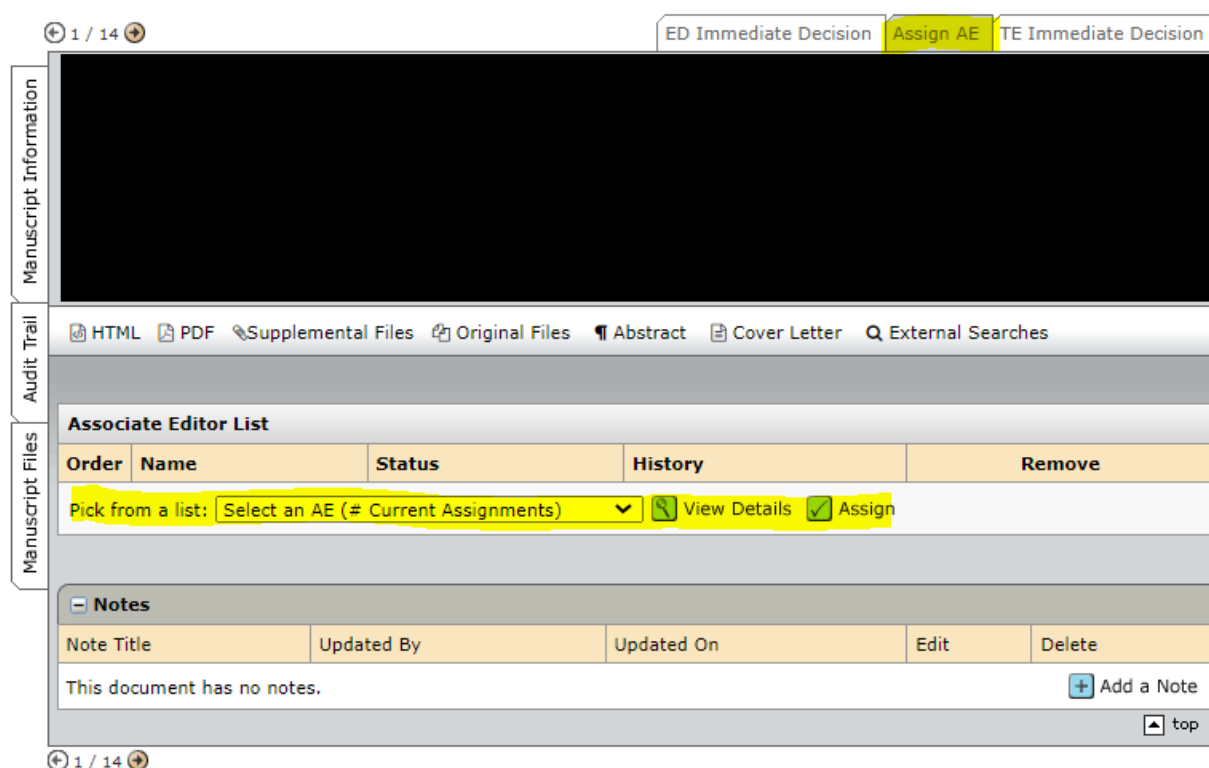


Assigning or Re-Assigning Editors

Assigning Editors

When a paper enters the “Editor assign TE” or “TE assign AE” stages, the editor or technical editor (TE) will need to assign the paper to the next person down on the editorial chain. To assign a new editor, open up the paper from the appropriate category in your editor or TE dashboard, and navigate to the “assign TE” or “assign AE” tab. From there, choose the appropriate editor from the dropdown list and hit “save.”

If the technical or associate editor you want to assign is not on the list, first check to see if they are an author on the paper. Authors cannot be assigned as technical or associate editors on their own papers. If they are not an author and are not on the list, email the admin to confirm that person is still on the board and has the appropriate permissions.



1 / 14

ED Immediate Decision **Assign AE** TE Immediate Decision

Manuscript Information

Audit Trail

Manuscript Files

HTML PDF Supplemental Files Original Files Abstract Cover Letter External Searches

Associate Editor List

Order	Name	Status	History	Remove
Pick from a list:	Select an AE (# Current Assignments)		View Details	Assign

Notes

Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

+ Add a Note

1 / 14

top

Re-Assigning Editors

In some cases, an editor may not be able to serve as the editor on a manuscript. The most common reasons for this include:

Agronomy Journal | Crop Science | Soil Science Society of America Journal
 Agriculture & Environmental Letters | Agrosystems, Geosciences & Environment | The Plant Genome | The Plant Phenome Journal
 Urban Agriculture & Regional Food Systems | Vadose Zone Journal | Crop, Forage & Turfgrass Management
 Journal of Environmental Quality | Journal of Plant Registrations | Natural Sciences Education

- Authorship on the paper
- Conflicts of interest
- Inability to take on additional papers or editorial work
- Lack of expertise on the subject



Please note that once an editor has been assigned, there is not a way to remove them, only replace them. The replacement process is dependent on the type of editor that is being replaced.

Replacing Editors

To replace an editor, please contact headquarters staff at manuscripts@sciencesocieties.org. Please include the manuscript id, the editor to remove, and who should serve as editor instead. In most cases, it is appropriate to have the editor-in-chief (EIC) serve as the replacement editor, though in some cases, a TE may be used. The new editor will need to give their consent before being assigned. If you have this when you send your email, that is helpful, but not necessary.



Replacing TEs

If a TE needs to be replaced, the editor may make this change from the manuscript information tab. To do so, scroll down until you see the “Technical Editor List.” There will be a link to “assign a different person.” This will open up a dropdown menu or window where you can then choose the replacement editor. Hit assign or save to confirm the change.

Technical Editor List				
Order	Name	Status	History	Remove
	 Morrison, Abby (assign a different person)	Assigned (10-Mar-2022)		

Replacing AEs

If an AE needs to be replaced, the editor or TE may make this change from the manuscript information tab. To do so, scroll down until you see the “Associate Editor List.” There will be a link to “assign a different person.” This will open up a dropdown menu or window where you can then choose the replacement editor. Hit assign or save to confirm the change.

Associate Editor List				
Order	Name	Status	History	Remove
	 Morrison, Abby (assign a different person)	Assigned (10-Mar-2022)		

If you are the person who needs to be removed, please let your editor or TE know.