How to Submit Your Recommendation

Log in to your Editor Main Menu.

Editor 'To-Do' List

- My Pending Assignments (1)
  - New Assignments (0)
  - Submissions with Required Reviews Complete (1)
  - Submissions Requiring Additional Reviews (0)
  - Submissions with One or More Late Reviews (0)
- Reviews in Progress (3)
  - Reviewers Invited - No Response (1)
  - Submissions Under Review (3)

Click here to see all of your papers with the required reviews complete.

Click on "Submit Editor's Decision and Comments"
Select your recommendation term from this drop-down menu.

View Manuscript Rating & Question Responses

See Reviewer Names and Recommendations

<table>
<thead>
<tr>
<th>Original Submission</th>
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<td>Assigned - No Decision</td>
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Author Decision Letter

(Author)
These are the decisions that Paper Review Coordinators will see.
Accept For Presentation - used for Presentation papers or papers submitted for Presentation and Publication that the PRC does NOT think should be sent to the Editorial Board for further Publication review.

Accept for Presentation & Editorial Board Review - used ONLY for Presentation and Publication papers that the PRC believes should go to the Editorial Board for further review for Publication.
Confidential Comments to Editor

Please give a frank account of the strengths and weaknesses of the article:

Reviewer Comments to the Editor appear in this comment box. For the Confidential Comments to Editor, the reviewer name appears next to their comments. You can also place comments here for your SPO, if you like.

Comments to Author

The reviewer comments to the author appear here. Each reviewer is identified by a number (Reviewer #1, Reviewer #2, etc.) If you wish to make comments to the authors, you may enter them in this box.
Proceed when you are ready to submit your recommendation.

The next page gives a summary of the comments on the previous page.

This screen gives you a summary of the information from the previous screen. Proceed when ready to submit.
This next screen will allow you to edit the recommendation letter before it goes to the SPO. (Those of you in an Editor Chain, the draft letter/decision will go to the SPO above you in the chain.) There is a draft template in place, so you can add any additional text as needed.

When done, you can “Preview Letter” and then “Submit Decision with Draft Letter.”

When complete, you will get an acknowledgment screen like this. You can then move on to the next paper or back to the main menu.