

The Electronic Journal of All India Institute of Speech and Hearing (E-JAIISH)

User Manual for Associate Editor (Language)

E-mail: jaiishaeh@gmail.com; Password: Aiish@123

E-JAIISH Website: www.aiish.ac.in Link: **Journal of AIISH**

OR

<http://203.129.241.91/jaiish> (Direct login)

E-JAIISH login name: **manj**; Password: **123456**

Introduction

We are using an open source editorial management system called Open Journal System (OJS) for editing, reviewing and publishing articles in E-JAIISH. In OJS, a manuscript has to undergo a four- stage workflow to get it published as an article. The four stages are: **Submission, Review, Copy Editing** and **Production**. The Associate Editor is involved in Review stage works of the journal publishing.

STAGE 1

1. When the Managing Editor assigns a manuscript to the Associate Editor to take through the Review process, she/ he will receive an email notification at jaiishaeh@gmail.com with a link to the assigned manuscript on the Journal Website (*Figure1*).

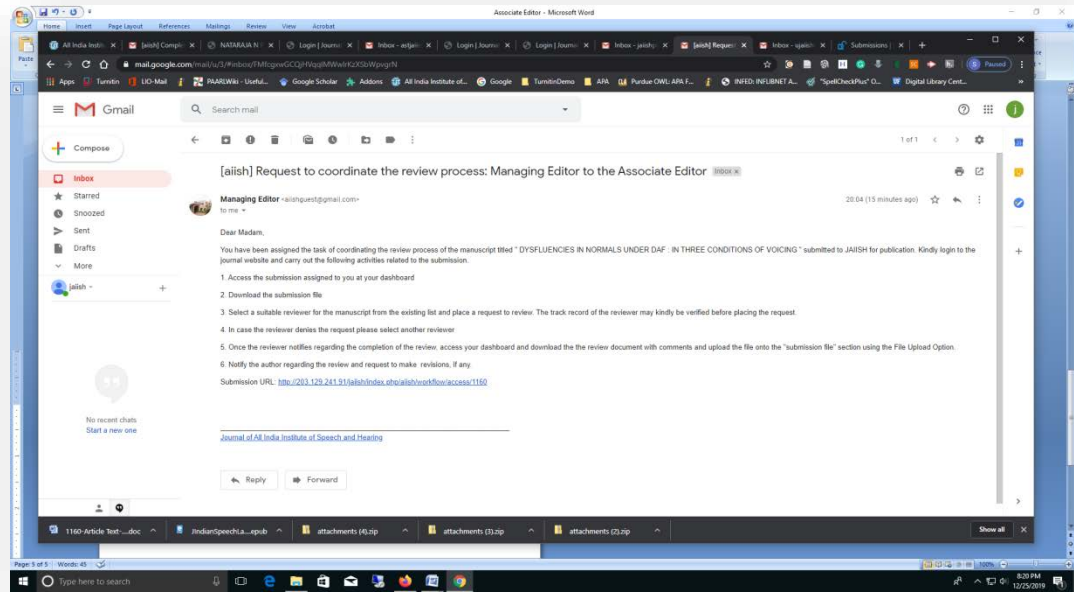


Figure 1

2. Click the link to land at the login page of the journal website. (Figure 2). Enter the **Username** (manj) and **Password** (123456) to reach the **dashboard** of the particular manuscript for which the review process has to be coordinated (Figure 3). You can see 4 main sections on the dashboard: **Submission**, **Review**, **Copy Editing** and **Production**. These are the four stages in the Editorial Work Flow of a manuscript. Now, the **Associate Editor** is assigned to the Review Stage.

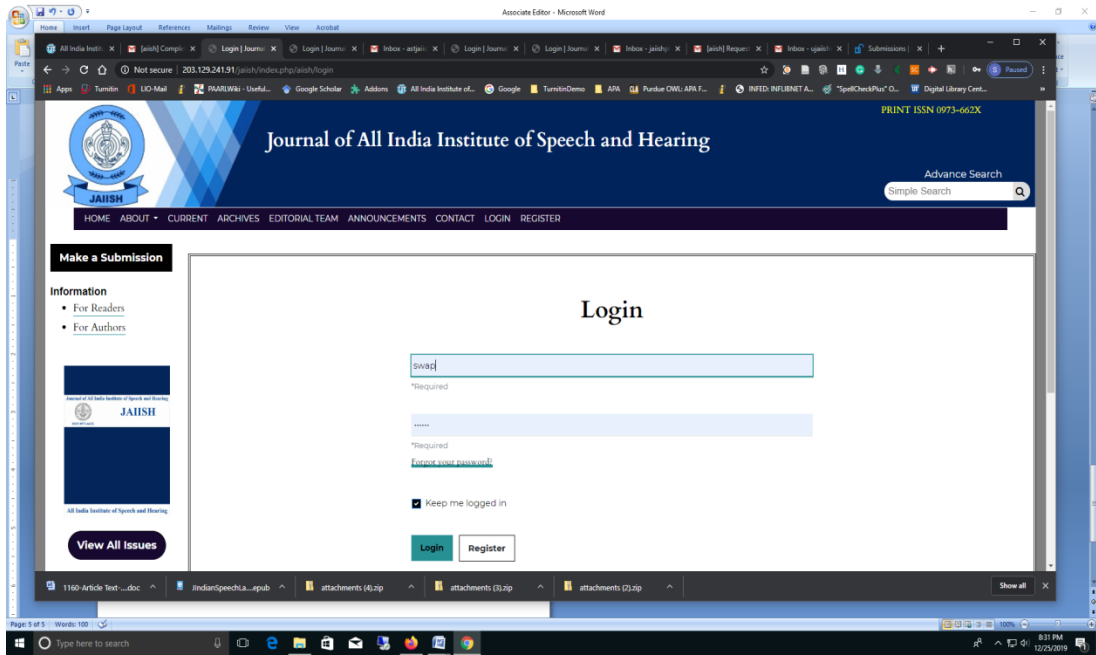


Figure 2

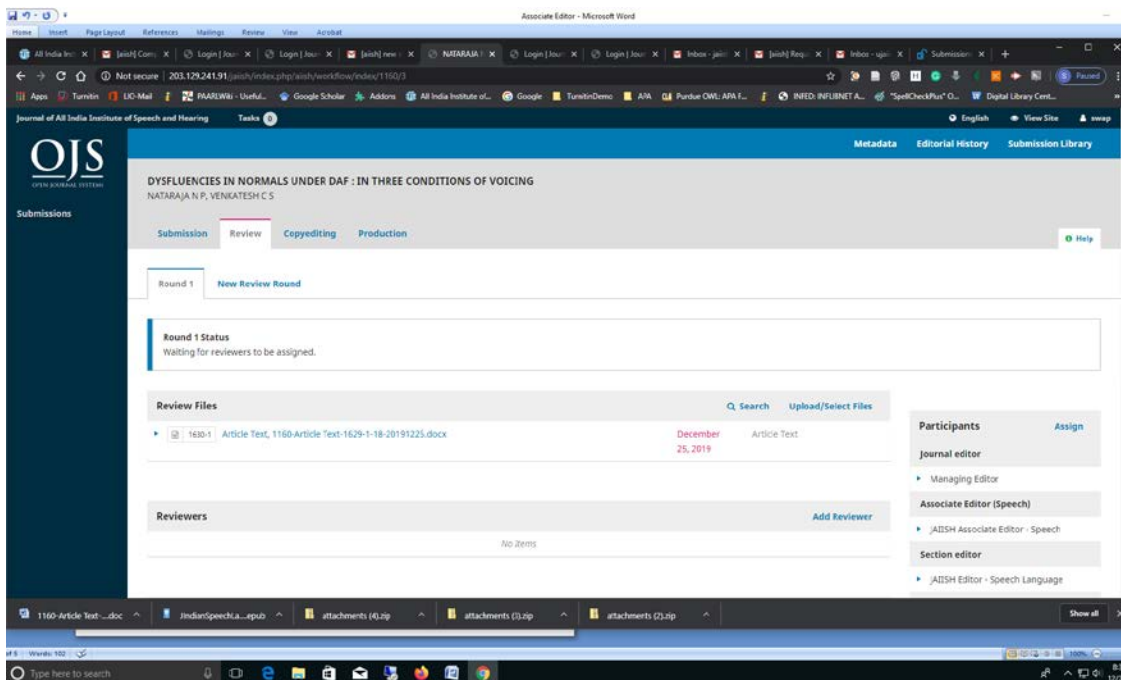


Figure 3

- The **Associate Editor** can also access the JAISH Website directly from www.aiish.ac.in under the link '**Journal of AIISH**' and then entering the Username (manj) and Password (123456). This type of access will take the **Associate Editor** to her/his own dashboard on the Journal Website with the main Section **Submission** with sub-sections **My Queue**, and **Archives**. In '**My Queue**' there will be '**My Assigned**' Section (Figure 4). The new

submissions for which Review has to be undertaken will be available under 'My Assigned' Section.

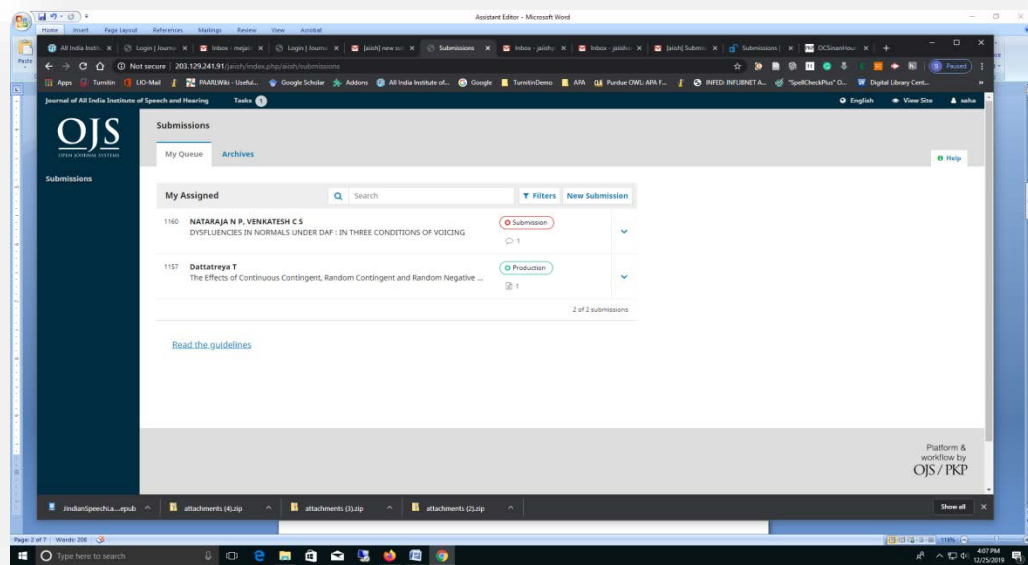


Figure 4

4. After accessing the dashboard of the manuscript for which review has to be carried out (by following the procedures mentioned at sl. No. 2 or 3 above), open/ download the manuscript under the **Review Files** section and make sure that the file is intact. Please note that this is **Round 1** of the Review stage.
5. Select a suitable **Reviewer** based on the topic of the manuscript by clicking **Add Reviewer** option on the **Reviewers** bar. Click the bullet button against the Reviewer for selecting him (Figure 5). Before that click **Filter** button against each of the Reviewer listed to understand about his/her biography and the reviews that he already carried out for the JAIISH.

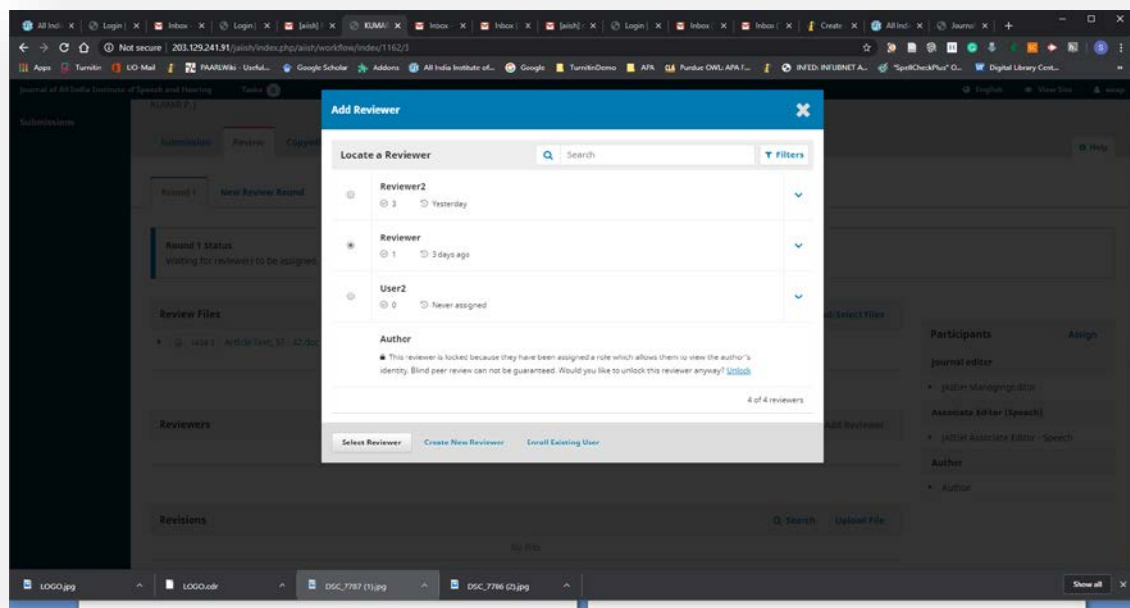


Figure 5

6. Then click **Select Reviewer** button at the bottom.
7. Make necessary changes in the **popped-up pre-defined e-mail message, Important Dates and Review Type.**
8. Click **Files To Be Reviewed** and make sure that correct file is sending for review.
9. Then click **Add Reviewer** button at the bottom.

STAGE 2

1. When the **Associate Editor** select a reviewer, the Reviewer will receive the email notification requesting him to review the manuscript. However, upon login to the journal website, initially, the Reviewer will be able to view only the title and abstract of the manuscript. He will be able to view and download the complete manuscript only after accepting the request for review by clicking the relevant button.
2. The Associate Editor will receive an email notification in case the Reviewer turns down the request to review.
3. The Associate Editor will also receive an email notification, in case the Reviewer is ready to review the manuscript.

4. In case the Reviewer turns down the request to review, identify a new reviewer by following step 5 to 9 of stage 1)
5. When a Reviewer accept the request for Review and click the relevant button, automatically the journal system will permit him to see and download the full-text manuscript. After reviewing, the recommendation of the reviewer can be any one of the following:
 - a. Accept submission
 - b. Revision required
 - c. Resubmit for review
 - d. Resubmit elsewhere
 - e. Decline submission
6. Once the reviewer completes the review and record his decision (by opting any one of five decisions mentioned above) on the journal website an e-mail notification will come to that effect to the Associate Editor with a copy to the Managing Editor (Figure 7) saying that “A reviewer has commented on the manuscript titled” .
7. Follow the link in the e-mail notification and access your dashboard and read the review comments by clicking the right-pointed blue triangle button near the **Reviewer** on the **Reviewer** panel. From the pop-down menu select **Review details**. Then a new window will pop-up with the name: **Review Details: “Paper title”**. The **Reviewer’s** name will be on the top of the window. In the middle you can read **Reviewer Comments**. In case the reviewer was requested to provide the review in a specific format that can be downloaded from the “**Reviewer File(s)**” panel. Below that there will be a **Recommendation** section. By default, the reviewer’s recommendation will be displayed here which can be changed by the Associate Editor, if required, and then **Confirm** the decision by clicking the button below. If needed, the quality of the review carried out can be rated. This will help in deciding a reviewer for later reviews.
8. Then, acknowledge the reviewer by clicking the **Thank the Reviewer** button and sending the predefined email message.
9. In case the Reviewer recommends for “Revision required” or “Resubmit for Review” it has to be communicated to the author. To do this, download the **Review Files** from the **Review Details** mentioned at sl. No. 7 and go to

the **Submission Stage** of the workflow (now you are in **Review Stage**) by clicking the **Submission** portion on the top right. (There are four portions indicating the four stages of editorial work flow: **Submission, Review, Copy Editing** and **Production**). Click the **Upload File** link on the **Submission Files** panel and select the option “**This is not a revision of the existing file**” option and from the “**Select an article component**” pop-down menu, select “Reviewers Comments” and upload the file send by the reviewer.

10. Then go back to the **Review Stage** and Click the **Notify** button near the **Author** on the **Author** panel right side. Select the pre-defined email template titled **Request to revise the manuscript as per Peer-Review: Associate Editor to the Author** from the pop-down menu. Make changes if any in the message content and send the message.
11. Receive an email notification from the Author regarding the revision of the manuscript. Download the revised manuscript from the message attachment. Make sure that the author revised the manuscript as per the Reviewer’s instructions. (As indicated in the pre-defined email to the Author, the Author cannot upload the revised manuscript onto his dashboard at the submission Stage. Hence, the Associate Editor has to receive it as a message attachment and then upload the same at the **Submission Files** portion of the **Submission Stage** as Revised Manuscript by replacing the first manuscript submitted by the author.
12. Inform the **Managing Editor** regarding the completion of the Review Process by clicking the **Notify button near JAIISH ManagingEditor** panel.
13. Select the pre-defined email message as **Completion of Review Process: Associate Editor to the Managing Editor** and send the message
14. In case the Reviewer recommends for accepting the manuscript without making any change, there are two options:
 - a. Revert the Decision of the Reviewer (Figure 9)

Or

- b. Thank the Reviewer for review work using the pre-defined e-mail template

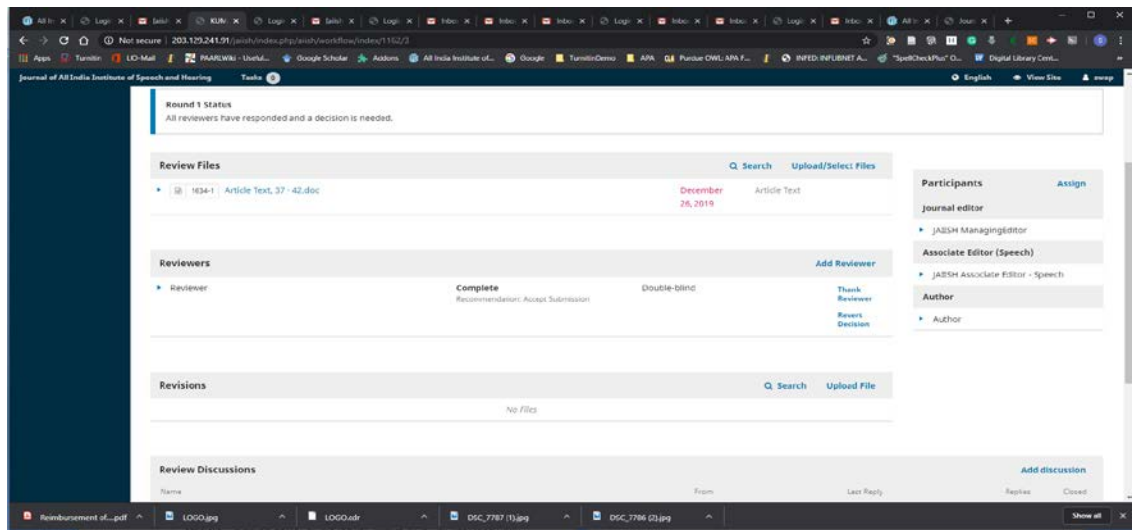


Figure 9

15. The Associate Editor can also conduct the second round of review, if required by clicking **Round 2 Review** (Figure 10). Then, upload the files for Review using the **Upload / Select Files** link on the **Review Files** panel. Followed by this, assign a new Reviewer by clicking **Add Reviewer** option as explained earlier.

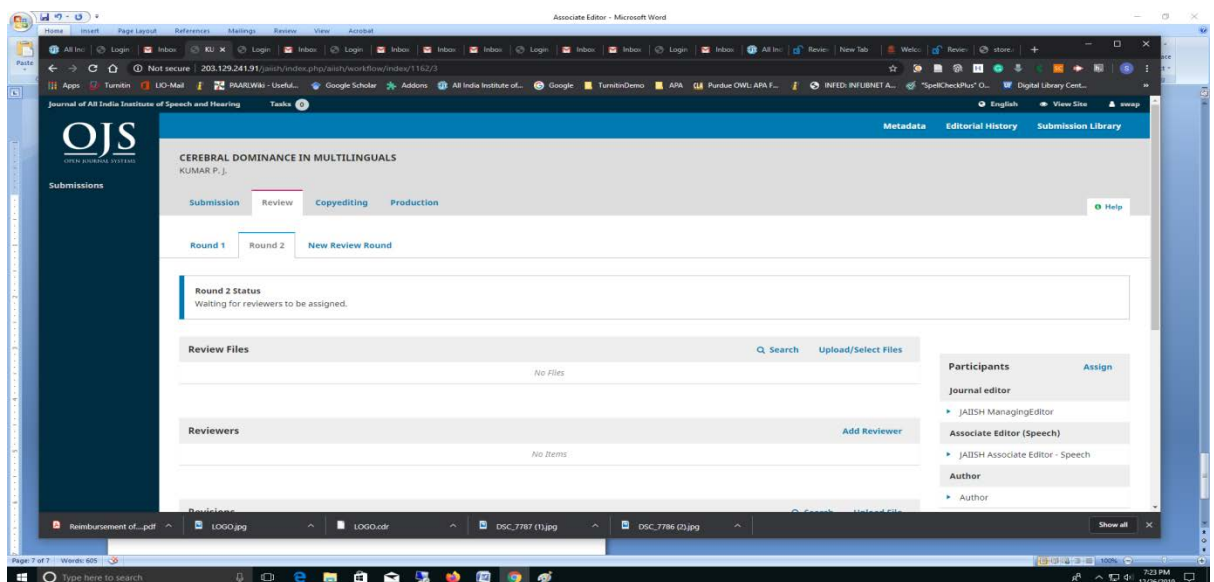


Figure 10