

# Instructions for Handling Editor

OJS 3.x editorial workflow



## What does Handling Editor do?

**Handling Editor** (called Section Editor in OJS) manages the review and editing of submissions to which they have been assigned.

Handling Editor receives an assignment from the Editor-in-chief.

Once the paper is accepted, the work is taken over by **Production editor**.



# Navigation

Access to the active submissions that has been assigned to you to handle

Alerts about recent activities and actions required

Your user profile (e-mail, password, roles...)

The screenshot shows the Traffic Safety Research (TSR) web application interface. The top navigation bar is dark green with the text "Traffic Safety Research" on the left. On the right side of the top bar, there are two circular icons: a bell icon with a red notification badge containing the number "1", and a user profile icon. A red line points from the bell icon to the text "Alerts about recent activities and actions required". Another red line points from the user profile icon to the text "Your user profile (e-mail, password, roles...)".

On the left side, there is a vertical navigation menu with several items: "Submissions", "Statistics", "Articles", "Editorial Activity", and "Users". The "Submissions" item is highlighted with a red circle, and a red line points from this circle to the text "Access to the active submissions that has been assigned to you to handle". The "Statistics" item is also circled in red, with a red line pointing from it to the text "Journal statistics & logs" located at the bottom of the page.

The main content area is titled "Submissions" and features a sub-header with "My Queue 1" and "Archives 3". Below this, there is a "My Assigned" section with a search bar, "Filters", and a "New Submission" button. A submission entry is visible with the ID "23772" and the text "Interact or counteract? Behavioural observation of interactions between vulnerable ro...". To the right of the entry are icons for comments (2) and a "Submission" button. A "View" button and a dropdown arrow are also present.

Journal statistics & logs

# Browsing assigned submissions

List of active submissions  
assigned to you

Old submissions  
that you handled

Traffic Safety Research

**Submissions**

Statistics  
Articles  
Editorial Activity  
Users

**Submissions**

My Queue 1 Archives 3

Help

My Assigned

Search Filters New Submission

23772  
Interact or counteract? Behavioural observation of interactions between vulnerable ro... 2 Submission View

1.

2.

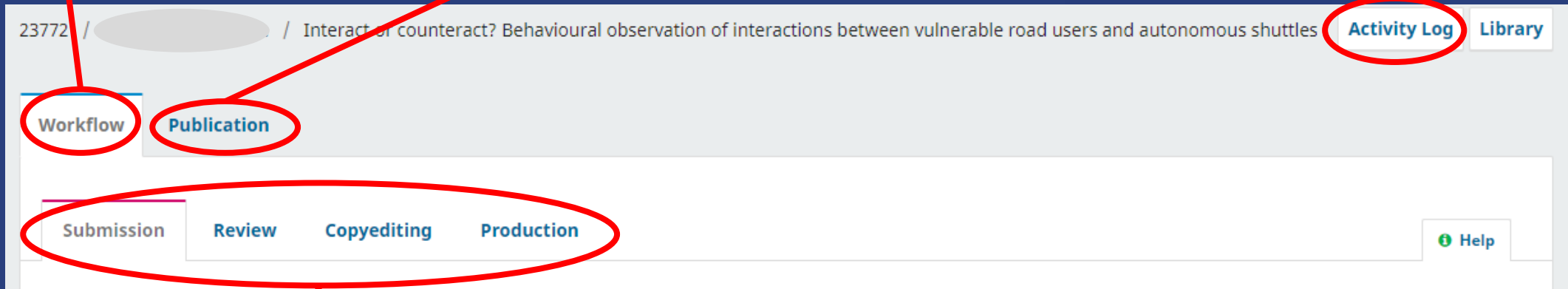
See submission details

# Handling a submission

Navigation through the workflow of handling a submission

Title, keywords, abstract, etc. of the submission

All activities (decisions, mails, assignments) are logged



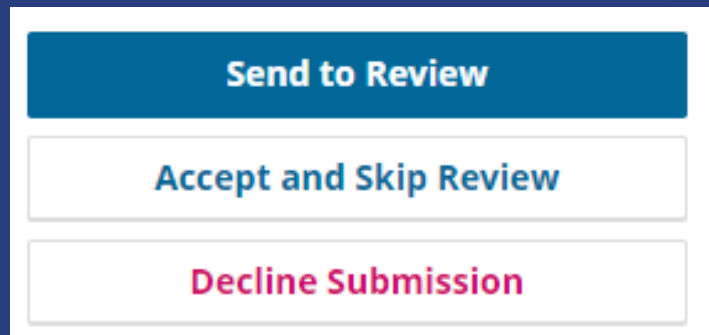
Workflow steps

## New submission

After receiving a new submission, you need to decide whether:

- Send it to peer review (**2 good reviews** are expected)
- Desk-reject it (do not be afraid to do so—we want **GOOD** papers only; ask another editor for an opinion if in doubt)

Technically, you can also accept a paper directly, but you should not do so at this stage (TSR is a peer-reviewed journal).

A screenshot of a submission interface showing three buttons stacked vertically. The top button is teal with white text 'Send to Review'. The middle button is white with a grey border and blue text 'Accept and Skip Review'. The bottom button is white with a grey border and red text 'Decline Submission'.

Send to Review
Accept and Skip Review
Decline Submission

# Stage 1. New submission

**4. Make your decision**

The screenshot shows a journal submission interface. At the top, the article title is "Interact or counteract? Behavioural observation of interactions between vulnerable road users and autonomous shuttles". The interface is divided into several sections:

- Workflow:** A horizontal menu with "Submission" (selected), "Review", "Copyediting", and "Production". A red arrow labeled "1." points to the "Workflow" tab, and another red arrow labeled "2." points to the "Submission" tab.
- Submission Files:** A table with one entry: "211223Paper draft - VRU interactions\_formatted.docx" (ID: 58711), dated 24 December 2021, and of type "Manuscript text". A red circle highlights this entry, with a red arrow pointing to the text "3. Get acquainted with the manuscript".
- Pre-Review Discussions:** A table with two entries, both from "alaureshyn" on "2021-12-25" at "12:50" and "12:52" respectively. The subject is "[TSR] Handling Editorial Assignment". A red circle highlights the first entry, with a red arrow pointing to the text "You can communicate through OJS environment at all stages".
- Actions:** A vertical sidebar on the right contains three buttons: "Send to Review" (highlighted with a red circle and a red arrow from the text "4. Make your decision"), "Accept and Skip Review", and "Decline Submission".
- Participants:** A section with "Section editor" and "Author" roles, each with a redacted name.

You can communicate through OJS environment at all stages

# Decline submission

Decline Submission



2. Check & edit mail text

### Decline Submission

**Send Email**

Send an email notification to the author(s)

Do not send an email notification

Dear **Carl Johansson**,

We have reached a decision regarding your manuscript '*Interact or counteract? Behavioural observation of interactions between vulnerable road users and autonomous shuttles in Oslo, Norway*'.

Our decision is to: **Reject without Review**

Please provide a justification

**Record Editorial Decision** **Cancel**





# Send to peer review


Send to Review



Send to Review ×


Select files below to send them to the review stage.

**Submission Files** Q Search Upload File

<input type="checkbox"/>	 58711	211223Paper draft - VRU interactions_formatted.docx	24 December 2021	Manuscript text
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**2. Important!!! Choose files to share with reviewers**

Send to Review Cancel



# Stage 2. Reviewing

The screenshot shows a journal submission workflow interface. At the top, there are tabs for 'Workflow' and 'Publication'. Under 'Workflow', there are steps: 'Submission', 'Review', 'Copyediting', and 'Production'. 'Review' is the current step, indicated by a red arrow labeled '2.'. Below this, there are buttons for 'Round 1' (circled in red) and 'New Review Round'. A red arrow labeled '1.' points to the 'Submission' step. Below the workflow, there is a 'Round 1 Status' box with the text: 'All reviewers have responded and a decision is needed.' Below the status box, there are three main sections: 'Review Files', 'Reviewers', and 'Revisions'. 'Review Files' is circled in red and has a red arrow pointing to it from the text 'Original manuscript'. 'Reviewers' is circled in red and has a red arrow pointing to it from the text 'Reviewers & comments'. 'Revisions' is circled in red and has a red arrow pointing to it from the text 'Revised manuscript & response to comments'. On the right side, there is a 'Participants' section with an 'Assign' button. Below the 'Review Files' section, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. The 'Accept Submission' button is circled in red and has a red arrow pointing to it from the text 'To take a decision after a review round'. At the bottom left, there is a yellow circular logo with the letters 'TSR'.

Current review round

To take a decision after a review round

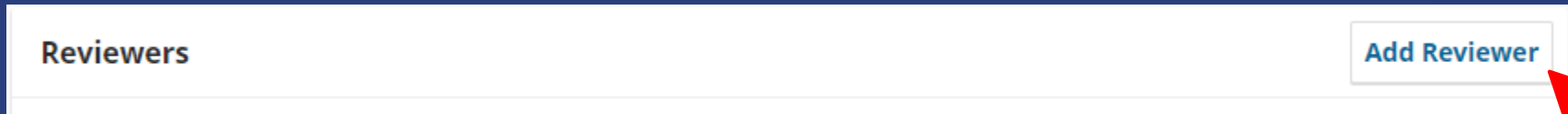
Original manuscript

Revised manuscript & response to comments

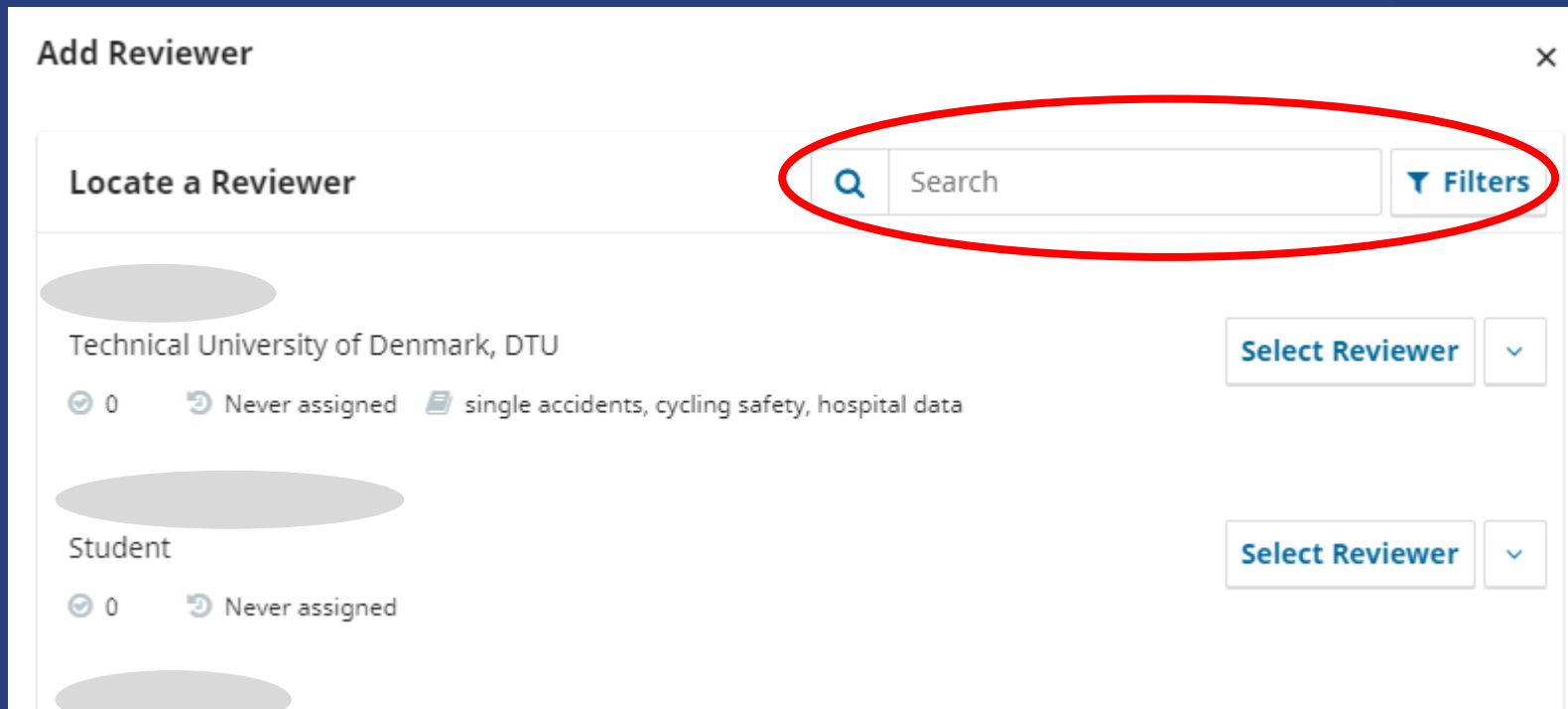


Reviewers & comments

# Inviting reviewers



1.



2. Check first whether the expert you think about is already registered



# Reviewer is already registered


**Add Reviewer** ×


**Locate a Reviewer**  × **Filters**

**Filters**


- Rated at least
- Reviews completed
- Days since last review assigned

**Polytechnique Montreal**  <https://orcid.org/> 

0  Never assigned

 surrogate measures of safety, vulnerable road users, road safety, data collection, methods, machine learning, artificial intelligence, algorithms

**Select Reviewer**



# Reviewer is already registered

**Add Reviewer** [Close]

**Selected Reviewer**  
Nicolas Saunier [Change](#)

**Email to be sent to reviewer**

Dear NAME, **1. Check & edit e-mail text**

We would like to ask you to make a review of a manuscript which has been submitted to **Traffic Safety Research** journal. The submission's abstract is inserted below, and we hope that you will consider undertaking this important task for us.

Please log into the journal web site by RESPONSE DUE DATE to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The review itself is due REVIEW DUE DATE .

## 2. Check the deadline dates (e.g. holidays, etc.)

**Important Dates**

2022-01-02  2022-01-16

Response Due Date Review Due Date

## 3. Check that correct files are shared with the reviewer

**Close File Selection** [Close]

**Files To Be Reviewed** [Search]

<input checked="" type="checkbox"/>	<input type="checkbox"/>	58712	211223Paper draft - VRU interactions_formatted.docx	26 December 2021	Manuscript text
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### Review Form

None / Free Form Review

**None / Free Form Review**

TSR review form (first review round)

TSR review form (consequent review round)

## 4. Choose the review form (first or consequent review)

### Review Type

Anonymous Reviewer/Anonymous Author

**Anonymous Reviewer/Disclosed Author**

Open

## 5. Choose this option (default)

\* Denotes required field

## 6. Add reviewer



Add Reviewer

Cancel



# Reviewer is NOT registered

Add Reviewer ×

Locate a Reviewer  Q × Filters

No items found.

[Create New Reviewer](#) [Enroll Existing User](#)



# Reviewer is NOT registered

1. Fill in information about the new reviewer (name, e-mail, etc.)

**Add Reviewer**

[Back to Search](#)

Create New Reviewer

Name

Given Name: Svenska

Family Name:

Username:

[Suggest](#)

The username must contain only lowercase letters, numbers, and hyphens/underscores. \*

Email \*

2. Some fields **MUST** be duplicated 'in Swedish'. It is a bug with no solution so far.

3. Generate user name

**Email to be sent to reviewer**

Dear NAME,

We would like to ask you to make a review of a manuscript which has been submitted to **Traffic Safety Research** journal. The submission's abstract is inserted below, and we hope that you will consider undertaking this important task for us.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The review itself is due **REVIEW DUE DATE**.

Thank you for considering this request.

4. Check & edit e-mail text

5. Check the deadline dates (e.g. holidays)

**Important Dates**

2022-01-02

2022-01-16

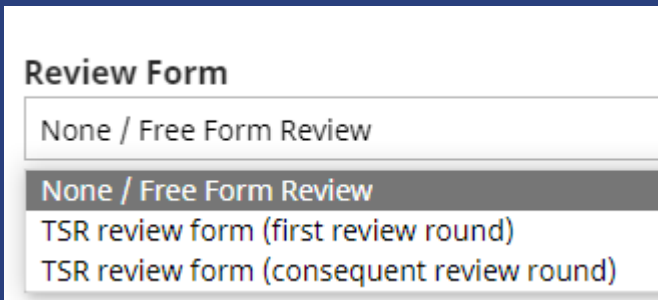
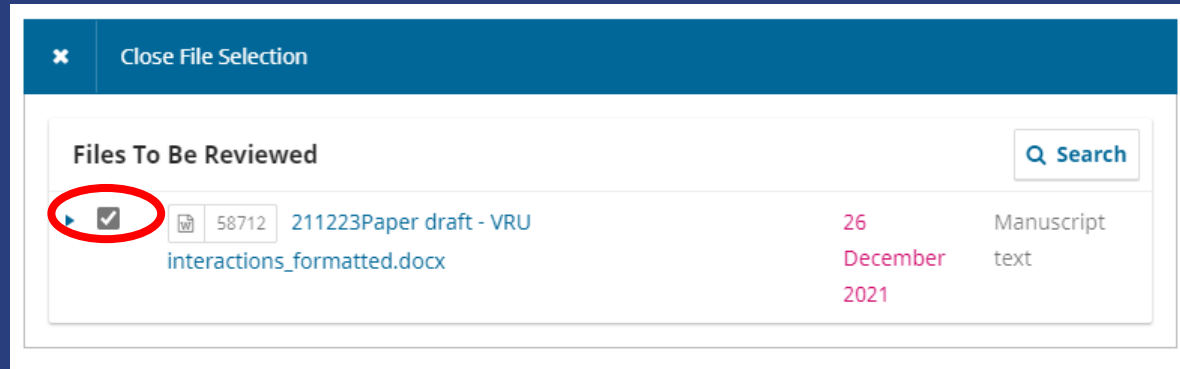
Response Due Date

Review Due Date

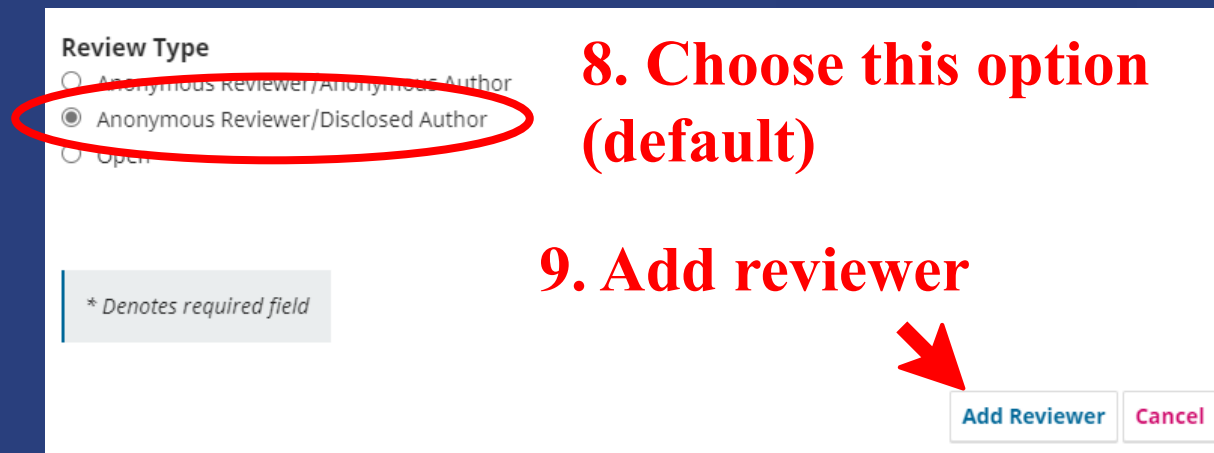


# Reviewer is NOT registered

6. Check that correct files are shared with the reviewer



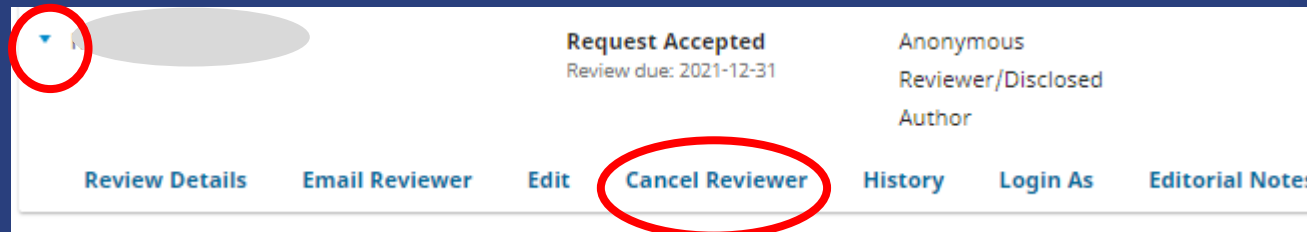
7. Choose the review form (first or consequent review)





# Handling a review

1. An auto-reminder is sent once after the deadline has passed.
2. You can send a reminder manually (a new button appears once the deadline has passed).
3. Once a review is submitted, you are informed by mail.
4. You can cancel invitation for reviews that are not likely to come.



# Handling a review

Reviewers	Review Submitted	Anonymous	
	Recommendation: Accept Submission	Reviewer/Disclosed Author	<a href="#">Read Review</a>

1.

2. Read and assess quality of the review.

3. Rate the reviewer (for future use, seen to editors only)

Review: Rollator related single accidents and collision events in Sweden: Accident

circumstances and developments, and acute injury outcomes

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2021-12-11 17:08

Recommendation: Accept Submission

**Reviewer Comments**

For author and editor

Dear authors, thank you for the careful changes made in the paper. I believe it is ready to be published.

**Reviewer Files**

[Q Search](#) [Upload File](#)

No Files

**Recommendation**

Set or adjust the reviewer recommendation.

Accept Submission

**Reviewer rating**

Rate the quality of the review provided. This rating is not shared with the reviewer.

No rating

★★★★★

★★★★

★★★

★★

★

[Confirm](#) [Cancel](#)

4. Confirm the review

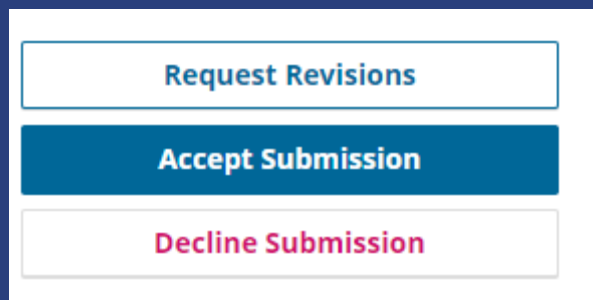
5. Thank the reviewer (new button for that will appear)



## Taking a decision after a review round

After a review round, you can:

- Accept submission
- Request revisions (with or without starting another round of peer review)
- Reject submission



# Taking a decision after a review round

**Important:** do not forget to include the reviewers' comments in the mail that you send to the authors.

### Request Revisions

**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): Anna Carlsson, Jörgen Lundälv  
 Do not send an email notification

Dear [redacted],

We have reached a decision regarding your submission '*Rollator related single accidents and collision events in Sweden: Accident circumstances and developments, and acute injury outcomes*'.

Our decision is to: **Revise & Resubmit (Without Further Peer Review)**

You can find the detailed reviewers' comments below.

[+ Add Reviews to Email](#)

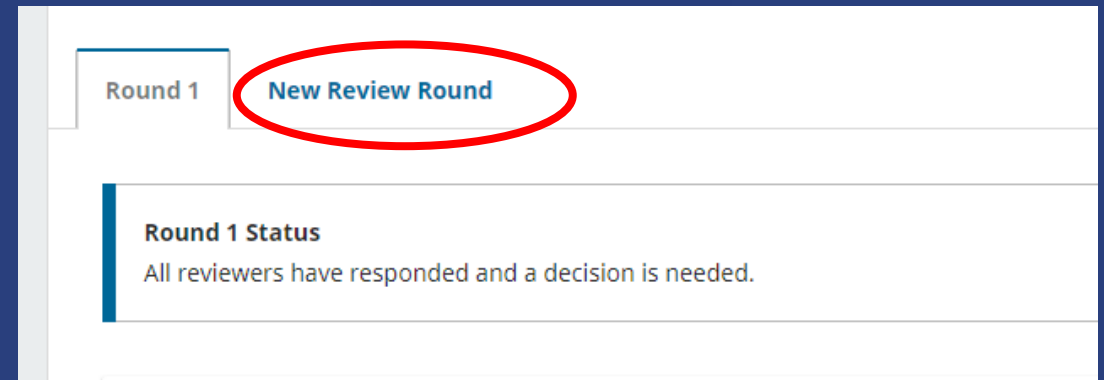
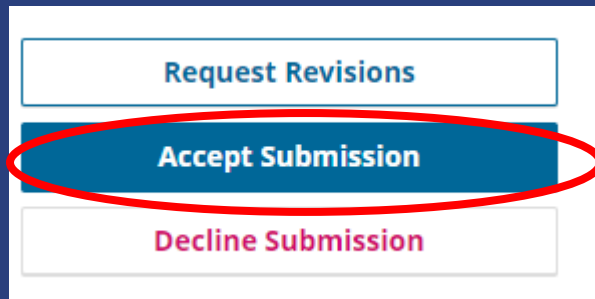
**Send to Reviewers**

Send a copy of this email notification by BCC to the following reviewers

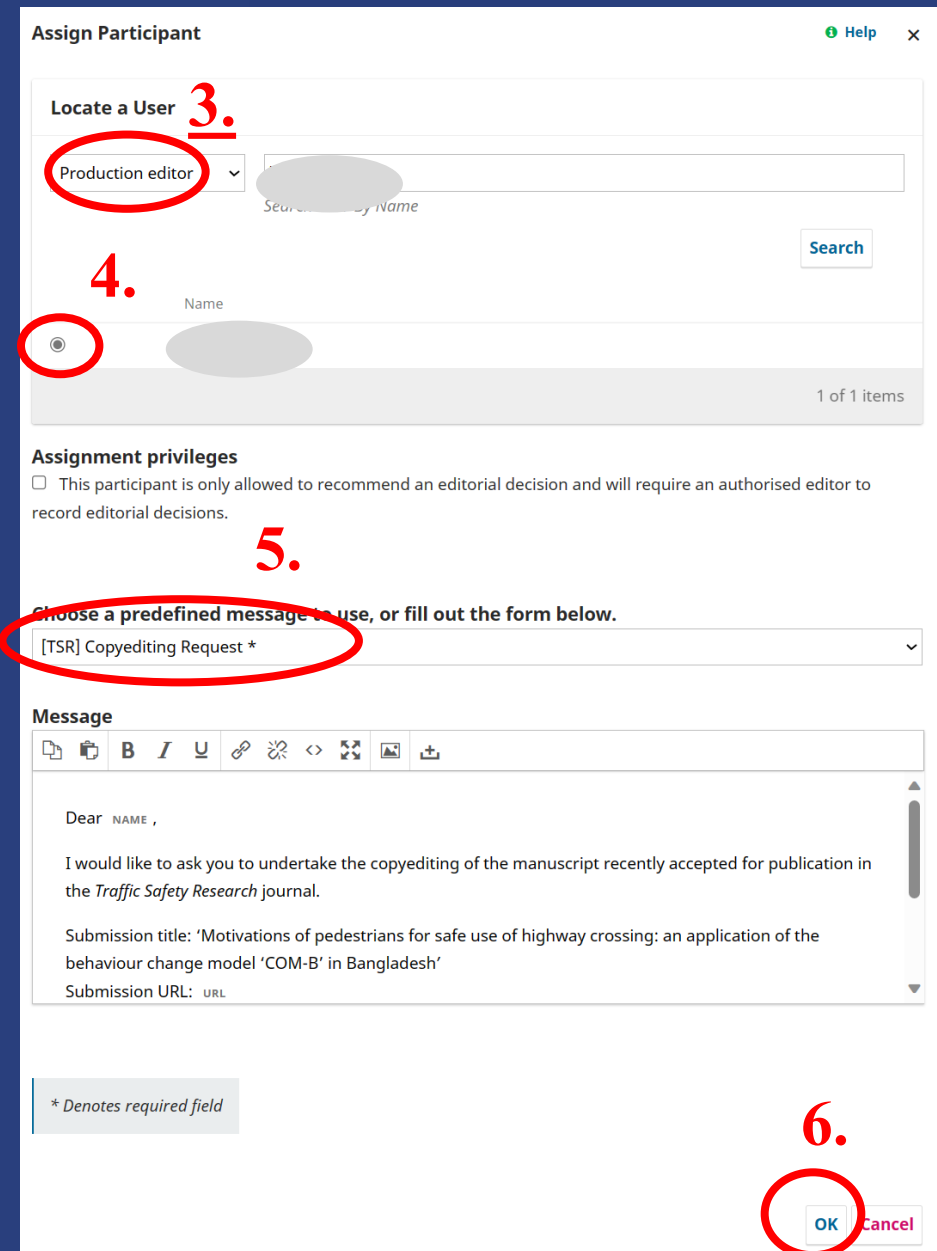
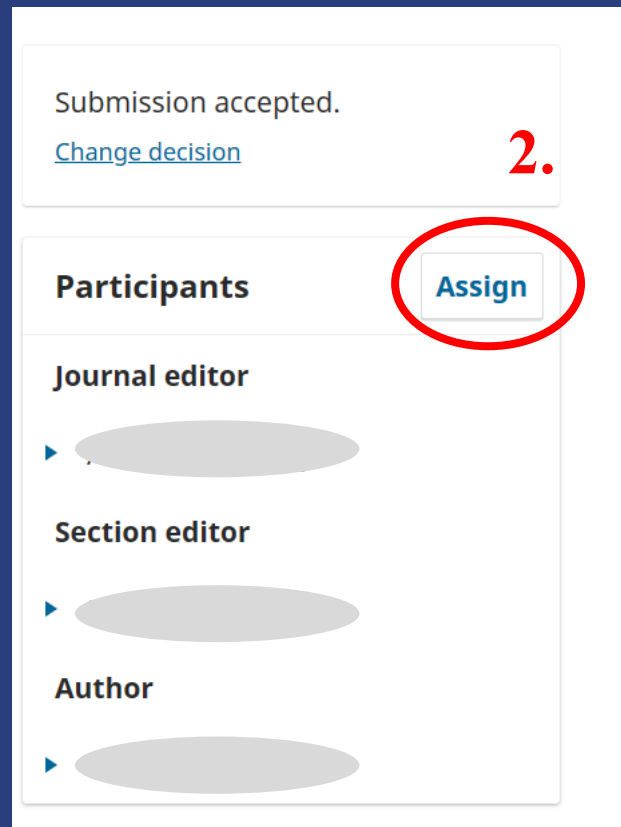
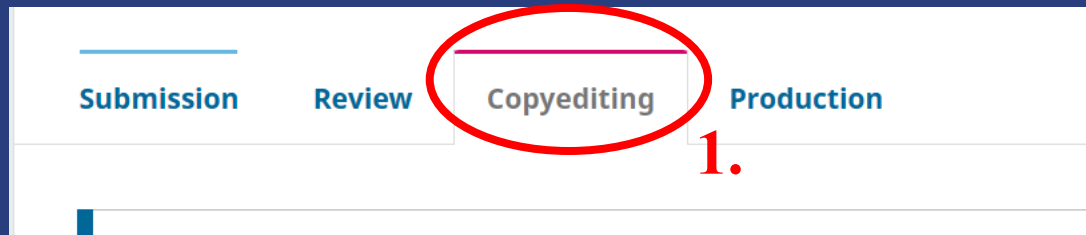
# Handling revisions

Once the authors have submitted their revisions, you can:

- Accept submission & send it to copyediting
- Start a new review round



# Delivering accepted paper to Production Editor



[www.tsr.international](http://www.tsr.international)

