Handling Editor Manual
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1. **Log in as a Handling Editor**

By entering the URL “jms.eurekaselect.com”, the sign in page appears. The Handling Editor logs in by entering the **Email Id** and **Password** provided by the **EIC** as shown in **Fig (1)**.

![Fig (1)](image)

After the Handling Editor logs in, the dashboard appears. On the dashboard the three options appear as shown in **Fig (2)**.

**ASSIGNMENT REQUESTS**: The request for assignment of **Handling Editor** appears in this section through which the request can be **accepted** or **declined**.

**ARCHIVED SUBMISSIONS**: In this section, the **Handling Editor** can view the status of the manuscript.

**DECLINED REQUEST**: This section shows the declined assignment request.
1. By clicking on the “Accept” button, the handling Editor accepts to handle the manuscript as shown in Fig (2).

2. By clicking on the “Decline” button, the handling editor declines to handle the manuscript as shown in Fig (2).

On clicking the “Accept” button marked as ‘O’ in Fig (2), the summary panel appears as shown in Fig (3). After the acceptance of decision, the review process can be conducted and an Editorial decision on this manuscript can be taken.
1.1 Summary

In the summary panel shown in Fig (3), the Handling Editor can view the basic details of the manuscript. The Author’s affiliation details can be viewed by clicking on the “Details” button indicated by the red arrow ‘⑩’. The abstract can be viewed by clicking on the “View Abstract” button. The file can also be downloaded from the file section.
1.2 Review

By clicking on the Review tab on the Manuscript Details page in Fig (3), the page shown in Fig (4) appears.
This section displays the complete details of the manuscript including QC decision and Reviewers comments.

① By clicking on the “View Form Detail” button, the Handling Editor can view the reviewer’s comments.

In the “Editorial Decision” section indicated by the arrow ‘①’, the Handling Editor takes the following decisions: “Accept”, “Decline”, “Revision required “and “Resubmit for review” from the drop-down list. On the same page, the Handling Editor can also choose other files, by clicking on the “choose file” button as shown in Fig (4a).

*Note: The choose file button is present behind the drop-down list as shown in Fig (4a).

The files can be uploaded using the “Upload” button indicated by the number ‘②’ as shown in Fig (4) to upload the file. Click on the “Save” button indicated by the number ‘③’ as shown in Fig (4) to proceed further.

Accept: Once the Handling Editor takes the “Accept” decision from the drop-down list as shown in Fig (4), the manuscript proceeds to the Quality Assurance department for internal audit.

Declined: When the Handling Editor takes a Decline decision from the drop-down list shown in Fig (4), the email page appears as shown in Fig (5). The Handling Editor sends the Email to the author about the decision. The manuscript proceeds to the Quality Assurance department for internal review.

*Note: All the manuscripts declined by the EIC, Journal Manager and Handling Editor proceed to the QA department just for cross-check.

Revision Required: When the Handling Editor takes a “Revision required” decision from the drop-down list as shown in Fig (4), the manuscript proceeds for author’s revision.
**Resubmit for Review:** When the Handling Editor takes “Resubmit for review” decision from the dropdown list, the manuscript goes back to the Review process.
Fig (4)
Fig (4a)

Fig (5)
1.3 Peer Review Process

On the Manuscript details page in Fig (3), clicking on the “Peer Review Process” tab opens the panel shown in Fig (6a).

In this panel, the Handling Editor can assign the review to any reviewer as shown in Fig (6a).

① By clicking on the “Reviewers” button, the Handling Editor can view all the reviewers as shown in Fig (6a).

② By clicking on the “EBM” button in Fig (6a), the list of EBMs appears as shown in Fig (6b). The Handling Editor can search for the assigned EBM by entering the Email in the search field in Fig (6b). The list of reviewers appears as shown in Fig (6c) by clicking on the “Already Assigned View History” button indicated by the arrow ‘①’ in Fig (6c), a pop-up window showing reviewer’s details appears as shown in Fig (6c).

③ By clicking on the “Assigned Reviewer” button as shown in Fig (6a), the list of assigned reviewers appear as shown in Fig (6d); by clicking on the “View History” button in Fig (6d), the reviewer’s history appears as shown in Fig (6e).

④ By clicking on the “Edit Icon” as shown in Fig (6a), the Handling Editor can edit the reviewer’s details.

⑤ By placing the mouse (not clicking) over the icon as shown in Fig (6a), the reviewer’s affiliation appears.

⑥ By clicking on the “Affiliation” button as shown in Fig (6a), the Handling Editor can view the Reviewer’s details.

⑦ By clicking on the “Assign” button as shown in Fig (6a), the Handling Editor can assign the manuscript to the reviewers.

⑧ By clicking on the “Confirm” button as shown in Fig (6a), the Handling Editor can do the review on behalf of the reviewer.

⑨ To cancel the assigned reviewer, click on the “Cancel” button as shown in Fig (6a).

⑩ By clicking on the “Send Reminder” button as shown in Fig (6a), the Handling Editor can send the reminder via Email.

⑪ To post review comments, click on the “Review Form” button as shown in Fig (6a).

⑫ To cancel the review process, click on the “Cancel” button as shown in Fig (6a).
13 The reviewer’s recommendation is shown in “Reviewers comments received” section as shown in Fig (6a).

14 By clicking on the “Comments” button as shown in Fig (6a), displays detailed comments on the manuscript.

15 Clicking on the “Acknowledge” button as shown in Fig (6a), the reviewer’s acknowledgment is revealed.

16 The Regretted reviewers section, as shown in Fig (6a) list the names of reviewers who did not carry out the review.

17 By clicking on the “Mark as Completed” button as shown in Fig (6a), the reviewer tab appears as shown in Fig (6f), here the review process is completed as indicated by the red arrow in Fig (6f).

*Note: Step “17” is a necessary step for Editorial decision

*NOTE: As per company policy, a review request cannot be sent to the same manuscript’s author and co-author and the reviewer should not belong to the country of the author and co-author.

REVIEWERS COMMENTS AWAITED: This section, as shown in Fig (6a), displays the names of the reviewers from which the comments are awaited.

REVIEWERS COMENTS RECEIVED: This section, as shown in Fig (6a), displays the reviewer’s comments that have been received.

REGRETTED REVIEWERS: This section, as shown in Fig (6a), shows the names of the reviewers who declined to undertake the review.
### Handling Editor

**Peer Review Process**

#### BMS-CAR-2018-5

**ACTIVE REVIEWERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Completed Reviews</th>
<th>Declined</th>
<th>Last Review Date</th>
<th>Email Address</th>
<th>H-index</th>
<th>Expertise</th>
<th>Affiliation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. William Smith</td>
<td>5</td>
<td></td>
<td>0</td>
<td>26/11-17</td>
<td><a href="mailto:bms@bms.acs">bms@bms.acs</a></td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. William Smith</td>
<td>5</td>
<td></td>
<td>0</td>
<td>26/11-17</td>
<td><a href="mailto:bms@bms.acs">bms@bms.acs</a></td>
<td>22</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dr. Hal</td>
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<tr>
<td>Dr. Gary Brown</td>
<td>3</td>
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<td>03/01-17</td>
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<td>47</td>
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<td>Dr. Hermann Veger</td>
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<td></td>
<td>0</td>
<td>17/03-17</td>
<td><a href="mailto:veger@veger.com">veger@veger.com</a></td>
<td>45</td>
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</table>

**REVIEWER'S COMMENTS AWAITED**

<table>
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<tr>
<th>NAME</th>
<th>Total Days</th>
<th>H-INDEX</th>
<th>REQUEST DATE</th>
<th>UNDERWAY DATE</th>
<th>DUE DATE</th>
<th>CONFIRM DATE</th>
<th>ACTION</th>
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</table>

**REVIEWER'S COMMENTS RECEIVED**

<table>
<thead>
<tr>
<th>NAME</th>
<th>H-INDEX</th>
<th>CONFIRM DATE</th>
<th>COMPLETE DATE</th>
<th>RECOMMENDATION</th>
<th>SUBMITTED BY</th>
<th>COMMENTS</th>
<th>ACKNOWLEDGE</th>
</tr>
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<tbody>
<tr>
<td>...</td>
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<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

**REGRETTED REVIEWERS**

| NAME       | REQUEST DATE | REGRETTED DATE | REVIEW ROUND | REVIEWED | | |
|------------|--------------|----------------|--------------|---------||
| ...        | ...          | ...            |              |         | |

**Waiting for Review ...**

Last Decision: none

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**Fig (6a)**
Fig (6b)

Fig (6c)
**Handling Editor**

Fig (6f)
On the Handling Editor dashboard as shown in Fig (2), by clicking on the “Add Reviewer” tab indicated by the red arrow on the left panel of the page in Fig (2), the “Add New Reviewer” panel appears as shown in Fig (6g), on this panel a new reviewer can be added. Fill all the given fields and click on the “Save and Continue” button to add the reviewer as shown in Fig (6g).