**Internal Review**

In Internal Review, the editor assigns reviewers internal to the submission files and considers the resulting reviews, before selecting the appropriate action (which includes notifying the author): Request Revisions (revisions reviewed by editor alone); Resubmit for Review (revisions initiate another round of reviews); Send External Review (entails selecting files for External Review); Accept for Submission (entails selecting files for Editorial stage); or Decline Submission (archives submission).

These are the files that can be selected for review, when adding reviewers in REVIEWERS.

Use +Add Reviewer to invite readers to review the submission files. The notebook icon indicates that a review has been submitted, which is then checked Considered after it has been consulted. When reviews are overdue, a red envelope icon appears for reminding reviewers.

Revised submission files appear here, with the open folder icon indicating who uploaded the file.

**Press Editor**

Pressed “Send for Internal Review”

You are about to initiate an internal review for this submission. Files that are part of the submission are listed below and can be selected for review.

Copy Editor

In Editorial, the copyeditor works on final draft files before uploading files to COPYEDITING, where the author and others review them, leading to the preparation and uploading to COPYEDITING of a copyedited fair copy of the submission, where it is Approved by an editor and sent to the Production stage.

**Click on the Submission URL**

**2. Log into the press and click on the File that appears in Step 1.**

**3. Consult Copyediting Instructions posted on webpage.**

**4. Open the downloaded file and copyedit, while adding Author Queries as needed.**

**5. Save copyedited file, and upload to Step 1 of Copyediting.**

**6. Send the COMPLETE email to the editor.**