

## Editor's Quick Workflow Guide

In general, all journal workflows will include the following steps:<sup>1</sup>

1. Screen incoming manuscripts (*New Submissions Requiring Assignment* / *Revised Submissions Requiring Assignment* -> View Submission [=PDF], File Inventory [ms source files], Details and History [information about manuscript])
2. Send Back To Author in case of technical problems such as style, language, etc. problems. [step may be skipped]
3. Assign Editor: send ms to yourself or to other editor for handling [required step even if you are the only editor of the journal!]
4. Send for review (*New Assignments* -> Invite Reviewers) [step may be skipped]
5. Send to Copy Editor (Assign Editor; always needs to be done BEFORE final acceptance in EM) [step may be skipped]
6. If ms is to be accepted and you wish to make further changes to the ms yourself, download ms (File Inventory), edit and upload edited version back into EM (Edit Submission)
7. Take decision (Submit Editor's Decision and Comments)
8. Send decision letter to author (either this is part of Submit Editor's Decision and Comments process or you need to use Notify Author to do this if sending the decision letter to the author is part of your tasks)
9. If accepted/rejected, Set Final Disposition (this is where you forward the accepted mss to the production editor)

It simply depends on your editorial role (and as a result, your permissions in the system), which of the steps apply specifically for you. You should have received a detailed workflow document describing all possible steps that apply for your journal and for your editorial role. If you do not have this workflow document, please feel free to request a copy from our EM Support team ([EM@brill.com](mailto:EM@brill.com)) quoting the title (and/or acronym) of the journal and your editorial role.

Detailed information about EM and how it all works in practice, can be found in our Editor's Manual (click [here](#)). See also our online support page ([here](#)) for video tutorials and Frequently Asked Questions.

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<sup>1</sup> Underlined text in italics refers to links in your editorial main menu. Underlined text in Roman refers to action links available for the individual manuscript. All workflow steps are available for both new and revised submissions.