

Instructions for Manuscript Editors

When a new paper is submitted, the editorial office first checks that the basic format is correct; if necessary returns it to authors for correction, and then assigns it to the MS editor. A detailed format check (quality of figures, etc) will be done by the editorial office after the paper's acceptance, before the paper is sent to production.

The MS editor invites reviewers and then makes a decision based on those reviews along with his/her own judgement of the paper.

How to access and proceed with a paper that has been assigned to you as MS editor:

- Go to <http://mc.manuscriptcentral.com/tdwt> and log in with your email address and password
- Go to your "Manuscript Editor Centre"
- Under "Manuscript Editor List" papers in your care are listed according to the next step that needs to be taken
- Click the box under "Take Action" and detailed information on the paper shows up, such as reviewers invited and their reviews and recommendations
- To view the paper you can either click on "HTML", "PDF" (preferred), "Original Files", etc.

Inviting reviewers:

"Select Reviewer" (top right)

Options for choosing reviewers:

- 1) Check the "Reviewer Locator" for suitable reviewers, click on "Add", send letters
- 2) Check on "External Searches": select keywords and click "Web of Science" to search for related papers
- 3) View paper by clicking "PDF" and search list of references for newer refs. Paste title in "External Searches" and click "Web of Science" to look for author email
- 4) Under "Manuscript Information", see author preferred reviewers
- 5) Search reviewer database for keywords under "Advanced Search"

To add reviewer to Reviewer List:

Use "Create Reviewer Account" to search and enter reviewer name & email. If a reviewer has already an account, just accept. If not yet, a letter with account creation to reviewer pops up, modify if necessary and send.

When reviewers listed on "Reviewer List" they still need to be invited:

Click on "Invite" and customize the letter if needed, and send.

Inviting reviewers for REVISIONS:

Check their initial comments first and decide if they indeed need to see the revision or not. If they had offered to see the revision, they will pop-up in the Reviewer list of the revision, when you click "Invite Reviewers".

Reminders:

The system sends an automatic email reminder after 21 days to reviewers who accepted, can be seen under "Audit Trail", click on the letter icon and see the letter. A second automatic reminder is sent 10 days later. Further reminders need to be sent manually.

Invited reviewers who have not responded at all, receive 2 automatic reminder invitations, and these can be seen under "Awaiting Reviewer Scores", "view full history".

Making decision:

MS editor will receive a notification from the system when 2 reviews have been received for a paper. If only 1 review is needed, change "# reviews required to make selection" to 1 and save.

Click "Make Decision" if ready, select Accept, Revision, Reject, click "Commit Decision", and "Decision letter template" pops up, including reviewer comments at the bottom (check these comments, they can be modified, if something is not appropriate). Check the letter and change if necessary (but keep the part with the link and the instructions on how to submit revision). Send

If reviewer uploaded a review file, make sure to select and attach it to the decision letter (read it first, sometimes it's just a duplicate of the comments in the form and does not need to be attached).

When reviewers recommend to reject a paper and provide useful comments to the authors, we usually prefer to give the authors a chance to revise their paper and decide on major revision instead of rejection. Sometimes of course it just has to be a rejection, for example if the paper lacks novelty.

Please feel free to contact us any time if you have questions. You can email us from within the system by clicking on "EO: Trauffer, Suzanne"

Thank you very much for your help and cooperation.

**DWT editorial office
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