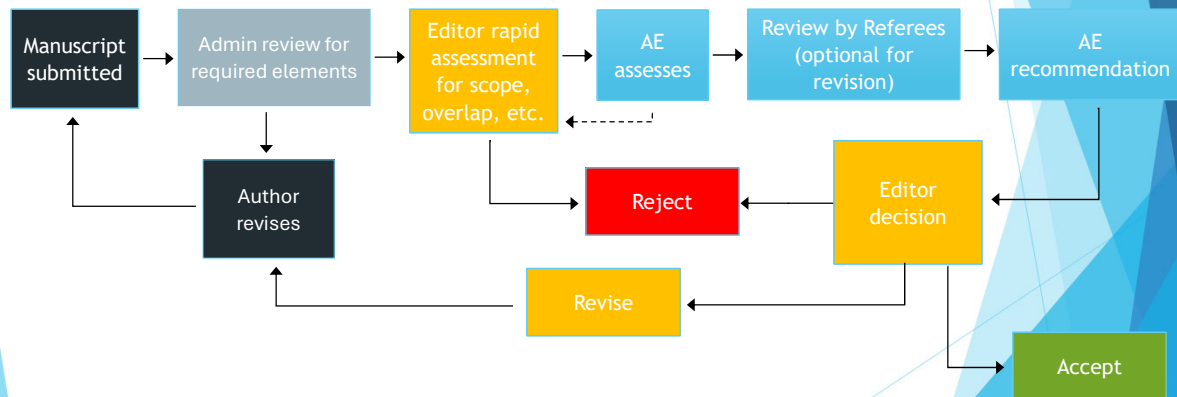


Welcome Editors

AE and Guest Editor Training Presentation
for ReX Reviews journals (IJAGS and IJCES)

Review Process Flow Chart



In the review process associate editor assesses for content and validity. If AE determines the manuscript is not a good fit prior to review, the manuscript can be returned to EIC. Otherwise, AE chooses, invites, and monitors reviewers, then assesses review(s) to make recommendation

Guest/Associate Editor's Role in the Peer Review Process

- ▶ Quickly assess the fit of the manuscript to the Aims and Scope
 - ▶ Scientifically sound and ethical
 - ▶ Acceptable use of English language
 - ▶ Novelty of the exploration and depth of research and analysis
 - ▶ IJCES: Novelty and depth are not considered
 - ▶ Topical adherence
 - ▶ JACerS: Fundamental scientific investigations of ceramics and glass
 - ▶ ACT: Applied science and engineering investigations of advanced ceramics
 - ▶ IJAGS: Applied science and engineering investigations of glass
 - ▶ IJCES: All levels of investigation for ceramics and glass
- ▶ Select, invite, assign, and remind reviewers
- ▶ Review the reviews, resolves uncertainty or conflict
- ▶ Makes recommendation to accept, reject or revise manuscript
- ▶ Provides feedback that author can read and (optionally) confidential information to the EIC

How reviews are managed The Process...

- ▶ EIC pre-screens then rejects or sends to AE
- ▶ AE screens and selects and invite referees or immediately returns to EIC with reject recommendation
- ▶ Referee(s) return required number of completed review(s)
 - ▶ More than required number can be helpful, especially with weak or conflicting reviews
- ▶ AE makes recommendation
- ▶ EIC makes decision

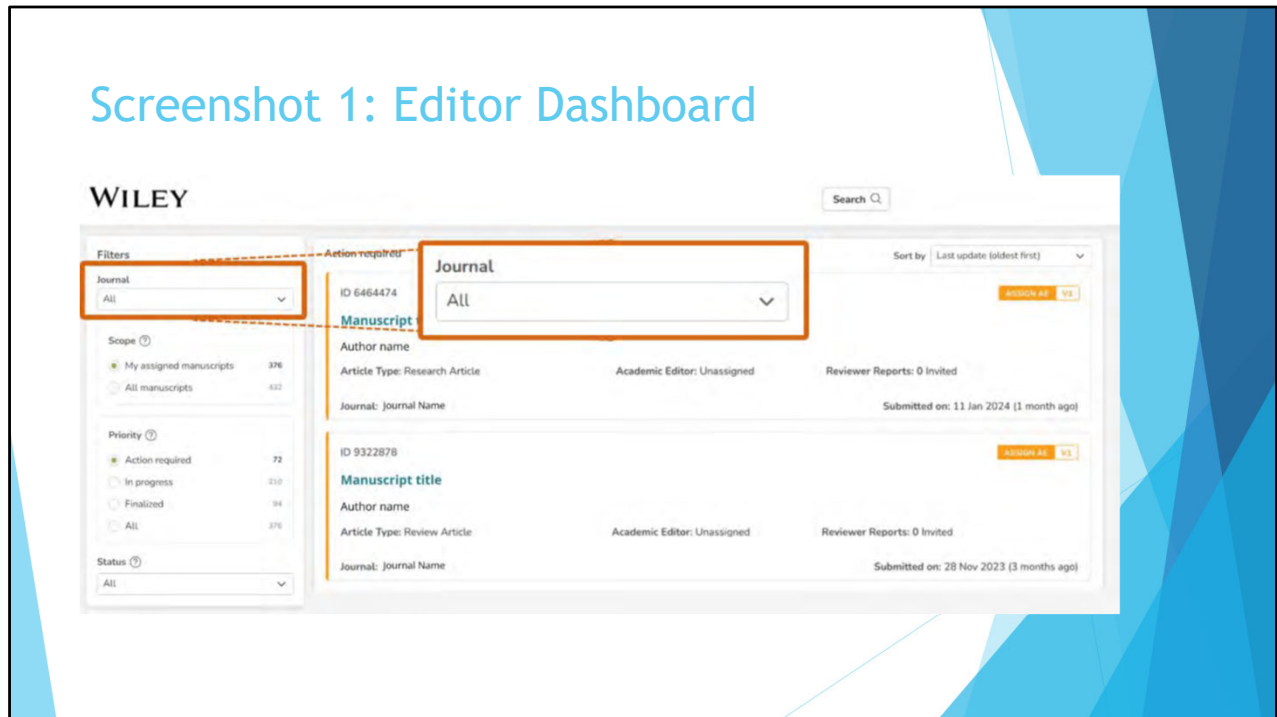
Some immediate changes

- ▶ Beginning 30-July-2025, new and revised submissions will be managed through Research Exchange (ReX) Reviews
 - ▶ Any submission currently in ScholarOne will continue to be managed in ScholarOne until a decision is reached
 - ▶ For manuscripts in ScholarOne that receive “revision” decisions, the revised manuscripts will be managed in ReX Reviews
- ▶ ReX Reviews Site (same site for IJAGS and IJCES) <https://review.wiley.com>
 - ▶ NOTE: If you have not registered an account with Wiley or previously attached that account to Research Exchange Reviews, you will be prompted to do so. See the [Quick Start guide](#).
 - ▶ The [User Guide](#) provides details of how to update your Wiley account.
- ▶ For ReX Reviews you will be prompted to accept or decline the AE invitation. You can also respond to the invitation through your ReX Review dashboard.

Step-by-step

- ▶ The next section contains screenshots and images from the ReX Reviewer user guide found at https://www.wiley.com/content/dam/wiley-dotcom/en/b2c/research/research-exchange-review/Research-Exchange-Review_User-Guide.pdf
- ▶ If you have used ScholarOne as an AE and wish to make comparisons, you can request the training guide for that system

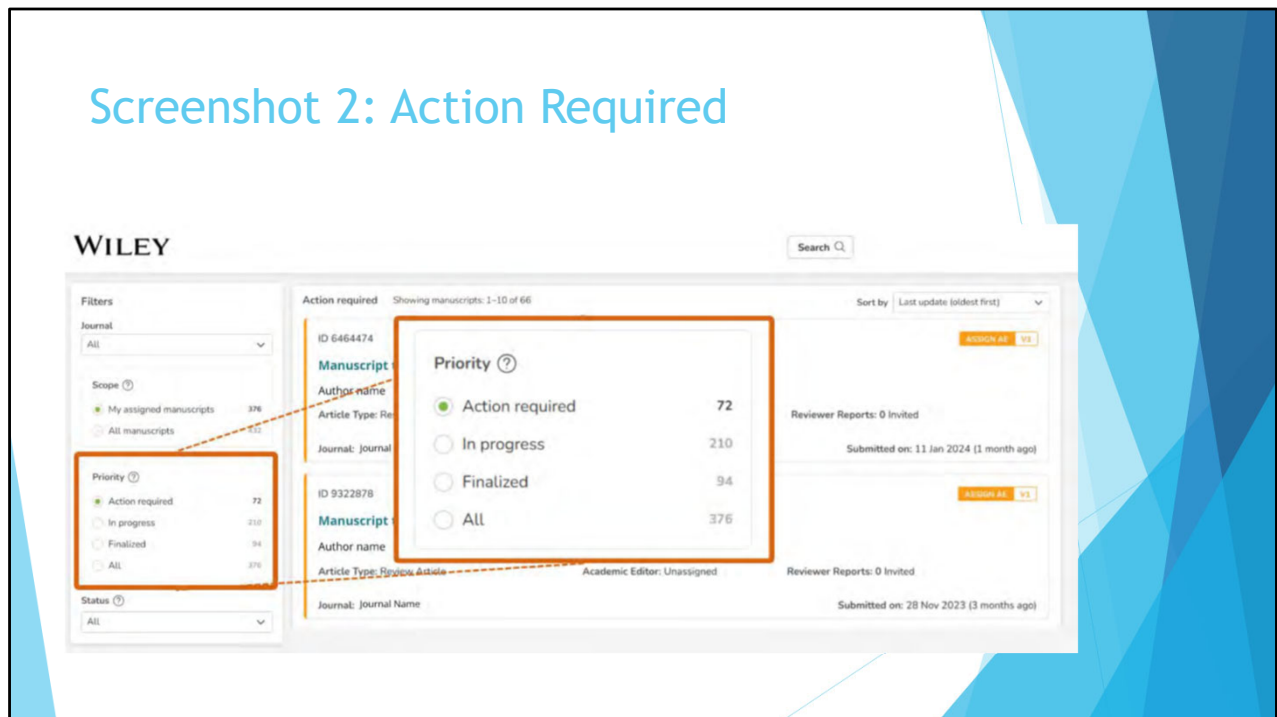
Screenshot 1: Editor Dashboard



There is now a singular editor dashboard for each ReX Review user to their assignments for all Wiley journals using ReX Reviews. This includes all ACerS journals and other Wiley journals. Hence the Journal filter is the key starting point.

Next, “All manuscripts” will apply only where a user has “read” access to other editors’ assignments. Only EICs will have this access. It’s anticipated that these two numbers will match for AEs.

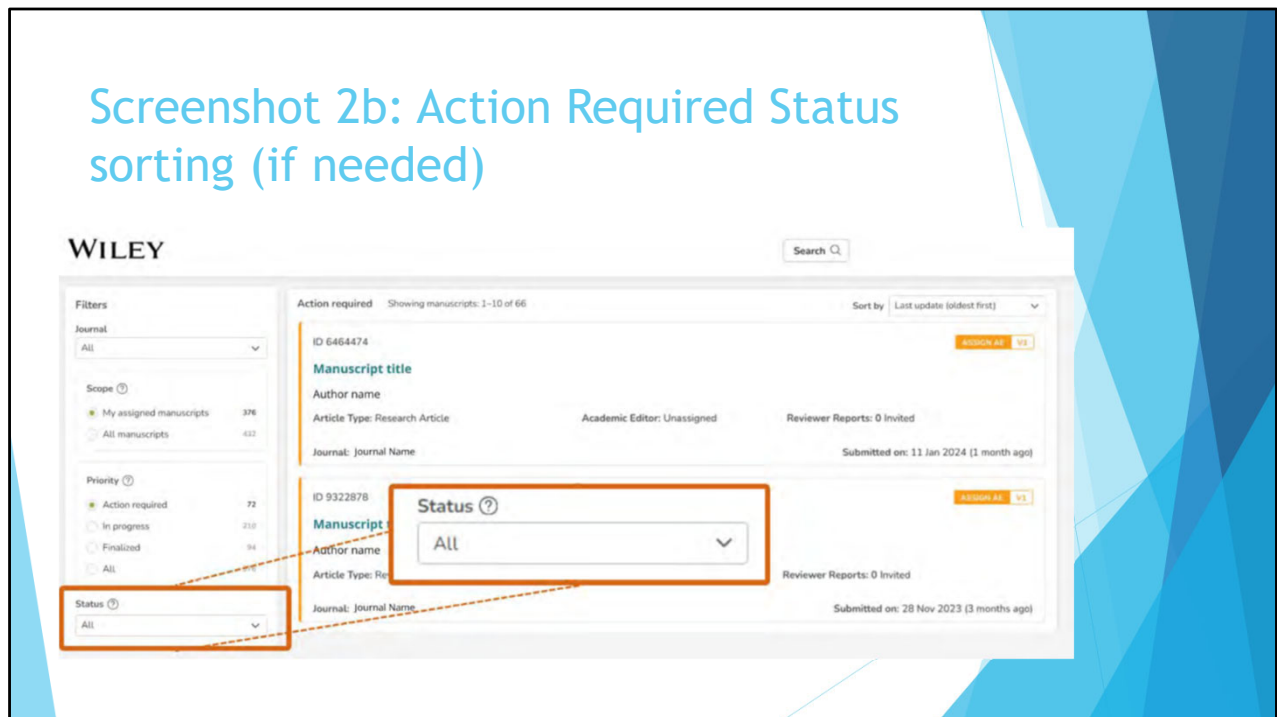
Screenshot 2: Action Required



AEs should have at most a few manuscripts in the Action required and In progress queues, even if they edit multiple journals. The system is designed to minimize the number of active assignments across all Wiley journals.

Clicking “Action required” will allow the AE to see only the submissions that need attending – select and invite reviewers, remind reviewers and extend deadlines, and make recommendations.

Screenshot 2b: Action Required Status sorting (if needed)



Sort by Status for Academic Editors

Some additional status filters are available for academic editors to help manage their individual work. These may include:

Respond to Invite

Invite Reviewers

Make a Recommendation

Screenshot 3: Manuscript details

WILEY

Search

Filters

Journal: All

Scope: ☒ My assigned manuscripts (39) ☐ All manuscripts (102)

Priority: ☒ Action required (19) ☐ In progress (10) ☐ Finalised (34) ☐ All (63)

Status: All

Action required Showing manuscripts 1-20 of 66

Sort by Last update (oldest first)

ID 6464474

Manuscript title

Author name

Article Type: Research Article Academic Editor: Unassigned Reviewer Reports: 0 Invited

Journal: Journal Name Submitted on: 11 Jan 2024 (1 month ago)

ID 9322878

Manuscript title

workflow: peer publishing; face process; computer science; world peer review

Auth: Chief Editor: Training Chief Academic Editor: Unassigned [Invite](#) Submitted on: 28 Nov 2024 (52 minutes ago)

Artid: Journals

> Abstract

> Author Declaration

Files (3)

Reviewer PDF

112388be-7074-4b62-b9c1-bef223e8cf54.pdf 25.79 KB [Download](#)

Main document - MS Word

Manuscript Title - Test.docx 42.21 KB [Download](#)

Figures (2)

Figures - Test.docx 25.79 KB [Download](#)

Tables - Test.docx 25.79 KB [Download](#)

Supplementary material for review and publication

Supplementary Materials 1 - Test.docx 25.79 KB [Download](#)

Supplementary Materials 2 - Test.docx 25.79 KB [Download](#)

← Select the title

↓ Details of submission
Note how to access the PDF

Screenshot 4a: Selecting Reviews

From the **Article Details** page, click the **Reviewer Invitation** heading.

The screenshot displays the 'Article Details' page for a manuscript. The manuscript ID is 1048639. The title is 'Sample Manuscript'. The author is listed as 'Author' with a profile icon and a '+ Show Affiliations' link. The article type is 'Research Article'. The journal is 'Research Exchange training Journal 1'. The manuscript keywords are 'humanities; art'. The academic editor is 'AE Training', and the submission date is '15 Apr 2024 (2 months ago)'. The manuscript sections listed are 'Abstract', 'Author Declaration', and 'Files (1)'. Below these sections, there are two expandable sections: 'Screening Report' and 'Reviewer Invitation'. The 'Reviewer Invitation' section is highlighted with a red box and shows a summary of review status: 0 Invited, 0 Agreed, 0 Submitted, 0 Pending, 0 Declined, and 0 Expired.

ID 1048639 INVITE REVIEWERS

Sample Manuscript

Author ¹ + Show Affiliations

Article Type
Research Article

Journal
Research Exchange training Journal 1

Manuscript Keywords ⓘ
humanities; art

Academic Editor: AE Training Submitted on: 15 Apr 2024 (2 months ago)

> Abstract

> Author Declaration

> Files (1)

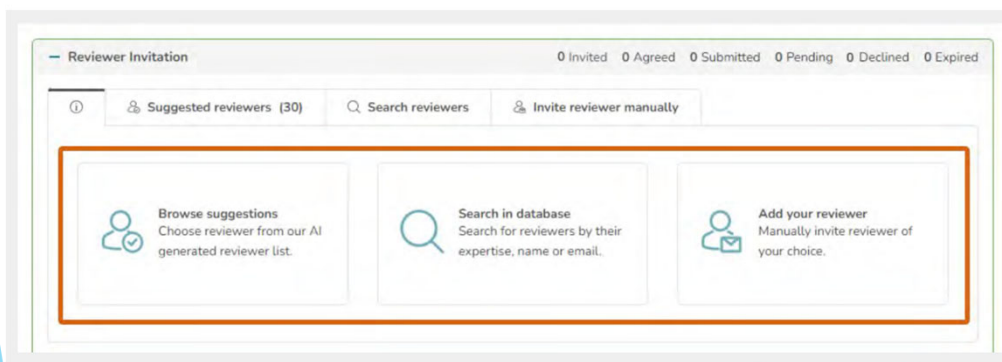
+ Screening Report

+ Reviewer Invitation 0 Invited 0 Agreed 0 Submitted 0 Pending 0 Declined 0 Expired

Screenshot 4b: Reviewer Search Options

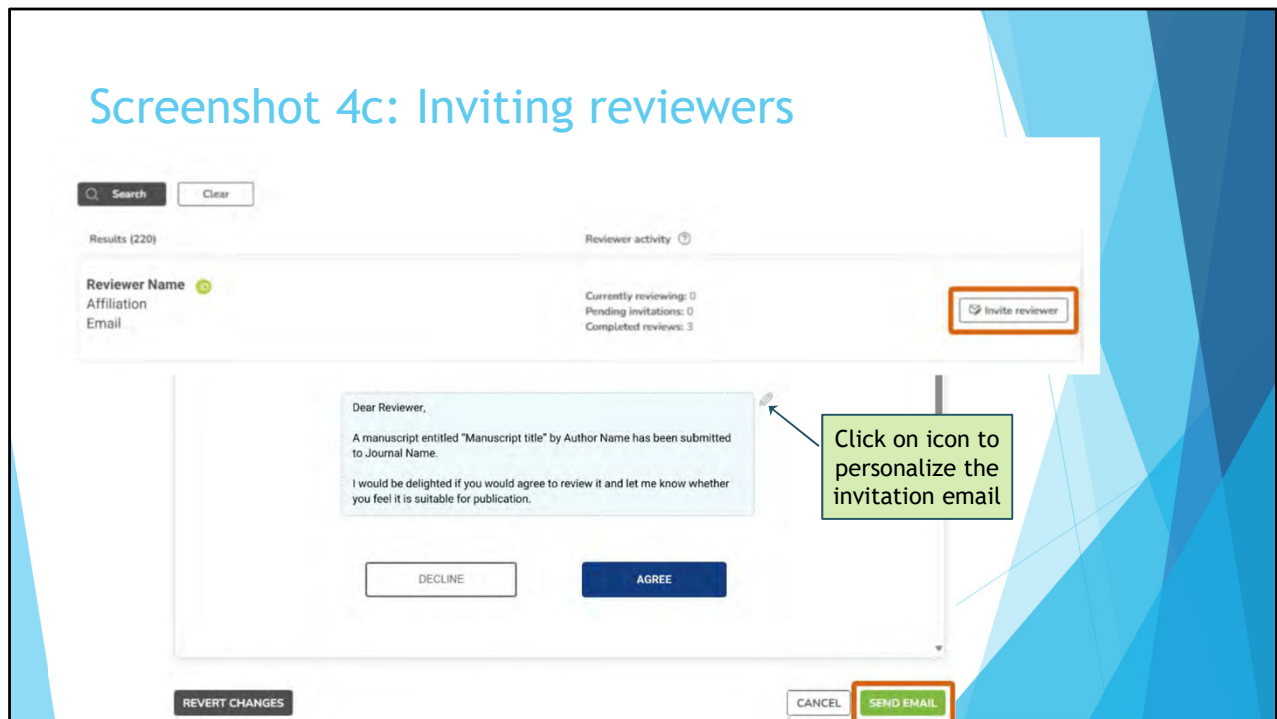
In the **Reviewer Invitation** section, there are three choices:

1. Browse suggestions (Suggested reviewer tool)
2. Search in database (Search reviewer tool)
3. Add a reviewer (Invite reviewer tool)



The second option, search in database, searches ALL ReX users, including those who never submitted to ACerS journals. Thus, the pool is widened. It is **HIGHLY** suggested that AEs use this function if the suggested users are not acceptable. Read the User Guide for search options. The users and Wiley maintain their best contact information, so inviting “new” users to join ReX Reviews will likely send the email to an inactive email box.

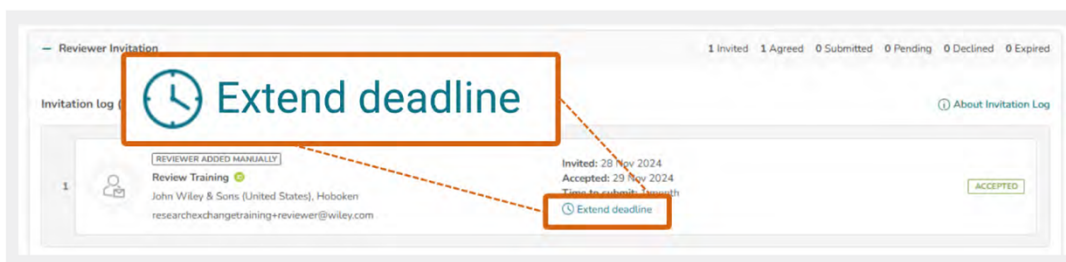
Screenshot 4c: Inviting reviewers



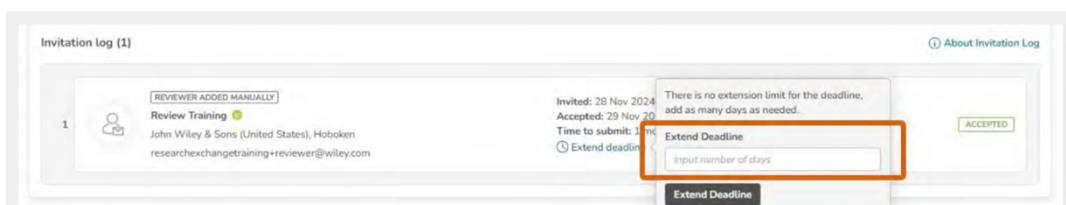
Click on Invite reviewers once identified. The email invitation window will appear. You can customize the text if desired before clicking “send email” button

Screenshot 5: Extending the review deadline

- 1 From the **Invitation Log**, click the **Extend deadline** button.



- 2 A pop-up panel will appear. In the box marked **Extend Deadline**, type the number of days to extend the deadline by.



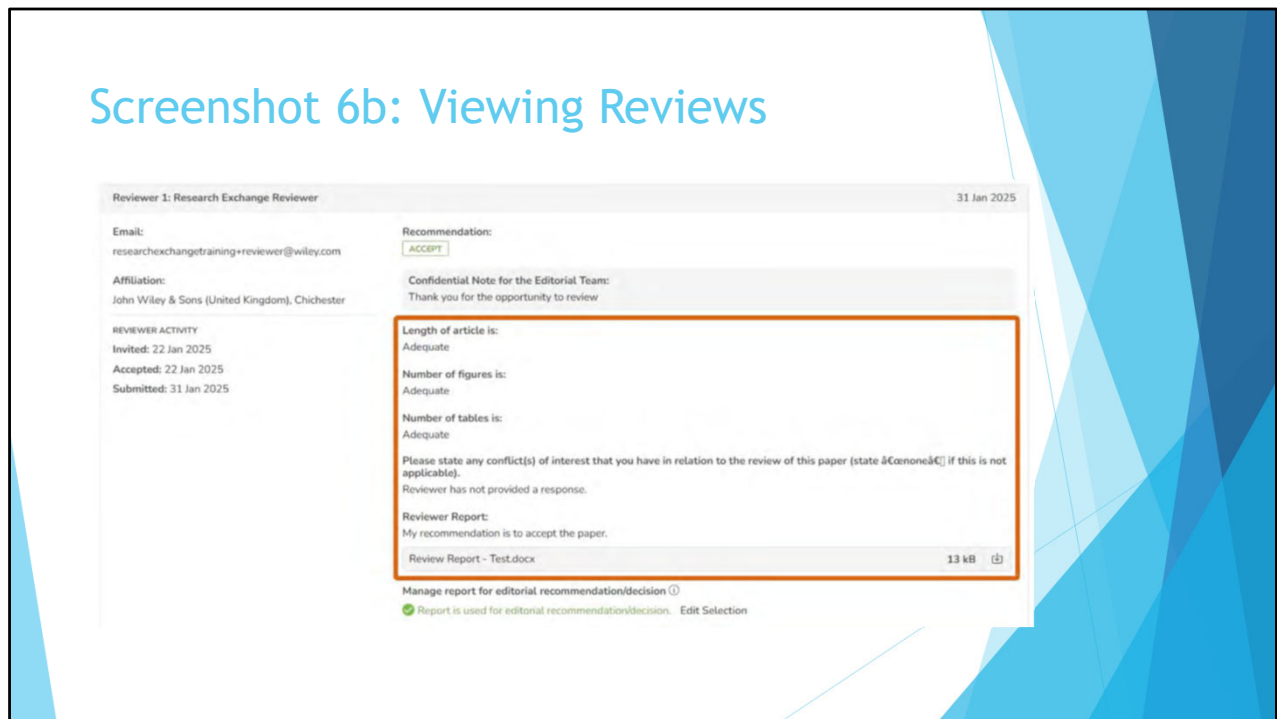
The “Invitation Log” is accessed from the “Article Details” page shown in screenshot 4a.

Screenshot 6a: Viewing reviews

The screenshot displays a manuscript review interface. At the top, there is a header bar with a yellow border. Below this, the manuscript details are listed: Manuscript title, Author name (with a '+ Show Affiliations' link), Article Type (Research Article), Journal, and Journal Name. In the top right corner, there is a yellow button labeled 'MAKE DECISION' and a text label 'ID 1454136'. Below the manuscript details, there is a section for the Associate Editor Name, Academic Editor Name, and Submitted on 2023-11-01 (9 days ago). A list of actions is shown below, including Abstract, Author Declaration, Files (1), Screening report, Reviewer Invitation, Reviewer Reports (5) (highlighted with an orange border), and Your Editorial Decision.

Notice how the Manuscript Information screen has new information. For AEs, the status in the upper-right will say “Make Recommendation”

Screenshot 6b: Viewing Reviews



Select the review and the details appear. Note that the AE has the option of excluding a review that is not useful, contains personal attacks, etc.

Screenshot 6c: Rating Reviewers

► TBD

Once the reviews are complete, PLEASE rate the reviewers. Unfortunately, the User Guide is not clear on this point. Slide will be updated as soon as possible

Screenshot 8: Make recommendation

From the **Article Details** page, choose **Your Editorial Recommendation**.



Select the recommendation from the drop-down menu. Shown below is “Minor Revision.” Enter your comments, preview the email (making changes as needed), then send email.

A screenshot of the 'Your Editorial Recommendation' form. At the top, there is a section titled 'Recommendation * (?)' with a dropdown menu showing 'Minor Revision'. Below this is a note: 'Best practice is to accept a paper with a minimum of 2 independent reviewer reports (Wiley Code of Conduct)'. The form contains two text input fields: 'Message for Author Optional' and 'Message for Chief Editor Optional'. At the bottom, there is a green button labeled 'Preview Recommendation Email'.

Questions?

- ▶ Process:
Brittney Haucke (bhaucke@ceramics.org)
or Michelle Martin (mmartin@ceramics.org)
- ▶ Content: Contact the journal's editor-in-chief