Developing drought and heat-tolerant varieties of grain legume	ED: Sivasankar, Shoba SE: Not Assigned EA: Wheeler, Jenny EA: Publishing, BDS EA: Burleigh, Rob PROD: Not Assigned	• ED Make Decision (Due 31-Mar-2016)	<div style="border: 1px solid black; padding: 2px;"> Select... View Details View Audit Trail ED Review and Decide </div>	
Grain Legumes - Sivasankar	Ghanem, Michel		31-Mar-2016	<input type="checkbox"/>	

Stubs 1-1 of 1
Display records per page

You will see the following information:

- Topic: this lists the chapter and the book to which it belongs. You'll see a short chapter title and manuscript ID number (to help us track the chapter more easily)
- Title/Author: full title and author of the chapter (to help you identify the chapter)
- Assigned Users: this will list you as editor (ED) as well as staff at Burleigh Dodds responsible for the project
- Status/Due Date: first draft needing review (Ed Make Decision) and date when the review is due
- Take Action: to click on once you've completed your review

Should you also be the editor for other projects you can filter the list using the 'Topic' dropdown box.

Once you've decided which chapter to review, you can click on the chapter details in 'Topic'. This will bring up a PDF of the chapter for you to review. Our separate 'Guide to Editors' outlines in more detail what you need to review in a chapter and other issues (e.g. style and presentation) we will expect to deal with to make the best use of your time.

Please note that one of the review options you can choose is to ask us to arrange a separate review by a subject specialist where we have agreed this with you in the editor's contract. If this is the case, you should use the 'Take Action' tab to let us know immediately. See the instructions below.

Once you've completed your review of the chapter, use the dropdown list in 'Take Action' for the chapter, and select the option to 'ED Review and Decide' to indicate what decision you have made.

When you do this, the following screen will appear:

Manuscript Information

BDSP-BK-2016-0001 *Invited* Submitted: 01-Mar-2016; Last Updated: 01-Mar-2016; 0 days, 2 hours in review

CH04 - Developing drought and heat-tolerant varieties of grain legume

Ghanem, Michel (contact)

Book

ED Make Decision (Due 31-Mar-2016)

ED: [Sivasankar, Shoba](#)
 SE: Not Assigned
 EA: [Wheeler, Jenny](#)
 EA: [Publishing, BDS](#)
 EA: [Burleigh, Rob](#)
 PROD: Not Assigned

Audit Trail

HTML PDF Original Files Abstract Cover Letter External Searches

ED Review and Decide

Make a Decision

Accept
 Minor Revision
 Major Revision
 SE Needs to Review
 Reject

Decision Comments - Internal Use Only:

Create Draft E-Mail Save Commit Decision

Notes

Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

Add a Note top

Here you need to choose the most appropriate option:

- **Accept:** you are happy with the technical content of the chapter and have no changes to make. Subject to any final changes the author wants to make, and our own internal quality checks (e.g. for style and presentation), the chapter can be classified as a final draft.
- **Minor Revision:** you have only minor changes to suggest to the technical content of the chapter. This decision signals that you are happy for the author to make these changes and submit a final draft to us **without** the chapter coming back to you for further assessment.
- **Major Revision:** you have more significant changes to suggest. This decision means that, once the author has prepared a revised draft, we will alert you to review the revised draft to check it is now of the required standard. If it is, you can either:

-‘Accept’ it as a final draft

-Accept it with ‘Minor Revision’ i.e. suggest some final changes which the author can make without you needing to review it again

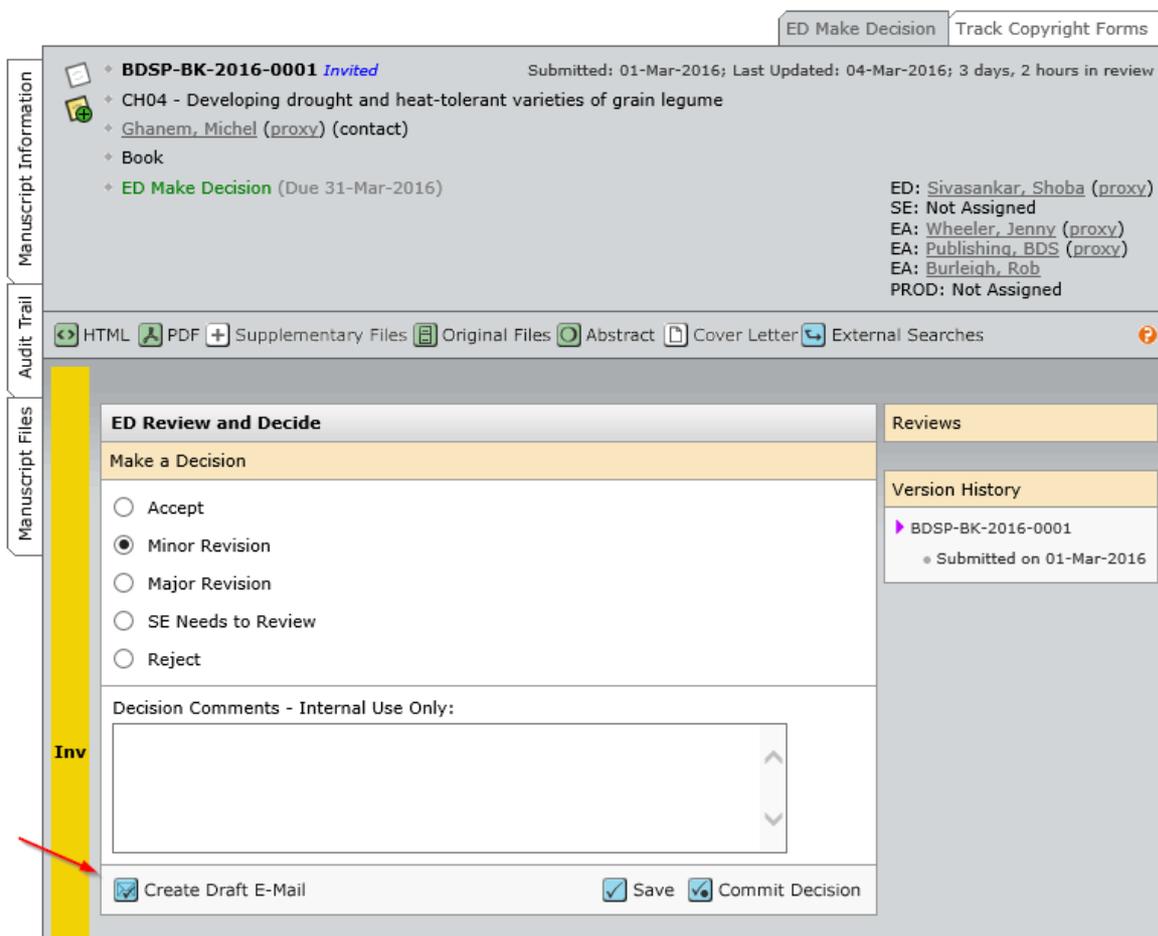
-Accept it with 'Major Revision' i.e. on the basis of needing to review it again

-'Reject' it

- **SE Needs to Review:** click this box if you would like the Publisher to find a subject expert (SE) to review the chapter if the chapter is not in your area of expertise. The Publisher will be notified of this choice and act accordingly.
- **Reject:** the chapter is not to the required standard and cannot be published. Choosing this option will notify the Publisher who will then handle communication with the author.

When you have made your choice you may, if you wish, add some 'Decision Comments'. Please note that these are for internal use only and will **not** be seen by the author. They are an opportunity for you to give us a quick, informal assessment of a chapter or let us know of any issues which you might not want to communicate directly to the author. Adding 'Decision Comments' is optional.

To advise the author of your comments click on 'Create Draft E-Mail' at the bottom of the screen:



Clicking on 'Create Draft E-mail' will open up a standard e-mail response to the author. The type of standard e-mail will depend on your decision (Accept, Minor Revision, Major Revision):

Burleigh Dodds Science Publishing

Edit E-Mail (BDSP-BK-2016-0001)
Select Alternate Template: SW - ED Minor Revision GO

From:

To:

CC:

BCC:

Subject:

Body:

to:m.ghanem@123never.123send.com
 from:s.sivasankar@123never.123send.com
 cc:
 bcc:
 @@date to be populated upon sending@@

 Dear Dr. Ghanem:Manuscript ID BDSP-BK-2016-0001 entitled "CH04 - Developing drought and heat-tolerant varieties of grain legume" which you submitted to the Burleigh Dodds Science Publishing, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

 The reviewer(s) have recommended publication, but also suggest some minor revisions to your manuscript. Therefore, I invite you to respond to the reviewer(s)' comments and revise your manuscript.

 To revise your manuscript, log into <https://mc04-impl.manuscriptcentral.com/bdspublishing> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has

Attach a file to this e-mail:

Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

Save Cancel and Close Window

You can make your specific review comments on the chapter by scrolling down to the bottom of the email. You may also attach files if you prefer to advise the author of your comments in this way.

Once you are satisfied with the email (and have attached any files if you want to), click on 'Save'. This will bring the e-mail back up for a final check and allow you to confirm you now want to send it by clicking 'Commit Decision':

The screenshot displays a web interface for manuscript review. At the top, there are tabs for 'ED Make Decision' and 'Track Copyright Forms'. The main content area is divided into several sections:

- Manuscript Information:** Shows the manuscript ID 'BDSP-BK-2016-0001' as 'Invited', submitted on 01-Mar-2016 and last updated on 04-Mar-2016. The title is 'CH04 - Developing drought and heat-tolerant varieties of grain legume' by Ghanem, Michel (proxy) (contact). It is a 'Book' and has an 'ED Make Decision' due on 31-Mar-2016. Assigned roles include ED: Sivasankar, Shoba (proxy), SE: Not Assigned, EA: Wheeler, Jenny (proxy), EA: Publishing, BDS (proxy), EA: Burleigh, Rob, and PROD: Not Assigned.
- Audit Trail:** Includes links for HTML, PDF, Supplementary Files, Original Files, Abstract, Cover Letter, and External Searches.
- Manuscript Files:** A vertical sidebar on the left with a yellow background and the label 'Inv'.
- ED Review and Decide:** The central section with a 'Make a Decision' heading and radio button options: Accept, Minor Revision (selected), Major Revision, SE Needs to Review, and Reject. Below this is a 'Decision Comments - Internal Use Only' text area.
- Reviews and Version History:** A sidebar on the right showing 'Reviews' and 'Version History' for 'BDSP-BK-2016-0001', submitted on 01-Mar-2016.
- Actions:** At the bottom, there are checkboxes for 'Create Draft E-Mail', 'Save', and 'Commit Decision'. A red arrow points to the 'Commit Decision' button.

You can then click on 'Send and Commit Decision' to send the e-mail to the author. A confirmation screen will then appear. Click on 'OK'. Please note that, if you have any last-minute changes to add, you can still click on 'Cancel and Close Window' will take you back to the Decision screen where you can make further changes:

Burleigh Dodds Science Publishing

Edit E-Mail (BDSP-BK-2016-0001) Select Alternate Template: SW - ED Minor Revision

From: s.sivasankar@123never.123send.com
To: m.ghanem@123never.123send.com
CC:
BCC:

Subject: Achieving sustainable cultivation of grain legumes (ed. Sivasankar)

Body:
to:m.ghanem@123never.123send.com
from:s.sivasankar@123never.123send.com
cc:
bcc:
@@date to be populated upon sending@@

Dear Dr. Ghanem:

I am pleased to advise your manuscript entitled "CH04 - Developing drought and heat-tolerant varieties of grain legume" has undergone review and I can confirm its status as 'Accepted'.

This means the manuscript does not need revision and it will now be passed onto the Publisher's production partner Deanta (website: <http://deantaglobal.com/>). Deanta will be responsible for copyediting and typesetting your chapter to produce the final version for publication. They will contact you directly about your chapter.

If you've not already completed one, we would be grateful if you could send your marketing questionnaire. This will be very helpful to us in ensuring we reach the widest possible audience

Attach a file to this e-mail:

Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

Send and Commit Decision Cancel and Close Window

Once you've clicked on 'OK', the author will receive the e-mail and be asked to make any changes required.

Reviewing a revised chapter in ScholarOne

As noted above, you will only be required to review a revised chapter if you chose this option by marking your original review with the status 'Major Revision'. You will be notified by e-mail when a revised manuscript has been submitted by the author.

When you receive an e-mail to review a revised chapter, log in to ScholarOne in the normal way and navigate to your Dashboard in 'Editor Center'. You will see the screen below showing any manuscripts requiring review. As before, click on the 'ED Review and Decide' link.

 **Dashboard** You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: [Read More ...](#)

Editor Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <hr/> <p>1 ED Review and Decide</p>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p>
<p>Topic & Invited Paper Tools</p> <p> Topic Management</p> <p>Topic Management</p> <p>Topic List</p> <p>Stub Management</p> <p>Stub List</p>	<p>Saved Search: <input type="text" value="Select..."/>  Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/></p>
<p>Editor Tools</p>	<p> Search</p>
<p> Reports</p>	

If you click on a revised chapter you want to review for a second time, you will see it identified as a revised chapter. Its status is indicated by 'R1' indicating 'Revision 1'. You can see this in the coloured bar on the left. 'R1' will also be added to the Manuscript ID number so we can track it (see 'Version History').

The screenshot displays a web-based manuscript review interface. At the top, a header bar contains the text 'ED Make Decision'. Below this, a 'Manuscript Information' sidebar lists details for manuscript 'BDSP-BK-2016-0002.R1', including its title, author, and submission date. The main content area is divided into several sections: a navigation bar with icons for HTML, PDF, Original Files, Abstract, Cover Letter, External Searches, and Author's Response; an 'ED Review and Decide' section with radio buttons for 'Accept', 'Minor Revision', 'Major Revision', and 'Reject'; a 'Decision Comments - Internal Use Only' text area; and a 'Notes' table at the bottom. A 'Version History' panel on the right shows the submission history. A vertical purple bar on the left side of the interface is labeled 'R1' and has a red arrow pointing to it. Another red arrow points to the 'Minor Revision' option in the 'ED Review and Decide' section.

You can now review the chapter in the same way as for a first draft with the option to make the following decisions:

- Accept
- Minor Revision
- Major Revision
- Reject

Since you did not select it originally, the 'SE Needs to Review' option will not appear. The process of revision will continue until you are happy to choose the 'Accept' or 'Minor Revision' decision for the chapter.