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1 Introduction for Editors

EAI Endorsed Transactions are peer-reviewed, community-driven, and open access, community collaboration-based research journals. Through the direct engagement of the community, the EAI Transactions provide authors with unprecedented advantages of mentorship in article preparation, the unbiased review process, direct path to recognition toward promotion as EAI Fellows, shortest time to publish, research visibility to the whole EAI membership of over 150,000 while providing an indexing path to all mainstream databases.

The basic principles of EAI Transactions that provide these advantages are collaborative research, community review, and full dissemination. Submissions to EAI Transactions, via eScripts, start with Abstracts placed in Community Portal where the community can mentor, co-author or comment while placing a reservation to act as reviewers when full paper version is submitted.

The fast review of the submitted paper is provided by EAI’s unique double bidding process. Editorial board members are notified of new submissions in their area and can bid to be the Handling Editors. The system assigns the paper to the first qualified Editorial Board member, verified by the Editor in Chief, avoiding the delay incurred in finding an available board member. Upon the Handling Editor assignment, in the second stage of the bidding process, the Handling Editor chooses the system recommended best-qualified reviewers from reserved bids in an unbiased way.

All EAI publications activities that contribute to the creation, evaluation, and dissemination of research results are rewarded with credits that convert to recognition as described in EAI Index and recognition system. In particular, credits are given continuously to every evaluated paper based on its merits regardless of its inclusion in the journal.

Beyond the recognition of paper Abstracts within the wide EAI community of 150 000+ members, journals are also promoted on a global scale through all EAI outreach channels. A growing number of EAI journals are indexed in, or under evaluation by, both traditional and mainstream databases including Web of Science, Scopus, DOAJ, EBSCO, DBLP, DRJI, Google Scholar, OCLC Discovery Services and more.

1.1 Editorial roles

e-Scripts defines several different editorial roles:

- **Editors-in-Chief (EiCs)** have full administrative rights over the publication to which they are appointed. The initial term for the Editor-in-Chief positions is two years and can be renewed by the Series Editor. Their rights include the right to set the description and keywords for the publication, to add and remove members to the Editorial Board, and to determine the Handling Editor (HE) for individual submissions. EiCs have administrative rights over all submissions and can make editorial decisions in the case that the HE’s duties are not fulfilled. EiCs are also responsible for revising the special issues proposals and suggesting initial changes and updates. Editors-in-Chief privileges in e-Scripts can only be granted by e-Scripts administrators.

- **Co-Editors-in-Chief (co-EiCs)** have identical administrative rights to EiCs, with the difference being semantic rather than practical.

- **Area Editors (AEs)** are regular members of the Editorial Board, appointed by the EiC or co-EiC. Area Editors do not have administrative rights over the publication but can be appointed as Handling Editor for individual submissions.

- **Handling Editors (HEs)** are members of the Editorial Board who have been appointed to oversee the review process of a given individual submission. Any EB member (EiC, co-EiC, or AE) may be appointed as Handling Editor for a submission.

- **Lead Guest editors (LGE) and Guest Editors (GEs)** organize a Special Issue or a Book on an emerging topic that advances the science within the scope of the journal or the book series. A guest editor’s issue is based on the reception and approval of a Proposal Form by the EiC/Series Editor. In the approval process, the EiC/Series Editor considers the scope, proposed content, and background of the proposing GE. Upon
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approval, GE has the sole responsibility for the issue/book creation and its content. The GEs’ privileges in e-Scripts can only be granted by the e-Scripts administrators.

1.2 Managing your publications

1.2.1 The My Roles page

My Roles page gives you an overview of all the publications in which you have editorial privileges.

Click on an individual journal or an associated special issue/book from the list, and the manage journal options for that title will appear in the left-hand column below the User Menu:

On the specific journal, you can find editorial board, scope, topics, and keywords as well as the other vital information.

If you have clicked on the associated special issue/book, then you can see the title of the selected special issue/book and also the link to its parent journal/book series as shown in the figure below:
From here you can edit parameters, keywords, or editorial board of your journal or special issue/book.

1.2.2 Manage Editorial Board members

Editorial Board members can be added or removed via the Manage Editors tab on the manage journal menu. Here an editor can also mark themselves (from notification column) to or not to receive a copy of the email for each decision (Accept, Reject or Require Revision) made on the paper that belongs to their selected journal.

Editors-in-Chief and co-Editors-in-Chief must be appointed by e-Scripts administrators. On this page, you can also send a message to all Area Editors of the journal by using the window at the bottom.

1.2.3 Manage Keywords

Editors-in-Chief can manage the keywords for his/her journal from the Manage keywords page.
Here you have the option to add keywords, delete them, make them active or inactive. These are the keywords that are shown to the author during the paper submission where the author needs to select keywords for his/her paper from the active keywords of the journal/book.

1.2.4 Manage Parameters

You can manage allowed parameters associated with your journal/book from the manage Parameter page. The default value indicates value set by the system but still, you can change them according to your needs. Please consult changes with the administrator.

1.2.5 Manage Papers

You can manage all papers associated with your journal/book from the All Papers page.
On this page, you can filter the papers by their status and can perform basic operations View details and View manuscripts. Note that to make a proper decision on the paper either paper needs to go through the review process or you can reject paper before reviewing if the paper is out of scope or for similar reasons.

1.2.6 Manage Special Issues/Book

You can manage special issues/books associated with your journal from the Manage Special Issues page.

Create a Special Issue
You can add a new special issue to your journal/book series by typing the name of the special issue/book and clicking the add button. Currently, the review process for the submitted papers in the special issues/book series is identical to the review process of the journal/book. The only difference is that here you have a group of guest editors who handle all the submitted papers in their special issues.

Update Special Issue/Book
When a new issue/book is created, the system shows you a confirmation message and asks you to manage keywords, parameters, and special issue and guest editors for the newly created special issue/book as shown below:
Once the issue/book is created you can edit its basic information by clicking on the Edit option as shown below:

You can edit the name, URL, ISSN, publication agreement type, scope, topics, manuscript submission deadline, notification of acceptance, submission of the final revised paper, and publication of the special issue/book. You can control the visibility of the issue by selecting either Submission Open (previously Make Active) or Deadline Pass (previously Make Inactive) operations. When the submission is open, then any user can submit their paper to the issue. To activate your issue, you must add keywords first. To manage papers, keywords, parameters, and guest editors of the issue, you must click on the name of the issue. Then a sub-menu for the special issue/book appears just below the manage journal options on the left-hand side of the page.
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**Special Issue/Book keywords**

Just like the journal, you can also manage allowed parameters associated with your special issue from the Manage Parameter page.

**Special Issue/Book parameters**

You can manage all the papers submitted to the special issue/book by visiting the All Papers page of the selected special issue/book. On this page, you can filter the papers by their status and can perform basic operations - View details and View manuscripts.
2 The submissions and review process

2.1 Basics of submissions management

Alerts of new papers will be provided to the Editor-in-Chief/Lead Guest Editor by email. To obtain an overview of all papers submitted to the journal/book, visit the My Roles page, select the journal/Book in question, and click on the All Papers menu item.
Here you can find all papers submitted to your journal/book. For each paper there is information about its handling editor, the number of bids received and a detail of the reviews. You can also filter the papers by their status by selecting the status from the "Filter by paper status" drop-down list. You can navigate the remaining papers by clicking on the pagination button at the bottom of the page.

Clicking on the View Details link or the paper title will take you to the Paper Details page for that submission, from where you can view the detailed status of the paper and take any necessary or appropriate actions.

2.1.1 The Paper Details page

The Paper Details page gives an overview of the status of an individual submission. The main front page summarizes the basic details, including title, abstract, and so on. From here, authorized Editors can also download the manuscript, cover letter, and any reviews that have been written.

The different tabs of the page - Manuscripts, Editors, Bids, Reviews and Decide - let you check different aspects of the status of the paper and perform appropriate actions depending on the paper’s progress through the review process. The Editors tab is only visible to the Editors-in-Chief or Lead Guest Editors but not to the handling editors.

2.2 The review process

The review process in e-Scripts consists of several distinct steps:

- **EiC, co-EiC or Lead Guest Editor invites an Area Editor/Guest Editor** to become Handling Editor once a paper is submitted. Note that EiC will have 168 hours (7 days) to select the Handling Editor and to make the
initial decision. However, during the first three days (72 hours) after the authors' submission, a bidding process is open for the Editorial Board members during which they can bid to handle the paper. This feature saves your time spent picking the Handling Editor and if you assign a paper to one of the bidders, it is guaranteed that they will accept the invitation. The system also allows you to assign/reassign the handling editor anytime until the paper gets accepted.

- **Area Editors are notified once a new paper is submitted.** A bidding process of three days is open for AEs who want to, proactively, handle the paper without waiting for EiC's possible invitation. Instructions on how 'bid to handle' are included in the email notification.

- **Handling Editor makes the initial decision** to open the paper for bidding or to reject it straight away.

- **The paper is opened for bidding to review** (the review period is 21 days), then the title and abstract of the paper are publicly available, and interested e-Scripts users can bid to review the paper and the editor can also assign some other users to be a reviewer if needed.

- At the end of the reviewing period if there is a sufficient number of reviews then **the editor can decide on the paper**, otherwise, the paper will be reopened for the next bidding period, again for 21 days. During the review period, if there is a sufficient number of reviews and no pending invitations, the editor can close the review period to shift the paper to the decision phase. But even after the second round of the review period (i.e. 42 days), if there is not a sufficient number of reviews, then the paper goes into a phase called "Standard review period elapsed" when the editor has to reopen the review phase from the beginning.

- **The reviewers write their reviews.**

- **The Handling Editor makes a decision** based on the reviewers' comments: to accept or reject the paper or request a revised version.

- If a revised version is received, the Handling Editor may decide to accept or reject it or return it to the referees for further reports. Revised papers are not posted again for public bidding.

You can monitor the activities of the reviewing process on the Review tab and can decide on the Decide tab of the Paper Details page.

### 2.2.1 Assigning the Handling Editor

It is the responsibility of the Editor-in-Chief, co-EiC or Lead Guest Editor to assign a Handling Editor to a paper. To assign a Handling Editor, visit the Paper Details page and click on the Editors tab. You can then select from the Editorial Board but you can also find a list of Area Editors who have expressed interest in becoming the Handling Editor. By picking from this list there is more guarantee the invitation will be accepted:
When you click the **Invite** button, you will invite them to take the role. The candidate will receive an invitation by email.

### 2.2.2 Making an initial decision

Once the Handling Editor is assigned, their first responsibility is to make an initial decision on the submission. To do this, visit the Paper **Details page** and click on the **Decide tab**.

![](image)

If there is good reason, the Handling Editor may make a straightforward decision on the paper, to reject it - for example, if the scope of the article is incorrect. By default, however, articles should be sent for review. To do this, click on the **Start Bidding Process** button.

### 2.2.3 The bidding and reviewing phase

During the bidding process, the title and abstract of the paper are publicly available for interested e-Scripts users to bid to review. You can track the received bids via the Bids tab of the Paper Details page. You can also see the list of incoming bids to review on this page. If you want them to review the paper, click **Accept** to assign them directly to review the paper.
On the **Reviews page** you can also see lists of confirmed reviewers, pending invitations to review, invited reviewers, and suggested and rejected reviewers by the author. If you want them to review the paper, click invite to send the invitation.

The default reviewing period is 21 days. During this period e-Scripts users can bid to review the paper, and, at the same time, the editor can invite or assign a maximum of 3 reviewers of their choice to review the paper.
2.2.4 Tracking review delivery

Once reviewers have been assigned, you can monitor the delivery of their reports via the Reviews tab. The system sends a reminder email to the reviewer 3 days before the expiration deadline to remind them to submit their review or you can issue a reminder manually. All the assigned reviewers need to submit their reviews before the end of the review period.

When the reviewer reports are received, you can access them via a link next to the reviewer name as shown below:

You can read the review, and if it does not meet an acceptable standard, Ignore it by clicking on the Ignore button. By default, all incoming reviews are valid. The paper will transit to the decision phase once the review period is over and a sufficient number of validated reviews have been received. Otherwise, the system will reopen the review process. When a paper is reopened for the review, the system will notify you via email. Also, if an adequate number of reviews has been received and there are no pending or opened invitations, then the Editor can manually shift the paper to the decision phase from the Decide tab as shown below:
2.2.5 Editorial decision

Once a minimum number of validated reports have been received, then the paper goes into the decision phase when the Handling Editor can proceed to the Decide tab to issue a decision on the submitted paper. The decision can be to accept or reject the paper, or to request a major or minor revision.

Once the decision is made, you will be asked to enter a reason for the decision, and to review the email that will be sent to authors. By default, a copy of the email will be sent to the editor making the decision. It will also be sent to those editors who marked themselves to receive a notification of the decision on the paper that belongs to their journal. You will find two boxes – one containing the subject of the email and the other one comprising of the body of the email. You can edit the text in both.

2.2.6 Revised submissions

If a revised submission is received, the Handling Editor will be notified and asked to decide on an appropriate response. The paper may be accepted or rejected or returned to the reviewers for further reports. If you select the Return to the reviewer’s option, then you need to select at least one of the previous reviewers.
If the manuscript is returned to reviewers, the review process then proceeds as described from Section 2.2.4 onwards. The only difference is that users cannot Bid to review and you cannot add new reviewers.

3 EAI Index and recognition system

EAI Index is awarded to contributing EAI members, recognizing their research and innovation excellence on a point-system basis. All EAI Members get notified about their credit gains via email. The user’s complete history along with exact individual calculations are available in their user profile.

- **Credits for Reviewers**: 1 or 2 credits awarded for every completed and valid review, as evaluated by the Program Committee Member or Journal Editor in charge of the article, verified by the Program Committee Chair and Editor-in-Chief respectively.
- **Credits for Editors-in-Chief**: awarded as a measure of the quality and outreach of their journal, as determined by the value of all papers submitted.
- **Credits for Handling Editors**: awarded as a measure of the quality and impact of all their handled papers, as determined by their value.
- **Credits for Lead Guest Editors and Guest Editors**: awarded as a measure of the quality and outreach of their special issue, as determined by the value of all papers submitted.

Member ranks are awarded annually to contributing EAI members based on their EAI Index Percentile as follows:

<table>
<thead>
<tr>
<th>Percentile</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1%</td>
<td>Fellow</td>
</tr>
<tr>
<td>5%</td>
<td>Distinguished Member</td>
</tr>
<tr>
<td>10%</td>
<td>Senior Member</td>
</tr>
</tbody>
</table>

The member rank of an EAI Fellow represents the top 0.1% of EAI Members for their extraordinary achievements in their research field, and/or extraordinary service to EAI and its community.

The final EAI Index value of EAI Members is calculated at the end of each 12 months and comprises of three components weighed on the following scale:
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Technical qualifications – credits awarded to Reviewers submitting to or volunteering at EAI journals.</td>
</tr>
<tr>
<td>20%</td>
<td>Community service – credits awarded to Editors-in-Chief, Handling Editors, Lead Guest Editors, and Guest Editors for their effort in organizing and promoting excellence in research.</td>
</tr>
<tr>
<td>20%</td>
<td>Impact – credits awarded to all EAI Members as measured by their number of citations accrued both in and outside of EAI research venues.</td>
</tr>
</tbody>
</table>