MANUSCRIPTLINK

User Manual

- Editor -

Required for Review Process (1) New Manuscripts (2) Revised Manuscripts (0) Manuscripts Evaluated Previously

ID	Manuscript Title	Submission Date	Message	Review Process	Action
1 14M-11-015	How Effective Are Capital and Politic Controls in Asia	11/05/2014	💬	Ethan Martin (Academic Technology Services) **Assigned** (01/24/2017) Jacob Thomas (Guardian Scholars Program) **Invited** (01/24/2017)	Review Management...
2 14M-11-016	Trade Linkages and Crisis Spillovers for Taiwan and Hongkong	11/05/2014	💬		Review Management...

1 - 2 / 2

🟢 : The number of manuscripts waiting your action

« ‹ 1 › »

- When you log in, the main menu bar with the role (Author, Reviewer, Editor-in-Chief, Associate Editor, Guest Editor, Manager, etc.) is at the top of the screen. (*The name of the role may be set differently for each journal.)

- The above screen appears when Manuscripts Management is clicked. The screen is composed of tabs by manuscript status where you can manage them. At this time, the tab name for each role may be different.

- Click 'Review Management' menu to manage reviews.

Review Management Screen

‹ Back to List

- ☰ **Manuscript Information** - Original
- ☑ **Review Management** - Original

Manuscript Information

ID 14M-11-015 (Status: Under review)

Title How Effective Are Capital and Politic Controls in Asia

Track Regular Track

Type Research Paper

Author(s) Baharum Tsolmon (Division of Social Work, 생명공학부) (Submitter, Corresponding Author*)
Xiaoqing Gong (Civil Engineering Tech, 컴퓨터공학과)
Zheng Bao (General Education Society, 컴퓨터공학과)

Keywords Asia   capital and politic controls

Submit Review Results to Editor-in-Chief ⌄ ❶ Please click this arrow button to handle review results.

Reviewers Selected

Email	Name	Institution	I	A	C	Review Status	Review Results	Action
demo.use**@ **nuscriptlink.com	Ethan Martin	Academic Technology Services	0	2	6	◑ Assigned 01/24/2017 -Due Date- 03/07/2017		Dismiss
demo.use**@ **nuscriptlink.com	Jacob Thomas	Guardian Scholars Program	1	2	10	◔ Invited 01/24/2017		Cancel

◔ Invite: Invited reviewer can decide whether accept or decline review.
◑ Assign: Assigned reviewer can not decide whether accept or decline review.
📌 : This Reviewer decided to review again the revised version of this manuscript.

- After checking the Manuscript Information, select the appropriate reviewer candidate.
- Select reviewer inviting/assigning first and proceed to the list.
- The selected reviewer will be listed in the 'Reviewers Selected' list, and the steps to select the appropriate reviewer follow.

Reviewer search bar

1) Select a Reviewer from Reviewer Pool Member list

☐ A ☐ B

5 ▼		‹	1	›			Enter to search

Division ▲	Email ⇕	Degree ⇕	Name ⇕	Institution ⇕	I ⇕	A ⇕	C ⇕	Action
A	demo.use**@ **nuscriptlink.com	Ph.D.	Isabella White	College of Continuing Education	0	1	7	Select

1 - 1 / 1

👤 : The user's personal information is related to current search query
🏷 : The user's expertise is related to current search query

- The Reviewer Pool manages the list of reviewers separately for some journals.

- In this case, you can select the reviewer from the list of managed reviewers, and if the journals are managed by the division of the reviewer, you can use it to filter.

- In the list of reviewers, I stands for the current number of invited reviews (journal total).

- A stands for the current number of assignments (journal total).

- C stands for the number of reviews completed (journal total) so far.

- You can refer to this information when selecting a reviewer.

- You can also search for a reviewer's name, email, institution, and interest (expertise) in the search bar and use the search results.

or

2) Select a Reviewer from journal members or those who submitted papers (except Board Members)

Email	Degree	Name	Institution	I	A	C	Action
demo.use**@**nuscriptlink.com	Ph.D.	Daniel Wilson	Center for Teacher Quality	0	1	6	Select
demo.use**@**nuscriptlink.com	Ph.D.	Donghyun Kim	Daehan University	0	0	11	Select

1 - 2 / 2

👤 : The user's personal information is related to current search query
🏷️ : The user's expertise is related to current search query

- If a person has a history of submitting manuscripts to journals, or is a member such as a manager or an associate editor, that person is qualified to review the manuscript.

- As a second option, you can choose those who submitted a paper to the journal at least one time or journal members.

or

3) Select a Reviewer from registered user list

Email	Degree	Name	Institution	I	A	C	Action
demo.user**@**nuscriptlink.com	Ph.D.	Matt Shin	Hankuk University	0	0	0	Select
demo.user**@**nuscriptlink.com	Ph.D. Candidate	Gina Ki	Hankuk University	0	0	0	Select
demo.user**@**nuscriptlink.com	M.S.	Nathaniel Seo	Hankuk University	0	0	0	Select
demo.user**@**nuscriptlink.com	B.S.	Dana Lee	Hankuk University	0	0	0	Select
demo.user**@**nuscriptlink.com	Undergraduate	Nina Yun	Hankuk University	0	0	0	Select

1 - 5 / 48

👤 : The user's personal information is related to current search query
🏷 : The user's expertise is related to current search query

- If you do not find a suitable reviewer among the above selection options, you can search among ManuscriptLink users and select a reviewer.

- ManuscriptLink users include users of all other journals/ conferences as well as their journals so a wide ranging search is possible.

or

4) Select a Reviewer from Author-preferred Reviewers

Email	Degree	Name	Institution	I	A	C	Action
demo.user** @ **nuscriptlink.com	Ph.D.	Matt Shin	Hankuk University	0	0	0	Select

👤 : The user's personal information is related to current search query
🏷️ : The user's expertise is related to current search query

- Some journals allow authors to select/recommend their preferred reviewers at the time of submission.

- If the author selects/recommends a preferred reviewer, he/she can be selected as a reviewer.

- If this reviewer has a ManuscriptLink account, you can select him/her immediately.

- If this reviewer does not have a ManuscriptLink account, you need to request account creation and submit a review request. Please refer to the next page for how to request review through account creation.

or

5) Select a Reviewer after creating his/her account

Email

First Name

Last Name

Institution

Department

Degree

Ph.D.

Country

Afghanistan   × ▾

Salutation

Prof.

Create & Select ➤

ⓘ **The above account created by you will be rightly informed to the person through an email and the confirmation about the account creation will be also requested to him/her.**

- If you couldn't find an appropriate reviewer among the previous options, you can create the reviewer's account and select the reviewer.

- If you know the e-mail (e-mail is used for ManuscriptLink ID), you can create the account of the reviewer and proceed with the review request.

- When you enter the correct information and click the Create & Select button, the account is created and the reviewer is selected immediately. (An e-mail will be sent to the reviewer when he/she is invited or assigned a review.)

Reviewers Selected

Email	Name	Institution	I	A	C	Review Status	Review Results	Action
demo.use**@ **nuscriptlink.com	Ethan Martin	Academic Technology Services	0	1	7	✅ Complete 01/24/2017	🟢 Accept	
demo.use**@ **nuscriptlink.com	Ali Kumar	Business & Administrative Services	0	0	8	✅ Complete 01/24/2017	🟢 Accept	
demo.use**@ **nuscriptlink.com	Sofia Garcia	Center for Economic Education	0	0	8	✅ Complete 01/24/2017	🟢 Accept	
demo.use**@ **nuscriptlink.com	Jacob Thomas	Guardian Scholars Program	1	2	10	⭕ Invited 01/24/2017		Cancel
demo.use**@ **nuscriptlink.com	Isabella White	College of Continuing Education	0	1	7			Invite Assign Remove

⭕ Invite: Invited reviewer can decide whether accept or decline review.
🟡 Assign: Assigned reviewer can not decide whether accept or decline review.
📌 : This Reviewer decided to review again the revised version of this manuscript.

- When you have selected the appropriate reviewer in the previous section, it will be listed in the 'Reviewers Selected'.

- If you click the Invite button, it will proceed with a review invitation.

- The reviewer can decline the review Invitation.

Reviewer Invitation

📢 [Demo Usage] When you send a review invitation email to a reviewer, he/she can accept the invitation after entering the URL contained in the email delivered to him/her.

Subject

Invitation to review a manuscript (14M-11-015, JAEP)

Text

Dear Ms. Isabella White,

There is a following manuscript submitted to Journal of Asian Economics and Politics (Demo) and I believe it falls within your area of expertise. So, we would like to invite you as a reviewer for it.

Track: Regular Track
Manuscript ID: 14M-11-015
Title: How Effective Are Capital and Politic Controls in Asia

A copy of the manuscript's abstract is attached to this e-mail. We request that your review be completed by within 6 weeks. If you are unable to meet this schedule or you are unable to perform the review due to some reasons, it would be helpful if you would suggest a colleague that could review the manuscript.

Please click on the following link to let us know whether or not you are able to review this manuscript

URL: https://www.manuscriptlink.com/journals/jaep/reviewInvitation/fd9ca238a5dc4c04b072b400f54afd39

We realize that our expert reviewers greatly contribute to the high standards of the journal, and I thank you for your present and/or future participation.

Please do not delete or modify the URL in the above text.

↺ Back To Reviewers List   Invite & Send E-mail ➔

- After checking the contents of the e-mail invitation, click the 'Invite & Send E-mail' button and an e-mail will be sent to the reviewer.

Reviewer Assignment

Reviewer Assignment

Subject

Review assignment and its information (14M-11-015, JAEP)

Due date

03/07/2017

(If you want to change the due date, click the calendar icon)

Text

Dear Ms. Isabella White,

There is a following manuscript submitted to Journal of Asian Economics and Politics (Demo) and I believe it falls within your area of expertise and you are a well-qualified scholar. So, we would like to assign a reviewer to you for the manuscript.

Track: Regular Track
Manuscript ID: 14M-11-015
Title: How Effective Are Capital and Politic Controls in Asia

We ask you to complete your review evaluation by 03/07/2017 and provide the comments to our review system. Please click the following url and complete your review.

* Online System URL: https://demo.manuscriptlink.com

If you forgot your password, please click the link in "Forgot your password?" section of the page shown by the above URL and insert your email (username) in the input form shown.

Best regards,

Ali Kumar, Associate Editor

Please do not delete or modify the URL in the above text.

↺ Back To Reviewers List

Assign & Send E-mail ➜

- **Unlike the Invitation, Reviewer assignment can not be declined.** Therefore, it is mainly used for quick reviews.

- When assigning a reviewer, a due date is set up by the manager. If you want to change the due date, you can specify a date by clicking the calendar icon.

Reviewers Selected

Email	Name	Institution	I	A	C	Review Status	Review Results	Action
demo.use**@ **nuscriptlink.com	Ethan Martin	Academic Technology Services	0	1	7	✔ Complete 01/24/2017	● Accept	
demo.use**@ **nuscriptlink.com	Ali Kumar	Business & Administrative Services	0	0	8	✔ Complete 01/24/2017	● Accept	
demo.use**@ **nuscriptlink.com	Sofia Garcia	Center for Economic Education	0	0	8	✔ Complete 01/24/2017	● Accept	
demo.use**@ **nuscriptlink.com	Jacob Thomas	Guardian Scholars Program	1	2	10	○ Invited 01/24/2017		Cancel
demo.use**@ **nuscriptlink.com	Isabella White	College of Continuing Education	0	1	7			Invite Assign Remove

○ Invite: Invited reviewer can decide whether accept or decline review.
◑ Assign: Assigned reviewer can not decide whether accept or decline review.
📌 : This Reviewer decided to review again the revised version of this manuscript.

- When the reviewers have completed their review, you can check the review results. At this time, you can check the review results by clicking the "Complete" link.

Handle Review Results ⌄ ❶ Please click this arrow button to handle review results.

Handle Review Results ⌃

> ❶ This manuscript has been configured to aggregate at least 3 review results before decision.

- Some journals are configured to specify the number of reviews to aggregate and process the appropriate number of reviews.

- If a set number is not filled, the `Handle Review Results` section will be hidden and you may not be able to do anything depending on the settings.

- If the number of reviews aggregated is reached, the `Handle Review Results` section will be opened automatically and the review results can be processed. Continue on the next page.

Submit Review Results to Editor-in-Chief ⌄

> ⓘ In this section, you can report review results to Editor-in-Chief and delegate review decision to him/her.

Recommendation

Accept	▼

Comments to Author(s)

Comments to Editor-in-Chief

☑ Check to allow Manager to see this comment

Submit to Editor-in-Chief ➤

- When the associate editor or the guest editor completes the manuscript review, the editor-in-chief is sent the review results. (For Journals without an associate editor/ guest editor system, the editor-in-chief will judge the final publication without the screen above.)

- The above screen allows to recommend and send the review results to the editor-in-chief.

Handle Review Results ⌃

ⓘ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

Decision for Current Version of Manuscript

Select ▾

***** Comments to Author(s)**

Message to Manager (Confidential to Authors)

Decision ➦

- Some journals are configured to allow the associate editor or the guest editor to process the results of a paper, such as accepting or rejecting publication.

- The screen above allows the associate editor, not the editor-in-chief, to make the final decision on the paper.

Handle Review Results ⌄

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

◉ Final Decision   ○ Recommend Review Result to Editor-in-Chief

Decision items you can judge as Associate Editor
🟠 Revision Requested 🔴 Reject

Decision items you can recommend review result to Editor-in-Chief
🟢 Accept

ℹ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

Decision for Current Version of Manuscript   [Select ▾]

* Comments to Author(s)   [   ]

Message to Manager (Confidential to Authors)   [   ]

[Decision ➡]

- Some journals are configured to allow the associate editor or the guest editor to process the results of a paper, such as accepting or rejecting publication, or to forward the results to the editor-in-chief.

Handle Review Results ⌄

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

◉ Final Decision   ○ Recommend Review Result to Editor-in-Chief

Decision items you can judge as Associate Editor
● Revision Requested ● Reject

Decision items you can recommend review result to Editor-in-Chief
● Accept

ⓘ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

Decision for Current Version of Manuscript

Select ▾

* **Comments to Author(s)**

Message to Manager (Confidential to Authors)

Decision ➤

- The above screen allows a final decision through a combination of both.

Handle Review Results ⌄

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

◉ **Final Decision**

○ **Recommend Review Result to Editor-in-Chief**

Decision items you can judge as Associate Editor
🟠 **Revision Requested** 🔴 **Reject**

Decision items you can recommend review result to Editor-in-Chief
🟢 **Accept**

ℹ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

- You will be able to handle review results according to decision item.

- Using the above screen as an example, the associate editor judges whether to select Revision Requested or Reject.

- For Accept, the review result is reported to editor-in-chief.

Handle Review Results ⌄

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

◉ Final Decision

◯ Recommend Review Result to Editor-in-Chief

Decision items you can judge as Associate Editor
🟠 Revision Requested 🔴 Reject

Decision items you can recommend review result to Editor-in-Chief
🟢 Accept

ℹ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

- In the above screen, check the appropriate radio button to decide whether to judge review result yourself, `Final Decision` or to send a recommendation to the editor-in-chief, `Recommend Review Result to Editor-in-Chief,` to select how to handle review results.

Handle Review Results ⌄

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

◉ **Final Decision**   ○ **Recommend Review Result to Editor-in-Chief**

Decision items you can judge as Associate Editor
🟠 **Revision Requested** 🔴 **Reject**

Decision items you can recommend review result to Editor-in-Chief
🟢 **Accept**

ℹ This journal is configured to allow final decision by Associate Editor.
In this section, you can judge final decision and send review result to authors without report to Editor-in-Chief.

Decision for Current Version of Manuscript

Select ▲

* Comments to Author(s)

Select
Revision Requested
Reject

- When `Final Decision` is checked, the above screen appears.
- When the comments to the author(s) are entered and a decision is made, the final decision will be emailed to the author.

Handle Review Results ∨

Please check radio button to decide whether judge review result yourself or recommend to Editor-in-Chief

○ **Final Decision**   ◉ **Recommend Review Result to Editor-in-Chief**

Decision items you can judge as Associate Editor
🟠 **Revision Requested** 🔴 **Reject**

Decision items you can recommend review result to Editor-in-Chief
🟢 **Accept**

ⓘ In this section, you can report review results to Editor-in-Chief and delegate review decision to him/her.

Recommendation

| Accept | ▲ |

| | |

| Accept | |

Comments to Author(s)

- When `Recommend Review Result to Editor-in-Chief` is checked, the above screen appears.

- After selecting the review results/Recommendation to be delivered to the editor-in-chief, enter the comments to send to the editor-in-chief.

- At this time, a notice will be sent to the editor-in-chief and they will make the final decision regarding whether or not to publish.

Decision for Current Version of Manuscript

Associate Editor's Recommendation   🟠 **Revision Requested**   (Prof. Ali Kumar, Business & Administrative Services)

Decision for Current Version of Manuscript

Select ▾

Comments to Author(s)

Message to Associate Editor and Manager (Confidential to Authors)

Decision ➔

- The editor-in-chief can make a decision for final publication when the associate editor/guest editor sends the review results or when the paper is currently being reviewed.

- At this time, it can be decided whether or not to publish by referring to the Associate Editor's Recommendation as shown in the screen above for the journals using the associate editor/editor/guest editor system.