

The logo graphic consists of several overlapping, curved lines in green, red, blue, and yellow-green, along with several small solid circles in the same color palette, arranged in a dynamic, abstract pattern to the right of the text.

**PLOS**

**A catalyst for better**

# Academic Editor's guide to Editorial Manager

All our journals use the submission system, Editorial Manager (EM), provided by Aries Systems. In this document you will find step-by-step instructions and screenshots for handling manuscripts as an Academic Editor.

# Contents

## [Getting started](#)

[Login](#)

[Indicate your areas of expertise](#)

[Unavailable dates](#)

## [Academic Editor Main Menu](#)

[Editor 'To-Do' List](#)

## [Manuscript Actions](#)

[View Submission](#)

[Details](#)

[Discussions](#)

[Invite Reviewers](#)

[Reviewer search: Direct search | Web of Science Reviewer Locator](#)

[Registering a new reviewer](#)

[Sending reviewer invitations](#)

[Monitoring reviewer invitations](#)

[Re-inviting previous reviewers to a revised manuscript](#)

[View Reviews and Comments](#)

[Submit Editor's Decisions and Comments](#)

## [Contact us](#)

# Getting started

# Getting started (1)

## Login

1. Log in to your journal's Editorial Manager: [PLOS Aging and Health](#) | [PLOS Climate](#) | [PLOS Complex Systems](#) | [PLOS Computational Biology](#) | [PLOS Digital Health](#) | [PLOS Ecosystems](#) | [PLOS Genetics](#) | [PLOS Global Public Health](#) | [PLOS Mental Health](#) | [PLOS Neglected Tropical Diseases](#) | [PLOS One](#) | [PLOS Pathogens](#) | [PLOS Sustainability and Transformation](#) | [PLOS Water](#)

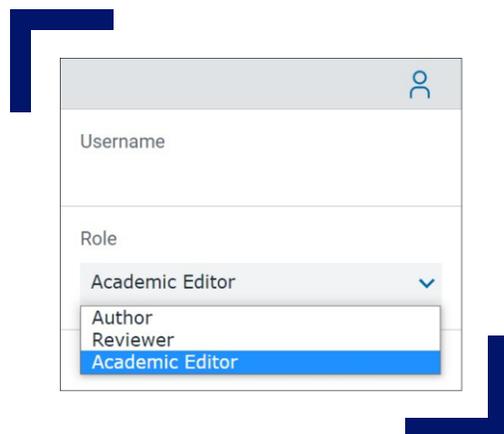
When you joined the Editorial Board, the Editorial Board Services team set up your profile with Academic Editor permissions.

2. Enter your Username and Password and click **Editor Login** to access your Editor Main Menu.

A screenshot of the PLOS Editorial Manager login interface. The page has a light gray background. At the top left, there is a header "Please Enter the Following" in a dark gray box. To the right of this header is a link "Insert Special Character" in blue. Below the header are two input fields: "Username:" and "Password:". Below the input fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". The "Editor Login" button is highlighted with a blue border. Below the buttons, there is a section "Or Login via:" followed by a green "iD" icon and a link "What is ORCID?". At the bottom of the form, there are three links: "Send Login Details", "Register Now", and "Login Help". The entire form is framed by a dark blue L-shaped graphic on the left and bottom.

## Getting started (2)

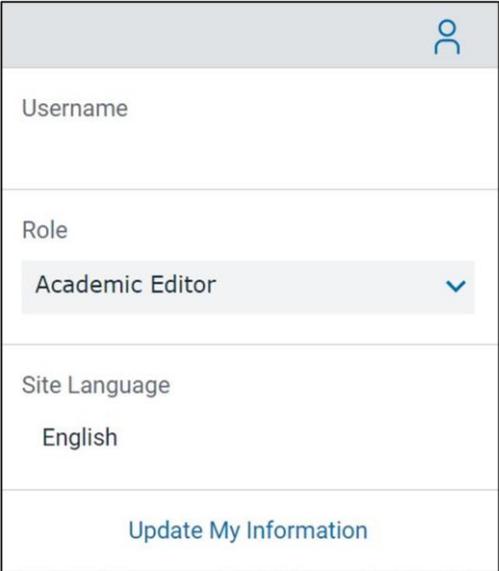
If you log into EM as a reviewer or author, you can change your role to Academic Editor using the **Role** drop down menu after clicking on your name in the top navigation bar.



# Indicate your areas of expertise (1)

This step is critical to help match submissions to your areas of expertise. **Personal Classifications**, drawn from the PLOS taxonomy, support automated matching. Free-text **Personal Keywords** guide staff-initiated invitations.

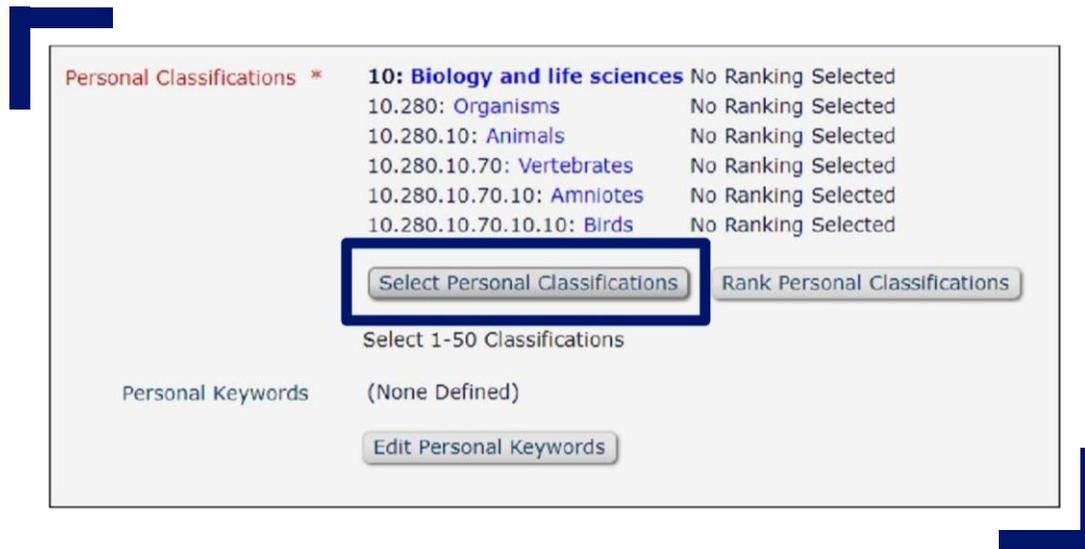
1. Click on your name in the top bar then **Update My Information**.

A screenshot of a user profile update form. The form is a vertical rectangle with a light gray header bar containing a user icon. Below the header, there are four sections: 'Username' (a text input field), 'Role' (a dropdown menu with 'Academic Editor' selected and a downward arrow), 'Site Language' (a text input field with 'English' entered), and 'Update My Information' (a blue button at the bottom). The form is framed by dark blue L-shaped corner brackets on the top-left and bottom-right.

# Indicate your areas of expertise (2)

2. Navigate to **Areas of Interest or Expertise** and indicate your areas of expertise using **Personal Classifications** and **Personal Keywords**.

3. Click **Select Personal Classifications**.



a. This will ask you to select terms from a predefined taxonomy. You can browse the taxonomy or use the search bar to find and select available terms.

# Indicate your areas of expertise (3)

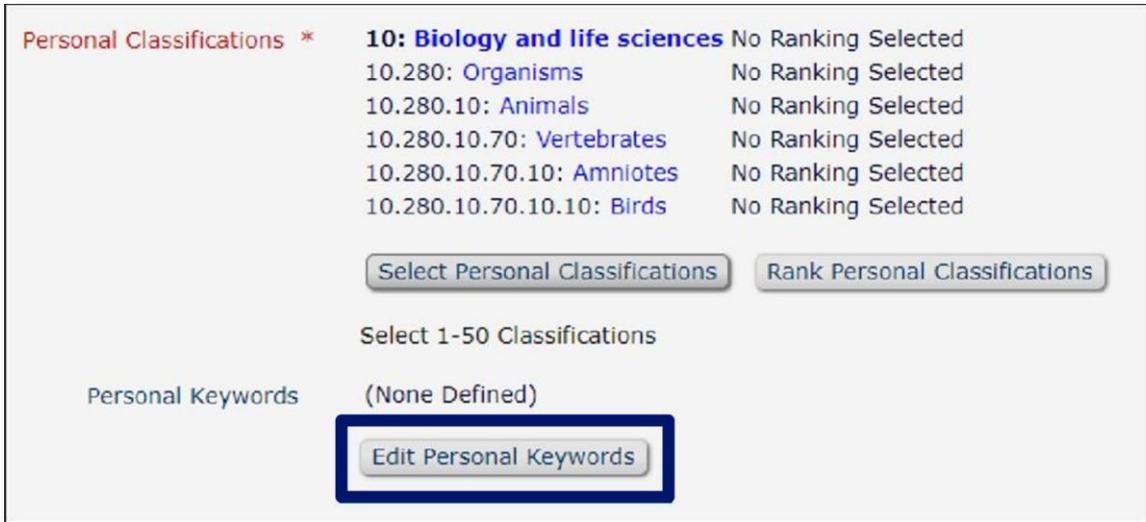
b. When you have found your term, select it and click **Add** to add it to your Selected Classifications. This will also select and add the higher-level terms above them.



c. You must click **Submit** to save changes.

# Indicate your areas of expertise (4)

4. If a term is not available in the Classifications, you can add free-text **Personal Keywords** by clicking the **Edit Personal Keywords** button.



**Personal Classifications \***

<b>10: Biology and life sciences</b>	No Ranking Selected
10.280: Organisms	No Ranking Selected
10.280.10: Animals	No Ranking Selected
10.280.10.70: Vertebrates	No Ranking Selected
10.280.10.70.10: Amniotes	No Ranking Selected
10.280.10.70.10.10: Birds	No Ranking Selected

Select Personal Classifications   Rank Personal Classifications

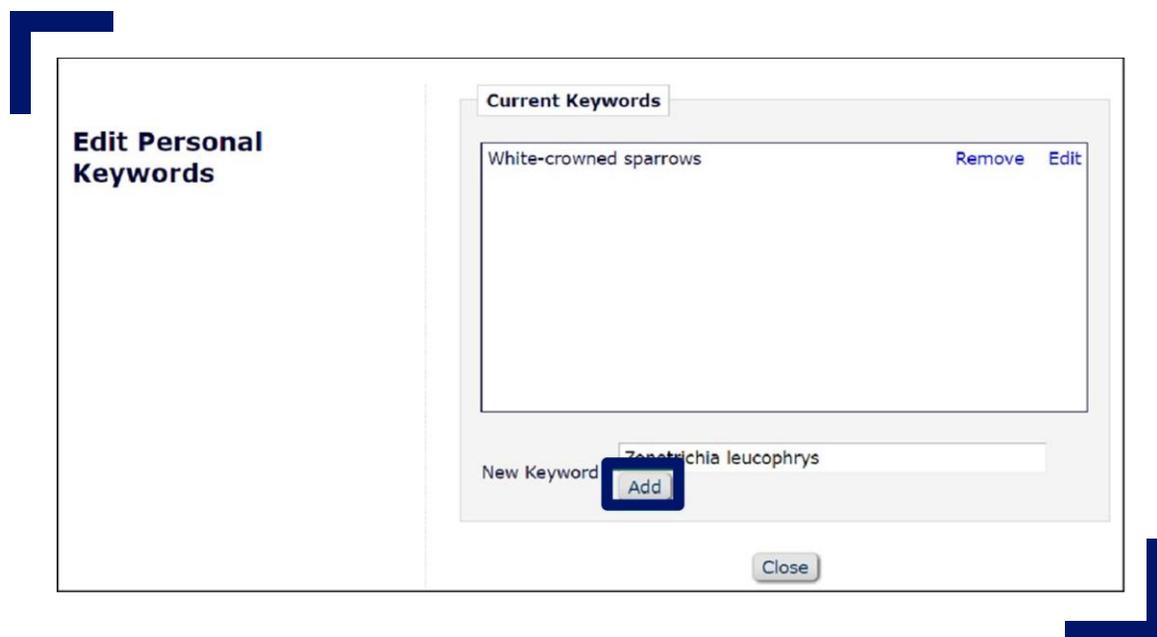
Select 1-50 Classifications

Personal Keywords (None Defined)

**Edit Personal Keywords**

# Indicate your areas of expertise (5)

a. Type free text into the **New Keyword** box, then click **Add**.



b. These terms save as they are added so you can close the window as normal when you are done.

# Update the My Information page (1)

## ORCID

Personal and institution related information

Unavailable dates

## **ORCID**

In the **Personal Information** section, you can link your ORCID to your Editorial Manager account. Clicking **Fetch/Register** will open a new window where you can sign in to ORCID and authorize.

# Update the My Information page (2)

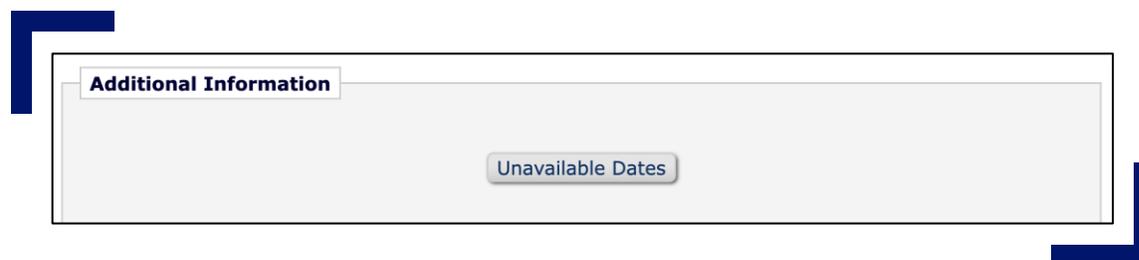
## Personal and institution related information

You can update your personal information at any time. Required fields are in red text and have an asterisk next to the label. You must click **Submit** at the bottom of the page to save changes.

## Unavailable Dates

In the **Additional Information** section at the bottom of the page, you have the option to select **Unavailable Dates**. Use these when you will be away, very busy, or otherwise unavailable to accept new invitations. Please indicate if you are available to handle the revised submissions you have already been working on.

1. Click **Unavailable Dates**.



# Update the My Information page (3)

2. Click **Add New Unavailable Date**.
3. Add in a **Start Date**, **End Date**, and **Reason**, specifying whether you can handle revisions of your current assignments. You must click **Submit** to save changes. You do not have to enter any substitutes.

A screenshot of a web form titled "Please Enter the Following". The form has a light gray background and a white border. At the top right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a blue border. Below the title, there is a link "Insert Special Character" in blue text. The form contains three input fields: "Start Date:" with the value "05/12/2021" and a calendar icon, followed by "(mm/dd/yyyy)"; "End Date:" with the value "05/31/2021" and a calendar icon, followed by "(mm/dd/yyyy)"; and "Reason:" with a text area containing the text "Field work. Can handle revisions." The form is framed by blue L-shaped corner brackets on the top-left and bottom-right.

# Academic Editor Main Menu

# Academic Editor Main Menu (1)

Your **Main Menu** consists of :

[Editor 'To-Do' List](#)

[Submissions with Decisions](#)

[Submissions with \[0/1/2/3/4\] Reviews Completed](#)

[Administrative Functions](#)

## Editor 'To-Do' List

This section provides an overview or manuscripts needing action.

### My Pending Assignments

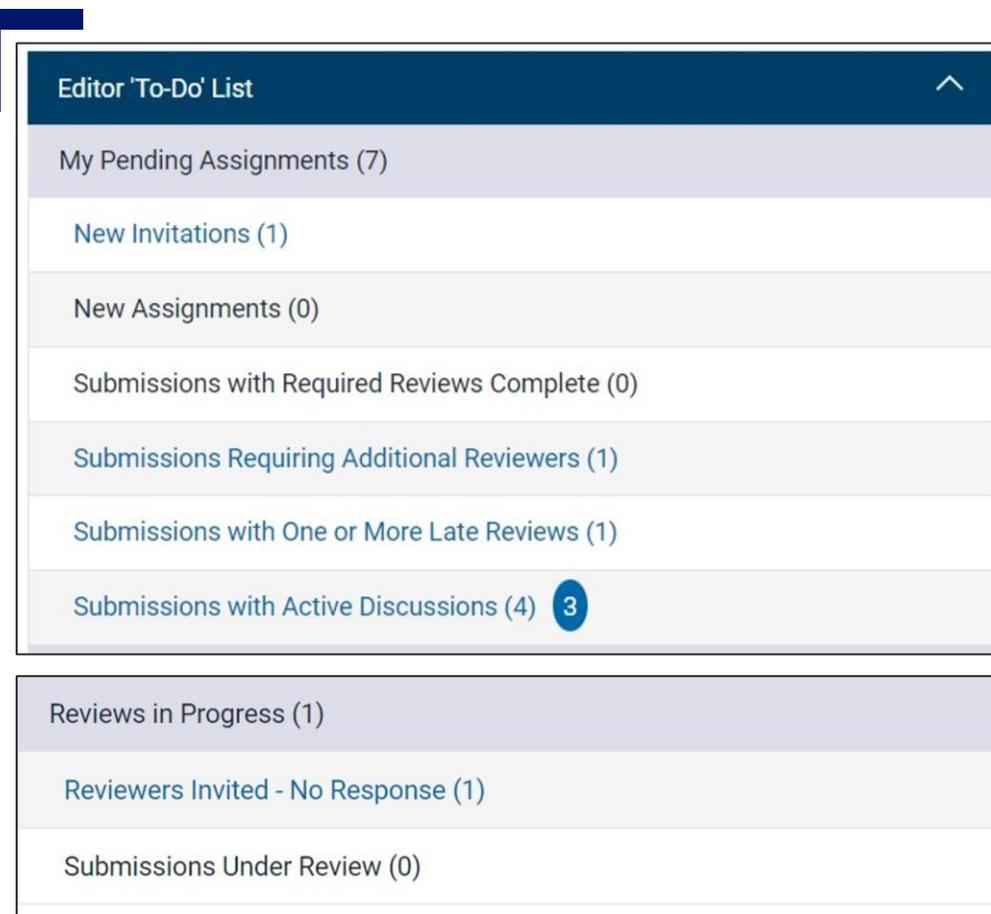
[New Invitations](#)

[New Assignments](#)

[Submissions with \[Required Reviews Complete/Requiring Additional Reviewers/One or More Late Reviews\]](#)

[Submissions with Active Discussions](#)

[Reviews in Progress](#)



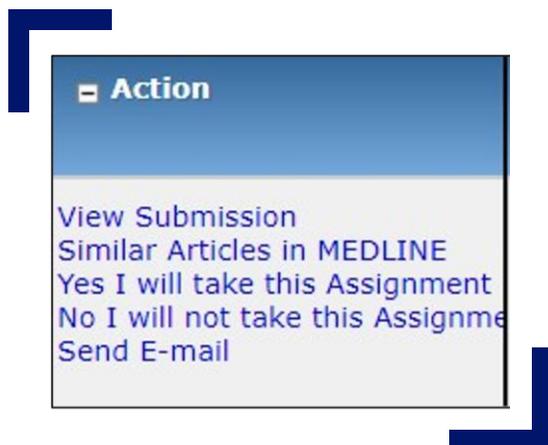
Editor 'To-Do' List	
My Pending Assignments (7)	
New Invitations (1)	
New Assignments (0)	
Submissions with Required Reviews Complete (0)	
Submissions Requiring Additional Reviewers (1)	
Submissions with One or More Late Reviews (1)	
Submissions with Active Discussions (4)	3
Reviews in Progress (1)	
Reviewers Invited - No Response (1)	
Submissions Under Review (0)	

# Academic Editor Main Menu (2)

## New Invitations

Typically, you will respond to manuscript invitations directly from your email. You can also accept or decline invitations, as well as read the full submission, from the **New Invitations** page under your **Editor 'To-Do' List**.

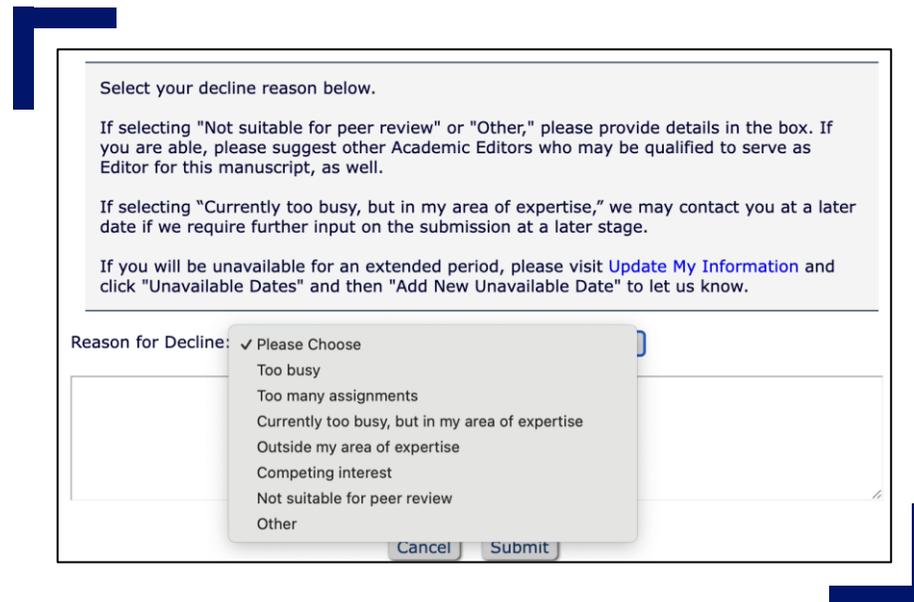
1. From your **Main Menu** navigate to the **Editor 'To-Do' List** section and click on **New Invitations**.
2. Here you will see a list of your pending manuscript invitations.



# Academic Editor Main Menu (3)

From here you can:

- a. Click **View Submission** to download the full submission PDF.
- b. Accept an invitation by clicking **Yes I will take this Assignment**.
- c. Decline an invitation by clicking **No I will not take this Assignment**.
  - i. If you decline the invitation, you will be prompted to enter a **Reason for Decline**. Your selection informs journal staff about the suitability of invitations, your availability, and next actions on the manuscript.



Select your decline reason below.

If selecting "Not suitable for peer review" or "Other," please provide details in the box. If you are able, please suggest other Academic Editors who may be qualified to serve as Editor for this manuscript, as well.

If selecting "Currently too busy, but in my area of expertise," we may contact you at a later date if we require further input on the submission at a later stage.

If you will be unavailable for an extended period, please visit [Update My Information](#) and click "Unavailable Dates" and then "Add New Unavailable Date" to let us know.

Reason for Decline:

- Too busy
- Too many assignments
- Currently too busy, but in my area of expertise
- Outside my area of expertise
- Competing interest
- Not suitable for peer review
- Other

# Academic Editor Main Menu (4)

## New Assignments

These are your manuscripts that require an initial action.

## Submissions with [Required Reviews Complete / Requiring Additional Reviewers / One or More Late Reviews]

These are your manuscripts organized by the specific status or action needed.

## Submissions with Active Discussions

If a staff editor has a submission that they would like your input on, they will contact you via a Discussion for the manuscript. You will receive an email notification, which provides a link to the Discussion. You can also access all your open Discussions via the **Submissions with Active Discussions** link. A blue oval will indicate the number of unread Discussions.



# Academic Editor Main Menu (5)

## Reviews in Progress

These are manuscripts where you have invited (Reviewers Invited – No Response) or secured reviewers (Submissions Under Review) and are awaiting their response or review.

## Submissions with Decisions

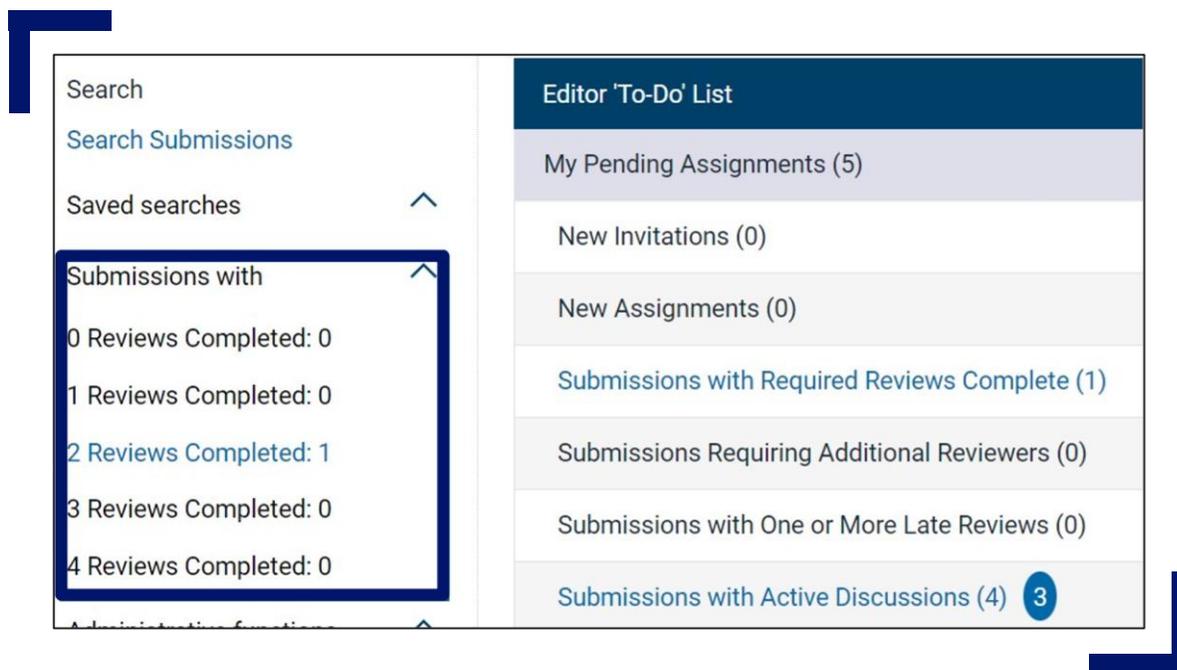
Navigate to manuscripts for which you have issued a decision.



# Academic Editor Main Menu (6)

## Submissions with [0/1/2/3/4] Reviews Completed

The left side menu is an alternate way to view your active assignments based on the status of the reviews completed.



# Academic Editor Main Menu (7)

## Administrative functions

Also on the left side menu is the ability to register new reviewers that are not already in the database. However, you will typically register new users from the **Invite Reviewers page** (see Registering a New Reviewer.)



# Manuscript Actions

# Manuscript Actions (1)

The **Action** menu is where you conduct most of your Academic Editor activities. Further detail about each of these pages can be found below.



[View Submission](#)

[Details](#)

[Discussions – Initiate a Discussion | Respond to a Discussion](#)

[Invite Reviewers](#)

[Reviewer Search: Direct search | Web of Science Reviewer Locator](#)

[Registering a new reviewer](#)

[Sending reviewer invitations](#)

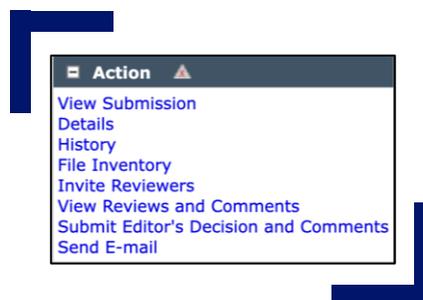
[Monitoring reviewer invitations](#)

[Re-inviting previous reviewers to a revised manuscript](#)

[View Reviews and Comments](#)

[Submit Editor's Decision and Comments](#)

[Send Email](#)



# Manuscript Actions (2)

## View Submission

Download the full submission PDF. Some particular components to note:

- **Opposed Reviewers** are listed on the first page.
- **Additional Information** provided by the authors at submission:
  - **Financial Disclosure**
  - **Competing Interests**
  - **Ethics Statement**
  - **Data Availability**
- You can access high-resolution versions of each figure by selecting the blue link at the top of the page each figure appears on.



- You can find Supporting Information files and Related Manuscripts (if included) via blue links at the end of the submission PDF.



# Manuscript Actions (3)

## Details

This page contains information about the manuscript, including journal office notes, authors, keywords, abstract, reviewer statuses, and more. The journal office may leave specific questions or guidance in the **Information for Editor** section at the top of the

**Details** page.

**Information for Editor** Please note that the authors amended the Financial Disclosure statement:

In the **Reviewers** section you can monitor the status of reviews.

Reviewers	
Name:	[Redacted] (Reviewer)
Review Status:	Review Complete
Date Reviewer Invited:	Feb 10 2021 08:49PM
Date Reviewer Agreed:	Feb 11 2021 12:26AM
Date Review Due:	Mar 13 2021 11:59PM
Date Review Completed:	Feb 12 2021 12:38AM
Elapsed Days:	1
Recommendation:	Major Revision
<hr/>	
Name:	[Redacted] (Reviewer)
Review Status:	Agreed to Review
Date Reviewer Invited:	May 07 2021 08:51PM
Date Reviewer Agreed:	May 10 2021 05:27AM
Date Review Due:	06/09/2021 <input type="text" value="(mm/dd/yyyy)"/>
Elapsed Days:	6

At the bottom of the **Details** page, you will find **Additional Information** provided by the authors ranging from mandatory inputs such as **Competing Interests** to optional **Previous Interactions**.

# Manuscript Actions (4)

## Discussions

### Initiate a Discussion

For *PLOS Aging and Health* | *PLOS Complex Systems* | *PLOS Computational Biology* | *PLOS Digital Health* | *PLOS Ecosystems* | *PLOS Genetics* | *PLOS Neglected Tropical Diseases* | *PLOS Pathogens* | *PLOS Sustainability and Transformation*

1. If a paper does not yet have any discussions, click **Initiate Discussion** to open one. If the paper has previous discussions, Initiate Discussion will be replaced with **Discussions**, and you will need to click **Start New Topic**.
2. Fill out the **Topic** and then your **Initial Comments**.
3. Once your comments are ready you can add participants via the search function. When you have found the people that you are looking for, tick the box next to their name. Then click **Proceed to Customize Letters**.



The screenshot shows a web interface for initiating a discussion. At the top, there are three buttons: 'Cancel', 'Start Discussion Without Sending Letters', and 'Proceed To Customize Letters'. The 'Start Discussion Without Sending Letters' button is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the buttons is a section titled 'Choose Topic Template: Please Choose' with a dropdown menu. Underneath, there are two text input fields: 'Topic' and 'Initial Comments'.

**Do not** select Start Discussion Without Sending Letters. If this is selected, the discussion will start but no one will be notified, and you may not get a response.

# Manuscript Actions (5)

4. Click **Confirm Selections and Proceed** to send the Discussion Invite letter.

## Respond to a Discussion

1. You will receive invitations to participate in discussions via email. Click on the link within the email to access your **Submissions with Active Discussions** folder and click on the **Discussions** Action on the manuscript.
2. Click **View** to see the conversation and participants.
3. Add your **Comments** as needed and click **Post**. You will also receive an email confirmation of your comments.

# Manuscript Actions (6)

## History

This page contains a chronological listing of the manuscript's status and correspondence history. It is especially useful if you agree to handle a manuscript that was previously assigned to another Academic Editor or one that was transferred from another PLOS journal.

## File Inventory

This page contains all the files included in the submission including the cover letter, manuscript, and figures.

# Invite Reviewers

# Manuscript Actions (7)

## Invite Reviewers

On this page you can search for reviewers, check reviewer invitation statuses, and manage secured reviewers.

[Reviewer search: Direct search | Web of Science Reviewer Locator](#)

[Registering a new reviewer](#)

[Sending reviewer invitations](#)

[Monitoring reviewer invitations](#)

[Re-inviting previous reviewers to a revised manuscript](#)

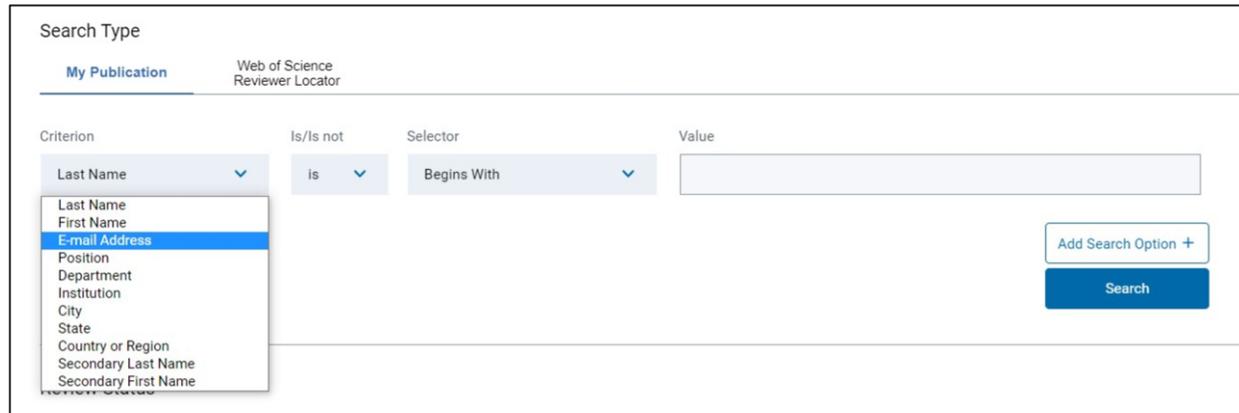
## Reviewer search

### Direct search

Use this method if you have a reviewer in mind, are using an author-suggested reviewer, or found a potential reviewer on an external database.

On the **My Publication** tab you can search by a variety of criteria. The most reliable is email.

# Manuscript Actions (8)



Search Type

My Publication    Web of Science  
Reviewer Locator

Criterion	Is/Is not	Selector	Value
Last Name	is	Begins With	

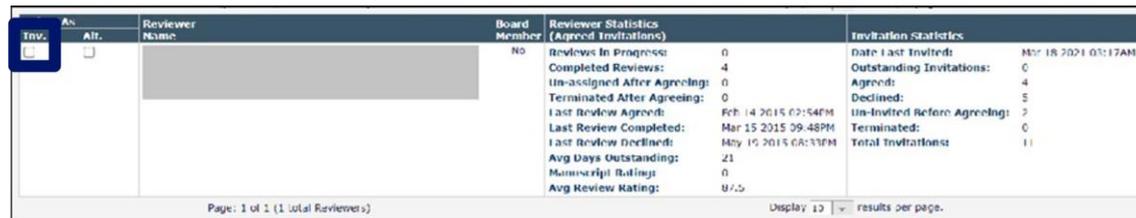
Last Name  
 First Name  
**E-mail Address**  
 Position  
 Department  
 Institution  
 City  
 State  
 Country or Region  
 Secondary Last Name  
 Secondary First Name

Add Search Option +

Search

1. If your desired reviewer is in the database, their profile will appear in your search results along with some basic statistics on their past invitations and reviews. If they are not in the database, you can register them.
  - a. To invite the reviewer, click the **Inv.** Box.

# Manuscript Actions (9)



Inv.	Alt.	Reviewer Name	Board Member	Reviewer Statistics (Approved Invitations)	Invitation Statistics
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	No	Reviews In Progress: 0 Completed Reviews: 4 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: Feb 14 2015 02:54PM Last Review Completed: Mar 15 2015 09:48PM Last Review Declined: May 15 2015 08:33PM Avg Days Outstanding: 21 Manuscript Rating: 0 Avg Review Rating: 9.5	Date Last Invited: May 18 2015 05:17AM Outstanding Invitations: 0 Agreed: 4 Declined: 5 Un-Invited Before Agreeing: 2 Terminated: 0 Total Invitations: 11

Page: 1 of 1 (1 Total Reviewers)      Display 10 results per page.

- b. To select the reviewer as an alternate, click the **Alt.** box. Alternate reviewers are automatically invited when invited reviewers decline.
- c. You can continue to find reviewers using the search fields after you make initial selections. EM will remember which reviewers you selected.

# Manuscript Actions (10)

## Web of Science Reviewer Locator

The Web of Science Reviewer Locator is a tool to help you find, vet, and invite reviewers.



1. Select the Web of Science Reviewer Locator tab to use the tool.
2. The tool will return a list of suggested reviewers from Web of Science databases. Keep in mind that before inviting anyone, you still need to vet them for expertise match, appropriate seniority, and avoid any potential conflicts of interest.
3. If available, click on **View Researcher Profile and Publications** to open a potential reviewer's Web of Science profile in a new window.

# Manuscript Actions (11)

Reviewer Statistics (Agreed Invitations)	
Reviews in Progress:	0
Completed Reviews:	0
Un-assigned After Agreeing:	0
Terminated After Agreeing:	0
Last Review Agreed:	-
Last Review Completed:	-
Last Review Declined:	-
Avg Days Outstanding:	0
Manuscript Rating:	0
Avg Review Rating:	0.0
<a href="#">View Researcher Profile and Publications</a>	

4. To invite a reviewer, check the **Inv.** box. To queue a reviewer as an alternate, check the **Alt.** box.

5. If a reviewer is not in the Editorial Manager database, a popup box about proxy registration will appear. You do not need to follow the Registering a New Reviewer steps; this is done automatically.

Inv.	Alt.
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.</p>	

# Manuscript Actions (12)

## Register a new reviewer

Many reviewers will already be in the EM database. However, if they are not already, you will need to register the desired reviewer prior to inviting them to review.

1. Click **Register and Select New Reviewer**.

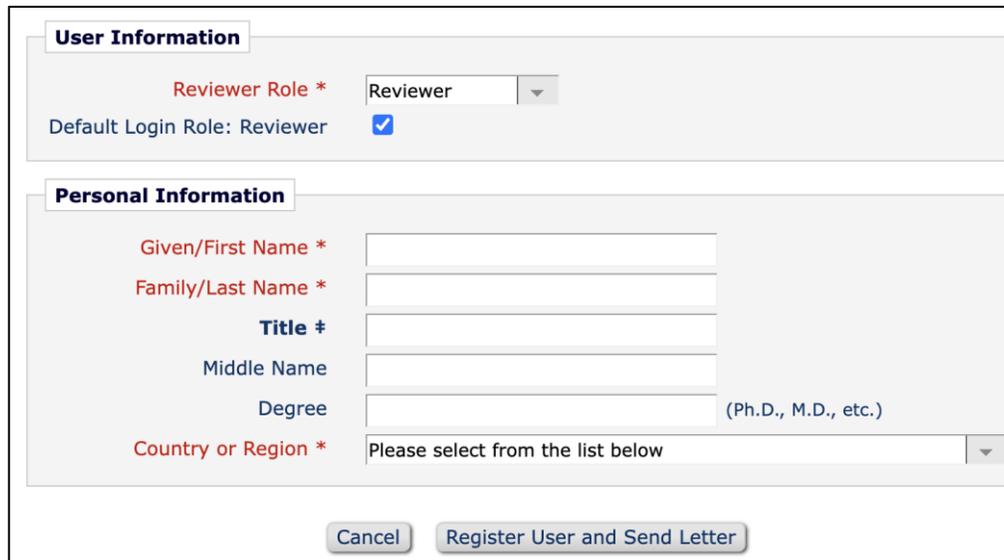


2. Enter the desired reviewer's email address.

A screenshot of a web form titled "Register and Select New Reviewer". On the left side, there is a sidebar with the title and a short instruction: "Please enter key information about the person you are registering as a Reviewer." The main part of the form features a text input field labeled "E-mail Address \*". A tooltip is displayed over the input field, containing the following text: "If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@journal.com;joe@yahoo.com). Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read Here." At the bottom of the form, there are two buttons: "Cancel" and "Proceed". The screenshot is framed by blue L-shaped corner brackets.

# Manuscript Actions (13)

3. Enter the reviewer's **Personal Information**. All text in red and with an asterisk is required.



The screenshot shows a web form with two main sections: "User Information" and "Personal Information".

**User Information**

- Reviewer Role \***: A dropdown menu with "Reviewer" selected.
- Default Login Role: Reviewer**: A checkbox that is checked.

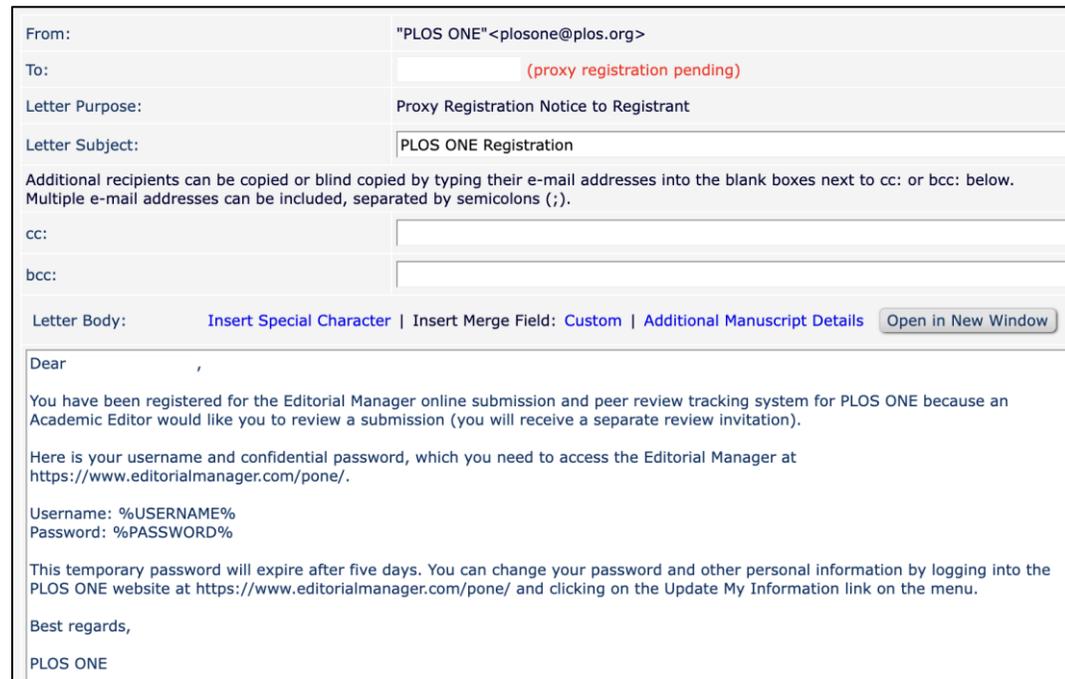
**Personal Information**

- Given/First Name \***: An empty text input field.
- Family/Last Name \***: An empty text input field.
- Title ‡**: An empty text input field.
- Middle Name**: An empty text input field.
- Degree**: An empty text input field with a dropdown arrow and the text "(Ph.D., M.D., etc.)" to its right.
- Country or Region \***: A dropdown menu with the text "Please select from the list below" and a dropdown arrow.

At the bottom of the form are two buttons: "Cancel" and "Register User and Send Letter".

# Manuscript Actions (14)

4. Once complete, select **Register User and Send Letter** and then **Send Letter** to send the proxy registration letter.

A screenshot of an email composition interface. The header shows the sender as "PLOS ONE" with the email address <plosone@plos.org>. The recipient field is empty and has a red note "(proxy registration pending)". The letter purpose is "Proxy Registration Notice to Registrant" and the subject is "PLOS ONE Registration". Below the header, there are fields for "cc:" and "bcc:". The letter body contains a message starting with "Dear ," followed by text explaining the registration for the Editorial Manager system, providing a username and password, and instructions on how to change the password. The message ends with "Best regards, PLOS ONE". There are also links for "Insert Special Character", "Insert Merge Field: Custom", and "Additional Manuscript Details", along with an "Open in New Window" button.

From: "PLOS ONE" <plosone@plos.org>

To: (proxy registration pending)

Letter Purpose: Proxy Registration Notice to Registrant

Letter Subject: PLOS ONE Registration

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:

bcc:

Letter Body: [Insert Special Character](#) | [Insert Merge Field: Custom](#) | [Additional Manuscript Details](#) [Open in New Window](#)

Dear ,

You have been registered for the Editorial Manager online submission and peer review tracking system for PLOS ONE because an Academic Editor would like you to review a submission (you will receive a separate review invitation).

Here is your username and confidential password, which you need to access the Editorial Manager at <https://www.editorialmanager.com/pone/>.

Username: %USERNAME%  
Password: %PASSWORD%

This temporary password will expire after five days. You can change your password and other personal information by logging into the PLOS ONE website at <https://www.editorialmanager.com/pone/> and clicking on the Update My Information link on the menu.

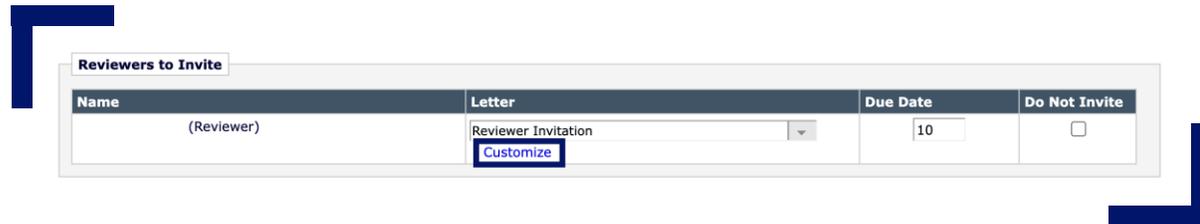
Best regards,  
PLOS ONE

5. You can now select the desired reviewer and proceed to sending invitations.

# Manuscript Actions (15)

## Sending reviewer invitations

1. Once you have finished making your selections, click **Proceed**.
2. Here you will see a list of all selected reviewers and alternates.



Name	Letter	Due Date	Do Not Invite
(Reviewer)	Reviewer Invitation <a href="#">Customize</a>	10	<input type="checkbox"/>

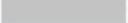
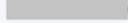
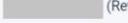
3. You have the option to **Customize** the default text if you would like to add a personal note to the reviewer.
4. Click **Confirm Selections and Proceed**.

# Manuscript Actions (16)

## Monitoring reviewer invitations

In the **Review Status** section of the **Invite Reviewers** page, you can view the status of the reviewer invitations, view the **Decline Reason** text, and check whether there are any outstanding **Alternate Reviewers**.

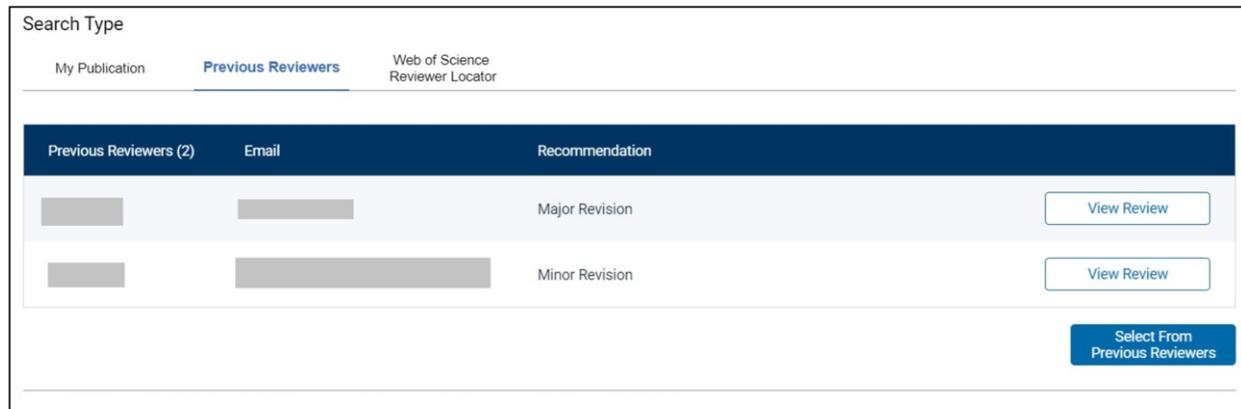
Review Status

Invited Reviewers (18)			
 (Reviewer)	Review Complete Feb 17 2023 08:41AM		
 (Reviewer)	Reviewer Invited Feb 17 2023 10:04AM		<a href="#">Uninvite Reviewer</a>
 (Reviewer)	Reviewer Invited Feb 17 2023 09:56AM		<a href="#">Uninvite Reviewer</a>
 (Reviewer)	Reviewer Invited Feb 17 2023 09:46AM		<a href="#">Uninvite Reviewer</a>
 (Reviewer)	Reviewer Invited Feb 17 2023 10:02AM		<a href="#">Uninvite Reviewer</a>
 (Reviewer)	Reviewer Declined Feb 20 2023 10:35AM	No Reason Entered	<a href="#">Reinvite Reviewer</a>
 (Reviewer)	Reviewer Declined Feb 21 2023 06:36PM	<a href="#">View</a>	<a href="#">Reinvite Reviewer</a>

# Manuscript Actions (17)

## Re-inviting previous reviewers to a revised manuscript

1. On the **Previous Reviewers** tab of the **Invite Reviewers** page, click the **Select From Previous Reviewers** button.

A screenshot of a web interface for managing reviewers. At the top, there are three tabs: "My Publication", "Previous Reviewers" (which is selected and highlighted in blue), and "Web of Science Reviewer Locator". Below the tabs is a table with two columns: "Previous Reviewers (2)" and "Email". The table contains two rows of reviewer information. The first row shows a reviewer with a "Major Revision" recommendation and a "View Review" button. The second row shows a reviewer with a "Minor Revision" recommendation and a "View Review" button. At the bottom right of the table area, there is a blue button labeled "Select From Previous Reviewers".

Search Type		
My Publication	<b>Previous Reviewers</b>	Web of Science Reviewer Locator
Previous Reviewers (2)	Email	Recommendation
[Redacted]	[Redacted]	Major Revision
[Redacted]	[Redacted]	Minor Revision

View Review

View Review

Select From Previous Reviewers

# Manuscript Actions (18)

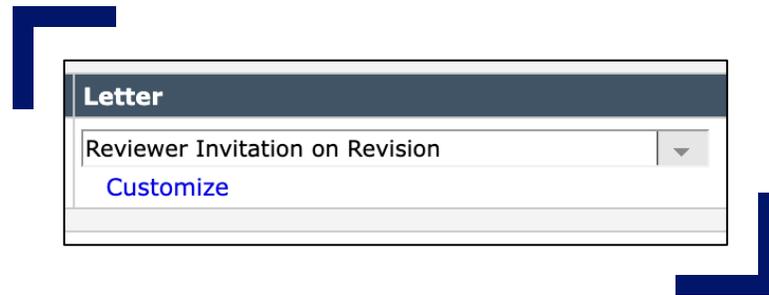
2. Select the previous reviewers you would like to re-invite, then click **Proceed**.

Page: 1 of 1 (2 total Reviewers)

Select As		Reviewer Name
Inv.	Alt.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #cccccc; padding: 2px;">(Reviewer)</div> <div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;"></div> <p><b>This publication:</b> (This person reviewed the previous version as Reviewer 2)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #cccccc; padding: 2px;">(Reviewer)</div> <div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;"></div> <p><b>This publication:</b> (This person reviewed the previous version as Reviewer 1)</p>

# Manuscript Actions (19)

3. The appropriate letter template will already be selected, which you may customize as necessary.



4. Once you are ready, click **Confirm Selections and Proceed** to re-invite the selected previous reviewers.

**[View Reviews and Comments](#)**

# Manuscript Actions (20)

## View Reviews and Comments

On this page you can view the reviewers, their recommendations and comments, decision letters, response to reviewers, and any reviews uploaded as attachments.

	Revision 1	Original Submission
Jussi A Hernesniemi (Reviewer 1)	Reject	Major Revision
MARIO IANNACCONE, M.D. (Reviewer 2)	(None)	Accept
Katriina Aalto-Setälä, Professor (Academic Editor)	Reject	Major Revision
Author Decision Letter	Reject	Major Revision
David R. Soriano-Moreno (Author)		Response to Reviewers

To view the reviewer comments, click the suggested decision type for each reviewer individually. This will show the completed reviewer form for that reviewer. These comments - except for the recommended decision - are automatically pulled into your decision letter.

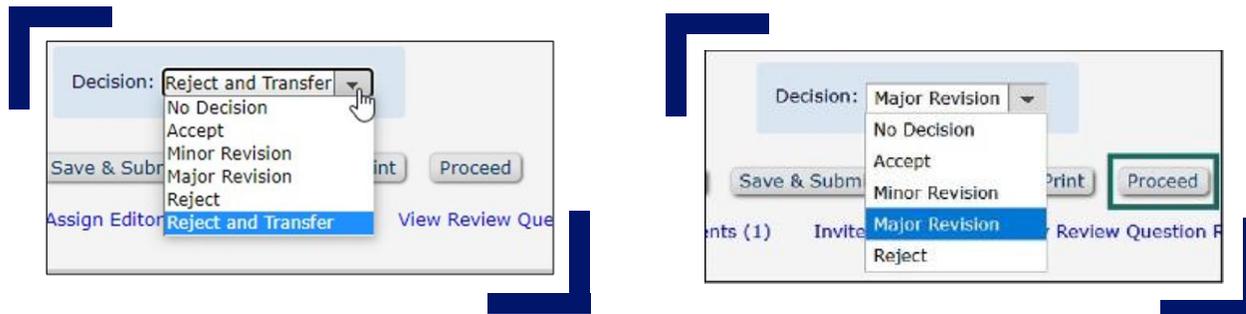
# Submit Editor's Decisions and Comments

# Manuscript Actions (21)

## Submit Editor's Decisions and Comments

It is on this page that you will issue your **Decision**. You are also able to access the same content as the **View Reviews and Comments** page (e.g., reviewer comments).

1. Select your decision type at the top of the page, then click **Proceed**. You do not need to type anything in the **Confidential Comments to Editor** nor the **Comments to Author** section. You will add your Academic Editor comments in the decision letter.



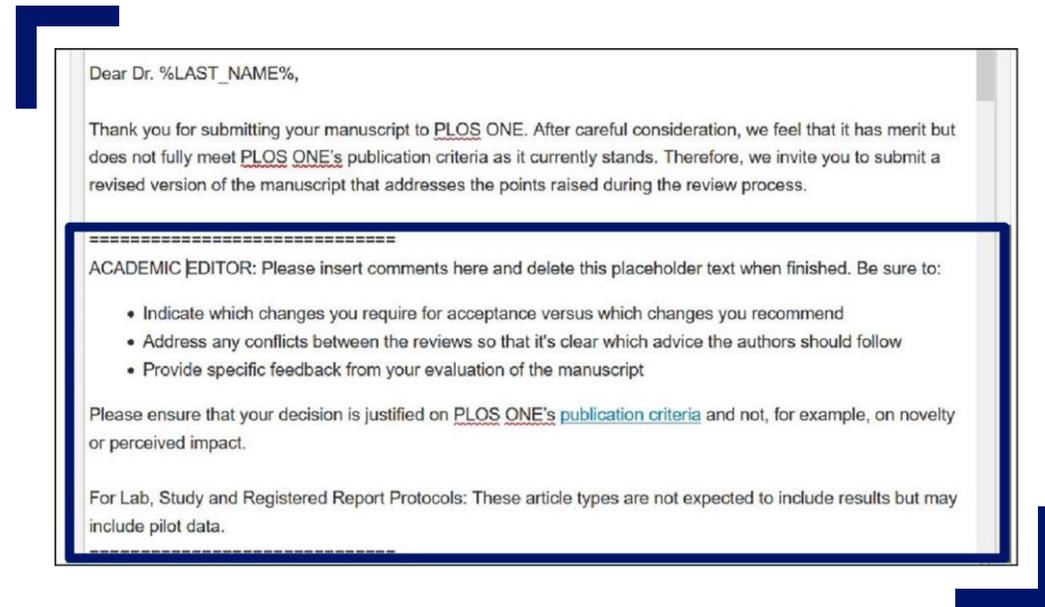
If you select **Reject and Transfer**, you will also have to select which PLOS journal you are recommending transfer to.

2. The next page shows the draft decision with reviewer Comments to the Author. Click **Proceed** once more, which will take you to the decision letter.

# Manuscript Actions (22)

For *PLOS Climate* | *PLOS Global Public Health* | *PLOS Mental Health* | *PLOS One* | *PLOS Water*

3. Replace the placeholder text with your own comments. You must add context to your editorial decision by replacing this text. It is not sufficient to leave this placeholder text nor leave the section blank.

A screenshot of a text editor window showing a template for an academic editor's decision letter. The text is as follows:

Dear Dr. %LAST\_NAME%,

Thank you for submitting your manuscript to [PLOS ONE](#). After careful consideration, we feel that it has merit but does not fully meet [PLOS ONE's](#) publication criteria as it currently stands. Therefore, we invite you to submit a revised version of the manuscript that addresses the points raised during the review process.

=====

ACADEMIC EDITOR: Please insert comments here and delete this placeholder text when finished. Be sure to:

- Indicate which changes you require for acceptance versus which changes you recommend
- Address any conflicts between the reviews so that it's clear which advice the authors should follow
- Provide specific feedback from your evaluation of the manuscript

Please ensure that your decision is justified on [PLOS ONE's](#) [publication criteria](#) and not, for example, on novelty or perceived impact.

For Lab, Study and Registered Report Protocols: These article types are not expected to include results but may include pilot data.

=====

4. Once complete, click **Submit Decision with Draft Letter** at the top or bottom of the page.

# Manuscript Actions (23)

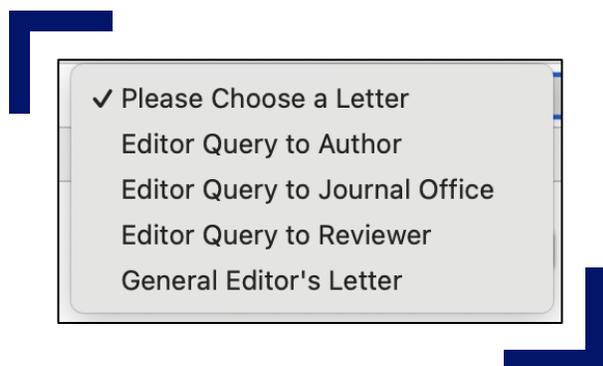
For *PLOS Aging and Health* | *PLOS Complex Systems* | *PLOS Computational Biology* | *PLOS Digital Health* | *PLOS Ecosystems* | *PLOS Genetics* | *PLOS Neglected Tropical Diseases* | *PLOS Pathogens* | *PLOS Sustainability and Transformation*

5. In the **Modify Letter** dropdown you can select the appropriate template letter and add your own comments. You must add context to your editorial decision and not just pass on the reviewers' comments.
6. Once complete, click **Submit Decision with Draft Letter** at the top or bottom of the page. The letter will go to the Section Editor for approval before being sent to the author.

# Manuscript Actions (24)

## Send Email

On this page you can send ad hoc emails to any of the manuscript's contributors or the journal office. Select the desired letter, then click **Customize Letter** to open, customize as necessary, and send the letter.



# If you need further help

If you are unsure what to do, email us. Your journal team is here to support you.

- *PLOS Aging and Health*: [customercare@plos.org](mailto:customercare@plos.org)
- *PLOS Climate*: [climate@plos.org](mailto:climate@plos.org)
- *PLOS Complex Systems*: [complexsystems@plos.org](mailto:complexsystems@plos.org)
- *PLOS Computational Biology*: [ploscompbiol@plos.org](mailto:ploscompbiol@plos.org)
- *PLOS Digital Health*: [digitalhealth@plos.org](mailto:digitalhealth@plos.org)
- *PLOS Ecosystems*: [customercare@plos.org](mailto:customercare@plos.org)
- *PLOS Genetics*: [plogenetics@plos.org](mailto:plogenetics@plos.org)
- *PLOS Global Public Health*: [globalpubhealth@plos.org](mailto:globalpubhealth@plos.org)
- *PLOS Mental Health*: [mentalhealth@plos.org](mailto:mentalhealth@plos.org)
- *PLOS Neglected Tropical Diseases*: [plosntds@plos.org](mailto:plosntds@plos.org)
- *PLOS One*: [plosone@plos.org](mailto:plosone@plos.org)
- *PLOS Pathogens*: [plospathogens@plos.org](mailto:plospathogens@plos.org)
- *PLOS Sustainability and Transformation*: [sustaintransform@plos.org](mailto:sustaintransform@plos.org)
- *PLOS Water*: [water@plos.org](mailto:water@plos.org)

**PLOS**

**A catalyst for better**

