

## Manuscript Information Tab

The following is an overview of the Manuscript Information Tab. The Manuscript Information tab is one of two tabs that should always be available on every paper. You can find it on the left-hand side of the Manuscript Details page. For More information about the Manuscript Details page, please see the Navigating ScholarOne page.



The screenshot displays the Manuscript Information Tab for the manuscript ID **JEQ-2020-11-0360-TR**. The submission date is 10-Nov-2020, and it was last updated on 11-Nov-2020, with a review period of 1 day and 4 hours. The manuscript title is "JEQ Test Paper-TR: Ground Water Quality" by Kleinman, Peter (proxy) (contact). The checklist includes "Technical Reports" and "Complete Checklist (Due 14-Nov-2020)". The status for roles is: AE: Not Assigned, TE: Not Assigned, ED: Not Assigned, and ADM: Not Assigned. The interface includes navigation links for HTML, PDF, Supplemental Files, Original Files, Abstract, Cover Letter, and External Searches. The "Peer Review Milestones" section is expanded, showing a table with the following data:

Date Submitted:	Admin:	Date to Admin:
10-Nov-2020	Admin	10-Nov-2020

The "Version History" section is also visible at the bottom of the screenshot.

The main purpose of the Manuscript Information Tab is to show relevant information related to the manuscript and its progress, as well as to allow changes to this information as needed. The information included in the manuscript information tab will vary by journal and editor type, so not all users will see all sections. If you cannot see a section you believe you should have access to, please email Headquarters Staff at [manuscripts@sciencesocieties.org](mailto:manuscripts@sciencesocieties.org).

In the below sections, we will cover the most common and important sections on the Manuscript Information tab. If you see a section that is not covered here and would like more information, please contact Headquarters Staff at [manuscripts@sciencesocieties.org](mailto:manuscripts@sciencesocieties.org).

### Peer Review Milestones

The Peer Review Milestones section provides information about when the paper was assigned to each editor and submission dates. If a paper is out for revision, it is also where you can extend the revision deadline. For more information on extending deadlines, please see the Granting Extensions page.

Peer Review Milestones

Date Submitted: 10-Nov-2020

Admin: Admin

Date to Admin: 10-Nov-2020

Save top

## Version History

The Version History section lets you switch between different versions, or revisions, of a manuscript. This is helpful if you need to go back and look at author-supplied data, reviewer lists, or audit trails for previous revisions. To switch between versions of a manuscript, click the blue magnifying glass icon under the “Switch Details” column. If there is only one version of the manuscript, there will not be a magnifying glass icon.

Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
JEQ-2020-11-0360-TR	JEQ Test Paper-TR: Ground Water Quality	10-Nov-2020		

## Author Supplied Data

The author supplied data includes information supplied by the author during submission. The information listed will vary based on journal, but some examples of author-supplied information include:


- The manuscript type
- The manuscript division or subtype
- The manuscript title
- The manuscript id
- Funding information
- The author list
- Keywords
- Recommended or opposed reviewers
- The cover letter
- The number of figures or tables
- Whether or not the paper is a resubmission and, if so, the old manuscript id
- Conflicts of interest
- Privacy statements
- Core Ideas
- Data storage preferences
- Open Access (OA) preferences
- Custom questions
- Special section information

If this information needs to be updated, please see our Making Changes to a Manuscript FAQ page.

**Author-Supplied Data**  
Manuscript Type: Technical Reports  
Technical Report Subtypes: Ground Water Quality  
Title: JEQ Test Paper-TR: Ground Water Quality  
Manuscript ID: JEQ-2020-11-0360-TR  
Funding Information: There are no funders to report for this submission  
Kleinman, Peter J.A.  Save Kleinman, Peter J.A. (proxy)

### Plagiarism Check

A plagiarism report is generated for all manuscripts during submission. If a paper fails the plagiarism check, the paper is flagged as having failed the check and the editor is alerted. This section contains a link to open and review the plagiarism report. For more information on plagiarism reports, please see our Plagiarism Reports page.

**Plagiarism Check** [iThenticate User Guide](#)  
  
Overall Similarity Index Percentage: 5%  
Report complete. [View the Originality Report.](#)  
top

### Editor Lists

These sections, individually shown as sections such as Forward to Editor or Editor List, Technical Editor List (or equivalent), and Associate Editor List, allow you to view or re-assign the current editors on a manuscript. Once a manuscript is assigned an editor, that person cannot be removed, only replaced. To replace an editor, click the “assign a different person” link next to the current editor’s name. A search window or drop down list will open, allowing you to assign a new editor. For more information on this, please see our Assigning or Replacing Editors page.

**Forward to Editor**

Smith, Douglas (assign a different person)

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**Technical Editor List**

Order	Name	Status	History	Remove
1	Coleman, Lauren (assign a different person) proxy	Assigned (11-Nov-2020)		✕

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**TE Checklist**

**req** Please choose to assign an Associate Editor or recommend immediate release and click Checklist Complete.

Assign an AE

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**Associate Editor List**

Order	Name	Status	History	Remove
1	Coleman, Lauren (assign a different person) proxy	Assigned (11-Nov-2020)		✕

## Flags

The Flags section is where you can add or remove the flags we use to categorize manuscripts. For a full list of our flags and what they are used for, please see our Flags page.

**Flag This Manuscript**

Leave this manuscript unflagged

Over word count

Plagiarism failed

Resubmission

Symposium

Flag for Promotion

Admin use only

Fast track

Plagiarism passed

Wiley - Special Issue

Reserved for Wiley 1

Reserved for Wiley 2

Reserved for Wiley 3

COVID-19

Save

## Notes

If you would like to enter something into the official ScholarOne record that is not an email, you may do so using the notes section. Notes can be accessed from the audit trail, manuscript files tab, or the manuscript information tab.

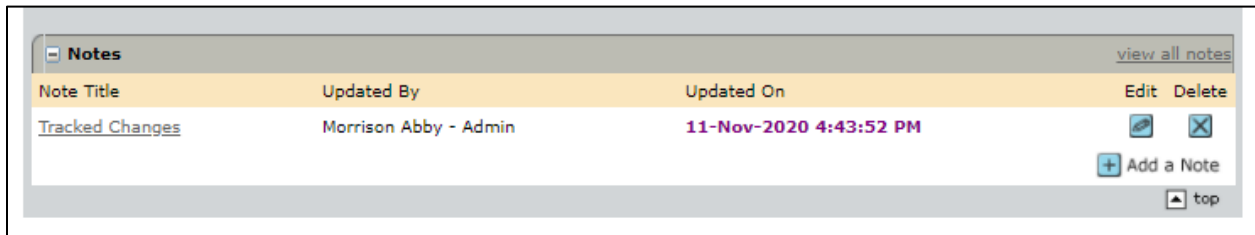
Common examples of notes include:

- Tracked changes or response to reviewer documents for new submissions (typically entered by admins on submission)
- Additional documentation for or about the manuscript

To add a new note, click the “Add a Note” button. Give the note a title, fill in the comments field as desired, and attach any relevant documents. To add multiple documents, just make sure to hit “attach” between files. When the note is complete, hit “Save.”

To view a note, simply click the note’s name in the list. You may also delete or edit it from this section by using the appropriate buttons.

If a paper has a note, you will see a yellow paper icon with a purple star on it at the top of the manuscript details.



The screenshot shows a web interface for managing notes. At the top left is a tab labeled "Notes" with a minus sign icon. To the right of the tab is a link "view all notes". Below the tab is a table with the following columns: "Note Title", "Updated By", "Updated On", "Edit", and "Delete". The table contains one row with the following data: "Tracked Changes" (with a blue underline), "Morrison Abby - Admin", "11-Nov-2020 4:43:52 PM", a blue pencil icon, and a blue 'X' icon. Below the table is a button "+ Add a Note" and a "top" link with an upward arrow icon.

Note Title	Updated By	Updated On	Edit	Delete
<a href="#">Tracked Changes</a>	Morrison Abby - Admin	11-Nov-2020 4:43:52 PM		