

Editorial assignments

Manual assignments

Configuring a manual assignment is done at the [profile](#) level. For a given profile:

- ensure it can manage editor assignment,
- and check which profiles he can see.

For example, an Editor-in-Chief will usually have the right to assign:

- himself or another EIC
- an associate editor
- a guest editor

Quick search

Article types

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USERS MANAGEMENT

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ADMIN SETTINGS

- Mail templates Import / Export
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EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

General settings | **Article workflow rights** | Article information visibility

☒ **Manage editor assignment**

Can assign and manage editors. Enabling this option will also display the "Awaiting assignment" status in the user's to-do list (personal dashboard).

☐ Basic assignment menu

If enabled, the assignment menu will be kept simple. When an editor wants to assign, he will only have access to a select menu with editors names (no view on expertise field, or on current workload).

Configure available templates for assignment

When assigning an editor, selected templates will be available

Editor assignment

Configure profile visibility

This setting affects the assignment menu and the global dashboard (when relevant).

Can be seen by	Can see
☒ Editor-in-Chief	☒ Editor-in-Chief
☒ Editor-in-Chief Letters	☒ Editor-in-Chief Letters
☒ Editorial assistant	☐ Editorial assistant
☒ Editorial Office	☐ Editorial Office
☐ Guest Editor	☒ Guest Editor
☐ Associate Editor	☒ Associate Editor
☐ Copy editor	☐ Copy editor

Automatic assignments and editors' chains

Automatic assignments can be configured when the first version of a paper is submitted. This is done on this dedicated page:

Criteria	Value	Assigned editors	Actions
Topical issue	AKARI	Nicolas Boes, Catherine Bras, Vasili Estie	
Section	3. Cosmology (including clusters of galaxies)	Pascale Menon, Thierry Lafronde	
Article type	regular paper	Nargiss Khessassi , Rachel Rudy	
Article type	editorial	Thierry Lafronde	

Automatic assignments are sorted by priority. An automatic assignment with inactive editors will always be ignored (see in the screenshot)

Once a couple criteria/value is fulfilled, the assignment applies and no assignment below is applied. In the example above, if a submitted paper belongs to the special issue Akari, then it will be assigned to Nicolas, Catherine and Vasili. The assignments below are ignored.

An editors' chain is a set of several editors. When assigning a chain, Nestor will respect [responsability rules](#). As such, the last editor in a chain will always be the [current editor](#) and will receive the notification. His parent editors are merely put in cc of the notification.

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