Editor-In-Chief User Guide

Welcome to the Dove Medical Press Editor-In-Chief User Guide.

This guide is organized in the following sections and will help you navigate through your decision-making process.

1. Login
2. Welcome
3. Work in your Editor-In-Chief area
4. Manuscripts requiring Editor-In-Chief review
5. Making a decision on manuscripts that have completed peer review
6. Making final decision
7. Manuscripts being reviewed
8. Recently reviewed manuscripts

All Dove journals are members of and subscribe to the principles of the Committee on Publication Ethics (COPE).
1. **LOGIN**

As an editorial decision-maker, you will receive an email when a submitted manuscript has been peer-reviewed and is awaiting your editorial decision.

Either click on the link in the email or navigate to the [https://www.dovepress.com/](https://www.dovepress.com/) website (Figure 1).

*Figure 1* Dove Medical Press Website
Click on the Login button at the top right of the screen. This will take you to the login screen (Figure 2).

**Figure 2 Login screen**

Please log in using the User ID and password supplied. If you do not have your User ID or password, please click “Forgot password?”.

**Forgotten password**

Enter your email address, click “Retrieve password” and we will email you the details to change your password.

**Remember Me**

If you are working from your personal computer, you may choose to check the box next to “Remember Me” and you will be automatically logged in each time you return to our website.
2. **Welcome**

Once you have logged in, you will be taken to your home page (Figure 3; we have used Dr. Cleary as our example in the following screenshots):

![Editor-in-Chief Interface](image)

**Figure 3** The Welcome screen.

If you do not see the above page, please click on the “Editor-In-Chief” option in the left column. This will take you to the Editor-In-Chief screen where papers are awaiting your attention.

3. **Work in Your Editor-In-Chief Area**

Welcome to the Editor-In-Chief area.

The Editor-In-Chief screen has four elements: Pending approval, Requiring Editor-In-Chief Review, Being peer-reviewed, and Recently Reviewed Manuscripts. We will discuss each area in the following screens. **Please note:** Pending approval is an upcoming functionality that is not available at this time.
4. Manuscripts Requiring Editor-in-Chief Review

This is the area where you will find the manuscripts that require your attention. Each manuscript has a separate entry. The example shown in Figure 4 has two manuscripts that require attention.

The first is a manuscript that has completed peer review and is awaiting your first decision. The second is a manuscript that has completed post-peer review revision and is ready for your final decision.

Figure 4 Manuscripts Requiring Editor-In-Chief Review

5. Making a Decision on Manuscripts that Have Just Completed Peer Review

Papers in the “Requiring Editor-In-Chief Review” area requiring a first decision have now completed peer review and are awaiting your decision whether to accept, reject, or send peer review comments to the author. Please note that we no longer use proofreaders and not all papers are copy edited, so if you believe the English in the paper is too poor to be published, please flag this to us in Step 5 further below.

Each manuscript entry has the link “Decision” which takes you to the Editor-in-Chief Interface screen. See Figure 4.
In making your decision, you will need to click on the link “Decision”. This will take you to the manuscript details and peer reviewer’s comments.

The manuscript files are listed below ‘Files’ in the top section of the screen, below the submission details e.g. number of authors, reviewer recommendation. Please click on “Download” to view the files. (Figure 5)

Your web browser will prompt you to save them to a location of your choice or to open them immediately. We recommend that you save them to a directory dedicated for this purpose.

**Submission Details**

Sub ID: 224550  
Journal Contact: Miss Vivian Han  
Manuscript Title: lncRNA SNHG1 regulates progression of esophageal squamous cell cancer by mIR-204/HOXC8 axis  
Journal: OncoTargets and Therapy  
Contact Person: Dr Li  
Submitted On: 24 Jul 2019  
Status: 2G = REPORT SENT TO EDITOR  
Article type: Original Research  
Number of Authors: 10  
Review Completed: Yes  
Disclosure: View conflict of interest disclosure from author/s

**Reviewer recommendation:**

4.5 (on average)  
1 = Paper is well written and a useful contribution to the journal  
2 = Paper requires some modifications, but I commend this paper to the Editor-in-Chief  
5 = Paper has major flaws. Rejection recommended

**Files**

(file details)

(Figure 5) Top section containing the manuscript details
Reviewer comments

This contains a list of the peer reviewers who were invited to review this manuscript and their recommendations. We require at least 2 peer reviewers.

The Reviewer comment section shows the Name of the reviewer, their CV or link to their PubMed citation and their Status (whether they completed the review task). (Figure 6)

### Reviewer comments (2)

| Reviewer: | Dr Wu |
| CV:       | [PubMed Citation](#) |
| Status:   | Completed |

| Reviewer: | Dr Peng |
| CV:       | [PubMed Citation](#) |
| Status:   | Completed |

**Figure 6** Reviewers details

Click the red “Click to download reviewers’ comments” button to see the PDF containing the complex review of each reviewer. (Figure 7)

**Figure 7** Reviewer comments
Editor-in-Chief Comments

This section shows the Editor-in-Chief comments at first and final decision (Figure 8)

Editor-in-Chief Comments

<table>
<thead>
<tr>
<th>EIC Decision at 2g:</th>
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<tr>
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<tr>
<th>EIC Comment at 4c:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting</td>
</tr>
</tbody>
</table>

Dove Press-Only Comment History:

None

Figure 8 Editor-in-Chief comments

Editor-in-Chief Decision

Step 1 – Click in the box to confirm paper details will be kept confidential (Figure 9)

Step 2 – View the authors conflict of interest disclosure and tick Yes or No if any concerns are raised (Figure 9)

Step 3 - When you are satisfied with the comments given by the reviewers, you are ready to make your decision. You have three options (Figure 9 and 10): “Accept without further review,” “Revise with changes - requires modification to address reviewer comments before final decision is made” OR “Reject”.
Editor-in-Chief Decision

☐ All papers submitted to Dove Medical Press are to be kept confidential. Peer-reviewers, Editors-in-Chief, Associate Editors and Dove Medical Press staff should not disclose, discuss, or provide any part or aspect of such papers until such time as they are published. Rejected papers may not be discussed, disclosed or provided to any third parties at any time. By acting as an invited reviewer, Editor-in-Chief, or Associate Editor you agree to be bound by these restrictions.

If relevant, do any of the authors competing interests raise concerns about the validity of the study i.e. have the authors' competing interests created a bias in the reporting of the results and conclusions? (View conflict of interest disclosure from author/s)

☐ Yes
☐ No

Editorial Decision:

☐ Accept without further review
☐ Revise with changes - requires modification to address reviewer comments before final decision is made
☐ Reject

Comment Viewable By Author:
Please tick which of the following reviews you want to include in the email that is sent to the author:

☐ Dr Wu (conflict: none)
☐ Dr Peng (conflict: none)

Figure 9 Editor-in-Chief Decision Step 1 – 3

Figure 10 Editorial decision options
These options will insert notes into one of three emails.

These emails will be sent to the author and to Dove Medical Press editorial staff.

**Option 1 - Accept without further review**
Selecting this option means that you are satisfied with the manuscript as it is and you do not see the need for the author to revise and resubmit their material. An email will be sent to the author notifying them of the successful completion of peer review. We will then immediately contact the author to take them through the pre-press publication process.

**Option 2 – Revise with changes - requires modification to address reviewer comments before final decision is made**
Selecting this option means that you have concerns about the suitability of the manuscript for publication in your journal.

However, if the authors can adequately revise their manuscript according to the reviewer’s recommendations, you will consider the manuscript again for your journal.

This will send an email containing the peer reviewers’ recommendations to the authors.

**Option 3 - Reject**
Selecting this option means that you do not believe that this manuscript is suitable for publication at all in your journal.

Please consider whether the manuscript can be revised or redone.

Please provide us with a reason why you have chosen to reject this manuscript outright in the “**Reason for Rejection**” box (Figure 10a).

![Editorial Decision:](image)

**Figure 10a** Reason for Rejection

Dove Medical Press editorial staff will then write a personal email to the author to inform them that their manuscript unfortunately cannot be considered for publication in our journals.
**Step 4** - You must choose to send at least two of the peer reviewer comments to the author. Simply tick the box next to the reviewer’s name and their comments will be sent to the author (Figure 10b). Please note, we require at least two sets of comments are sent to the authors.

![Reviewer Comments](image)

**Figure 10b** Reviewers comments sent to the author Step 4

**Step 5** – Select Yes or No to advise if the paper requires English language improvement. The reviewer recommendations for this are listed below the tick boxes (Figure 11).

**Step 6** – We recommend that you write a short note in the bottom box “**Comment Viewable by Author**”, above the reviewer comments, that you have elected to send to the author. This will be a brief note thanking the authors for their submission and will also include any comments that you may wish to communicate to the authors that are not contained by the reviewer comments. Add any notes you have for the authors in the ‘Comments for Authors’ field (Figure 11)

Once you have finished click ‘Confirm Decision’ to send to the DovePress team.
**Does this paper require extensive English language improvement to make it acceptable for publication?**

- [ ] Yes  
- [x] No  

**Reviewer 1:** Yes  
**Reviewer 2:** No  

Please Note: Normal Dove Press manuscript editing includes a general amount of English improvement. ‘Yes’ should only be selected where the amount of English language revision is very significant.

**Comments for the Authors:**

![Comment Box]

**Confirm Decision**

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**Figure 11** Editor-in-Chief Decision Step 5 – 6

**Dove Medical Press-Only Comment Box (found at the bottom of screen)**

This box is for your internal comments to the editorial staff at Dove Medical Press (Figure 12). The information in this box will not be sent to the author.

You may choose to take this opportunity to communicate any concerns that you have regarding this manuscript, such as missing elements, inability to download material, or your concerns about the peer reviewer comments provided.

Once you have completed your note, please click the “update” button. When you click “update”, your comments will be sent by email to Dove Medical Press editorial staff. You will be returned to the Editor-in-Chief Interface page. Please note that if you do not click “update”, your comments will not be recorded.

This is a quick and easy way for you to communicate with Dove Medical Press editorial staff.
6. Making a final decision

Manuscripts that have been “Revise with changes - requires modification to address reviewer comments before final decision is made” are returned to you for a final decision when the comments have been addressed by the authors. Click on the red “(Awaiting a final decision)” which takes you to the Editor-in-Chief Interface screen.

The original files and the revised files (including the author response to the reviewer’s comments and the reviewer’s comments sent to the author) are available for you to make your decision. (Figure 13). The reviewer comments are still available for viewing, click on the red “Click to download reviewers comments” button in the reviewer’s comments section (Figure 14).
Submission Details

**Sub ID:** 219037

**Journal Contact:** Ms Justine Waterson

**Manuscript Title:** Bibliometric analysis of nanomedicine research on head and neck squamous cell carcinoma: emphasis on study topics and trends

**Journal:** International Journal of Nanomedicine

**Contact Person:** Dr Yang

**Submitted On:** 12 Jun 2019

**Status:** RC: SENT TO EDITOR FOR FINAL DECISION

**Article type:** Review

**Number of Authors:** 4

**Review Completed:** Yes

**Disclosure:** View conflict of interest disclosure from author/s

**Reviewer recommendation:**

6.0 (on average)

1 = Paper is well written and a useful contribution to the journal

3 = Paper requires some modifications, but I commend this paper to the Editor-In-Chief

9 = Paper has major flaws. Rejection recommended

Files

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<thead>
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author_reviews_pdf.219037.pdf

Figure 13 Manuscript details and files
### Reviewer comments (2)

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</table>

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**Figure 14** Peer reviewer’s details and comments

The Editor-in-Chief comments at first and final decision are also shown on this screen (Figure 15)

### Editor-in-Chief Comments

**EIC Decision at 2g:**
Reject - requires modification to address reviewer comments

**EIC Comment at 2g:**

[Show email to author](#)

**EIC Confidential Comment at 2g:**

[Show Comment](#)

**EIC Decision at 4c:**
Awaiting

**EIC Comment at 4c:**
Awaiting,

**Dove Press-Only Comment History:**

None

**Figure 15** Editor-in-Chief comments
When you are satisfied with the authors’ work, you are ready to make your decision.

**Step 1** – Click in the box to confirm the details of the paper will be kept confidential (Figure 16)

**Step 2** - You have two options available on the EIC interface “Accept without further review,” OR “Reject (may not be resubmitted)” (Figure 16). If the average reviewer score is 6 or higher please complete the ‘Reason for accepting this paper’ text box.

There is also a Help desk (“I have comments about this paper that do not fit into either of the above options”) option. Using this option is the exception rather than the rule, as it adds to delays with 90+ journals and all their papers to process. If required:

- We can send papers back to peer-reviewers in rare circumstances, for instance if you are going to reject the paper as it is not in your area of expertise.

- If the author hasn’t addressed all the reviewer comments to your satisfaction and you believe the paper has sufficient merit you can forward your request to your Dove Medical Press contact in the editorial support department (either by email or internal comment) so they can send it on to the author.

In either case, please contact Dove’s editorial support department, but don’t process the final decision on the submission as Dove will, once the author has responded.

**Step 3** - Select if the paper requires English language improvement (Figure 16).

**Step 4** – If you feel a paper is of particular note you can add a comment here. Dove will then consider if it will be included in a press release. This comment is to be used sparingly and only for those papers that are particularly groundbreaking or topical in the field at present (Figure 16).

**Step 5** – if a paper has a video abstract submitted with it please view the video and tick if you accept or reject it. If the paper has no Video Abstract submitted, this option will not show.

**Step 6** – Dove Press Only comment - If you wish to add a comment for the DovePress editorial department you can add this here.

**Step 7** - To process your decision please click on the “Confirm Editor-in-Chief Decision’ button (Figure 16).
Editor-in-Chief Final Decision

☐ All papers submitted to Dove Medical Press are to be kept confidential. Peer-reviewers, Editors-in-Chief, Associate Editors and Dove Medical Press staff should not disclose, discuss, or provide any part or aspect of such papers until such time as they are published. Rejected papers may not be discussed, disclosed or provided to any third parties. By acting as an invited reviewer, Editor-in-Chief, or Associate Editor you agree to be bound by these restrictions.

Editorial Decision:  ☐ Accept without further review
☐ Reject (may not be resubmitted)
☐ Help desk (I have comments about this paper that do not fit into either of the above options)

Reason for accepting this paper:  As the average reviewer recommendation scored 6 or higher for this paper, it is important to ensure the revised manuscript and response to reviewers’ letter have addressed all the points adequately. Please advise your reasoning as to why this paper should be accepted.

Does this paper require extensive English language improvement to make it acceptable for publication?
☐ Yes  ☐ No
Reviewer 1: Yes
Reviewer 2: No

Please Note: Normal Dove Press manuscript editing includes a general amount of English improvement. 'Yes' should only be selected where the amount of English language revision is very significant.

Noteworthy: ☐ This paper is noteworthy

Tick this for any papers you believe are noteworthy to the wider community. Dove Press will consider this for inclusion in a press release.

This paper also has a video abstract. Please view video here.
☐ Accept video abstract
☐ Reject video abstract

Dove Press-Only comment:

[Blank space]

[Submit button: Confirm Editor-in-Chief Decision]
Your job is now done! Thank you for successfully making your decision on the manuscripts in your journal.

Please do not hesitate to contact Dove Medical Press if you have any concerns.

Revised Manuscripts/Editorial Support
Robert Irvine robertirvine@dovepress.com
Amy Croome amycrocome@dovepress.com

7. MANUSCRIPTS BEING REVIEWED

Figure 17 shows the portion of the Editor-In-Chief area that contains manuscripts currently in peer review.

The status in Figure 17 for Sub ID 94105 reads “2e - Second or more Peer Review Reports Returned”. At this point, two or more reviewer comments have been returned, but peer review has not yet completed. This is your opportunity to download and read the manuscripts in advance of peer review completion. Please click on the Sub ID to access the Submission Detail screen (Figure 18). You may then view the manuscript by clicking on the ‘Download’ in the files and downloading it to your computer or opening the file to read it.

When peer review completes, the paper will move up into “Manuscripts Requiring Editor-In-Chief Review”.

Figure 17 Manuscripts in peer review
Submission Details

Submission ID: 94105
Manuscript Title: Perceived stress at transition to workplace – A qualitative interview study exploring final year medical students’ needs
Journal: Advances in Medical Education and Practice
Submitted on: 10 Aug 2015
Contact Person: Dr Nikendel
Status: Second or More Peer Review Reports Returned
Number of Authors: 4
Review Completed: No
Files:

Figure 18 The Submission Detail screen

9. Recently Reviewed Manuscripts

After you have made your decision, the manuscript will be moved to the “Recently Reviewed Manuscripts” area of the Editor-In-Chief screen (Figure 19).

You may click on the Sub ID to see the Submission Details which will now contain the manuscript files, peer reviewer comments, Editor-In-Chief’s internal notes, and the final decision.
**Editor-in-Chief Interface**

<table>
<thead>
<tr>
<th>Sub ID</th>
<th>Contact Person</th>
<th>Manuscript</th>
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</thead>
<tbody>
<tr>
<td>66082</td>
<td>Professor Randha</td>
<td><strong>Title:</strong> Cancer immunotherapy via combining oncolytic virotherapy with chemotherapy: recent advances</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Journal:</strong> Oncolytic Virotherapy</td>
</tr>
</tbody>
</table>

- 1 record -

**Figure 19** Recently Reviewed Manuscripts