

Configuration of user rights

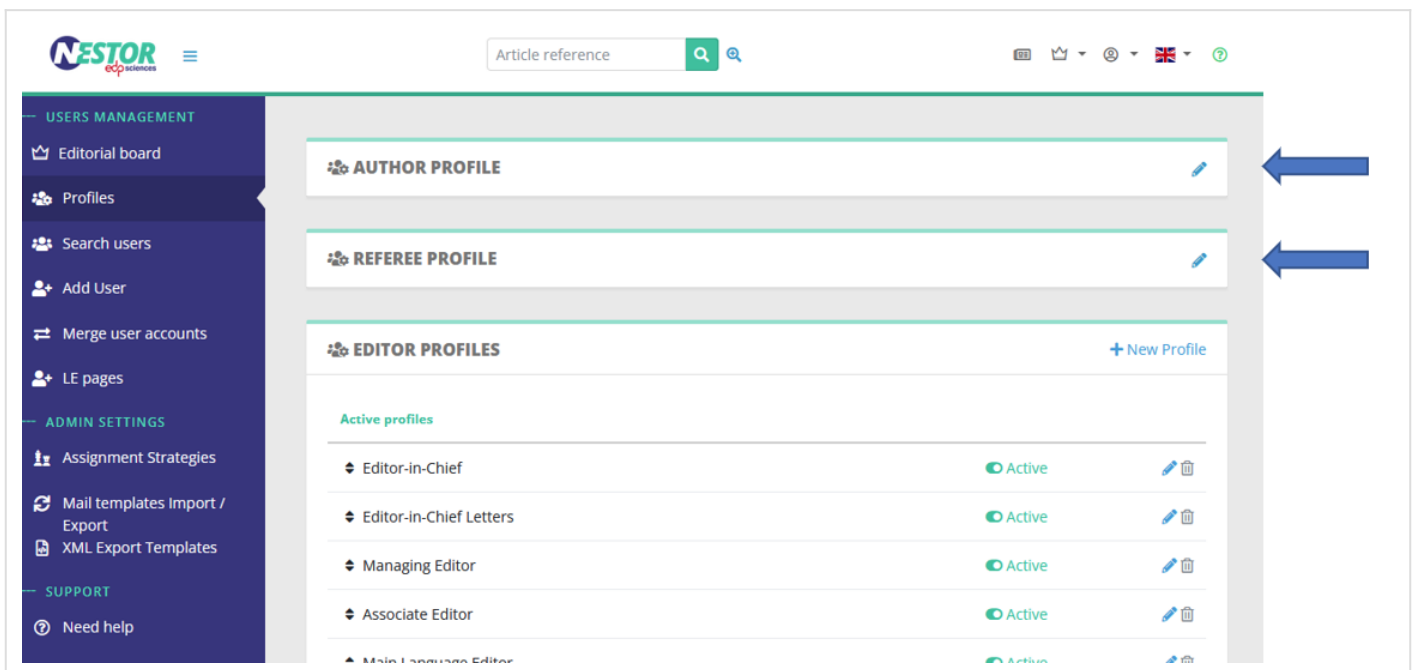
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The author and the referee profile

In Nestor, all users are considered potential authors or referees. Consequently, author and referee profiles are unique. For a given journal:

- when submitting a paper, all users will share the configuration of the author profile
- when reviewing a paper, all users will share the configuration of the referee profile

The main focus of those pages is the visibility regarding peer review. Those configurations can be found here:



- Open peer review (author profile)

EDIT - DEFAULT AUTHOR PROFILE

VIEW ON VERSIONS

☒ Can see all versions

If enabled, the author has access to all versions of the manuscript. If disabled, the author will only have access to the current version.

GENERAL INFORMATION

☒ Has access to co-author module

If enabled, the author may check if the co-authors have validated their contribution to the manuscript.

PEER REVIEW INFORMATION

☒ Can see the names of editors

If enabled, the author has access to the list of editors assigned to the manuscript. Editors' reports and decisions are identified.

☒ Can see the names of referees

If enabled, the author has access to the names of referees who reviewed the manuscript. Referees' reports will be identified.

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- Single/double blind (referee profile)

EDIT - DEFAULT REFEREE PROFILE

Peer review type

The peer review type determines if the referee can see the author information. The default is set to single blind, where the referee has access to the authors' names. Selecting the double blind option will mask the authors' names to referees. If you select the double blind option, please ensure to ask the author to submit a manuscript without authors' names, and configure submission files accordingly.

Single blind 

☒ Allow referees to upload files along with their report

Disabled by default.

☒ Allow referees to indicate if they wish to see revised versions

Disabled by default. If enabled, referees will be asked whether they agree to check on the revised manuscript. If they disagree, their choice will be indicated to the editor.

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Note that other settings may interest you:

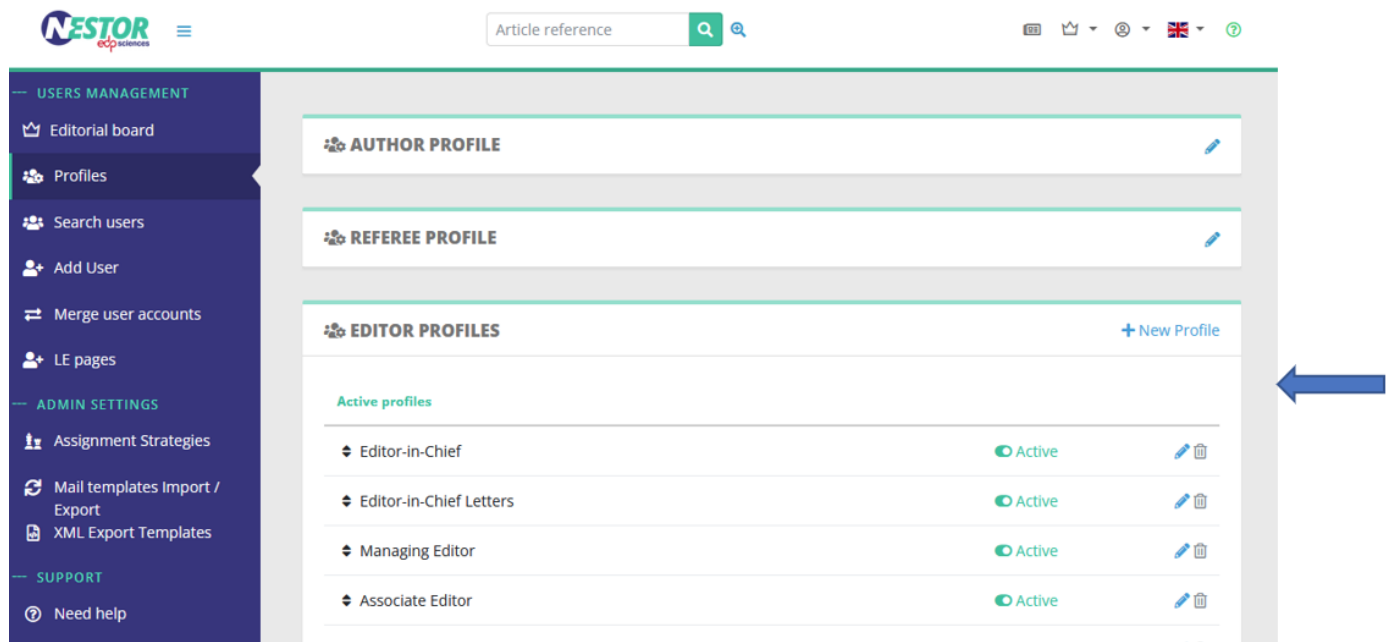
- file types visibility is set up directly in the [file type configuration](#)
- visibility during the submission process is treated independently [here](#)

Editor profiles

Contrary to the author and referee profile, editor profiles are not unique. It is very common for a journal to configure several profiles, with different sets of rights. The reason is that editor profiles are used by people with different tasks as regards articles. Common examples of profiles are:

- Editor-in-Chief
- Editorial assistant
- Associate editor
- Copyediting editor
- Production editor

The configuration can be found here:



Each editor profile has specific settings. Settings are sorted by family:

EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

 General settings

 Article workflow rights

 Article information visibility

NAME

Editor-in-Chief

JOURNAL MANAGEMENT RIGHTS

☒ Has global journal access

This right should be limited to EICs and Editoria. or co-author). If disabled, the editor may only a editor to a warning.

- **General settings** define global journal rights for this profile:
 - Access to global information and dashboards
 - Access to administrative rights: does the user can configure the journal?
 - How does [editorial responsibility](#) switch for this profile?
- **Article workflow rights** define how this profile can interact with an article, especially:
 - Can this profile assign other editors? (see [configuration](#) and [workflow](#))
 - Can this profile invite referees? (see [configuration](#) and [workflow](#))
 - Proposing or taking decisions (see [configuration](#) and [workflow](#))
- **Article information visibility** defines what the profile can see on an article. Indeed, an article can store a lot of different information, sometimes not relevant to all editors. Typically, scientific profiles might not be interested by production or copyediting notes. For this purpose, the profile visibility can be finely tuned here:

MODIFICATION RIGHTS

- ☒ May update article data

Update files and submission fields on the current version of the article

STANDARD FIELDS VISIBILITY

- ☒ Article type
- ☒ Short title
- ☒ Section
- ☒ Authors list
- ☒ Topical issue
- ☒ Suggested editor
- ☒ Abstract
- ☒ Comment
- ☒ Country

CUSTOM FIELDS VISIBILITY

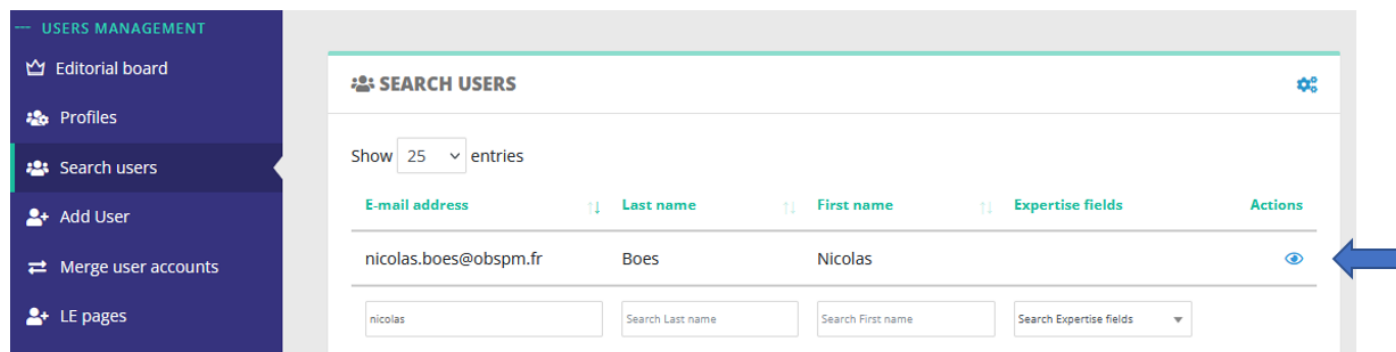
- ☒ Cover page - Figure number
- ☒ Page charges - Number of paid pages
- ☒ Forthcoming PDF

SPECIAL FIELDS VISIBILITY

- ☒ Expertise fields
- ☒ Keywords
- ☒ Funding information

Granting editor rights to someone

To grant an editor access to someone, you must first access the user page. Just click on someone's name in an article or in search results:



The screenshot displays the 'SEARCH USERS' interface. On the left is a dark blue sidebar with the title 'USERS MANAGEMENT' and several menu items: 'Editorial board', 'Profiles', 'Search users' (highlighted with a green bar), 'Add User', 'Merge user accounts', and 'LE pages'. The main content area is titled 'SEARCH USERS' and features a search bar with the text 'Show 25 entries'. Below this is a table with columns: 'E-mail address', 'Last name', 'First name', 'Expertise fields', and 'Actions'. The first row of data shows 'nicolas.boes@obspm.fr', 'Boes', 'Nicolas', and an eye icon in the 'Actions' column. A blue arrow points to this eye icon. Below the table, there are four search filters: 'nicolas', 'Search Last name', 'Search First name', and 'Search Expertise fields'.

E-mail address	Last name	First name	Expertise fields	Actions
nicolas.boes@obspm.fr	Boes	Nicolas		

In the user account page, you may simply assign the editor profile here:

USER ACCOUNT

[Activity as author](#)[Activity as referee](#)

LOGIN INFORMATION

Email nicolas.aimar@obspm.fr

Account management

[Reset password](#)[Stand as Nicolas Aimar](#)

PERSONAL INFORMATION

Title Mr.

First name Nicolas

Last name Aimar

Secondary mail address *Empty*

ORCID *This user does not have a linked ORCID account*

Expertise Fields 

PROFILE INFORMATION

Profile *Empty*

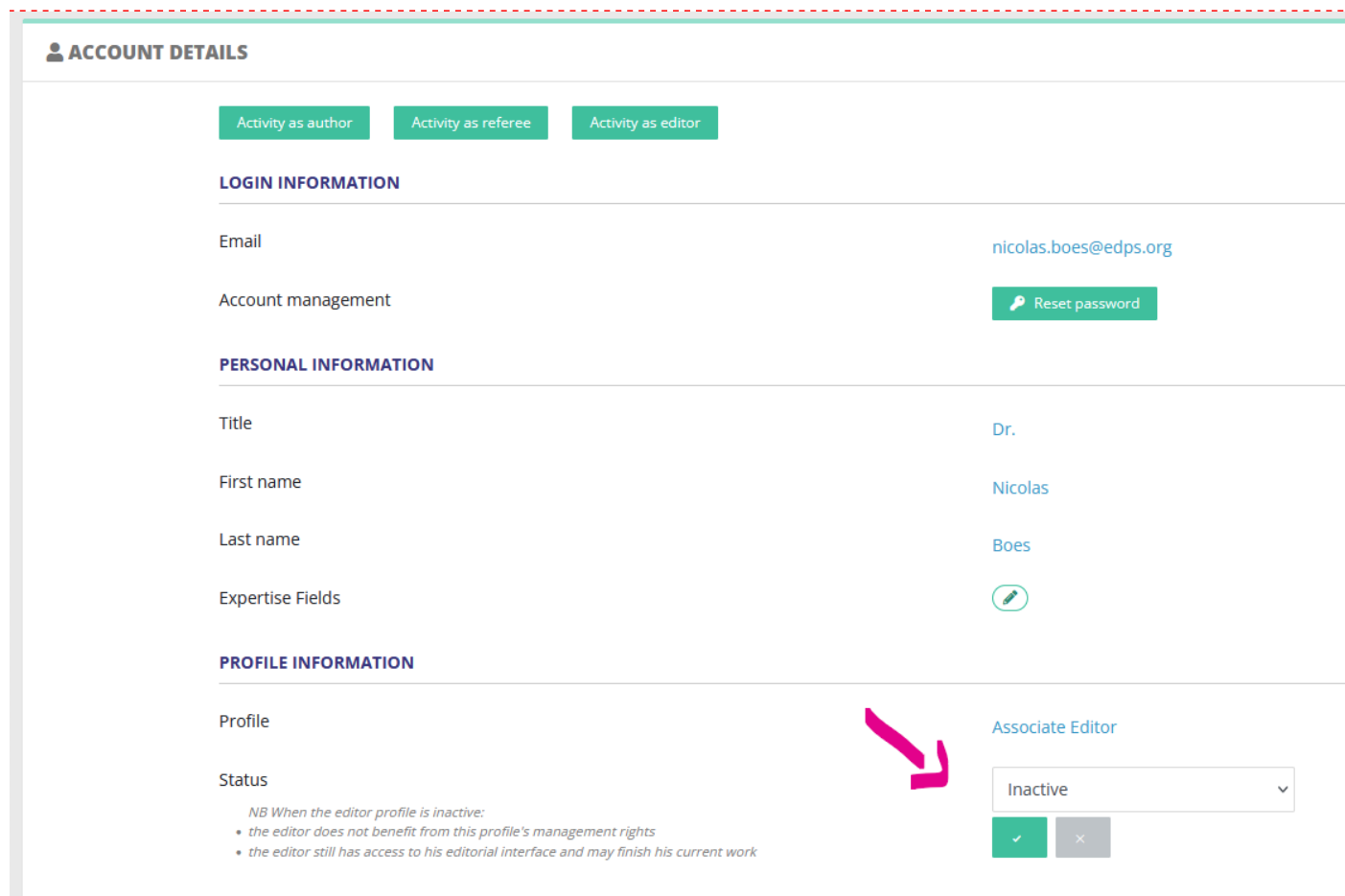
Status *Empty*

NB When the editor profile is inactive:

- the editor does not benefit from this profile's management rights
- the editor still has access to his editorial interface and may finish his current work

Disabling/removing an editor

When an editor leaves your editorial board, it is recommended to just disable his profile:



ACCOUNT DETAILS

Activity as author Activity as referee Activity as editor

LOGIN INFORMATION

Email nicolas.boes@edps.org

Account management [Reset password](#)

PERSONAL INFORMATION

Title Dr.

First name Nicolas

Last name Boes

Expertise Fields 

PROFILE INFORMATION

Profile Associate Editor

Status  Inactive 

NB When the editor profile is inactive:

- the editor does not benefit from this profile's management rights
- the editor still has access to his editorial interface and may finish his current work

This way:

- The user will still have access to his editing history.
- And most importantly can still finish the editorial process on pending articles where he/she is already assigned.

Note that disabling the profile as indicated will:

- disable most journal management rights for this editor
- the editor will no longer be assignable on new articles

Editor profile: decisions and proposals

Depending on his/her profile, an editor can either **propose** or **take** a decision on a version (cf. the [related editor guide](#)).

This is defined in the article workflow rights:

EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

 General settings

 Article workflow rights

 Article information visibility

☒ May request revisions

If enabled, the editor can request revision

☒ May propose revisions

If enabled, the editor can propose revision to his parent editor

Configure available recommendations for revision

Selected recommendations will be available to the editor. Unselected recommendations will be masked to the editor.

Revision

LE revision

Layout changes after acceptance

☒ May reject articles

If enabled, the editor can reject an article

☒ May propose rejection

If enabled, the editor can propose rejection to his parent editor

Configure available recommendations for rejection

Selected recommendations will be available to the editor. Unselected recommendations will be masked to the editor.

Rejected after peer review

Rejected (direct - not for A&A)

Rejected (after discussion with fellow editor)

☒ May accept articles

If enabled, the editor can accept an article

☒ May propose acceptance

If enabled, the editor can propose acceptance to his parent editor

Configure available recommendations for acceptance

Selected recommendations will be available to the editor. Unselected recommendations will be masked to the editor.

Acceptance

Decisions and proposals: purposes

Your journal may or may not allow associate editors to send decisions directly. It sometimes happen that the decision to author is subject to approval by the Editor-in-Chief.

Example 1

Some journals have a straightforward acceptance workflow:

- The [editor in charge](#) **sends the final decision** directly to the author.

Example 2

Other journals apply a more stringent procedure, where:

- The [editor in charge](#) **proposes** acceptance to the Editor-in-Chief
- The EIC checks the proposal and **sends the final decision** of acceptance

Technical differences

Decisions	Proposals
Trigger an editable message from Editor to Author	Trigger an editable message from Editor to his parent (assigning) editor
Is recorded in the decision module	Is recorded in the decision module
Article changes status according to the decision	Article change status to "Decision proposed"
The current editor does not change	The parent (assigning) editor becomes current (see also responsabililty swiches)

Link with the recommendation system

When configuring editor rights, please take care of selecting the available recommendations for this profile. See also the dedicated page for setting up [recommendations](#).

Editor profile: responsibility (in charge)

Writing in progress... D_D

Any enquiries? please contact us: support@nestor-edp.org

Landing pages at connection

The behaviour of Nestor at login differs according to the user's profile and activity.

Depending on the following priorities, the user will either land on the author, referee or editor dashboard:

- If the user is editor of the journal, he/she will always land on the editor dashboard
- Otherwise, if the user has pending articles as referee, landing on the referee dashboard
- Otherwise, if the user has active articles as author, landing on the author dashboard
- Otherwise, if the user has active articles as coauthor, landing on the coauthor dashboard
- If none of the above apply, the user will land on the author dashboard.

Switching dashboard is done via the selection menu in the upper right:

