

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 reports2

# 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 report](#)[Propose Rejection](#)[Request revision](#)[Propose 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

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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

✖ Propose Rejection

ⓘ Request revision ▾

Minor RevisionMajor Revision

✔ Propose Acceptance



jeos20220028 - Expected report reminder15/08/2022

jeos20220028 - Expected report reminder13/08/2022

jeos20220028 - Acknowledgement of cancellation12/08/2022

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 displays a journal submission interface for article 'jeos20220028', which is in 'REVISION IN PROGRESS' status. The interface includes tabs for 'Author', 'Referees', and 'Editors'. A table lists the decision history:

Referee	Date	Decision	Action
2 Dr. Marie Dumond	12/08/2022	Report received	Major Revision - 16/08/2022
Prof. Max Car	12/08/2022	Declined by ref...	

Below the table, there is a section for 'Editorial decision' by Mr. Fred Crany, with a decision of 'Editorial decision' and a 'Major Revision - 17/08/2022' action. An orange arrow points to this 'Major Revision' link. Below the decision section, a message states: 'The author is currently revising the manuscript. You will be notified as soon as we receive it.' To the right of this message is a blue button labeled 'Revert decision', with another orange arrow pointing to it. A search bar with the text 'Invite a referee' is also visible.

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.

Report by Fred Crany



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.

Yes, I certify.
No, I'm not a member.
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



Revision #16

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