

## ABM User Guide\*

At any time during the submission and review process, you can click on “Activity Log” near the top right of the screen for a record of all the actions that have been taken with a manuscript. Click on the arrow next to a task for more information.

### I. The ABM will receive the following email from the Journal Editor.

The expedition Editorial Review Board (ERB) has selected you to be the Assigned Board Member (ABM) for the IODP manuscript submission "Submission Title."

Submission URL:

Page count: xx

Number of figures: xx

Number of tables: xx

To assign a reviewer in the IODP manuscript submission and review system, please click the link above and complete the following steps:

1. Click the **Send to Review** button on the right side of the page. (Please do not click this “Send to Review” button more than once.)
2. Select all of the submission files and click **Send to Review**. This will send the files to the review stage.
3. Click **Add Reviewer**.
4. Select a reviewer or add a new reviewer.
5. Use default email (Article Review Request).
  - Fill in the page count, number of figures, and number of tables provided above.
6. Leave response due date and review due date as defaults.
7. Check box(es) for file(s) to be reviewed.
8. Select review type (default is **Open**).
9. Click **Add Reviewer** at the bottom of the page.

### II. Click on the submission link in the email or log in and go to Submission > My Queue.

#### A. Click on the submission to download it and determine if it should be sent on for review.

1. If no, click Decline Submission and send the default email. You may give an explanation for declining the submission.

#### B. If it should be reviewed, click **Send to Review**

1. Select the files to send to the review stage and click Send to Review. A new window will open.
2. Next click Add Reviewer.
3. Select or create a new reviewer. There are three ways to select a reviewer.
  - a) If the user you want to use is listed on the page
    - (1) Click the radio button beside the name and click “Select Reviewer” at the bottom of the page.
    - (2) Use the provided email (Review Request).

- (a) Fill in the number of pages, figures, and tables (copied from your letter from the Journal Editor).
  - (b) Note: The email to the potential reviewer advises that this is an open review, and if they prefer not to be known, they should let you know **before** they accept the review. (See 5. below)
  - (c) Note: the email asks the reviewer to let you know if they would like to be acknowledged as a reviewer in the volume. Follow up if they do not.
- (3) Do not change the response due date (for the reviewer to accept responsibility) or the review due date.
- (4) Click the + beside "Files to be Reviewed" and make sure the correct file is selected.
- (5) Review type (Open is default). If the reviewer requested a blind review, you will be able to change this later. (See 5. below)
- (6) Click Add Reviewer at the bottom of the page.
- b) **Create New Reviewer (this option is below the list of names):**
  - (1) Click the "Create New Reviewer" button on the bottom of the page.
  - (2) Fill in the required fields, leaving all other information as is.
  - (3) Use the provided email (Review Request).
    - (a) Fill in the number of pages, figures, and tables.
    - (b) Note: The email to the potential reviewer advises that this is an open review, and if they prefer not to be known, they should let you know **before** they accept the review. (See 5. below)
    - (c) Note: the email asks the reviewer to let you know if they would like to be acknowledged as a reviewer in the volume. Follow up if they do not.
  - (4) Make sure the checkbox beside "Do not send email to Reviewer" is NOT checked.
  - (5) Do not change the response due date (for the reviewer to accept responsibility) or the review due date.
  - (6) Click the + beside "Files to be Reviewed" and make sure the correct file is selected. (Uncheck the file that says DO NOT REVIEW)
  - (7) Review type (Open is default). If the reviewer requested a blind review, you will be able to change this later. (See 5. below)
  - (8) Click "Add Reviewer"
- c) **Enroll Existing User (third option below list of names). Use this option only if you know the person is enrolled in the system but does not appear in the list of reviewers.**
  - (1) Click Enroll Existing User.
  - (2) Begin typing the first or last name and select them from the names that appear. If the person's name does not appear, they are not in the system. You can add them using the Create New Reviewer steps above.
  - (3) Use the provided email (Review Request).

- (a) Fill in the number of pages, figures, and tables.
  - (b) Note: The email to the potential reviewer advises that this is an open review, and if they prefer not to be known, they should let you know **before** they accept the review. (See 5. below)
  - (c) Note: the email asks the reviewer to let you know if they would like to be acknowledged as a reviewer in the volume. Follow up if they do not.
- (4) Leave response due date (review accepts responsibility) and review due date as is.
- (5) Click the + beside "Files to be Reviewed" and make sure the correct file is selected.
- (6) Review type (Open is default). If the reviewer requested a blind review, you will be able to change this later. (See 5. below)
- (7) Click Add Reviewer at the bottom of the page.
- 4. An email has now been sent to the reviewer
- 5. If the reviewer requested a blind review:
  - a) Go back to the submission, scroll to the Reviewer section, and click the arrow beside the reviewer's name.
  - b) Click the Edit button, change the Review Type, and click OK.
- 6. The reviewer has a deadline to accept the review and also a deadline for the review to be completed. If the requested reviewer declines to review the manuscript, select a new reviewer
  - a) Click on the submission and make sure you are on the Review panel, Round 1. **Do not click Send to Review again.** (That would create new review round, which is not what we want at this stage.)
  - b) Scroll down and click Add Reviewer.
  - c) Select or create a new reviewer following the steps in II.B.3. above.

### III. ABM receives notification that review is completed.

- A. Click on the link in the email to go directly to the correct stage of the submission.
  - 1. Or, login, go to Submissions > My Queue and click on the line that says "New review has been submitted."
- B. Scroll down to the Reviewer section
  - 1. Click Read Review.
    - a) Another way to see the review is to click the arrow beside the reviewer's name.
      - (1) This will reveal a new menu.
      - (2) Click Review Details to read the review.
      - (3) You can also email the reviewer, edit the review type (open, blind, double-blind), view the history of the reviewer with this manuscript, and read any editorial notes.
  - 2. Check the Reviewer Files section
    - a) If a file is there, click on the file name and the file will download.
    - b) Please note that the file name will change when it is downloaded. It does not keep the

- original file name from the reviewer.
3. Check the reviewer's recommendation. If you agree, keep as is. Or review the options in the dropdown and select another.
    - a) **Accept Submission:** it is ready to go to Copyediting as is. (see E. below)
    - b) **Revisions Required:** it requires *minor* changes that can be reviewed and accepted by the editor.
    - c) **Resubmit for Review:** it requires *major* changes and another round of peer review.
    - d) Resubmit Elsewhere: DO NOT USE THIS ONE.
    - e) **Decline Submission:** it has too many weaknesses to ever be accepted.
    - f) **See Comments:** if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.
  4. Please disregard the "Rate the reviewer" option.
  5. Click Confirm
- C. If revisions are needed, click the "Request Revisions" button on the right side of the page.
1. Select whether revisions will or will not be reviewed again. This notifies the editor.
    - a) If the revised manuscript will be reviewed again, please modify the text in the email body appropriately (instead of requesting final files, ask them to submit using the component option "Revised submission (PDF including revised text, tables, and figures)."
  2. Select "Send an email notification to the author(s):"
  3. Click the button below the email text that says "Add Reviews to Email" to allow author to see the review
    - a) Click inside the email body and scroll to the bottom to verify the reviewer's comments are included. If not, click the button again.
  4. The ABM may add any additional comments to the email.
    - a) To send a separate email to the author, see F below.
  5. If the reviewer uploaded an annotated PDF, select in the section called "Select review files to share with the author(s)." (Do not select the author's initial submission file; file size cannot exceed 10 MB.)
  6. Scroll down and click the "Record Editorial Decision" button at the bottom of the page.
- D. If the reviewer said Resubmit for Review, see IV below.
- E. If the reviewer did not ask for revisions and instead said to accept or decline, click the "Accept Submission" button or "Decline Submission" button on the right side of the page.
1. If accept, click the "Accept Submission" button on the right side of the page.
    - a) Select "Send an email notification to the author(s):"
      - (1) Click the "+Add Reviews to Email" button, if desired.
      - (2) The email to the author will ask for the final files. If you already have the final files, you can delete this text.
      - (3) Scroll to the bottom and click "Next: Select Files for Copyediting." Select all of the **final** files (figures, tables, text, and any final file you uploaded).
      - (4) Click "Record Editorial Decision."

2. If decline, click the “Decline Submission” button on the right side of the page.
  - a) Select “Send an email notification to the author(s):”
    - (1) Click the “+Add Reviews to Email” button if desired.
    - (2) Scroll to the bottom and click “Record Editorial Decision.”
- F. There are two ways to send an email to the author.
  1. Click on the arrow beside the author’s name (right side of the page under Participants).
    - a) Click Notify.
    - b) Type your message in the box and click Notify. The author will receive an email, and the message will also be included in the Discussion panel. (Attachments cannot be added with this method)
  2. Scroll down to the Review Discussions section
    - a) Click Add Discussion
    - b) Select the Author’s name. Your name will automatically be selected.
    - c) Add a subject and your message.
    - d) To attach a file, click Upload File
      - (1) Select an article component
      - (2) Drag and drop a file into the indicated area or click Upload File and navigate to the file on your computer.
      - (3) Click Continue, Continue, Complete
    - e) Click OK
    - f) The author will receive an email, and the message will also be included in the Discussion panel.

#### IV. ABM receives revision

- A. Go to Submissions > My Queue
  1. Click on the line “Revisions have been submitted”
  2. Scroll down to “Revision” section
  3. Download the article and review it. Follow the steps above to accept, decline, or submit for review.

\* The OJS software was designed for journal manuscript submission, peer review, and publication. We are using it for data report submission and review. Please disregard any reference to “journal.”