

# SCHOLARONE

## Quick Start Guide

### *Mini-track Chairs (AEs)*




This guide covers initial startup with ScholarOne to assigning reviewers to paper submissions.

## Getting Started with ScholarOne:

Point your browser to: <http://mc.manuscriptcentral.com/amcis2014>. To access the site, enter your user credentials.

Unsure of your password? Refer to the 'Password Help' option on the login screen:

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:   Go

Use the Password Help box located on the login screen for ScholarOne. For security reasons, ScholarOne will not send your current password. Instead, you will receive an email that provides instructions on resetting your password.

Upon logging into the site, you will find your welcome screen and any applicable role centers:

**Welcome** Welcome to the *AMCIS 2014 Manuscript Submission* site. The center links below indicate which "roles" you can currently perform. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

**NOTE:** If you are reviewer and you have not selected your preferred mini-tracks for review, click the "Edit Account" link in the upper right corner of the page, then go to Step 3 and complete this information.



[Author Center](#)



[Reviewer Center](#)



[Mini-track Chair Center](#)

## Featured Role Centers:

The **Mini-track Chair** (MCHR) centers allow editors to take actions such as assigning reviewers as well as tracking the progress of reviews. In most workflows, the MCHR selects and assigns reviewers.

Click on your MCHR center to get started.

### Assigning Papers for Review:

The MCHR center will show the manuscripts awaiting reviewer selection, reviewer assignment, reviewer scores, MCHR recommendation and finally, the completed papers count.

Use the MCHR center to assign papers to reviewers and to manage the review process:

1. Click the “Awaiting Reviewer Selection” option. This is where you will view papers that were recently submitted to your mini-track (fig. 1). If there is nothing in the queue, there is nothing for you to assign.

**Mini-track Chair Lists**

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

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**1 - Original Submissions**

- 1** [Awaiting Reviewer Selection](#)
- 0** Awaiting Reviewer Assignment
- 0** Awaiting Reviewer Scores
- 0** Awaiting Mini-Track Chair Recommendation
- 0** Paper Decisions Complete

[1. Begin the reviewer assignment process](#)

Because AMCIS suggests 2-3 reviewers per paper, you may see a manuscript in a few different queues in the List section of your dashboard. This is because the same paper is in different stages with each respective reviewer.


2. From this point, you will want to “Take Action” as listed in the third column.

Awaiting Reviewer Selection				Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
AMCIS- [redacted]-2014	[redacted] <a href="#">[View Submission]</a>	06-Jan-2014	MCHR: [redacted] TCCHR: [redacted] TCHR: [redacted]  • Select Reviewers <i>0 active selections; 0 assigned; 0 returned</i>	<input checked="" type="checkbox"/>
Paper	[redacted]			

[Export to CSV](#) Manuscripts 1-1 of 1

2. Take Action

- The next steps will show how to search and assign reviewers. Fig. 3 illustrates that there are not any reviewers to this particular paper:



Reviewer List				
Order	Name	Status	History	Remove
General Reviewer				
No one has been added yet.				

3. No reviewers indicated yet

- There are a number of options to use to locate a reviewer. Search using whichever option you prefer; search results will then display.



Results - <a href="#">New Search</a> - <a href="#">Modify Search</a> - <a href="#">Change Sort</a>				
Search Criteria: First (Given) or Last (Family) Name = "reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input type="checkbox"/>

4. Click the magnifying glass for more information on the reviewer



Results - <a href="#">New Search</a> - <a href="#">Modify Search</a> - <a href="#">Change Sort</a>				
Search Criteria: First (Given) or Last (Family) Name = "reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input checked="" type="checkbox"/>

[New Search](#) [Modify Search](#) [+ Add](#) [+ Add and Next Page](#)

5. Add a reviewer

- Once you have located the reviewer(s), click the "Add" checkbox at the far right and then click the "+ Add" button near the bottom.

6. Once you have located all reviewers for the manuscript, their names will appear in the Reviewer List with the option to assign. By clicking on the “Assign” option, an editable email will open and you may send an email message via ScholarOne to the reviewers.

The email that the reviewer receives will provide directions on completing the review and score sheet.

7. During this time, monitor the process to ensure that reviewers are accepting and that reviews are coming in on time. To send the reviewer(s) reminder messages, access the account information tab of the Person Details.

It is **crucial** that minitrack chairs monitor the acceptance of review invitations as each paper requires at least two reviewers. If reviewers decline the invitation (or do not even acknowledge the invitation), add other reviewers to the paper.

Person Details

A summary of the account appears below. To send the user an e-mail, click on their name. You may also enter comments about the user or view their information via the PubMed database. If you are viewing this account via the user search, you may also send the user their login information.

Account Information AU History REV History

Reviewer, Rosalita : Account Information

Full Name: Rosalita Reviewer  
User ID: RosalitaReviewer@fakemail.com  
ID #: 32512254  
Primary affiliation: Old Dominion  
Botany  
United States  
Phone: 555-555-5555  
Primary E-Mail Address: RosalitaReviewer@fakemail.com  
Secondary E-Mail Address:  
Person Designations:  
Roles: Author, Reviewer  
External Links: Click [here](#) to view author information on PubMed

Baker, Gwen

Save

Send a Reminder E-Mail to this Reviewer

E-Mail Template to Use: Select... Send

Grant an Extension:

Due date for Reviewers Score: 26-Sep-2013 Go

7. Send reminder messages

8. Once the required number of reviews has been returned, they will display for a recommendation.

To make your recommendation to the TCHR (EIC in some cases), you will need to choose a recommendation and enter any applicable comments to the TCHR and comments to the author.

## ScholarOne: Quick Start Guide for Mini-track Chairs (MCHRs)

AE Recommends	
<input type="radio"/>	Accept
<input type="radio"/>	Minor Revision
<input type="radio"/>	Major Revision
<input type="radio"/>	Reject & Resubmit
<input type="radio"/>	Reject

Comments
Confidential Comments to the EIC
<input type="text"/>
Comments to the Author
<input type="text"/>

Attach a File	Files attached
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>	No files have been uploaded.

<input checked="" type="checkbox"/> Save as Draft	<input checked="" type="checkbox"/> Submit
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### 8. Making a recommendation

At this time, the TCHR will make their final recommendations to render a decision to the author.

*Thank you for using this help guide. For any questions related to the review process, please email [amcis.savannah@gmail.com](mailto:amcis.savannah@gmail.com).*