

Technical check

Article type configuration

The technical check workflow is first defined at the [article type level](#). For each article type, you can enable/disable the technical check, and set up the time granted to the author to satisfy the technical check:

CONTRIBUTOR ROLE TAXONOMY (CREDIT)

When activated, the corresponding author must specify at least one role for every registered co-author.

QUESTIONNAIRES

From there you may link a specific questionnaire to this article type. You may create and edit questionnaires [here](#).

Workflow configuration

Set author due date to complete submission: 7 days after submission start

Technical check on submission: ☒ Activated ☐ Disabled

Technical check on revision: ☒ Activated ☐ Disabled

Set author due date to complete revision after technical check / reopening: 7 days after editorial decision

ORIGINAL VERSION

Submission questionnaire

Profile configuration

Once article types are configured, you must ensure at least one person can perform the technical check action.

- To do so, at least one [editor profile](#) must have the right to handle technical checks:

USERS MANAGEMENT

Editorial board

Profiles

Search users

Add User

Merge user accounts

EDIT EDITOR PROFILE - EDITORIAL ASSISTANT

General settings

Article workflow rights

Article information visibility

May check new submissions and revision

Can send back an article to author, thus reopening the submission tunnel. Enabling this option will also display the "Registration" and "Revision registr. status in the user's to-do list (personal dashboard).

- Then, ensure this person account is set up with this profile:

ACCOUNT DETAILS

Activity as co-author

Activity as editor

Ms. Nicole Boes

Account created: 27/10/2023

Last login: 26/08/2026

LOGIN INFORMATION

E-mail

nicol@edp.org

Account management

Reset password

PERSONAL INFORMATION

Title

Ms.

First name

Nicole

Last name

Boes

PROFILE INFORMATION

Profile

Editorial assistant

Status

Active

NB When the editor profile is inactive:

- this editor cannot be assigned on new articles
- this editor still has access to his editorial interface and may finish his current work
- this editor rights will be downgraded, regardless of the profile (no access to any administrative right)

Configuration of technical check e-mails

Once technical check is set up, new submissions/revisions will feature those two actions:

Decision(s) on current version

No editorial decision

1

The manuscript is being checked. In case of inquiry, please get in touch with the editor in charge of technical check.

 Send back to author

 Registration OK

These actions trigger e-mails, whose templates are configurable in the [mail configuration](#):

Dashboard

0 Notifications

46 All Notifications

Advanced search

Saved searches

GENERAL SETTINGS

E-mail Templates

Automatic reminders

Admin Settings

Production transfer

Expertise fields

E-MAIL TEMPLATES

+ New E-mail Template

to Authors

to Referees

to Editors

Editorial decision events

Event Type	Template Name	CF r...	Acti...	...ions
 Technical check not OK	Initial issues (printer format, small figs, appendices)		 Yes	 
 Technical check not OK	Missing coauthors		 Yes	 
 Technical check not OK	Missing reference		 Yes	 
 Technical check OK	ACKNOW. REC. (new paper)		 Yes	 

TC e-mails can be triggered only to the corresponding author, who will need to correct his paper accordingly.

NB A special event exists to notify the editor when the author revises after a technical check:

Dashboard

0 Notifications

46 All Notifications

Advanced search

Saved searches

GENERAL SETTINGS

E-mail Templates

Automatic reminders

Admin Settings

E-MAIL TEMPLATES

to Authors

to Referees

to Editors

Submission events

Event Type	Template Name
 Submission of the article	EO warning for new submissions
 Article revision	New revision received
 Resubmission after technical check	Resubmission after technical check

Revision #7

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