

Editorial assignments

Manual assignments

Configuring a manual assignment is done at the [profile](#) level. For a given profile:

- ensure it can manage editor assignment,
- and check which profiles he can see.

For example, an Editor-in-Chief will usually have the right to assign:

- himself or another EIC
- an associate editor
- a guest editor

Quick search

Article types

- File Types
- Submission Instructions
- Sections
- Topical Issues
- Metadata
- Flags
- Questionnaires
- Recommendations
- Assignment Strategies

USERS MANAGEMENT

- Editorial board
- Profiles
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ADMIN SETTINGS

- Mail templates Import / Export
- XML Export Templates

EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

General settings | **Article workflow rights** | Article information visibility

☒ **Manage editor assignment**

Can assign and manage editors. Enabling this option will also display the "Awaiting assignment" status in the user's to-do list (personal dashboard).

☐ Basic assignment menu

If enabled, the assignment menu will be kept simple. When an editor wants to assign, he will only have access to a select menu with editors names (no view on expertise field, or on current workload).

Configure available templates for assignment

When assigning an editor, selected templates will be available

Editor assignment

Configure profile visibility

This setting affects the assignment menu and the global dashboard (when relevant).

Can be seen by	Can see
☒ Editor-in-Chief	☒ Editor-in-Chief
☒ Editor-in-Chief Letters	☒ Editor-in-Chief Letters
☒ Editorial assistant	☐ Editorial assistant
☒ Editorial Office	☐ Editorial Office
☐ Guest Editor	☒ Guest Editor
☐ Associate Editor	☒ Associate Editor
☐ Copy editor	☐ Copy editor

Configuration of manual assignments e-mails

- A default template is provided in Nestor. This is an editor template linked to the event 'Assigned article'.
- Go to the [template configuration](#)
- Those templates must be linked to the relevant profile (cf screenshot above)

This allows e.g. the Editorial Office to access more specific assignment letters (compared to an EiC).

Automatic assignment strategies

Automatic assignments are defined on this dedicated page:

	Criteria	Value	Assigned editors	Actions
1	Topical issue	AKARI	Nicolas Boes, Catherine Bras, Vasili Estlie	edit delete
2	Section	3. Cosmology (including clusters of galaxies)	Laure Mascar, Thierry Lafronde	edit delete
3	Article type	regular paper	Nargiss Khes ⚠, Sandra Rodino	edit delete
	Article type	editorial	Thierry Lafronde	edit delete

When an article lands in the status "Awaiting assignment", Nestor will check the strategies defined here and apply them if the criteria are met. The goal is to quickly dispatch articles to relevant editors based on the article metadata. The dispatch criteria can be any [standard](#) or [custom field](#).

Strategies are sorted by priority, with upper strategies having higher priority. As soon as a criteria is met, the strategy is applied, and lower strategies are ignored. A strategy with inactive editors will always be ignored (see ⚠ in the screenshot)

For example in the screenshot above, a paper with:

- no topical issue
- in section "3. Cosmology"
- and which is a regular paper

will match the second strategy and be dispatched to Pascale and Thierry.

Configuration of automatic assignments e-mails

- A default template is provided in Nestor. This is an editor template linked to the event 'Automatic assignment'.

- This template will be used by Nestor to send automatic assignment letter! You can edit it.

Strategies and filiation links

It is recommended to have a decision-making editor close to the rightmost editor, so that any [proposal](#) is passed on and a decision can be reached quickly. For a given strategy, multiple editors can be assigned on the fly:

NEW ASSIGNMENT STRATEGY

Assignment criteria *

The criterion is assessed at time of submission/technical check, only on the first version.

Topical issue

Trigger *

Special issue - Science in motion

Assigned editor(s) *

When trigger is met, editors will be assigned in the order defined below (from left to right). Responsibility tags are applied as usual: the rightmost editor will therefore always be current (= responsible for moving the article forward)



× Nicolas Anelka

× Jean-Michel Lapointe

× Bob Leponge

Back to the list

Save

When there are multiple editors in a strategy, Nestor will assign them sequentially from left to right and apply [responsability rules](#).

As such, the rightmost editor in the strategy will always be the [current editor](#) and receive the assignment notification. His parent editors are merely put in cc of the notification. This is extremely useful to assign several affiliated editors to handle e.g. a special issue:

Editor-in-Chief > Associate Editor > Guest Editor (= [current](#))

- All editors in the strategy have access to the article and can perform actions

- The strategy assumes the EIC assigns the Associate Editor, who assigns the guest editor

In that example, the Guest-Editor will be responsible for handling the peer review, and his decision proposal can be subject to validation by his parent (in the screenshot above: the Associate Editor).

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