

A Tutorial for Assistant Editors

24 May 2016

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<https://mc.manuscriptcentral.com/interpretation>

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Main Menu

The co-editors of a special sections serve as an Associate Editor (AE) who invites reviewers for a paper and makes editorial decision recommendations. A tutorial for AEs can be found at <https://library.seg.org/INT-AE-tutorial>.

 [Author Center](#)

 [Reviewer Center](#)

 [Associate Editor Center](#)

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 [Administrative Center](#)

 [Assistant Editor Center](#)

Special section organizer serves as the Assistant Editor (ASE) who distributes papers to co-editors and makes intermediate (on revising manuscripts) decisions. The staff may also distribute the paper if the author has identified the inviting editor (AE).

Assigning AE or Make ASE Decision (Recommendation)

Main Menu / Assistant Editor Dashboard

Search

Manuscript ID ▾

Manuscript Title

Adv. Manuscript Search

If the number of tasks are not zero, the ASE has a task which, should be done in a day or two most of the time. (The actual deadline is set for one week.)

peer review status by clicking on the status queue title. The number of manuscripts in that status. You may search for specific manuscripts or conduct an "Advanced Search" by clicking the link below (located in the top right corner of the screen). For tips on conducting searches, click the following link: [Read](#)

Assistant Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

1. ASE Tasks


1 [Assign AE](#)

0 [Awaiting ASE Recommendation](#)

2. AE Tasks

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. 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:  Edit

Manuscript ID:

Assign AE to the editor who invited the paper if possible (see next slide)

The screenshot displays a manuscript management interface. On the left, a vertical sidebar contains three tabs: 'Manuscript Information' (circled in blue), 'Audit Trail', and 'Manuscript Files'. The main content area is divided into several sections. At the top right, there is a button labeled 'Assign AE' (circled in blue). Below this, the manuscript details for 'INT-2014-0181' are shown, including submission and update dates, and a list of actions like 'Thin-bed prediction by seismic geomorphology-constrained waveform analysis in Wheeler (stratal-slice) domain', 'Zeng, Hongliu (contact)', 'Thin beds', and 'Assign AE (Due 03-Sep-2014)'. To the right of these details, the current Associate Editor (AE) status is listed as 'Not Assigned', along with the Editor in Chief (EIC) and Associate Managing Editors (ADM and ASE). Below the manuscript details, there is a section for 'Associate Editor List' with a table that has columns for 'Order', 'Name', 'Status', 'History', and 'Remove'. A dropdown menu is open under the 'Name' column, showing 'Pick from a list:' and 'Select an AE (# Current Assignments)'. A red arrow points from the 'Assign AE' button to this dropdown menu. Another red arrow points from the 'Manuscript Information' tab to the 'Assign AE' button.

Manuscript Information

INT-2014-0181 Submitted: 27-Aug-2014; Last Updated: 27-Aug-2014; 2 days, 0 hours in review

- Thin-bed prediction by seismic geomorphology-constrained waveform analysis in Wheeler (stratal-slice) domain
- Zeng, Hongliu (contact)
- Thin beds
- Assign AE (Due 03-Sep-2014)

AE: Not Assigned
EIC: Sun, Yonghe
ADM: Sheral, Barbara and
ADM: Cartwright, Barbara
ASE: Marfurt, Kurt

Audit Trail PDF Supplementary Files Original Files Abstract Cover Letter

Associate Editor List

Order	Name	Status	History	Remove
Pick from a list:	Select an AE (# Current Assignments)			<input type="checkbox"/> View Details <input checked="" type="checkbox"/> Assign

Although you can click on the dropdown menu to select and assign an AE from your special section at this point, you should expand the "Manuscript Information" and tab see whether a particular editor had invited the paper and assign the paper to that editor if there is no conflict of interest. See next slide.

Assign AE to the editor who invited the paper if specified unless there is a conflict of interest

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Manuscript Information

INT-2014-0183 Submitted: 28-Aug-2014

- Detecting fold structures at the southern flank of the Neogene Vienna geophysical methods
- Chwatal, Werner (proxy) (contact); Häusler, Hermann; Kreuzer, Ingrid; Scheibz, Jürgen; Steirer, Friedrich
- Geophysical Imaging and Interpretation of Outcrops
- Assign AE (Due 04-Sep-2014)

8 hours in review
subsurface

AE: Not Assigned
EIC: Sun, Yonghe
ADM: Serral, Barbara and (proxy)
ADM: Cartwright, Barbara (proxy)
ASE: Van Dam, Remke (proxy)

Step 1: Expand "Manuscript Information"

Step 3: Assign the paper to the inviting editor

Assign AE

PDF + Supplementary Files Original Files Abstract Cover Letter

Author Non-Preferred Reviewers:	
Author's Cover Letter:	I met Remke Van Dam at the EGU at Vienna and he ask me to contribute the subject of my poster to the special issue of Interpretation "Geophysical imaging and interpretation of outcrops" for the year 2015. I want to thank him for this opportunity.
Custom Questions:	Show

Step 2: Expand to "show" additional Q/A list

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

Remke L. Van Dam

It is OK and common for the ASE to also serve as AE of the same paper. The ASE level was introduced so the organizer of a special section can match the papers to the AEs by expertise and see all the papers submitted to the special section.

ASE Decision

- Accept
 - minor revision, but ASE or AE does not need to see it again
 - Auto-notifying EIC
 - EIC makes final decision
- Minor revision
 - AE and ASE need to see revision, full review is not needed
 - ASE customizes decision letter to author
- Moderate revision
 - More time is given to author to revise than minor revision
 - AE decides whether full review is required
 - ASE customizes decision letter to author
- Reject
 - Auto-notifying EIC
 - EIC makes final decision

Design flaw: Do not enter comments for authors here! The system-generated draft decision letter (to be customized by ASE and EIC) only copies comments of reviewers and AE (but not of ASE) into the decision letter. ASE's comments to authors need to be entered to the into the decision letter directly by the ASE for revisions when customizing the letter to authors.

Submit will pop up a letter for the ASE to customize if the decision is to revise the paper. If the "submit" is successful (i.e., all required fields are filled) the tab should disappear.

Interpretation web pages

- *Interpretation* home page
 - <https://library.seg.org/journal/inteio>
- Special sections
 - <https://library.seg.org/INT-special-sections>
- Tutorial for Associate Editors
 - <https://library.seg.org/INT-AE-tutorial>
- Information for Authors
 - <https://library.seg.org/INT-instructions>
- Online submission
 - <https://mc.manuscriptcentral.com/interpretation>
- Manuscript template
 - <https://library.seg.org/INT-ms-template>