How to Desk Reject a Paper

Log into your Editor Main Menu and go to New Assignments.

- My Pending Assignments (2):
  - New Assignments (1)
  - Submissions with Required Reviews (0)
  - Submissions Requiring Additional Reviews (0)
  - Submissions with One or More Last Minute Submissions (0)
- Reviews In Progress (0)
- Reviewers Invited - No Response (0)
- Submissions Under Review (0)

Only papers in the "New Assignments" folder are eligible for Desk Rejection (Rejection without Review).

- Action
- Manuscript Number
  - View Submission Details
  - History
  - File Inventory
  - Assign Editor
  - Unassign Editor
  - Invite Reviewers
  - Submit Editor's Decision
  - Send E-mail

Take a look at the Details page to see the paper abstract and other information.
Once you have looked at the Abstract and determined that it does belong with your committee, but either falls under the Criteria for Desk Rejection or is otherwise not up to the standards for review, close the Details window.

Click on “Submit Editor’s Decision and Comments” to begin the Desk Rejection process.
In the decision dropdown, select “Desk Reject” and then scroll down to the “Comments to Author” text box.

You must include the reason why you are rejecting the paper without review for the authors, so that they have some feedback.

Once you have entered this information, scroll back up and press the “Proceed” button.
The next page gives you a summary of the information you entered on the previous page. If you need to make any changes, press “Back”. Otherwise, press “Proceed.”

After entering your reasoning for desk rejection, scroll back up and press “Proceed.”

This screen allows you to preview the information from the previous screen.
You can click “Back” if you need to make any changes.
Otherwise, press “Proceed” to continue.
The next screen allows you to look at the full letter that will go out to the authors. Look it over, make sure everything appears as you want, and then press “Send Now.” This will send the decision to the authors and close the paper in the system.

From here, you can return to your main menu and continue processing papers.