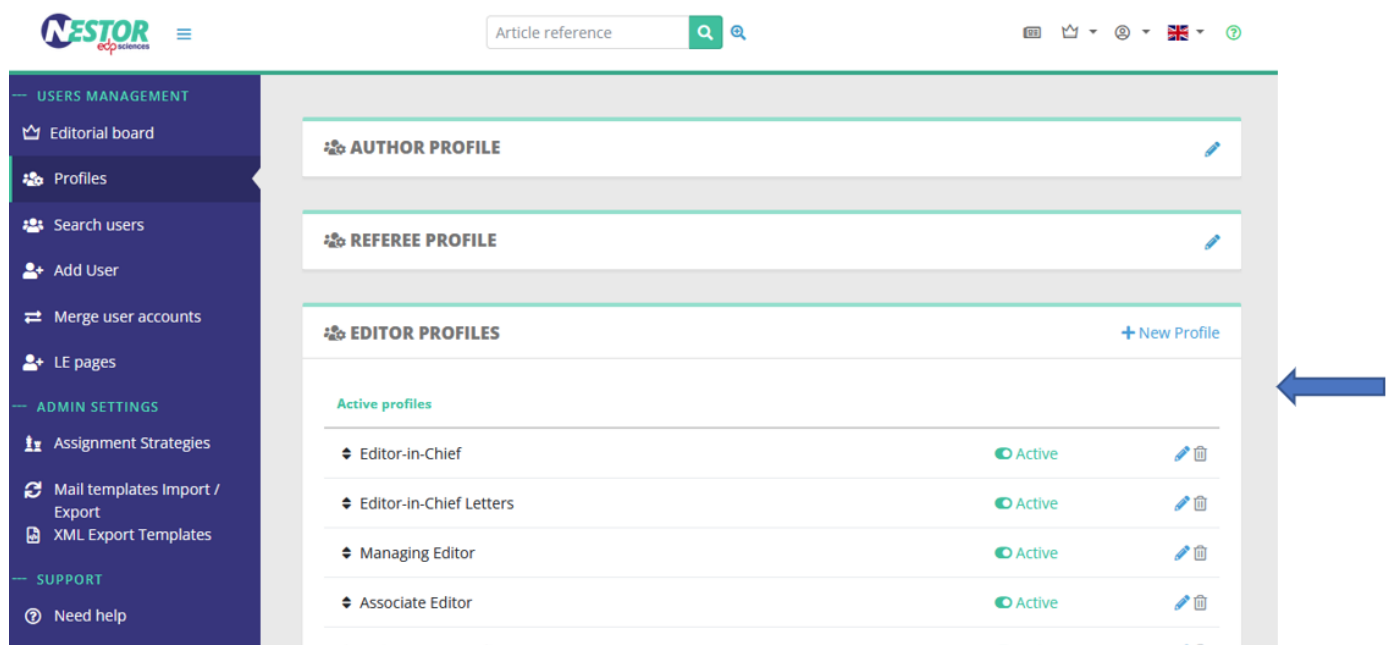


Editor profiles

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