

Assignments and Activities of Topical Editors – Traditional Journals

The following text should serve members of the editorial board as a handbook for their editorial duties. It gives some general information on the work with the online editorial support system - the Copernicus Office Editor - and explains the process of appointing a topical editor for a manuscript as well as the different stages of the review process.

In case of questions please contact the Copernicus Publications Editorial Support by email (editorial@copernicus.org) or phone (+49-551-900339-40).

The Copernicus Office Editor

Copernicus Publications has established an innovative online editorial support system, the Copernicus Office Editor (CO Editor). This helps to minimise the time that a paper spends in review. Authors, editors and referees are informed by email about every step and any actions that should be undertaken during the review process. In addition to the online tools, the Copernicus Publications Editorial Support is always available to help and assist during the different steps and in case questions arise.

Access to the CO Editor as well as specific information about the review process of a journal can be found on the individual journal web pages under the menu item "Review". In addition, you can log in on the Copernicus Publications webpage: <http://publications.copernicus.org/>

In the CO Editor, every topical editor has a personalized manuscript overview where she/he can follow the review process of the manuscripts for which she/he is responsible. In addition, an archive with finalized papers is available.

On top of the personalized manuscript overview each topical editor has a list with to-dos. Additionally, all relevant action links can be found directly under each manuscript and in the system emails. A link to the MS Records is always available, independent from the status of the manuscript. The MS Records show all manuscript details as well as the history of the review process, including all emails that were sent out by the CO Editor.

Topical Editor Assignment

The CO Editor helps to automate the selection of topical editors and reviewers. Topical editors are selected based on their expertise and on a set of manuscript keywords supplied by the authors at manuscript registration. The authors need to choose at least one keyword which most closely describes the paper. If possible an additional second choice should be made.

After submission of a manuscript, the CO Editor contacts the topical editors whose subject areas match the first choice index terms. As soon as one of them agrees, she/he is assigned as the topical editor for this submission and receives the complete manuscript. The authors are informed accordingly.

If none of the initially addressed topical editors accepts the task within a few days, the CO Editor contacts topical editors whose subject areas match the second choice index terms. In case of another unsuccessful nomination, the request is extended to all members of the editorial board.

If none of the editorial board members is available to start the review process, the chief editors are asked to assign the manuscript to one of the topical editors.

States of the Review Process

This section should give you an overview of the different stages of a typical review process. The below states can also be found on your personalized manuscript overview and in the MS Records of each paper.

File Upload and File Validation

The authors are asked to upload their files which then undergo a technical check by the Copernicus Publications Editorial Support.

Topical Editor Assignment

The assignment of a topical editor is organized on a "First Come – First Served" basis. For further information on the assignment process, please read the section "Topical Editor Assignment".

Initial Topical Editor Decision

The topical editor evaluates whether the manuscript is within the scope of the journal and whether it meets a basic scientific quality. If yes, the editor starts the review process by nominating at least 2 referees.

Referee Acceptance and Reports

The referees are asked to participate in the review process and to evaluate the manuscript.

Topical Editor Decision

The topical editor can either directly accept or reject the paper. She/he can also request a major revision, if necessary.

MS Acceptance and Production File Upload

After the acceptance of the manuscript for publication, the authors are asked to upload all files required for the publication process.

Typesetting and Proof-Reading

The Copernicus Publications Production Team typesets the paper and sends it to the authors for proofreading.

Journal Publication

The paper is published in the journal and all people who participated in the review process are informed.

Additional Review States

In addition to the typical states, which a manuscript undergoes during its peer-review process, the following states can be reached under specific conditions.

Topical Editor Assignment by Chief Editor

If the former topical editor is not available anymore, the chief editors are asked to assign the paper to another member of the editorial board. They can also reassign the paper to the former topical editor.

MS Rejected

If the topical editor decides that a submission must be rejected, all participants of the review process are informed.

MS Cancelled

A paper is cancelled if the required files (for review or production) are not uploaded by the authors.

MS Withdrawn

The authors of a submission can withdraw their paper at any time, as long as it is not published. In this case all participants of the review process are informed.