

# Video Transcript: Step 2, Manage Submissions in a Digital Commons Journal

Video Duration: 8 minutes, 44 seconds

## Transcript

This video will provide an overview of the Manage Submissions screen in Digital Commons. Let's say that we are an editor of a journal in Digital Commons, and we have just received an email letting us know that a new submission has been made to our journal. To access our Editor Tools, we start by going to My Account.

And here we login with our information.

This will take us to our My Account page. Here we have access to our Editor Tools, which includes the Manage Submissions option.

To get to Manage Submissions, you click that, which takes us to the default screen, which shows us the submissions in the journal that have not yet been published and are either assigned to us specifically or are not assigned to any editor at all. We can change what shows up on this page simply by changing the "State" or who those submissions are assigned to. We can also do a search using these drop-down menus and the search function. To look at the submission that just arrived, we click on its title.

This takes us to the Submission Details page. Here we can look at the document by clicking on the "PDF" link.

As you can see, the author's identities have been hidden on the cover page because this submission is still in the double-blind peer review process.

Once you have finished reading this particular article, we can then continue by looking at the Metadata that the author provided for this article. We can download the original file that was submitted. We can also make changes to it by going to "Revise Submission."

That is if we want to make those changes ourselves, as the editors, without relying on the authors to make those changes for us. Usually this is the case if you want to make some small changes but you don't want to bother the author. So here we can, just like when the author revises the submission, we can change anything that we want to change and leave everything the same that you want to leave the same. For instance, let's say that we want to make a change to the "Full Text of Submission," you would download the paper, make the changes to it, and then upload it again.

Now even though we have just uploaded a new version of the full-text, we can view all past versions of both the Native file and the PDF by clicking "View Revisions" in the sidebar. As you can see, the latest revision which we have just submitted has not yet been converted to a PDF. As soon as that PDF is finished converting, that will also appear here. You can download and view all past versions by clicking on the links here. If we ever want to hide a version of a paper from a reviewer, we can do so by checking the "Hide" boxes here. We also have the option of going to the "History" of this particular document.

It will show us all the steps that have been taken for this particular document. In this case, you can see that there have been revisions made both by the author and the editors. Any decisions that have been registered by the editor or the reviews that have been requested and received from reviewers will also be noted on the History page. The sidebar here also gives us the option to Assign this particular submission to an editor, so if we know that there will be a particular editor on our Editorial Board who will be taking this submission through the

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editorial process, we can currently assign that to the editor. If we do so, we have the option of including a note for that editor. Now Editor Notes will only ever be shown to other editors.

And the most recent Editorial Note will be shown on the Submission Details page. There it is.

If you would like to leave another editor note, you can do so by using the "Editor Notes" section in the sidebar, which will show all past Editor Notes and allow you add new ones.

Now to return to the Manage Submissions page, we can finally click on My Submissions in the sidebar or Manage Submissions, the tab at the top.

To take another moment to look at the display on this page, we notice that we have a manuscript ID for all the submissions in our journal. Sometimes it happens that an author may submit the same article twice accidentally. In that case we would have two articles with the same authors and the same title. However, the manuscript ID, because it always starts at 1000 and counts up from there, would be unique for those submissions. Also, even though conceivably the title and the author might change during the lifecycle of the article on Digital Commons, the ID always remains consistent, and thus it becomes a good way to refer back to that article. We can see the name of the first author on the article, again we can see all of the authors by clicking on the Title to return to the Submission Details page. We can see the title. We can see the Last Event and the date that that happened. Here we also see whether the submission is Waiting for an Editor. The red dot in this case means that the submission is Waiting for an Editor to take some sort of action on it, such as requesting a review or registering a decision. When the submission is not Waiting for Editor, that might mean that we're waiting for some sort of action to be taken by the authors or the reviewers. We can see the type of this particular submission is an Article. Our journal currently does not use Document Types, but if it did, then it would show if a different Document Type were chosen. We can see the submission has been Locked by an Editor. I'll say more about that in just a few moments. We can assign this particular document to an Issue or Editor, and we can see when the Initial Decision date is due. In this case, the Initial Decision date is just meant to be a guideline for the editors to realize how long this has been in the system and to have some sort of a guideline for how long they have to make some sort of decision on it. If we would like to change the status of either Waiting for Editor or Locked by Editor, we can return to the submission's title.

And here we have two drop-down menus. We can either change Waiting for Editor from Yes to No or from No to Yes, keeping in mind this is just meant to be an aid to editors to let them know if some action is required from them and has no actual bearing on the publication process. It will never prevent an article from being published. The Locked by Editor can be changed here as well, keeping in mind that when a submission is locked by an editor, then authors cannot revise that particular manuscript until the editor goes back in and unlocks it.

The Manage Submissions page can be edited so that different columns appear. If some of these columns are not helpful to you, you can remove them by going to the Preferences page and changing which columns appear or adding new ones.

We can also access the Reviewer List, which is the list of all reviewers who have been entered into our journal. We can see who is in here by clicking on "Show All." We can also see the reviewers by the first letter of their last name. We can receive a Reviewer Report, which will provide more detailed information in an Excel file by clicking on Reviewer Report here in the sidebar.

We also have the option of creating an Editor Report, which will provide information on the articles in the system. To change which information is provided for the articles, we can change the checkboxes that are checked, similarly we can change which articles should be included in that report by changing this drop-down menu. When we have it set up the way that we want it to, we click on the "Report" button here, and then an Excel file will be generated for us.

This covers a quick overview of the Manage Submissions tool and process in Digital Commons. We will also

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provide more detailed information on registering decisions and the review process, as well as publishing documents to your journal. If you have any questions, please contact Consulting Services.