

How to Review Manuscripts in the Online System

This document will provide information needed to review manuscripts submitted to *ECS Transactions*.

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Please make sure to read through this document before you begin using the ECST website. Should you have any questions about the review process, please contact the ECST staff at ecst@electrochem.org.

Review guidelines

Since *ECS Transactions* is a conference proceedings and not a formally peer-reviewed publication, the degree to which papers are reviewed for technical content is left to the editors' discretion. Please discuss with your lead editor who will be reviewing each paper and the depth of technical review you should be providing.

Key items to look for while reviewing ECST submissions include:

- The full text manuscript MUST represent a significant expansion on the data presented in the original meeting abstract. Merely reformatting a meeting abstract in the style of an ECST paper is NOT acceptable.
- No headers or footers should be included in the manuscript (page numbers, contact info, file name, etc.). We ask that this be strictly enforced.
- The figures should be of good quality and size, with fully legible text and graphs.
- No missing characters. If the author did not use a universal character set (or embed the fonts into the document) Microsoft Word and/or Adobe Acrobat may substitute a square for Greek letters, symbols and other unique characters.
- In general, please watch out for blurred, distorted, or obviously incorrect characters or equations. All of the files are put through a PDF conversion process, which can potentially introduce these errors. If you notice any of these problems, please get in touch with ECS staff.
- There should be no colored text in the manuscript (track changes should be turned off, no highlighted text, reference numbers, etc.)
- No figures, tables, equations, or anything else should flow outside of the document margins.
- While there is no formal page limit, the average length of an ECST manuscript is 10 pages.

All authors are encouraged to follow the [ECST Manuscript Template](#) and [Author Instructions](#) while preparing their paper. Ultimately, it is at the discretion of the editors if formatting problems warrant additional revisions of an otherwise acceptable paper. Should you choose to check for formatting, please reference both the Author Instructions and Manuscript Template for our suggested guidelines.

We would like to emphasize that reviewing for formatting is optional. The main goal is to have a consistent looking issue; do not feel that you have to examine each and every paragraph indent. If you have any questions about the formatting or style of the manuscripts, please do not hesitate to contact the ECST staff at ecst@electrochem.org.

Website navigation

Home/index page

To access the home/index page containing the manuscripts you will be reviewing, please go to the link you received in the email to which these instructions were attached.

Once you log in to the system, you will be on the home/index page. This is where you will access all the submitted manuscripts for which you are a reviewer. All submissions are divided into the following categories, each represented by a separate tab:

Not Submitted:

Please ignore this category; it is for internal ECS staff use only.

Ready for Review:

These submissions have been completed and are ready to be reviewed. Co-editors can comment and make recommendations to the lead editor. Lead editors can comment as well, but also have the ability to assign an overall rating and make a final (accept/reject/requires revision) decision for the paper. Please note that co-editors are unable to see the comments/recommendations of other co-editors, but the lead editor can see everything.

Your Reviews:

These submission are papers you have personally reviewed and suggested a rating for.

Requires Revision:

These submissions have been reviewed and are waiting to be revised and resubmitted by the author.

Revision Uploaded:

These submissions have been resubmitted by their authors and are available for review, comments, and final decisions.

Accepted:

These submissions have been approved for publication and no longer need attention from reviewers.

Rejected:

These submissions have been rejected and no longer need attention from reviewers.


Published:

This tab is for ECS staff and does not need the attention of reviewers.

To begin the review process, click the **Ready for Review** tab. Once the page refreshes, click the title of the submission you intend to review. If you find the system to be slow, you may wish to open papers in a new tab to avoid reloading the screen multiple times.

Details page

This is where you will access the manuscript file so that you can review it, enter your comments, and, if desired, upload an edited file for the author.

**Manuscript Review for Logan Streu (Lead Editor)**

[Return to index](#)

Details

Information
Status: Ready for Review
ECST Tracking #:
System ID #: [52376](#)
Title: ECST Test Manuscript
Author(s): L. Streu (The Electrochemical Society)
Short Abstract Text:

Manuscript Reviewers

Reviewer	Status
Logan Streu	Ready for Review

Manuscript History

Show:

Uploads Comments Ratings Emails

Last Author Upload

[Sort](#)

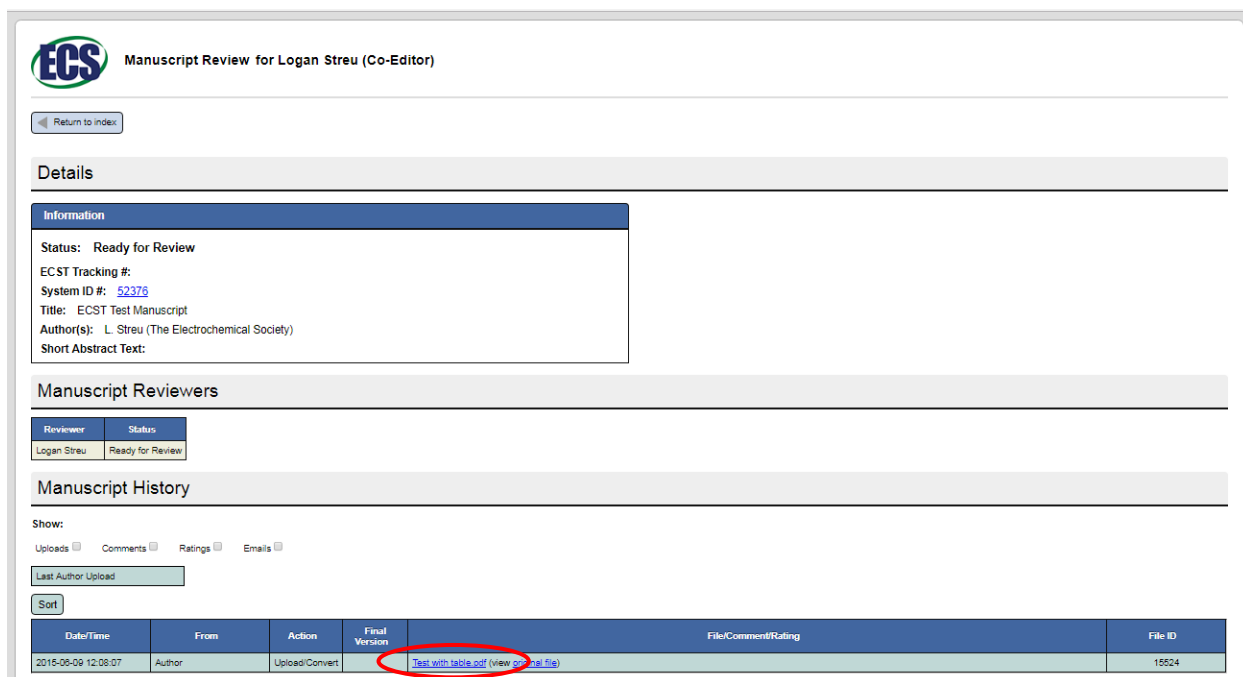
Date/Time	From	Action	Final Version	File/Comment/Rating	File ID
2015-06-09 12:08:07	Author	Upload/Convert		Test with table.pdf (view original file)	15524

Co-editor instructions

Reviewing manuscripts

On the **Ready for Review** tab, click the title of the submission you intend to review – this will take you to the details page for that submission.

1. Once the window loads, please open the manuscript file under **Manuscript History** as shown below:



ECS Manuscript Review for Logan Streu (Co-Editor)

[Return to index](#)

Details

Information

Status: Ready for Review
ECST Tracking #:
System ID #: [52375](#)
Title: ECST Test Manuscript
Author(s): L. Streu (The Electrochemical Society)
Short Abstract Text:

Manuscript Reviewers

Reviewer	Status
Logan Streu	Ready for Review

Manuscript History

Show:
 Uploads Comments Ratings Emails

Last Author Upload

Sort

Date/Time	From	Action	Final Version	File/Comment/Rating	File ID
2015-08-09 12:08:07	Author	Upload/Convert		Test with table.pdf (view or del file)	15524

2. If you would like to review the manuscript off-line or at another time, please save a copy of it to your local computer.
3. Please review this file's technical content: if you have any questions regarding the level of review for each paper, please speak to the lead editor.

Submitting comments/recommendations

1. To submit your review comments, please type your comments into the white text box under the **Actions** section.
2. In the same box, please select a recommendation for the paper; you have three options:
 - a. Accept as is
 - b. Revision needed
 - c. Reject
3. When finished, please click the **Save Comment/Rating** button.

Actions

Save a Rating Upload a Marked-up or Revised File

Ratings

Recommendation

Please enter your recommendation for the manuscript.

Accept as is
 Revisions needed
 Reject

Comments

All comments for this paper should be saved in this box. Type your text into this box and then click the Save Comment/Rating button below.

Save Comment/Rating

Return to index

4. By entering a comment and rating, you will trigger an automated email to the lead editor notifying them that the paper has been reviewed and is awaiting their decision.
5. Click the **Return to Index** button. The details page will now close and return you to the home/index page. As needed, please refresh the page in order to move any papers that you have reviewed into the **Your Reviews** tab.
6. Continue the same process for all manuscripts that have been assigned to you. Note that this does not necessarily mean all the manuscripts in your **Ready for Review** tab. You should have received a list of the manuscripts you are responsible for from your lead editor – if you have not, please reach out to them to confirm how the review process will be handled.
7. Please keep in mind that if you suggested that any papers go back for revision, make sure to monitor the website to see when they come back (they will appear in the **Revision Uploaded** tab). Once a revised manuscript has been submitted, you will need to re-review it to make sure the requested corrections were made. Please submit an additional comment/recommendation based on the revised manuscript.

Lead editor instructions

Reviewing manuscripts

On the **Ready for Review** tab, click the title of the submission you intend to review – this will take you to the details page for that submission.

1. Once the window loads, please open the manuscript file under **Manuscript History** as shown below:

ECS Manuscript Review for Logan Streu (Lead Editor)

[Return to index](#)

Details

Information
Status: Ready for Review
ECST Tracking #:
System ID #: [52376](#)
Title: ECST Test Manuscript
Author(s): L. Streu (The Electrochemical Society)
Short Abstract Text:

Manuscript Reviewers

Reviewer	Status
Logan Streu	Ready for Review

Manuscript History

Show:
 Uploads Comments Ratings Emails

Last Author Upload

Sort

Date/Time	From	Action	Final Version	File/Comment/Rating	File ID
2015-08-09 12:08:07	Author	Upload/Convert	Test with HSEU.pdf (View original file)		15524

2. If you would like to review the manuscript off-line or at another time, please save a copy of it to your local computer.
3. Please review this file's technical content; as the lead editor, the level of review for each paper is at your discretion

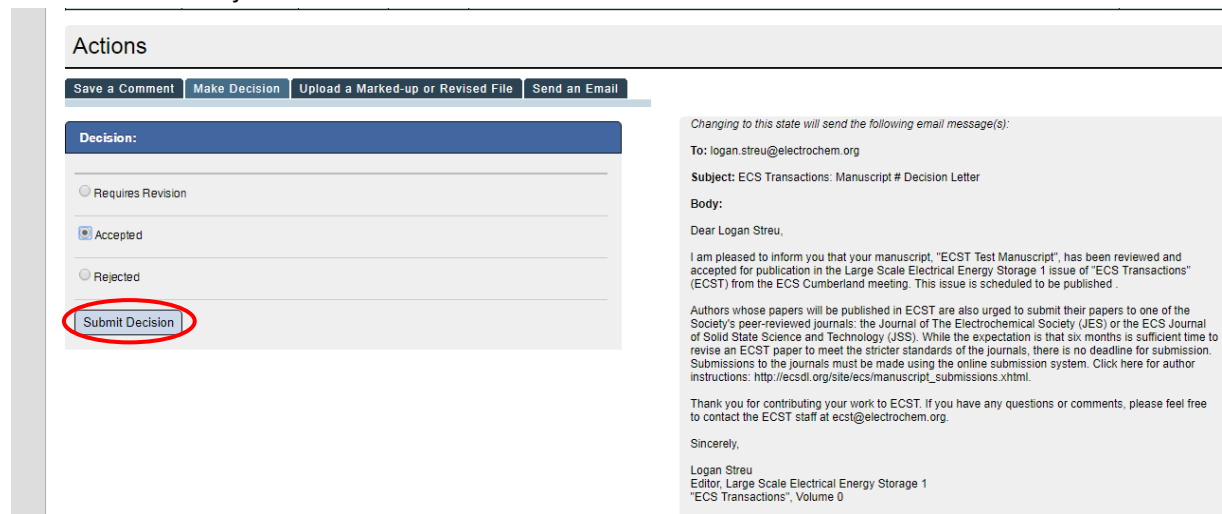
Submitting reviews:

1. To submit your review comments, please type your comments into the white text box under the **Actions** section, then click **Save Comment/Rating** (see below):



The screenshot shows the 'Actions' section of a web interface. At the top, there are four tabs: 'Save a Comment', 'Make Decision', 'Upload a Marked-up or Revised File', and 'Send an Email'. The 'Save a Comment' tab is active. Below the tabs is a 'Comment' section with a text area containing instructions: 'Please write your comments in this box then hit the Save Comment/Rating button below. Once you've done this, please click over to the next tab, above, that says Make Decision. Please toggle off one of the three decisions and then click the Submit Decision button'. Below the text area are two buttons: 'Save Comment/Rating' (circled in red) and 'Return to index'.

2. Continuing on to the **Make a Decision** tab, please toggle a decision from one of the three listed categories:
 - a. Accept as is
 - b. Revision needed
 - c. Reject



The screenshot shows the 'Actions' section of a web interface. At the top, there are four tabs: 'Save a Comment', 'Make Decision', 'Upload a Marked-up or Revised File', and 'Send an Email'. The 'Make Decision' tab is active. Below the tabs is a 'Decision:' section with three radio button options: 'Requires Revision', 'Accepted' (selected), and 'Rejected'. Below these options is a 'Submit Decision' button (circled in red). To the right of the decision options is a preview of an email message that will be sent when the decision is made. The email content includes the recipient's name and email address, the subject 'ECS Transactions: Manuscript # Decision Letter', and the body text: 'Dear Logan Streu, I am pleased to inform you that your manuscript, "ECST Test Manuscript", has been reviewed and accepted for publication in the Large Scale Electrical Energy Storage 1 issue of "ECS Transactions" (ECST) from the ECS Cumberland meeting. This issue is scheduled to be published. Authors whose papers will be published in ECST are also urged to submit their papers to one of the Society's peer-reviewed journals: the Journal of The Electrochemical Society (JES) or the ECS Journal of Solid State Science and Technology (JSS). While the expectation is that six months is sufficient time to revise an ECST paper to meet the stricter standards of the journals, there is no deadline for submission. Submissions to the journals must be made using the online submission system. Click here for author instructions: http://ecsd.org/site/ecs/manuscript_submissions.xhtml. Thank you for contributing your work to ECST. If you have any questions or comments, please feel free to contact the ECST staff at ecst@electrochem.org. Sincerely, Logan Streu, Editor, Large Scale Electrical Energy Storage 1 "ECS Transactions", Volume 0'.

3. Once you have chosen a decision, please click the **Submit Decision** button. The next step will be issuing a decision letter.

Issuing decision letters (papers you reviewed)

1. Once you have set a rating on the manuscript, you must send the author the appropriate notification email. This action will move the manuscript along in the review process. This is an example of a decision letter; it will open on the right side of the page:

Actions

Save a Comment | Make Decision | Upload a Marked-up or Revised File | Send an Email

Decision:

Requires Revision

Accepted

Rejected

Submit Decision

Changing to this state will send the following email message(s):

To: logan.streu@electrochem.org

Subject: ECS Transactions: Manuscript # Decision Letter

Body:

Dear Logan Streu,

I am pleased to inform you that your manuscript, "ECST Test Manuscript", has been reviewed and accepted for publication in the Large Scale Electrical Energy Storage 1 issue of "ECS Transactions" (ECST) from the ECS Cumberland meeting. This issue is scheduled to be published .

Authors whose papers will be published in ECST are also urged to submit their papers to one of the Society's peer-reviewed journals: the Journal of The Electrochemical Society (JES) or the ECS Journal of Solid State Science and Technology (JSS). While the expectation is that six months is sufficient time to revise an ECST paper to meet the stricter standards of the journals, there is no deadline for submission. Submissions to the journals must be made using the online submission system. Click here for author instructions: http://ecsd.org/site/ecst/manuscript_submissions.xhtml.

Thank you for contributing your work to ECST. If you have any questions or comments, please feel free to contact the ECST staff at ecst@electrochem.org.

Sincerely,

Logan Streu
Editor, Large Scale Electrical Energy Storage 1
"ECS Transactions", Volume 0

2. Please click **Submit Decision** again. A new window will pop-up allowing you to edit the email text. This message will be sent to the corresponding author of the paper you are reviewing.
3. Please hit the **OK** button when you are done editing the text of the email message (please note that editing this message is optional – an example of when you may choose to edit it is if there are any comments that you would like to hide, or if you would like the letter to be sent anonymously).

Date/Time	From	Action	Final Version	File/Comment/Rating	File ID
2015-06-09 12:08:07	Author	Upload/Convert		Test with table.pdf (view original file)	15524

Actions

Save a Comment | Make Decision | Upload a Marked-up or Revised File | Send an Email

Decision:

Requires Revision

Accepted

Rejected

Submit Decision

Save new state and send the following email?

To: logan.streu@electrochem.org

Subject: ECS Transactions: Manuscript # Decision Letter

Body:

Dear Logan Streu,

I am pleased to inform you that your manuscript, "ECST Test Manuscript", has been reviewed and accepted for publication in the Large Scale Electrical Energy Storage 1 issue of "ECS Transactions" (ECST) from the ECS Cumberland meeting. This issue is scheduled to be published .

OK Cancel

Further Reviewer Comments (if any):

4. This will complete the review for this manuscript. Please click the **Return to Index** button to return to the home/index page and select the next manuscript.

Issuing decision letters (papers co-editors reviewed)

When a co-editor reviews a manuscript you will receive an automated message to let you know that the manuscript review has been completed. You will then have to go into the record for this paper, review their comments/recommendation, then issue a final comment and send the decision letter. These actions will move the manuscript along in the review process.

Please note that as a lead editor you should log in to the system periodically to review any comments/recommendations submitted by your co-editors and submit decision letters accordingly.

IMPORTANT: Authors are not notified of co-editors' comments (i.e. revisions requested) until a decision letter is issued by the lead editor. This means that if your review deadline is June 5, and you wait to issue all of your decision letters until June 3, it is likely that you will not receive all of your revisions before the deadline (authors are typically given 5 days to revise their manuscript). Depending on the type of revisions requested, authors may need additional time to complete their revisions. We have worked a few extra days into the production schedule to account for this, but ultimately it is the goal to issue decision letters as soon as possible.*

*Please note that if the lead editor does not make a decision on a paper that has been reviewed by co-editors in a timely manner, ECS staff may choose to move the paper and issue the decision based on the recommendations of the co-editors. If you have questions or concerns about this, please contact the ECST staff at ecst@electrochem.org.