

Editor Decisions

There are three kinds of editor decisions, decisions made before review, decisions made after review, and immediate editor decisions. Not all decision types are available for all journals. To see what kind of decisions are available for editors for your journal, please see your journal's individual workflow.

Decisions Before Review

For most journals, the editor has the option to make a decision before the paper enters review. Reasons for this might include:

- The paper lies outside the journal's scope
- The paper does not meet the journal's requirements for length, geography, or time
- The paper requires English language editing before it is ready for peer review
- The paper is a special paper type that does not require full peer review
- The paper would be better suited to a different journal, based on scope or requirements for length, geography, or time

If you would like to make a decision before the paper enters peer review, please navigate to the paper and go to the "Editor Immediate Decision" tab in the top right corner. Ways to navigate to the paper at this stage include:

- Doing a search on the manuscript id from your Editor Dashboard
- Finding the paper at the Editor Assign TE or Editor Assign AE stage

Once you are on the "Editor Immediate Decision" tab, you can choose the appropriate decision, and enter any comments into the system for records. Please note that you may need to copy your comments into the decision letter as well, as comments in the system are not automatically included in the email on all sites.

Please note that the decision letter must send for the action to be completed. If you are not seeing the email open, please see our troubleshooting regarding pop-up blockers.

Decisions After Review

While some journals give TEs the authority to make final decisions, some require a final decision from the editor. If your journal requires this, you will be notified when a paper is ready for your final decision.

Papers that are ready for final decisions will be listed in the "Editor Decision" categories on your Editor Dashboard. Decisions can then be made from the "Editor Decision" tab. Choose the appropriate decision and enter any comments into the system for records. Please note that you may need to copy your comments into the decision letter as well, as comments in the system are not automatically included in the email on all sites.

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Immediate Decisions

For some journals, editors can make decisions at any time throughout the review process. If this option is available, you will see it in the top right corner under a tab called either “Editor Immediate Decision” or “Immediate Decision.”

Reasons you might want to make an immediate decision include:

- If an ethical conflict (conflict of interest, plagiarism, etc.) comes up after a paper has entered review
- Other extenuating circumstances. If you are not sure if an immediate decision should be made, please consult with your managing editor

To make an immediate decision, please navigate to the “Editor Immediate Decision” tab. Choose the appropriate decision and enter any comments into the system for records. Please note that you may need to copy your comments into the decision letter as well, as comments in the system are not automatically included in the email on all sites.

Please note that the decision letter must send for the action to be completed. If you are not seeing the email open, please see our troubleshooting regarding pop-up blockers.

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 you disagree with the TE or AE recommendations or find them otherwise unsuitable to send to the author in the decision letter, you may rescind them. Please see our Rescinding Decisions and Reviews page for more information.

If you accidentally make the wrong decision or the author appeals the decision, you may need to rescind your decision. Please see our Rescinding Decisions and Reviews page for more information. If you cannot rescind the decision, please contact Headquarters Staff at manuscripts@sciencesocieties.org. Please be sure to include the information listed below.

If the page does not reload to a new screen after the email is sent, the decision 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. 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