

## AE Checklist

For some journals, when a new paper is assigned to you or when a paper comes back in as a revision, you will be granted access to the AE Checklist. You can find any papers in your AE Checklist queue from your Associate Editor dashboard.

The AE Checklist consists of two options.

### **Sending papers to reviewers**

The first option is to send the paper to reviewers. This is the option you will want to choose most often and will then lead you to the reviewer selection stage. For more information on selecting and inviting reviewers, please see our [Selecting and Inviting Reviewers](#) page.

Note: If you want to make a recommendation on the paper immediately but think you may send the paper to reviewers at any point in the future, please choose this option. Then follow the instructions for skipping a round of reviewers found on the [Selecting and Inviting Reviewers](#) page.

### **Immediate recommendations**

The second option is to make an immediate recommendation. This option should only be chosen in the following circumstances:

- The paper is in a condition deserving of an immediate reject without review.
- The paper has come back in after revisions and is at a stage where a decision can be made without sending it out to reviewers again.

Note: If you think that the paper will need to be sent to reviewers again at any point in the future, DO NOT choose this option. Choosing this option will remove the option for you to send the paper to reviewers again in the future. Please see the above section for more information.

If you have accidentally chosen this option by mistake and later find you do need to send it to reviewers, please send the paper's manuscript id and a brief explanation of the circumstances to [manuscripts@sciencesocieties.org](mailto:manuscripts@sciencesocieties.org).