

# Video Transcript: Step 4, Registering Decisions in Digital Commons Journals

Video Duration: 6 minutes, 22 seconds

## Transcript

This video will cover the process for how to register an editorial decision in a journal on Digital Commons. Registering an editorial decision is the editor's primary way of communicating with authors and letting the author know where their submission is in the publication process and also, of course, requesting different actions from the authors. So, to begin, we go to our My Account page and login with our editorial information. To view the submissions currently in the system, we click on Manage Submissions in our Editor Tools.

And from here we can click on the title of the submission that we would like to register a decision on.

To register a decision, we click on Register Decision in the sidebar, which takes us to the screen where we will then register our decision.

At this point, we have a number of options available to us. The system has four decisions built into it, and these decisions are to Accept the Submission, to Accept the Submission with Minor Revisions, to request Major Revisions which are required for Acceptance, or to Reject the Submission from the system.

Starting at the bottom, if we Reject the submission, what this means is that we would not like this submission to ever be published to the journal in any form. Once a submission is rejected, the authors cannot make any further changes to that document. For instance, they cannot revise it and resubmit. If the decision is made, for whatever reason, to then allow the authors to continue with that submission, they'll have to start over from scratch with a new submission. So once a submission is rejected, that is final. And for that reason, if you select that decision, this pop up window appears asking you to confirm that decision. In this case, I'll hit cancel to not do so. We have the option of asking for major revisions.

In many ways, this is the default decision that is made because it means that we would like changes to be made to this manuscript. When you ask for Major Revisions, it is not any sort of commitment to either publish or not publish this particular paper. Both options remain available to you after this decision has been made. When you select a decision from the drop-down menu, the default email will be populated here with the text for the journal. If you would like to make changes, for instance if you'd like to use this section that's specifically inserted to allow you to ask for changes, you can make those changes for this particular document here. Keeping in mind that the changes that you make here will only affect this one particular email being sent for this one particular article. If you would like to change the default text for your journal, you can do so by contacting Consulting Services. Now one of the important reasons to treat the Major Revisions email and decision as the default decision is because it allows you to continue the review process, so once you have received some reviews you can ask for revisions from the author. However, it gives you the option of, once you have received those revisions, asking for further reviews so that the reviewers can check those revisions to make sure all of their concerns were met.

If you ever Accept a Submission or Accept a Submission with Minor Revisions, what those decisions mean is that you have already made up your mind about this particular submission and you know that you are ready to publish it to your journal. Now as a result of that, if your journal is double-blind, the author's identities are in fact revealed on the PDF. This is because the system assumes that you will not be requesting additional reviews. And for this reason, you are not allowed to add additional reviewers, and the PDF is then hidden from reviewers on

## Video Transcript: Step 1, Author Submission to Digital Commons Journal

the Reviewers screen. For this reason, we ask that you only Accept the Submission or Accept the Submission with Minor Revisions once you are sure that you want no additional reviews for this particular submission.

When you register a decision, you have the option of not emailing the decision letter. This is often used when you wish to reject the submission and you have already contacted the author outside of the system, and you don't want to send another email letting the author know that their submission has been rejected. You have the option of choosing who receives a copy of this letter. You can send a copy to the Editors and that's checked by default and you can also send a copy to Reviewers. In this case, this particular journal is set up to be double-blind, which is why the salutation is separate from the main text of the email. This is of course so that the authors' names can be sent to the authors as a salutation, but it will not be sent in the copy that is sent to reviewers. However, there's a reminder here that if you do send a copy to the reviewers, because in this case the journal is double-blind, you should not include any identifying information about the reviewers here in the body of the email.

By default, if you are publishing your journal by closing issues and publishing the entire issue all at once, all submissions to that journal must be accepted for publication before they can be posted to the journal. If you would like to override this default behavior, such as if you would like to upload back-content without having to register a decision each time for each article, please contact Consulting Services, and Consulting Services we can turn off that particular requirement.

This covers the decision registering portion of the process. If you have any questions, please contact Consulting Services.