QUICK GUIDE: Sending an Inappropriate Paper Back to Your SPO

1. From your Main Menu, click New Assignments:

2. Choose a paper and select the Details Action Link:
3. You can view the Abstract, Classification Matches, and Submission Flags:

Not a good fit? Check the Manuscript Notes box and write a note to your SPO:
5. Close Details window, Action Link, and select Unassign Editor:

6. Click on the Trash Symbol...

Confirm removal:

7. Select Confirm Selections and Send Default Letters (default is set to no letter); The paper will be removed from your folder: