

Technical check

Article type configuration

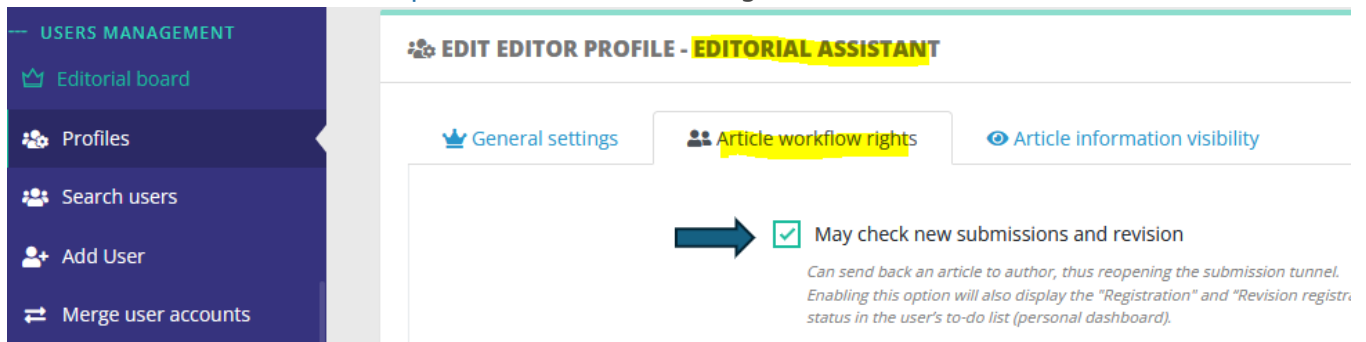
The technical check workflow is first defined at the [article type level](#). For each article type, you can enable/disable the technical check, and set up the time granted to the author to satisfy the technical check:

The screenshot shows the 'Workflow configuration' interface for article types. On the left is a dark blue sidebar with navigation links: Automatic reminders, Admin Settings, Production transfer, Expertise fields, ARTICLES MANAGEMENT (highlighted), Article types (selected), File Types, Submission Instructions, Sections, Topical Issues, Metadata, Flags, and Questionnaires. The main content area is titled 'CONTRIBUTOR ROLE TAXONOMY (CREDIT)' with a note: 'When activated, the corresponding author must specify at least one role for every registered co-author.' Below this is the 'QUESTIONNAIRES' section with a note: 'From there you may link a specific questionnaire to this article type. You may create and edit questionnaires [here](#).' The 'Workflow configuration' section includes: 'Set author due date to complete submission' with a dropdown set to '7' and the label 'days after submission start'; 'Technical check on submission' with 'Activated' selected (indicated by a blue arrow pointing left); 'Technical check on revision' with 'Activated' selected (indicated by a blue arrow pointing left); and 'Set author due date to complete revision after technical check / reopening' with a dropdown set to '7' and the label 'days after editorial decision' (indicated by a blue arrow pointing right). On the right, there are radio buttons for 'Activated' and 'Disabled' (both unselected), and a section titled 'ORIGINAL VERSION' with a button labeled 'Submission questionnaire'.

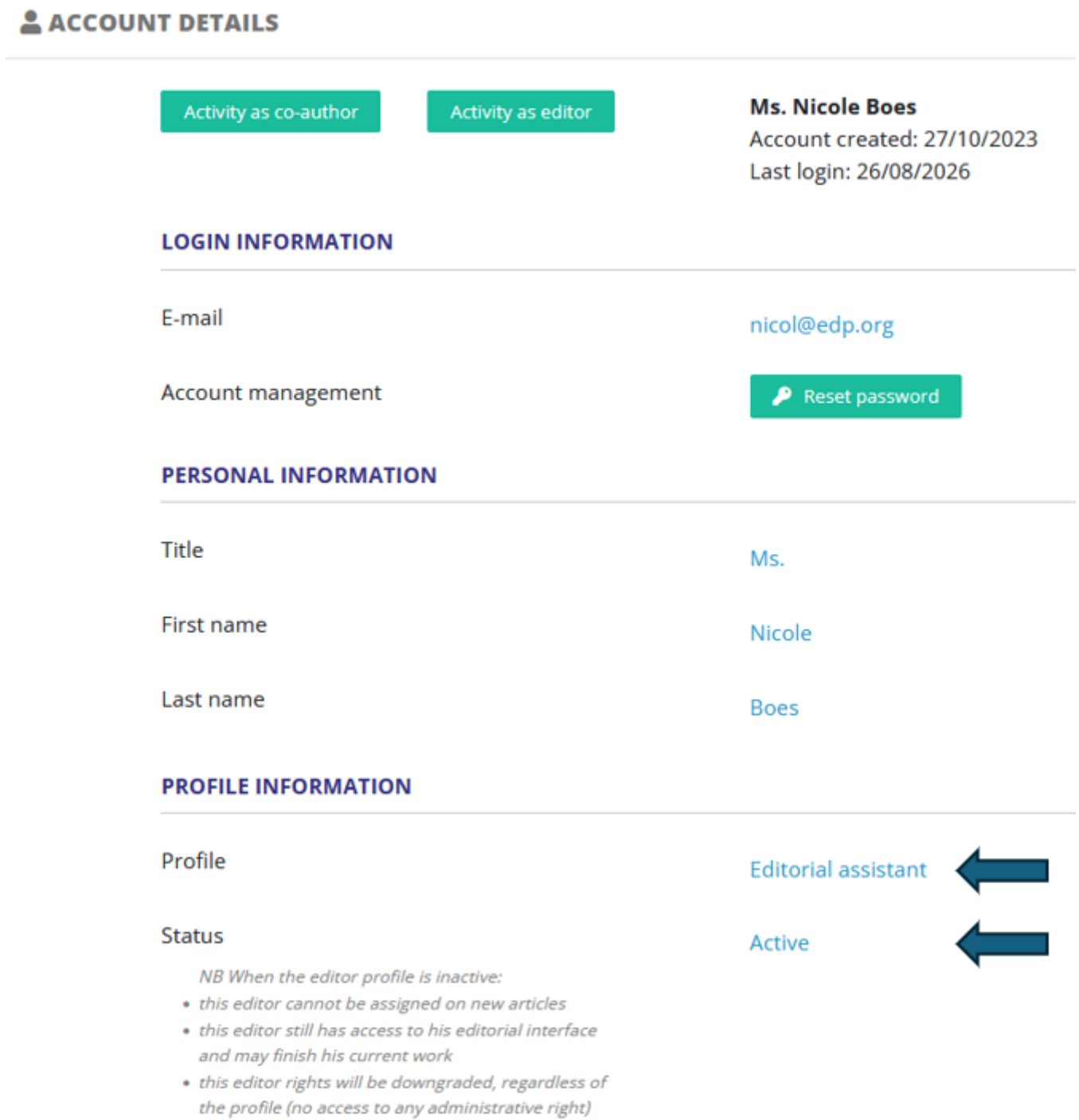
Profile configuration

Once article types are configured, you must ensure at least one person can perform the technical check action.

- To do so, at least one [editor profile](#) must have the right to handle technical checks:



- Then, ensure this person account is set up with this profile:



ACCOUNT DETAILS

Activity as co-author Activity as editor

Ms. Nicole Boes
Account created: 27/10/2023
Last login: 26/08/2026

LOGIN INFORMATION

E-mail nicol@edp.org

Account management [Reset password](#)

PERSONAL INFORMATION

Title Ms.

First name Nicole

Last name Boes

PROFILE INFORMATION

Profile Editorial assistant

Status Active

NB When the editor profile is inactive:

- this editor cannot be assigned on new articles
- this editor still has access to his editorial interface and may finish his current work
- this editor rights will be downgraded, regardless of the profile (no access to any administrative right)

Configuration of technical check e-mails

Once technical check is set up, new submissions/revisions will feature those two actions:

Decision(s) on current version

No editorial decision

1

The manuscript is being checked. In case of inquiry, please get in touch with the editor in charge of technical check.

 Send back to author

 Registration OK

These actions trigger e-mails, whose templates are configurable in the [mail configuration](#):

Dashboard

0 Notifications

46 All Notifications

Advanced search

Saved searches

GENERAL SETTINGS

E-mail Templates

Automatic reminders

Admin Settings

Production transfer

Expertise fields

E-MAIL TEMPLATES

+ New E-mail Template

to Authors

to Referees

to Editors

Editorial decision events

Event Type	Template Name	CF r...	Acti...	...ions
 Technical check not OK	Initial issues (printer format, small figs, appendices)		 Yes	 
 Technical check not OK	Missing coauthors		 Yes	 
 Technical check not OK	Missing reference		 Yes	 
 Technical check OK	ACKNOW. REC. (new paper)		 Yes	 

TC e-mails can be triggered only to the corresponding author, who will need to correct his paper accordingly.

NB A special event exists to notify the editor when the author revises after a technical check:

Dashboard

0 Notifications

46 All Notifications

Advanced search

Saved searches

GENERAL SETTINGS

E-mail Templates

Automatic reminders

Admin Settings

E-MAIL TEMPLATES

to Authors

to Referees

to Editors

Submission events

Event Type	Template Name
 Submission of the article	EO warning for new submissions
 Article revision	New revision received
 Resubmission after technical check	Resubmission after technical check

Revision #6

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