

## Associate Editor Decisions and Recommendations

Note: Because each journal has a slightly different workflow, whether you are making a recommendation or a decision may vary from journal to journal. We will use the term recommendation here, but please feel free to use them interchangeable as is appropriate to your specific journal.

This page is designed to walk you through the process of making a recommendation from a systems perspective. If you have any editorial questions, please contact your technical editor, senior editor, or co-editor as appropriate.

To get to the AE recommendation tab, go to your Associate Editor dashboard by clicking “Associate Editor Center” in the top gray bar or from under the “Manage” dropdown in the top gray bar. You will see a category for papers awaiting the AE recommendation. Click into that category, then click into the manuscript.

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Make Immediate Decision    Make AE Recommendation    Make TE Recommendation

Submitted: 10-Nov-2020; Last Updated: 11-Nov-2020; 2 days, 0 hours in review

**Manuscript Information**

- JEQ-2020-11-0360-TR
- JEQ Test Paper-TR: Ground Water Quality
- Kleinman, Peter (proxy) (contact)
- Technical Reports
- Make Immediate Decision
- Make AE Recommendation (Due 19-Nov-2020)
- Make TE Recommendation (Due 19-Nov-2020)

AE: Coleman, Lauren (proxy)  
TE: Coleman, Lauren (proxy)  
ED: Smith, Douglas (proxy)  
ADM: Morrison, Abby

HTML    PDF    Supplemental Files    Original Files    Abstract    Cover Letter    External Searches

**Manuscript Files**

**AE Recommends**

**Novelty**  
Please rank the manuscript in each of the following areas (1 being low novelty 10 being high novelty):

**req** New technique, method, or approach (proof of principle)

1    2    3    4    5    6    7    8    9    10    N/A

**req** New theory, hypothesis or question (new idea)

1    2    3    4    5    6    7    8    9    10    N/A

**req** New finding, discovery, or perspective/synthesis (proves or disproves an established idea)

1    2    3    4    5    6    7    8    9    10    N/A

**Flag for Promotion**  
**req** Should this manuscript be flagged for promotion?

**Reviews**

# reviews required to make decision:

Morrison, Abby recommended

- Acceptable for publication
- view review
- rescind

Save

**Recommendations**

Morrison, Abby

- not yet submitted (due 19-Nov-2020)

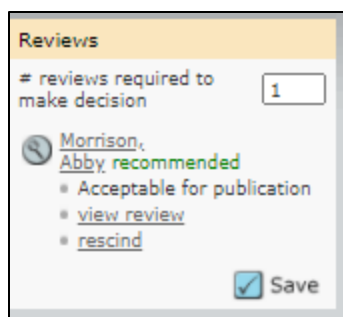
**Version History**

JEQ-2020-11-0360-TR

- Submitted on 10-Nov-2020

### Checking the Reviews

Associate Editor recommendations are made available once a manuscript has received the required number of reviews as set by the “# of reviews required” field in the “progress” side bar. The progress sidebar is available from both the AE recommendation tab and the select and invite reviewers tabs.



**Note:** Because the availability of the recommendation tab is based on the “# of reviews required” instead of by how many reviewers have agreed, it is crucial to check for any additional reviewers who have not yet returned their reviews before making a recommendation. If there are still reviewers who have agreed but not returned their reviews, please update the “# of reviews required” field to match the total number of reviews you are expecting.

If the paper has received the appropriate number of reviews, but you want to send it to additional reviewers, simply change the “# of reviews required” field in the progress sidebar to match the new number of reviews you want. This will push the manuscript back to the select and invite reviewers stage so you can send additional reviewer invitations.

If a review is not sufficient, harshly or unfairly worded, or otherwise does not meet the standards we have for reviews, you may rescind it to return it to the reviewer for changes. For more information on how to rescind reviews, please see our Rescinding Decisions/Reviews page.

If a reviewer needs to make changes, you may either return it to them via the rescind function or, if the changes are small, make edits directly. For more information on how to edit a review, please see our Editing Reviews page.

### **Making the Recommendation**

Once you have checked for any of the above conditions, you may proceed with your recommendation. Before you do, please make sure to remove any reviewers whose reviews you no longer need. You may do this from the manuscript information tab. Then, navigate to the AE recommendation tab, fill out all required fields and attach any files as needed. Then hit “Submit.”

Once you hit “Submit,” an email will open. Please review the contents and make any edits as necessary, then hit “Save and Send” to submit your recommendation. The page should reload to a new screen. If it does not, your recommendation has not been submitted.

### **Troubleshooting**

If nothing happens when you hit “Submit” or the email does not open, this is likely a problem with your pop-up blocker settings. To fix them, please see our Pop-up Blocker page.

If the page does not reload to a new screen after the email is sent, the recommendation has not been sent. Please check for any error messages and make sure that all required fields have been checked or

entered. Please try again, and if problems persist, please contact headquarters staff at [manuscripts@sciencesocieties.org](mailto:manuscripts@sciencesocieties.org). Please be sure to include:

- The manuscript information
- Any troubleshooting steps you have already completed
- Screenshots of any errors you are seeing
- Any other relevant information