# BJUI ScholarOne Guide

## Associate Editor/Consulting Editor

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manuscript Assignment</td>
</tr>
<tr>
<td>2</td>
<td>Selecting Reviewers</td>
</tr>
<tr>
<td>3</td>
<td>Inviting Reviewers</td>
</tr>
<tr>
<td>4</td>
<td>Assign Reviewers &amp; Awaiting Reviewer Scores</td>
</tr>
<tr>
<td>5</td>
<td>Sending emails to reviewers</td>
</tr>
<tr>
<td>6</td>
<td>Make Preliminary Decision</td>
</tr>
<tr>
<td>6a</td>
<td>Immediate Reject</td>
</tr>
<tr>
<td>6b</td>
<td>Peer review complete</td>
</tr>
</tbody>
</table>

*Click on the above titles be taken straight to the section*

## 1 Manuscript Assignment

If a manuscript is assigned to you, either from a **Triage Editor or the Editorial Team**, you will receive an email from the BJUI Editorial Office [editorial.office@bjui.info](mailto:editorial.office@bjui.info) entitled *Manuscript Assignment - Manuscript ID BJU-xxxx-xxxx*. These emails will contain the manuscript number, title, authors, abstract and PDF.

You can also check the full list of manuscripts assigned to you by logging in to ScholarOne Manuscripts: [http://mc.manuscriptcentral.com/bjui](http://mc.manuscriptcentral.com/bjui). Please see the following steps for details:

### 1.1 Login to the manuscript website using your username and password.

### 1.2 You will be taken to the following screen:

Welcome to the BJU International 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 Manuscript Central. You can return to this screen to change centers at any time by clicking on the “Main Menu” link above.

**ORCID researcher ID:** ORCID is a service for authors/researchers in the scholarly community that uniquely identifies your contributions to the scholarly literature. Obtaining an **ORCID identifier** is an option in your ScholarOne user account. We encourage you to register by clicking the "Edit Account" at the top right of the screen and adding your ORCID identifier to step 1 of your ScholarOne account information. If you added your ORCID identifier prior to December 2013, you are now able to validate it (a green tick indicates a validated ID, a red X indicates a yet to be validated ID). **SAVING YOUR CHANGES:** If you add or edit your ORCID ID, you must navigate to step 3 of your ScholarOne account information and click the 'Finish' button to save your changes.
1.3 Click on the Associate/Consulting Editor Centre to access manuscripts that have been assigned to you. All manuscripts currently assigned to you will be listed in the Dashboard (see following screenshot).

**Dashboard**  
Click on a statistic link to view or act on a list of manuscripts with the indicated peer review status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct a "full search" by clicking the Advanced Search link below.  

![Dashboard Screenshot](image)

<table>
<thead>
<tr>
<th>Associate/Consulting Editor Lists</th>
<th>Quick Search - Show Advanced Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>You may conduct a wildcard search by adding an asterisk (<em>) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words &quot;neuroscience&quot; or &quot;neurology&quot; simply type &quot;neuro</em>&quot; in the Title field and click &quot;Search.&quot;</td>
</tr>
</tbody>
</table>

1. Select Reviewers  
0. Invite Reviewers  
0. Assign Reviewers  
1. Assign Reviewer Scores  
1. Make Preliminary Decision  

**Overdue tasks**  
- Overdue Reviewer Response  
- Overdue Reviewer Score  

**Plagiarism Checking Login Tools**  
**Plagiarism Checking Login**  

**Reports**  
- Manuscript Status and Summary Reports  
- Peer Review Details Reports  
- User Performance Reports  

* Publication Folders, My Folders, Custom Reports, and Role Reports  

Saved Search: Select... Edit  
Manuscript ID:  
Title:  
Author's First (Given) or Last (Family) name:  
* Keywords:  

Search
2 Selecting Reviewers

2.1 Click on ‘Select Reviewers’ listed at the top of your Associate Editor/Consulting Editor Dashboard.

2.2 Click on the small tick next to the manuscript under ‘Take Action’. This will take you to the full manuscript details.

To switch to a different queue, use the “Display” dropdown menu. To take action on a manuscript or view the full manuscript record, use the Details “Select” dropdown menu. Read More...
2.3 To select reviewers, scroll down to the ‘Advanced Search’ section towards the bottom of the page (screenshot below)

2.4 Here you can search for referees you would like to peer review this manuscript. The best way to search for referee is via the referee ‘Last (Family) Name’ box.

   **NOTE:** You can search via email address and first name, however sometimes the reviewers are listed under a different email address or first name. As a result, the reviewer may not show up in the search results.

2.5 Type the reviewer name in the box, scroll down and click search

   If you cannot locate a reviewer, email Editorial Office editorial.office@bjui.info with the manuscript number, reviewer name and email address (if known) and the reviewer will be added for you.
2.6 Once the page has loaded, you will be presented with search results similar to the screenshot above.

Sometimes reviewers are listed more than once on the system. If this is the case (as in the above screenshot) locate the most active account. This can be determined by the numbers next to the reviewer’s name. Look for:
- The number of reviews assigned to the reviewer currently/past 12 months
- The number of days since their last review.

2.7 Tick in the box beside their name and click the Add button.

2.8 The page will re-load and the chosen reviewer will be listed at the top of the ‘Manuscript information’ page.

2.9 Repeat this process for all reviewers. Each paper should have 5 reviewers listed but only 3 are usually invited at one time.
3 Inviting Reviewers

3.1 The standard number of reviewers required for a paper is 3. Once all reviewers have been listed using the above steps click on Invite for the first 3 only (see below screenshot)

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Status</th>
<th>History</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frank, Steven</td>
<td>Invite</td>
<td>Selected: 24-Apr-2014 view full history</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Birdie, Alison</td>
<td>Invite</td>
<td>Selected: 24-Apr-2014 view full history</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Smith, Jay</td>
<td>Invite</td>
<td>Selected: 24-Apr-2014 view full history</td>
<td></td>
</tr>
</tbody>
</table>

3.2 If you would like to change the number of reviewers required for each review (i.e. feel the paper would benefit from a 4th reviewer), change the **# reviews required to make decision** in the ‘Progress’ box to the right of the referee list (see screenshot above). Click ‘Save’.

3.3 **Alternative Reviewers**: Additional reviewers that have not yet been invited should be listed as ‘Alternates’.

If one of the first 3 reviewers declines the invitation to review, the reviewer listed as the Alternate will be automatically invited in their place.

Click on the drop-down number to the left of the reviewer name, select the alternates and click ‘Save’. **If you do not click save, they will not be saved as Alternates** (see below screenshot).
NOTE: All papers assigned to you that are waiting for reviewers to be invited will be listed under ‘Invite Reviewers’ in your AE/CE Dashboard (see left).

Click on ‘Invite Reviewers’ followed by ‘Take Action’ and follow the above steps to invite reviewers.
4 Assign Reviewers & Awaiting Reviewer Scores

Papers at the ‘Assign Reviewers’ and ‘Awaiting Reviewer Scores’ stage in your AE/CE dashboard are awaiting responses from the reviewers. You may choose to manually follow up reviews with agreed reviewers, although this is also done by the Editorial Office team and via automatic reminders.

5 Sending emails to reviewers

If you would like to send an email to a reviewer (i.e. to ‘remind’ them about their pending review), click on their name and an email box will pop up (as below). Type your email and click ‘Save and Send’.

![Email template]

From: editorial.office@bjui.info
To: mshoo@amc.seoul.kr
CC:
BCC:
Subject: BJU-2014-0638

Body: @##date to be populated upon sending@##

BJU-2014-0638 - Five-year Durability of Photoselective Vaporization of the Prostate under Sufficient Volume Ablation

Dear Prof. Choo,

Yours Sincerely,
Helena Kasprzak
BJU International
6 Make Preliminary Decision

Papers in the ‘Make Preliminary Decision’ of your AE/CE Dashboard are awaiting a recommendation i.e. accept, reject, send for revisions, send for further review.

NOTE: Preliminary decisions are not final and are reviewed by the Editor-in-Chief, who will make the final decision. Decisions can therefore change (although this does not happen often and you will be notified).

Articles end up here via 2 methods: (more details below)

6a 'Immediate Reject' decisions
If you feel a paper is unsuitable for the BJUI, it can be immediately rejected without peer review.

6b Peer review complete
Once all required reviews on the paper have been submitted, the manuscript will progress to a preliminary decision.

6a Immediate Reject

6a.1 Once you have received the ‘Manuscript Assignment’ email from Editorial Office, login and go to your Associate/Consulting Editor Centre.

6a.2 Click on 'Select Reviewers' and 'Take Action' beside the selected manuscript (see Selecting Reviewers section above for details)
6a.3 In the ‘Progress’ box on the right, change the **# reviewers required to make decision** from **3** to **0** and click **Save**.

6a.4 After the page has re-loaded, you will now be able to make a decision on the paper using the below box.

![Associate/Consulting Editor Preliminary Decision](image)

6a.5 Check the box marked ‘IMMEDIATE REJECT’ and write your comments in the ‘Preliminary Decision Comments’ box. Click ‘Save’

6a.6 To send your recommendation for approval by the Editor, you must first click on ‘Create Draft E-Mail’. An email box will pop up with a standard ‘Immediate Reject’ email template for the authors.

If you would like to **add or amend comments to the authors** in this email you may do so. The Editorial Office team will go through and check all relevant comments have been added to the email before the final decision is made. Click ‘Save’ at the bottom right of the email which will close it.

6a.7 Once you are happy with your recommendation, click on ‘Send for Approval’.
6a.8 A box will pop up asking if you are sure. Click ‘OK’.

This will send the decision for approval. Are you sure?

[Image of a decision interface]

6a.9 Your preliminary decision has now been made and is awaiting Editor approval (see below).

**Editor Decision**

Decision made by Davis, John on 01-May-2014

- **Decision:** IMMEDIATE REJECT
- **Comments:**

  This paper has promise with a novel idea/measurement methods. The limitations in need of refinement are the low numbers and likely more solid evidence that this prediction has actual clinical utility rather than just a statistical observation. It is publishable but in competition with other papers falls short.

- **Decision Letter:** [view decision letter]

**Suggest a New Decision**

[Blank text box]

[Edit Draft E-Mail] [Save] [Approve] [Send Back]

**NOTE:** Steps 5 – 10 above also apply to the following decisions: Accept for internet, Major revision, Minor revision, Reject
6b.1 Click on ‘Make Preliminary Decision’ in your AE/CE Dashboard and ‘Take Action’ on the manuscript.

![View Manuscripts]

6b.2 From here you can view the reviews submitted on the paper. To view the full review, click on ‘View Review’ beneath the reviewer’s name and recommendation (see following screenshot). The review form will open with the reviewer details and full review.

Check the comments to the Editor and authors towards the end of the review form.
6b.3 You can rate the review at the bottom of each review form. This is useful for selecting future peer reviewers. Simply check the appropriate box and click ‘Save’ (see below).
6b.4 Once all reviews have been viewed and you are ready to make a recommendation to the Editor, check the box next to your decision. The main decisions to note are:

- Accept for Internet
- Minor revision
- Major revision
- Reject

6b.5 Add any additional comments either to the authors or the Editor.

6b.6 Click on ‘Create Draft Email’ then ‘Save’ to close.

6b.7 Click on ‘Send for Approval’ to complete your recommendation.