

USER GUIDE

Updated 03/30/06

1. Introduction and Overview
 - i. A Likely Processing Path Summary
 - ii. JBO Demo Module
 - iii. Hierarchical Menus in General
2. The Manuscript List Page
 - i. Editor's Manuscript List Page
 - ii. Manuscript Coordinator's Manuscript List Page
3. The Manuscript Information Page
 - i. Action Editor's Manuscript Information Page
 - ii. Manuscript Coordinator's Manuscript Information Page
4. Getting Started
5. Adding a Manuscript
6. Identifying Reviewers (Action Editor)
7. Requesting Reviews (Manuscript Coordinator)
8. Composing, Approving, and Sending an Action Letter
 - i. Reviewer Thank You Letters
9. Final Steps and Options
10. File Formats: PDF versus RTF
11. File Size (Does Matter)
12. Tips and Frequently Asked Questions
13. Programmatic, Database and Desktop Actions By Processing Stage
14. Step-by-Step Processing of a Manuscript (abridged)

1. INTRODUCTION AND OVERVIEW

The Journals Back Office (JBO) is a web-based manuscript tracking and peer-review system designed for use by APA journals. It is currently in use by 40+ journals and has handled over 26,000 manuscripts since 2000. This document uses as its basis the JBO Demo module which can be entered at <http://www.jbo.com>.

Three office types are available: Editor, action editor (AE) and manuscript coordinator (MC). The editor assigns action editors, identifies reviewers, composes action letters for mss to which they have assigned themselves as the AE and approves the action letters of the other AEs. The AEs identify reviewers and compose action letters. The MC is central to JBO operations in that s/he maintains the author, reviewer and ms records and commits the final action to send action and reviewer thank-you letters. The MC also re-sends these letters using available reports to persons who have not acknowledged receipt.

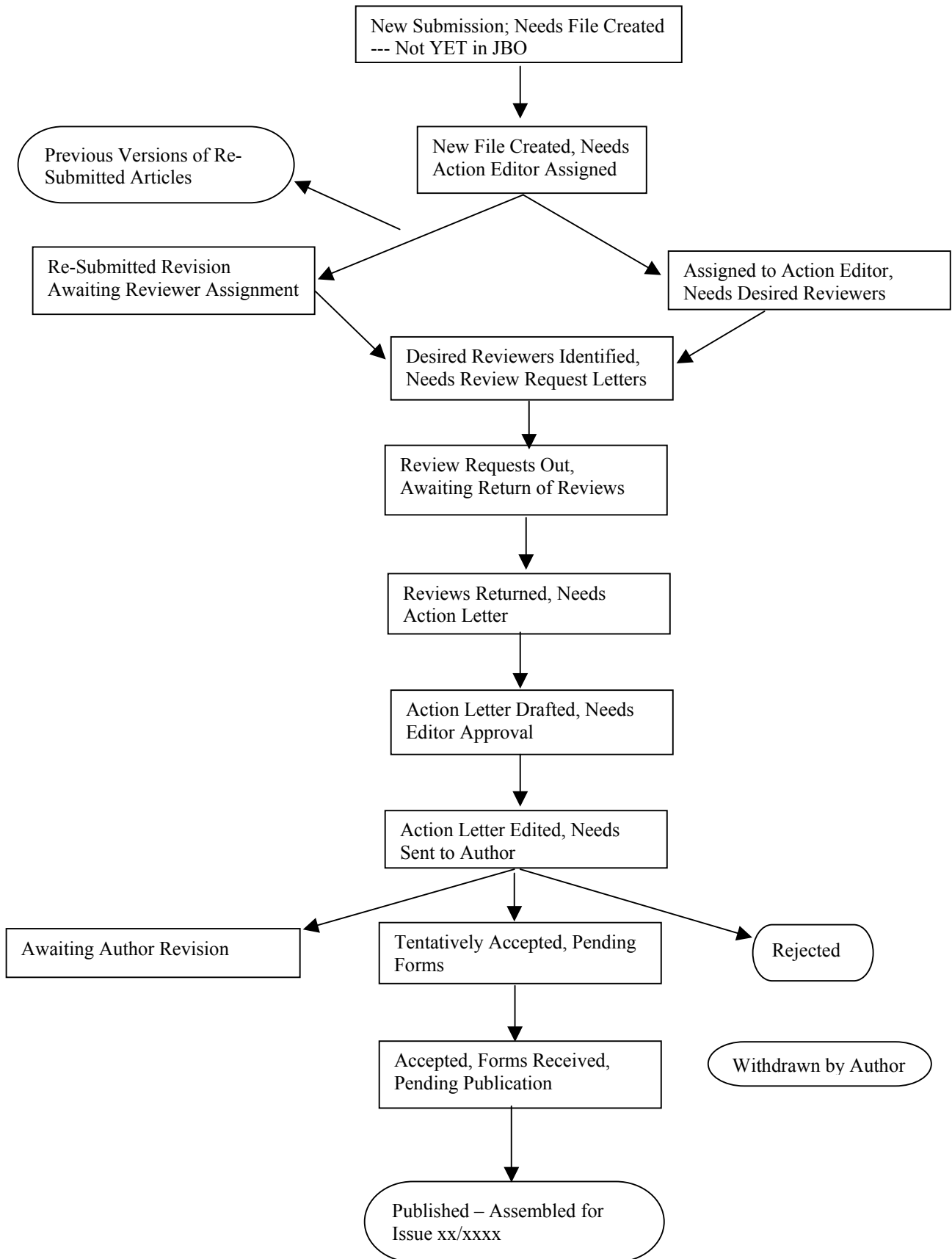
Some of the main JBO features include:

- Electronic submission of manuscripts, abstracts and cover letters (a link to such a submission portal is provided on the Demo homepage).

- The ability to create main and associate (aka “action” or “guest”) editor offices, as well as manuscript coordinator offices.
- Reviewers can be identified by searching a journal’s previous author, reviewer and/or editor files. The APA’s membership directory, as well as a database of ethnic minority scholars, is also available.
- One creates their own canned reviewer request letters which will, on mailing, dynamically insert the reviewer’s name, the manuscript number, its title, as well as a unique URL address at which the reviewer can electronically submit their review. The review form can be customized on a per-journal basis.
- An Overdue/Pending Reviews report identifies unreturned reviews and provides an option to send another canned, dynamically-generated reminder letter.
- Cover, review request and action letters are electronically stored and presented in the manuscript’s information page.
- Detailed manuscript histories are generated and presented. The corresponding author is automatically given a URL, username, and password with which they can generate a real-time copy of this history to be e-mailed to them.

(SCROLL TO NEXT PAGE)

1-a. A LIKELY PROCESSING PATH



An author submits a manuscript through an individual journal's submission portal, to which a link is presented on the individual journal's homepage at www.apa.org/journals. The author is presented with the following message:

Your manuscript has been sent to the Editorial Office. The manuscript coordinator will send an electronic confirmation, with your manuscript number, when the manuscript file is formally opened in the editorial office.

The manuscript now appears to the editor and MC offices s.v. "New Submission, Needs Manuscript File Created --- Not YET in JBO." The manuscript coordinator creates a file for the manuscript AND uploads its full text file to the JBO.

Prior to uploading a manuscript, the MC should open and inspect it to ensure the authors have not included identifying information, and that the file is in a readable format. The coordinator should save the file to their desktop with a name corresponding to its manuscript number (e.g., 2003-0001.rtf). The coordinator should also choose File → Properties → Summary to see if the author's name appears here as well. If it does, it should be replaced with "Unknown" (not left blank) and the OK button should then be clicked. After doing so and saving the file, the MC chooses "Upload Manuscript" from the menu, completes the form fields presented, and clicks "Submit" to complete the process. On completion, the New Submission file for the manuscript is automatically deleted. The New Submission file can also be cleared via the "Cleanse Submissions File" option in the menu. The manuscript now appears in the Editor's manuscript list page (aka "desktop") s.v. "New File Created, Needs Action Editor Assigned" in the default "Working File" sort display.

The author is automatically sent an e-mail similar to the following:

Dear Dr. Johnson:

Your recently submitted manuscript, entitled "Testing APL's JBO," has been entered into the editorial office and will soon begin the review process.

Your manuscript number is 2003-0001.

To receive an email detailing the history of your manuscript click [here](#) and enter your last name as your username and your manuscript number as your password. Also, please read the APA's [Open Letter to Authors](#).

Sincerely,

Journal of Applied Psychology Editorial Office

To whom a manuscript presents, when viewing their working file display, is determined by what action is presently needed. If that person needs to do something regarding a manuscript, it appears to them in their working file display.

After an editor assigns an AE (even if it is themselves) it moves out of the editor's working file and into the working file display of the assigned AE. (The editor's "action

editor” file displays toward the bottom of the desktop.) Its status now becomes “Assigned to Action Editor, Needs Desired Reviewers.”

Clicking on a manuscript number from the desktop takes an editor to that manuscript’s information page. From here one can search for reviewers and direct the MC to send the review requests. The link to this function is presented in the manuscript information page’s hierarchical menu s.v. “Reviewer Search.”

After the reviewer’s names and contact information, if needed, have been entered into the boxes on the left and sent to the manuscript coordinator, the manuscript’s status changes to “Desired Reviewers Identified, Needs Review Request Letters.” It is now removed from the action editor’s working file and displays in the manuscript coordinator’s working file display.

After the reviewers are requested the manuscript moves out of the manuscript coordinator’s working file display and is given the status of “Review Requests Out, Awaiting Return of Reviews.” When all reviews are returned and entered into the JBO (either through the unique URL given to the reviewers or entered manually by the MC in the case of hard copy), its status changes to “Reviews Returned, Needs Action Letter” and displays in the AE’s working file display.

After entering the manuscript’s information page, the action editor composes an appropriate revision, rejection, or acceptance action letter. On completion, the manuscript displays in the editor’s working file, and the action letter displays in the manuscript’s information page s.v. “Correspondences.” It can now be accepted, modified and accepted, or rejected by the editor. If rejected it moves back to the AE’s office as being in need of an action letter. If accepted it moves into the MC’s working file and is sent, along with anonymous reviews, to the corresponding author.

1-b. The JBO Demo Module

One can view any of the three types of offices available by logging into the JBO Demo at <http://www.jbo.com/>) using the username/password combinations of editor/jbo, action/jbo, or admin/jbo. Feel free to run a fake manuscript through the paces if you like, but please don’t change any of the existing manuscript records, especially those with capitalized titles. The records whose titles are capitalized are for exemplary purposes. To receive the correspondences, assign yourself as both the author and a reviewer (this is possible in the utopian JBO Demo module).

1-c. Hierarchical Menus in General

All offices have menu buttons on their desktop and manuscript information pages. Most actions are accessible through the menus. To activate the menu, one simply rolls their mouse over the appropriate button, follows the emerging menu options, and clicks the on the desired action. The options presented on these menus vary according to whether one is an editor or coordinator. Also, the menus on the desktop and manuscript information page are different. Generally speaking, the menu options on the desktop deal with JBO-wide functions (such as creating offices or updating reviewer files), while the options on the manuscript information page are specific to the manuscript being viewed (assigning reviewers and composing action letters, for example).

2. THE DESKTOP / MANUSCRIPT LISTING PAGE

Figure 1 presents the MC's desktop, which is the first page s/he will see after logging on to the JBO. The default display is the user's working file. Master File by Number, Master File by Status, Master File by Action Editor, and Rejected File are presented as links alongside the working file option.

Journals Back Office - Netscape
 http://www.jbo.com/jbo3/Administrator/index.cfm?user_id=162&CFID=1651934&CFTOKEN=25214519

journals back office
 American Psychological Association

Journals Back Office Demo
 Manuscript Coordinator

Home | Manuscripts | Authors | Reviewers | Reports | Offices | Other | Search for [] in: manuscript number | Go

Current Display : Working File | Add Reviewer | By Status | Master File by Number | Master File by Action Editor | Rejected File

Status: New Submission, Needs Manuscript File Created --- Not YET in JBO

Manuscript	Add	Title	Author	Email	Date Submitted	Anonymous Review
View	New or Revised	Manuscript Transmittal Form	Doe, Jane	hermann@waisman.wisc.edu	28-May-03	No View Letter
View	New or Revised	Gender Differences in Web Site Navigation	Delande, Patti	pdelande2000@yahoo.com	03-Jun-03	Yes View Letter

To work with a selected manuscript, click the manuscript number below.

Status: Desired Reviewers Identified, Needs Review Request Letters Sent

Manuscript	Title	Author(s)	Date Submitted	Last Action
2002-0011	EFFECTIVENESS OF ANIMAL COMPANION THERAPY: SPIDERS	Dagnasty, Abernathy,	18-Mar-02	02-Oct-02
2002-0007-R	ELECTRONIC PUBLISHING IN PSYCHOLOGY: TRENDS AND OB	Manilla, Ishkabible,	17-Mar-02	03-Oct-02

Status: Action Letter Edited, Needs Sent to Author

Manuscript	Title	Author(s)	Date Submitted	Last Action
------------	-------	-----------	----------------	-------------

Figure 1. The manuscript coordinator's desktop

Within each status, excluding the "New Submission, Needs Manuscript File Created – Not YET in JBO" category, manuscripts can be re-sorted by manuscript number, title, author last name, date submitted, or last action by clicking the underlined links beneath the "Status:" title.

2-a. The Editor's Desktop

The menu options in the editor's manuscript list page are the same as those presented to the AEs. From this menu an editor can view the pending/overdue reviews report, send reminder letters, and update their canned letters.

The presentation of manuscripts varies between the editor and the AEs. While an editor's office will display all manuscripts in that journal's JBO, an action editor's office displays only manuscripts to which they have been assigned, and therefore lacks the Master File by Action Editor sort option. Manuscripts for which the editor is also serving as the action editor display at the bottom of the page s.v. "Action Editor Office."

2-b. The Manuscript Coordinator's Desktop

The MC's office presents all manuscripts in a given JBO with display options like those of an editor's office. However, the hierarchical menu of the MC presents very different options. From the MC's menu on the manuscript list page one can:

- Log in New Manuscripts
- Log in Re-Submitted/Revised Manuscripts
- Add, Update and Delete Author and Reviewer Records
- View Pending/Overdue Reviews and Send Reminders
- Delete the New Submissions File (Only after they have been logged in and their files uploaded!)
- Create and update Editor, Action Editor, and Manuscript Coordinator Offices

3. THE MANUSCRIPT INFORMATION PAGE

Figure 2 presents a sample manuscript information page. This page is reached by clicking on the manuscript number of a given manuscript on the manuscript list page. Content common to all manuscript information pages include:

- Manuscript Number
- Manuscript Title
- A Link to the Full-Text Manuscript File (if previously uploaded)
- Authors (with corresponding author identification)
- A Manuscript's Current Status
- Action Editor Assigned
- Reviewers Assigned (with date assigned, date reminded, and date returned)
- Links to Returned Reviews
- Manuscript History (including date and action taken)
- Correspondences (including author's cover letter, review request letters, and action letters)
- Clicking on an author's or reviewer's name takes one to their full JBO record.

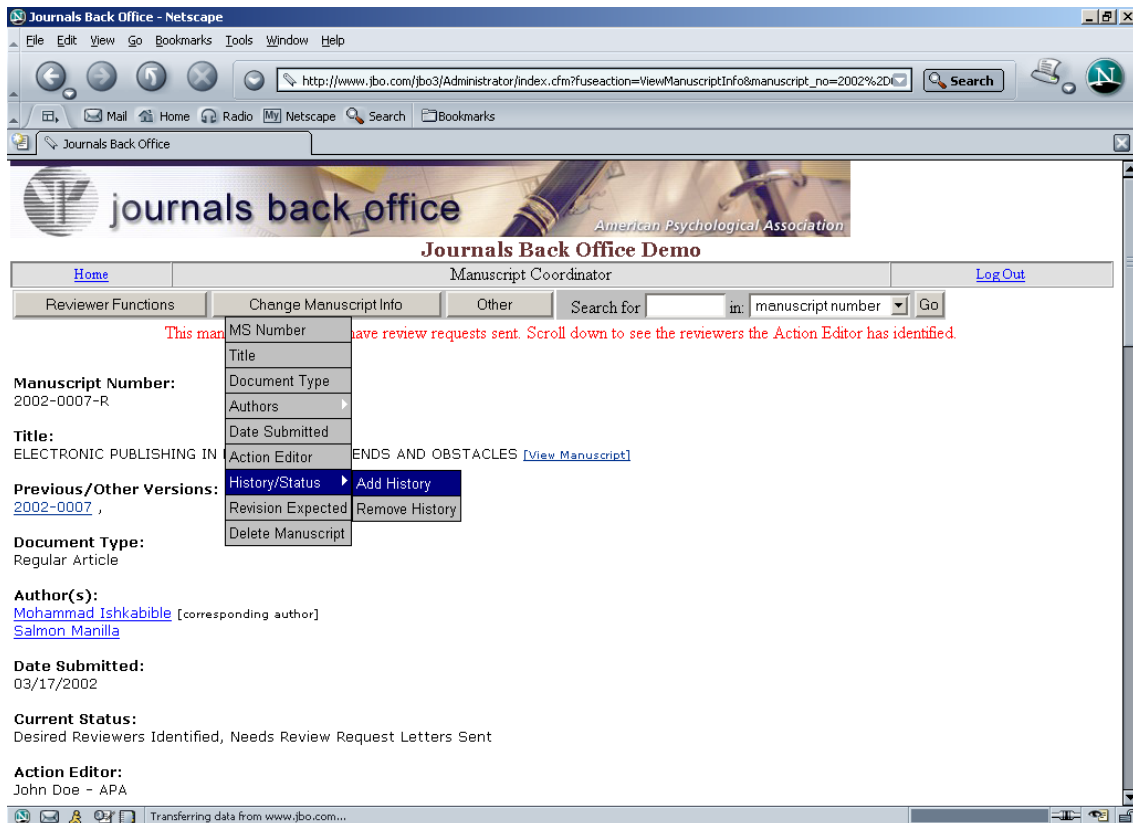


Figure 2. A Manuscript Information Page (partial)

3-a. The Editor's Manuscript Information Page

Differences between the manuscript information page presented to the editors and the one presented to the MC occur primarily in the hierarchical menus.

The editor's manuscript information page presents links to perform the following:

- Search for reviewers and to direct the manuscript coordinator to send request letters.
- Assign/change the Action Editor
- Compose action letter

An automatic email notification is sent to the AE when a reviewer returns a review. When all reviews for a manuscript have been returned, this page presents an additional link to compose an action letter at the top of the page.

The action letter to be modified/approved/rejected appears to the Editor on this page s.v. "Correspondences."

3-b. The Manuscript Coordinator's Manuscript Information Page

In addition to the reviewer searching functions available to the editors, the MC's menu provides links to perform the following:

- Request and/or assign reviewers and send one of the action editor's canned request letters to them, along with the manuscript

- Add a reviewer to the JBO
- Remove a reviewer from the manuscript
- Add a review to the manuscript, in the case of hardcopy submission
- Change any part of the manuscript record, including its number, title, authors, reviewers, corresponding author, history, and current status
- Delete the manuscript from the JBO (use with caution!)

After reviewers have been chosen by the action editor and sent to the manuscript coordinator, they appear on the manuscript information page s.v. “Reviewers.”

4. GETTING STARTED

Your journal’s JBO can be enabled, its initial offices created, and passwords assigned by contacting jbo@apa.org. After initial setup, offices can be created via the hierarchical menu on the coordinator’s desktop. Information in these files should be filled in as completely as possible, as this information will be used to generate letters later.

As an editor, you will be asked to submit a copy of the reviewer questionnaire you wish to use with your journal. The one used with the JBO Demo is, of course, a viable option.

Within an editorial office, canned reviewer request letters are created by visiting the menu on the manuscript information page. Each editor creates their own reviewer letters. A key of dynamically-inserted variables is presented for use in the letters. These variables are CASE SENSITIVE, and must be presented in brackets. These variables include reviewer first name, last name, manuscript number, and manuscript title. The JBO accommodates 10 canned reviewer letters to allow for personal modifications.

Canned review reminder and tickler letters are also accessed through the hierarchical menu and is composed in the same manner.

Similarly, an action editor may store up to 5 canned action letters in the JBO. These letters are created and updated via the menu on the manuscript list page, just like the reviewer request and reminder letters. When an action editor enters the “Compose Action Letter” function, these letters display toward the bottom of the page. The editor can then cut, paste, and modify these letters into the submission field which presents at the top of the page.

A canned letter is also available for sending to a reminder to authors of pending revisions.

5. ADDING A MANUSCRIPT

A link to an electronic submission page will be presented on your journal’s website. If hardcopies of a manuscript are to be submitted by authors as well, this should be clearly noted in the instructions to them.

The submission page collects information including the manuscript’s title, corresponding author’s name and email address, a cover letter, whether anonymous

review is being requested, and the full text of the manuscript itself. Editors are encouraged to direct their authors, in their instructions to authors section of their website, to compose AND submit their manuscripts in Rich Text Format (rtf), as it is the most widely read, function-rich format presently available. Most other formats are acceptable as well, Portable Document Format (pdf) being a popular option. The specific paragraph presented to the author is as follows:

“To submit a manuscript to be considered for publication, fill out the form below and submit the information when completed. Include only the primary/contact author's information here. The file should be named with the author's first initial(s) and lastname (e.g. JDLastname.rtf) and should adhere to the journal's guidelines in all respects, including file type format.

In order to permit anonymous review, all author's names, their affiliations, and contact information should be removed from the manuscript itself and included in the letter. If the authors wish to request that reviewers know their identity they should leave this information in the manuscript and provide a rationale for the request in the submission letter.

Note: The document being uploaded must not be open on your local computer.”

This can be modified on request. Other instructions to authors, such as hardcopy receipt requirements and mailing addresses, should be included on your journal's website.

After an author submits a manuscript it appears to the editor and manuscript coordinator at the top of their desktops in the working file display. From here, one may view/download the manuscript, read the cover letter, and in the case of the manuscript coordinator, add it to the JBO by clicking the “Add (New)” link.

After clicking the “Add” link, the manuscript coordinator is taken to a manuscript addition page which automatically imports the manuscript's title and the next manuscript number. By clicking on the “Add Author” button, the coordinator is taken to a page listing all other authors in the JBO from which to choose, as well as an option to add a new author to the JBO and manuscript. The corresponding author should be added first, regardless of where they appear in the manuscript, followed by all other authors.

When the “Save Manuscript Information” button is clicked, the JBO manuscript record is created and an email will be sent to the corresponding author. This message reads as follows, but is customizable via the MC's office. (Variables are denoted by pound signs.)

“Dear Dr. #lastname#,

Your recently submitted manuscript, entitled #title#, has been entered into the editorial office and will soon begin the review process.

You should receive some notice of the status of your manuscript within 60 to 90 days. During this period you should not submit your manuscript to another journal. If your manuscript is accepted for publication, you will be required to transfer your copyright to APA, provide full disclosure of any conflict of interest, and certify compliance with APA ethical principles.

Your manuscript number is #manuscript_number#.

To receive an email detailing the history of your manuscript at any time, visit #websiteURL# and enter your last name as your username and your manuscript number as your password.

Sincerely,

#journal_title# Editorial Office”

If the manuscript is a revision of a previous submission, do not create the record using the “Add (New)” link. Rather, choose “Log Re-Submitted Revised Manuscript” from the menu or the link presented at the bottom of the New Manuscript section. Then click on the manuscript number of the original manuscript. The JBO will ask you to confirm the manuscript’s bibliographic information and will assign an “R” to the end of the original manuscript number. Revisions of revisions will have two (or more) R’s after their original manuscript number.

After creating the manuscript record, the coordinator must upload the full-text file of the manuscript. Before doing so, the coordinator should:

1. open the file and save it to their computer, making sure it is in a readable file format,
2. inspect the file to see that author-identifying information has been removed, if appropriate,
3. Choose File → Properties → Summary and replace the author’s name with “Unknown” (not left blank) and
4. choose “Save As” and assign it a number corresponding to its manuscript number, omitting any blank spaces and special characters (hyphens are acceptable).

Now the coordinator enters the menu on their manuscript list page, chooses “Upload Manuscript,” fills in the manuscript number in the field provided, browses to the location of the file on their computer, and clicks the “Submit” button.

After a file has been uploaded to a manuscript, it is automatically removed from the New Submission display. If there is no manuscript file, one can delete the submissions file from the menu.

The manuscript now appears on the editor's desktop in the default working file display. By clicking on the manuscript number to get to its information page, the editor chooses “Assign Action Editor” from the menu. The editor is then taken to a screen listing all available action editors from which to choose. If the Editor is going to serve as the action editor, they must assign themselves as the action editor.

6. IDENTIFYING REVIEWERS

After the action editor has been assigned, the manuscript moves out of the editor's working file and appears in that of the assigned action editor s.v. “Assigned to Action Editor, Needs Desired Reviewers.” From the manuscript’s information page, one then

mouses over the menu and chooses “Find/Request Reviewer.” Figure 3 presents the Reviewer Search Screen.

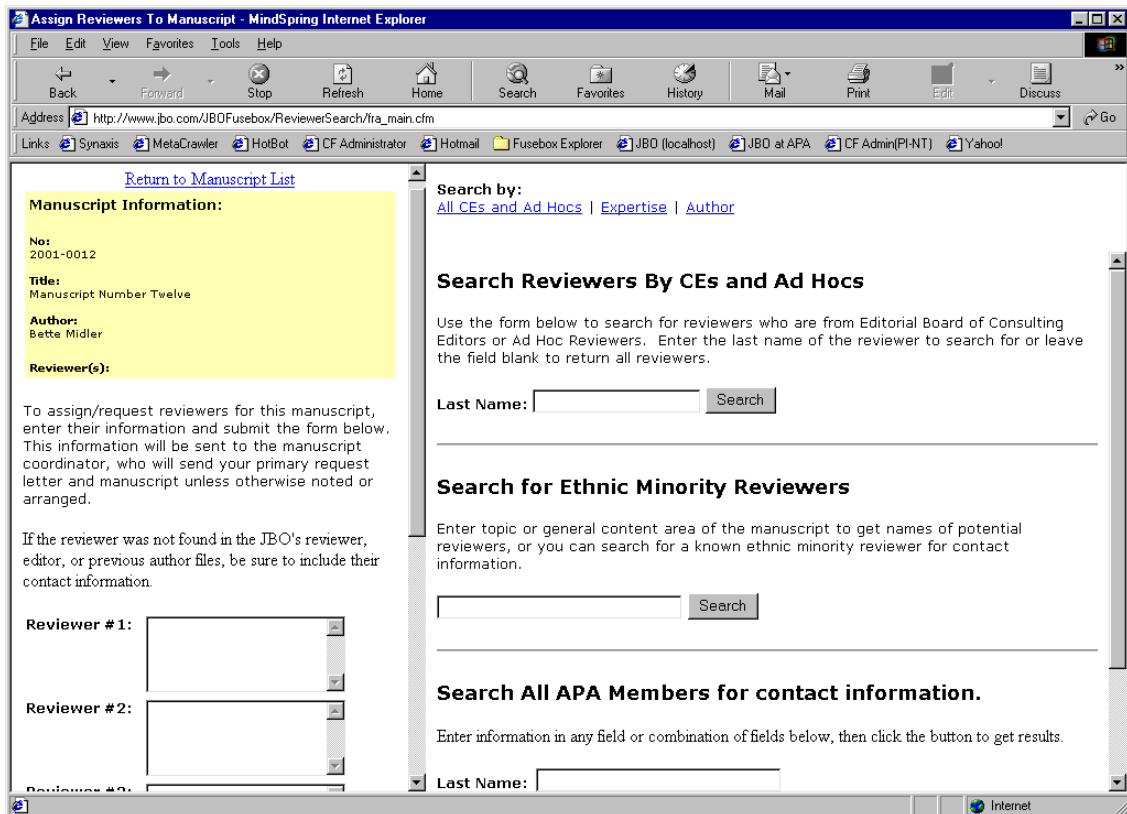


Figure 3. The Reviewer Search Screen

By entering search terms in the fields to the right one may search the JBO’s editor, author and reviewer files, a database of ethnic minority reviewers derived from PsycINFO, as well as the APA’s membership directory. When potential reviewers are found, their names and contact information, as well as any instructions to the coordinator, are pasted into the boxes one the left. Six such boxes are presented. When individuals are identified from searching the JBO files (i.e., the first search box), their contact information usually does not need to be re-entered into the boxes on the left. When finished selecting/identifying potential reviewers, clicking the “Send Information to Administrator” button at the bottom left moves the manuscript out of the action editor’s working file and into that of the coordinator.

7. Requesting Reviews

Manuscripts that are ready for review requests appear in the working file of the coordinator’s office s.v. “Desired Reviewers Identified, Needs Review Request Letters.” The data submitted by the action editor appears on the manuscript information page of the coordinator s.v. “Reviewers.” Following the menu link labeled “Assign/Request Reviewer” takes one to a last name search screen. Here, the coordinator can search the existing JBO database for record of the reviewer to be assigned by last name or portion thereof. To retrieve all records, search on a blank textbox.

After selecting the reviewer from the results screen and any other available options, the action editor's reviewer request letter is sent. Options here include which of the ten available letters to send, to attach a manuscript or not, or to assign without sending a letter. When the last reviewer is assigned, the coordinator checks the appropriate box, clicks the "Submit" button, and the request is sent while the manuscript's status changes to "Out for Review."

The reviewer request letter is appended with a unique URL that identifies the reviewer and the manuscript being reviewed. To submit their review, the reviewer clicks on this link to be taken to a dynamic form page that presents their name, the manuscript number, journal title, and that specific journal's reviewer form.

After submitting their review, the reviewer is presented with a message similar to the following:

12-Dec-01

Dear Dr. Johnson,

Thank you for taking the time to review *Testing APL's JBO* for the Journal of Applied Psychology. When all reviews for this manuscript have been received and a decision has been made, the review narratives will be sent to you along with notification of the decision.

I appreciate the time out of your busy schedule to serve the journal and the discipline. I hope you will consider the Journal of Applied Psychology as an outlet for your scholarship in the future.

Sincerely,

Hank Schmidt

8. COMPOSING, APPROVING, AND SENDING AN ACTION LETTER

After all reviews have been returned, the manuscript moves into the AE's working file s.v. "Reviews Returned; Needs Action Letter." When the AE goes to the manuscript's information page, a "Create Action Letter" link is presented at the top of the page, as well as in the menu.

The create action letter page allows the AE to compose their letter, identify it as either a revision, rejection, or acceptance letter, and verify the corresponding author's name and email address. The letter may be created from scratch, or may be copied from one of the previously-composed canned/form letters that appear toward the bottom of the page. These form letters are initially composed via the Menu on the manuscript list page, in the same manner as reviewer request and reminder letters.

When the action editor finishes and submits the action letter, the manuscript appears in the editor's working file s.v. "Action Letter Composed, Needs Editor Approval" and the letter appears in the manuscript's information page s.v. "Correspondences." The editor

can now approve, modify and approve, or reject the letter. If rejected, it returns to the AE's working file. If approved, it moves on to the coordinator and appears in the working file of the manuscript list page. When the coordinator clicks the submit button, the action letter is sent to the corresponding author and the anonymous narrative reviews are appended.

A canned thank you letter is emailed to the reviewers, along with the narrative portion of the submitted reviews. The letter indicates whether the manuscript was sent back for revision, rejected, or accepted. Modifications can be made on request. The letter reads as follows, variables being presented between pound signs:

#Date#

TO:

#Reviewer_FirstName# #Reviewer_LastName#
#Reviewer_Affiliation#

Dear Dr. #Reviewer_LastName#:

Thank you for your valuable insight and comments on manuscript
#Manuscript_Number#, entitled “#Manuscript_Title#,” submitted for
publication in #Journal_Name#.

The authors were informed that the article #is suitable for publication, provided
revisions are made responsive to the reviewers' comments#. Copies of the
reviewers' comments and the action letter are enclosed for your reference. This
information is sent so that you will understand the final decisions and reasons
for it.

I appreciate the time out of your busy schedule to serve the journal and the
discipline. I hope you will consider #Journal_Name# as an outlet for your
scholarship in the future.

Sincerely,

#Editor_Firstname# #Editor_LastName#, Editor
#Journal_Title#
#Editor_Affiliation#

Acceptance letters are automatically attached with URL's at which an author can
download the Copyright Release Form, Disclosure of Interests Form, and Ethical
Compliance Form. The return address of journal's editorial office is given, and authors
are directed to provide a final copy of their manuscript on 3.5" diskette.

9. FINAL STEPS AND OPTIONS

After the action letter and reviews are sent, the manuscript status changes to either “Tentatively Accepted, Pending Forms,” “Rejected,” or “Awaiting Author Revision.”

If the manuscript is accepted, the author will need to complete the APA’s copyright transfer form, provide full disclosure of any conflict of interest, and certify compliance with APA ethical principles. These forms need to be received in hardcopy. Links to blank copies of these documents are automatically inserted, along with the journal editor’s address, at the bottom of acceptance letters. When a manuscript is accepted, the author is expected to submit another copy of the manuscript on a diskette. When all of these pieces are in place, the manuscript is transmitted to the Production Back Office using the Manuscript Transmittal Form option on the manuscript’s information page. Detailed instructions can be found at http://www.jbo.com/pbo/Transmittal_Instructions.htm.

Lastly, MEs create proposed tables of content using their Other→Table of Contents→Assemble New Table of Contents menu option.

10. File Formats: PDF versus RTF

Portable Document Format (PDF) and Rich Text Format (RTF) are both highly functional, popular, and at times ardently advocated, file type formats. The JBO supports these formats as well as many others. The JBO user guide encourages editors to instruct authors to compose and submit their manuscripts in RTF. However, the final decision regarding the manuscript submission instructions and formats accepted rests with each journal’s editor. What follows is a summary of the advantages and disadvantages of each format, and the reasons for the JBO developer’s preference for RTF.

Both formats are very cross-operating system compatible, with PDF having an edge. PDF also prints out more reliably than RTF, given the user has downloaded the most current version of the free Acrobat Reader software.

RTF is the most cross-word processing software compatible format currently available. It has superior online readability when compared to PDF, as PDF usually scrolls in a choppy manner. Furthermore, the user has the ability to modify and insert notes electronically into RTF documents. To do so with PDF files requires one to own the full version of Adobe Acrobat, and to know how to use it fairly well. This also presents a problem when authors’ names need to be removed from a manuscript.

RTF documents usually print out well regardless of the word processing software used to create it, especially when they are created in (and not just converted to) RTF. The creation of PDF files by authors requires the full version of Acrobat, or one of a few other specialized tools to create PDFs. Conversion to PDF from a “pure” RTF document is fairly easily done with Acrobat as well. This allows one, in many cases, to have the option of creating a PDF from an RTF document. However, the reverse is difficult if not impossible in a manner that maintains the content and structure of the source document. The adherence of authors to the guidelines presented in the APA

Publication Manual all but assures good RTF print outs and easy conversion to PDF. However, composing a manuscript in PDF is not a practical option due to the complexity and availability of the Acrobat software.

11. File Size (Does Matter)

Occasionally, email is rejected for having attachments larger than the recipient's system will allow. This typically isn't a problem with attachments that are under 5 MB in size. (Most manuscripts are under 1 MB.) The sender's address is alerted when this happens. When it does, the coordinator should try to reduce the size of the manuscript, re-upload it to the JBO, remove the review whose server rejected the email, and request the reviewer again.

The following methods will likely reduce the file's size.

- 1) Try converting the original file to RTF or PDF format.
- 2) Try copying the entire document to the clipboard, pasting it into a blank/new RTF document, and then saving the new file.
- 3) Contact the developer for assistance.

12. Tips and Frequently Asked Questions

Tip #1 – Don't have more than one JBO user session open on a given computer at any time. Sometimes this can result in actions taking effect on the manuscript being dealt with in the other browser session.

Tip #2 – If problems arise when submitting text created in a word processor, try saving the document as plain text before pasting it into the JBO textbox.

FAQ #1 – The review has lost his/her review request, how can I find out the url at which the review can be submitted?

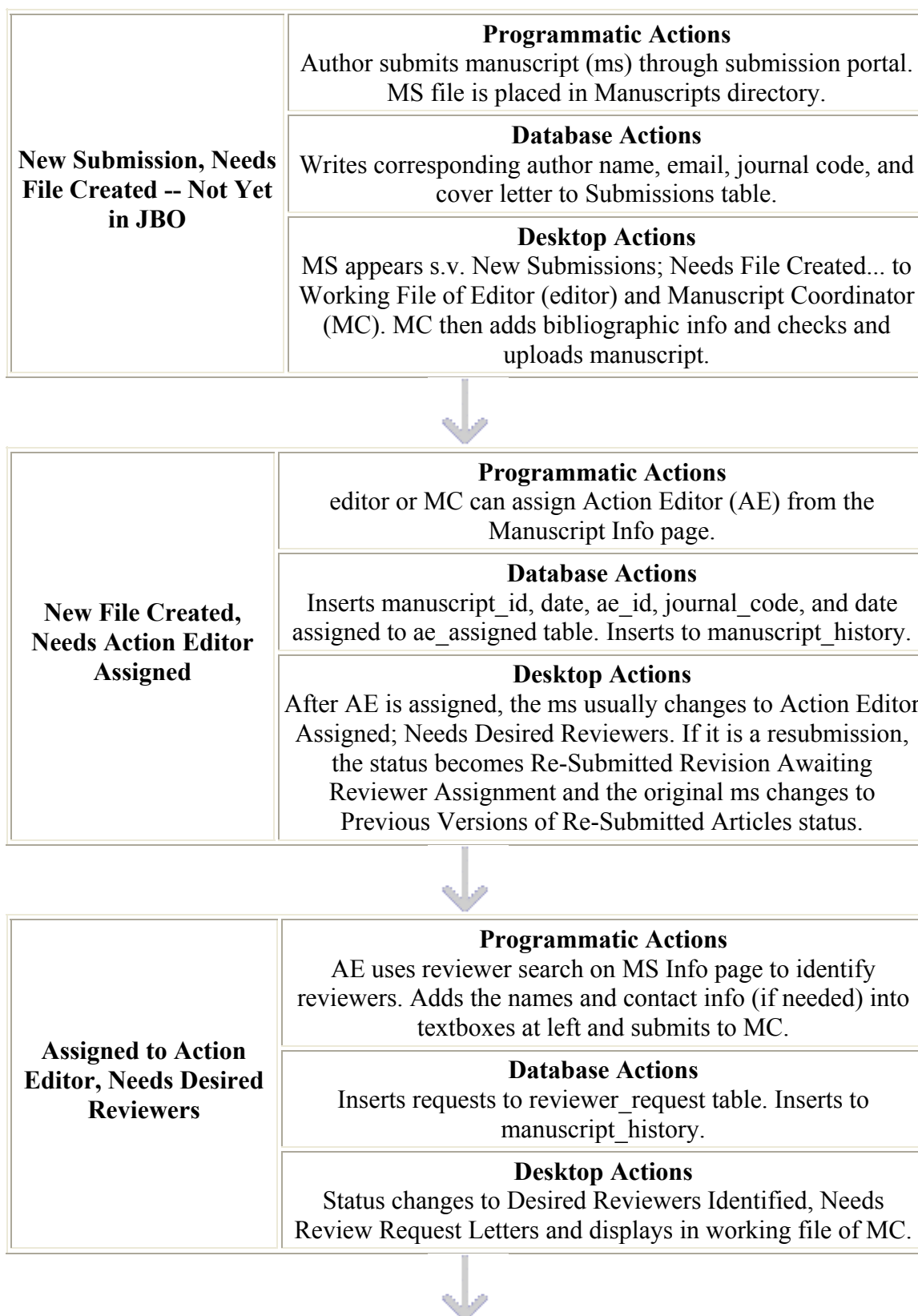
Answer – On the manuscript information page, right click on the "Submission Link" corresponding to the author's assignment and select "Properties." Highlight, copy and paste the address information and send to the reviewer. Alternately, a reminder can be sent via the Pending/Overdue Reviews report.

FAQ #2 – Is the JBO Netscape Compatible?

Answer – Yes, but some setting may need to be adjusted by following Edit-->Preferences-->Advanced-->Cache. Then clear both the memory and disk cache, and be sure that "Every time I view the page" is selected.

****For coordinators using Macs, Netscape is the preferred browser. Safari is not JBO-compatible.**

13. Programmatic, Database, and Desktop Actions by Processing Stage



Desired Reviewers Identified, Needs Review Requests Sent	Programmatic Actions MC creates reviewer info records if needed, and sends canned request letters to desired reviewers. Reviewer agreement/declination sends email to AE and/or MC.
	Database Actions Inserts to reviewer_assigned and manuscript_history tables. Reviewer agreement/declination updates reviewer_assigned table.
	Desktop Actions MS moves out of the MC's working file.



Review Requests Out, Awaiting Return of Reviews	Programmatic Actions Return of reviews sends an email notification to AE.
	Database Actions Inserts to the Reviews table, updates the reviewer_assigned table, and inserts to manuscript_history table.
	Desktop Actions When all reviews are returned the ms appears to the AE's working file display.

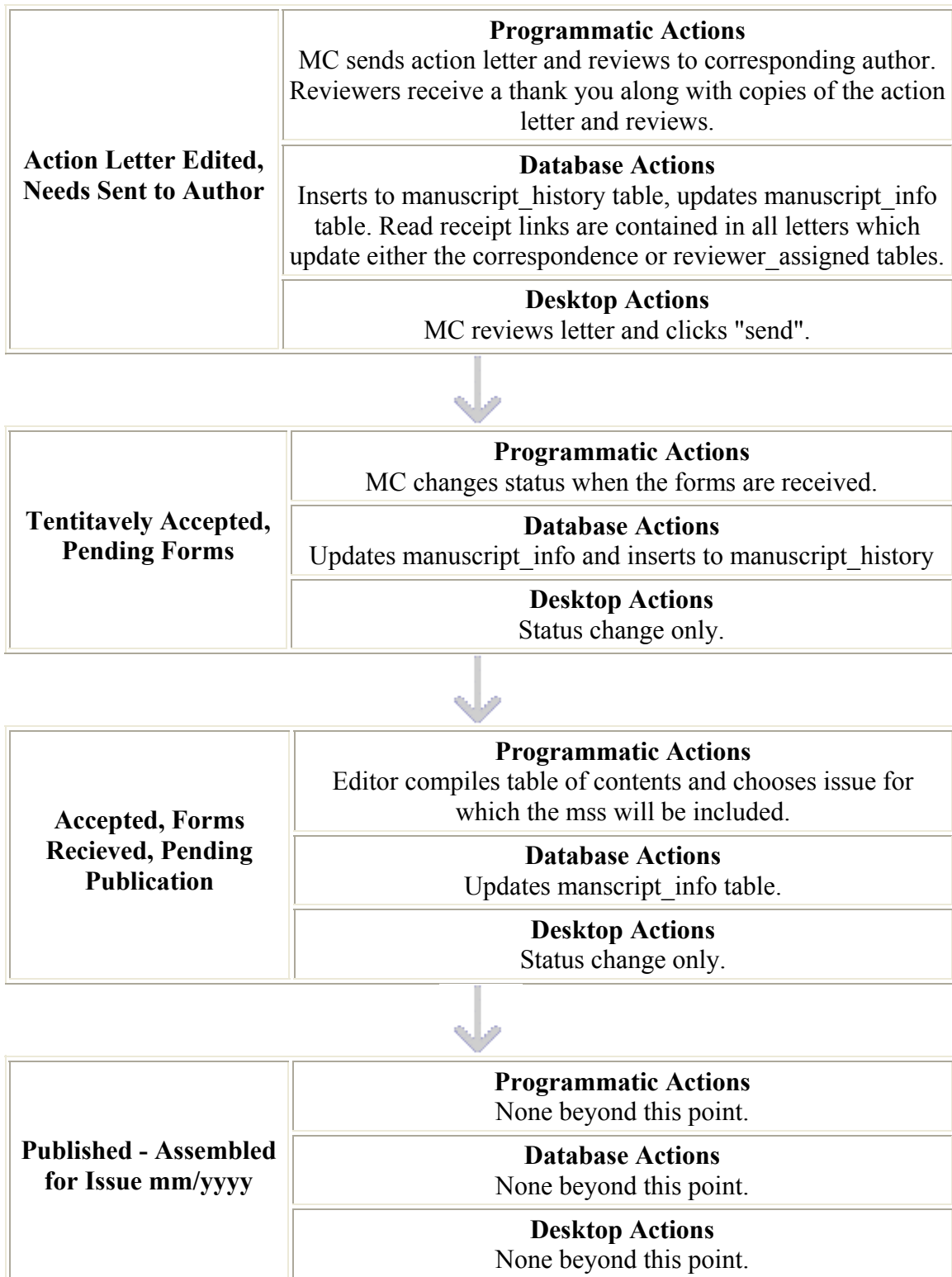


Reviews Returned, Needs Action Letter	Programmatic Actions AE inserts letter to correspondence table, often drawing on canned action letters.
	Database Actions Writes to manuscript_history file, updates current_status in manuscript_info table.
	Desktop Actions MS moves from working file of the AE to the working file of the editor.



Action Letter Drafted, Needs Editor Approval	Programmatic Actions editor approves, declines, and/or updates letter.
	Database Actions Updates correspondence table
	Desktop Actions If approved, ms moves to working file of MC. If declined, ms moves back to working file of AE s.v. "Reviews Returned, Needs Action Letter".





(SCROLL TO NEXT PAGE)

14. Step-by-Step Processing of a Manuscript (abridged)

The following exercise is intended to give an overview of the major functions of the JBO using the demonstration module.

- 1) Visit www.jbo.com and choose the "Submit a Manuscript to the Demo" link. Complete the form and submit.
- 2) Log into the MC's office at www.jbo.com using `admin/jbo` as the username and password.
- 3) View the manuscript file and cover letter via the links provided s.v. "New Submission/Needs Manuscript File Created." At this point the MC saves the file locally and removes any author-identifying information.
- 4) Click the "New" link corresponding to the ms s.v. "Add."
- 5) Click the "Add Author" button on the screen that follows and create an author record for yourself. (You may repeat to add more than one author, but be sure to add the corresponding author first.)
- 6) Click "Save Manuscript Information." One is now taken to the manuscript's information page.
- 7) Click on the "Upload Manuscript" link or choose the corresponding menu option s.v. "Other." Browse to the local file and click "Submit." At this point the ms is moved to the Working File of the Editor's desktop.
- 8) Exit the application using the link at the upper right and log back in using `editor/jbo` as the username and password. The ms will now appear s.v. "New File Created/Needs Action Editor Assigned." Click on the ms number to enter its ms info page.
- 9) Click on the "Assign Action Editor" link or follow the corresponding menu option.
- 10) Assign John Doe as the action editor. The ms will now appear near the bottom of John Doe's Working File display s.v. "Action Editor Office" and "Action Editor Assigned, Needs Desired Reviewers." Enter the manuscript's information page by clicking on the ms number.
- 11) Click on the "Reviewer Search" button or follow its corresponding menu option.
- 12) Submit a blank last name field for the "Search Reviewers by CEs and Ad Hocs" option to return a list of names.
- 13) Copy and paste one or more of the names into the textboxes on the left and click the "Send Information to Coordinator" button. The ms now moves to the coordinator's desktop working file.
- 14) Log out and re-enter the coordinator's office. The ms will now appear s.v. "Desired Reviewers Identified, Needs Requests Sent." Click on the ms number to enter its information page.
- 15) Scroll down and click on "View Reviewers in Separate Window" and then on "Assign/Request Reviewers," or follow the corresponding menu option.
- 16) Search on the last name of the desired reviewer or submit a blank form to return a list of all reviewers. Create a reviewer file for yourself using the Reviewer Functions → Add Reviewer to JBO menu option. Select the option "If this is the last reviewer to be assigned, check this box to change the manuscript's status to "Out for Review"" and click the Edit button.
- 17) The assigned editor's canned letter will appear with variables inserted for the ms title and number. Make any desired changes and click the Send button.

- 18) The review request letter should appear in your mailbox in a few moments. Click on the “Agree” link (optional) and then click on the link provided at which to submit the review. Fill in the form and submit.
- 19) The ms will now appear in the assigned editor’s desktop working file s.v. “Reviews Returned, Needs Action Letter.” Enter the manuscript’s information page and click on the Create Letter box or follow the corresponding menu option. Choose the letter type, enter a brief message and click “Submit.” The contents of any available canned letters can be copied from the bottom of the compose action letter screen. You will be directed to the desktop working file of the Editor (editor) s.v. “Action Letter Drafted, Needs Editor Approval.”
- 20) Enter the manuscript’s information page, scroll down and select the “Submit” button to approve the letter. The ms is now moved to the desktop working file of the MC.
- 21) Exit the editor’s office and enter that of the MC. The ms now appears s.v. “Action Letter Edited, Needs Sent to Author.” Enter the ms info page, scroll down, proofread the letter and click the “Send” button. The action letter is sent to the corresponding author and thank you letters are sent to the reviewers.

[END]