

# Instructions for Handling editors

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.

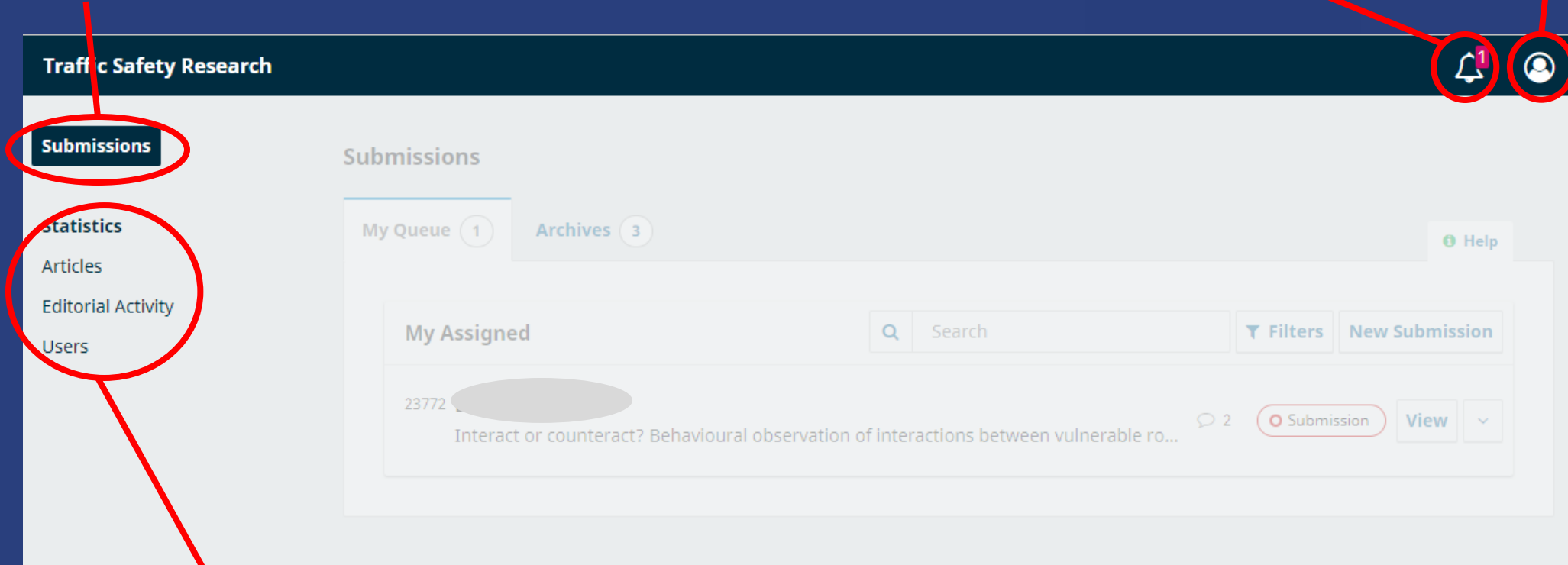
Once a paper is accepted, it is taken over by **Production editor** (through editor-in-chief).

# 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...)



Journal statistics & logs

# Browsing assigned submissions

List of active submissions  
assigned to you

Old submissions  
that you handled

The screenshot shows the 'Submissions' page of the Traffic Safety Research (TSR) system. The page has a dark blue header with the 'Traffic Safety Research' logo and a notification bell. A left sidebar contains navigation links: 'Submissions' (highlighted with a red arrow and '1.'), 'Statistics', 'Articles', 'Editorial Activity', and 'Users'. The main content area is titled 'Submissions' and features two tabs: 'My Queue' (with a count of 1, circled in red) and 'Archives' (with a count of 3, circled in red). A red arrow points from the text 'List of active submissions assigned to you' to the 'My Queue' tab. Below the tabs, there is a section titled 'My Assigned' with a search bar, 'Filters', and a 'New Submission' button. A submission entry is visible with the ID '23772', a blurred title, and a description starting with 'Interact or counteract? Behavioural observation of interactions between vulnerable ro...'. To the right of the entry are a comment icon with the number '2', a 'Submission' button, and a 'View' button (circled in red with a red arrow and '2.'). A red arrow points from the text 'See submission details' to the 'View' button. A 'Help' link is located in the top right corner of the main content area.

**1.**

**2.**

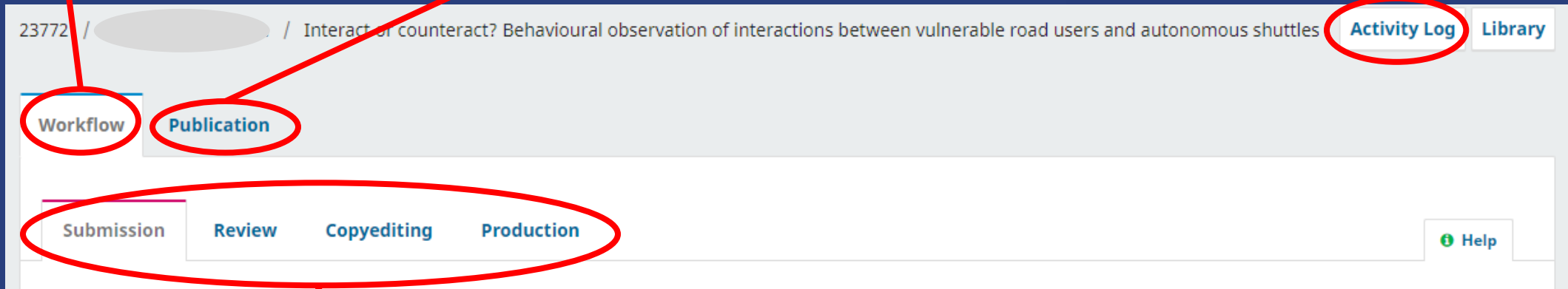
**See submission details**

# 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

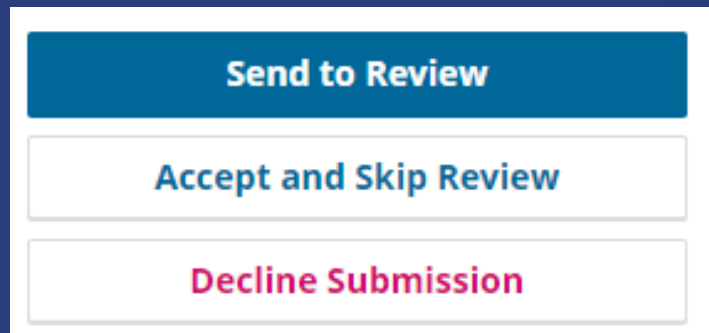
**New submission**

# 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)

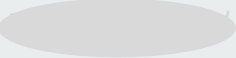
Technically, you can accept a paper directly, but you should not do so at this stage (*TSR* is a peer-reviewed journal).

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 light gray with blue text 'Accept and Skip Review'. The bottom button is light gray with red text 'Decline Submission'.

Send to Review
Accept and Skip Review
Decline Submission

# New submission


## 4. Make your decision

23772 /  Interact or counteract? Behavioural observation of interactions between vulnerable road users and autonomous shuttles [Activity log](#) [Library](#)

**Workflow** **Publication**

**Submission** [Review](#) [Copyediting](#) [Production](#) [Help](#)

**Submission Files** [Search](#) [Upload File](#)

 58711	211223Paper draft - VRU interactions_formatted.docx	24 December 2021	Manuscript text
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[Download All Files](#)

**Pre-Review Discussions** [Order](#) [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">[TSR] Handling Editorial Assignment</a>	alaureshyn	2021-12-25 12:50	0	<input type="checkbox"/>
<a href="#">[TSR] Handling Editorial Assignment</a>	alaureshyn	2021-12-25 12:52	0	<input type="checkbox"/>


**Participants** [Assign](#)

**Section editor**



[Test Testosteron](#)

**Author**



**Actions:** [Send to Review](#) [Accept and Skip Review](#) [Decline Submission](#)

## 3. Get acquainted with the manuscript

You can communicate through OJS environment at all stages

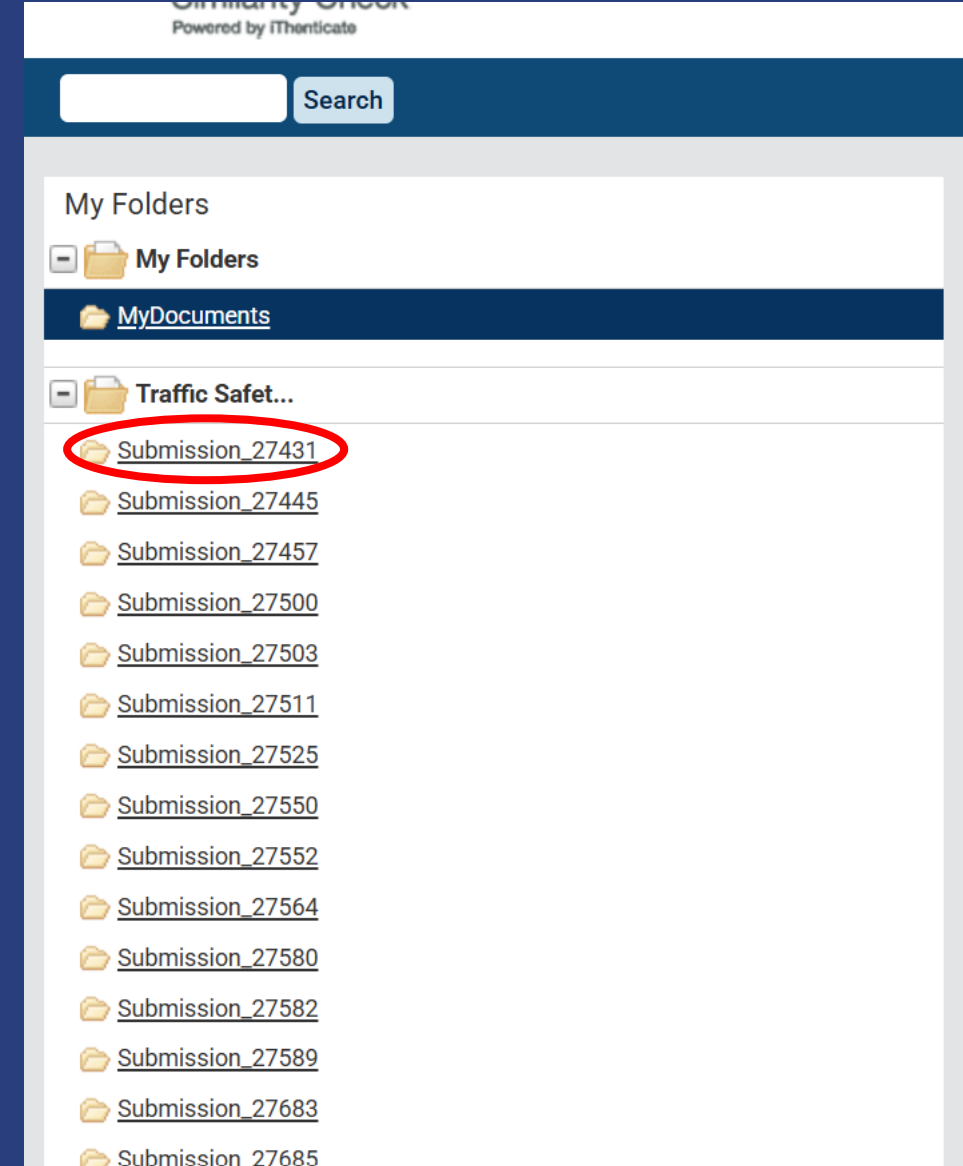
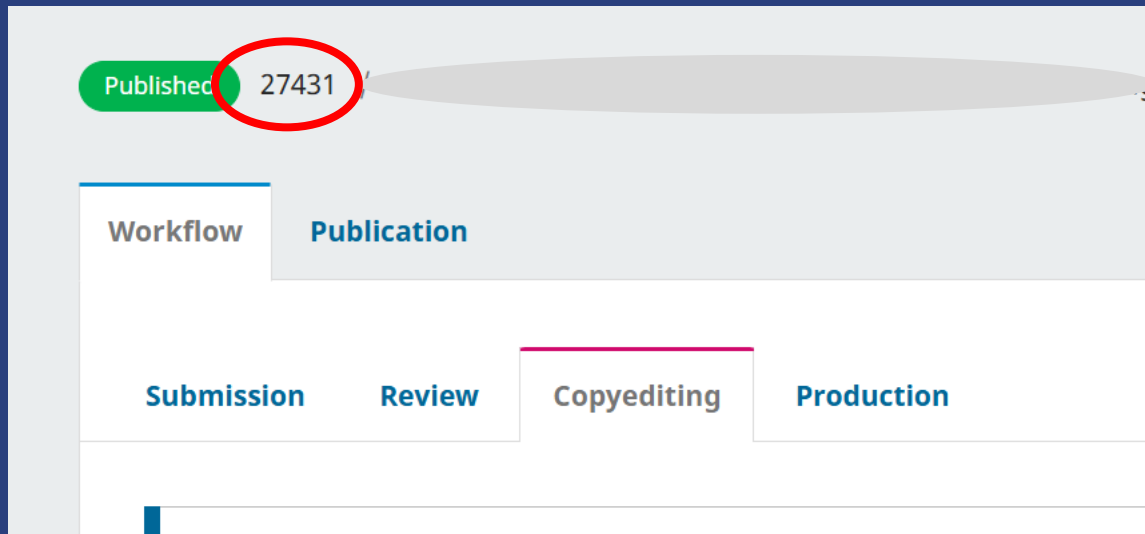


# Plagiarism check

Go to [www.crosscheck.ithenticate.com/login](http://www.crosscheck.ithenticate.com/login)

Login provided separately

Find your submission by the ID number



# Decline submission

## Decline Submission

Decline Submission

Send Email

☒ Send an email notification to the author(s):

☐ Do not send an email notification

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Dear

Thomas

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*'.

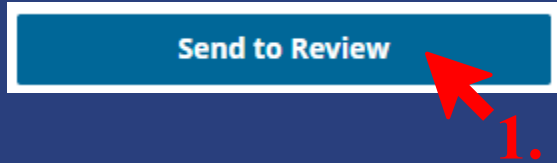
Our decision is to: **Reject without Review**

Please provide motivation

Record Editorial Decision


Cancel

# Send to peer review



Send to Review ×

Select files below to send them to the review stage.

Submission Files				<input type="text" value="Q Search"/>	<input type="button" value="Upload File"/>
<input type="checkbox"/>		58711	211223Paper draft - VRU interactions_formatted.docx	24 December 2021	Manuscript text

2. Important!!! Choose files to share with reviewers

3.

# Initiating review

# Reviewing

The screenshot shows a journal submission workflow interface. At the top, there are tabs for 'Workflow' and 'Publication'. Under 'Workflow', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' sub-tab is active, and it contains a 'Round 1' button (circled in red) and a 'New Review Round' button. A red arrow labeled '1.' points to the 'Submission' sub-tab, and another red arrow labeled '2.' points to the 'Review' sub-tab. Below the sub-tabs, there is a 'Round 1 Status' section with the text 'All reviewers have responded and a decision is needed.' To the right of this section, there is a 'Help' button. Below the status section, there are three main sections: 'Review Files', 'Reviewers', and 'Revisions'. The 'Review Files' section has a 'Search' button and an 'Upload/Select Files' button. The 'Reviewers' section has an 'Add Reviewer' button and a table with reviewer information. The 'Revisions' section has a 'Search' button and an 'Upload File' button. On the right side of the interface, there is a 'Participants' section with an 'Assign' button. In the center-right, there are three buttons: 'Request Revisions', 'Accept Submission' (circled in red), and 'Decline Submission' (circled in red). A red arrow points from the text 'To take a decision after a review round' to the 'Accept Submission' button. A red arrow points from the text 'Current review round' to the 'Round 1' button. A red arrow points from the text 'Original manuscript' to the 'Review Files' section. A red arrow points from the text 'Revised manuscript & response to comments' to the 'Revisions' section. A red arrow points from the text 'Reviewers & comments' to the 'Reviewers' section. In the bottom left corner, there is a yellow circular logo with the letters 'TSR'.

Workflow Publication

Submission Review Copyediting Production

1. 2.

Round 1 New Review Round

Round 1 Status

All reviewers have responded and a decision is needed.

Help

Review Files Search Upload/Select Files

No Files

Reviewers Add Reviewer

Test Testosteron Reviewer Thanked Anonymous Revert Recommendation: Decline Submission Reviewer/Disclosed Author Decision

Revisions Search Upload File

No Files

Request Revisions

Accept Submission

Decline Submission

Participants Assign

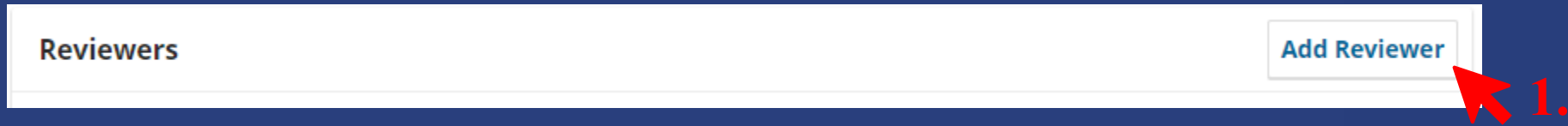
Journal editor

Author

Web Admin

TSR

# Inviting reviewers



A screenshot of the "Add Reviewer" modal window. At the top, it says "Add Reviewer" with a close button (X). Below this is a section titled "Locate a Reviewer". Inside this section, there is a search bar with a magnifying glass icon and the word "Search", and a button labeled "Filters" with a funnel icon. The search bar and the "Filters" button are circled in red. Below the search bar, there is a list of reviewers. The first reviewer is "Technical University of Denmark, DTU", with a "0" rating and "Never assigned" status, and a list of topics: "single accidents, cycling safety, hospital data". To the right of this reviewer is a "Select Reviewer" button and a dropdown arrow. The second reviewer is "Student", with a "0" rating and "Never assigned" status. To the right of this reviewer is also a "Select Reviewer" button and a dropdown arrow. The third reviewer is partially visible at the bottom.

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

# Reviewer is already registered

Add Reviewer

Locate a Reviewer

Q

X

Filters

Filters

Rated at least

Reviews completed

Days since last review assigned

Polytechnique Montreal

ID <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**

**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**

**Files To Be Reviewed** [Search](#)

<input checked="" 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)

## 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**

**Username**

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

**Email \***

**3. Generate user name**

### 3. Generate user name

The image shows a screenshot of an email client interface. At the top, there is a toolbar with icons for copy, paste, bold, italic, underline, link, unlink, code, insert, image, and attachments. Below the toolbar, the email title is "Email to be sent to reviewer". The email body starts with "Dear NAME," followed by a large red heading "4. Check & edit e-mail text". The main text of the email reads: "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." Below this, it says: "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**." The email ends with "Thank you for considering this request."

## 4. Check & edit e-mail text

Important Dates	
2022-01-02	2022-01-16
<i>Response Due Date</i>	<i>Review Due Date</i>

# Reviewer is NOT registered


6. Check that correct files are shared with the reviewer

×

Close File Selection

Files To Be Reviewed

Search

<input checked="" 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)

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

Review Type

☐ Anonymous Reviewer/Anonymous Author

☒ Anonymous Reviewer/Disclosed Author

☐ Open

\* Denotes required field

Add Reviewer

Cancel

8. Choose this option (default)

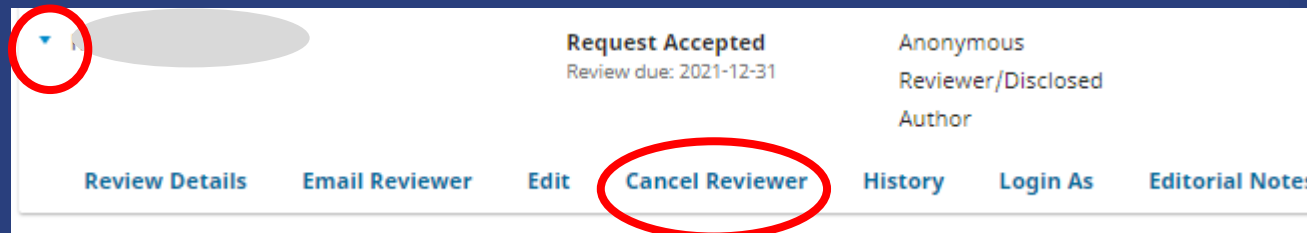
9. Add reviewer



# Handling reviews

# Handling a review

1. An auto-reminder is sent once when 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.



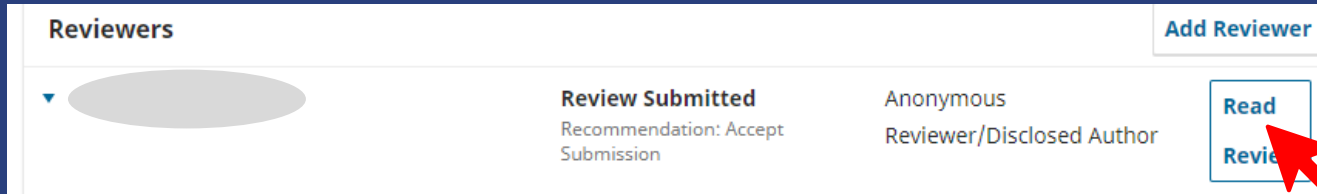
## Delayed reviews

If a reviewer does not respond in reasonable time, consider:

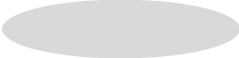
- Contacting the reviewer through other channels (if you know each other well)
- inviting another reviewer

It is important to check the status frequently (once per week), ‘sleeping reviews’ are highly unlikely to come.

# Handling a review



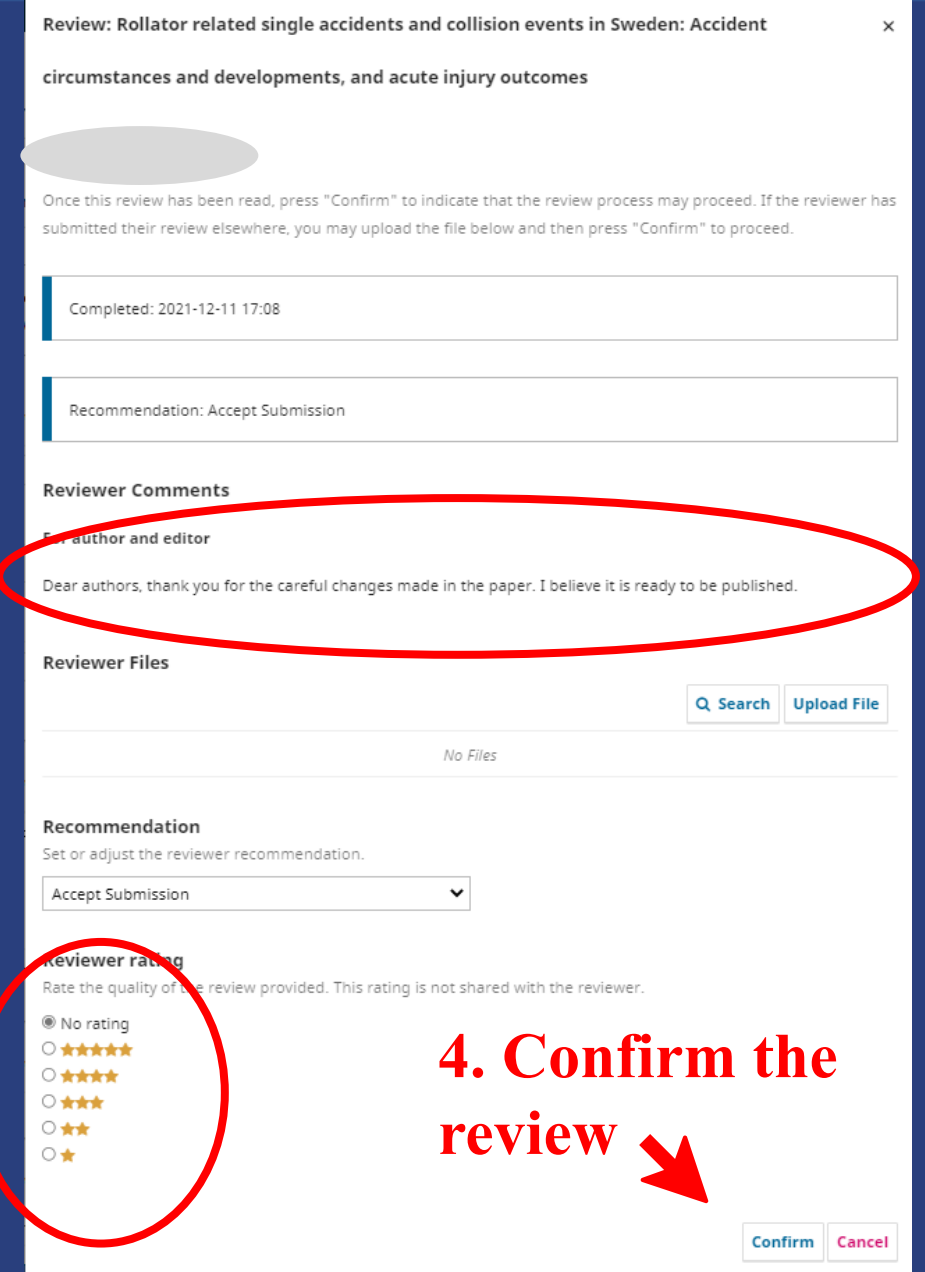
**Reviewers** Add Reviewer

	<b>Review Submitted</b> Recommendation: Accept Submission	Anonymous Reviewer/Disclosed Author	<b>Read Review</b>
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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

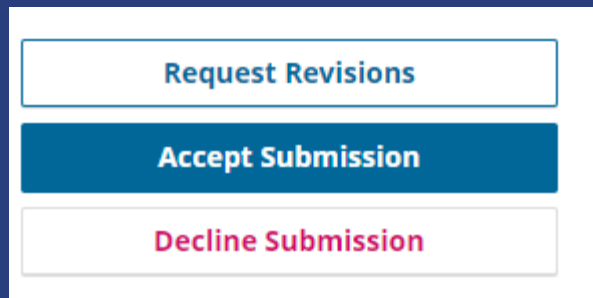
4. Confirm the review

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



A screenshot of a web interface for making a decision on a submission. It features three stacked buttons within a white container. The top button is white with a blue border and contains the text 'Request Revisions' in blue. The middle button is solid blue with white text 'Accept Submission'. The bottom button is white with a red border and contains the text 'Decline Submission' in red.

Request Revisions
Accept Submission
Decline Submission



# Taking a decision after a review round

Technically, there are two options to choose from.

However, the author will receive exactly the same email, so do not think too much here. You can always reconsider later.

# 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

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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

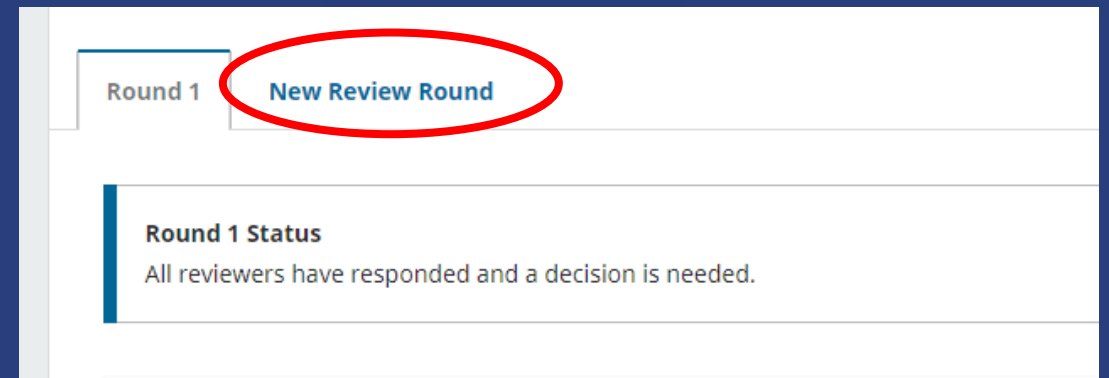
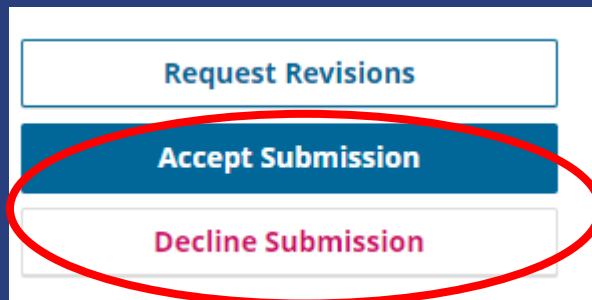
Send a copy of this email notification by BCC to the following reviewers

# Handling revisions

Once the authors have submitted their revisions, you can:

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

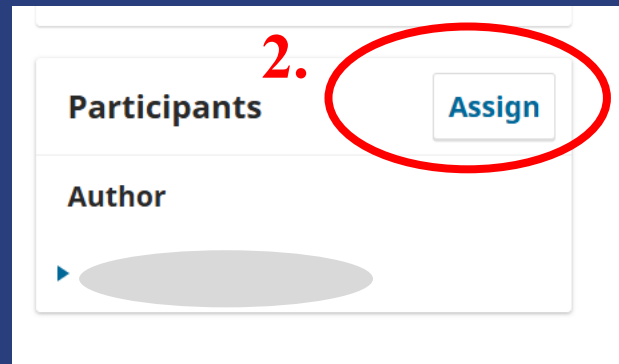
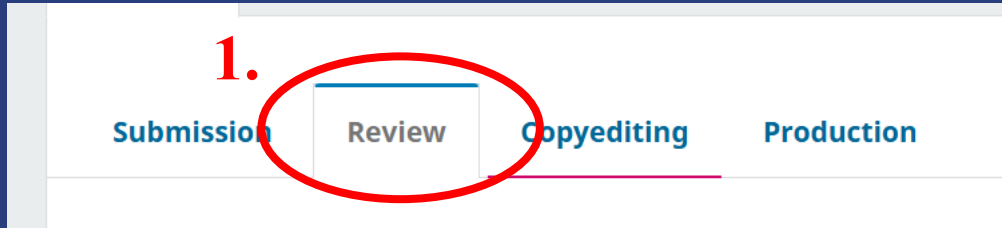
A decision after ONE review round is preferred.



# Delivering for production



# Delivering accepted paper for production



Assign Participant Help ×

**Locate a User** 3.

Journal editor  Search User By Name Search

4. Name

☒ Aliaksei Laureshyn

☐ Test User1

17 of 17 items

**Assignment privileges**

☒ This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

5. (leave empty)

Choose a predefined message to use, or fill out the form below.

**Message**

\* Denotes required field

6. OK Cancel

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

