

ScholarOne: Editor user guide (last updated: 29 4 21)

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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."

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

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> <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 style="text-align: right;"> Search</p>
<p>Editor Tools</p> <p> Reports</p>	

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

ED Review and Decide				Manuscripts 1-4 of 4
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
BDSP-BK-2018-0044 <i>Invited</i>	CH23-Organic agriculture in the developing world: Latin America [View Submission]	19-Mar-2018	ED: Köpke, Ulrich SE: Not Assigned EA: Hub, Editorial EA: Dodds, Francis EA: Renwick, Amanda PROD: Not Assigned	<input checked="" type="checkbox"/>
Book	 Ugas, Roberto		• Awaiting ED Decision (Due 20-Apr-2018)	
BDSP-BK-2017-0110.R1 <i>Invited</i>	CH04-The use of cover crops and intercropping in organic crop cultivation [View Submission]	31-Aug-2017	ED: Köpke, Ulrich SE: Not Assigned EA: Dodds, Francis PROD: Not Assigned	<input checked="" type="checkbox"/>
Book	 Von Fragstein und Niemsdorff, Peter		• ED Make Decision (Due 30-Sep-2017) 178 days overdue	
BDSP-BK-2017-0200 <i>Invited</i>	CH05-The use of rotations in organic crop cultivation [View Submission]	24-Aug-2017	ED: Köpke, Ulrich SE: Not Assigned EA: Hub, Editorial EA: Dodds, Francis EA: Renwick, Amanda PROD: Not Assigned	<input checked="" type="checkbox"/>
Book	 Freyer, Bernhard		• Awaiting ED Decision (Due 23-Sep-2017) 185 days overdue	
BDSP-BK-2016-0162.R1 <i>Invited</i>	CH22-Improving organic agriculture in the developing world: Asia [View Submission]	15-May-2017	ED: Köpke, Ulrich SE: Not Assigned EA: Dodds, Francis PROD: Not Assigned	<input checked="" type="checkbox"/>
Book	 Sohn, Sang		• ED Make Decision (Due 14-Jun-2017) 286 days overdue	

 Export to CSV Manuscripts 1-4 of 4

You will see the following information:

- Key details about each chapter in the book
- The status of the chapter. Where a chapter needs reviewing, it will show up as 'Awaiting ED Decision' or 'ED Make Decision' (with the date when the review is due)
- Click on the blue tick in the 'Take Action' column on the right to begin reviewing a chapter

Clicking on the Blue tick will bring up the following 'ED Review and Decide' screen:

BDSP-BK-2018-0044 *Invited* Submitted: 19-Mar-2018; Last Updated: 19-Mar-2018; 7 days, 9 hours in review

CH23-Organic agriculture in the developing world: Latin America
Ugas, Roberto (contact)
Book
Awaiting ED Decision (Due 20-Apr-2018)

ED: [Köpke, Ulrich](#)
 SE: Not Assigned
 EA: [Hub, Editorial](#)
 EA: [Dodds, Francis](#)
 EA: [Renwick, Amanda](#)
 PROD: Not Assigned

[HTML](#) [PDF](#) [Original Files](#) [Abstract](#) [Cover Letter](#) [External Searches](#)

ED Review and Decide

Accept
 Minor Revision
 Major Revision
 SE Needs to Review
 Reject

Comments

Comments to Author

Reviews

Version History

- BDSP-BK-2018-0044
 - Submitted on 19-Mar-2018

Attach a File Browse... Attach **Files attached**

• No files have been uploaded.

Save as Draft Submit

Notes

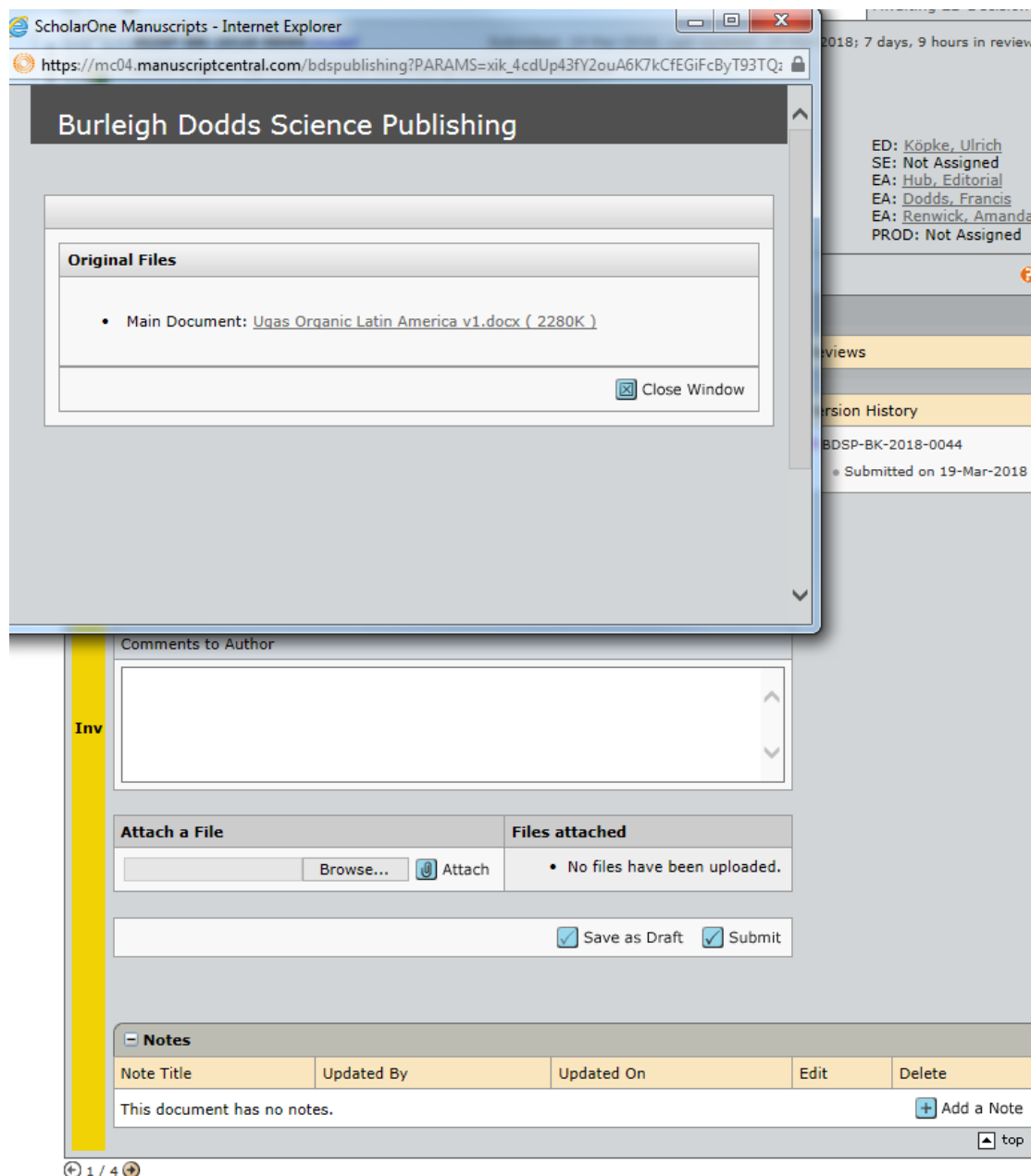
Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

[+ Add a Note](#)

Inv

You can access a **PDF version** of the chapter by clicking on the green 'PDF' button.

If you prefer to review a **Word version** of the chapter instead, click instead on the green 'Original Files' button. This will bring up the following screen from which you can access the author's original Word version:



Whether you decide to review the PDF or Word version of a chapter, please download and save the relevant version on your own system where you can then review it.

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. Options for review include:

- Preparing a separate report with your comments
- Marking up the PDF or Word version of the chapter with comments and changes

Many editors do both, providing some general comments on the chapter as a whole, backed up with a marked-up version of the chapter with detailed comments on particular pages as required.

If you wish to mark up and/or add comments to the chapter PDF as part of your review, download the PDF to your PC. Assuming you have Adobe Acrobat installed on your PC, you can open up the PDF and click on the 'Comments' tab (at the top right). You can easily select from the different types of mark up or edit you would like to add to the PDF. Two popular options are the 'highlight' option, which allows you to highlight a word or phrase, and the 'add sticky note' option which allows you to add a comments. We can provide further guidance if you need it.

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 'SE Needs to Review' tab to let us know immediately. See the instructions below on how to do this.

Submitting your review to ScholarOne

Once you've completed your review and are ready to submit it, you can return to the 'ED Review and Decide' screen for the chapter as shown below:

BDSP-BK-2018-0044 *Invited* Submitted: 19-Mar-2018; Last Updated: 19-Mar-2018; 7 days, 9 hours in review

CH23-Organic agriculture in the developing world: Latin America
Ugas, Roberto (contact)
Book
Awaiting ED Decision (Due 20-Apr-2018)

ED: [Köpke, Ulrich](#)
 SE: Not Assigned
 EA: [Hub, Editorial](#)
 EA: [Dodds, Francis](#)
 EA: [Renwick, Amanda](#)
 PROD: Not Assigned

[HTML](#) [PDF](#) [Original Files](#) [Abstract](#) [Cover Letter](#) [External Searches](#)

ED Review and Decide

Accept
 Minor Revision
 Major Revision
 SE Needs to Review
 Reject

Comments

Comments to Author

Reviews

Version History

- BDSP-BK-2018-0044
 - Submitted on 19-Mar-2018

Attach a File Browse... Attach **Files attached**

• No files have been uploaded.

Save as Draft Submit

Notes

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

[+ Add a Note](#)

Inv

Here you need to choose the most appropriate option for your review:

- **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.

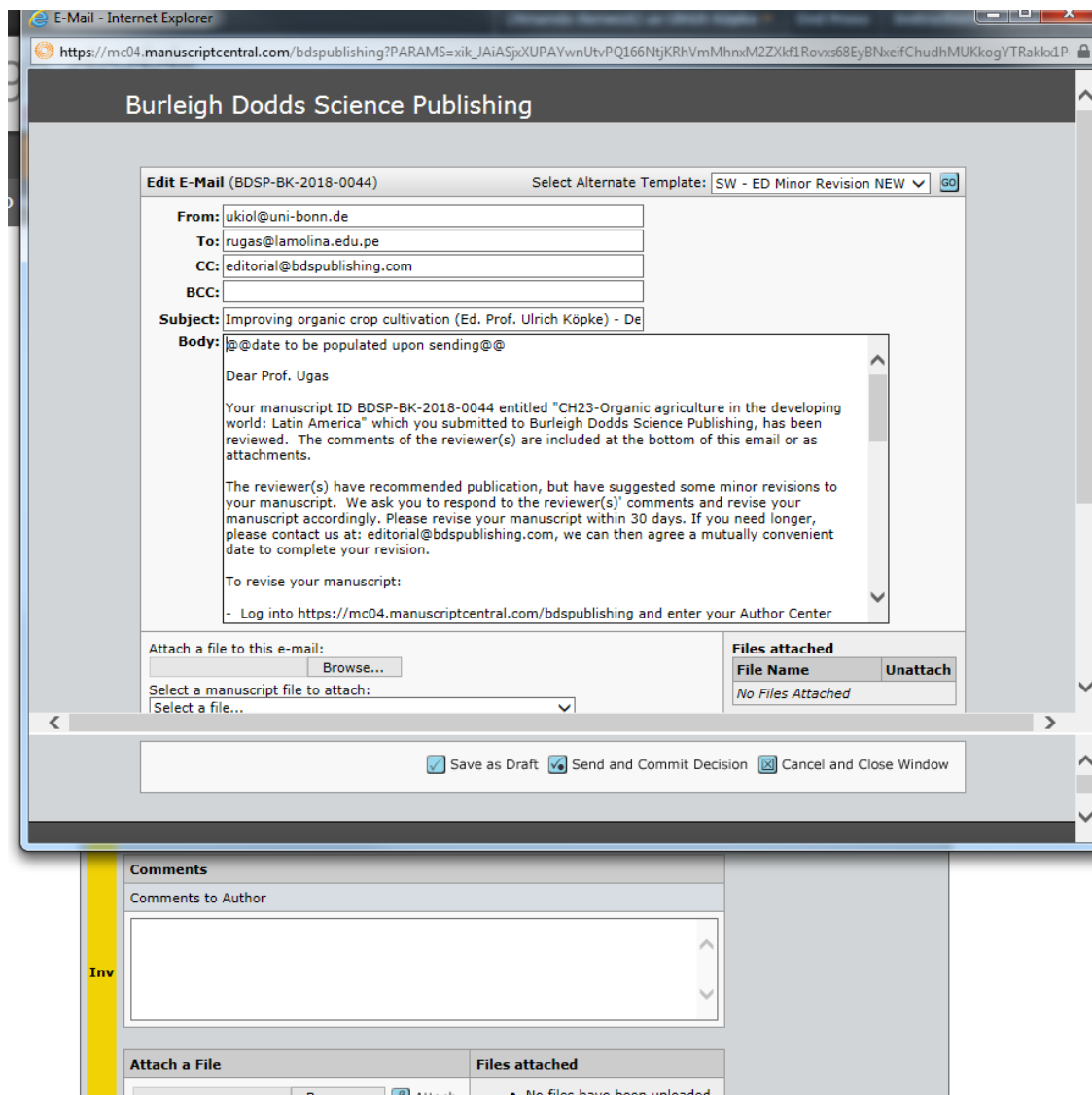
When you have made your choice, you can then add the review itself:

- Copy and paste your general comments on the chapter into the 'Comments to Author' box (if you've put all your comments in a marked-up version of the chapter, you can simply put: 'See marked-up version of the chapter' in the Comments to Author box)
- Attach a copy of the marked-up PDF or Word version (if you've marked up the chapter as part of the review)

Once you've completed your review, click on the 'Submit' button. It is important to note that submitting your review means that it is saved on ScholarOne for future reference. This **does not mean** it has yet been sent to the author. The next steps show how you can then send the review to the author.

Sending your review to the author

The 'Submit' button will bring up the following screen which will allow you to start the process of sending your review to the author:

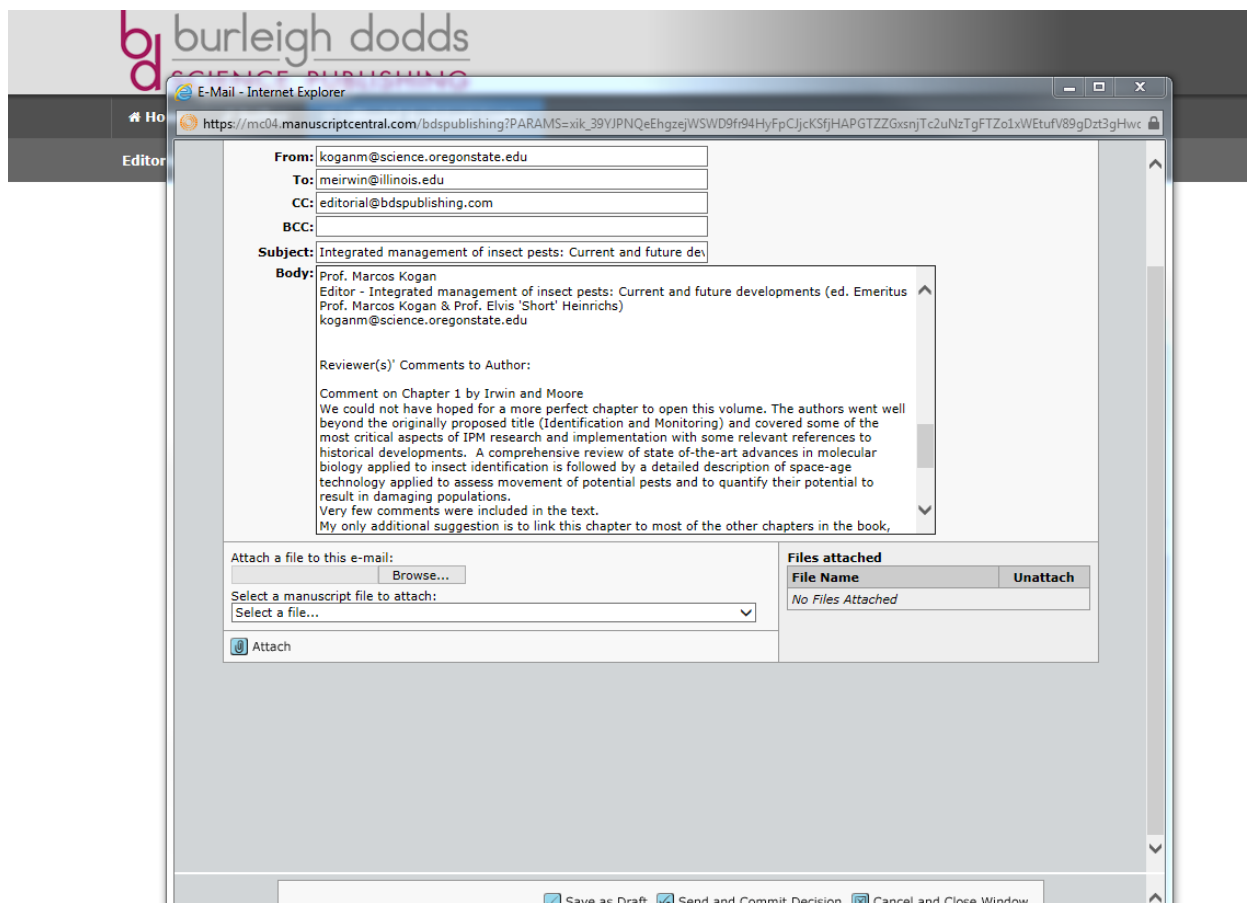


You'll see that ScholarOne creates some standard text in an e-mail to go the author which reflects the type of review decision you have made (e.g. minor or major revision).

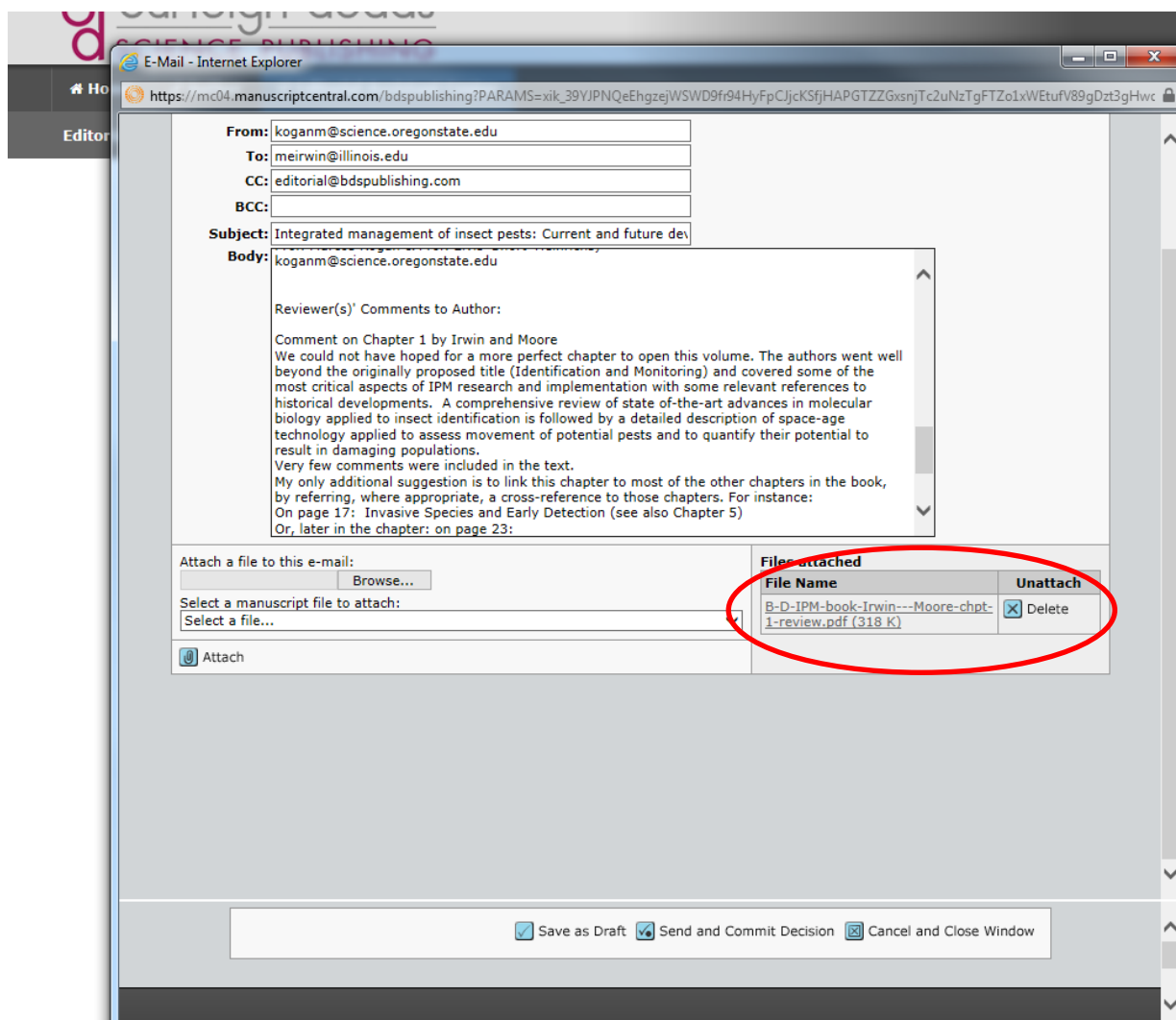
However, what the system has **not** done is include your review comments or a marked-up copy of the chapter (if you've reviewed the chapter this way).

Our apologies for this glitch in the system, but you need to **add these again** to complete the email going to the author. You can do this as follows.

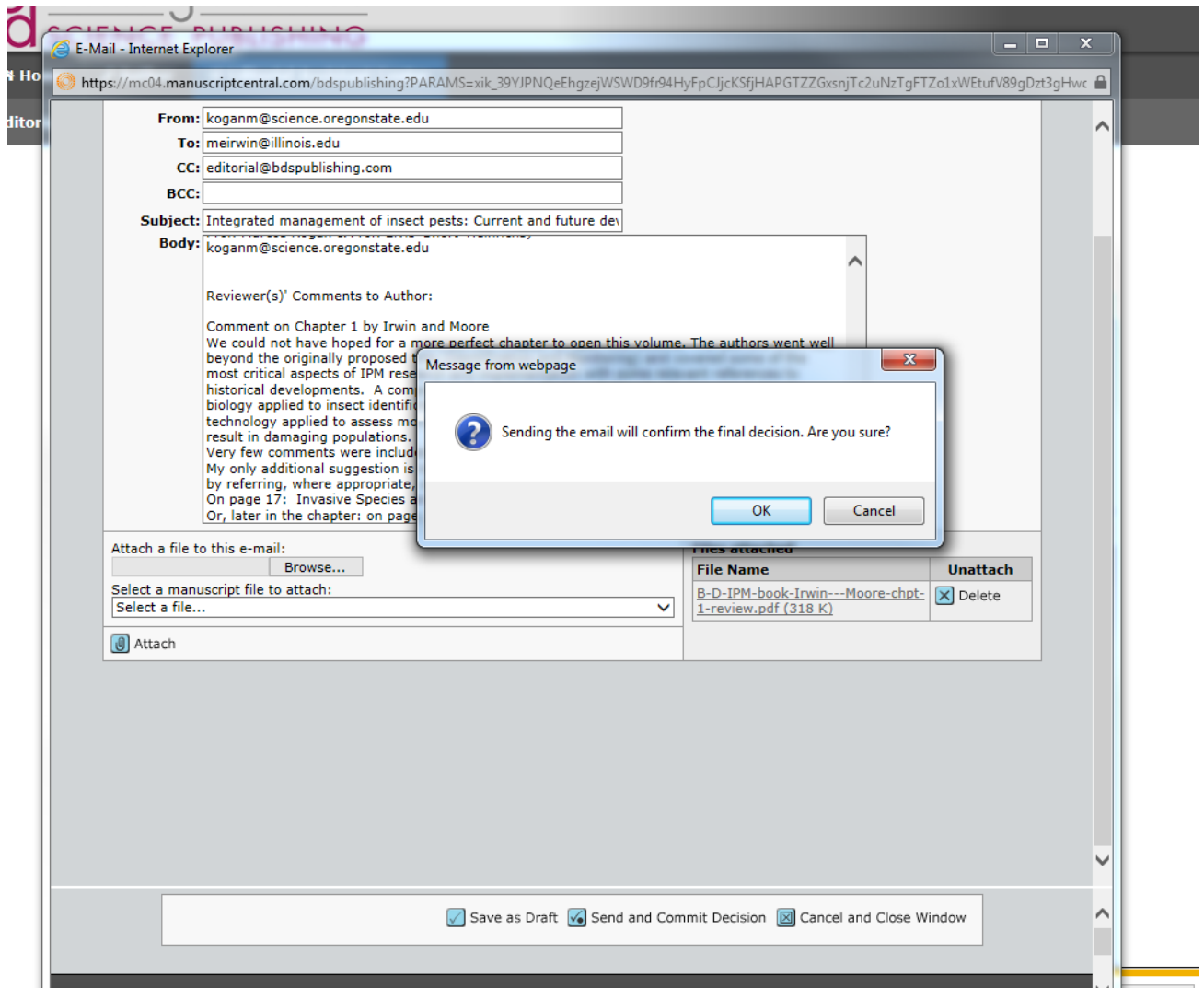
Looking at the standard e-mail that ScholarOne has created, you need to scroll to the bottom of the e-mail text until you find the 'Reviewer(s)' Comments to Author:' section. Here is where you need to **re-paste** the comments you have already saved on ScholarOne:



Once your comments have been added, use the 'Attach a file to this email' to add any files you wish to send as part of your review. Remember you need to **re-attach** any files you've already saved on ScholarOne. Once selected, click the blue 'Attach' button and wait to see the file appear under the 'Files attached' section in the bottom right of the page:



After ensuring the review comments and files have been included in this window, you can then click the blue 'Send and Commit Decision' at the bottom of the page, click OK to confirm the final decision and send the review:



Your review will then be sent to the author.