

## Instructions to *WestJEM* Section Editors

Thank you for your contribution as a *WestJEM* section editor. Your contribution is crucial to our timely performance. Please let us know how we can help.

For questions on navigating the website, please contact the editorial office at [editor@westjem.org](mailto:editor@westjem.org).

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Here are the instructions you will need to perform your editorial tasks.

### To access the website you must have an account:

- If the managing editor has created an account for you, you should have already received instructions for your new login.
- If you need to create an account, please proceed to <https://submit.escholarship.org/subi/register>
- You will receive emails that ask you to confirm and activate your account, and provide you with your username and password.
- If you cannot remember your password, you can receive a reminder through email by clicking on “Forget your password?” on the “My Account Page.”

### The process

- As a section editor it will be your responsibility to shepherd the manuscript through the review process, from seeking reviewers to synthesizing the reviews and giving your own comments and opinion of the manuscript.
- The editor-in-chief (EIC) and decision editors (DEs) will make the final decision, based in part on your synthesis, on whether to accept or reject the manuscript.
- Direct correspondence with the authors regarding manuscript acceptance and revision will come from the EIC and DEs.

### The timeline

- Reviewers will have two weeks to review the article
- The section editor will have approximately four weeks from the time assigned to the time the synthesis of the reviews is submitted to the DE for a decision.

### The steps

- First, search the reviewer interest based on the manuscript’s general theme.
- You can create a list of suggested reviewers without asking all of them to review the article.
- As a reviewer declines, you can easily send a review request to others on your list.
- Note that if the reviewer is only “**suggested,**” they will **not** be sent an email. It is only when they are “**requested**” that they receive an email.
- Please assign **at least two reviewers** within two days (You may also be a reviewer of last resort.)

- The email sent out by the website is a general email to reviewers with the abstract of the article. You will be able to revise the email to your liking and also attach the article in WORD that you have downloaded to your hard drive.
- The reviewer, views the information about the article, and responds to the request by clicking the appropriate option on the webpage. The reviewer has up to **three days** to either accept or decline.
- Reviewers who have committed should submit their reviews within **two weeks**.
- Your report should follow the format as noted below, "*The Section Editor's Report*".
- If you would prefer the editorial staff at WestJEM to assign reviewers on your behalf, please notify us within a week of manuscript assignment.

### The Section Editor's Report

- You should summarize the reviews, along with your own comments and editorial opinion and place them under "History" -> "Submission Notes" -> "Add New Note" on the website. **Please DO NOT register a decision. This process is reserved for the EIC and DE.**
- Your report should include:
  - A brief summary of the article. This summary should be no longer than 2-3 sentences.
  - Your overall sense of the quality and acceptability of the article (reject, revise and resubmit, major revisions required, minor revisions required, or accept).
  - A bulleted list of 5-7 key issues that you would like the authors to address. These issues can be adapted from the individual reviewers' comments or specific to your own critique. However, the issues should address some or all of the following:
    - Methodology used in the article
    - Impact of the topic being examined
    - Strengths
    - Limitations
    - Fatal flaws
    - Focus of the discussion section
    - Suitability of tables and figures
    - Major errors on clarity, brevity, grammar and spelling
  - A cut-and-paste of all reviewers' comments, each separated by "REVIEWER #1", "REVIEWER #2", etc...
- If there are any major discrepancies between the reviewer reports, please indicate in your summary which of the recommendations to follow.

1. Login to the eScholarship website (<https://submit-stg.escholarship.org/subi/login>) by using your email and password. Please be sure to select “Review journal article” before you log in.

You are not logged in.

login publication type overview author agreement author information files submit

### Login

**Already have an eScholarship Account?**

Email:

Password:

[forgot your password?](#)

Remember me

**What do you want to do?**

Submit/revise content

Review journal article

Edit/manage journal

**New to eScholarship?**

[Create Account](#)

eScholarship is powered by the California Digital Library. [Privacy Policy](#) [Help](#)

2. Click “**Mange Section**” to review manuscripts.

MY JOURNALS ABOUT

My Journals

## My Journals

### DEMO - WestJEM - DEMO

» [Manage Section](#)

[1 In  
Review](#)

[1 In  
Editing](#)

3. All pending manuscripts will appear here in queue. Select the manuscript that needs to be reviewed by clicking the title of the item.

## Submissions in Review

UNASSIGNED **IN REVIEW** IN EDITING ARCHIVES

Assigned To:  In Section:

Title  contains   
Submitted  between   and

ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
197	10-03	ART	Chang	<b>TESTING MANUSCRIPT 1</b>	-	-	-	-	RC

1 - 1 of 1 Items

### Notes

1. Highlighted items indicate action is required by editor.
2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

4. A PDF version of the manuscript may be obtained by selecting "Convert File to PDF".
5. To select a reviewer, click "Select Reviewer" in the "Peer Review" section. Remember it is a two step process:  
Step 1. Select the reviewer from the reviewer database  
Step 2. Request the reviewer. An email will be sent to the reviewer.

## #197 Review

SUMMARY **REVIEW** EDITING HISTORY

### Submission

Authors Rex Chang

Title Testing Manuscript 1

Section Articles

Editor Rex Chang

Review Version **197-339-1-RV.DOCX** 2011-10-03  
 PDF file will be stripped of identifying metadata, i.e. author name.

Upload a revised Review Version  No file chosen

Supp. files None

### Peer Review

Round 1

**SELECT REVIEWER**

[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

### Editor Decision

Record New Decision

Decisions Recorded None

Notify Author Send email to author regarding editorial decision.

Email/Comments Record No emails have been sent regarding this decision.

Current article versions:

Review Version [197-339-1-RV.DOCX](#) 2011-10-03

Editor Version [197-340-1-ED.DOCX](#) 2011-10-03 [DELETE](#)

Upload new Editor Version  No file chosen

- A page with all reviewers will be displayed. Select the reviewer best suited for the manuscript by clicking “assign” on the far right side under “Action”.

## Reviewers

### Select Reviewer

[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 NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
<a href="#">CALVIN HE</a>	Disaster Medicine, Public Health	5.0	1	0	2011-09-29	0	<a href="#">ASSIGN</a>

1 - 1 of 1 Items

### Notes

Name links to reviewer's profile.  
 Ratings is out of 5 (Excellent).  
 Weeks refers to average period of time to complete a review.  
 Latest is date of most recently accepted review.  
 Active is how many reviews are currently being considered or underway.

## #197 Review

[SUMMARY](#)
[REVIEW](#)
[EDITING](#)
[HISTORY](#)

### Submission

Authors: Rex Chang   
 Title: Testing Manuscript 1  
 Section: Articles  
 Editor: Rex Chang   
 Review Version: [197-339-1-RV.DOCX](#) 2011-10-03  
 PDF file will be stripped of identifying metadata, i.e. author name.  
 Upload a revised Review Version:  No file chosen   
 Supp. files: None

### Peer Review

Round 1

[SELECT REVIEWER](#)
[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

#### Reviewer A

Calvin He

[CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)  
 REQUEST: UNDERWAY: — DUE: [2011-10-31](#) ACKNOWLEDGE:

### Editor Decision

Record New Decision:    
 Decisions Recorded: None  
 Notify Author:  Send email to author regarding editorial decision.  
 Email/Comments Record:  No emails have been sent regarding this decision.

Current article versions:

Review Version: [197-339-1-RV.DOCX](#) 2011-10-03  
 Editor Version: [197-340-1-ED.DOCX](#) 2011-10-03 [DELETE](#)  
 Upload new Editor Version:  No file chosen

- Remember that assigning reviewers to a manuscript is a two-step process. First select the “envelope” icon to request and notify the reviewer through email. Supplemental files may be attached by clicking “Choose File”. Please be sure to click “upload” after this or the file will not be attached.

## Send Email

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To

CC

BCC

Attachments  No file chosen

From "Rex Chang" <westjem@gmail.com>

Subject

Body

Calvin He:

I believe that you would serve as an excellent reviewer of the manuscript, "Testing Manuscript 1," which has been submitted to DEMO - WestJEM - DEMO. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2011-10-10 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2011-10-31.

- Editorial Notes can be registered by clicking on the “History” tab on the top and scroll down to “submission notes”. Select “Add New Note” and enter your notes for the decision editor.

Journal Home > Section Editor > Submissions > #201 > History

## #201 History

SUMMARY REVIEW EDITING **HISTORY**  
 EVENT LOG EMAIL LOG SUBMISSION NOTES

### Submission

Authors Submission 7 Paper Author   
 Title Submission 7  
 Section Articles  
 Editor Luke Skywalker 

### Event Log - Recent Entries

DATE	LEVEL	USER	EVENT	ACTION
04 Oct 2011 18:43:47	N	Luke Anakin Skywalker 	Reviewer assigned to submission Calvin He has been assigned to review submission 201 for...	<a href="#">RELATED</a>   <a href="#">VIEW</a>
04 Oct 2011 18:35:49	N	Rex Chang 	Editor assigned to submission Dr. Luke Anakin Skywalker has been assigned as editor to...	<a href="#">RELATED</a>   <a href="#">VIEW</a>
04 Oct 2011 13:03:48	N	Darth Vader Skywalker 	Article submitted Jedi Darth Vader Skywalker has entered a new submission,...	<a href="#">RELATED</a>   <a href="#">VIEW</a>

[VIEW LOG](#)

### Email Log - Recent Entries

DATE	SENDER	RECIPIENTS	SUBJECT	ACTION
October 4, 2011	"Rex Chang" <WestJEM@gmail.com>	"Jedi Darth Vader Skywalker"...	[DEMO-WJEM] Submission Acknowledgement	<a href="#">VIEW</a>

[VIEW LOG](#)

### Submission Notes

DATE	TITLE	FILE ATTACHMENT	ACTION
<i>No Submission Notes</i>			

[VIEW NOTES](#) | [EXPAND NOTES](#) | [ADD NEW NOTE](#) | [CLEAR ALL NOTES](#)

- Please do not make any decisions under “Editor Decision”. This is only for the decision editors. **It is imperative to stop once your editorial notes are rendered.** To ensure your editor notes have been saved online, please send a notification email to Rex Chang at [editor@westjem.org](mailto:editor@westjem.org).

## #197 Review

SUMMARY **REVIEW** EDITING HISTORY

### Submission

Authors Rex Chang   
Title Testing Manuscript 1  
Section Articles  
Editor Rex Chang   
Review Version [197-339-1-RV.DOCX](#) 2011-10-03  
 PDF file will be stripped of identifying metadata, i.e. author name.  
Upload a revised Review Version  No file chosen   
Supp. files None

### Peer Review

Round 1

[SELECT REVIEWER](#)

[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

### Editor Decision

Record New Decision    
Decisions Recorded None  
Notify Author  Send email to author regarding editorial decision.  
Email/Comments Record  No emails have been sent regarding this decision.