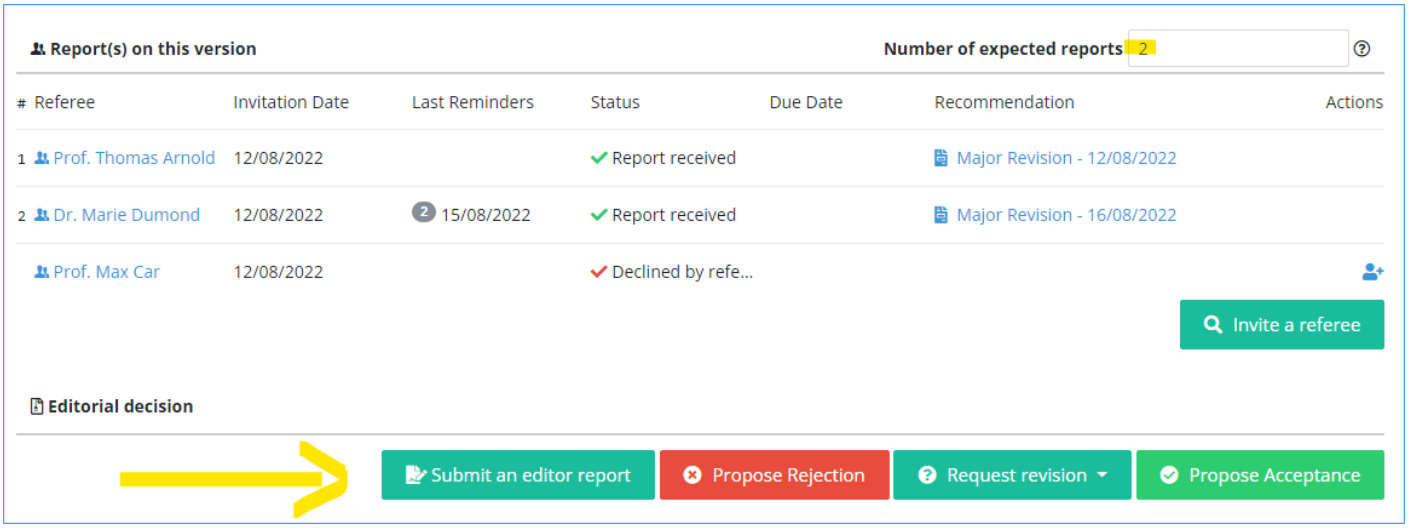
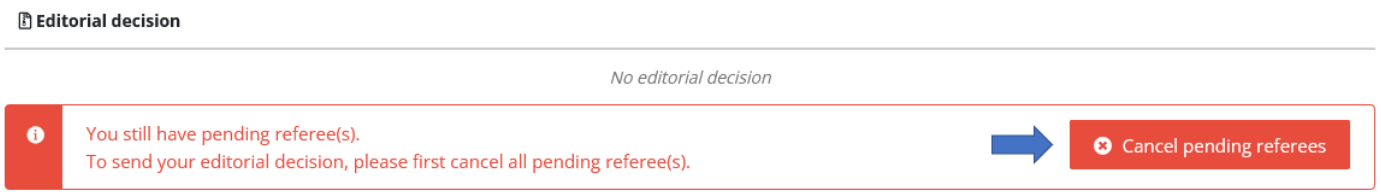
Taking the editorial decision

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:



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.

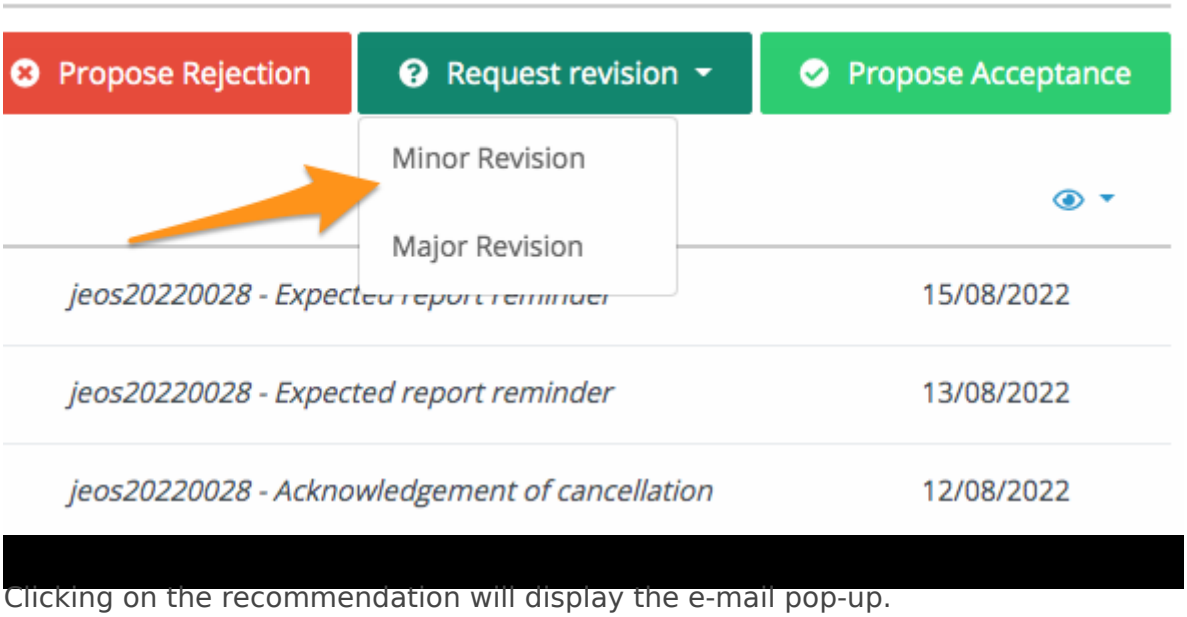


Proposals and decisions

Depending on the rights attached to your profile, you may **propose** or **take** a decision on a version.

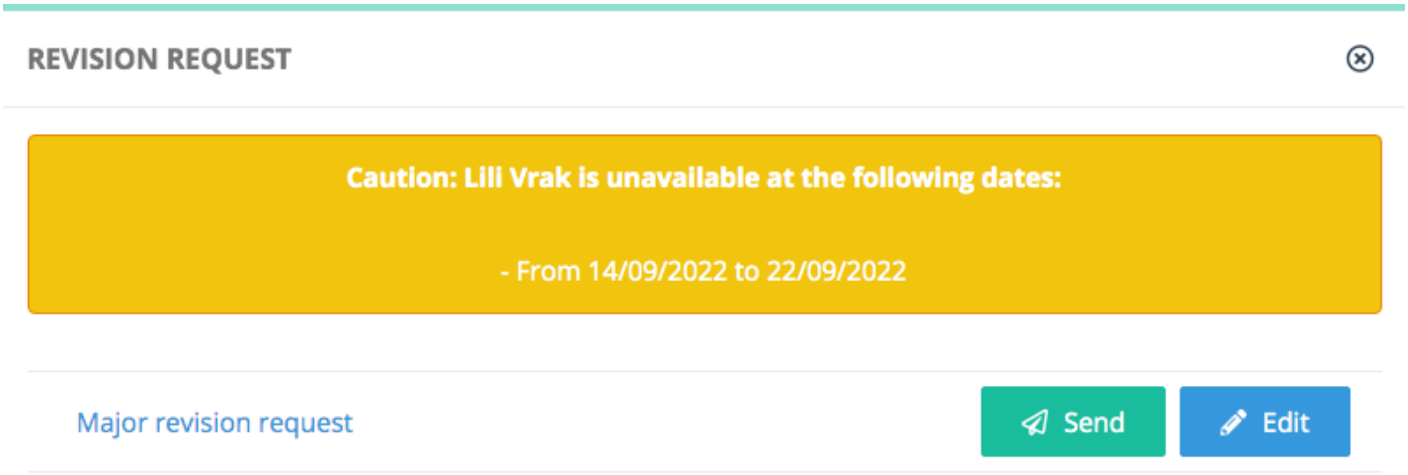
- Proposing a decision will return the version to your parent editor, who must validate your proposal. For this purpose, he becomes current editor.
- Taking a decision will send the editorial decision directly to the author.

Sending the decision



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.

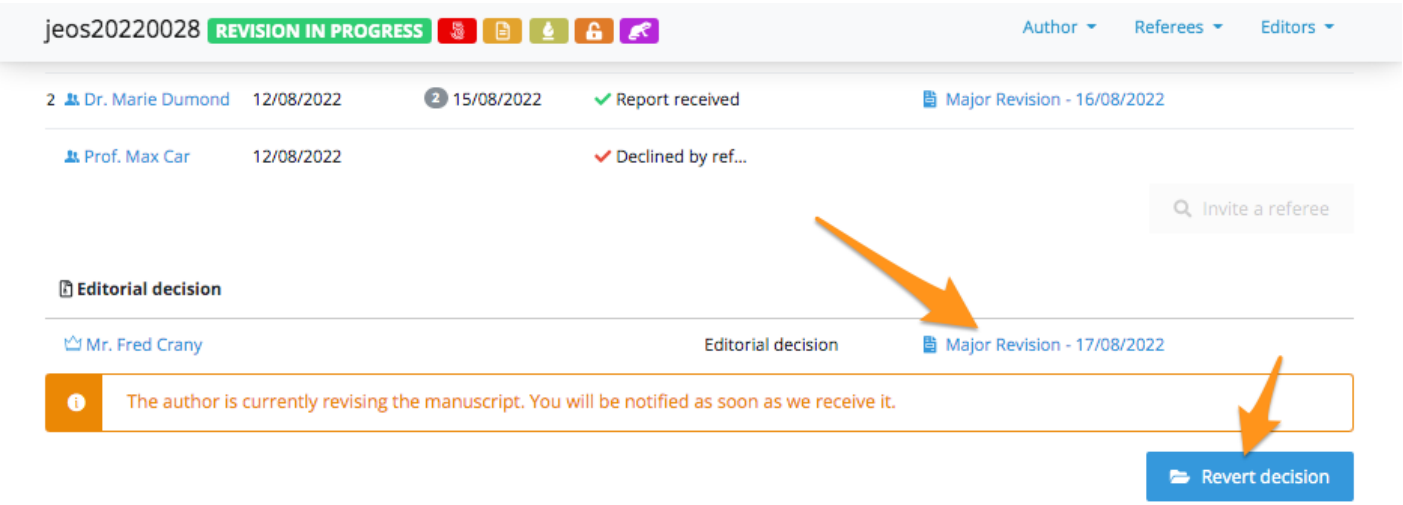


Checking the decision

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

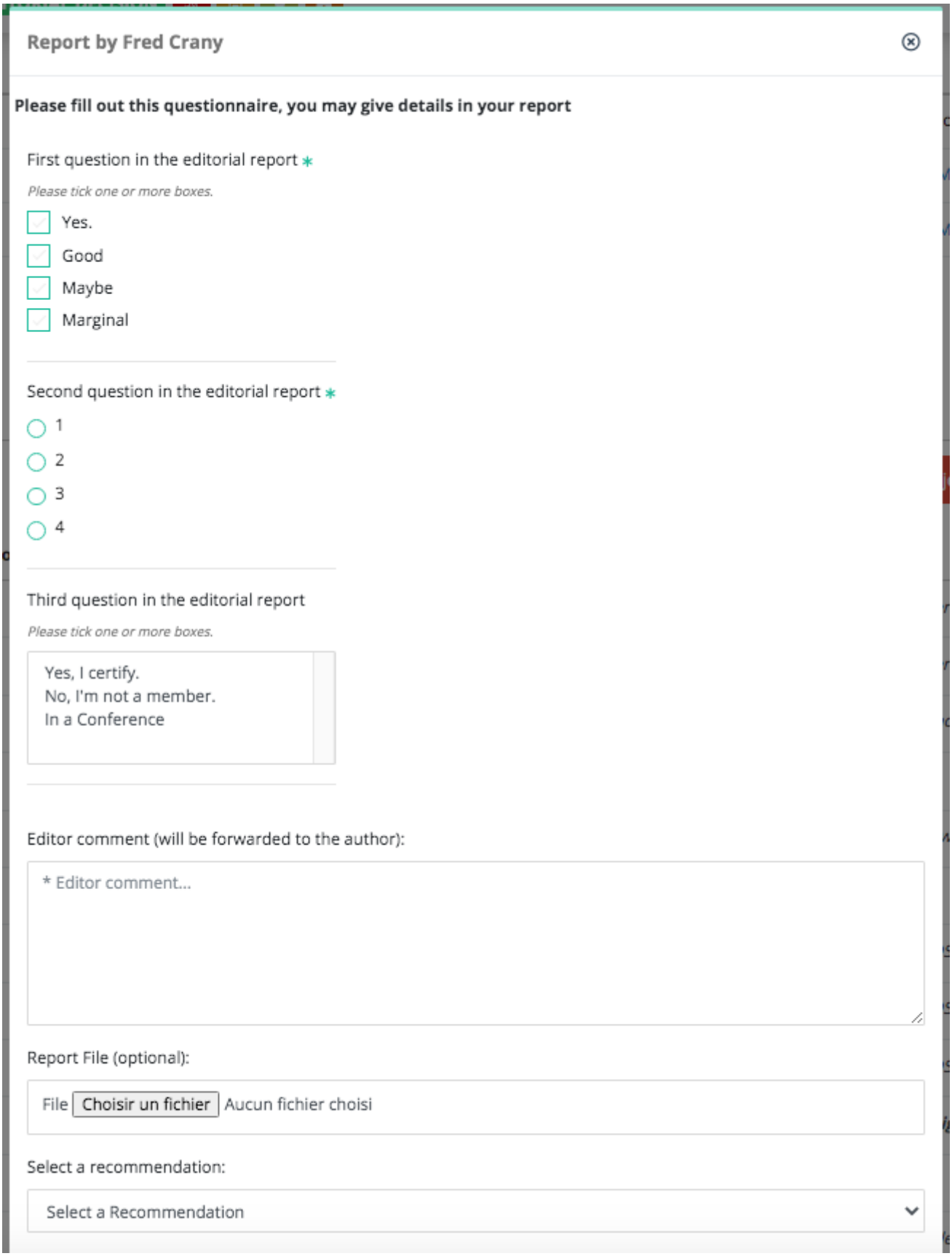
If for any reason you need to change the decision, you can revert it. This will rewind the status (usually to ‘waiting editorial decision’) and you can choose another decision. All these actions will be documented and stored in the history tab.

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



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 lenghty comments and enclosures, independently of the official decision.



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