

# Editorial interface for A&A: a quick overview

This guide is intended for Associate Editors of A&A. It gives a quick overview of the general menu and article page of NESTOR, and how these differ with the corresponding interfaces in MMS.

## Important notes

- You can connect to the system [here](#).
- All data has been imported from MMS. Last update: 25 July 2023.
- You can invite referees, play with the system, try to break things.
- No real mails will be sent.
- However, on each article, you can retrieve the mail history as in the MMS (bottom of the article page).
- For detailed information on how to invite reviewers, make editorial decisions etc., please consult the detailed documentation [here](#).

The following is divided into three sections:

- [The general interface](#)
  - [The dashboard](#)
  - [Articles lists](#)
- [The article interface](#)
- [A few final tips](#)

## General interface

### The dashboard

When connecting to the system, you will be greeted by your personal dashboard:

- JOURNAL (A&A)
- Dashboard
- Notifications
- Advanced search
- Saved searches
- USERS MANAGEMENT
- Search users
- Add User
- SUPPORT
- Need help
- EDP Sciences

PERSONAL DASHBOARD	
<b>To-do list</b>	
New submission	0
In search of referee	7
Report received	1
Revision received	0
<b>Sent to referees</b>	
Peer review in progress	34
<b>Sent to author</b>	
Back to authors	2
Revision in progress	73
<b>With another editor</b>	
Proposed for acceptance	7 1
<b>Production in progress</b>	
In production	28
Proof sent	0

A few words about the differences with the MMS:

- Articles expecting an action from you are specifically grouped into the to-do list.
- Outside the to-do list, papers are grouped according to the person expected to take action (usually authors or referees), statuses breakdown has been slightly refined.
- If we refer to the MMS, in Nestor the articles are sorted like so:

<b>New submission (0)</b>	To-do
<b>In search of a ref. (4)</b>	
<b>Sent to referees (10)</b>	
<b>Received from ref. (1)</b>	To-do
<b>Sent to authors (73)</b>	
<b>RV received (1)</b>	To-do
<b>Proposed for Acc. (4)</b>	
<b>Rejected (2018)</b>	
<b>Misc. Letters (0)</b>	
<b>At production office (12)</b>	
<b>Published (3426)</b>	

- NB The status "Misc. letters" has been removed altogether. Instead, it has been replaced by "notifications". The aim is to preserve the real status of the paper (for example: "Revision in progress"):

The screenshot shows a sidebar on the left with the following menu items: JOURNAL (A&A), Dashboard, Notifications, All Notifications (highlighted with a blue arrow and a red notification badge showing '31'), Advanced search, Saved searches, GENERAL SETTINGS, and E-mail Templates. The main panel is titled 'ALL NOTIFICATIONS' and contains two entries:


Article ID	Source	Recipient	Subject	Date	Icon
aa71291-17	MMS import	→ Prof. Nicolas Boes	Letter from Editor to Author	18/07/2017	🔔
aa65642-17	MMS import	→ Prof. Nicolas Boes	Letter from Editor to Author	26/09/2017	🔔

## Articles lists

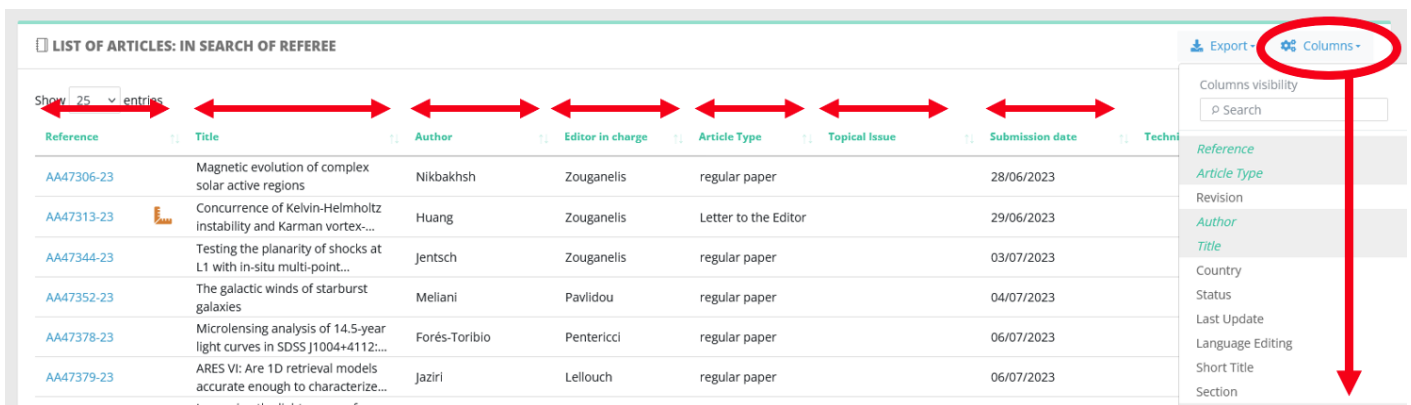
- Note that there is no specific interface for letters. For a given status, letters are grouped with regular papers. When clicking on a status, a list will be generated like in the MMS. In this list, letters are highlighted with a special icon:

## LIST OF ARTICLES: IN SEARCH OF REFEREE

Show 25 entries


Reference	Title	Author	Editor in charge	Article Type	Top
<a href="#">AA47306-23</a>	Magnetic evolution of complex solar active regions	Nikbakhsh	Zouganelis	regular paper	
<a href="#">AA47313-23</a>	 Concurrence of Kelvin-Helmholtz instability and Karman vortex-...	Huang	Zouganelis	Letter to the Editor	
<a href="#">AA47344-23</a>	Testing the planarity of shocks at L1 with in-situ multi-point...	Jentsch	Zouganelis	regular paper	
<a href="#">AA47352-23</a>	The galactic winds of starburst galaxies	Meliani	Pavlidou	regular paper	
<a href="#">AA47378-23</a>	Microlensing analysis of 14.5-year light curves in SDSS J1004+4112:...	Forés-Toribio	Pentericci	regular paper	

- Speaking about lists, you can customise their display to suit exactly your needs:
  - which columns appear,
  - how they are ordered.



LIST OF ARTICLES: IN SEARCH OF REFEREE

Show 25 entries

Reference	Title	Author	Editor in charge	Article Type	Topical Issue	Submission date	Techn
<a href="#">AA47306-23</a>	Magnetic evolution of complex solar active regions	Nikbakhsh	Zouganelis	regular paper		28/06/2023	
<a href="#">AA47313-23</a>	 Concurrence of Kelvin-Helmholtz instability and Karman vortex-...	Huang	Zouganelis	Letter to the Editor		29/06/2023	
<a href="#">AA47344-23</a>	Testing the planarity of shocks at L1 with in-situ multi-point...	Jentsch	Zouganelis	regular paper		03/07/2023	
<a href="#">AA47352-23</a>	The galactic winds of starburst galaxies	Meliani	Pavlidou	regular paper		04/07/2023	
<a href="#">AA47378-23</a>	Microlensing analysis of 14.5-year light curves in SDSS J1004+4112:...	Forés-Toribio	Pentericci	regular paper		06/07/2023	
<a href="#">AA47379-23</a>	ARES VI: Are 1D retrieval models accurate enough to characterize... Impression the light curves of	Jaziri	Lellouch	regular paper		06/07/2023	

Export Columns

Columns visibility

Search

- Reference
- Article Type
- Revision
- Author
- Title
- Country
- Status
- Last Update
- Language Editing
- Short Title
- Section

## Article interface

The main new feature compared to MMS is that history is tracked according to each article version. While the MMS did it for manuscript files:

**Files:** AA201935788: [AA201935788.PDF](#) [AA201935788\\_REF.PDF](#)  
AA201935788\_REVISION1: [AA201935788R.PDF](#) [AA201935788R\\_REF.PDF](#) [AA201935788R\\_REPLY.PDF](#) [35788.TEX](#)  
Corrected file: [35788CORR.ZIP](#)  
AA201935788\_REVISION2: [ULTIMATE\\_GALAXY\\_MERGING\\_AT\\_Z\\_01.PDF](#)  
AA201935788\_RV\_FOR\_EDP: [AA201935788RR\\_EDP.PDF](#)  
AA201935788\_TOBECHECKED: [AA35788-19\\_PROOF\\_INTERMED\\_V1.PDF](#) [AA35788-19\\_PROOF\\_INTERMED\\_V2.PDF](#)

Nestor does it for many more things:

- Manuscript files
- Manuscript information
- Referees contacted
- Editorial decision
- E-mails sent

aa74110-35 REVISION IN PROGRESS
Author ▾ Referees ▾ Editors ▾

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### Coordinated X-ray and UV absorption on test papers

Dr. Margherita Test Registered authors

Author due date:	Empty
Submission date:	14/06/2022
Final decision date:	31/05/2023 (ACCEPTANCE)

#### Assigned Editors

Mr. Natasha Saint Geniès	Current			
Jennifer Martin				
Dr. Thierry Forveille				
Dr. Francoise Combes				

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Original
 Revision 1
 Revision 2

Referees
 Emails
 History

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#### Version information

<b>Date of receipt</b>	09/06/2023
<b>Article Type</b>	regular paper
<b>Article Title</b>	Coordinated X-ray and UV absorption within the accretion disk wind of the active galactic nucleus PG 1126-041
<b>Section</b>	4. Extragalactic astronomy
<b>Authors List</b>	M. Giustini, P. Rodríguez Hidalgo, J.N. Reeves, G.

#### Version files

Corrected file	44270co... 296.3 Kb		
ARCHIVES	AA2022... 9.6 Mb	<span style="border: 1px solid #28a745; padding: 2px;">Similarity</span>	
ARCHIVES	AA2022... 9.6 Mb	<span style="border: 1px solid #28a745; padding: 2px;">Similarity</span>	
ARCHIVES	AA2022... 429.1 Kb	<span style="border: 1px solid #28a745; padding: 2px;">Similarity</span>	
ARCHIVES	44270.tex 120.4 Kb		

On the current version of the paper, you will retrieve relevant actions in dedicated modules:

aa46612-23 **REPORT RECEIVED** Author Referees Editors

**Version information**

Date of receipt: 06/07/2023

Article Type: regular paper

Article Title: Multi-technique approach to identifying and/or constraining radial velocity sub-stellar companions

Section: 10. Planets and planetary systems

Keywords: techniques: high angular resolution, techniques: radial velocities, astrometry, planets and satellites: gaseous planets, (stars:) brown dwarfs, stars: low-mass

Funding

**Report(s) on this version** Expected reports: 1

#	Referee	Invitation Date	Last Reminder	Status	Due Date	Recommendation	Actions
1	M. John Lennon			✓ Report received			Invite a referee

**Editorial decision**

No editorial decision

Terminate Reject Request revision Accept

**Message history on this version**

MMS import	→ M. John Lennon	Report received	25/07/2023
MMS import	→ M. John Lennon	AUTOMATIC DUE-DATE MAIL (MJ)	21/07/2023

These actions are also available in the quick actions bar, which is similar to the MMS in this regards. This bar is always displayed in the upper part of the page:

aa46612-23 **REPORT RECEIVED** Author Referees Editors

Original Revision 1

**Version information**

Date of receipt: 06/07/2023

Article Type: regular paper

Article Title: Multi-technique approach to identifying and/or constraining radial velocity sub-stellar

Free letter

Terminate

Reject

Request revision

Accept

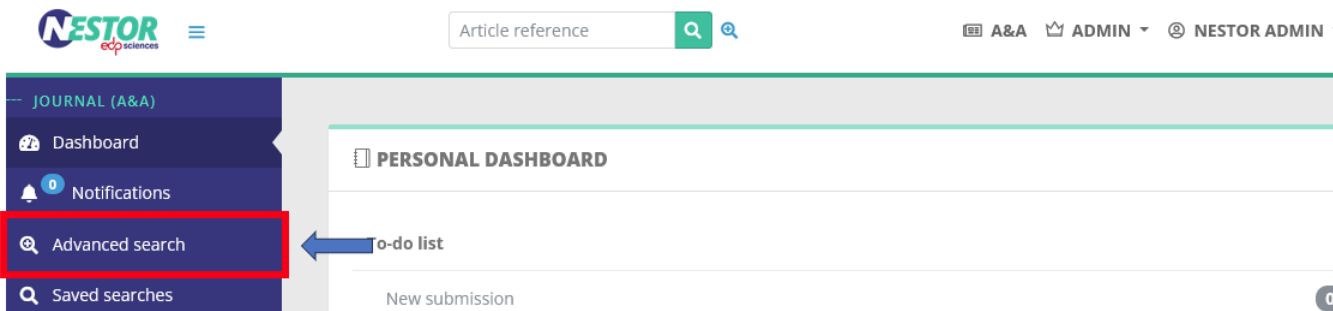
AA202346612R.pdf 55.3 Mb

AA202346612R\_ref... 55.3 Mb

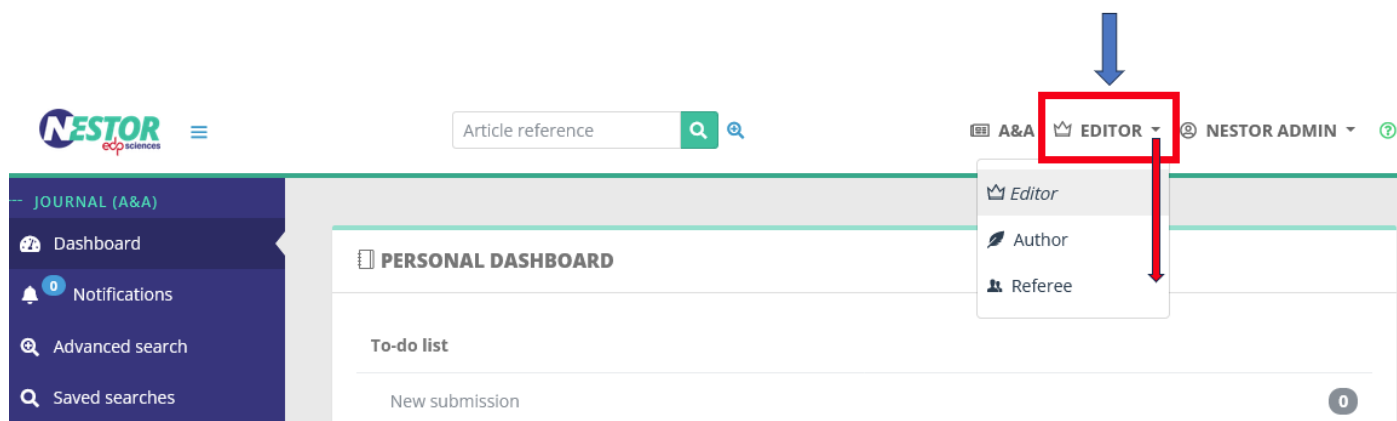
Upload new files Download all

# A few final tips

- An advanced search tool is available here. Note that you can save your search criteria to retrieve them later:



- If you want to retrieve your papers as author or referee, you can switch here. Do not hesitate to also test the submission workflow:



- The detailed documentation guide is available [here](#). In case of technical enquiries, you may also get in touch with us: Support Nestor <support@nestor-edp.org>

Revision #25

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