

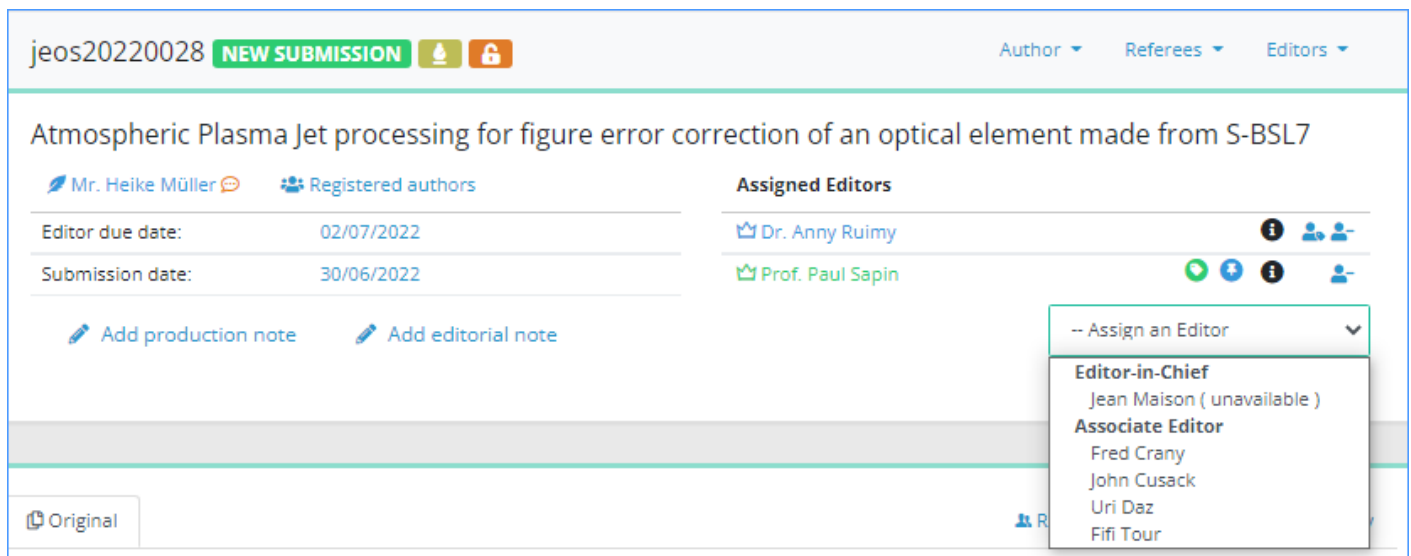
Editor assignment and responsibility

This section details the assignment process and the concepts related to editorial responsibility: - Who is the current editor of an article, what are the consequences? - Who is the editor in charge? - How does editorial responsibility switch from an editor to another?

- [Assigning editors](#)
- [Current editor and to-do list](#)
- [Editor in charge and personal dashboard](#)
- [How does editorial responsibility switch?](#)

Assigning editors

If you are an Editor-in-Chief, you will likely assign articles to other editors (e.g. Associate Editors, Guest Editors, etc.). Click on the 'Assign an Editor' menu and select the editor you want to assign. This opens the confirmation window, proposing you assignment e-mails:



The screenshot shows a submission page for 'jeos20220028' with a 'NEW SUBMISSION' status. The article title is 'Atmospheric Plasma Jet processing for figure error correction of an optical element made from S-BSL7'. The author is 'Mr. Heike Müller' and it is a 'Registered authors' submission. The editor due date is '02/07/2022' and the submission date is '30/06/2022'. The assigned editors are 'Dr. Anny Ruimy' and 'Prof. Paul Sapin'. A dropdown menu is open, showing the 'Assign an Editor' option with a list of potential editors: 'Editor-in-Chief' (Jean Maison (unavailable)), 'Associate Editor' (Fred Crany, John Cusack, Uri Daz, Fifi Tour).

Once you confirm sending the message, the following happens:

- **the assigned editor is now responsible to move the editorial process forward. He is considered "current editor", which impacts his to-do list.**
- **you are considered his "parent editor", this means any decision proposal from the assigned editor will come back to you for validation.**

Additionally:

- if the article status was "Awaiting assignment"
 - --> status changes to "New submission"
- if the assigned editor has a chargeable profile
 - --> Nestor will also consider him as "editor in charge", which impacts his personal dashboard

Current editor & editor in charge

In the article:

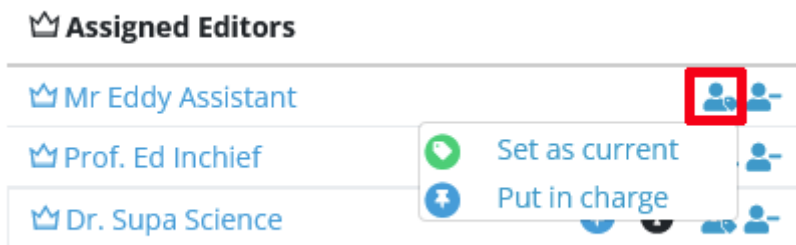
- The "current editor" is highlighted with a green badge
- The "editor in charge" is highlighted with a blue badge

On a given article, there can be **only one editor in charge, and one current editor**. The same person can hold the two responsibilities at the same time.

In fact most of the time, the scientific editor is both "current" and "in charge". Depending on your workflow, this can change later on in the process. For example:

- The editor in charge proposes an acceptance to the Editor-in-Chief: the EIC is now current.
- The EIC accepts the article and pass it on to a copy editor, the copy editor is now current.

If necessary, editorial responsibility may be easily corrected with this tool:



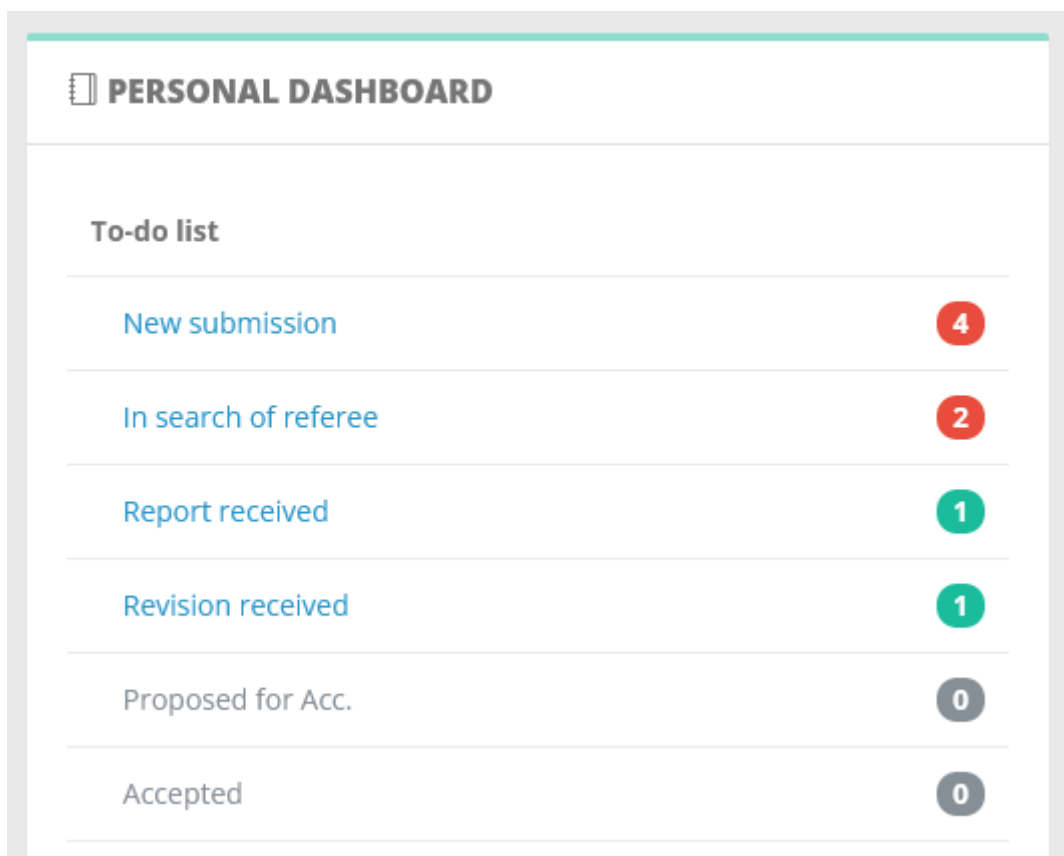
Current editor and to-do list

The current editor is responsible for moving an article forward:

- If an editorial action is expected (such as an assignment or a decision), then the current editor is responsible for performing this action
- If an author or referee action is expected, the current editor is responsible for following through and remind the latecomers.

In any event, the current editor is responsible of the timely processing of the manuscript, and make sure the workflow is not stuck.

For this purpose, your personal to-do list keeps track of articles where you are current editor:



The screenshot shows a 'PERSONAL DASHBOARD' with a 'To-do list' section. The list includes categories with corresponding counts in colored circles: 'New submission' (4, red), 'In search of referee' (2, red), 'Report received' (1, green), 'Revision received' (1, green), 'Proposed for Acc.' (0, grey), and 'Accepted' (0, grey).

Category	Count
New submission	4
In search of referee	2
Report received	1
Revision received	1
Proposed for Acc.	0
Accepted	0

The to-do list helps you identify articles where an action is expected from you. NB Red counters keep track of articles where the due date is passed, please pay particular attention to them.

Editor in charge and personal dashboard

The editor in charge of a manuscript is responsible of the scientific evaluation, oversee the review process, and proposes the final decision. Contrary to the current editor, the editor in charge remains the same throughout the life of the article.

Let us consider the following examples:

- The editor in charge recommends acceptance to his Editor-in-Chief: the EIC is now current.
- The EIC accepts the article and pass it on to a copy editor, the copy editor is now current.
- Meanwhile, the editor in charge remained the same.

The editor in charge notion serves two purposes:

- Keeping track of who handled the scientific workload on an article (which is useful for searches, exports and statistics)
- Displaying relevant articles in one's personal dashboard (below, in blue):

PERSONAL DASHBOARD

To-do list

New submission	1
In search of referee	5 1
Report received	1 1
Revision received	0
Proposed for Acc.	1



The to-do list fetches articles where:

- I am current editor
- Expected to take action

Sent to referees

Peer review in progress	30
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Sent to author

Back to authors	0
Revision in progress	57

With another editor

Revision registration	0
Accepted	1
Waiting EO proof validation	0

Production in progress

In production	36
Waiting author proof validation	12

Finished

Published	4999
Withdrawn	85
Rejected	418
Closed	176

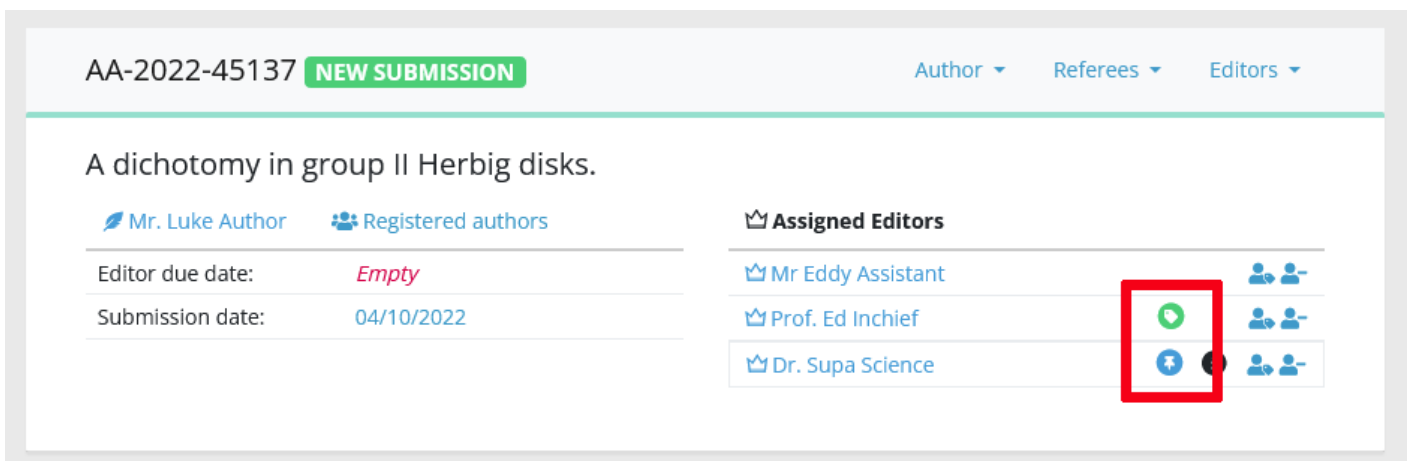


Outside the to-do list, we fetch articles where:

- I am editor in charge
- Not expected to take action

How does editorial responsibility switch?

For a given article, editorial responsibility is indicated by the colored tags in the assignment module. Note that the editor in charge and the current editor can be the same person! In fact, this will be the case for most of the article life.



The screenshot shows an article assignment interface for article AA-2022-45137, labeled as a 'NEW SUBMISSION'. The article title is 'A dichotomy in group II Herbig disks.' The author is 'Mr. Luke Author', a registered author. The editor due date is 'Empty' and the submission date is '04/10/2022'. The assigned editors are 'Mr Eddy Assistant', 'Prof. Ed Inchief', and 'Dr. Supa Science'. A red box highlights a green tag with a downward arrow next to 'Prof. Ed Inchief', indicating they are the current editor. Other tags include a blue tag with a plus sign and a black tag with a plus sign, both next to 'Dr. Supa Science'.

Becoming the "current editor"

Any editor assigned to an article immediately gets the green tag "current editor", and is responsible for moving the article forward. If you are current editor, this means:

- the article will now appear in your to-do list
- the article will disappear from any other editor to-do list
- your role is to make sure the editorial process moves forward ☐☐

Besides the standard switch described above, a [proposal](#) from an editor to his parent editor will also switch the responsibility: the parent editor will become "current", usually to take the final decision on the article.

Becoming the "editor in charge"

An editor gets the blue tag "editor in charge" when these conditions are fulfilled:

- the editor must be assigned to the article
- when assigned, his/her profile must be "chargeable" (see [profile configuration](#)).

Becoming editor in charge means you are now responsible of the scientific evaluation (👤_👤)

Also, the article will appear in your personal dashboard (provided it is not already in your to-do list!).

Correcting the editorial responsibility

Correcting the responsibility is straightforward, but your [editor profile](#) must allow you to do it! Correcting the editorial responsibility will impact the other editors' dashboards as described above. This is useful to ensure an article is being followed properly by the most relevant editor.

