A) Login into Online / Editor Tool

1. Please go to www.scipress.com and enter your login details, choose ‘Editor’ on top of the screen (if several projects, choose under ‘Title’ your projects to work on)

B) Set Periods

2. Go to ‘Options’, ‘Edit period’:
   - Editor period (the editor can work in the tool)
   - Author period (allows author to upload and change an uploaded paper)
   - Reviewer period (the reviewer can review the papers)
   - Revision period (the author can upload a corrected version of his paper)

Example with dates:

Once a paper has been uploaded the reviewers can start with their work (periods may overlap).
**C) Add Authors, send E-mail**

3. Create the authors list (click on ‘Authors’):

- ‘Add New’ (only one author can be searched for and added)
- ‘Add Bulk’ (upload several authors at once*)

‘Add Bulk’ this page opens:

Download ‘BulkExample.xlsx’. The columns should have the following information:

- **First Name**: full first name
- **Last Name**: full last name
- **Email**: only personal email addresses allowed
- **Code Number**: not mandatory (leave empty)

* If you need help with uploading, please let us have the excel list with all fields correctly filled in, the amount of papers each author can upload (make one more column and add the number of uploads) and mail it to editors@scipress.com with your reference number (important) and the project title.

4. The ‘Limit Uploads’ is set to one paper for each author. You can change the limit for each author individually.
5. Send email to all authors:

Choose ‘Edit E-mail’ or ‘Standart E-mail’

- ‘Edit e-mail’ (you see preview text, where you can add edit it)
- ‘Standard E-mail’ (use our standard email)

6. Now the authors will start uploading their papers, the status will go to ‘Submitted’ which you see on the page ‘Papers’.

Mandatory: Please make sure the author uses our template in the author tool and follows also our checklist.

Options:
- Go to ‘Sent mail’ to see the mails you sent out.
- Go to ‘Mail’ to do another mail to all authors / reviewers etc.
D) Add Reviewers, send E-mail (mandatory to use)

7. Create Reviewer List (Same procedure like adding authors).
   - ‘Add New’ (only one reviewer can be search for and added)
   - ‘Add Bulk’ (upload several reviewers at once)

8. Assigning Papers to the Reviewers:
   - Go to 'Reviewers', choose a Reviewer and click on ‘Assigned/Reviewed’
   - A list of all submitted papers will show up and you can decide which paper(s) this Reviewer
     should review. (one or several can be chosen).
   - Inform Reviewer by choosing, ‘Edit E-mail’, ‘Standard E-mail’ or ‘Do not notify’.

Option: A Reviewer can also be assigned under the corresponding 'Paper'. After clicking on a paper title, you find option ‘6. Edit Reviewers’:

Go to ‘Assign reviewer’, a list of all reviewers appears, where you choose and assign them to this paper. Email options as above described.
E) Review Process

**Important:** Under ‘Options’, ‘Settings’ you find a button to activate notification (It will activate the option, that you will get an automatic email when a Reviewer has finished a review report).

9. The Reviewer fills in the reviewing report, adds comment and submits it to the editor (once the review is submitted it cannot be changed anymore).
10. Editor checks the report, adds his comment, approves the review so that the author can see it. (note that the report will only be visible for the author(s) if you approve it).

- Go to ‘Papers’, choose ‘Reviews’:

<table>
<thead>
<tr>
<th>Title</th>
<th>Paper</th>
<th>Author(s)</th>
<th>Revision</th>
<th>Accepted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A New Study to the Non Relativistic Schrödinger Equation for Modified Potential in both (Nc 3D-RSP)</td>
<td>20.01.2016 17:04</td>
<td>4</td>
<td>3/1/0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A New Study to the Non Relativistic Schrödinger Equation for Modified Potential in both (Nc 3D-RSP)</td>
<td>12.01.2016 18:32</td>
<td>Accepted</td>
<td>3/1/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JORDAN A GENERALIZED REVERSE DERIVATIONS on SEMIPRIME RINGS</td>
<td>12.01.2016 18:32</td>
<td>Accepted</td>
<td>3/1/1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Approve the Report(s)

- Go to page ‘Papers’, choose ‘Status’ and set paper status (see more explanation at the end of this document):
  - ‘Revision’ (an author will change/upload a new version, periods must be open)
  - ‘Rejected’ (a paper is not accepted)
  - ‘Accepted’ (publish as uploaded)
- notify the authors if changes in their papers have to be made (‘Edit E-mail notify’, ‘Standard E-mail notify’ or ‘Do not notify’).
Option: Under ‘Mail’ you can also send email to all the authors who have to correct their papers (after you changed the status of all the corresponding papers to ‘Revisions’, see steps above).

Reviews:
Explanation to the three number: 1st Number/2nd Number/3rd Number (for example, 2/1/1)
- 1st Number - Amount of assigned Reviewers
- 2nd Number - Amount of Reports received from Reviewer
- 3rd Number - Amount of approved Reports by editor

<table>
<thead>
<tr>
<th>Pos</th>
<th>Status</th>
<th>Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accepted</td>
<td>2/1/1</td>
</tr>
<tr>
<td>2</td>
<td>In Review</td>
<td>0/0/0</td>
</tr>
<tr>
<td>4</td>
<td>Revisions</td>
<td>3/1/0</td>
</tr>
</tbody>
</table>

11. The author has uploaded the revised paper, the paper status automatically changes to ‘Revised’. Editor has to decide if the paper has to be set as ‘Accepted’ or ‘Rejected’.

Reviewing after revised paper:
It is not possible for the Reviewer to again review the paper in the tool. If you want the Reviewer to review the paper again, you must do this with your own email. If then the author should upload a new version again, you must set ‘Revision’ status for his paper.
F) Different Status

**Submitted:** Paper is submitted but not yet assigned to a reviewer and not accepted or rejected directly by the editor

**In Review:** Reviewers have been assigned to the paper, awaiting submission of reviewers’ report

**Editorial:** Reviews are completed, awaiting editor’s decision

**Rejected:** Paper is rejected (with or without review)

**Revisions:** Review for the paper is over and it needs to be revised; once the revised version is uploaded, the status changes automatically to “revised”

**Revised:** Revised paper, awaiting editor’s decision

**Accepted:** Paper is accepted in its present form
G) Last steps

12. Under ‘Options’ choose ‘Conference info’ and fill in (only for conferences)

![](image)

13. Under ‘Title Info’ do the following steps:
   a) ‘Checklist’: download, fill in and upload
   b) ‘Upload documents’: upload front Pages incl. Book title, Preface, Keywords, Description (not mandatory: Committees and Sponsors)

![](image)

Option: Under ‘Contents’ you can create the ‘Table of Contents’ and the ‘Keywords Index’ for your information.
H) Short Overview, Functions of Editor Tool

Papers: ‘Papers’ takes you to the screen where you select the book title you want to work on and where you can see all papers that have already been uploaded to this book and all necessary information about a single paper. On this page you can manage the review and decide on a correct order of the papers. Also you can add information for each paper by clicking on the paper title.

Authors: Here you can register new authors individually or in bulk. You can also search or delete authors and send e-mails to specific authors.

Reviewers: Here you have the same options as described under Authors. You can also assign papers to reviewers.

Mail: Here you can send e-mails in bulk to authors, reviewers or other groups, and create your own e-mail templates.

Options: On this page several options are available that help you organize and overlook your work on the manuscript.

- Edit period: Set and edit the different periods mentioned above
- Conference info: Enter important data about your conference
- Settings: You are able to activate the option, that you will get an automatic email when a Reviewer has finished a review report.

Title Info: Here you can upload all the documents required for the paper.

- Details: Short description, Title Keywords, Cover
- Chapters: Add chapter titles for your proceedings
- Contents: Download information of the book like ‘Keywords Index’ and ‘Table of Contents’ of all accepted papers
- Upload documents: Upload there preface, front pages with book title, committees and sponsors
- Checklist: Download the editor checklist to have an overview over all tasks to be carried out, complete this form and upload it
FAQ (Frequently asked Questions)

1) Why Editor cannot see the Reviewer Report (Reviewers Comments)?

The reason why you have no right to see reviewers report is that you also are an author. The author is only allowed to read the report, when this has been approved by the editor (so the numbers will be 1/1/1). If, as in this case, the author is also an editor, the report should be approved by another editor.

2) Is a 2nd Review possible after the paper is revised?

As soon as a revised paper (referred to the corrections of Reviewer) was uploaded, the Reviewer has not the possibility to review it a second time in the Editor Tool. But as an Editor you can download the revised paper and send it via your own email account to the corresponding Reviewer.

- Go to “Papers” → click on ‘Paper Title’ and under ‘Edit Paper’ go to ‘Files’
- There download a PDF or a Word file

- Under ‘6. Edit Reviewers’ you can find the email address and the ‘Review status’ of the assigned reviewers
Also to see which reviewer reviewed the paper, go back to ‘Papers’, there you can click on number 2/1/1 to have a look at the report.

3) Do we have an Acknowledged letter for Reviewers after submission of reports?

We do not have an acknowledged letter to send to reviewers after submitting the reviewer report.

Send email to reviewer after your approving the reviewer’s report.

Send email to all reviewers after review is finished:
- Go to “Mail”
- Choose “All reviewers”
- Sent email to them

Send email only to one reviewer:
- Choose “Reviewers”
- Click on the envelope and send an individual email.

4) What is Similarity Index?

Similarity Index is just a guidance of how much text is similar to another article. If the article where the text is copied from is properly referenced then this should not be a problem. However, only a proper peer review can determine if the paper has enough new information to not be considered double publication.

5) When will the book be available on www.scipress.com (online)?

As soon as we finish our work on the manuscript, we will send mailing to all authors informing them about their login details to download their papers. About three months later the papers are available online on scipress.com.
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