Quick Guide: Assigning Papers

1. Log into Editorial Manager and select Main Menu in the top left corner. Click on New Assignments:

2. Under Action Links, click Details...

3. ...to view the Abstract, Classification Matches, and Submission Flags:

4. When you are ready to assign a Review Coordinator, return to your Action Page to select Assign Editor from Action Links:

5. Click the down arrow to sort by Classification:

6. Review Coordinators with the most matches will appear at the top of your list:

7. Select the name you want and then Send Default Letters to assign the paper with no email being sent:

8. Paper is assigned!

= Check MS Notes—Paper has been traded

= Burgraff eligible

= Response to Call for Papers