PETROPHYSICS | Associate Editor Online Instructions

Go to <u>www.editorialmanager.com/spwla</u> home page.

First-Time Users: Please click "Register Now" and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your account. NOTE: If you received an e-mail from us with an assigned user ID and password, please use that information to login. DO NOT REGISTER AGAIN. Usernames and passwords may be changed after registration (see QUICK TIP below).

Registered Users: Enter your username and password, then click "Editor Login." You will be logged into the Main Menu screen.



Once you are logged in, locate the "Editor To-Do List," click "New Assignments."

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Under the "Action" heading, click "View Submission."

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	View Submission Details History Edit Submission Classifications Invite Reviewers Submit Editor's becision and Comments Send E-mail	SPWLA-D-11- 00029	Research Article - Petrophysics Journal		Manuscript Title Test4	<u>Lydia</u> Wacasey®	05/27/2011	05/27/2011	With Editor	
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When prompted by the popup window, click "Save" to save the file.

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To invite Reviewers, click "Invite Reviewers" under the Action heading.

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Action A View Submission Details History File Inventory Edit Submission Classifications Invite Reviewers Submit Editor's Decision and Comments Send E-mail	SPWLA-D-11- 00029	Research Article - Petrophysics Journal		Manuscript Title Test4	Lydia Wacasey	05/27/2011	05/27/2011	With Editor	
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Select "Search for Reviewers" and "All Reviewers" using the drop down menus. Click "Go."

Reviewer Selection Summary - Submission SPWLA-D-11-00029 Lydia Wacasey ``Manuscript Title Test4″	
Manuscript Details Classifications Submit Editor's Decision and Comments	QUICK TIP
This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [Change] review(s) have been completed. Automatically un-invite Reviewers who do not respond within 7 [Change] day(s). Set this number to 0 to turn off the automatic un-invitation process for this submission.	allowed for a Reviewer to respond to your invitation. The Reviewer will be un-invited after the selected amount
Reviewer Search Search My Publication Search My Publication Search My Publication	of days pass. Select 0 days to turn off the un-invitation process.
All Reviewers Reviewer Selected Reviewers Entire Database	
Invited Reviewers and Linked Alternate Reviewers There are currently no Reviewers Invited for this submission.	

To see a list of all Reviewers, place your cursor in the first "Value" text box. Hit the spacebar once (leaving a blank space) and click "search" to retrieve the full list.

Search For Reviewers - Manuscript Number SPWLA-D-11-00029 Lydia Wacasey "Manuscript Title Test4"	
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Clear Search QUICK 1 <u>Register and Select New Reviewer</u> Click "Register and	f lP d Select New
Reviewer" to add who is not in our g	a Reviewer database.

Scroll through the list to find the names of reviewers you'd like to invite to review the manuscript.

To invite a reviewer, check the box beside his or her name in the "Inv" column.

Once you've selected all of the reviewers to be invited, scroll to the bottom of the page and click "Proceed." <u>Note</u>: You can also select Alternate Reviewers to replace Reviewers who decline your invitation or who do not respond by checking the appropriate box under the column heading "Alt."

						Last Review Completed:	-	Total Invitations:	58
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The next screen will list the reviewers to be invited. If this list is correct, click "Confirm Selections and Proceed."

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	Test User Reviewer2 (Reviewer)	Reviewer Invitation	Customize	28	
		Cancel	Change Selections	Proceed	

The next screen is your **confirmation** of invitations emailed to reviewers. To continue, click "Return to Main Menu."

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Confirmation	Test User Reviewer2
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The manuscript will now be located in the "Editor 'To-Do' List" under the heading "Reviews in Progress." It will remain categorized as "Reviewers Invited – No Response" until the reviewers have accepted or declined the assignment.

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	Submissions with One or More Late Reviews (0)
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	Reviewers Invited - No Response (1)
	Submissions Under Review (0)
	Submissions with Decisions
	My Assignments with Decision (0)
	My Assignments with Final Disposition (2)

When a reviewer accepts the invitation, the manuscript will move to the "Submissions Under Review" area of the "Editor 'To-Do' List," where it will remain until the reviewer rates and submits his or her recommendation.

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After the reviewers rate the manuscript and submit their recommendations, the manuscript will appear in the "Editor To-Do List" as "Submissions with Required Reviews Complete." Click this link to continue.

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To view the reviewers' comments, ratings and recommendations, click "View Reviews and Comments" under the "Action" heading.

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When prompted by the popup screen, click each reviewer's decision in the "Original Submission" column.

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Clicking the decision link in the "Original Submission" column will allow you to view the reviewer's scorecard of the manuscript. At this time, you will be asked to rate the reviewer's review. Enter a numerical rating between 1 and 100 in the text box, and click "Save and Close." **Complete this step for all reviews**.



Close the pop-up window to return to the "Submissions with Required Reviews Complete" screen. To submit your final decision for the manuscript, click "Submit Editor's Decision and Comments" located beneath the "Action" heading.

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	View Submission Details History File Inventory Edit Submission Classifications Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail	SPWLA-D-11- 00029	Research Article - Petrophysics Journal		Manuscript Title Test4	Lydia Wacasey	05/27/2011	05/31/2011	Required Reviews Completed	2 Complete	
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From the "Decision" drop-down menu, select your decision (Accept, Reject, Minor Revision, Major Revision). Enter your overall rating for the manuscript by typing a number between 1 and 100 in the textbox. Scoll down to "Confidential Comments to Editor" box to submit comments to the Editor. Submit blind comments to author in the "Comments to Author" box. Scroll back to the top of the screen and click "Proceed" to continue.

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The next screen will summarize your rating and recommendation. If correct, click the "Submit Decision" button to continue.

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Your decision has been successfully submitted when you will receive the following on-screen confirmation:

