

5.80 - Editorial assignment tool, correcting co-authors addresses, workflow dates

29 July 2024

More information on the assignment tool

Editors-in-Chief will now benefit from a revamped interface to assign papers, where all the necessary information is summarized:

- Active editors
- Expertise fields of each editor
- Current workload
- Various warnings (availability, conflicts of interest)

This will be activated by default and can be disabled in the profile configuration. Ensure to inform your EICs in advance!

ASSIGN EDITOR


Search an expertise field

Editor-in-Chief	Expertise fields	Count	Action
Arnold Boes	Low carbon transportation	1 4	Assign
Section editor			
Tarass Boulba		1	Assign
Bobby Lapointe		1	Assign
Topical Editor			
Fred Botany	Energy storage Glass optics Low carbon transportation	1	Assign
Ben Kenobi	Bioenergies	1	Assign
Bob Leponge	Bioenergies Low carbon transportation	0	Assign
Gloria Mitun	Bioenergies Energy efficiency and smart grids	1	Assign
Phil Palaeon		1	Assign
Igor Papier	Hydrogen and e-fuels Low carbon transportation	2	Assign
2pac Shakur	Energy storage Hydrogen and e-fuels Bioenergies Low carbon transportation	0	Assign
Joey Starr	Hydrogen and e-fuels Optic bis individual	0	Assign

To disable:

EDIT EDITOR PROFILE - EDITOR-IN-CHIEF

General settings | Article workflow rights | Article information visibility

- May check new submissions and revision
Can send back an article to author, thus reopening the submission tunnel. Enabling this option will also display the "Registration" and "Revision registration" status in the user's to-do list (personal dashboard).
- May check article similarity
If enabled, the editor could send files to similarity check
- 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).

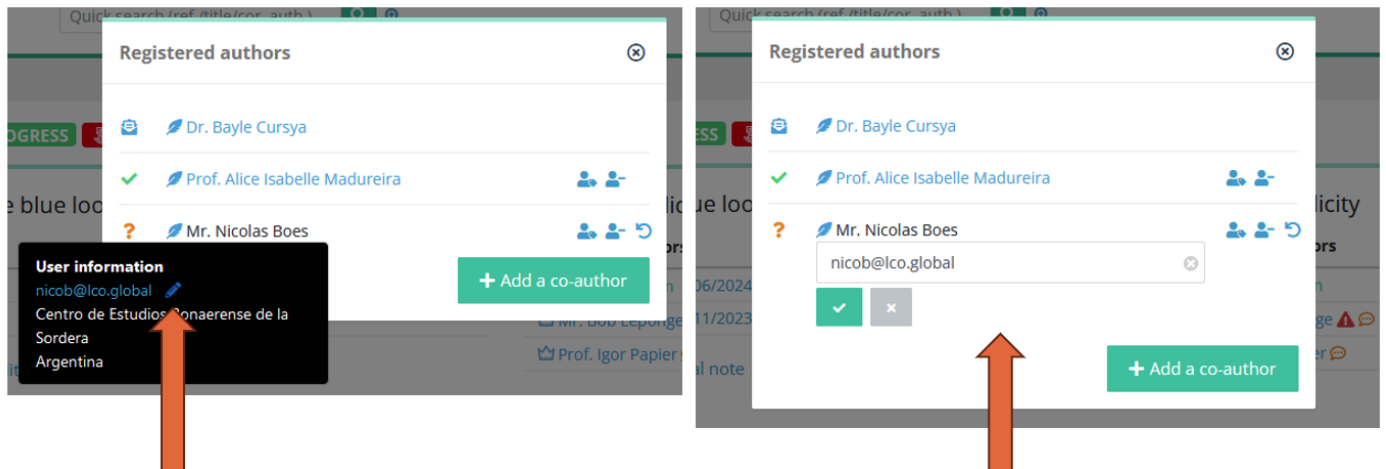
Configure editor selection module

Selected profiles will be visible in the editor selection menu. By default, all profiles are selected and visible. Profiles you exclude here will be masked. This is useful for EICs who want to see only editor profiles relevant to their workflow. Note this configuration will also affect the view on the global dashboard by editor.

- Editor-in-Chief
- Section editor
- Topical Editor

Correcting co-authors addresses

Pending co-authors (with a question mark) sometimes need their addresses to be corrected, especially their invitation to be sent back again. This is now possible:



Workflow dates more up-to-date

2 subtle changes to the due date and the last action date.

In article lists, editors can identify relevant papers to work on thanks to these dates:

Reference	Revision	Status date	Last action date	Due Date	Author
JEOS-RP20240038	Rev. 1	19/07/2024	19/07/2024	29/08/2024	Testjuillet
JEOS-RP20240027	Rev. 1	22/07/2024	22/07/2024	29/07/2024	EDP
JEOS-RP20230084	Rev. 2	26/06/2024	27/06/2024	28/06/2024	Madureira
JEOS-RP20230080	Rev. 1	10/06/2024	10/06/2024	17/06/2024	Madureira Dias

- Concerning the last action date, it will be updated when the following events are executed:
 - Message from editor to author
 - Message from editor to referee

- Message from editor to editor (**provided the sender is the editor in charge**)
 - Concerning the article due date, it will be automatically postponed in one very specific case: when an editor manually reminds a referee. With this postponement, the article will not appear red any more in article lists.
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