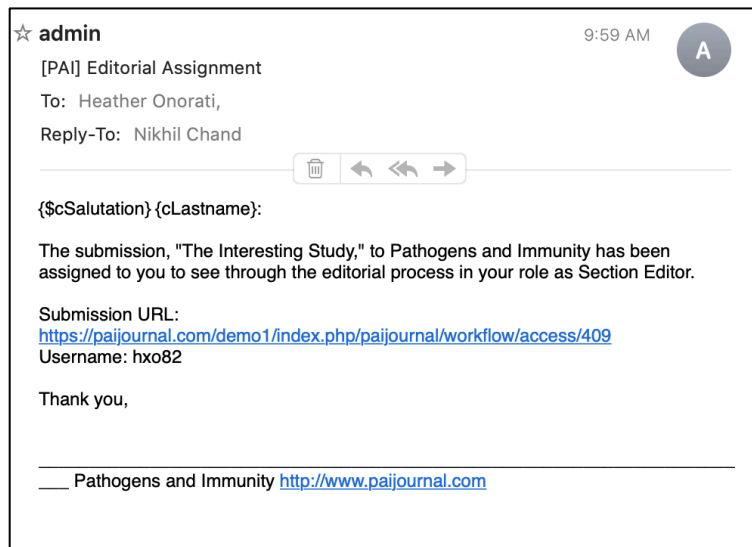


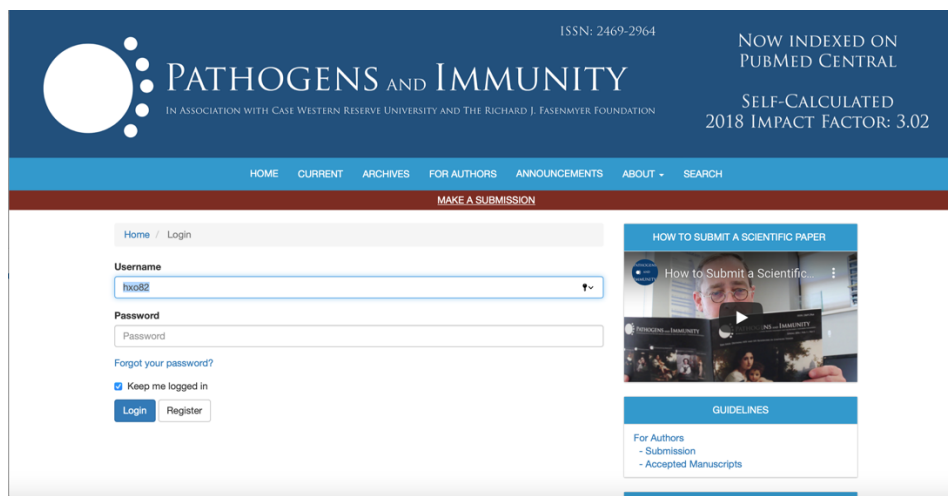
## Section Editor Process

### How to Access a Submission and Assign Reviewers

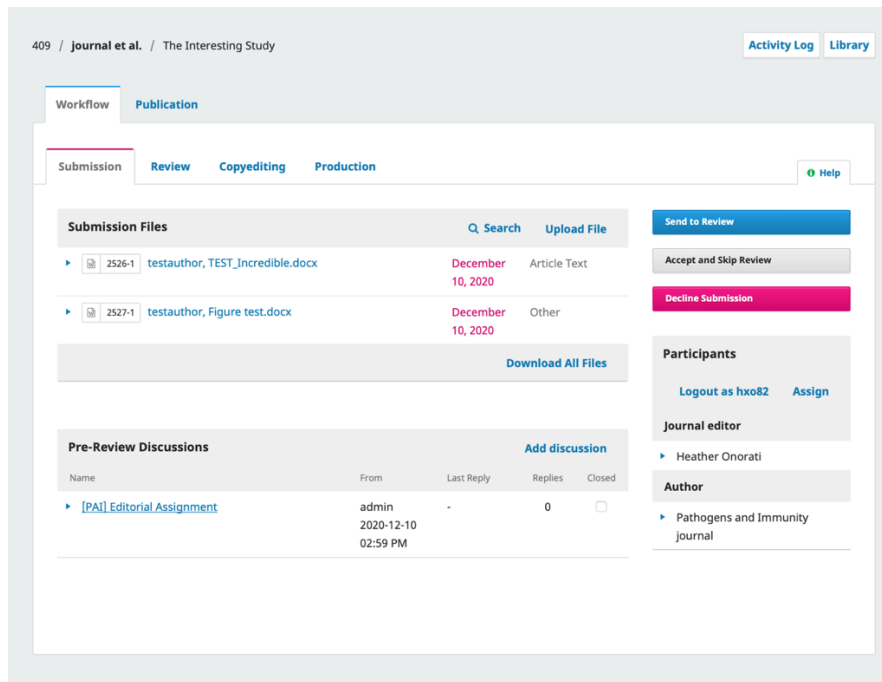
1. You will receive an email notification that you have been assigned a new submission. You can click the link from your email.



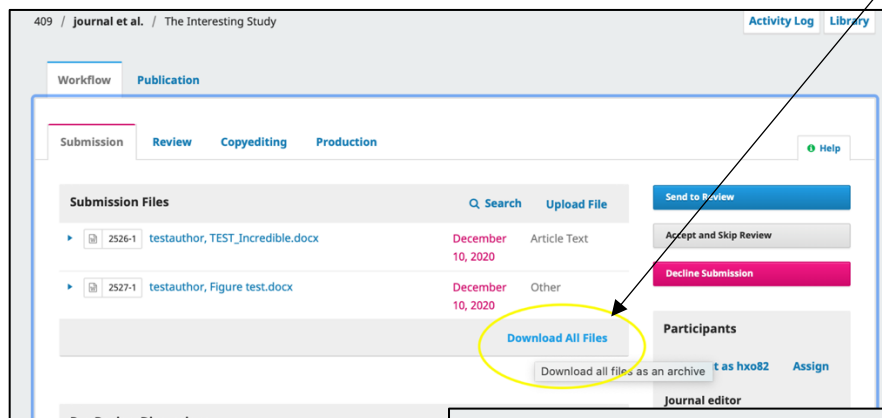
2. If you are not already logged into the site, you will be taken to the user log-in page.



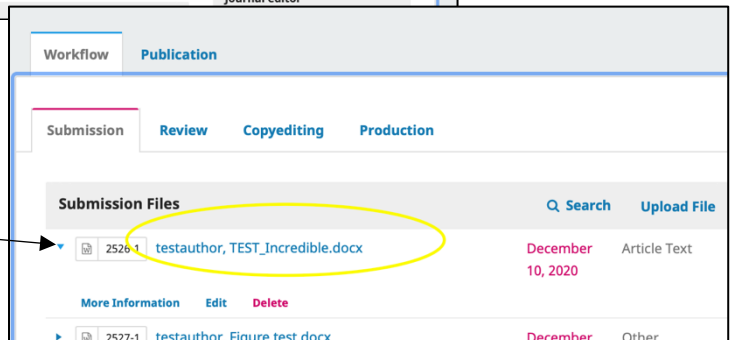
3. If you are already logged into the site — OR, once you log in after Step 2 above — you will go to the User Home screen with the submission and its details.



4. You can choose to download all files that have been uploaded by clicking **Download All Files** at the bottom of the first section titled Submission Files



Or, you can download only the article at this time to review by clicking on the title of the document.



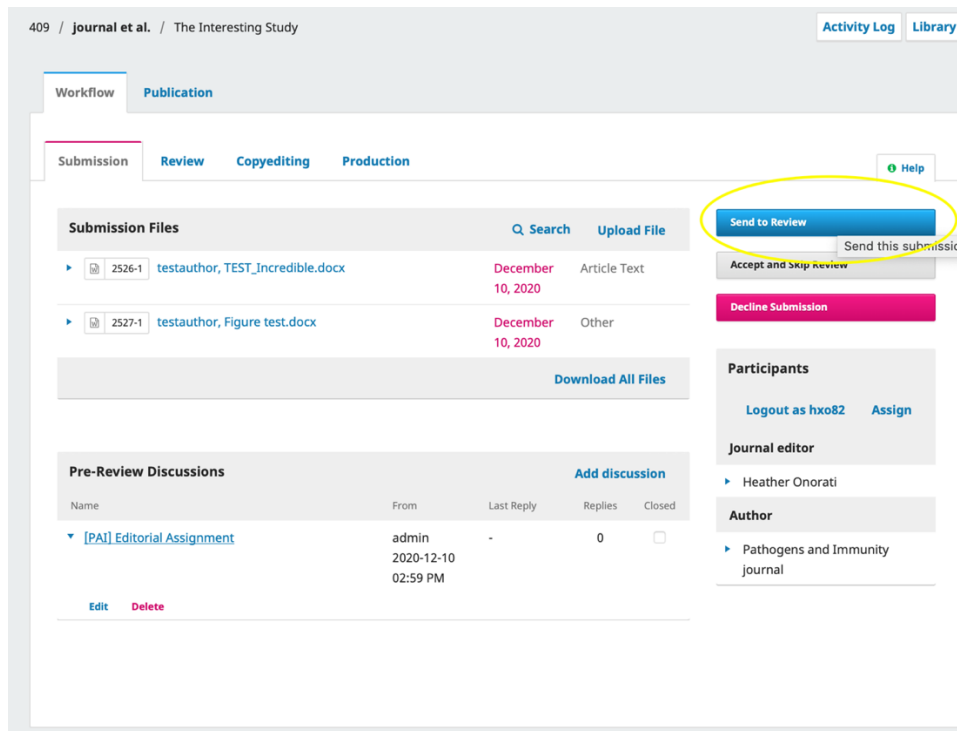
5. If the submission is not suitable, you can reject – or decline the submission by clicking the bright pink **Decline Submission** button on the right panel.

The screenshot shows a journal submission management interface. At the top, it displays '409 / journal et al. / The Interesting Study' and 'Activity Log Library'. Below this, there are tabs for 'Workflow' and 'Publication'. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' sub-tab is active. On the right side, there are buttons for 'Send to Review', 'Accept and Skip Review', and 'Decline Submission' (highlighted with a yellow circle). Below these buttons is a 'Decline this Submission' link. The main content area shows 'Submission Files' with two entries: '2526-1 testauthor, TEST\_Incredible.docx' and '2527-1 testauthor, Figure test.docx'. Below this is a 'Pre-Review Discussions' table with one entry: '[PAI] Editorial Assignment' from 'admin' on '2020-12-10 02:59 PM'. On the right side, there are sections for 'Participants' (Logout as hx082, Assign), 'Journal editor' (Heather Onorati), and 'Author' (Pathogens and Immunity journal).

An email template will pop up that you can choose to edit. Then you can click **Record Editorial Decision**

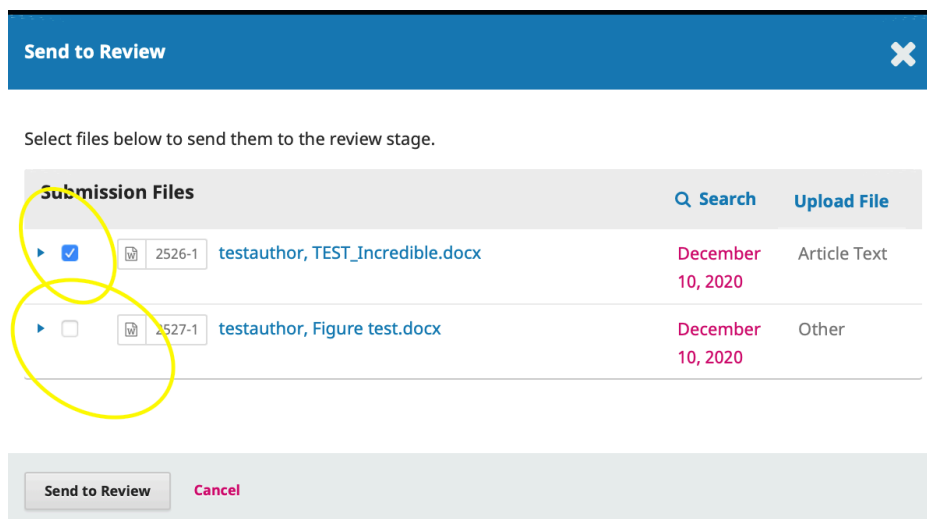
The screenshot shows a 'Decline Submission' dialog box. At the top, it says 'Decline Submission' with a close button. Below this, there is a 'Send Email' section with two radio buttons: 'Send an email notification to the author(s): Pathogens and Immunity journal, TestContributor Contributor2' (selected) and 'Do not send an email notification'. Below this is a rich text editor with a toolbar containing icons for copy, paste, bold, italic, underline, link, unlink, code, undo, redo, image, and upload. The text in the editor reads: 'Pathogens and Immunity journal, TestContributor Contributor2: We have reached a decision regarding your submission to Pathogens and Immunity, "The Interesting Study". Our decision is to: Decline Submission'. At the bottom, there are two buttons: 'Record Editorial Decision' (highlighted with a yellow circle) and 'Cancel'.

6. To select reviewers for the submission, click the blue **Send to Review** button in the right panel.

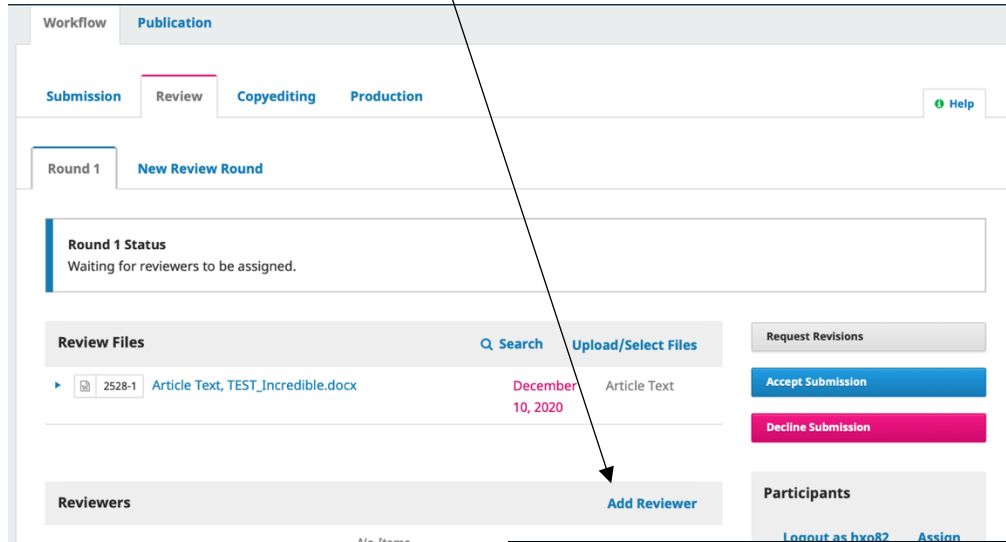


In this next panel, all items that have been submitted are automatically checked, which would include any supplementary files, high-res images, etc., that were uploaded with the article. **Uncheck** any of the additional files that you **do not want to send** to the reviewer. Only checked files will be sent.

Then click **Send to Review**



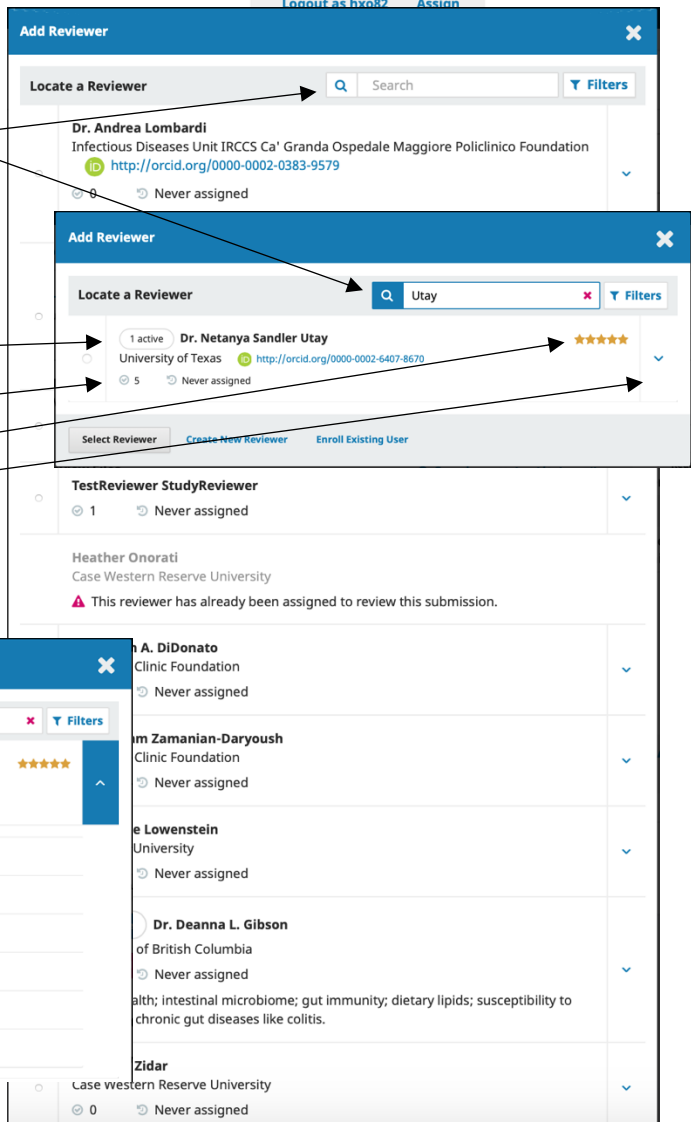
7. To select reviewers, click **Add Reviewer**



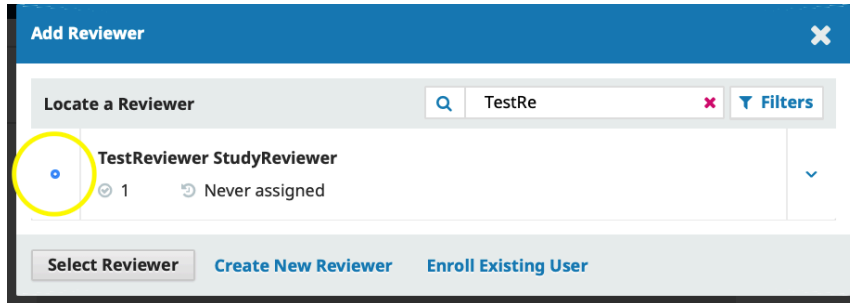
8. The list of reviewers will pop up. To locate a specific reviewer, you can type a name into the search field at the top right.

This list also shows reviewer statistics:

- How many reviews they are currently assigned.
- How many reviews they have completed.
- A rating [Stars to right].
- A drop-down menu also provides more insight.



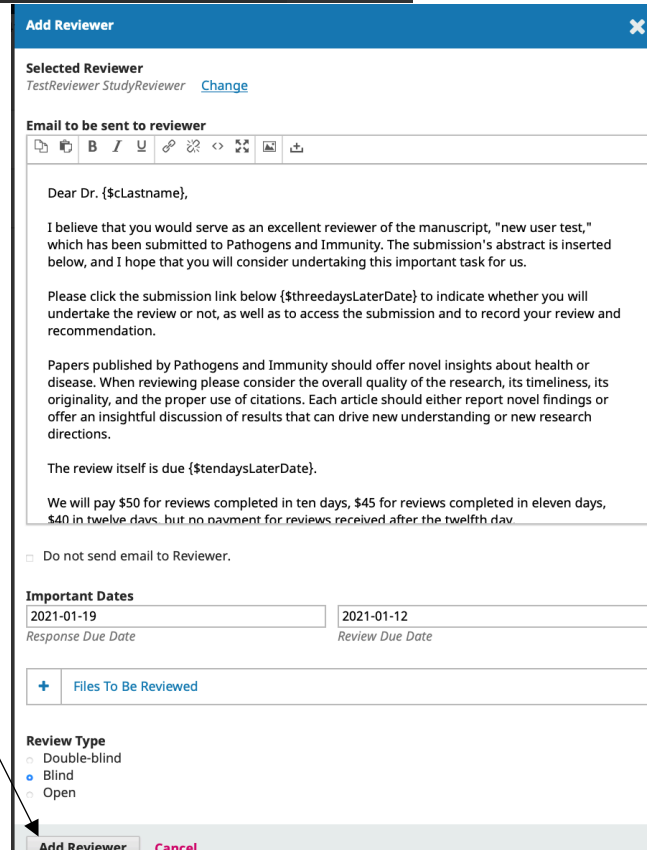
- To select the reviewer, click the small dot to the left of the name. Then click **Select Reviewer**



- An editable email template is generated.

Response dates will be auto-populated. Review type will Default to **Blind**. There is nothing to change here.

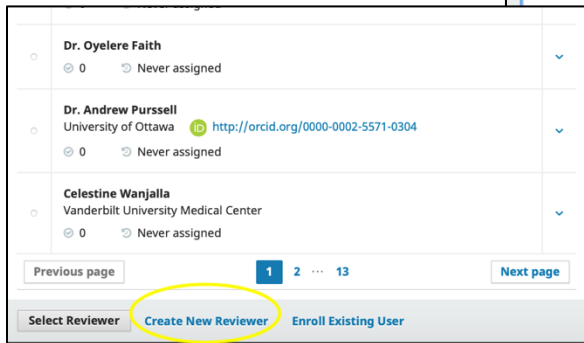
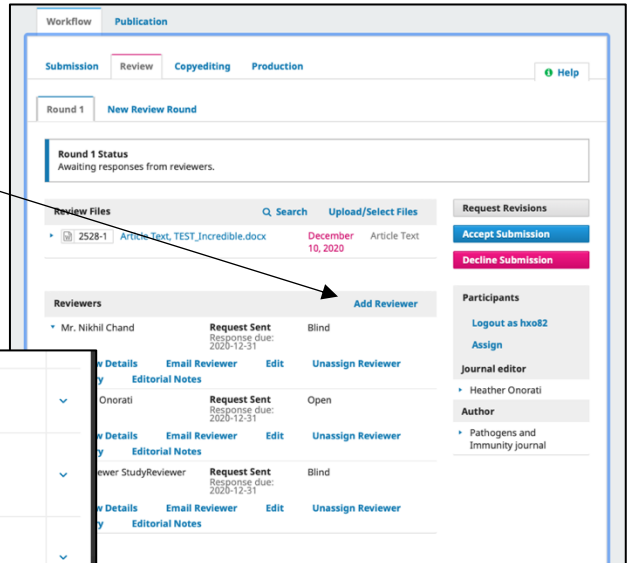
After making any edits to the email, click **Add Reviewer**.



11. You're now back to the Review tab. To invite additional reviewers, repeat steps 7-10

12. If there is an individual to whom you'd like to send a request to review, but that individual is not yet in our system as a reviewer, click **Add Reviewer**.

13. At the bottom of the Reviewer Screen, click **Create New Reviewer**.

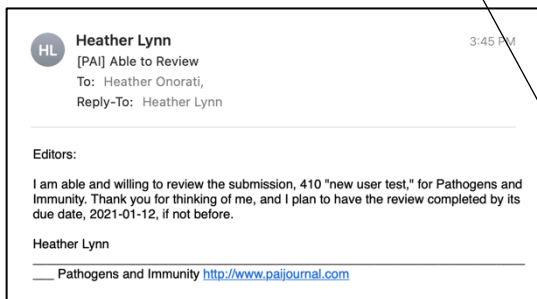


14. You will need to have the individual's email address accessible.  
Add their name.  
Assign them a username.  
Add the email address.

Then scroll down to edit the email template that has generated, if necessary.

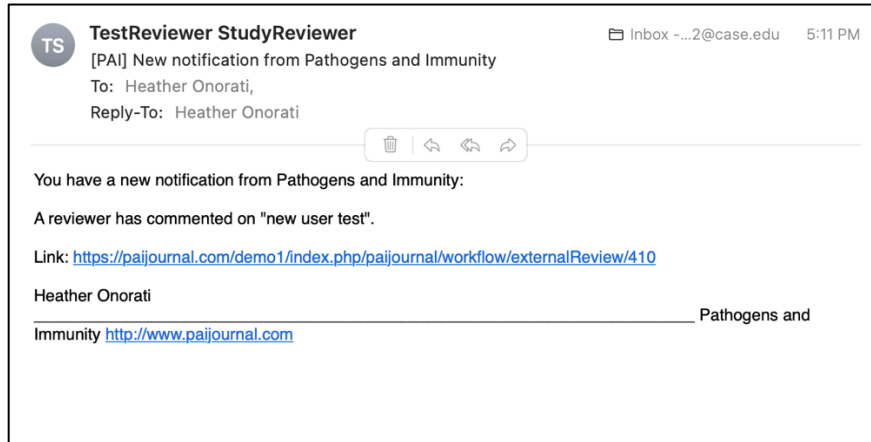
Click **Add Reviewer**

You will receive an email notification when a reviewer accepts or declines their invitation.

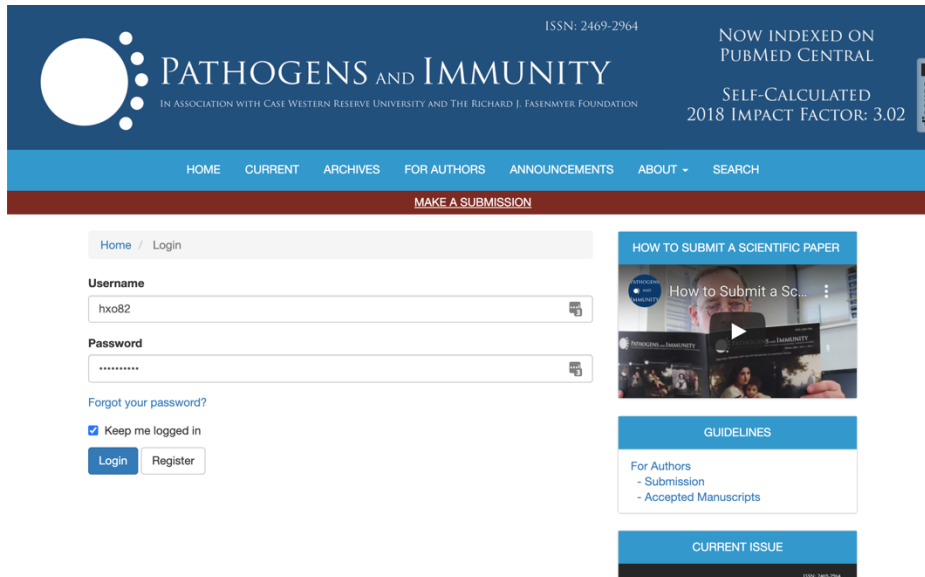


## How to Read Reviews and Accept or Decline a Submission

1. You will receive an email notification that a reviewer has submitted comments.

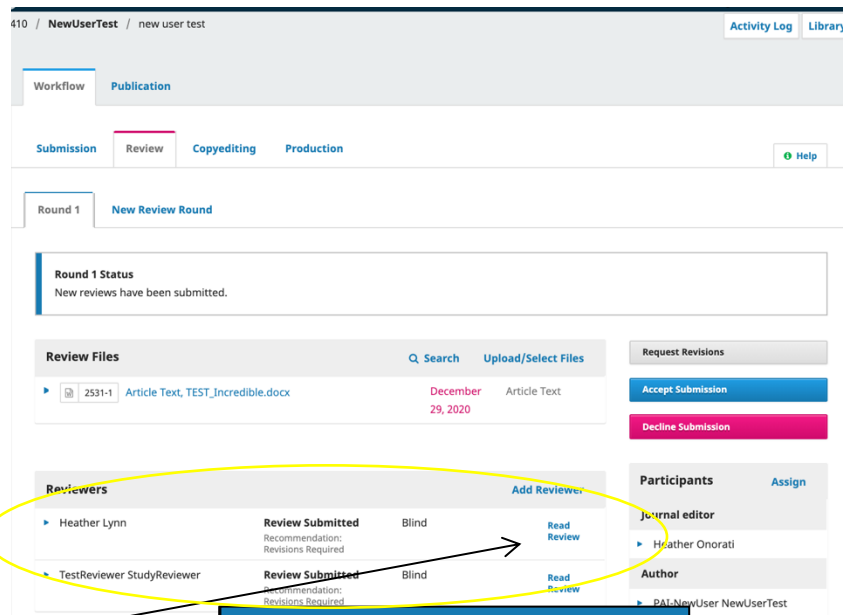
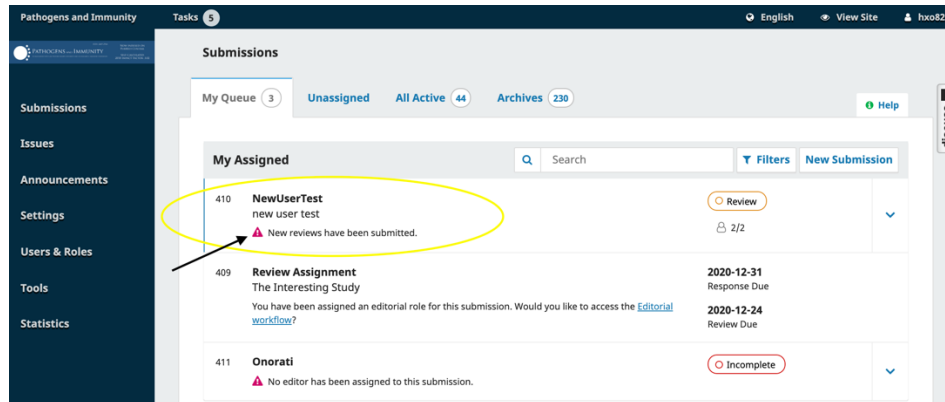


2. If you're not already logged into the system, you'll be taken to the login page





3. You will be back on your Queue page, where you'll see an exclamation point under the submission that indicates there has been a new action.



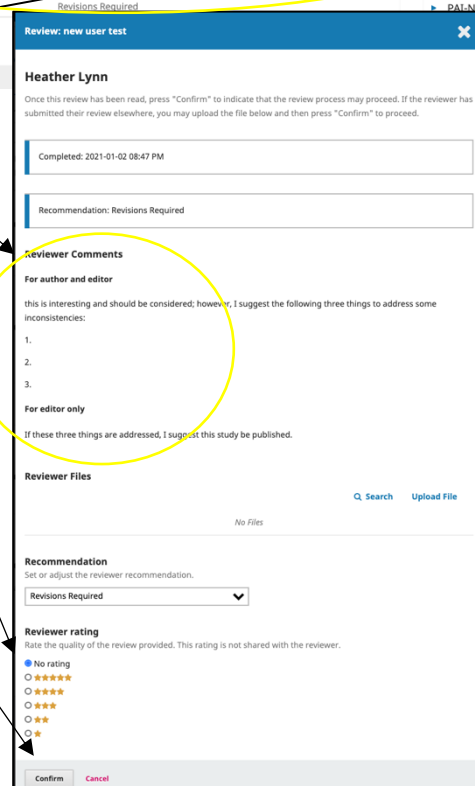
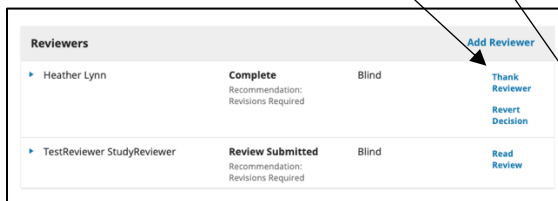
Click the title of the submission to see review responses under **Reviewers**.

Click **Read Review** to pull up a Box with the review notes.

You can rate the quality of the review in this box.

If you select a rating at this stage, you should then click **confirm**.

Once you do, the Review will show you've Read it and offer the option To email the reviewer.



4. After reading all reviews, you can then render your decision on the manuscript by selecting one of the three boxes to the right of the submission.

Submission | **Review** | Copyediting | Production | Help

Round 1 | [New Review Round](#)

**Round 1 Status**  
All reviewers have responded and a decision is needed.

**Review Files** | Search | Upload/Select Files

2531-1	Article Text, TEST_Incredible.docx	December 29, 2020	Article Text
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**Reviewers** | Add Reviewer

Heather Lynn	<b>Complete</b> Recommendation: Revisions Required	Blind	Thank Reviewer Revert Decision
TestReviewer StudyReviewer	<b>Complete</b> Recommendation: Revisions Required	Blind	Thank Reviewer Revert Decision

**Participants** | Assign

**Journal editor**

- Heather Onorati

**Author**

- PAI-NewUser NewUserTest

**Revisions** | Search | Upload File

No Files

This will pull up an editable email template.

Once you've edited the email to send, click **Record Editorial Decision**.

**Request Revisions** [X]

**Require New Review Round**

- Revisions will not be subject to a new round of peer reviews.
- Revisions will be subject to a new round of peer reviews.

**Send Email**

- Send an email notification to the author(s): PAI-NewUser NewUserTest
- Do not send an email notification

Dear Dr. {sclastname},

Your manuscript entitled "new user test", has been reviewed by our editors and other experts in the field. The editors feel that this work is potentially acceptable for publication in Pathogens and Immunity. If you would like to have this work considered for publication, kindly revise it, paying close attention to the reviewers' comments (below). As you know, Pathogens and Immunity is committed to promoting timely review and publication of interesting research findings. To this end and in order to be considered for

+ Add Reviews to Email

**Select review files to share with the author(s)** | Search | Upload File

<input type="checkbox"/>	2531-1	Article Text, TEST_Incredible.docx	December 29, 2020	Article Text
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**Record Editorial Decision** | Cancel