

PETROPHYSICS | Associate Editor Online Instructions

Go to www.editorialmanager.com/spwla 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.

Please Enter the Following

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Username/Password](#) [Register Now](#) [Login Help](#)

[Insert Special Character](#)

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 instructions below).

Registered users: Enter your username and password, then click on the appropriate login.

To change your username and/or password: Once you are registered, you may change your contact information, username and/or password at any time. Simply login to the system and click "Update My Information" in the navigation bar at the top of the page.

QUICK TIP
To Change Your Username and/or Password: Once you are registered, you may change your contact information, username and/or password at any time. Simply login to the system and click “Update My Information” in the navigation bar at the top of the page.

Forgot your Username/Password?
Click “Send Username/Password” to have your login information sent to your email.

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

SPWLA Petrophysics Journal

HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Powered by Editorial Manager

Role: Associate Editor Username: TAssociate

Associate Editor Main Menu

Search
[Search Submissions](#) | [Search People](#)

Editor 'To-Do' List

- My Pending Assignments (1)
 - [New Assignments](#) (1)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)

Reviews in Progress (0)

- Reviewers Invited - No Response (0)
- Submissions Under Review (0)

Submissions with Decisions

- My Assignments with Decision (0)
- [My Assignments with Final Disposition](#) (2)

Administrative Functions
[Register New User](#)

QUICK TIP
Make sure the correct role, Associate Editor, is selected. If not, just click the drop down box to make the selection manually.

Under the “Action” heading, click “View Submission.”

New Editor Assignments - Test User Associate Editor

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
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	

Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

When prompted by the popup window, click “Save” to save the file.

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Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

File Download

Do you want to open or save this file?

Name: SPWLA-D-11-00029.fdf
 Type: Adobe Acrobat Forms Document, 191KB
 From: www.editorialmanager.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To invite Reviewers, click “Invite Reviewers” under the Action heading.

New Editor Assignments - Test User Associate Editor

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Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

Select "Search for Reviewers" and "All Reviewers" using the drop down menus. Click "Go."

QUICK TIP
Click "Change" to modify the days allowed for a Reviewer to respond to your invitation. The Reviewer will be un-invited after the selected amount of days pass. Select 0 days to turn off the un-invitation process.

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.

QUICK TIP
Click "Register and Select New Reviewer" to add a Reviewer who is not in our 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." Note: 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
				Last Review Declined:	-		
				Avg Days Outstanding:	0		
				Manuscript Rating:	0		
				Reviewer Rating:	0		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test User Reviewer1 (Reviewer)	No	0 Class matches with MS	Reviews in Progress: 0 Completed Reviews: 3 Un-invited After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 05/27/2011 Last Review Completed: 05/27/2011 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 68 Reviewer Rating: 90	Outstanding Invitations: 0 Agreed: 3 Declined: 0 Un-invited: 0 Terminated: 0 Total Invitations: 3
People Notes: Testing							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test User Reviewer2 (Reviewer)	No	0 Class matches with MS	Reviews in Progress: 0 Completed Reviews: 3 Un-invited After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 05/27/2011 Last Review Completed: 05/27/2011 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 58 Reviewer Rating: 90	Outstanding Invitations: 0 Agreed: 3 Declined: 0 Un-invited: 0 Terminated: 0 Total Invitations: 3

The next screen will list the reviewers to be invited. If this list is correct, click “Confirm Selections and Proceed.”

Select Reviewers - Confirm Selection and Customize Letters

You have selected the following people as potential Reviewers ([more...](#))

Name	Letter	Days to Review	Do Not Invite
Test User Reviewer1 (Reviewer)	Reviewer Invitation Customize	28	<input type="checkbox"/>
Test User Reviewer2 (Reviewer)	Reviewer Invitation Customize	28	<input type="checkbox"/>

[Change Selections](#) [Cancel](#) [Confirm Selections and Proceed](#)

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

Reviewer Selection Confirmation

An E-mail has been sent to the following Reviewers notifying them of the invitation:

- Test User Reviewer1
- Test User Reviewer2

[Send E-Mail](#)
[Reviewer Selection Summary](#)
[Return to New Editor Assignments](#)
[Return to Main Menu](#)

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.

Associate Editor Main Menu

Search
[Search Submissions](#) | [Search People](#)

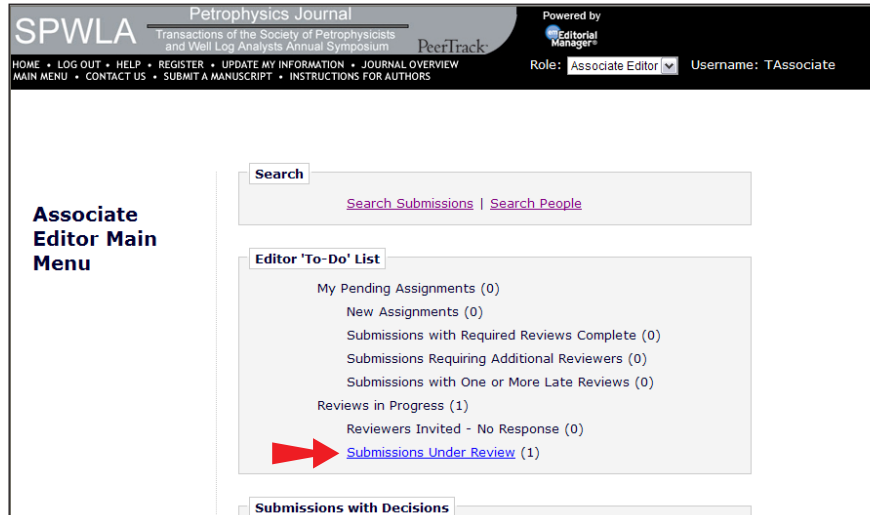
Editor 'To-Do' List

- My Pending Assignments (0)
- New Assignments (0)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviews (0)
- Submissions with One or More Late Reviews (0)
- Reviews in Progress (1)
- [Reviewers Invited - No Response \(1\)](#)
- Submissions Under Review (0)

Submissions with Decisions

- My Assignments with Decision (0)
- [My Assignments with Final Disposition \(2\)](#)

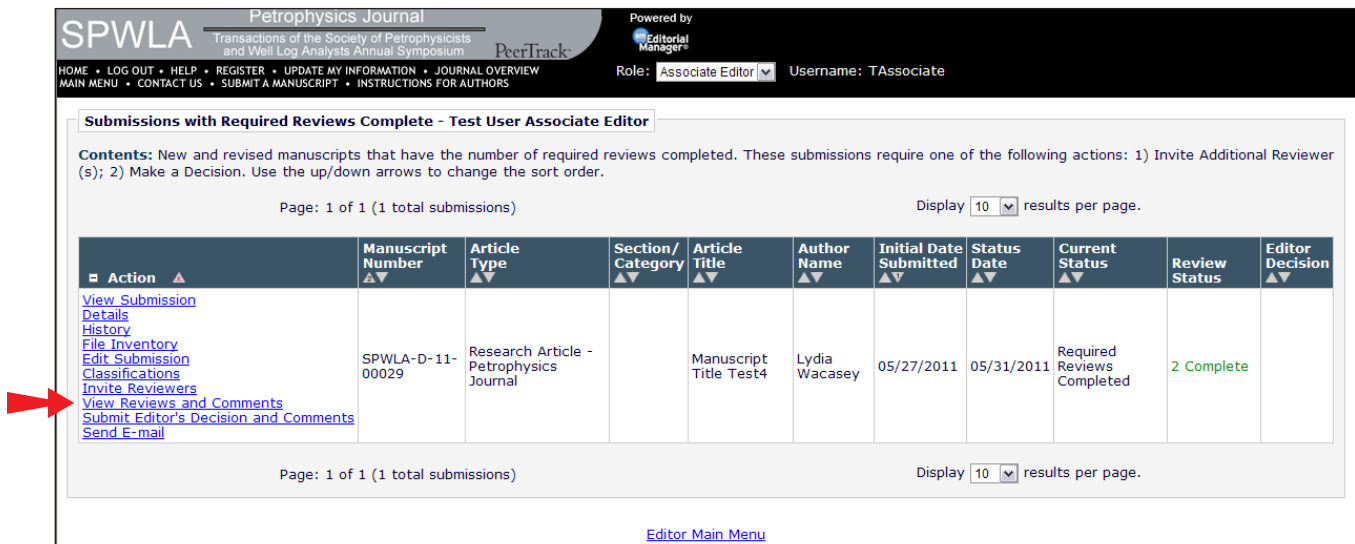
When a reviewer accepts the invitation, the manuscript will move to the “Submissions Under Review” area of the “Editor ‘To-Do’ List,” where it will remain until the reviewer rates and submits his or her recommendation.



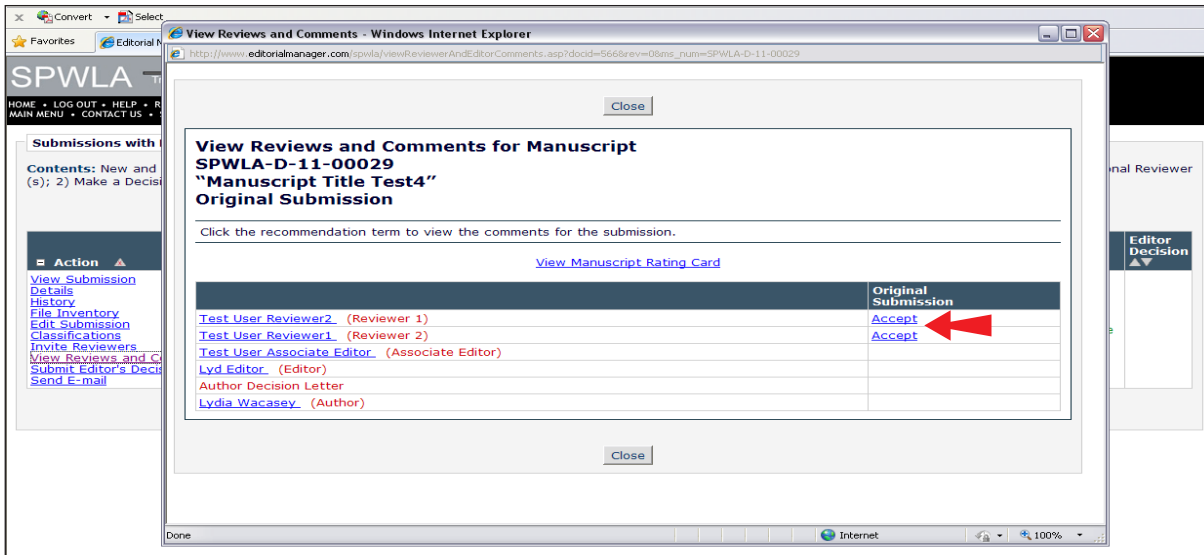
After the reviewers rate the manuscript and submit their recommendations, the manuscript will appear in the “Editor To-Do List” as “Submissions with Required Reviews Complete.” Click this link to continue.



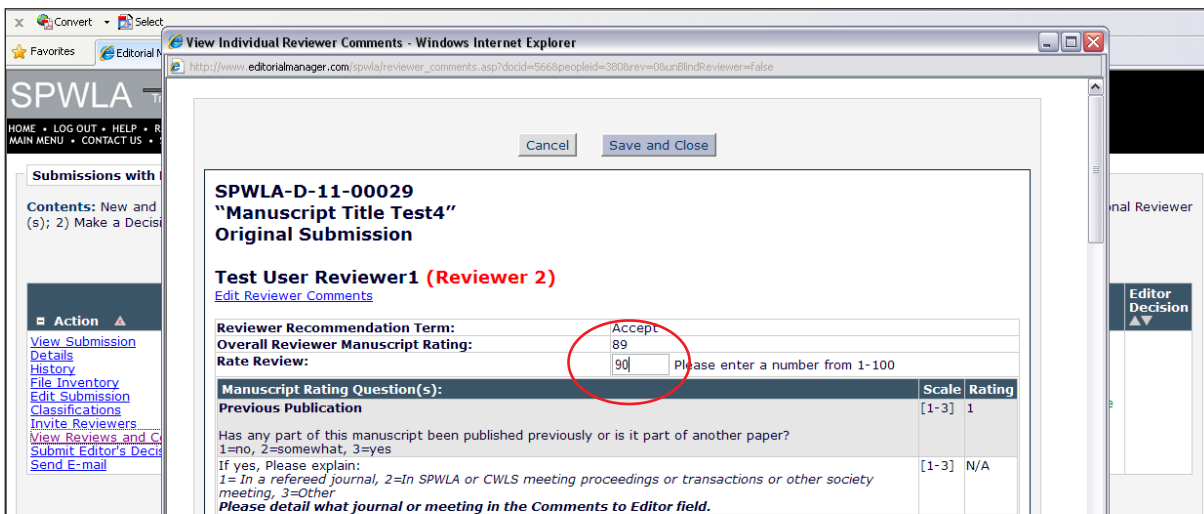
To view the reviewers’ comments, ratings and recommendations, click “View Reviews and Comments” under the “Action” heading.



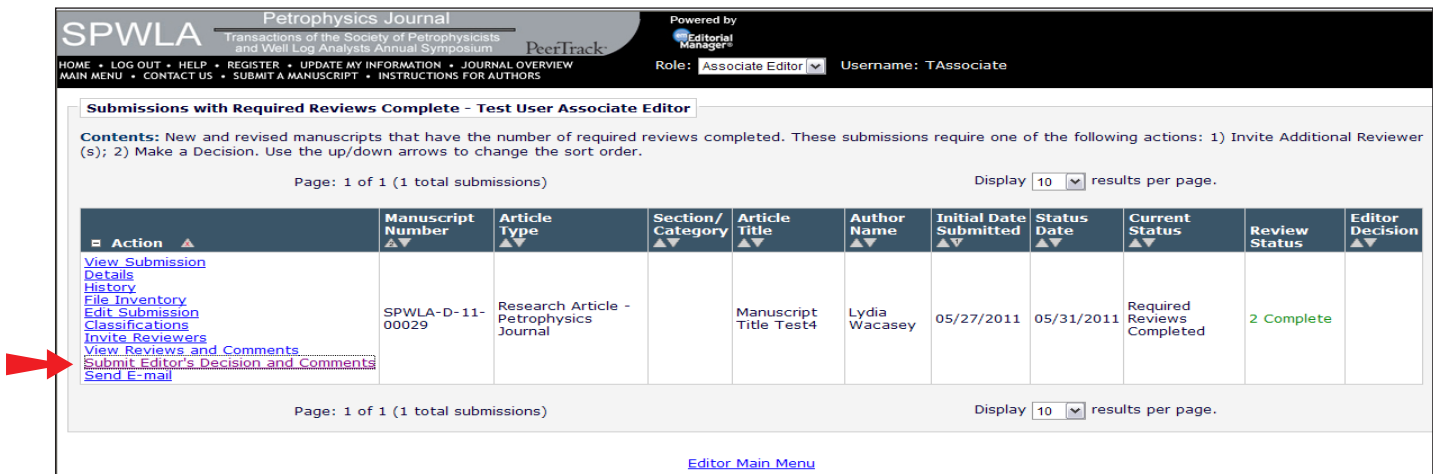
When prompted by the popup screen, click each reviewer’s decision in the “Original Submission” column.



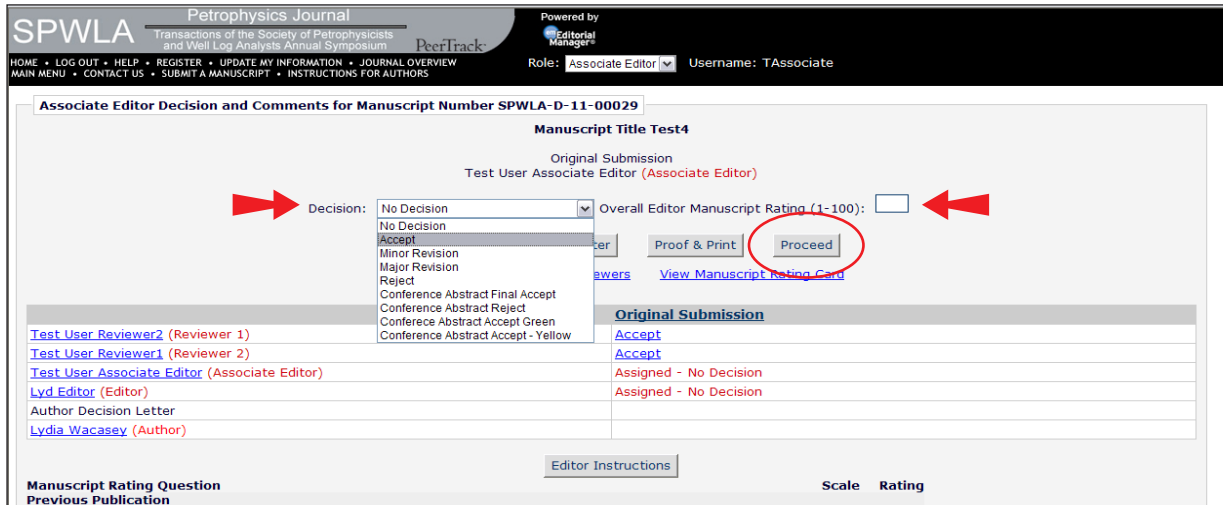
Clicking the decision link in the “Original Submission” column will allow you to view the reviewer’s scorecard of the manuscript. At this time, you will be asked to rate the reviewer’s review. Enter a numerical rating between 1 and 100 in the text box, and click “Save and Close.” **Complete this step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



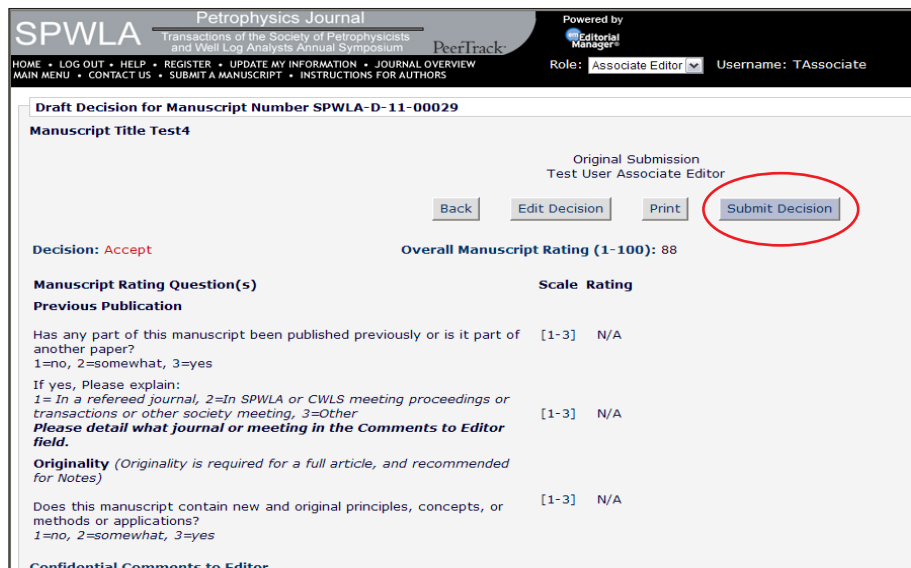
Close the pop-up window to return to the “Submissions with Required Reviews Complete” screen. To submit your final decision for the manuscript, click “Submit Editor’s Decision and Comments” located beneath the “Action” heading.



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. Scroll 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.**



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



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

