Website and Contact Information:

Website: [http://www.editorialmanager.com/tappi/default.aspx](http://www.editorialmanager.com/tappi/default.aspx)


Support: Main- [tjournal@tappi.org](mailto:tjournal@tappi.org)

Submission/Publication Inquiries, EBM Inquiries-

Monica Shaw, TAPPI Journal Editorial Director: [mshaw88@bellsouth.net](mailto:mshaw88@bellsouth.net)

Submission/Editor Assignment Assist, Site Navigation Assist-

Shayne Nicholas, TAPPI PRESS Coordinator: [snicholas@tappi.org](mailto:snicholas@tappi.org)

General Inquiries-

Jana Jensen, TAPPI PRESS Manager: [jjensen@tappi.org](mailto:jjensen@tappi.org)
Logging on to PeerTrack Site

(*New to the Editorial Board? Submit a request to mshaw68@bellsouth.net so that our PeerTrack team can create your EBM account.)

2. Enter your Username and Password, then click “Editor Login”

Once logged in, you will see your “To-Do” List. Please see the next page to view the Editorial Board Member Main Menu and a description of each Action Link.
Editorial Board Member Main Menu

TAPPI Manuscript Submission & Peer Review

Editor "To-Do" List

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

Submissions with Decisions

- My Assignments with Decision (0)
- My Assignments with Final Disposition (0)

Administrative Functions

- Register New User
- Send Reminder Letters

Any submission, or revised submission, that you have been invited to handle. You will need to Agree or Decline to handle the submission.

Any submission, or revised submission, that has been assigned to you. You can assign subordinate Editors, invite Reviewers or make a decision on manuscripts.

Any submission or revised submission where all required reviews have been submitted, a subordinate Editor has made a Decision, and/or the Editor began a Decision and saved it to submit later.

Any submission that has fewer than the Required Number of Reviewers invited and/or assigned.

Any submission with Reviewers assigned to them that accepted the invitation to, but have yet to submit the Review.
ACCEPTING A “HANDLE AS EDITOR” INVITATION

1. When you are invited to act as Editor, you will receive the following Notification via email:

   Please handle this manuscript as an Editor

   Inbox

   TAPPI Journal <em@editorialmanager.com>
   Reference: No. TAPPI-D-18-00008
   Demo Submission for New TJ Guides
   Mrs. Shayne Anastasia Nicholas
   TAPPI Journal

   Dear [Name],

   You are invited to take on the above assignment as an Editor. Please log in as an editor to view the details and PDF. Then please agree or decline this assignment.

   Click on this link to access the submission:
   https://tappi.editorialmanager.com/ljv/s2017&l=8LBERNEOV

2. Click the link within the email. Then, on the Manuscript’s page, click “Action Links”

3. Select one of the following options: View Submission, Yes I will take this Assignment, No I will not take Assignment, or Send Email
3a. If clicking “No I will not take Assignment,” Complete the following question, then click “Submit”

3b. If clicking “Yes I will take this Assignment,” you will receive the following message-

You will also receive the following Notification via email-

Editor agrees to handle TAPPI-D-18-00008 ✅  Inbox ✗

TAPPI Journal <em@editorialmanager.com>

to me ✗

Ref.: Ms. No. TAPPI-D-18-00008
Demo Submission for New TJ Guides
TAPPI Journal

Dear Shayne Nicholas,

Shayne Nicholas has agreed to take on this assignment.

Regards,
4. Now that the Editor Invitation has been accepted, the Manuscript will be automatically moved to the “New Assignments” folder.

5. To access the Manuscript, click the “New Assignments” link, then click “Action Links”.

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Article Type</th>
<th>Article Title</th>
<th>Author Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Links</td>
<td>TAPPI-D-18-00008</td>
<td>Original Article</td>
<td>Demo Submission for New TJ Guides</td>
<td>Shayne</td>
</tr>
</tbody>
</table>
6. The following Action Links are available:

INVITING REVIEWERS

7. After you have reviewed the manuscript, the next step is to Invite Reviewers. Click the “Invite Reviewers” link
8. Please see next page to view the Reviewer Selection Summary Page and a description of each Action Link.
9. From the search results, select the desired reviewer(s) by placing a √ in the Inv. (Invited) Column next to their name, then click “Proceed.”

10. Confirm the options selected for the desired user, such as Days to Review. TAPPI Journal’s default is 35 days, but you may change as you wish. Then click “Confirm Selections and Proceed”
Below are the details of the Reviewer Invitation Email:

From: Editor’s Email Address

To: Reviewer’s Email Address

Subject: TAPPI Journal- Reviewer Invitation for “Title of Manuscript”

Body:

Dear Reviewer’s Name,

    We would like you to review a manuscript for TAPPI Journal.

    We appreciate your time and using your expertise to review a paper entitled "Demo Submission for New TJ Guides" for this journal.

    This is the abstract:
    Demo Submission for New TJ Guides

    If you would like to review this paper, please click this link:  %ACCEPT_REVIEW_INVITATION% *

    If you do not wish to review this paper, please click this link:  %DECLINE_REVIEW_INVITATION% *

    If the above links do not work, please go to https://tappi.editorialmanager.com/. Your User Name is %USERNAME% and your password: %PASSWORD%.

    The manuscript reference is TAPPI-D-00-00000.

    You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed. We ask that peer reviews are completed within 30 days as timely reviews are paramount to the success of TAPPI Journal.

    We do understand if you would prefer to opt out, so please let us know if that is the case. Should you choose to remain a potential peer reviewer for upcoming papers, please white-list “edmgr.com” and “editorialmanager.com” to make sure you receive invitations from our online peer review system.

    TAPPI and the TAPPI Journal Editorial Board appreciate your participation and would welcome submissions from you as well. We also hope that you can share your expertise as a peer reviewer for TAPPI Journal going forward. You can find out more about the peer review process here- http://www.tappi.org/Publications-Standards/TAPPI-Journal/TAPPI-Journal-Peer-Review-Requirement/

*If clicking the link above does not open a browser window, your email program may have inserted some spaces and/or line markers into the link. Please open a browser window manually and copy and paste the entire link from the email into the URL address box. The link starts with the letters "http" and ends with the letters "rev=X" (where X represents a number such as 0, 1, 2, etc.) Note that the end of the link may be shown on a different line in this email, and may be shown in a different color than the beginning of the link. The entire link must be copied and pasted into the browser in order for the correct window to be displayed. After copying the link into the URL address box, you must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.

With kind regards,

[Editor’s Name]
[Editorial Board Member]
11. Once you’ve clicked “Confirm Selections and Proceed,” you will receive the following confirmation message, listing each invited Reviewer:

![Reviewer Selection Confirmation](image)

12. Select “Return to New Editor Assignments,” “Return to Main Menu,” or simply exit the site.

You will receive automated emails from PeerTrack as Peer Reviewers Accept/Decline the invitations, and/or Submit their Reviews. Please see the following three examples:

**Ref.**: Ms. No. TAPPI-D-18-00008  
Demo Submission for New TJ Guides  
Mrs. Shayne Anastasia Nicholas  
TAPPI Journal

**To**: Shayne Nicholas

**Subject**: Reviewer agrees to review TAPPI-D-18-00008

---

**Ref.**: Ms. No. TAPPI-D-18-00008  
Demo Submission for New TJ Guides  
Mrs. Shayne Anastasia Nicholas  
TAPPI Journal

**To**: Shayne Nicholas

**Subject**: Review has completed a review of TAPPI-D-18-00008

---

**Ref.**: Ms. No. TAPPI-D-18-00008  
Demo Submission for New TJ Guides  
Mrs. Shayne Anastasia Nicholas  
TAPPI Journal

**To**: Shayne Nicholas

**Subject**: The reviewer, Shayne Nicholas, has completed the review of this Manuscript.

[https://tappi.editorialmanager.com/](https://tappi.editorialmanager.com/)  
username: ShayneNicholas  
password: [https://tappi.editorialmanager.com/](https://tappi.editorialmanager.com/)Passw0rdL0G0N0LZ

Kind regards,
Ref.: Ms. No. TAPPI-D-18-00008
Demo Submission for New TJ Guides
Mrs. Shayne Anastasia Nicholas
TAPPI Journal

Dear Mrs. Shayne Nicholas,

All reviews for manuscript TAPPI-D-18-00008 have been submitted.

Click on this link to access the submission:
https://tappi-editorialmanager.com/1asp7i=33578&l=F01WEVTR

Kind regards,

13. To view the Reviewer’s comments and recommendations, please select “Submissions Under Review” from the Main Menu

14. Then Click “View Reviews and Comments”
15. To view Comments/Recommendations, click the hyperlink options under the Original Submission (or Revised Submission) column. (In this example, you would click “Accept”)

16. The reviewer’s comments will launch in a new window.
17. When finished, click “Save and Close.” Repeat steps until you have viewed each reviewer’s comments/recommendation. When finished, click “Close” to return to the submission.

18. Once you’ve had a chance to view the submission and reviewer comments, it is time to submit the Editor Comments and Decision to the journal office. From the Action Links column of the submission, Select “Submit Editor’s Decision and Comments”
19. On the “Editor Decision and Comments” page:
- From the Decision Drop-Down box, Select Accept, Minor Revision, Major Revision, or Reject
- Provide your ratings regarding the paper’s Subject, Information, and Conclusions
- In the “Confidential Comments to Editor” section, (1) respond to the Financial Conflict/Other Conflict question and (2) Notate the paper’s strengths and weaknesses
- Once complete, Select “Proceed”
20. On the following page, review your comments and decision. If you need to revise, Click “Back” or “Edit Decision.” If complete, Click “Proceed.”

<table>
<thead>
<tr>
<th>Draft Decision for Manuscript Number TAPPI-D-18-00008</th>
</tr>
</thead>
</table>

Decision: **Accept**

**Confidential Comments to Editor**

Is there a financial or other conflict of interest between your work and that of the authors?

**YES** ___ **NO** __

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

**Reviewer, MyTappiTest Acct:** demo submission

**Reviewer, Shayne Nicholas:** demo submission

**Comments to Author**

Reviewer #1: demo submission

Reviewer #2: demo submission

**Production Notes**

<table>
<thead>
<tr>
<th>Manuscript Rating Question</th>
<th>Scale</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>The subject addressed in this article is worthy of investigation.</td>
<td>[1-1]</td>
<td>1</td>
</tr>
<tr>
<td>The information presented was new.</td>
<td>[1-5]</td>
<td>1</td>
</tr>
<tr>
<td>The conclusions were supported by the data.</td>
<td>[1-10]</td>
<td>1</td>
</tr>
</tbody>
</table>

**Overall Manuscript Rating (1-100):** 0

Click “Proceed.”
21. Now, you will need to notify the Author by sending them an email via PeerTrack. Feel free to CC/BCC any add'l parties. You may also customize the body of the email. When ready to send, Click “Send Now.”
22. Next, you will be sent to the “Reviewer Notification Letters” page. You may choose to send an email via PeerTrack informing the reviewers of the Editor’s Decision.

Once complete, you will receive the following confirmation message:

**Notification Letters Confirmation**

The Author Notification Letter 'Your Submission' has been e-mailed to:
Shayne Anastasia Nicholas  snicholas@tappi.org

The Reviewer Notification Letter 'Reviewer Notification of Accept Decision' has been e-mailed to:
Mrs. MyTappiTest Acct
Mrs. Shayne Nicholas

23. If completing additional assignments, Click “Return to Submissions” or “Return to Main Menu” to access other assignments. If not, simply exit the site.

**CONGRATULATIONS! You have successfully completed an Editor Assignment.**
The submission will now be sent to the Journal Office’s “Submissions with Editor’s Decision” Folder for Final Disposition.
INSTRUCTIONS: HOW TO RESET YOUR PASSWORD

Website: http://www.editorialmanager.com/tappi/default.aspx

1. On the HOME Page, Select “Send Login Details”

2. On the ACCOUNT FINDER Page, Enter Your Email Address
3. Select “Reset and Send Login Details”

4. You will receive the following message:

5. You will receive the following automated email (containing your Username and Temporary Password). Follow its instructions to create a New Password/Login.