

Navigating ScholarOne

This is an overview of how to navigate ScholarOne (S1) as an editor. If you need assistance navigating S1 as an author or a reviewer, please contact Headquarters staff at manuscripts@sciencesocieties.org.

Generally speaking, the S1 Site is split into four different kinds of pages. We will explain the four page types below, as well as the header, which is available on all pages.

The Header

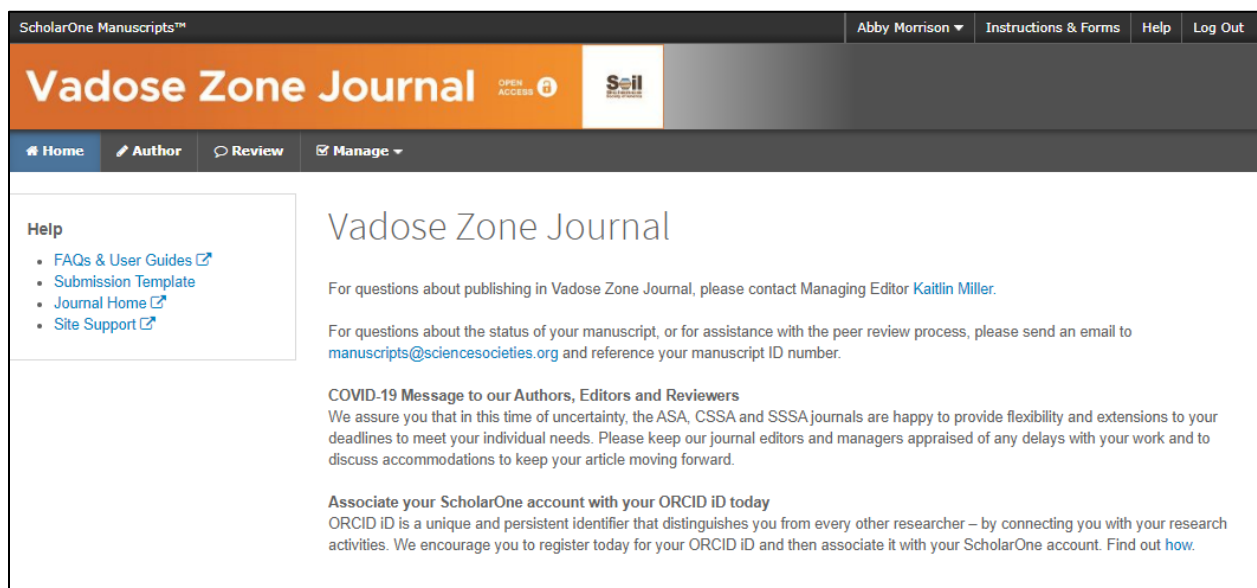
The header section provides main navigation for the site, support, and access to your individual account information. Important features include a drop down menu to update your account information (found by clicking your name), a link to information and forms relevant to your journal, a link to S1's support site, and a button to log out of S1.

The gray bar below the journal art includes a link to the home page and any dashboards you have access to. If you have access to multiple editor dashboards, you will find them under the "Manage" drop down menu.



The Home Page

The Home Page is the first page you see when you login to S1. On the left-hand side, you will see the Help section. This includes links to S1 support, the journal submission template, and the journal's home page. In the main section, you will see links to Headquarters staff support and any new site-wide announcements and information.



Dashboards

Dashboards show the status of manuscripts that have been assigned to you. They can be accessed using the links in the site's header as described above. As dashboards will vary based on the role, please see the individual editor, technical editor, and associate editor dashboard pages for more information.

Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 0 Editor Assign Co-Ed
- 0 Select Reviewers
- 0 Invite Reviewers
- 0 Assign Reviewers
- 0 Awaiting Reviewer Scores
- 0 Awaiting AE Recommendation
- 0 Awaiting Co-Ed Decision

1 - Overdue

- 0 Overdue Reviewer Response
- 0 Overdue Reviewer Scores

2 - Papers Not Decided

- 0 Papers in Review
- 0 Manuscripts Awaiting Revision
- 0 Overdue Manuscripts Awaiting Revision


3 - Invited Papers

[GO](#) [Create a Manuscript Stub](#)

- 0 Awaiting Author Selection
- 0 Awaiting Author Invitation
- 0 Awaiting Author Assignment
- 0 Awaiting Author Submission

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."


Saved Search:  Edit

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Keywords:

 Search

Manuscript List Pages

These pages include lists of manuscripts and can be found either by clicking into a specific category within a dashboard or by doing either a Quick or Advanced search from within a dashboard. Each row includes information about a paper within that category or search result, as well as either a button or drop down menu to take further action or see more information. You may send emails to any of the people listed on a paper by clicking their names. Once you click the "take action" button or choose a tab from the dropdown list, you will be taken to the paper's Manuscript Details page and the relevant tab.

Awaiting Reviewer Scores		Manuscripts 1-9 of 9		
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
VZJ-2020-09-0102-ORA	Title [View Submission]	24-Sep-2020	AE: Co-ED: VIE ADI	Editors and admins
Original Research Articles	Contact author		<ul style="list-style-type: none"> Editor Immediate Decision Co-Ed Immed. Decision Assign Reviewers (Due 09-Oct-2020) 8 active selections; 8 invited; 2 agreed; 6 declined; 0 returned 	<input checked="" type="checkbox"/>
VZJ-2020-09-0101-ORA	Title [View Submission]	23-Sep-2020	AE: Co-ED: VIE ADI	Editors and admins
Original Research Articles	Contact author		<ul style="list-style-type: none"> Editor Immediate Decision Co-Ed Immed. Decision Awaiting Reviewer Scores (Due 25-Oct-2020) 2 active selections; 2 invited; 2 agreed; 1 declined; 0 returned 	<input checked="" type="checkbox"/>

Manuscript Pages

Manuscript pages are where all action and information for individual papers is stored or taken. It is split into three main sections: the top gray details section, the tabs on the side and top of the page, and the body section, which will vary depending on which tab you have chosen.

The details section of the paper includes important information for the manuscript and is available from any tab.

Information listed in the details section varies from journal to journal, but typically includes:

- The manuscript id
- The paper title
- The paper type
- The paper status
- A list of editors and admins with links to email them
- Custom questions, such as whether the paper was a transfer or resubmission
- Links to the HTML file and PDF, supplemental files, original files, the abstract, the cover letter, and a link to external search functions

Tabs are listed on the top or left-hand side of the details section.

Tabs on the left-hand side are used for manuscript information and records for the paper, and include the Manuscript Information tab, the Audit Trail tab, and the Manuscript Files tab. Depending on your permissions, not all informational tabs may be available.

Tabs on the top are used for actions that can be taken on the paper. Examples of action tabs include recommendations or decisions, inviting or assigning reviews, or assigning editors. For more information on these tabs, please see the individual pages for those actions.

The body of the manuscript details page is listed below the gray details section and will vary depending on which tab you are on. For more information, please see instructions for those specific tabs or actions.

The screenshot displays a manuscript details page with the following components:

- Top Right:** A button labeled "Editor Immediate Decision".
- Header:** Manuscript ID "VZJ-2020-09-0101-ORA" with a dropdown arrow and a green status icon. Submission details: "Submitted: 23-Sep-2020; Last Updated: 26-Sep-2020; 15 days, 19 hours in review".
- Left Navigation:** Three tabs: "Manuscript Information" (selected), "Audit Trail", and "Manuscript Files".
- Main Content Area:**
 - A search box containing "Title and authors".
 - A list of items:
 - Original Research Articles
 - Has this manuscript been submitted previously?: Yes [edit](#)
 - Wiley - Paper referred by: My paper was not transferred from another journal [edit](#)
 - Wiley - Transferred papers reviews:
 - Wiley - transferred version revised
 - Editor Immediate Decision
 - Co-Ed Immed. Decision
 - Awaiting Reviewer Scores (Due 25-Oct-2020)
2 active selections; 2 invited; 2 agreed; 1 declined; 0 returned
- Right Side:** A box labeled "Editors and admins" with a list of roles: AE, Co-E, ED, VIEW, ADM.
- Footer:** A row of links: HTML, PDF, Supplemental Files, Original Files, Abstract, Cover Letter, External Searches.
- Bottom Section:** A "Scroll To..." dropdown menu and a "Peer Review Milestones" section.