

PAGEPress Style

THE EDITOR-IN-CHIEF'S MANUAL

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CONTACT

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CHAPTER 1.

Editorial roles

To ensure high standards of fairness, quality and integrity of the Journal, prompt and supportive communication between **all** actors involved in the editorial process is essential.

The success of a journal depends on the tight support that the Editors-in-Chief and the Editorial Board Members of each journal provide to PAGEPress staff, by contacting authors and collaborators, getting sponsors and publicity, working together to develop new ideas and strategies for the Journal's growth.

1.1. Editor-in-Chief (EiC)

The EiC is the Scientific Editor, responsible for the Journal scientific content. Supported by the Editorial Board Members, the main role of the EiC is to review and select manuscripts for online publication in our journals; all his/her duties must be managed directly **online** through the Journal website.

His/her responsibilities include:

- all academic and other issues relating to scientific matters;
- defining and overseeing Journal strategy and its delivery;
- appointing/leading the Editorial Board;
- stimulating new submissions;
- handling complaints through the Publication Ethics Subcommittee;
- promoting the Journal (together with our Marketing Office) *e.g.*, representing it at international and national scientific and publishing meetings.

1.2. Managing Editor

The Managing Editor is responsible for the general management of the whole editorial process: she/he ensures that all deadlines regarding submissions, peer review and final preparation of proofs are respected. She/he is the main contact of the Journal whose main task is to manage the relationships between all the people involved (Authors, Reviewers, EiC and EB members, Production Office, etc.).

The Managing Editor must be copied in every e-mail and must always be informed about any issue concerning the editorial process to supervise/solve any problem.

Both the Managing Editor and EiC are Senior Editors and can search, assign, cancel reviewers, register editorial decisions and notify authors.

Content of every scientific issue will be decided by the EiC; the Managing Editor is always at his/her disposal to discuss any urgent issue. The Managing Editor's role is of a purely supervisory nature.

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office@pagepress.org

1.3. Editorial Board Members

The Editorial Board Members are scientists who have specific experience in a particular field. The active involvement of the EB members is of the utmost importance to the success of the Journal.

Their responsibilities include:

- examining manuscripts and providing critical review input and recommendations (main task: act as Reviewers);
- submitting at least one paper a year;
- recommending potential high quality reviewers in their area of expertise;
- contributing to the Journal's growth, *i.e.*, supporting its diffusion within the scientific community, informing professional acquaintances about the Journal and asking for new submissions.

1.4. Associate/Section Editors

When appointing the Editorial Board, the EiC **may** decide to select a few members to act as Associate/Section Editors. They could be assigned to a specific paper related to their field of expertise to act on behalf of the EiC in the peer review phase (first evaluation of new submission; reviewers assignment; suggestion about the final editorial decision). The Associate Editors must be aware of the amount of work needed, should they become Section Editors, so it is important to explain to them their specific role and duties, before involving them.

1.5. Reviewers

Those articles which fail to reach the scientific standards of the Journal may be declined without further review. Those articles which satisfy the requirements of the Editorial Board will be sent to a maximum of three referees.

Referees (reviewers) are experts in the field who have agreed to provide a rapid assessment of the article. Every effort should be made to provide an editorial decision as to acceptance for publication within 4-6 weeks of submission.

The Editorial Board of each Journal is responsible for the final selection of Referees to conduct the peer review process for that Journal; everyone is strongly invited to read the policy about the Reviewers' role shared at PAGEPress (<http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3356>).

The names of Referees are not made available to Authors (blind peer review). However, Referees are informed as to the identity of the Authors whose articles are subject to review.

All members of the Editorial Board and Referees are asked to declare any competing interests they may have in reviewing a manuscript.

1.6. Production/Marketing Offices

Production and Marketing Offices are made up of several people, such as Copyeditors for the English/formatting check, Layout Editors for the pagination of papers, leaflets and other promotional materials, Marketing Manager for supporting/guiding the EiC/EB in the Journal launch and promotion.

The contribution of the EiC/EB is crucial for the Journal's growth and in it becoming a unique and recognized publication.

They are invited to contact the Marketing Manager (marketing@pagepress.org), to propose ideas/cooperate in several ways.

Examples:

- check out interest in cooperating with our Journal for congress/meeting proceedings or for working in a *contra* deal with us (sponsorship or link exchange);
- commit a significant amount of time to Journal issues and work constructively with Production Office staff to meet the Journal deadlines;
- engage with new publishing technology, becoming ambassadors for the Journal, with a good understanding of current issues in academic society publishing (mainly Open Access, etc.).

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CHAPTER 2.

Peer review process

When a paper is submitted, the Managing Editor assigns it to her/himself and to the Editor-in-Chief. They are both Editors and can search, assign, cancel reviewers, register editorial decisions and notify authors (obviously, only the EiC has the scientific competence, so the Managing Editor will always ask him/her the decision and will register it on the system only after his/her confirmation).

After a quick check, if the EiC thinks that the paper is suitable and fits with the scope of the Journal, he/she has to assign/suggest three-four possible reviewers.

Being an online Open Access Journal, we are expected to manage papers quicker than a traditional printed journal. In particular, the peer review should be completed within 4-6 weeks from the submission at the latest, except for unexpected circumstances.

The EiC commitment in this phase is very much appreciated: a *thoughtful and careful* choice of the most suitable and reliable reviewers ensures the Journal can respect timing and schedules.

There is not a fixed number of reviewers. Sometimes those invited first accept immediately, while sometimes they do not reply or decline, so we have to cancel them and find new ones. Obviously, in this case, the peer review process slows down.

This is another important step of the peer review phase: if the Reviewers do not reply (accepting/declining) within 6-7 working days, they have to be replaced and the EiC has to suggest new names.

The most important thing is that each editorial step must be carried out via the system (to track each action). We cannot manage informal decisions.

IMPORTANT: To avoid any possible delay, the EiC has to focus on two steps:

- i) Peer review phase: the EiC should provide his/her STRONG support to the Managing Editor until at least 2-3 reviewers have confirmed their willingness to do the review;**
- ii) Copyediting phase: the EiC is responsible for the scientific content, but before accepting a paper, he/she also has to make sure that it matches PAGEPress Editorial Style (you are warmly invited to carefully read the Guidelines for Authors). Otherwise, the Managing Editor/Copyeditor are entitled to ask for further editorial/formatting edits and/or changes.**

CONTACT

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2.1. Standard issue vs Special issue

As according to the Open Access policy, all papers are published as soon as they have been accepted and copyedited, by adding them to the 'current' volume's Table of Contents.

These papers follow the standard peer review process explained above.

If the EiC would like to publish a Special issue, he/she has to contact both the Managing Editor and the Marketing Manager, to decide together the best way to organize the process.

2.1.1. Special issue: editorial process

There are usually two alternative options:

- i) Standard peer review: submit the papers using the online system, assign independent reviewers, make the editorial decision, re-evaluate the revised version of the paper, and so on;
- ii) Out-of-system peer review: the EiC (sometimes supported by a Guest Editor) reviews each paper personally, and once all the papers (invited, previously arranged, etc.) are corrected and ready for publication, he/she has to forward them all to the Managing Editor.

In that case, papers will not go through the standard peer review phase. That is to say, they will immediately be accepted after submission; the EiC is responsible for their contents.

In both cases (due to pagination rules), ALL the papers involved in the issue are published all together *en bloc*.

The EiC must inform the Managing Editor about his/her willingness to organize a Special issue (and choose one of the two alternative options), **before inviting any submissions to be made.**

2.1.2. Special issue: marketing process

To publish proceedings, special issues, abstract books, etc., taken from meetings or congresses (online-only or printed), the EiC has to contact the Marketing Manager to discuss any details/cost estimate/sponsorships/working in *contra* deal, etc.

CONTACT

CHAPTER 3.

How to use the system

When you receive the 'Assignment message' of a work, you can click on the URL contained in the e-mail, which addresses you directly on the work page. Otherwise, you can access the Journal site by using your IDs.

If you access with your IDs, you will be directed to your 'User Home', which lists your roles in the Journal (Figure 1).

example

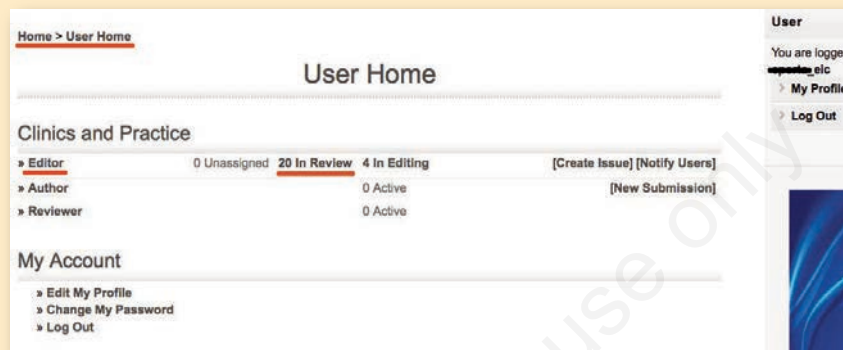


Figure 1

Choose the role 'Editor'. The system will open the page of the 'Submissions in Review' assigned to you (Figure 2).

example

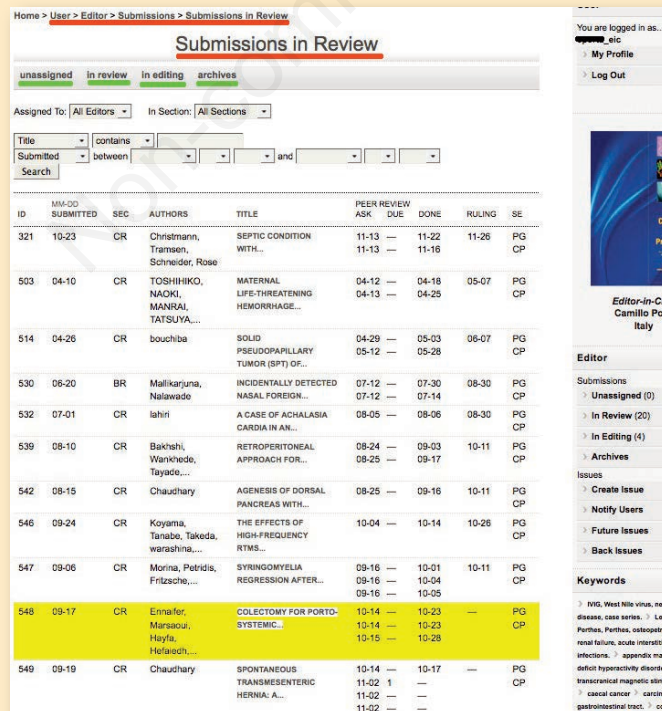
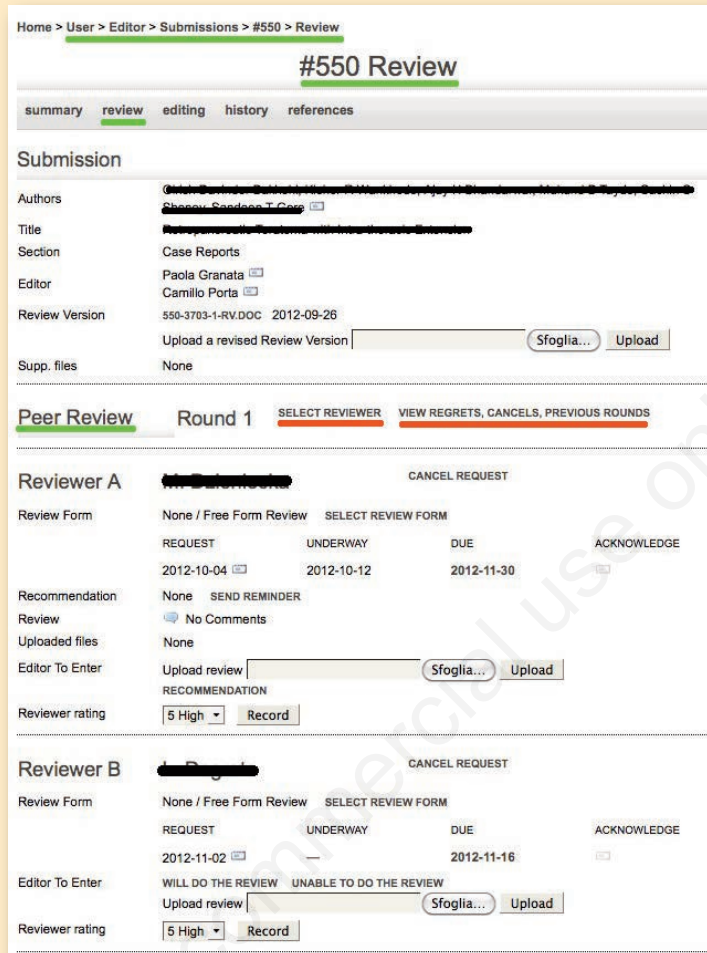


Figure 2

Selecting and clicking on the title of the work, the system opens the page 'Review' of the paper for which you have to select and assign reviewers (Figure 3).



Home > User > Editor > Submissions > #550 > Review

#550 Review

summary **review** editing history references

Submission

Authors: [Redacted]
 Title: [Redacted]
 Section: Case Reports
 Editor: Paola Granata [icon], Camillo Porta [icon]
 Review Version: 550-3703-1-RV.DOC 2012-09-26
 Upload a revised Review Version: [input] Sfoglia... Upload
 Supp. files: None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A [Redacted] [CANCEL REQUEST](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2012-10-04 [icon]	2012-10-12 [icon]	2012-11-30 [icon]	[icon]

Recommendation: None [SEND REMINDER](#)
 Review: [icon] No Comments
 Uploaded files: None
 Editor To Enter: Upload review [input] Sfoglia... Upload
 RECOMMENDATION
 Reviewer rating: [5 High] [Record](#)

Reviewer B [Redacted] [CANCEL REQUEST](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2012-11-02 [icon]	—	2012-11-16 [icon]	[icon]

Editor To Enter: WILL DO THE REVIEW UNABLE TO DO THE REVIEW
 Upload review [input] Sfoglia... Upload
 Reviewer rating: [5 High] [Record](#)

Figure 3

example

To do so, in the sub-Peer Review section of this page, you can find the links 'Select Reviewer' and 'View regrets, cancels, previous rounds'.

Clicking on 'Select Reviewer', you are directed to the page of the reviewers already registered into the Journal site (Figure 4).

At this point there are two alternatives:

- i) if the contacts identified as reviewers are already in the list [you can use the 'Search' button under 'Select Reviewer' (orange arrow) with search fields of interest, name, username, e-mail], you can assign the paper to them by using the key-button 'Assign' (at the end of the row, for each name listed - red arrow) and the system will list the name chosen on the 'Review' page of the work;
- ii) if you want to assign reviewers who are not present, they have to be created and registered into the system. To do this, use 'Create new reviewer' (on the page listing the reviewers - blue line). The system will open the next page requiring all the

basic information (name, family name, reviewing interests, e-mail address, etc.); then, after saving (key-button 'Save' at the end of the page) the new name will be listed.

The new reviewer must then be assigned, as indicated above, point: i).

example

Home > User > Editor > Submissions > #550 > Review > Reviewers

Reviewers

Select Reviewer

Last name: [Abdulla] contains Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER | MEDLINE | PUBMEDCENTRAL

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
AAAAAAAAAA AAAAAAA		N/A	0	—	—	0	ASSIGN
DR. MARIT AARONES		N/A	0	—	—	0	ASSIGN
KEITH AARONSON		N/A	0	—	—	0	ASSIGN
DR. K.T. ABABNEH	Preventive Dentistry, periodontitis, dental anomalies	N/A	1	3	2012-09-16	0	ASSIGN
DR. L. ABBASOĞLU		N/A	0	—	—	0	ASSIGN
JOSEPH A ABBOD		N/A	0	—	—	0	ASSIGN
DR. HISHAM H. ABD EL-AAL		N/A	0	—	—	0	ASSIGN
DR. WALID M. ABDALLA		N/A	1	0	2011-11-07	0	ASSIGN
DIAA EL DIN ABDEL-HAKIM		N/A	0	—	—	0	ASSIGN
DR. OMAR ABDEL-WAHAB		N/A	0	—	—	0	ASSIGN
LAWAN ABDU		N/A	0	—	—	0	ASSIGN
DR. R. ABDULLA	Pediatric Cardiology, Cardiac Surgery, Vascular Surgery, Atrial septal defect, Congenital heart disease	N/A	0	1	2012-05-15	0	ASSIGN

Figure 4

At this point, after having selected and assigned the referees, you have to send them the request for the review. In the page 'Review' of the work, now there are all the names selected as Referees and under each one there are four 'columns': Request, Underway, Due, Acknowledge (Figure 5, in green).

example

Reviewer D R. Abdulla CLEAR REVIEWER

Review Form None / Free Form Review SELECT REVIEW FORM

Request still has to be sent → REQUEST UNDERWAY DUE 2012-11-22 ACKNOWLEDGE

Figure 5

Under the first column (Request), there is an envelope-shaped icon. By selecting it, you are displayed the e-mail message to send the request for review. The text is pre-compiled; you just need to send it by clicking 'Send'.

After sending the e-mail, under the column 'Review' appears the date on which the request has been made and under the column 'Due' (in blue) the date by which the Referee is required to record his comments appears.

In this e-mail request, the Referee always find a URL that bring him/her directly to the page 'Summary' of the work, where the abstract can be seen. The complete file of the paper can be displayed and downloaded only if the Referee accepts the task.

To do so, the Referee has a special button, which records the decision and sends an automatic message to the Editor and to the Editorial Office of his/her acceptance. All Editors assigned to the work at this point can see that, under the name of the Reviewer, appears in the 'Underway' column, the date on which the Referee has accepted.

The Referee may also decline the invitation to the review, again by a link, and the system automatically sends the Editor and the Editorial Office the message 'Unable to review'. In this case, the Reviewer's name is automatically removed from the work. When at least two Referees have completed their review, the work is highlighted in yellow on the list of Submissions assigned to the specific Editor, indicating that an action is required (*e.g.*, Figure 2).

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CHAPTER 4.

How to register decisions

When a Reviewer has completed the review, the Editors receive a notify message. Then the Editors can send him/her the acknowledgment message via the system and wait for other Reviewers' comments.

In your role as EiC you have to take a look at the comments and, if you think they are enough to correctly evaluate the paper (this is up to you as you are the EiC), you can take your editorial decision.

If you think that the comments do not provide an adequate overview, you can assign additional Reviewers. When you have enough comments about the manuscript, you have to take your editorial decision.

This has to be done via the system:

- i) at the end of the 'Review' page, you find the section 'Editor Decision' (Figure 1, **in green**). You can see 'Select decision': you have to choose in the menu window one of the 4 standard decisions and then click on the button 'Record Decision' (Figure 1, **in red**);
- ii) at this point, once the decision has been recorded, you can send the Author your editorial decision with the Reviewers' comments, clicking on the small envelope next to 'Notify Author' (Figure 1, **in blue**).

example

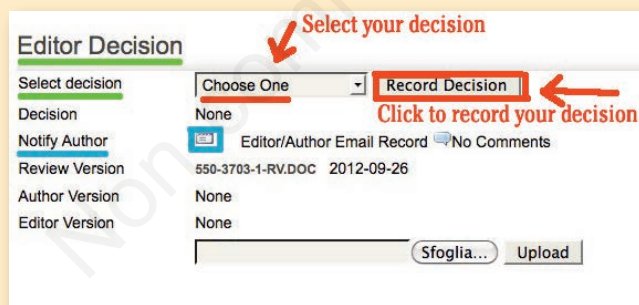


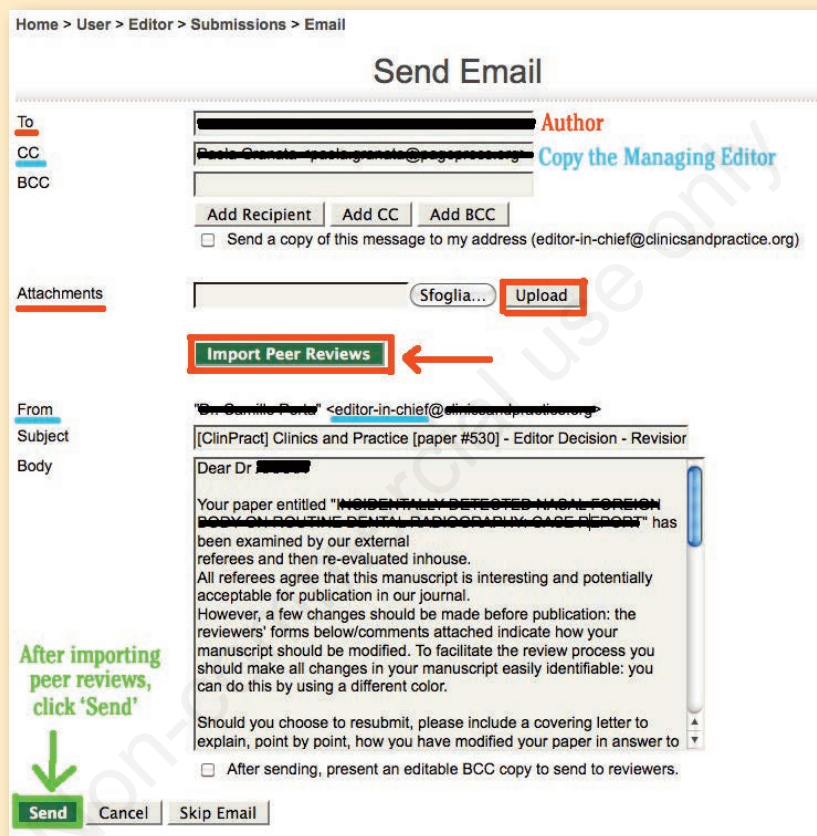
Figure 1

CONTACT

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 office@pagepress.org

Clicking on the 'Notify Author' button, you are directed to one of the 4 prepared texts (the text depends on the decision you have just selected); then, you only have to click on the button 'Import Peer Reviews' comments that you will find in the body of the message (Figure 2, in red). In this way, the system automatically includes the reviewers' comments in your e-mail. You can also attach files, if needed, by uploading them into the 'Attachments' field.

Do not forget to copy the Managing Editor (Figure 2, in blue) and to click on 'Send' button (in green), after importing peer reviews.



Home > User > Editor > Submissions > Email

Send Email

To [Redacted] **Author**

CC [Redacted] **Copy the Managing Editor**

BCC [Redacted]

Add Recipient Add CC Add BCC

Send a copy of this message to my address (editor-in-chief@clinicsandpractice.org)

Attachments [Redacted] Sfoglia... **Upload**

Import Peer Reviews ←

From Dr. Camillo Pota <editor-in-chief@clinicsandpractice.org>

Subject [(ClinPract) Clinics and Practice [paper #530] - Editor Decision - Revisor]

Body

Dear Dr. [Redacted]

Your paper entitled "~~INCIDENTALLY DETECTED NON-FOREIGN BODY ON ROUTINE DENTAL RADIOGRAPHY CASE REPORT~~" has been examined by our external referees and then re-evaluated inhouse.

All referees agree that this manuscript is interesting and potentially acceptable for publication in our journal.

However, a few changes should be made before publication: the reviewers' forms below/comments attached indicate how your manuscript should be modified. To facilitate the review process you should make all changes in your manuscript easily identifiable: you can do this by using a different color.

Should you choose to resubmit, please include a covering letter to explain, point by point, how you have modified your paper in answer to

After sending, present an editable BCC copy to send to reviewers.

Send Cancel Skip Email

After importing peer reviews, click 'Send'

Figure 2

example

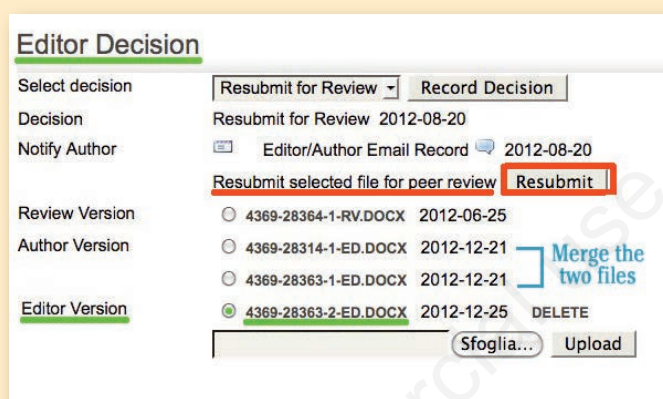
This is the editorial process that must to be carried out through the Journal system. Should you need any assistance, please contact the Managing Editor.

4.1. Resubmit for review: second round of peer review

If you had previously registered the decision 'Resubmit for Review' and the Author has submitted the revised version of a paper, you may decide to send it out for a second round of peer review.

Be aware that **only one** file can be selected and submitted for the second round. So, in case Authors uploaded more files, you have to merge them into a unique file (for example, you can use the 'paste and copy' MS-Word tool) and then re-upload it as a single document, under 'Editor Version' (Figure 3).

example



The screenshot shows the 'Editor Decision' interface. At the top, there is a dropdown menu set to 'Resubmit for Review' and a 'Record Decision' button. Below this, the decision is 'Resubmit for Review' dated 2012-08-20. There is a 'Notify Author' section with an email icon and the text 'Editor/Author Email Record' dated 2012-08-20. A red box highlights the text 'Resubmit selected file for peer review' and a 'Resubmit' button. Below this, there is a list of files with radio buttons for selection:

Version	File Name	Date
Review Version	4369-28364-1-RV.DOCX	2012-06-25
Author Version	4369-28314-1-ED.DOCX	2012-12-21
Author Version	4369-28363-1-ED.DOCX	2012-12-21
Editor Version	4369-28363-2-ED.DOCX	2012-12-25

The 'Editor Version' file is selected, indicated by a green circle. A 'Merge the two files' button is visible next to the Author Version files. At the bottom, there are 'Sfoggia...' and 'Upload' buttons.

Figure 3

Select the 'Editor Version' file (Figure 3, in green) and click on 'Resubmit'; at this point the system will clear the peer review page; a new review page (second round) will be displayed and the system will provide you the same reviewers assigned to the first round: you only have to send them the request (see Chapter 3).

CHAPTER 5.

Editorial decision letters

Below you can find the standard editorial decision letters; you can obviously change/edit them, inserting additional comments.

Journal name [paper #article ID number] - Editor Decision - Resubmit for Review (means: Major Revisions)

Dear Dr. XXXXX,

Your paper entitled 'XXXXX' has been examined by our external Reviewers and then re-evaluated in-house.

Peer reviewers found merit in this paper but raised major, constructive criticisms and do not consider this manuscript acceptable for publication in its current form. The Reviewers have raised a number of points, listed on the web site and provided below/attached for your convenience.

The editorial conclusion is that substantial changes should be made to meet the Reviewers' criticisms.

Your revised manuscript should be accompanied by a covering letter to explain, point-by-point, how you have modified your paper in answer to the Reviewers' comments. To facilitate the review process you should make all changes in your manuscript easily identifiable: you can do this by using a different color.

Important: we recommend that you consult/download the Guidelines for Authors of this Journal under Submission, as well as its current Table of Contents, to ensure that your revised manuscript is written in accordance with the Journal editorial standards (in particular, title page, tables and references style).

The revised manuscript, edited in .doc format, should be resubmitted electronically within 4/6 weeks from the date of the Editor Decision message.

To submit the revised version:

1. Log in;
2. Click on your role as Author;
3. Click on IN REVIEW: RESUBMIT FOR REVIEW on the page displayed (under the heading 'Status', near the manuscript title);
4. Under the heading EDITOR DECISION, upload your revised paper as AUTHOR VERSION using Browse and Upload buttons;
5. Use the NOTIFY EDITOR e-mail button to inform the Editors that the revised version has been submitted.

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Moreover, although we encourage resubmission, please be aware that this is not a statement of acceptance or a promise to accept a revised manuscript.

The final decision as to this paper's acceptability for publication will depend exclusively on how our current concerns are met.

Thank you very much for sending this work to our Journal: we look forward to receiving a revised manuscript.

With kind regards,
Editorial contacts signatures

+IMPORT PEER REVIEWERS' COMMENTS

IMPORTANT: If you choose this decision, a second round of peer review is usually required.

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***Journal name [paper #article ID number] - Editor Decision
- Revisions Required (means: Minor Revisions)***

Dear Dr. XXXX,

Your paper entitled 'XXXXX' has been examined by our external Referees and then re-evaluated in-house.

All Referees agree that this manuscript is interesting and potentially acceptable for publication in our Journal.

However, a few changes should be made before publication: the Reviewers' forms below/comments attached indicate how your manuscript should be modified. To facilitate the review process you should make all changes in your manuscript easily identifiable: you can do this by using a different color.

Should you choose to resubmit, please include a covering letter to explain, point-by-point, how you have modified your paper in answer to each of the Reviewers' comments.

Important: we recommend that you consult/download the Guidelines for Authors of this Journal under Submission, as well as its current Table of Contents, to ensure that your revised manuscript is written in accordance with the Journal editorial standards (in particular, title page, tables and references style).

The revised manuscript, edited in .doc format, should be resubmitted electronically within 2/3 weeks from the date of the Editor Decision message.

To submit the revised version:

1. Log in;
2. Click on your role as Author;
3. Click on IN REVIEW: REVISIONS REQUIRED on the page displayed (under the heading 'Status', near the manuscript title);
4. Under the heading EDITOR DECISION, upload your revised paper as AUTHOR VERSION using Browse and Upload buttons;
5. Use the NOTIFY EDITOR e-mail button to inform the Editors that the revised version has been submitted.

Although our Journal is potentially interested in this paper, please be aware that this is not a statement of acceptance or a promise to accept a revised manuscript. The final decision as to this paper's acceptability for publication will depend on how our current concerns are met.

Thank you very much for sending this interesting work to our Journal. We look forward to receiving a revised manuscript.

With best regards,
Editorial contacts signatures

+IMPORT PEER REVIEWERS' COMMENTS

IMPORTANT: If you choose this decision, a second round of peer review is usually NOT required.

***Journal name [paper #article ID number] - Editor Decision
- Acceptance***

Dear Dr. XXXXX,

We are pleased to inform you that your paper entitled 'XXXXX' has been provisionally accepted for publication.

Your manuscript will now undergo technical editing, and you will hear from our in-house Managing Editor if any additional information or clarification is required.

Please note that your manuscript might be modified during the editing process: our Journal has a broad readership, and we want to make sure that your paper is comprehensible to readers outside the specific field (the scientific content will not be modified).

You will have the opportunity of approving or discussing any changes made by our in-house Copyeditor by examining your galley proofs.

You will be contacted by the Editorial Office about any other details concerning your manuscript.

With kind regards,

Editorial contacts signatures

***Journal name [paper #article ID number] - Editor Decision
- Decline***

Dear Dr. XXXX,

Your paper entitled 'XXXXX' has been examined by our external Reviewers and then re-evaluated in-house in accordance with the principles of peer review (<http://www.icmje.org/#peer>), which is fundamental to the scientific publication process and the dissemination of sound science. Among these principles is the originality of the data presented, which is not met by this manuscript.

As a result of the peer-review evaluation process, we regret to inform you that your paper has not received sufficient priority status and cannot, therefore, be accepted for publication in our Journal.

Please consider that the editorial judgment as to the acceptability of a paper for publication is based on several considerations and that we have to adopt selective criteria since we receive many more papers than we can publish.

Thank you very much for submitting this paper to our Journal.

We are sorry for this disappointing decision and trust that you will continue to support the Journal in the future.

With kind regards,
Editorial contacts signatures

+IMPORT PEER REVIEWERS' COMMENTS

Quick rejection, before peer review***Journal name [paper #article ID number] - Editor Decision
- Unsuitable Submission***

Dear Dr. XXXXX,

An initial review of 'XXXX' has made it clear that this submission does not fit within the scope and focus of [journal name]. We recommend that you consult the description of this Journal under About, as well as its current contents, to learn more about the works that we publish. You might also consider submitting this manuscript to another, more suitable journal.

Editorial contacts signatures

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