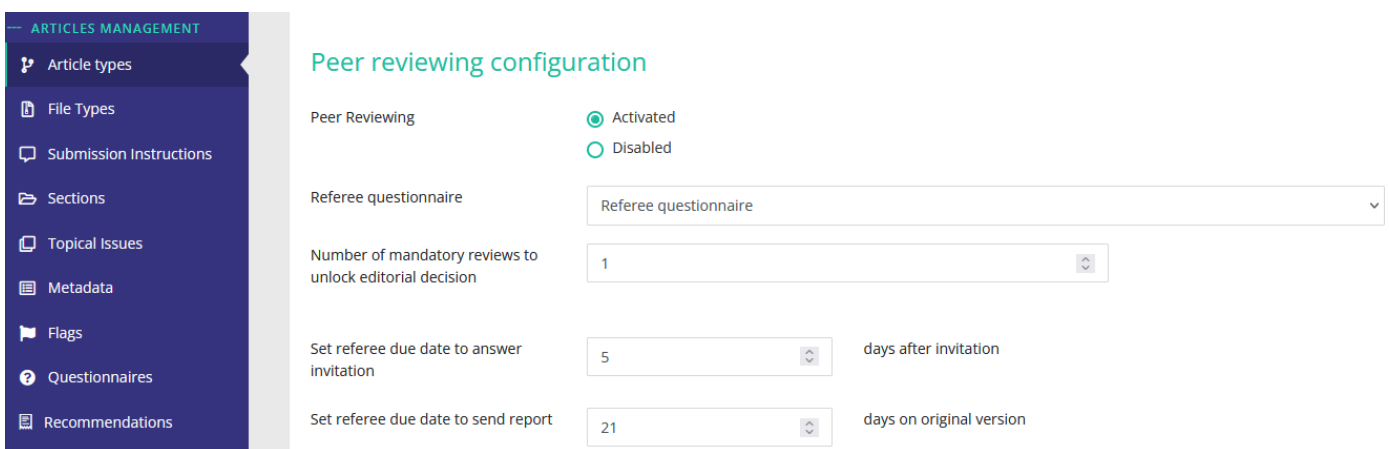


Peer review

Article type configuration

The peer review workflow is first defined at the [article type level](#). For each article type, you can enable/disable the peer review and set up the time granted to referees to answer invitations and send reports:



ARTICLES MANAGEMENT

- Article types
- File Types
- Submission Instructions
- Sections
- Topical Issues
- Metadata
- Flags
- Questionnaires
- Recommendations

Peer reviewing configuration

Peer Reviewing ☒ Activated ☐ Disabled

Referee questionnaire

Number of mandatory reviews to unlock editorial decision

Set referee due date to answer invitation days after invitation

Set referee due date to send report days on original version

The numbers of mandatory review defines how Nestor handles the statuses transition, [as defined here](#).

Configuration of the referee questionnaire

First, configure your questions to the referee here:

NESTOR edp sciences

Quick search (ref./title/cor. auth.)

STET ADMIN NESTOR ADMIN

Admin Settings
Production transfer
Expertise fields
ARTICLES MANAGEMENT
Article types
File Types
Submission Instructions
Sections
Topical Issues
Metadata
Flags
Questionnaires
Recommendations

QUESTIONNAIRES

+ New Questionnaire Columns

Show 25 entries

Name	Description	Activated	Nb of questions	Actions
Referee questionnaire	Questions listed in the review form	Active	8	
Submission questionnaire	Questions asked at submission	Active	8	

Search Name Search Description Search Activate Search Nb of questions

« < 1 > »
1 of 1

Then, set up the questionnaire in each relevant article type:

ARTICLES MANAGEMENT

Article types
File Types
Submission Instructions
Sections
Topical Issues
Metadata

Peer reviewing configuration

Peer Reviewing ☒ Activated ☐ Disabled

Referee questionnaire Referee questionnaire

Number of mandatory reviews to unlock editorial decision 1

Profile configuration

Once article types are configured, you must ensure profiles have the right to manage the peer review:

- File Types
- Submission Instructions
- Sections
- Topical Issues
- Metadata
- Flags
- Questionnaires
- Recommendations
- Assignment Strategies
- USERS MANAGEMENT
- Editorial board
- Profiles
- Search users
- Add User
- Merge user accounts

EDIT EDITOR PROFILE - ASSOCIATE EDITOR

General settings

Article workflow rights

Article information visibility

☒ Manage peer review

Can assign and manage referees on the current version of the article. Enabling this option will also display the "In search of referee" status on the user's to-do list (personal dashboard). Disabling this option will disable the referee module and the referee thumbnail on articles.

☒ May upload an editor report

If enabled, the editor has the possibility to load a personal report on each version of the article. This is similar to a referee report, and will be forwarded to the authors. However, uploading an editor report does not trigger a decision. This right should typically be reserved to copy-editing editors.

☒ May request revisions

If enabled, the editor can request revision

☒ May propose revisions

If enabled, the editor can propose revision to his parent editor

Configure available recommendations for revision

Selected recommendations will be available to the editor. Unselected recommendations will be masked to the editor.

Acceptable after minor revision

Sending the paper to referees

Once the above configurations are ok, the peer review workflow is functional. It is documented [here](#).

Revision #3

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