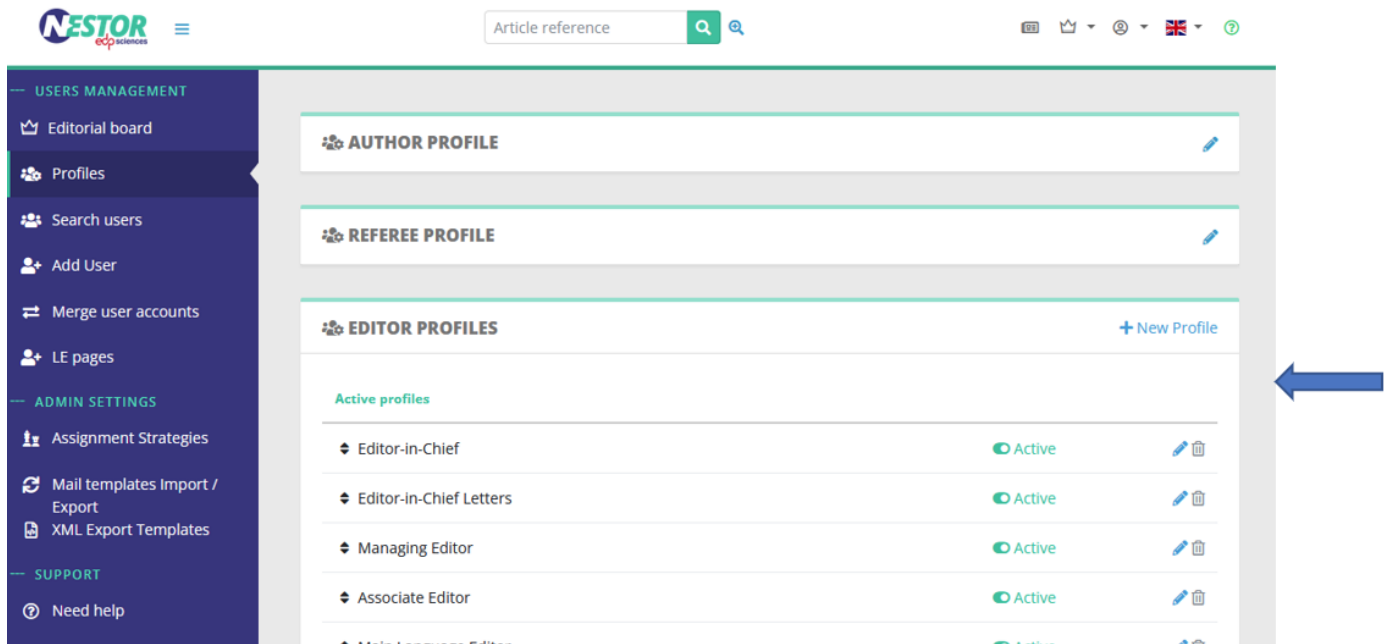


Editor profiles

Contrary to the author and referee profile, editor profiles are not unique. It is very common for a journal to configure several profiles, with different sets of rights. The reason is that editor profiles are used by people with different tasks as regards articles. Common examples of profiles are:

- Editor-in-Chief
- Editorial assistant
- Associate editor
- Copyediting editor
- Production editor

The configuration can be found here:



The screenshot shows the NESTOR editorial board management interface. The left sidebar contains navigation options: USERS MANAGEMENT (Editorial board, Profiles, Search users, Add User, Merge user accounts, LE pages), ADMIN SETTINGS (Assignment Strategies, Mail templates Import / Export, XML Export Templates), and SUPPORT (Need help). The main content area is titled 'EDITOR PROFILES' and includes a '+ New Profile' button. Below this, a table lists active profiles:

Active profiles		
Editor-in-Chief	Active	Edit Delete
Editor-in-Chief Letters	Active	Edit Delete
Managing Editor	Active	Edit Delete
Associate Editor	Active	Edit Delete
Main Language Editor	Active	Edit Delete

A blue arrow points to the right side of the 'EDITOR PROFILES' section.

Each editor profile has specific settings. Settings are sorted by family:

EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

👑 General settings

👥 Article workflow rights

👁️ Article information visibility

NAME

Editor-in-Chief

JOURNAL MANAGEMENT RIGHTS

Has global journal access

This right should be limited to EICs and Editoria. or co-author). If disabled, the editor may only a editor to a warning.

- **General settings** define global journal rights for this profile:
 - Access to global information and dashboards
 - Access to administrative rights: does the user can configure the journal?
 - How does [editorial responsibility](#) switch for this profile?
- **Article workflow rights** define how this profile can interact with an article, especially:
 - Can this profile assign other editors? ([see assignation workflow](#))
 - Can this profile invite referees? ([see peer review workflow](#))
 - Proposing or taking decisions ([see here](#) and [here](#))
- **Article information visibility** defines what the profile can see on an article. Indeed, an article can store a lot of different information, sometimes not relevant to all editors. Typically, scientific profiles might not be interested by production or copyediting notes. For this purpose, the profile visibility can be finely tuned here:

MODIFICATION RIGHTS May update article data

Update files and submission fields on the current version of the article

STANDARD FIELDS VISIBILITY

- Article type
- Short title
- Section
- Authors list
- Topical issue
- Suggested editor
- Abstract
- Comment
- Country

CUSTOM FIELDS VISIBILITY

- Cover page - Figure number
- Page charges - Number of paid pages
- Forthcoming PDF

SPECIAL FIELDS VISIBILITY

- Expertise fields
- Keywords
- Funding information