

Editor Handling Guide

Manage initial screening, peer review, decisions, copyediting, and production while preserving the responsibilities of each editorial role.

Who this guide is for: Journal Editors, Section Editors, Guest Editors, Copyeditors, and Production staff

Use the current-role menu in the upper-right corner of the submission system to enter the workspace described in this guide.

Roles and responsibility

- Managing Editor: receives each new submission together with the Journal Manager, completes intake routing, and either retains decision responsibility or transfers it to one Chief Editor. A Managing Editor may not handle their own submission.
- Journal Manager: receives new-submission oversight notices, may transfer editorial ownership when necessary, and supports the workflow without replacing the assigned Decision Editor.
- Journal Editor (Chief Editor): sees only manuscripts assigned to them, may appoint one Section Editor, and records the final editorial decision.
- Handling Editor: manages reviewer selection, reads reports, and submits an editorial recommendation when final-decision authority is not assigned.
- Copyeditor: prepares and confirms the copyedited manuscript, then moves it to production when authorized.
- Production staff: confirms publication metadata and references, prepares galleys, assigns the issue, and schedules publication.

Permission rule

A Handling Editor does not edit publication metadata by default and does not receive final-decision authority on each manuscript. Those permissions are controlled by the journal's role settings.

L&H SCIENTIFIC PUBLISHING

Discontinuity, Nonlinearity, and Complexity

2

CURRENT ROLE

Editor

TC

EDITORIAL WORKSPACE

Editorial submissions

Manage submissions and editorial workflows

5Assigned to me

5Active submissions

0Needs editor

3Needs reviews

1Awaiting reviews

1Reviews submitted

1Needs final decisions

0Reviews overdue

1All in copyediting stage

1All in production stage

View all queues

Assigned to me (5)

Filters ...

ID	SUBMISSIONS	STAGE	DAYS	EDITORIAL ACTIVITY	ACTIONS
2369	Li — [TEST] Copyediting Workspace — Active Fixture	Copyediting	0	Copyedited Files Uploaded: 1	View
2370	Li — Demonstration Manuscript: Nonlinear Dynamics	Production	0		View
2365	Simon — Demonstration Manuscript: Nonlinear Dyn...	Review (Round 1)	7	Assign Reviewers	View
2368	Li — Demonstration Manuscript: Nonlinear Dynamics	Review (Round 1)	6	All editorial recommendations have been received, and a decision is required.	View
2363	Li — Demonstration Manuscript: Nonlinear Dynamics	Review (Round 1)	7	Awaiting author revision	View

Showing 1 to 5 of 5

Editor dashboard: queue counts, editorial activity, and manuscript actions are visible in one workspace.

1. Initial Screening

The screenshot displays the L&H Scientific Publishing submission system interface. At the top, the journal title "Discontinuity, Nonlinearity, and Complexity" is visible. Below the navigation bar, the "EDITORIAL WORKFLOW" section shows a progress bar with five stages: 1. Initial Screening (Completed), 2. Review (Current), 3. Decision (Available), 4. Copyediting (Later), and 5. Production (Later). The manuscript details section identifies the manuscript as "Demonstration Manuscript: Nonlinear Dynamics" by Alex Morgan, submitted on August 1, 2026, at 7:30 PM. The "REVIEWER SCHEDULE" section indicates that Round 1 is in progress, with 1 reviewer invited and 0 reviews completed. The "Submission Files" section lists three files: "Cover_letter_SREINET_PRX_Intelligence-V3.pdf" (Manuscript), "Cover_letter_SREINET_PRX_Intelligence.pdf" (Cover Letter), and "Cover_letter_SREINET.pdf" (Supplementary Material). A summary box at the bottom states: "Initial Screening: workflow navigation, manuscript identity, schedule, and submission files remain aligned in one stage view."

1

Check files and authors

Confirm that the cover letter, manuscript, contributor list, title, and abstract are present and suitable for editorial assessment.

2

Confirm scope and basic suitability

Assess whether the manuscript fits the journal and is ready to proceed. Desk decisions remain available to an authorized editor.

3

Assign or replace the editor

The Managing Editor may retain the manuscript, transfer it to one Chief Editor, or appoint one Section Editor while retaining final-decision responsibility. An assigned Chief Editor may appoint or replace one Section Editor. Only the Managing Editor or Journal Manager may transfer the manuscript to another Chief Editor.

4

Continue to review

Once the submission is ready, open the Review stage and assign reviewers. Entering Review does not itself send an invitation.

Editorial ownership

Each manuscript has at most one Decision Editor and one Handling Editor. An editor who is also an author cannot be assigned to that manuscript or take an editorial decision.

2. Review

The screenshot displays the L&H Scientific Publishing submission system interface. At the top, the header includes the journal title "Discontinuity, Nonlinearity, and Complexity" and navigation links like "Return to submissions", "Payments", "Activity Log", and "Library". The main section shows the "EDITORIAL WORKFLOW" with steps: 1 Initial Screening (Completed), 2 Review (Current), 3 Decision (Available), 4 Copyediting (Later), and 5 Production (Later). Below this, the manuscript details for "MANUSCRIPT 2368" are shown, including the title "Demonstration Manuscript: Nonlinear Dynamics" by Alex Morgan, submitted on Aug 1, 2026. A "Review" button is visible. A table below shows the "REVIEWER SCHEDULE" for Round 1, with columns for Reviewers (1 invited, 0 complete), Response Due (Aug 9, 2026), Review Due (Aug 23, 2026), and Last Report (Not received). Two yellow boxes provide status updates: "Handling Editor assigned" (This manuscript is assigned to Test Chief Editor, Xing Simon. The Handling Editor manages reviewer selection and prepares the editorial recommendation.) and "Peer review is still in progress" (0 of 2 required reports received.). A "REVIEWER SETUP" section indicates "1 reviewer selected" and prompts to review the assignment status. A blue banner at the bottom states: "Review: the Handling Editor assignment and review-round progress are shown before reviewer actions."

1

Select reviewers

Search the reviewer directory by expertise, name, email, affiliation, or reviewing interests. Existing users can be enrolled and new reviewers can be created when necessary.

2

Review and send invitations

Confirm the response and review due dates, the selected manuscript files, and the invitation message. The journal's review type is preset.

3

Monitor the round

Track invitations, responses, overdue reviews, and completed reports. Reviewer files and comments are available from the report view.

4

Read reports

Open each completed report in one consistent report view. Contact reviewers using the appropriate message template when clarification or a reminder is needed.

5

Submit the Handling Editor recommendation

Record comments to the Chief Editor, comments proposed for the author, and an optional production note. This is a recommendation, not the final decision.

3. Decision

The screenshot displays the L&H Submission System interface. At the top, a dark blue header contains the logo and text "L&H SCIENTIFIC PUBLISHING Discontinuity, Nonlinearity, and Complexity", along with a notification bell and a "TC" icon. Below the header, a navigation bar includes links for "Return to submissions", "Payments", "Activity Log", and "Library". The main content area features an "EDITORIAL WORKFLOW" section with five stages: 1. Initial Screening (Completed), 2. Review (Current), 3. Decision (Available), 4. Copyediting (Later), and 5. Production (Later). The "Decision" stage is highlighted. Below this, a green box states: "Handling Editor recommendation received: Revisions. Submitted by Xing Simon on Aug 2, 2026, 8:25 PM. Review the comments and record the journal decision." An orange box below it says: "Peer review is still in progress. 0 of 2 required reports received." The "JOURNAL EDITOR DECISION" section is titled "Demonstration Manuscript: Nonlinear Dynamics" and includes a sub-header "Review the manuscript record and reviewer reports before recording the final editorial decision." This section contains two panels: "Authors" (listing Kai Li) and "Review progress" (showing 0 reports completed and 1 reviewer invited). Below these panels, the "Handling Editor's recommendation: Revisions" section shows a comment from Xing Simon dated Aug 2, 2026, 8:25 PM. There are also fields for "Comments to editor" (currently None) and "Draft comments to author". A blue banner at the bottom of the interface states: "Decision: the Handling Editor recommendation and review progress are presented to the Chief Editor before final action."

1

Review the record

The Chief Editor checks the Handling Editor recommendation, reviewer reports, comments, and files before taking a final action.

2

Record the outcome

Choose **Request author revisions**, **Accept manuscript**, or **Decline manuscript**. The decision form uses the Handling Editor's prepared author message when available.

3

Release the author message

Only comments intended for the author are included. Reviewer recommendations, confidential editor comments, and structured ratings are not copied into the author letter.

4

Handle later rounds

A revision remains part of the same manuscript. If another peer-review round is required, use the new active round and send fresh reviewer assignments.

Final state

After acceptance or decline, earlier editorial stages are history views. Final-decision actions are replaced by the recorded result.

4. Copyediting

1

Assign the copyeditor

Confirm the person responsible for copyediting.

2

Prepare the copyedited files

The copyeditor works from the draft files and uploads the copyedited version in the copyedited-files section.

3

Approve the copyedited file

Confirm that the approved file is complete and ready for production.

4

Move to production

Advance the approved manuscript to Production. Copyediting discussions are not part of the simplified L&H; workflow.

5. Production

The screenshot displays the L&H Scientific Publishing submission system interface. At the top, the header includes the journal title "Discontinuity, Nonlinearity, and Complexity" and navigation links like "Return to submissions", "Payments", "Preview", "Activity Log", and "Library". The main section shows the "EDITORIAL WORKFLOW" with stages: 1 Initial Screening (Completed), 2 Review (No record), 3 Decision (No record), 4 Copyediting (Completed), and 5 Production (Current). Below this, the manuscript details for "Demonstration Manuscript: Nonlinear Dynamics" by Alex Morgan are shown, with a status of "Production" and a submission date of Aug 8, 2026. A table below lists reviewer schedule details, all marked as "Not scheduled". The main task area is titled "1 Confirm final metadata and permissions" and includes instructions to check the final article record, references, contributors, and publication permissions. It contains three task cards: "Open the final metadata record before the article is scheduled." (with a "Review metadata" button), "Check and complete the reference list for the published article." (with a "Review references" button), and "Confirm permissions and disclosure information for publication." (with a "Review permissions and disclosure" button). A blue banner at the bottom states: "Production: final metadata, references, galleys, issue assignment, and scheduling are organized as production tasks."

1 Confirm metadata and references

Verify the final title, author order and affiliations, abstract, keywords, publication details, and references.

2 Upload and proof galleys

Create the publication-ready PDF or other galley, upload it, and complete proofreading.

3 Assign the issue

Select the correct issue and confirm the section and publication order.

4 Schedule publication

Set the publication date and publish only after the metadata, references, and galleys have passed the final check.

Workflow history

Authorized editors may revisit earlier stages as read-only history. Copyediting and Production do not overwrite the Initial Screening, Review, or Decision layouts.