Conference Editors’ Guide

Accessing Editors’ Tools from the My Account Page:

Log in to Trace:
1. Go to http://trace.tennessee.edu
2. From the homepage, select My Account from the left-hand menu, and enter your NetID and password.

Depending on your particular editor privileges, you may or may not have access to some of the below tools:

- **Manage Submissions**: Access to submissions already in the system. Depending on specific privileges, this includes handling peer review, editorial decisions, revisions, and publishing.
- **Upload**: Allows you to upload submissions to your journal. This can be an article of your own or an article you are submitting on behalf of someone else (see page 7). **Note**: new versions of existing articles are uploaded using Manage Submissions, not Upload.
- **Reports**: Displays usage reports for how many people have downloaded articles, viewed article web pages, or run searches in your publication.
- **Configuration**: Various settings establishing the journal’s workflow, policies related to reviewers, editorial access permissions, and tools to create new volumes or issues.

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**Editor Tools on My Account Page**
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Conference Proceedings Lifecycle

Conferences in Trace generally include the following steps:

1. **Submission**: Author or editor submits a proposal.
2. **Review**: Editor assigns one or more reviewers to a proposal; reviewers submit their decision.
3. **Editorial Process**: Editors issue acceptance/rejection decisions to presenters.
4. **Revision**: Authors and editors can revise any part of a submission prior to publication.
5. **Publication**: Editors post final conference papers and/or presentations to the live Trace site.

The following sections describe proceedings for these steps in the conference lifecycle.
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Submission

Note on e-mail notifications: By default, authors will receive email notification of the automatic PDF conversions of any proposals uploaded by a journal editor on their behalf. Further, authors will receive automatic email notifications if an editor revises proposals on their behalf. Contact the Trace Liaison to disable these automatic notifications sent to authors.

Author Submits a Proposal

See “EdiKit Guide: Digital Commons Journals,” p. 5-6 for instructions on how presenters can submit proposals. Authors: see submission instructions and submission agreement before entering information.

Editor Submits a Proposal

To submit proposals for an author or to upload your own content to be placed in an issue:

1. Log into your My Account page.
2. In the Editor Tools section, click Upload.
3. You will need to enter the author information, the article full-text, and any other article information as described in the previous section.
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Review
If the conference will review proposals, then assign reviewers to review propos-

To View Submitted Proposals
1. Log into your My Account page.
2. In the Editor Tools section, click Manage Proposals.
3. The default screen shows a list of unpublished proposals. Choose options from the State drop-down menu to view published or reviewed proposals.

To Send Email Requests to Reviewers
After building a list of suggested reviewers (p. 12-13), you can request reviews from some or all of them:

1. Navigate to the proposal’s Reviewers page.
2. Click the request link next to the reviewer’s name.
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3. The web page changes to display the message that will be emailed to the potential reviewer. The email describes review deadlines and the review due date, and provides a link to a page where the reviewer either accepts or declines to review. If desired, you can modify the text of the email to include a personal note.

4. Above the message, you can adjust the review due date. You may specify a day or the number of days after committing that the review will be due.

5. Click Send.

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<tr>
<td>#1 Rachel Reviewer</td>
<td>requested: Yesterday 12:23 PM PDT</td>
<td>history</td>
<td>re-request, withdraw request, commit for reviewer, decline for reviewer</td>
</tr>
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Editorial Process

Once you have received the reviewers' comments, you can register an editorial decision.

To Register Decision on a Proposal:

1. In the Editor Tools section, click Manage Proposals.
2. From the drop-down menu State, choose “All” to view all proposals.
3. Click on an individual submission to view its details page and click on Register Decision in the left-hand sidebar.
4. Select the appropriate decision from the drop-down menu:
   - Accept Submission: Article is accepted for publication exactly as is (i.e., no revisions necessary).
   - Accept Submission with minor revisions: Article is accepted for publication with minor revisions as requested by the editor. The requested revisions may be included either in the body of the acceptance message or in an attached file (such as a tracked-changes version of the native MS Word file).
   - Major Revisions required for acceptance: Article is not suitable for publication without major content revisions. The author is invited to make changes and submit a revision. Select this option if revisions may require another round of peer review.
   - Reject Submission: Article is not worthy of publication in the journal. Rejected proposals are immediately removed from the ‘Not Yet Published’ list on the Manage Submissions page. (Rejected proposals can always be found by filtering the Manage Submissions page to display proposals in the ‘Rejected’ state.)

For each decision selected, a draft decision letter addressed to the author will appear, which you can modify before clicking Send. When appropriate, the message provides instructions for how the author should submit a revision. If you accept the proposal, the author will automatically receive the journal’s style guidelines via a link in the acceptance letter, as well as a second follow-up email detailing the journal’s publication formatting requirements.
5. Modify the decision letter. Be sure to include any important information regarding referee reports and/or suggested or required revisions. **Note:** You have the option to copy the reviewer(s) on this letter. Please be mindful of whether or not you can unveil the author’s identity to the reviewer(s) in the body of the letter. If not, you can either omit any reference to the author by name, or simply do not send a copy to the reviewers. The salutation is not sent to reviewers in double-blind journals, so the authors’ names can safely be included in the salutation.
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6. To attach additional files to your decision letter, click Browse (or Choose File on Macs) to locate and select the desired file. Click the plus (+) button to upload multiple attachments as necessary. Click the corresponding minus (-) button to delete an attachment. Further, at the bottom of the default text, the “ATTACHMENT LINK” placeholder will link to any attached files once the email is sent. Do not delete this placeholder as you modify the message. **Note:** It is not necessary to attach the full-text proposal or referee reports to the decision letter—these will be available to the author through their account.

7. Click Register Decision to send the letter and formally register your editorial decision in Edikit.

8. Once a decision is registered, any referee reports will automatically be made available to the authors (unless they have been marked as “hidden” on the Reviewers page.) To disable this option, please contact the Trace Liaison.
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Revision
Authors and editors are permitted to revise any part of a submission prior to publication.

Author Revisions
For authors to revise submissions:

1. Visit their My Account page, click on the title of the submission, and click Revise Submission on the resulting details page.
2. There is a free-text field at the bottom of the revision form. Authors are encouraged to use this field to notify the editor of the reason for the revision.
3. If an author submits a new cover letter with a revision, it will display beside the heading ‘Most recent cover letter’ on the Submission Details page within EdiKit. Previous cover letters are archived and will always be available on the View Revisions page (see the following section).

Editor Revisions
Similarly, editors have a Revise Submission link in the left-hand sidebar of Submission Details pages within EdiKit. This feature displays a form with the proposal’s current information, which may be revised as needed. The Revise Submission form is very similar to the initial submission form (see p. 7 in the “EdiKit Guide”); however, to revise a proposal you can modify only the necessary elements—other items in the form should be left untouched.

It is very helpful to include a brief but descriptive statement in the ‘Reason for update’ field at the bottom of the form (e.g., “Adding co-author”). Note: If only the metadata is being altered, with no changes made to the full text file, there is no need to upload the original proposal again.

Locking Proposals
Editors always have the ability to “lock” a proposal so that authors cannot submit further revisions. This feature is primarily used when an author submits—or continues to submit—multiple revisions that interfere with the review process.
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To lock a proposal:
1. Select ‘Yes’ from the “Locked by Editor” drop-down option on the Submission Details page.
2. After locking, authors will still have access to their proposal; however, the Re-vise Submission option on their Submission Details page will not be selectable.
3. Editors may revise locked unpublished proposals at any time.
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Publishing
Your journal can publish either incrementally (publishing each article as soon as it is ready) or by closing issues (waiting until every article in the issue is ready, and then publishing them all at once). You may choose either method by using the “Publishing Articles” setting on the Configuration page.

Publishing Proposals Incrementally
When you are ready to publish a proposal, you need to place it in the appropriate issue and update the site to make the proposal accessible to readers.

To publish a proposal:
1. In the Editor Tools section, click Manage Proposals.
2. From the drop-down menu State, choose “All” to view all proposals.
3. Click on an individual submission to view its details page.
4. Click Publish in the left-hand sidebar.
5. Select a location from the list of available issues and click Continue.
6. The proposal will be assigned the next sequential article number by default. Click Publish.
7. Click Update site in the left-hand sidebar to make the published proposal visible on your journal’s website. (The Update command will also appear beside the confirmation of publication after clicking Publish.)

After a proposal is published, it will only be listed on the Manage Submissions page when filtering for ‘All’ or ‘Published’ proposals. Authors will be notified automatically via email when their proposal is available on the journal’s website (i.e., after the site has been updated).

Publishing Proposals by Closing Issues
When you are ready to publish an issue, you need to assign each proposal to that issue, then close the issue.
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To place a proposal into an issue:
1. In the Editor Tools section, click Manage Proposals.
2. Click Issue Assignment in the sidebar.
3. Choose an open issue and click Assign.

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**Assigning a Proposal to an Issue**
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To close an issue:
1. Go to the Manage Proposals page and click View/Close issue. Select the radio button next to the issue and click Continue.
2. You will be shown the proposals currently assigned to that issue, in the order they will be displayed.
3. If everything is in the correct order and there are no proposals missing from the issue, click Close issue. If the proposals are not in the correct order, or if there are other proposals that you would still like to add to the issue, use the link in “Click here to edit this issue” instead.

**Note:** Once an issue is closed, the articles within it cannot be reordered, and new articles cannot be added. Please double-check the articles very carefully before closing an issue. You will, however, still be able to adjust the metadata and full-text of each individual article. If you close an issue and need to reorder the articles or add new ones, please contact the Trace Liaison.

To preview the site before publication:
1. Click Preview Proposal in the left-hand sidebar of the Proposal Details page to see what the article’s web page would look like if live.

Contacts:

**Trace**—trace@utk.edu
**Trace Administrator**—Seth Jordan, sjordan@utk.edu
**Associate Dean for Scholarly Communication & Research Services** - Holly Mercer, hollymercer@utk.edu

For further information on a particular topic, you may contact the appropriate librarian liaison from the following page: Subject Liaison Librarian