Emerald Guide for Guest Editors
Contents
Before you start........................................................................................................... 3
Your responsibilities as Guest Editor: ................................................................. 4
Why ScholarOne? .................................................................................................. 4
Peer Review ............................................................................................................. 5
  What is the peer review process?......................................................................... 5
  The Reviewers you choose...please consider the following in deciding the suitability of your reviewers............................................................... 6
The first time you log in: ..................................................................................... 7
How to view Manuscripts....................................................................................... 9
The Manuscript ...................................................................................................... 11
  The manuscript header: .................................................................................... 11
  The Manuscript Information page: ................................................................. 12
  The Audit Trail .................................................................................................. 13
Desk Rejects .......................................................................................................... 16
The Review Process .............................................................................................. 19
  Searching for, Selecting and sending Reviewer invites.................................... 19
  Setting Search Preferences ............................................................................ 20
  The Related Paper Search.............................................................................. 22
  The Auto Suggest Search ................................................................................... 23
Sending Reviewer Invitations .............................................................................. 26
  Granting an Author Extension ....................................................................... 28
Making A Decision ................................................................................................. 30
  ...Author’s Response......................................................................................... 30
  The Decision ..................................................................................................... 31
Minor & Major Revisions ..................................................................................... 33
Re-Reviewing ......................................................................................................... 35
Acceptance checklist ............................................................................................. 35
What Next? ............................................................................................................ 35
Frequently Asked Questions ................................................................................ 36
Before you start:

i) **Agree on the named Guest Editor** - Only **one** Guest Editor will receive e-mails and Guest Editor Centre functionality.

ii) **Disable any ‘pop-up blockers’**. (Typically located in your browser’s ‘Tools’, ‘Internet Options’, ‘Privacy’ settings)

iii) **Allow Cookies** - They provide a high level of monitoring and security, which is necessary for manuscript tracking.

iv) **Navigate using the Dashboard** provided by Manuscript Central. (your computer’s ‘back’ & ‘forward’ buttons can cause instability within the system)

v) **Submitting your own paper to your own Special Issue. Either** Create a separate author account (with a different e-mail address to your Guest Editor e-mail) or submit your paper to the journal’s “regular” issue so that the editor can send the paper for review. (You must agree this in advance with the journal editor)

vi) **Ensure your account details are up to date.**

vii) **Contacting Emerald with queries** - Please confirm which journal you are Guest Editing an issue for. Provide the manuscript ID if you have any questions about specific papers.

viii) **Read this guide**
Your responsibilities as Guest Editor:

Quality is at the heart of Emerald’s work. The material you choose for the Journal should support the development of important and meaningful research.

Familiarise yourself with the aims of the journal. You are strongly encouraged to visit the author guidelines for the journal, where you will find important information relating to the requirements for submitted manuscripts. The Guest Editor assumes the following responsibilities:

- Sourcing, reviewing and providing appropriate content for the Special Issue
- Appointing a list of reviewers
- Managing the peer review system
- Maintaining and developing the quality of the content
- Promoting the issue at relevant conferences and to interested colleagues, where appropriate
- Meeting the deadlines for delivery of the manuscripts to Emerald
- Ensuring that each manuscript adheres to the journal author guidelines and wider Emerald guidelines to ensure smooth progress through the production process.
- Emerald requires that all lead authors sign a copyright form that clearly states that their submitted work has not been published before. If elements of a work have been previously published in another publication, including an Emerald publication, the author is required to acknowledge the earlier work and indicate how the subsequent work differs and builds upon the research and conclusions contained in the previous work. Verbatim copying of an author’s own work and paraphrasing is not acceptable and we recommend that research should only be reused to support new conclusions. We recommend that authors cite all previous stages of publication and presentation of their ideas that have culminated in the final work, including conference papers, workshop presentations and listserv communications. This will ensure that a complete record of all communication relating to the work is documented.

You are accountable for what appears in your Special Issue! In the privileged position of Guest Editor and in accordance with COPE guidelines (http://publicationethics.org), you have an ethical duty to be aware of and adhere to rules surrounding intellectual property, conflicts of interest and the peer review process. Should you have any concerns or questions in this regard, we ask that you contact the Managing Editor in the first instance.

Why ScholarOne?

ScholarOne has been providing scholarly publishers, societies, and associations with online, flexible workflow solutions since the mid-1990s. Team members have spent years working in positions with some of the leading STM publishers and societies. Because they have worked in your field, they understand your challenges, objectives, and needs like others
simply cannot. Therefore, you can be sure that the technology standards and systems we use will keep your information safe, secure, and functioning properly.

Your journal information belongs to you. ScholarOne understands that your authors and reviewers are some of your most valuable assets. Under no circumstances will ScholarOne or Thomson Reuters mine your content in any way — not for sales leads, not for mailing lists, not for surveys.

ScholarOne staff come to ScholarOne from scholarly publishers, associations and societies, therefore ScholarOne's understanding of scholarly publishing and associations doesn't just come from experience in peer review systems, the management, support, and sales team members have worked in a variety of editorial, technical, production, support and management roles for STM publishers and societies big and small. They are active committee members in industry organizations such as the Society for Scholarly Publishing and the Council of Science Editors. Because they have worked in your field, they understand your challenges, objectives, and needs.

**Peer Review**

To maintain the the quality and integrity of content, we expect all manuscripts to be subject to peer review. Therefore the reviewers you choose play a vital role in helping achieve this goal. They should be experts in their field, assess work in a timely manner, be reliable, confidential, unbiased and objective in their criticism.

**What is the peer review process?**

The peer review process is an independent quality control mechanism for articles submitted to journals. It is recognised that peer review of journal articles in the majority of primary journals is essential and demonstrates that Publishers, Editors and their teams have done all that is possible to ensure that a paper has real value, accuracy, academic integrity and is presented in such a way that meets the objectives of the journal and the needs of its readers.

The quality of the review is crucial to the final quality of the journal, therefore it is important that the Editor takes control of the process and guides the reviewers as to what they should be looking for. It is normal for Editors to be quite prescriptive in their criteria and guidelines to reviewers. Reviewers should be encouraged to provide constructive criticism of papers and look for the positive aspects of any paper. Severely condemnatory remarks and over critical comments without suggestions for improvement/revision must be discouraged. Similarly, the review must provide detail and be expansive. Extremely short reviews are not helpful. No author should be expected to revise without a reasonable idea of what is needed. The reviewers judge the paper against some or all of the following criteria:

- Does the article contribute anything new to the body of knowledge?
- Are the arguments employed valid?
- Is the article easy to read?
- Do the arguments flow logically?
- Is the methodology sound?
- Are there clear implications for practice or suggestions for future research?
• Are the conclusions strong?
• Does the paper pay due credit to previously published work in the field?

The Reviewers you choose...please consider the following in deciding the suitability of your reviewers

Peer review is vital for enhancing the quality, credibility and acceptability of published research and practice papers. Please observe carefully the following guidelines on the role of the reviewer.

1. Expertise: If a paper is so distant from their field that they may not be qualified to judge its merits, please consider an alternative reviewer.
2. Confidentiality: Are the Reviewers closely affiliated to the author- can they provide secure evidence and opinion?
3. Conflict of Interest: In cases of conflict of interest, you will need to invite a new reviewer.
4. Intellectual Merit: A paper must be judged on its intellectual merits alone. Personal criticism or criticism based solely on the political or social views of the reviewer is not acceptable.
5. Quality Review: Can they provide critical or negative judgments supported by detailed evidence from the paper under review or other relevant sources? Reviews should be detailed, expansive and all criticism must be constructive.
6. Reviewers must be ethically aware, upholding and referring issues surrounding plagiarism and copyright.
7. Responsiveness: This varies from journal to journal, but on average Reviewers are asked to return their reports within four to six weeks. To ensure rapid feedback to the author, reviewer responses need to be both comprehensive and timely.
The first time you log in:

- Go to your log in page (http://mc.manuscriptcentral.com/ followed by the journal acronym. (This will have been sent to you already, along with your temporary log in details)
- If your password details have expired (they last 72 hours) then type your email address into the Password Help box and click Go. A new password will be sent to you.

![Log In](image)

- Your username will be your email (once you have logged in you can change this). You will be asked to update your account information before you can proceed to your Guest Editor Centre.

To keep your account information current, use the **Edit Account** link in the upper right corner. You can also change your User ID and password here.

![Edit Account](image)

You can log out of ScholarOne Manuscripts at any time by clicking **Log Out** at the top right corner of the page you are on. You will be returned to the Log In page.
Once you are logged in, you are taken to the Welcome page.

The welcome page will show you the ‘Centres’ you have access to. Typically this will show Author and Guest Editor Centre. If you have reviewed for the journal previously, you will also have a Reviewer Centre.
How to view Manuscripts

You will be notified by email when a manuscript has been submitted to your Special Issue. Select your Guest Editor Centre to access the manuscript.

This is your Guest Editor Dashboard:

There are 2 ways to access the paper. Clicking on the number directs you to the most recently submitted manuscript.

Alternatively, clicking on the queue name takes you to a table of manuscripts at that particular stage of the submission (see example below).
The newest submission is always at the top of the list. Click ‘Take Action’ 🔄 to access the manuscript.
The Manuscript

Having clicked the ‘Take Action’ button, you will be presented with the below screen.

There are 3 ‘information’ tabs at the left hand side and one ‘action’ tab at the top right (which confirms the current status of the paper).

The manuscript header:

This header is on every page and provides an overview of the paper and its status.
- It shows the Manuscript ID number, title, author information, type of paper submitted, the step the manuscript is at and the date it was submitted.

- You can also view the HTML and PDF files submitted by the author.

- **Important!** Check the PDF file to ensure that it is anonymous* and that the article text meets the journal and special issue requirements.

*The PDF file is sent to reviewers and so should be anonymous to maintain the integrity of the peer review process. If author information is included, return the paper to the author. To do this you will need to ‘unsubmit the paper’ (see FAQs ‘How and when should I unsubmit a paper?’)

**The Manuscript Information page:**
On this page you have the **Version History** – detailing the manuscript ID and date submitted.

This page also contains all **Author Supplied Data** (provided by the author as part of the submission process) such as the article title, author and co-author contact information, manuscript keywords and the structured abstract.

**The Audit Trail**

This is a history of activity relating to the paper, including a record of all system generated emails (such as acknowledgment of receipt, invitation to review etc).
The Manuscript Files page

The third tab: The Manuscript Files page, where you can view and access the files uploaded by the author.

At the foot of this page, there is also a section “Change Manuscript Status”, containing 2 links:

- Click here to unsubmit the manuscript
- Click here to withdraw the manuscript
For more information on these links, please see FAQs ‘How and when should I unsubmit a paper?’ & ‘How can an Author Withdraw their paper?’”)
Desk Rejects

If the manuscript is not suitable for your special issue and is not suitable for the journal, you should desk reject the paper (N.B. if it is a sound paper but perhaps inappropriate for your special issue, please un-submit it and ask the author to re-submit to the journal’s “regular issue”).

To desk reject, select the Select Reviewer tab.

In the Progress box, change the number of reviews required from 2 to 0 and save (in the progress box). This will then move the manuscript directly to the ‘Make a Decision’ stage.
Desk rejects continued....

Having selected the 'Reject' decision, you can 'Create Draft E-mail', to be sent at a later time. Alternatively, selecting Commit Decision allows you to send the decision immediately.

Once selected, the reject email template will open and here you should include your reasons for rejection.

Please note- 'Commit Decision' has no save option. If you need to add a substantial amount of text, it is recommended that you create a draft email first (enabling you to save the content prior to sending).

Sending the decision email to the author registers your decision within the system. Once you have made your decision, the paper will be removed from your Guest Editor Centre.
Tip

You can find the rejected paper by using the search fields on your Guest Editor Dashboard.
The Review Process

Searching for, Selecting and sending Reviewer invites

After checking you have all manuscript data, you will need to select reviewers. The Guest Editor Dashboard shows the number of papers you have ‘Awaiting Reviewer Selection’.

Where possible you should have your own pool of reviewers to invite, however, you do also have access to the journal’s reviewer database. To add your own reviewers to specific papers:

- Having located and selected a paper, you will be presented with the screen (below).
- Perform a quick search to ensure that your reviewer is not already registered with the journal. Type either their first name or last name and click ‘Search’.
N.B. If no account is found, you can create an account with just the first name, last name and email address. Complete the fields in the Create Reviewer Account box and then click Create and Add. This will add the reviewer to the Reviewer List for use on this paper, but also for future papers. The reviewer will be sent an automated email with their log in details.

You also have access to reviewers registered with the journal. There are 3 searches that you can use to find appropriate reviewers. These are (1) Related Paper Search (authors of similarly titled or themed papers) (2) Auto Suggest Search (matches reviewers areas of expertise to the manuscript keywords) and (3) Advanced Search.

Setting Search Preferences

Before running your first search, it is beneficial to Set your Search Preferences.

This box opens up when you click the Set My Search Preferences Button.
Tick # Open Invitations and Date of Last Invitation, and change the number of results per page from 10 to 30 and then save (at the bottom of the box). By setting your preferences, you get the most information possible from your reviewer searches and ensures that you don’t ‘overload’ a reviewer with reviews.
The Related Paper Search

Either select keywords by clicking the Pick button (not available on all journals) or by typing your choice of keywords into the Areas of Expertise fields, the search will return papers submitted to the journal. **N.B.** For the best results, initially change the **And** to **Or** in the dropdown list.

The system will return papers with the same keywords you have entered. These may be papers which have been rejected, going through the review process, or that have been accepted.

Select the authors you want to review your paper and click ‘**add**’ to include them in your invitation list.
The Auto Suggest Search

This function searches the existing database of Reviewers and provides results dependent on the keywords that the author provided when they submitted their paper.

Select the keywords (Areas of Expertise) from the dropdown list. You can use 1 or all keywords provided by the author.

The order of your search results can be sorted as required, enabling you to select the most appropriate Reviewers for the paper.

Note that an author is unable to review their own paper!

Their areas of expertise are shown in blue beneath their name. Tick the reviewers you would like to invite and click Add to move them to the reviewer list.
The Advanced Search

If you would like to refine your search further, this function allows you to combine features of the previous searches with the addition of extra fields, including Reviewer country, job title and 'Reviewer Activity Information'.

This search is particularly useful for identifying efficient Reviewers ('R-Score') and equally, those with particularly busy schedules that may not be suitable due to time-contraints.

Select the 'Add' box for required reviewers. Press the button to proceed.
**N.B.** Should you wish to wait or resume sending invites at a later time, papers will show at the *Awaiting Reviewer Invitation* stage of the GE list.
Sending Reviewer Invitations

You can either use the ‘Invite All’ button – this will send each reviewer listed an individual email but you will not see this email before it is sent. If you would rather edit the email(s) first, click the ‘Invite’ button next to the reviewers name. The email will then open for that reviewer.

Having selected and sent invitations to your reviewers they will be sent an automated email from the system, inviting them to accept or decline the opportunity to review via a link. (See example below)

NB- Ensure that each reviewer is sent their own invite. DO NOT copy and paste the invite links or ‘cc’ reviewers into the same invite as the links will not work.

If accepted, they will receive an automated email with a link to the manuscript and instructions on how to access their reviewer centre. If declined, they will be taken to a screen politely asking them to recommend alternative reviewers.

The ‘Awaiting Reviewer Assignment’ queue details how many papers are currently waiting for reviewers to accept their invitation.
Reviewers will automatically be sent 2 reminders (typically 7 & 14 days after the invite but this varies by journal). If they fail to respond, you will receive an email asking to choose new reviewers. In such instances, as Guest Editor, you may feel it suitable to send a more personalised email (to do this, click on the reviewers name to open and create a bespoke email) before you invite alternative reviewers.

Having acquired the acceptance of the correct number of reviewers, the paper will show in the **Awaiting Reviewer Scores** list and subsequently (should there be a delay) in the **Overdue Reviewer Scores** list.

**Please note**- papers can show in more than one queue at the same time depending upon reviewer responses.

Having accepted the invite and upon following the link, the reviewer will be asked to complete the scoresheet, commenting upon the suitability of the paper and ultimately whether they recommend it for the journal.

Up to three email reminders are sent to the reviewer, the first, one week prior to the deadline, the second on the deadline itself and the final reminder, one week after the deadline has passed. Only once they have accepted will the Reviewer have access to the paper in their Reviewer Centre.

When they have submitted their review they will receive acknowledgement of receipt and the review is saved for future reference.
Granting an Author Extension

If the paper has been sent to the author for revision, it will be located in their Author Centre. An email reminder is sent two weeks prior to the submission deadline. After this time has passed, they will be unable to submit a revision to the journal. In order to submit the paper, they would need to either create a new submission or request an extension from the GE- something granted at your discretion.

To grant an extension, search for the relevant paper using your Dashboard’s Quick Search function (using any of the highlighted fields below)

Having located the paper and click on the ‘Take Action’ button, the manuscript Information tab (detailed below) will allow you to select a new deadline. NB- There will be no automatic email to confirm the extension, you must confirm this manually.
Click the calendar button to open the calendar. Select the new deadline date and save.
Making A Decision

...Author’s Response

In order to establish that the author has acknowledged and addressed the concerns of the Reviewer, locate and select the manuscript, check the Author’s Response:

From the ‘Manuscript Information’ tab, you can view the iterations of the paper (‘Version History’), along with the accompanying decisions.

Please ensure that the Author’s Response to the Reviewers’ comments is anonymous before you send the paper for review. Reviewers are sent the response automatically when they agree to review a revision. If the response includes the authors name and/or contact details you must edit this. To do this, scroll to the bottom of the Author Supplied Data section and click Edit this information. This will allow you to make changes to the information provided by the author. When you have made the necessary changes, SAVE.
The Decision

Once all required reviews have been received, you will be notified by email that a decision is required on the paper. The paper will show in the ‘Awaiting Guest Editor Decision’ queue on your Dashboard.

The quickest way to access the paper is to click on the number. This takes you directly to the Decision page. Alternatively click on the queue name, where you will be taken to a screen asking you to 'Take Action', which opens the below screen. You can view the reviewers recommendation/s as well as the full review/s to inform your decision on the paper.

Having selected the above queue, click on the ‘Make Decision’ tab.
Make your decision by selecting one of the four options (Accept, Minor Revision, Major Revision, Reject) Clicking on and committing a decision will generate an email. All reviewer comments included in the scoresheet will be pulled through to the email automatically and listed separately (e.g. Reviewer 1, Reviewer 2 etc). If the reviewer has uploaded a file, you will need to attach this to the decision email (having first checked to ensure suitability and anonymity). You can edit the reviewer’s comments within the email text should you need to.

Please note- the ‘Comments to Editor’ detailed in the review will only appear to you, and will not be seen by the author. Should you wish to edit/add to the content of the email you may do so.

Any text added in the Guest Editor Decision box will **NOT** be included in the decision email, if you have comments for the author they must be typed directly into the email text.

If you have a lot of comments to add, or a lot of editing to do on the decision email, create a DRAFT email first. This allows you to save your draft email. If you select Commit Decision but cannot complete and send the email, your text changes will not be saved.

NB- Having committed a decision, the paper is returned to the submitting author, removing it from your Guest Editor Centre Dashboard.
**Minor & Major Revisions**

Having received Reviewer recommendations, you may concur with comments that, although suitable for the special issue, the paper requires improvement prior to acceptance.

Upon selecting the Minor or Major revision option, an email will be generated, including feedback from the Reviewer. You may also wish to include your own comments here (or indeed edit and moderate those of the Reviewer) to assist the author in satisfying the criteria for acceptance. It is recommended that you ‘Create a Draft e-mail’ to enable you to save the content of the email prior to sending.
You can return to your draft email and edit as required. To send the email, 'Commit Decision'. Your email will open and once sent, the decision is registered. NB- You can edit your response to the author prior to sending if required.

**Having committed the decision, the paper will disappear from your Guest Editor centre. It will not return until the Author makes the necessary changes and submits the Revision.**

Once a revision has been submitted by the Author, you will be notified by email and the manuscript will, once again, appear in your Guest Editor Centre.
Re-Reviewing

For Major and Minor Revisions requiring further Review, you will need to select Reviewers once more. (See ‘The Review Process’). NB- Reviewers that initially agreed to perform additional reviews if required, will be selected and appear automatically.

NB- You may feel that a second review is not necessary (e.g. for a minor revision). To skip this process, reduce the number of reviewers to ‘0’ and ‘Save’.

Once you have received the Revision Reviews, you will be able to make a decision once more.

Before you ‘Accept’ a paper, please ensure that it is the definitive version. Emerald operate a ‘right first time’ policy and so it is essential that all uploaded content is present and correct. We recommend that you also consider the following before proceeding:

Acceptance checklist

- Does the title for the uploaded article file match that submitted to ScholarOne? (See p.11 ‘The Manuscript’)
- Have all the co-authors that feature on the title page been added to the submission? (See p.12 ‘The Manuscript Information page’)
- For revised papers, has the author addressed the concerns of the reviewers? (see above)
- If the article relies on third party material, has the author cleared the appropriate permission? (http://www.emeraldinsight.com/authors/writing/permissions.htm)

What Next?

You will note that accepted papers disappear from your Guest Editor Centre. Authors are subsequently emailed and asked to complete an online copyright assignment form (If there is more than one author, all authors will receive this e-mail).
Frequently Asked Questions

Is there a standard format/template that needs to be used? What is the suggested word-count for articles?

The Author Guidelines detail the requirements of all submitted manuscripts for the journal:

All accepted papers are subject to our standard formatting at the production stage and therefore there is no need for a template for manuscripts upon submission. Discuss specific requirements with the journal Editor.

The author needs help with the submission process, is there a guide available?

From the login screen, clicking on the ‘Instructions & Forms’ link opens the below resource centre. This includes useful information and guides for authors and reviewers, ranging from ‘How to write a structured abstract’ to ‘How to submit a revision’.
How do I edit the email templates I send to authors/reviewers?

The following emails open when selected allowing you opportunity to edit as required:

- Invitation to review
- Author Accept
- Author Minor Revisions
- Author Major Revisions
- Author Reject

Automated emails (such as reminders) cannot be edited before they are sent.

How and when should I unsubmit a paper?

Authors may contact you to add or amend content prior to review. They may have submitted a paper to the Special Issue in error or, you may decide that a submitted paper is in fact more suited to Regular Issue. To make such an amendment requires you to unsubmit the paper.

Having located and accessed the paper in question, click on the third tab (See ‘The Manuscript’) where you can view and access the files uploaded by the author.

At the foot of this page, there is a section “Change Manuscript Status”.

- Click here to unsubmit the manuscript

Selecting this link will return the paper to the Author, enabling them to make any required changes prior to resubmission. **NB**- You will be able to edit the accompanying email prior to committing this decision.

How can an Author Withdraw their paper?

If an Author requests for a paper to be withdrawn from the journal altogether, locate the paper in question, click on the third tab (The Manuscript Files page) where you can view and access the files uploaded by the author.

At the foot of this page, there is a section “Change Manuscript Status”.
Click here to withdraw the manuscript

Selecting this link will withdraw the paper from the journal. **NB- This decision is final and cannot be reversed.**

The author has forgotten to upload a file but the paper has been sent to review- I can't unsubmit.

The author will need to send the files to you directly for upload. Once uploaded to the submission (See 'The Manuscript'). The invited reviewers will need to be informed of the update.

How can I access reviewer comments sent to authors?

Reviewer comments are not automatically sent to the author. They are however, pulled automatically into your decision email. If you need to find these comments after you have made a decision, search for the manuscript via your GE Dashboard. From your 'Manuscript Information' tab, select 'View Reviews'.

I want to share reviewer comments with my co-editors- can I do this?

Only the lead Guest Editor has access to Reviewer comments. These cannot be forwarded within the system. Should you wish to share comments with co-editors, this will need to be done manually by copying the text into a separate email.
Can I re-assign my colleague as GE?

You cannot re-assign papers yourself. Due to the time constraints involved in re-assigning papers to alternative Editors, we ask you to seriously consider this alteration prior to making the request. If required, please contact the Managing Editor or the journal Editor for assistance.

How do I submit a manuscript on someone else’s behalf?

The peer-review process is at the heart of what Emerald does. To ensure that we collate the necessary data and apply the same standards to all papers, we ask that authors upload their own manuscripts.

Should the authors need assistance in this regard, we kindly ask them to refer to either the author guide or to contact the Emerald support team at: manuscriptcentral@emeraldinsight.com

I’m at the Reviewer selection stage, what is R-Score?

If the journal uses this, the R score is the average score (out of 3) for that reviewer based on timeliness and quality of reviews. The higher the score, the better the reviewer.

You have the option to rate reviews as they are submitted, but not all journals use this option so please check with the journal Editor.

If you have reviewed for the journal, you will not be able to see your own score – or rate your own reviews.

How many reviewer scores do I need? Can this be changed?

Emerald recommends a minimum of 2 reviewer scores per submitted paper. Please discuss review requirements with the journal Editor as some journals require a minimum of 3 reviews.

Can I change the revision and reviewer deadlines?

The Special Issue deadlines match those of the journal and cannot be changed for your special issue.

However, individual revision deadlines (also see ‘Granting an author extension’) and individual reviewer deadlines can be amended as required. See instructions below for amending a reviewer deadline.

Go to the page which shows the reviewers assigned to the paper.
Click the ‘details’ button (the magnifying glass)

The Account details box opens at the Reviewer History screen. Go to the Account Information page.

Scroll down to the Grant Extension section.
Click on the calendar and select the date you have agreed. Click to ‘set’ the date. Reminders will be sent based on the new deadline.

**Who do I need to invite to review revisions?**

Depending upon the configuration of the journal site, you will have two options for sending invites.

Upon receiving the initial invitation to review, Reviewers are given the option to perform subsequent reviews on the paper. If a review is required on a revision, these names will automatically feature in your Reviewer selection. Alternatively, if the names do not appear, you will need to manually add the reviewers once more.

Some reviewers may not agree to perform subsequent reviews or indeed you may feel alternatives are more suitable, in which case, select new reviewers as normal. (see ‘Searching for, selecting and sending Reviewer invites’).

If the revision is minor and you deem all outstanding matters to have been addressed by the author, you can accept the paper without sending to review. To skip this process, reduce the number of reviewers to ‘0’ and ‘Save’. You can then proceed with the ‘Accept’ decision as normal.

![Image of Guest Editor Decision](image)

**Why must I enable pop-ups to use ScholarOne?**

ScholarOne Manuscripts uses ‘pop-ups’ for certain actions—primarily for sending emails. Without this feature these actions cannot be performed.

**Why am I not receiving emails from the ScholarOne site?**

- Check that your email is correctly registered
- ScholarOne generated emails are sent via the scholarone.com server. The ‘spoofing’ of email addresses (a conversion from your personal address to a generic ScholarOne name) may conflict with your email’s ‘spam’ settings.

To resolve the issue of ScholarOne emails being blocked (and to help your system acknowledge the legitimacy of the sender) it is recommended that your email administrator ‘whitelist’ the ScholarOne server: Uranus.scholarone.com
The author submitted to my special issue in error – what should I do?

If you feel that a paper does not match the criteria for Special Issue but is better suited to the Regular Issue, you will need to un-submit the paper (see above 'How and when should I unsubmit a paper?'). This will return the paper to the Author Centre. Upon resubmitting, the Author will need to choose the correct type of Issue (Step 5 of the submission process for Authors ‘Details & Comments’)

I have to submit an editorial, how do I do this?

Enter your Author Centre and create a new manuscript.

Ensure the manuscript type is set to ‘Editorial’

Once you have completed all mandatory fields and submitted the manuscript it will be sent to the Section Editor. You will receive email confirmation and the submitted article will show in your Author Centre.

The author has emailed me their article; can I send it for review offline?

To maintain an accurate record of content received, communication and the peer review process, we ask that all content is submitted via ScholarOne. Any content forwarded outside of ScholarOne Manuscripts will not be published.
**Guest Editor Support**

For queries relating to journal deadlines, please contact the journal Editor.

For call for papers and strategy advice, contact your journal publisher (please see your welcome email for contact information).

For ScholarOne assistance, either contact your journal managing Editor or email manuscriptcentral@emeraldinsight.com

To help us answer your query as quickly as possible, please provide the journal name, along with the name of the Special Issue.

**Author Support**

For technical issues relating to document upload errors, being unable to login or forgotten passwords, please refer the authors to our support team at: manuscriptcentral@emeraldinsight.com