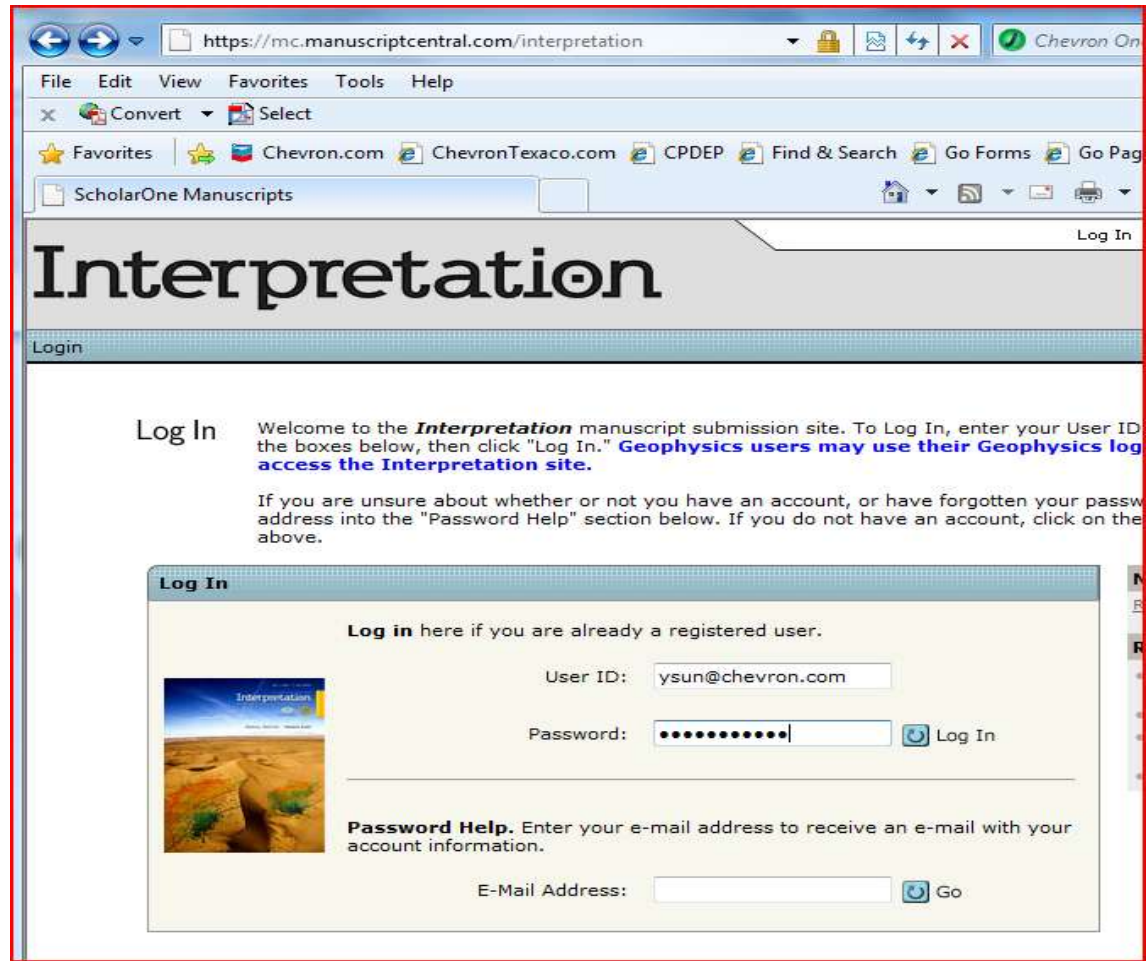


A Tutorial for Associate Editors (AEs)

5 May 2013

Login to ScholarOne Manuscript Handling System: <https://mc.manuscriptcentral.com/interpretation>

Authors, SEG staff, editors, reviewers all use the online system to handle manuscripts -- No paperwork, no emails of large files, and no loss of messages.



How is a paper assigned to an Associate Editor (AE)?

A paper goes to the inviting editor as indicated by the submitting author unless the inviting editor is also a coauthor.

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INT-2013-0013 Submitted: 22-Feb-2013; Last Updated: 28-Apr-2013; 44 days, 10 hours in review

Seismic azimuthal anisotropy analysis after hydraulic fracturing
Zhang, Kui (contact); Marfurt, Kurt; Guo, Yanxia; Zhang, Bo; Thompson, Amanda

Interpretation for Unconventional Resources

Minor Revision (07-Apr-2013)
a revision has been started

AE: O'Brien, John (proxy)
EIC: Sun, Yonghe
ADM: Sheral, Barbara and (proxy)
ADM: Cartwright, Barbara (proxy)

If no special section or inviting editor has been identified, the paper goes to the EIC and then to a member of the editorial board.

If the submitting author does not indicate an inviting editor and the paper is for a special section, then the paper goes to one of the editors for that special section.

If your paper was invited by an Associate Editor or Editor, please enter the inviting editor's name in the field below.

O'Brien, John Kurt J. Marfurt

After login, select “Associate Editor Center”

https://mc.manuscriptcentral.com/interpretation

File Edit View Favorites Tools Help

Convert Select

Favorites Chevron.com ChevronTexaco.com CPDEP Find & Search Go Forms Go Pager Human Resources

ScholarOne Manuscripts

Edit Account | Instructions & Forms | Log Out | **Get Help Now**

Interpretation

SCHOLARONE™ Manuscripts

Main Menu

You are logged in as Yonghe Sun

Welcome Welcome to the *Interpretation* site. To begin working please click the appropriate center link below. You can return to this screen to change centers, when necessary, by clicking the 'Main Menu' link at the top left hand corner of the page.

[Author Center](#) [Reviewer Center](#) [Associate Editor Center](#) [Administrative Center](#)

[EIC Center](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)
- Switch to a different publication:

Select...

Dash to the action items or search by wildcards

The screenshot shows the ScholarOne Manuscripts Associate Editor Dashboard. At the top, there is a navigation bar with links for 'Edit Account', 'Instructions & Forms', 'Log Out', and 'Get Help Now'. The main header reads 'Interpretation' and 'SCHOLARONE Manuscripts'. Below this is a 'Main Menu' with a link to 'Associate Editor Dashboard'. The dashboard content includes a 'Dashboard' section with a brief overview of manuscript access. A 'Quick Search' section on the right provides instructions on using wildcards in the search field. The 'Associate Editor Lists' section on the left contains four numbered categories: '1. Associate Editor Queue', '2. Reviewing Queue', '3. Recommendation Queue', and '4. Invited Papers'. Each category has a list of action items with counts. Two yellow callout boxes with red arrows highlight specific features: one points to the search field in the 'Quick Search' section, and the other points to the 'Assign Reviewers' link in the 'Associate Editor Queue'.

Use wildcards to search manuscripts. E.g., *2012-0044*, *2013*, or * to find all manuscripts ever assigned to you.

Dash to the action items

1. Associate Editor Queue

- 0 Select Reviewers
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 1 [Assign Reviewers](#)

2. Reviewing Queue

- 1 [Awaiting Reviewer Scores](#)
- 0 Overdue Reviewer Scores

3. Recommendation Queue

- 0 Awaiting AE Recommendation

4. Invited Papers

- [GO](#) Create a Manuscript Stub

Quick Search

You may conduct a search for manuscripts by entering a search string in the search field. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search:

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Keywords: Pick

* Subject Areas: Pick

Select a manuscript from either action items on the dashboard or manuscript search results.

Interpretation

Edit Account | Instructions & Forms | Log Out | [Get Help Now](#)

SCHOLARONE™ Manuscripts

Search

Manuscript ID

Main Menu → Associate Editor Dashboard → Assign Reviewers

You are logged in as Yonghe Sun

View Manuscripts

To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link. [Read More ...](#)

Assign Reviewers Manuscripts 1-1 of 1

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
INT-2013-0045	Utilizing 3D Seismic Exploration Data for Seabed Mapping and Geohazard Studies: A Case Study from Makassar Straits, Indonesia, and a 'Look to the Near Future'. [View Submission]	22-Apr-2013	AE: Sun, Yonghe EIC: Sun, Yonghe ADM: Sheral, Barbara and ADM: Cartwright, Barbara	<input checked="" type="checkbox"/>
Technical Paper (if no special section applies)	Farouki, Mazin		Assign Reviewers (Due 04-May-2013) less than 1 day overdue 2 active selections; 2 invited; 0 agreed; 1 declined; 0 returned	

Export to CSV

Manuscripts 1-1 of 1

Find Reviewers

If a reviewer is not in the system, creating a new reviewer account is very simple.

The screenshot shows the 'Author's Preferred / Non-Preferred Reviewers' section with a blue circle around the title. Below it is a table with columns: Name, Keywords, Institution, Roles, Current / Past 12 Months, Days Since Last Review, and Add. The table is empty, showing 'No people entered'. To the right is the 'Create Reviewer Account' form with fields for Salutation, First (Given) Name, Last (Family) Name, and E-Mail Address. A blue circle highlights the name fields, and a red arrow points from the yellow text box to this circle. A 'Create and Add' button is at the bottom.

The screenshot shows the 'Quick Search' and 'Related Papers Search' sections. Below them is the 'Auto-Suggest' section with a list of 'Select a Keyword...' options. A red arrow points from the yellow text box below to the 'Auto-Suggest' section.

The screenshot shows the 'Advanced Search' form for 'Reviewer Account Information'. It has fields for Salutation, First (Given) Name, Middle Name, Last (Family) Name, Degree, E-Mail Address, Comments, Institution, Department, City, State/Province, Postal Code, Country, and Roles. A red arrow points from the yellow text box below to the 'First (Given) Name' and 'Last (Family) Name' fields.

Do not use auto-suggest reviewers. Too many editors use the same reviewers.

Do not forget to select and invite the reviewers after you have found them!

The "Advance Search" with first and last names is most useful.

When to make the decision recommendation

If the number of returned reviews \geq reviews required, it is time to “make a decision recommendation”. Whenever you are copied on a reminder to a reviewer, you should check whether you have enough reviews to make a decision recommendation and whether additional reviewers are needed.

You can increase the number of required reviews to be \geq the number of returned reviews to go back to “awaiting reviewer score”. You would want to do this if some reviews are not due yet and you need the additional reviews to make a recommendation. Please do not wait for an overdue reviewer without assigning additional reviewers, however, because the wait for a promising and nonperforming reviewer can lead to indefinite delay.

2	Tatham, Robert (R0) pref University of Texas at Austin, Jackson School of Geosciences, Dept. of Geological Sciences proxy	Agreed	Invited: 02-May-2013 Agreed: 02-May-2013 Due Date: 23-May-2013 Time in Review: 3 Days. view full history edit reminders	<input checked="" type="checkbox"/>
3	Verm, Richard (R0) Geokinetics Processing, Inc. proxy	Minor Revision: QC by the associate editor is sufficient. A full review is not required. View Review rescind	Invited: 02-May-2013 Agreed: 04-May-2013 Due Date: 25-May-2013 Review Returned: 05-May-2013 Time in Review: 0 Days. # in Decision Letter: 2 view full history	<input checked="" type="checkbox"/>

Make Recommendation

Agreed: 02-May-2013; 3 days, 16 hours in review

AE: [O'Brien, John \(proxy\)](#)
EIC: [Sun, Yonghe](#)
ADM: [Sheral, Barbara and \(proxy\)](#)

Awaiting Reviewer Scores

013; 3 days, 17 hours in review

[O'Brien, John \(proxy\)](#)
[Sun, Yonghe](#)
[Sheral, Barbara and \(proxy\)](#)

Reviews

reviews required to make decision: 2

[Sil, Samik](#)

- Accept: The required revision is so minor that QC by authors is sufficient.
- [view review](#)
- [rescind](#)

[Verm, Richard](#)

- Minor Revision: QC by the associate editor is sufficient. A full review is not required.
- [view review](#)
- [rescind](#)

Progress

reviews required to make decision: 3

active selections: 3

Invited: 3 ✓

Agreed: 3 ✓

Declined: 0

returned: 2

Save

Create Reviewer Account

Salutation: ---

req First (Given) Name:

req Last (Family) Name:

Decision Recommendation

Choose "Accept" if the minor revision is not a fatal flaw and AE does not need to see the revision again.

Choose "Minor revision" If reviewers are no longer required and AE wants to QC some key revisions.

Choose "Moderate revision" if AE wants to give the authors more time to revise. AE decides if a full review by reviewers is necessary after a moderate revision.

Rating	Outstanding	Very Good	Good	Fair	Poor
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

req Do you want your name revealed to the author? "No" is required. If Yes, please serve as an anonymous reviewer instead and ask the EIC to re-assign the paper to another AE. Yes No

- Accept: The required revision is so minor that QC by authors is sufficient.
- Minor Revision: QC by the associate editor is sufficient. A full review is not required.
- Moderate Revision: Full evaluations by reviewers are required. "Minor" and "Moderate" differ in revision time granted, not necessarily the extent of revision. "Moderate" can be major, depending on reviewer comments and author resources and abilities.
- Reject: The paper is not within the journal's scope, does not contain publication-worthy materials, or the reviews and revision(s) have not significantly improved the paper. Further processing is not likely.

Comments

Confidential Comments to the

Comments to the Author

Comments to Authors helps the authors improve their paper and helps the EIC justify the editorial decision.

Do not send a minor revision to reviewers.

AE turnarounds – a few days

- Turnaround – a few days
 - Invite and assign reviewers
 - Make a recommendation.
- To keep the journal efficient,
 - Please do not wait for the reminders or deadlines to take actions.
 - Please check the need of additional reviewer assignments regularly to prevent excessive delay.
 - Please do not send a “minor revision” to reviewers. A full review can take a couple of months with minimal return for a minor revision.