

FAQ

I cannot send my decision on this article, why?

If the buttons are unavailable in the [decision module](#), this means either the status of the article does not allow a decision, or your profile does not have the right to take the decision.

Most of the time, this is caused by the status, typically these two statuses will lock the editorial decision:

- **Revision in progress (with author)**
- **Peer review in progress (with referee)**

This is a feature ensuring the author or referee(s) complete their pending tasks. To unlock the decision, you must either:

- wait for them to complete the task (or do it on their behalf)
- or cancel the task ([revert decision](#) / [cancel referee](#))

I made a mistake when sending the decision, how can I cancel and resend it?

You must first revert your previous decision! This is done via the [decision module](#):

 Editorial decision

 Mr. Nestor Admin

Editorial decision

 Acceptance - 09/05/2023

 Revert decision



When sending a message, I can only enclose one file, why?

Spam filters are sensitive about enclosures. To preserve our sender address reputation, we have implemented the following safeguards:

- Limit the **number** of files enclosed to an e-mail
- Limit the **size** of enclosed files
- Limit the hourly volume of sent e-mails

To enclose several files, three methods are at your disposal:

1. The simplest method is to [zip the files](#) and upload the zip here:

The deadline for the revised version is two months. Should the revisions require more time, please contact the editorial office to request an extension.

Yours sincerely,






Nicolas Boës
JEOS Editor|

Browse... files.zip Send

2. Another straightforward solution is to assign yourself as referee and upload the files in the report form. This will insert a link in your decision, that the author can simply click to download the files.

Expected reports ⌵ ⌶ ?

Action

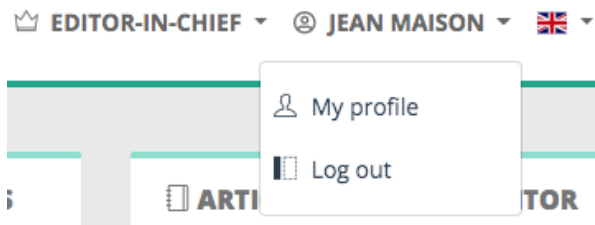


🔍 Invite a referee

3. An alternate solution is to upload the files in the [file management module](#), and refer the author to it. Check with your editorial office that [file types](#) are properly configured and ensure the author has access to it.

How can I correct my e-mail address and personal information?

Click on your name and on 'My profile':

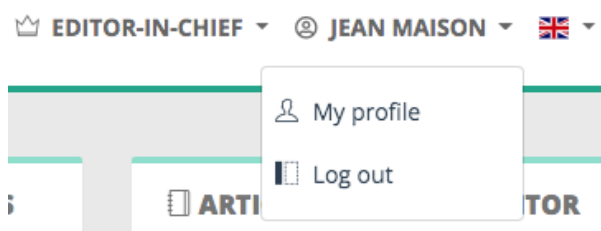


From this page, you can:

- Correct your address and reset your password
- [Link your ORCID account to your Nestor account](#)
- [Add or edit your institutes](#)
- [Set unavailability dates](#)

The system sends me too many e-mails, how I can I disable them?


E-mail alerts can be disabled via your personal account. Please click on your name and on 'My profile':



From there, go the Alert System:

ORCID

 Register or Connect your ORCID ID 

Expertise Fields 

ALERT SYSTEM

As editor, some specific events trigger e-mails to your address. If Nestor sends you too many mails, you may disable them here.

[+ Configure mail alerts](#)

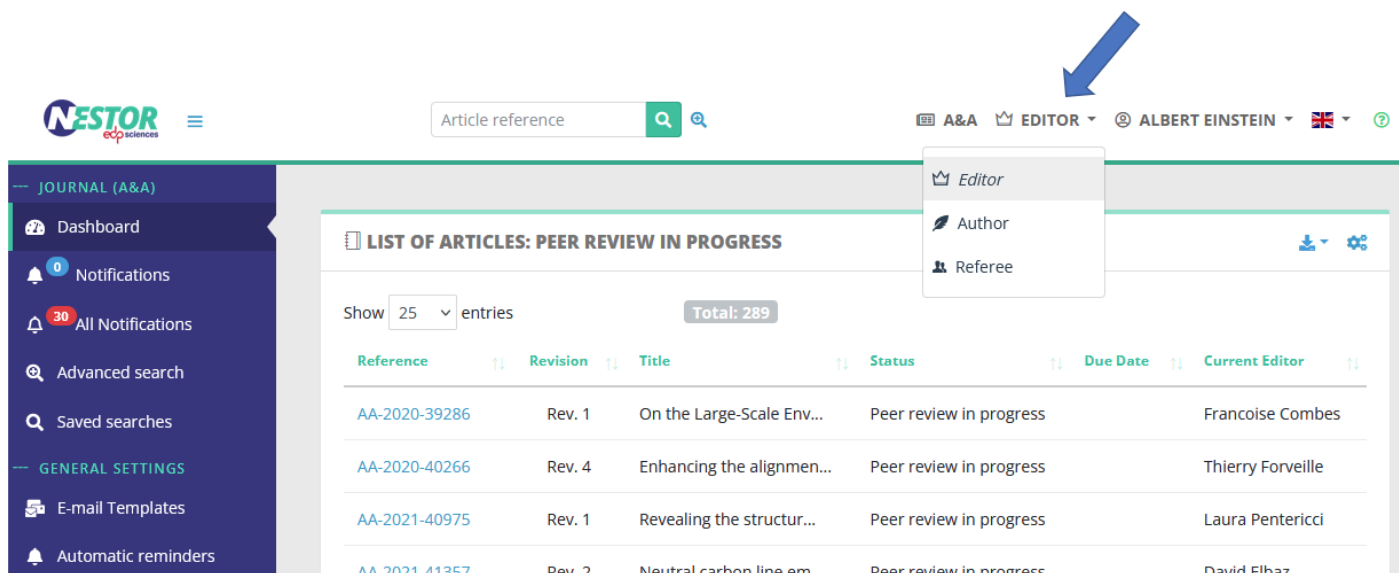


INSTITUTE INFORMATION

[+ Add new institutions](#)

I want to submit a paper myself, how can I reach the author interface?

By default, Nestor will log you as editor. If you want to submit a paper where you are the author, you must switch your role! This is done here:



The screenshot shows the Nestor user interface. At the top right, the user is logged in as 'EDITOR' under the name 'ALBERT EINSTEIN'. A blue arrow points to the 'EDITOR' dropdown menu, which is open and shows three options: 'Editor' (selected), 'Author', and 'Referee'. Below the menu, a table titled 'LIST OF ARTICLES: PEER REVIEW IN PROGRESS' is visible. The table has columns for Reference, Revision, Title, Status, Due Date, and Current Editor. The table contains four rows of data.

Reference	Revision	Title	Status	Due Date	Current Editor
AA-2020-39286	Rev. 1	On the Large-Scale Env...	Peer review in progress		Francoise Combes
AA-2020-40266	Rev. 4	Enhancing the alignmen...	Peer review in progress		Thierry Forveille
AA-2021-40975	Rev. 1	Revealing the structur...	Peer review in progress		Laura Pentericci
AA-2021-41357	Rev. 2	Neutral carbon line em...	Peer review in progress		David Elbaz

Revision #18

Created 5 May 2023 15:08:55 by Nestor

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