

Editor Workflow Guide

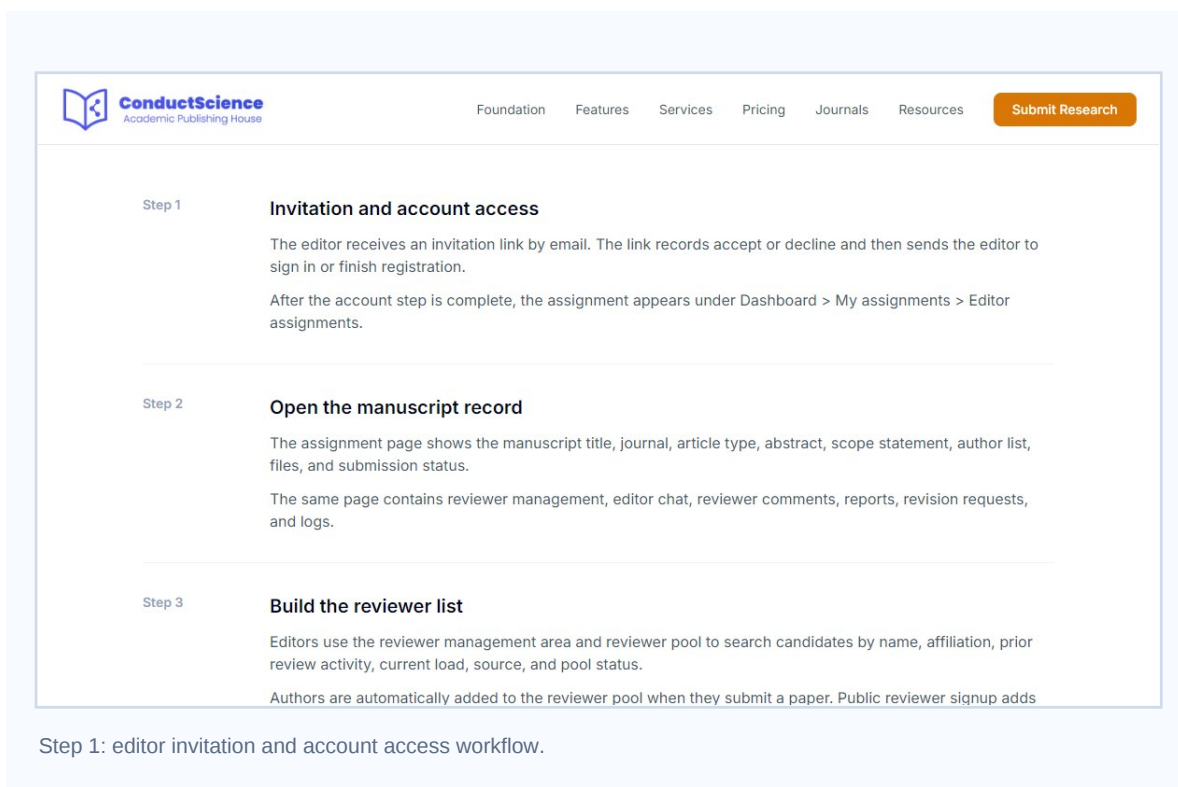
For journal editors and assigned manuscript editors.

A process map for moving a ConductScience Publishing assignment from invitation to publication handoff.

1. Invitation and account access

The editor receives an invitation link by email. The link records accept or decline and then sends the editor to sign in or finish registration.

After the account step is complete, the assignment appears under Dashboard > My assignments > Editor assignments.



2. Open the manuscript record

The assignment page shows the manuscript title, journal, article type, abstract, scope statement, author list, files, and submission status.

The same page contains reviewer management, editor chat, reviewer comments, reports, revision requests, and logs.

The screenshot displays the ConductScience Academic Publishing House website. The header includes the logo, navigation links (Foundation, Features, Services, Pricing, Journals, Resources), and a 'Submit Research' button. The main content area is divided into three steps:

- Step 2: Open the manuscript record**
The assignment page shows the manuscript title, journal, article type, abstract, scope statement, author list, files, and submission status.
The same page contains reviewer management, editor chat, reviewer comments, reports, revision requests, and logs.
- Step 3: Build the reviewer list**
Editors use the reviewer management area and reviewer pool to search candidates by name, affiliation, prior review activity, current load, source, and pool status.
Authors are automatically added to the reviewer pool when they submit a paper. Public reviewer signup adds additional candidates with expertise, journal interests, and consent records.
Reviewer invitations are sent from the assignment workflow and tracked as pending, accepted, declined, reviewed, or withdrawn.
- Step 4: Track the review cycle**
The assignment dashboard keeps reviewer status, comments, reports, editor chat, and article logs in one

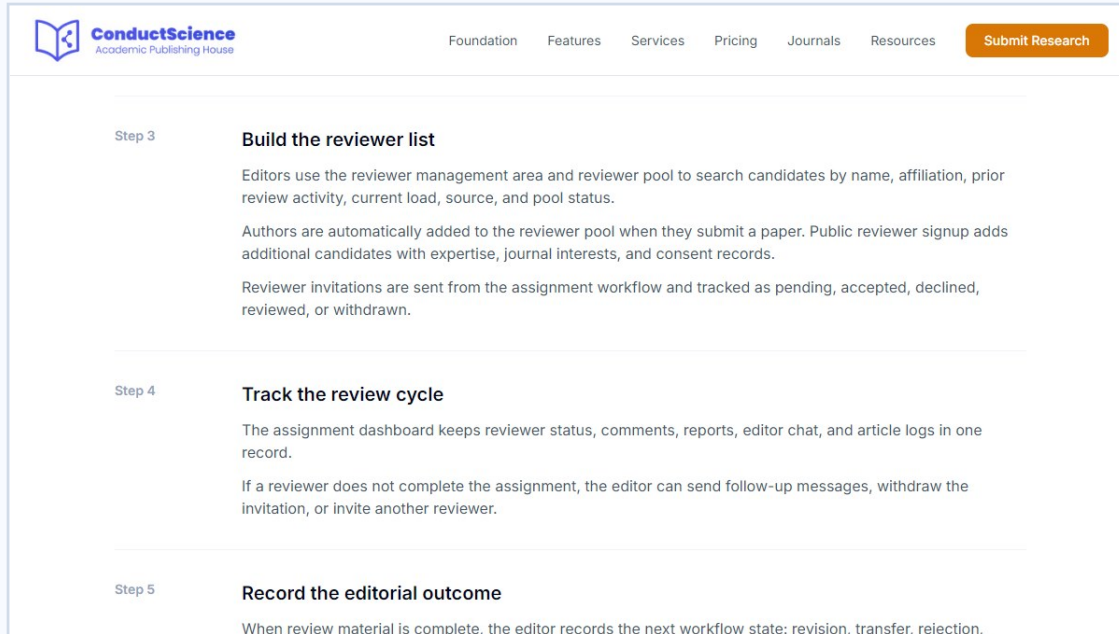
Step 2: manuscript record and assignment workspace workflow.

3. Build the reviewer list

Editors use the reviewer management area and reviewer pool to search candidates by name, affiliation, prior review activity, current load, source, and pool status.

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The screenshot shows the ConductScience Academic Publishing House website. The navigation bar includes links for Foundation, Features, Services, Pricing, Journals, Resources, and a prominent orange 'Submit Research' button. The main content area displays a three-step workflow:

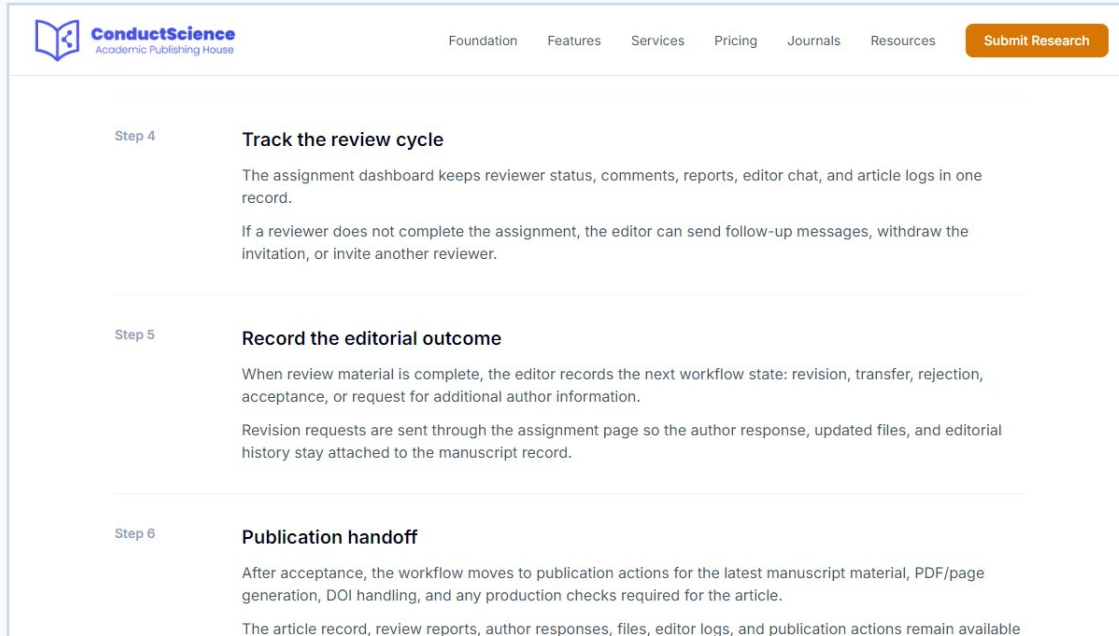
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Reviewer invitations are sent from the assignment workflow and tracked as pending, accepted, declined, reviewed, or withdrawn.
- Step 4: Track the review cycle**
The assignment dashboard keeps reviewer status, comments, reports, editor chat, and article logs in one record.
If a reviewer does not complete the assignment, the editor can send follow-up messages, withdraw the invitation, or invite another reviewer.
- Step 5: Record the editorial outcome**
When review material is complete, the editor records the next workflow state: revision, transfer, rejection,

Step 3: reviewer list and reviewer-pool sourcing workflow.

4. Track the review cycle

The assignment dashboard keeps reviewer status, comments, reports, editor chat, and article logs in one record.

If a reviewer does not complete the assignment, the editor can send follow-up messages, withdraw the invitation, or invite another reviewer.



The screenshot displays the ConductScience Academic Publishing House website. The header includes the logo, navigation links (Foundation, Features, Services, Pricing, Journals, Resources), and a 'Submit Research' button. The main content area lists three steps of the review cycle workflow:

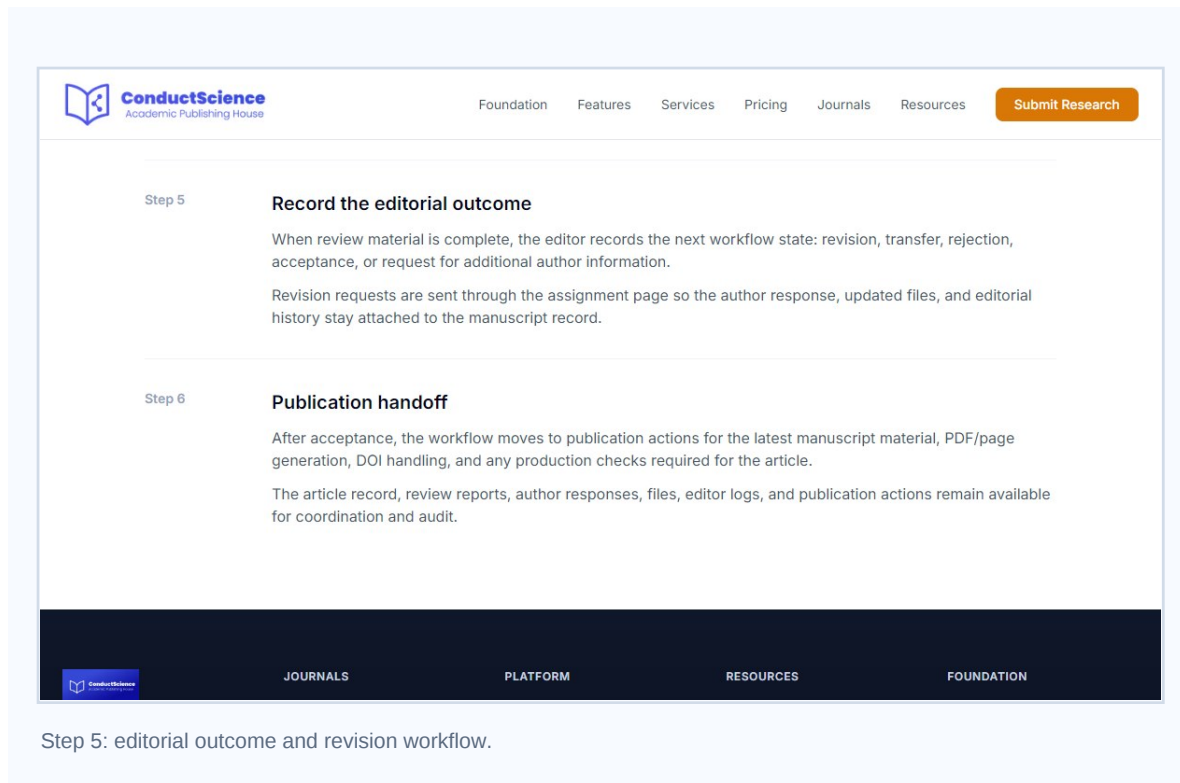
- Step 4: Track the review cycle**
The assignment dashboard keeps reviewer status, comments, reports, editor chat, and article logs in one record.
If a reviewer does not complete the assignment, the editor can send follow-up messages, withdraw the invitation, or invite another reviewer.
- Step 5: Record the editorial outcome**
When review material is complete, the editor records the next workflow state: revision, transfer, rejection, acceptance, or request for additional author information.
Revision requests are sent through the assignment page so the author response, updated files, and editorial history stay attached to the manuscript record.
- Step 6: Publication handoff**
After acceptance, the workflow moves to publication actions for the latest manuscript material, PDF/page generation, DOI handling, and any production checks required for the article.
The article record, review reports, author responses, files, editor logs, and publication actions remain available.

Step 4: review-cycle tracking workflow.

5. Record the editorial outcome

When review material is complete, the editor records the next workflow state: revision, transfer, rejection, acceptance, or request for additional author information.

Revision requests are sent through the assignment page so the author response, updated files, and editorial history stay attached to the manuscript record.



The screenshot displays the ConductScience Academic Publishing House website. The header includes the logo, navigation links (Foundation, Features, Services, Pricing, Journals, Resources), and a 'Submit Research' button. The main content area is divided into two sections: 'Step 5: Record the editorial outcome' and 'Step 6: Publication handoff'. Step 5 describes the process of recording the next workflow state (revision, transfer, rejection, acceptance, or request for additional author information) and notes that revision requests are sent through the assignment page. Step 6 describes the publication handoff process after acceptance, including PDF/page generation, DOI handling, and production checks. A footer bar contains links to JOURNALS, PLATFORM, RESOURCES, and FOUNDATION.

Step 5 **Record the editorial outcome**

When review material is complete, the editor records the next workflow state: revision, transfer, rejection, acceptance, or request for additional author information.

Revision requests are sent through the assignment page so the author response, updated files, and editorial history stay attached to the manuscript record.

Step 6 **Publication handoff**

After acceptance, the workflow moves to publication actions for the latest manuscript material, PDF/page generation, DOI handling, and any production checks required for the article.

The article record, review reports, author responses, files, editor logs, and publication actions remain available for coordination and audit.

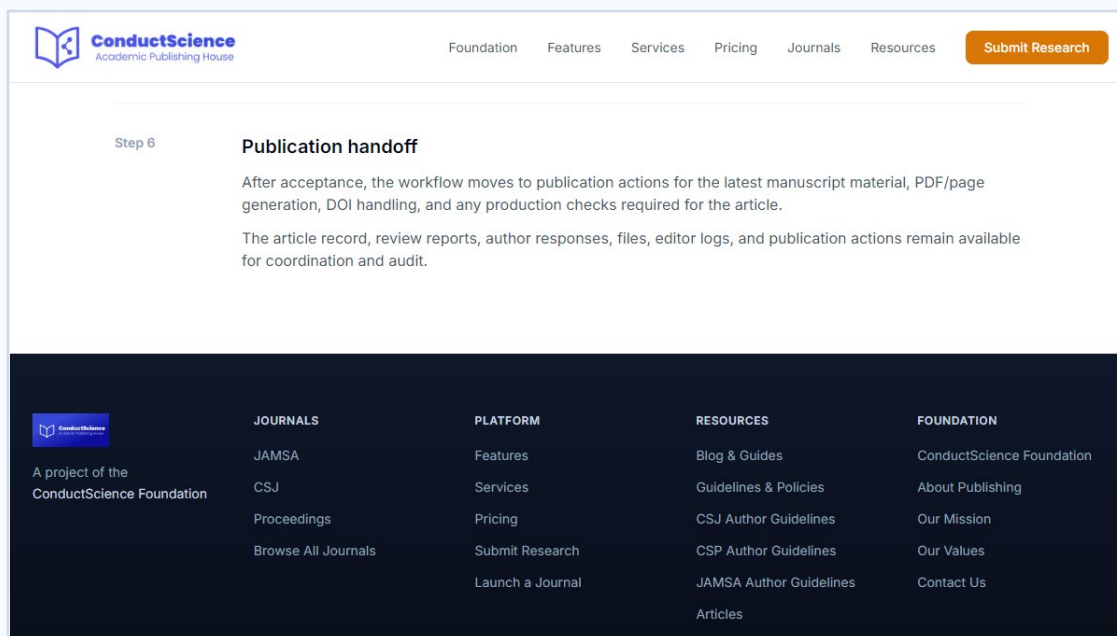
JOURNALS PLATFORM RESOURCES FOUNDATION

Step 5: editorial outcome and revision workflow.

6. Publication handoff

After acceptance, the workflow moves to publication actions for the latest manuscript material, PDF/page generation, DOI handling, and any production checks required for the article.

The article record, review reports, author responses, files, editor logs, and publication actions remain available for coordination and audit.



The screenshot displays the ConductScience website interface. At the top, the logo "ConductScience Academic Publishing House" is on the left, and navigation links "Foundation", "Features", "Services", "Pricing", "Journals", and "Resources" are in the center. A prominent orange "Submit Research" button is on the right. Below the navigation bar, the page is titled "Step 6 Publication handoff". The text explains that after acceptance, the workflow moves to publication actions for the latest manuscript material, PDF/page generation, DOI handling, and any production checks required for the article. It also states that the article record, review reports, author responses, files, editor logs, and publication actions remain available for coordination and audit. At the bottom, a dark blue footer contains five columns of links: "JOURNALS" (JAMSA, CSJ, Proceedings, Browse All Journals), "PLATFORM" (Features, Services, Pricing, Submit Research, Launch a Journal), "RESOURCES" (Blog & Guides, Guidelines & Policies, CSJ Author Guidelines, CSP Author Guidelines, JAMSA Author Guidelines, Articles), and "FOUNDATION" (ConductScience Foundation, About Publishing, Our Mission, Our Values, Contact Us). On the far left of the footer, it says "A project of the ConductScience Foundation" next to a small logo.

Step 6

Publication handoff

After acceptance, the workflow moves to publication actions for the latest manuscript material, PDF/page generation, DOI handling, and any production checks required for the article.

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JOURNALS

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- Articles

FOUNDATION

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- Our Values
- Contact Us

A project of the ConductScience Foundation

Step 6: publication handoff workflow.