

Manuscript *FastTrack*

Roles within *FastTrack*

User: All people are automatically assigned as users. This allows them access to the “user preferences” panel to change their personal and login information.

Editor: The main managing editor of the journal (can be multiple people within a system) who makes editorial decisions.

- Only role that can see (with a red background) when reviews are overdue *directly from the snapshot panel before drilling down into each submission*.
- Only role that can see the system statistics (average days in review, number of reviews out and the percentage of reviews in each status, total submissions) from the front panel.
- Only role that can export information to Excel—review data, submission data, reviewer data.
- Only role (other than Associate/Guest/Sub-Editor, if applicable) that can make editorial decisions.

Assistant Editor: A person that will act as the assistant to the Editor and perform administrative duties, such as uploading reviewer copies, emailing users, adding/editing reviewers, publishing submissions, etc. The Assistant Editor has full access to every submission, but lacks the ability to assign reviewers or make editorial decisions.

- Only role that can upload a reviewer copy of the manuscript (for double-blind systems only).

Associate/Guest/Sub-Editor: A person that will make editorial decisions, but only on certain submissions. Depending on the choice selected on the Manager tasks panel, this role can either select which submissions (from the entire list) that he/she would like to take charge of, or can be assigned submissions by the Editor. This role then handles the submission in the same manner that an Editor would—including assigning reviewers and making the final editorial decision. *(After the user registers, the Editor or Manager must assign him/her to this role)*

Manager: This role should be restricted to only those people who should have access to change the system configuration settings (instruction language, topics, review questions, email templates), as well as add/edit user information. **This role has access to every user’s login information.** *(After the user registers, the Editor or Manager must assign him/her to this role)*

Author: Any user who wants to submit a manuscript for review.

Reviewer: Any user who will be assigned manuscripts to review and submit his/her review through the system to be used in the editorial decision. *(After the user registers, the Editor or Manager must assign him/her to this role)*

Workflow in Manuscript FastTrack

❖ Submission of Manuscript

- Author registers on the main page. The only requirement for registration is to create a username and password and have a valid email address.
- Author signs in to FastTrack.
- From the “My Submissions” panel, Author clicks on “Submit a new document.”

The screenshot displays the 'My submissions' page in the Manuscript FastTrack system. At the top, the 'Manuscript FastTrack' logo is visible on both sides. A navigation bar includes links for 'Editor tasks', 'Assistant Editor tasks', 'My submissions' (which is highlighted), 'Manager Tasks', and 'User preferences'. The user is logged in as 'fasteditor' with a 'Logout' link. The main content area features a dark blue header for 'My submissions'. Below this, a welcome message states: 'Thank you for considering submission of your work to the Journal of FastTrack. FastTrack is considered among the highest quality journals for publishing research in agricultural and natural resource economics.' This is followed by instructions: 'This page shows your current submissions to FastTrack. Use this page to check on the status of your in-process submission(s) and statistics for published submissions. Click the **Help** button for more information.' A message indicates 'You have no current submissions in the system.' and a blue link 'Click here to submit a document' is circled in red. Below this is a link to 'Email the editor for questions.' and a 'HELP' button. The footer contains the text: 'Manuscript FastTrack v.4.6.7 © 2000-2007 Express Academic Services'.

- Submission form is displayed. Author fills out all information—Title, list of all authors, type of submission, topic(s) associated with the submission, notes (optional), file, checkbox available if the submission was invited.



Editor tasks Assistant Editor tasks Associate/Guest Editor tasks **My submissions** Manager Tasks User preferences

Submit a new document

Document details

Title:

Author(s):
Enter author names separated by commas, for example: Dr. John Smith, Dr. Ted Jones, Fred Baily.

Document type: [choose type] ▾

Document topic(s):

- 1.00 General Economics and Teaching of Biotech**
 - 1.00 General Economics and Teaching of Biotech
 - 1.10 Role of Economics, Role of Economists
 - 1.20 Relation of Economics to Social Values
- 2.00 Consumer Economics**
 - 2.00 Consumer Economics
 - 2.10 Analysis of Collective Decision Making
 - 2.20 Analysis of Individual Decision Making
 - 2.30 Information and Uncertainty / Food Labeling
 - 2.40 Demographics

Ctrl-click to select/deselect multiple topics.

Document file:
There is a 16 MB file upload size limit.

Comments:

Enter any comments including suggested reviewers with complete contact information.

Invited document?
Check this box if you were invited by the journal editor(s) to submit this document.

[HELP](#)

Automatic emails sent after submission:

- ✓ *the Author will receive an email confirming the submission*
- ✓ *the Editor and Assistant Editor receive emails indicating that a new submission has been received*

❖ For double-blind review process only: Upload Reviewer File

- Assistant Editor logs in to move submission into next phase by uploading a reviewer copy of the submission. (**Note:** if you are an Editor and don't have an assistant that will be doing this step, assign yourself as an Assistant Editor ALSO in the system so that you may perform this task.)
- To do this, from the Assistant Editor panel, click on the submission id #. On this page, go to the Files table (second table, after submission details).
- In the first column, click on the hyperlinked original file.

The screenshot displays the Manuscript FastTrack interface. At the top, there are two 'Manuscript FastTrack' logos. Below them, navigation tabs include 'Editor tasks', 'Assistant Editor tasks', 'My submissions', 'Manager Tasks', and 'User preferences'. The user is logged in as 'fasteditor'. The main heading is 'Submission 2008-0021: Testing multiple reviewer documents 2'. Under 'Submission summary', details include: Submission ID: 2008-0021, Corresponding author: George Chronis, Title: Testing multiple reviewer documents 2, Author(s): GGeorge Chronis, Type: Article, Submission date: 10/30/08 7:00pm, Workflow status: Submitted, and Delegated to: —. There are sections for 'Basic actions' and 'Editor actions'. Below this is a 'Files' section with a table:

| Original File | Processed File | File Type | Uploaded by | Viewable by | Actions |
|--|---------------------------------------|------------|----------------|-------------|---------|
| Rooptic Manipulators 1.tif | Process reviewer copy | Manuscript | George Chronis | | |

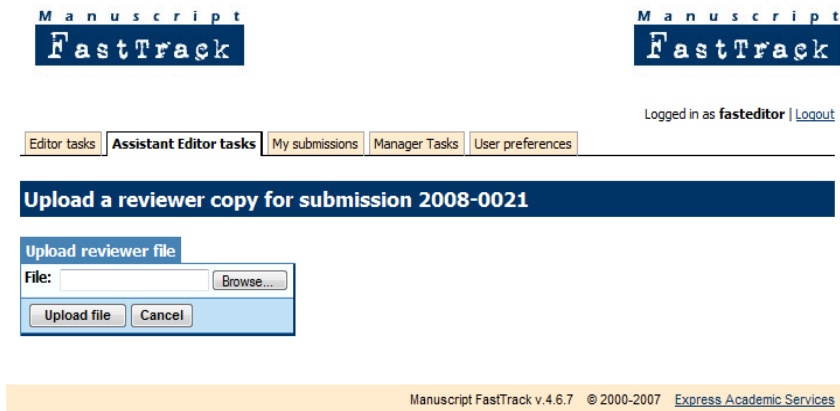
Below the Files table is a 'Workflow history' table:

| Date | User ID | Description |
|-----------------|---------|-----------------------------------|
| 10/30/08 7:00pm | george | Transferring: 2008-0021 submitted |

At the bottom, there are buttons for 'Return to submission list' and 'HELP', and a footer with 'Manuscript FastTrack v.4.6.7 © 2004-2007 Express Academic Services'.

- Save the file to your desktop.
- Open the file and strip out any personal information within the file—this could be many places (within the acknowledgements, author information, file properties, etc.) so make sure you clear everything.
- Save this revised file on your desktop. *You might consider having a naming convention for these files.*

- In FastTrack, click on the link next to the original file—the link that says “Process reviewer copy.” This brings up a place to upload a file.
- Upload the saved, revised file from your desktop and click Upload file.



Automatic email sent:

- ✓ *The Editor and Assistant Editor receive an email indicating that the reviewer copy has been uploaded and reviewers may now be assigned.*

❖ Assign Reviewers

- The Editor may now log in and assign reviewers for the submission.
- From the Editor panel, click on the submission id.
- In the first box, in the Editor Actions section, click on “select/assign reviewers.”

The screenshot displays the Manuscript FastTrack interface. At the top, there are two logos for 'Manuscript FastTrack'. Below the logos, it says 'Logged in as Lauren | Logout'. A navigation bar contains links for 'Editor tasks', 'Assistant Editor tasks', 'Associate/Guest Editor tasks', 'My submissions', 'Manager Tasks', and 'User preferences'. The main content area is titled 'Submission 2008-0021: Testing multiple reviewer documents 2'. Under 'Submission summary', the following details are listed: Submission ID: 2008-0021; Corresponding author: George Chronis (george) [icon]; Title: Testing multiple reviewer documents 2; Author(s): GGeorge Chronis; Type: Article; Submission date: 10/30/08 7:00pm; Workflow status: Reviewers not yet assigned; Delegated to: —. The 'Basic actions' section includes links for 'Edit submission details', 'Archive submission', 'Delete submission', and 'Send email'. The 'Editor actions' section includes links for 'Delegate submission to subeditor', 'Select/assign reviewers' (circled in red), 'Accept submission', 'Reject submission', and 'Reject w/ resubmit option'. Below this is the 'Files' section, which states 'All processed files are viewable by the author. Only processed files may be shown to reviewers. Roll mouse over file name to see a description.' It contains a table with columns for 'Original File', 'Processed File', 'File Type', 'Uploaded by', and 'Viewable by Actions'. The table lists one file: 'Robotic Manipulators 1.rtf' with a processed file name 'ChatLog Training on FastTrack for Journals at Sam Houston State Univ. 2008_10_15_14_49.rtf', file type 'Manuscript', and uploaded by 'George Chronis'. There is an 'Add another file' button below the table. The 'Workflow history' section shows a table with columns for 'Date', 'User ID', and 'Description'. It lists two entries: '10/30/08 7:00pm' by 'george' with description 'Transition: 2008-0021 submitted', and '2/4/09 3:07pm' by 'Lauren' with description 'Transition: 2008-0021 reviewer copy uploaded'. At the bottom, there are buttons for 'Return to submission list' and 'HELP'.

- On this page, you’ll see the topics associated with this manuscript reprinted at the top of the page. *This information is used to match potential reviewers to this particular submission, given the reviewer’s interests he/she indicated when establishing his/her account.*
- Next, there are two options to select reviewers:
 - If you have someone in mind, you can start typing the name in the box. As you type, the system will narrow the search according to those that match what you’ve already typed. Alternatively, you can search by a specific topic, which will show only the reviewers who have indicated that this topic is one they are interested in.

**Select reviewers for submission 2008-0021:
Testing multiple reviewer documents 2**

Submission topics:

- 1.00 General Economics and Teaching of Biotech

Search/filter reviewer list

Reviewer name

(or) Topic

Select potential reviewers

Reviewers ordered by preferenceRank. To select potential reviewers for this submission, check the box(es) next to the appropriate name(s), then click the "Add to potential reviewers list" button at the bottom of the list.

| Reviewer | Topics & matches | Preference | Review history | Avg. completion time | Score | Notes |
|--|--|------------|---|----------------------|-------|-------|
| <input type="checkbox"/> Fast Reviewer (fastreviewer) | 1.00 General Economics and Teaching of Biotech 1.10 Role of Economics, Role of Economists 1.20 Relation of Economics to Social Values Topic match score: 0.67 | 9 | Pending: 3 Completed: 4 Declined: 2 Expired: 0 Total: 9 Completion score: 13.71 | 3.0 days | 23.4 | |
| <input type="checkbox"/> Bob Dylan (DylanB) Utah State University | Topic match score: 0 | 4 | Pending: 1 Completed: 0 Declined: 0 Expired: 0 Total: 1 Completion score: 26.11 | --- | 30.1 | |

- You can search the full list of the potential reviewers and place a check mark in the box to the left of the name. Each column is sortable by clicking on the blue arrow at the top of each column. You can sort by:
 - Reviewer last name
 - Topics associated with each reviewer (those that are matched to the submission's topics will show up in bold and will add to the topic match score)
 - Preference—you can assign a preference to each reviewer, from 0-10. This is done on from the Editor panel...add/edit reviewer link.
 - Review history
 - Average completion time of previous review assignments
 - Score—a compilation of topics & matches, preference, and review history

- After clicking on “add to potential reviewers list,” the selected reviewers will appear in a “potential reviewers for this submission” box at the top of the page. You can add to the list by following the above steps, you can clear anyone by unselecting the check box next to the name, or you can click on “make assignments” to go to the next step.

Selected reviewers appear in a separate table. When all have been selected, you can make assignments.

You can continue to select additional reviewers.

Select reviewers for submission 2008-0021:
Testing multiple reviewer documents 2

Submission topics:

- 1.00 General Economics and Teaching of Biotech

Potential reviewers for this submission

To remove potential reviewer(s) from this list, uncheck the box(es) next to the reviewer name(s) and click "Refresh". Click "Make assignments" to edit/send review assignment letters.

| Reviewer | Preference | Topic match score | Completion score | Avg. completion time | Total score | Notes |
|---|------------|-------------------|------------------|----------------------|-------------|-------|
| <input checked="" type="checkbox"/> Fast Reviewer | 9 | 0.67 | 13.71 | 3.0 days | 23.4 | |

Refresh Clear all Make assignments

Search/filter reviewer list

Reviewer name

Start Typing Above

(or) Topic

Search/filter Show all Add new reviewer

Select potential reviewers

Reviewers ordered by preferenceRank. To select potential reviewers for this submission, check the box(es) next to the appropriate name(s), then click the "Add to potential reviewers list" button at the bottom of the list.

| Reviewer | Topics & matches | Preference | Review history | Avg. completion time | Score | Notes |
|--|----------------------|------------|---|----------------------|-------|-------|
| <input type="checkbox"/> Bob Dylan (DylanB) Utah State University | Topic match score: 0 | 4 | Pending: 1 Completed: 0 Declined: 0 Expired: 0 Total: 1 Completion scores: 26.11 | --- | 30.1 | |

Add to potential reviewers list

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- From this page, you can assign ALL the reviewers in the list or send the email to each individual reviewer.



Logged in as Lauren | Logout

Assign reviewers to submission 2008-0021:
Testing multiple reviewer documents 2

Assign new reviewers

This list shows the potential reviewers selected for this submission. To use a customizable message to assign an individual reviewer, click the "Assign this reviewer" link in the far right column of that reviewer's row. To assign all of these reviewers at once, using a generic (non-customizable) request message, click the "Assign all" button at the bottom of the list. Note that assigning all reviewers this way will clear the list, so if you wish to send customized messages to some reviewers, you will need to individually assign those reviewers first. To clear the list without assigning reviewers, click the "Clear all" button at the bottom of the list.

| Reviewer | Preference | Topic match score | Completion score | Avg. completion time | Total score | |
|------------------------------|------------|-------------------|------------------|----------------------|-------------|--------------------------------------|
| Fast Reviewer (fastreviewer) | 9 | 0.67 | 13.71 | 3.0 days | 22.7 | Assign this reviewer |

Review deadline for all reviewers: 1 days

Assign all Clear all Cancel

Cancel

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Click here to assign all reviewers

Click here to assign this single reviewer

❖ Reviewers Take Action

- The Reviewer receives an email with several links:
 - Decline the review
 - Retrieve a copy of the manuscript
 - Review the manuscript
 - Log into the system

Logged in as **fastreviewer** | [Logout](#)

[My submissions](#) | **My review assignments** | [User preferences](#)

My review assignments

| Assigned reviews | | | | | |
|------------------|------------------------|-----------------|------------------|---------------------------|---|
| Submission ID | Title | Submission type | Assigned on | Due date | Actions |
| 2008-0022 | Testing review email | Article | 10/31/08 12:12am | 11/1/08 12:12am (overdue) | Get review copy of document Review this document Decline review |
| 2008-0015 | test doc 14 | Article | 10/27/08 8:33pm | 1/30/09 7:33pm (overdue) | Get review copy of document Review this document Decline review |
| 2009-0039 | This is a new document | Article | 2/3/09 9:19pm | 2/4/09 9:19pm | Get review copy of document Review this document Decline review |

Overdue reviews will appear in red.

Click on appropriate action here.

| Completed reviews | | | | | | |
|-------------------|--|-----------------|-----------------|-----------------|----------------|-----------------------------|
| Submission ID | Title | Submission type | Assigned on | Due date | Completed on | Actions |
| 2008-0019 | George Works Hard | Article | 10/30/08 7:41pm | 10/31/08 7:41pm | 11/5/08 6:35pm | Show review |
| 2008-0020 | Testing multiple reviewer documents | Article | 10/30/08 7:41pm | 10/31/08 7:41pm | 11/5/08 6:32pm | Show review |
| 2008-0102 | New Generation Crops | Article | 2/2/08 1:46am | 2/3/08 1:46am | 2/2/08 1:53am | Show review |
| 2008-0094 | Robotic Manipulators: From the Earth to the Moon | Article | 2/1/08 10:39pm | 2/2/08 10:39pm | 2/1/08 10:39pm | Show review |

My review statistics

| |
|--|
| Reviews not yet completed: 3 |
| Reviews completed: 4 |
| Reviews expired: 0 |
| Assignments declined: 2 |
| Total reviews: 9 |
| Average completion time: 3.0 days |

My review topics

| |
|--|
| You are currently associated with the following review topic(s): |
| 1.00 General Economics and Teaching of Biotech |
| 1.10 Role of Economics, Role of Economists |
| 1.20 Relation of Economics to Social Values |
| 2.00 Consumer Economics |
| 2.10 Analysis of Collective Decision Making |
| 2.20 Analysis of Individual Decision Making |
| 2.30 Information and Uncertainty / Food Labeling |

- **If the Reviewer wishes to decline the review**, he/she can either click on the link in the email OR log into the system and, on the “my review assignments” panel, click on *Decline review* for that submission. For either of these two actions, the Editor and Assistant Editor receive an email indicating this. The Reviewer has no further obligations.

- **If the Reviewer wants to obtain the manuscript to review**, he/she can either click on the link in the email OR log into the system and, on the “my review assignments” panel, click on *Get review copy of document* for that submission. For either of these two actions, the Reviewer will be able to download the reviewer copy of the manuscript and can either read it on the screen or save to the desktop.

- **If the Reviewer is ready to review the manuscript**, he/she can either click on the link in the email OR log into the system and, on the “my review assignments” panel, click on *Review this document* for that submission. The Reviewer answers any/all of the questions. He/she can upload a document to attach to the review. This can be a document that the Reviewer only wants the Editor to see (and thus, would never be viewable by the Author), or a document that the Reviewer would like to share with the Author. *For double blind systems: This will have to be processed (information on the author of the document stripped out) prior to being shown to the author.*
 - The Reviewer may save his/her unfinished review and complete it at a later date, or submit the completed review.

Automatic emails sent:

- ✓ *When the Reviewer has submitted his/her review, an email is automatically sent to the Editor and Assistant Editor informing them that this has been submitted and that it is #x out of y reviews (ex: 1 out of 4, 3 out of 5, etc.).*

❖ Editorial Decision

- When the Editor is ready to make a decision on the submission (this can be prior to assigning reviewers or receiving all the reviews), the Editor goes to the “Editor tasks” panel and clicks on the submission id. In the editor actions section, the Editor can choose the appropriate action:
 - Accept
 - Reject
 - Accept with revisions (resubmission required)

**Submission 2008-0094:
Robotic Manipulators: From the Earth to the Moon**

Submission summary

Submission ID: 2008-0094

Corresponding author: Bob Dylan (DylanB)

Title: Robotic Manipulators: From the Earth to the Moon

Author(s): Bob Dylan

Type: Article

Submission date: 2/1/08 10:30pm

Workflow status: Pending review

Review status: 2 out of 2 completed [\[show all\]](#)

Delegated to: —

Author Comments: Please, review this asap and send me some comments.

Basic actions: [Edit submission details](#)
[Archive submission](#)
[Delete submission](#)
[Send email](#)

Editor actions: [Delegate submission to subeditor](#)
[Select assign reviewers](#)
[Accept submission](#)
[Reject submission](#)
[Reject w/ resubmit option](#)

Files

All processed files are viewable by the author. Only processed files may be shown to reviewers. Roll mouse over file name to see a description.

| Original File | Processed File | File Type | Uploaded by | Viewable by | Actions |
|--|--|-----------------------|----------------|--|----------------------------------|
| Robotic Manipulators.rtf | Robotic Manipulators clean.rtf | Manuscript | Bob Dylan | | |
| Robotic Manipulators 2.rtf | Robotic Manipulators 2.rtf | Manuscript Attachment | George Chronis | Fast Reviewer [remove] Fast Reviewer2 [remove] George Chronis [remove] | Show to <input type="text"/> |

Assigned reviewers

Red background denotes overdue assignments; green indicates completed reviews.

| Reviewer | Assigned | Due | Reminded | Completed | Completion time | Actions |
|--|----------------|----------------|----------|----------------|-----------------|-----------------------------|
| Fast Reviewer (fastreviewer) | 2/1/08 10:39pm | 2/2/08 10:39pm | | 2/1/08 10:39pm | 0.00 days | Show review |
| Fast Reviewer2 (fastreviewer2) | 2/1/08 10:39pm | 2/2/08 10:39pm | | 2/1/08 10:39pm | 0.00 days | Show review |

- Clicking on any of the decisions pulls up the appropriate email template and will automatically populate the necessary fields, such as submission id, author name and email, etc.

Editor tasks | Assistant Editor tasks | Associate/Guest Editor tasks | My submissions | Manager Tasks | User preferences

Accept submission 2008-0094

Compose acceptance letter

Subject: Your submission (2008-0094) to FastTrack has been acc

CC to:

Message: Dear Bob Dylan,

I am pleased to inform you that your document "Robotic Manipulators: From the Earth to the Moon" (2008-0094) has been accepted for publication in FastTrack. Reviewer comments are included below.

If you have not already done so, please prepare the document according to our publication guidelines, which you can find by going to <http://fasttrack.egbionetwork.net> and clicking on "Author Services." Please format all references in APA style (parenthetical references in the text and a reference list at the end of the document).

Please do not hesitate to contact me via email (JacksonLA@missouri.edu) with any questions that you may have.

Thank you again for submitting your work to FastTrack and I look forward to receiving your final document in due course.

Best regards,
Lauren Jackson,
FastTrack editor

REVIEWER COMMENTS:

Reviewer #1:

Reviewer comments from the reviewer form are automatically attached. You can add/edit as appropriate.

- The Editor can make any necessary changes to the template and click "preview message." Then, if the letter reads ok, click on "send letter." This will send the decision letter to the author.
- If the Editor wishes to notify the reviewers of the final decision made, he/she may do so by clicking on "notify reviewer" within the assigned reviewers table next to each reviewer's name.

Submission 2008-0102: New Generation Crops

Submission summary

Submission ID: 2008-0102

Corresponding author: Bob Dylan (DylanB)

Title: New Generation Crops

Author(s): Bob Dylan

Type: Article

Submission date: 2/2/08 1:44am

Workflow status: Accepted

Delegated to: Bob Dylan

Basic actions: [Edit submission details](#)
[Archive submission](#)
[Delete submission](#)
[Send email](#)

Editor actions: [Redelegate/cancel delegation](#)
[Publish document](#)

Files

All processed files are viewable by the author. Only processed files may be shown to reviewers. Roll mouse over file name to see a description.

| Original File | Processed File | File Type | Uploaded by | Viewable by | Actions |
|---------------------------------|--------------------------------|-----------------------|---------------|-------------|---------|
| New Generation Crops.rtf | New Generation Crops Clean.rtf | Manuscript | Bob Dylan | | |
| New Generation Crops Review.rtf | (upload processed file) | Review Attach./Author | Fast Reviewer | | |

Assigned reviewers

Red background denotes overdue assignments; green indicates completed reviews.

| Reviewer | Assigned | Due | Reminded | Completed | Completion time | Actions |
|------------------------------|---------------|---------------|----------|---------------|-----------------|--|
| Fast Reviewer (fastreviewer) | 2/2/08 1:46am | 2/3/08 1:46am | | 2/2/08 1:53am | 0.01 days | show review notify reviewer of decision |

Workflow history

| Date | User ID | Description |
|---------------|--------------|---|
| 2/2/08 1:44am | DylanB | Transition: 2008-0102 submitted |
| 2/2/08 1:45am | fasteditor | Transition: 2008-0102 reviewer copy uploaded |
| 2/2/08 1:46am | fasteditor | Transition: reviewers assigned to 2008-0102 - fastreviewer, fastreviewer2 |
| 2/2/08 1:46am | fasteditor | Reminded: fastreviewer2 |
| 2/2/08 1:53am | fastreviewer | Review completed: fastreviewer |
| 2/2/08 2:00am | fasteditor | Transition: 2008-0102 accepted |
| 9/3/08 9:48am | george | Delegated 2008-0102 to DylanB |

Automatic emails sent:

- ✓ Email goes to the Editor and Assistant Editor indicating the decision

If the decision made requires a resubmission (Accept with Revisions), the Author has the ability to resubmit the document. On the Author's "My submissions" panel, the submission will now include two additional actions: 1) submit revised document, 2) decline to resubmit.

Logged in as **george** | [Logout](#)

Administration | Editor tasks | Assistant Editor tasks | Associate/Guest Editor tasks | **My submissions** | My review assignments | Manager Tasks | User preferences

My submissions

Thank you for considering submission of your work to the Journal of FastTrack. FastTrack is considered among the highest quality journals for publishing research in agricultural and natural resource economics.

This page shows your current submissions to FastTrack. Use this page to check on the status of your in-process submission(s) and statistics for published submissions. Click the **Help** button for more information.

My current submissions

5 submission(s), sorted by submissionID (ascending). Click a submission ID to view submission details.

| Submission ID | Title | Author(s) | Type | Submission date | Status | Actions |
|---------------|---------------------------------------|----------------|---------|------------------|--|--|
| 2008-0015 | test doc 14 | david Osburne | Article | 10/13/08 10:41pm | Pending review (0 out of 2 reviews completed) | |
| 2008-0016 | test doc 14 | GEorge Chronis | Article | 10/20/08 12:37pm | Resubmission requested | Submit revised document Decline to resubmit |
| 2008-0020 | Testing multiple reviewer documents | gEorge Chronis | Article | 10/30/08 6:58pm | Pending review (1 out of 2 reviews completed) | |
| 2008-0021 | Testing multiple reviewer documents 2 | GEorge Chronis | Article | 10/30/08 7:00pm | Reviewers not yet assigned | |
| 2008-0022 | Testing review email | George Chronis | Article | 10/30/08 11:53pm | Pending review (0 out of 1 reviews completed) | |

You have 1 document(s) pending a resubmission decision.
If you are trying to submit a revised document, please submit the revised document from the action in the table above (or decline), instead of submitting a new document.

[Email the editor](#) for questions.

By clicking on the "Submit revised document" link, a new submission page is created with all information from the previous submission (title, authors, topics). At the top of the page, it indicates:

You have chosen to revise and resubmit your document (DOCUMENT # HERE). Your revision will be considered a new submission and will be assigned a new submission ID number. You may keep the title, authors, and topics from your previous submission (if they still apply), or you may change these items in the form below.

Current submissions

13 submission(s), sorted by submissionID (descending). Click a submission ID to view submission details.

| Submission ID | Author | Title | Type | Submission date | Delegatee | Notes | Workflow status |
|---------------|----------------|------------------------|---------|-----------------|-----------|--|--|
| 2009-0040 | George Chronis | test doc 14 | | 2/4/09 5:09pm | — | Revision 2. Resubmission of 2008-0016. | Submitted |
| 2009-0039 | Lauren Jackson | This is a new document | Article | 2/3/09 9:18pm | — | | Pending review (0 out of 1 reviews completed) |

The author may upload the revised document and click "submit revision." When the new submission comes into the system, it is indicated in the notes section on the Editor tasks panel that it is a resubmission of xxxx-xxxx (document number). Upon clicking on the new submission id number, within the submission summary table it will include a link to the previous submission. Here, the Editor may see the full details of the previous submission, including all reviews, emails sent, original documents, etc.

The process begins anew with this new submission.