

Editorial decisions and proposals

- [Taking the editorial decision](#)

Taking the editorial decision

Accessing decisions

Once expected reports are received on a version, the article will switch to 'Waiting editorial decision'. This unlocks new actions in the [decision module](#):

Report(s) on this version Number of expected reports

# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
1 Prof. Thomas Arnold	12/08/2022		✓ Report received		Major Revision - 12/08/2022	
2 Dr. Marie Dumond	12/08/2022	2 15/08/2022	✓ Report received		Major Revision - 16/08/2022	
Prof. Max Car	12/08/2022		✓ Declined by refe...			+ Invite a referee

Editorial decision

➔Submit an editor reportPropose RejectionRequest revisionPropose Acceptance

If these buttons are missing, this means that there is still at least one referee invited. Please click on the 'Cancel pending referees' button to un-invite these referees.

Editorial decision

No editorial decision

i You still have pending referee(s).
To send your editorial decision, please first cancel all pending referee(s).

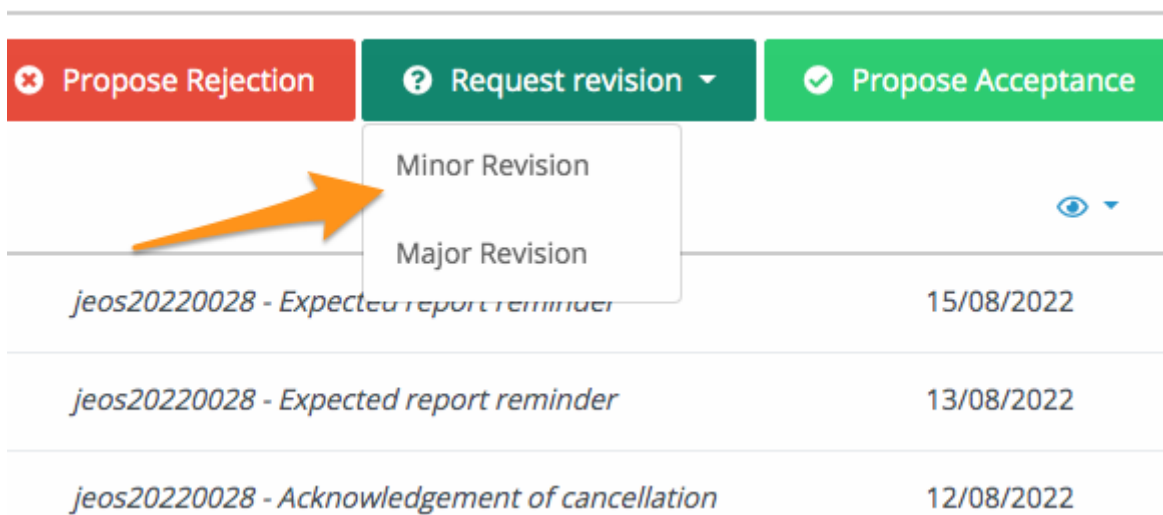
➔ Cancel pending referees

Proposals and decisions

Depending on the [rights attached](#) to your profile, you may **propose** or **take** a decision on a version.

- Proposing a decision will return the version to your [parent editor](#), who must validate your proposal. For this purpose, he becomes [current editor](#).
- Taking a decision will send the editorial decision directly to the author.

Sending the decision



Version	Date
<i>jeos20220028 - Expected report reminder</i>	15/08/2022
<i>jeos20220028 - Expected report reminder</i>	13/08/2022
<i>jeos20220028 - Acknowledgement of cancellation</i>	12/08/2022

Clicking on the recommendation will display the e-mail pop-up.

From here, you may edit your decision before sending the message. If you have gathered referee reports, they will be automatically inserted into your message.

REVISION REQUEST



Caution: Lili Vrak is unavailable at the following dates:

- From 14/09/2022 to 22/09/2022

Major revision request

Send

Edit

Checking the decision

Once it is sent, your proposal/decision is stored on the article version for archival purposes.

If for any reason you need to change the decision, you can revert it. This will rewind the status (usually to 'waiting editorial decision') and you can choose another decision. All these actions will be documented and stored in the history tab.

Reverting a decision should be exceptional, to handle appeals and such. Use sparingly!

The screenshot shows a journal submission interface for article ID 'jeos20220028'. At the top, there is a status bar with 'REVISION IN PROGRESS' in green, followed by icons for various actions. Below this is a table of decision history:

Referee	Date	Status	Action
2 Dr. Marie Dumond	12/08/2022	15/08/2022	Report received
Prof. Max Car	12/08/2022	Declined by ref...	
Editorial decision			
Mr. Fred Crany		Editorial decision	Major Revision - 17/08/2022

Below the table, there is a notification box: 'The author is currently revising the manuscript. You will be notified as soon as we receive it.' To the right of this box is a blue button labeled 'Revert decision'. Two orange arrows point to the 'Major Revision - 17/08/2022' entry in the table and the 'Revert decision' button.

Submit an editor report

Additionally, before taking a decision, you may upload an editorial report on a version. Similarly to referee reports, their purpose is to store lengthy comments and enclosures, independently of the official decision.

Please fill out this questionnaire, you may give details in your report

First question in the editorial report *

Please tick one or more boxes.

- Yes.
- Good
- Maybe
- Marginal

Second question in the editorial report *

- 1
- 2
- 3
- 4

Third question in the editorial report

Please tick one or more boxes.

<input type="checkbox"/> Yes, I certify.
<input type="checkbox"/> No, I'm not a member.
<input type="checkbox"/> In a Conference

Editor comment (will be forwarded to the author):

* Editor comment...

Report File (optional):

File Aucun fichier choisi

Select a recommendation:

Select a Recommendation ▼