

## **Editor decision:**

- 1. Accept submission:** then the next step is to designate a version of the submission to go to Copyediting on the Editing page, from among the Editor and Author versions. The default Editor Version is simply the Review Version, and the Section Editor can make changes to this version — restoring the author's name, for example — and upload it as suitable to go to Copyediting.
- 2. Revision required:** then after being satisfied by the Author Version uploaded by the Author, make a second decision to Accept.
- 3. Resubmit for review:** The Section Editor can initiate a second round of reviews for a submission. The Section Editor records Resubmit for Review as the Decision. The Section Editor then emails the Author of this (as the Author cannot see the Decision) and includes an outline of what needs to be done with the submission prior to resubmitting it for review. When the Author re-submits a version for review, it appears under Author Version, and the Section Editor designates it for resubmission. It then becomes the Review Version for Round 2 (and should again be checked for anonymity, and if need be, uploaded again under Review Version). The Reviewers from Round 1 will still be in place, although their reviews and recommendations will have been cleared and placed under "Regrets, Cancel, and Earlier Rounds of this Submission." The Section Editor can activate the request for each of the Reviewers from Round 1 by clicking on the email icon under Request, or the Section Editor can use Clear Reviewer and select another Reviewer for Round 2. The Editor/Author Correspondence for Round 1 is also placed under "Regrets, Cancels, & Previous Rounds" of this Submission, where the Section Editor can review it as needed.
- 4. Decline submission:** the submission moves to the Archives list, with its status recorded as Declined.