

# Editorial Models and Workflows

January 2026

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## Key Manuscript Stages

**Research Exchange** is a harmonized submission, screening, and peer review platform. The manuscript moves through four key stages in the platform on its journey to publication. This document focuses on **stage three**.

Stage One	<p>Submission</p> 	<p>The process starts when an author submits the manuscript using <b>Research Exchange Submission</b>.</p>
Stage Two	<p>Screening</p> 	<p>The manuscript automatically enters <a href="#">Research Exchange Screening</a>.</p> <p>Initial <b>Submission Checks</b> are carried out. These checks ensure the manuscript meets the journal's standards for scope, quality, and integrity. Revisions are also screened before returning to peer review.</p>
Stage Three	<p>Peer Review</p> 	<p>If the article type requires peer review, the manuscript automatically enters <a href="#">Research Exchange Review</a>. At this point, the workflow can vary depending on the journal's editorial model.</p> <p>Article types that do not require peer review will move straight to Quality Checks. This, or other configurations, can be requested through your publisher representative.</p>

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<b>Stage Four</b>	<p>Quality Checks</p> 	<p>When the review process is complete, the manuscript passes back into <a href="#">Research Exchange Screening</a> for post-acceptance <b>Quality Checks</b> to prepare the manuscript for production. These Quality Checks involve validating the peer review process and requesting any missing information.</p>
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When Quality Checks are complete, the manuscript is ready to move into the **Production** workflow.

### Steps in the Peer Review Process

Step	Models/Workflows	Definition	Standard Role Mapping
Pre-Peer Review Step 1	2-tier, 3-tier	Review the manuscript and decide if it is suitable to move to the next step in the process, or if it should be rejected, transferred, or revised.	Handling Editor
Pre-Peer Review Step 2	3-tier	Review the manuscript and decide if it is suitable to move to the next step in the process, or if it should be rejected, transferred, or revised.	Handling Editor
Peer Review	1-tier, 2-tier, 3-tier	Invite peer reviewers to review the manuscript, and make decisions or recommendations based on the editorial model configuration.	Handling Editor
Post-Peer Review Step 1	2-tier, 3-tier	Review the manuscript after peer review and make decisions or	Handling Editor

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		recommendations based on the editorial model configuration.	
Post-Peer Review Step 2	3-tier	Review the manuscript after peer review and make decisions or recommendations based on the editorial model configuration.	Handling Editor

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## Editorial Role to System Role Mapping

Research Exchange Review has multiple system roles to support a variety of editorial roles. Users can have more than one system role on a Journal Editorial Board, but only one per manuscript.

All roles will be configured before journal migration. If you need to make any adjustments at any time, please contact your publisher representative for assistance. Click the link to view the system roles available and the tasks they can carry out in the platform, to help with editorial role mapping:

[Research Exchange Roles and Responsibilities](#)

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## Recommendations vs Decisions

In Research Exchange, **decisions** and **recommendations** are editorial actions taken at different stages of the manuscript workflow:

- **Decisions:** Final determinations about a manuscript's status (e.g., Accept, Reject, Revision) and do not require input from another editor.
- **Recommendations:** Suggestions made by editors that inform the final decision taken by the decision-making editor. These can be edited if the decision-making editor sends it back to the recommending editor.

Decision options for Academic or Guest editors may vary depending on the workflow. In some multi-tier editor workflows, the academic editor or guest editors' editorial decision may pass to the Handling editor as a recommendation instead of going directly to the author. In other workflows, academic editors may make an editorial decision, which will pass directly to the author. This is configured at the journal level, and adjustments can be requested by the editorial office through their publisher contact.

## Types of Decisions and Recommendations

Type	Before Peer Review	During Peer Review	After Peer Review	Available to Reviewers
Accept	No*	Yes	Yes	Yes
Reject/Reject – Do Not Transfer	Yes	Yes	Yes	Yes
Reject and Refer**	Yes	Yes	Yes	No
Minor Revision	Yes	Yes	Yes	Yes
Major Revision	Yes	Yes	Yes	Yes
Send Back to Editor	No	No	Yes	No

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\*An accept decision can only be made once the manuscript has reached the minimum number of reviewer reports required. This is set at the article type level for the journal. Some article types do not require peer review, therefore, an accept decision can be made in those instances.

\*\*Reject and Refer will only be available for journals that participate in the Editor Driven Referral (EDR) service. No referral options are available as recommendations, only decisions.

## Editorial Model Mapping

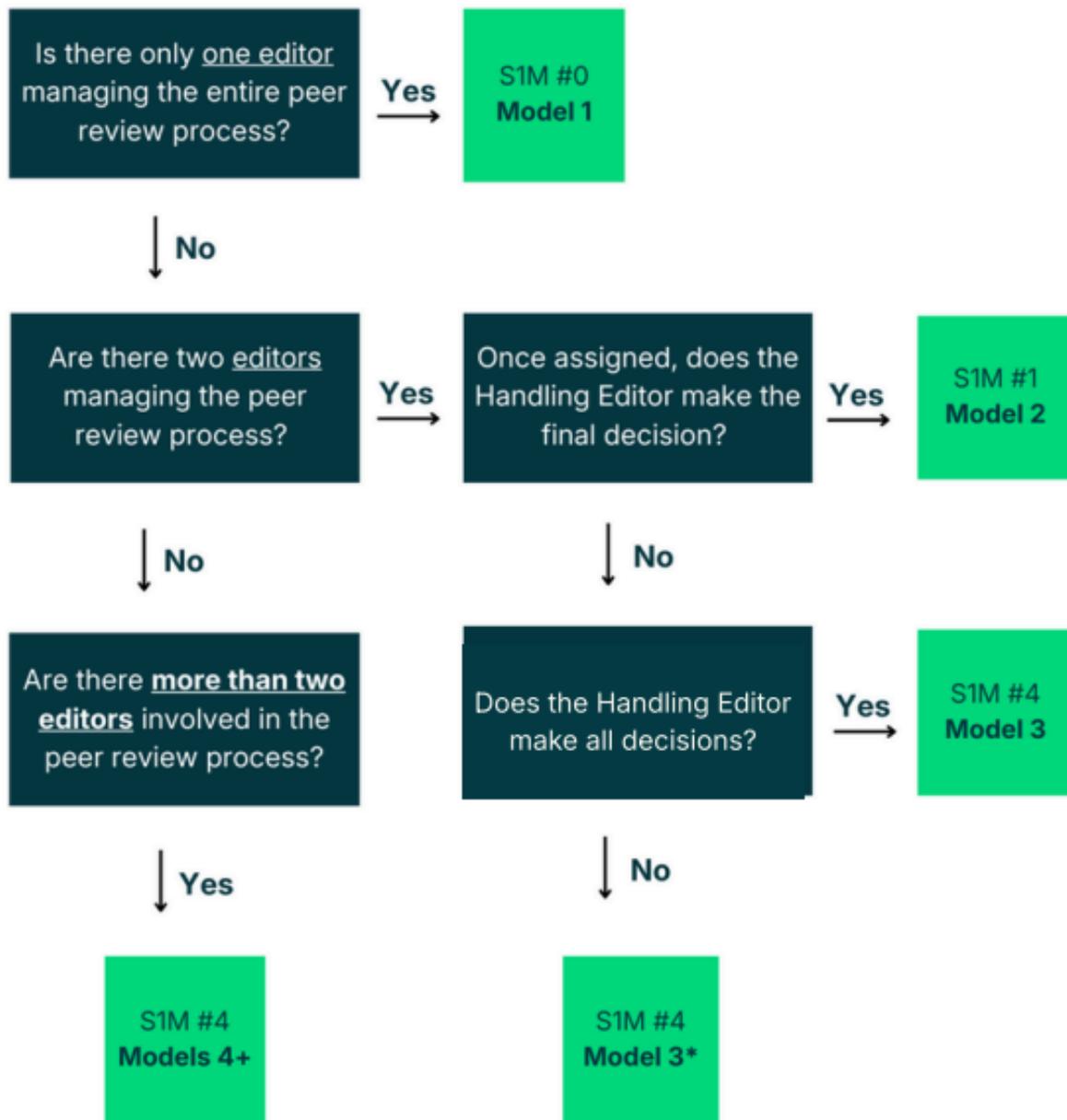
There are two decision trees to map editorial models to the workflows available in Research Exchange. Use the decision trees will help map existing workflows to example Models in Research Exchange Review.

- **Decision Tree 1:** This decision tree will help identify whether the workflow is classified as a 1-tier, 2-tier, or 3-tier model. The number of tiers represents the number of editors involved in the peer review process for a single manuscript.
- **Decision Tree 2:** This decision tree will help identify which 3-tier model is most suitable.

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## Decision Tree 1: How many Tiers in my Editorial Model?

### Start Here

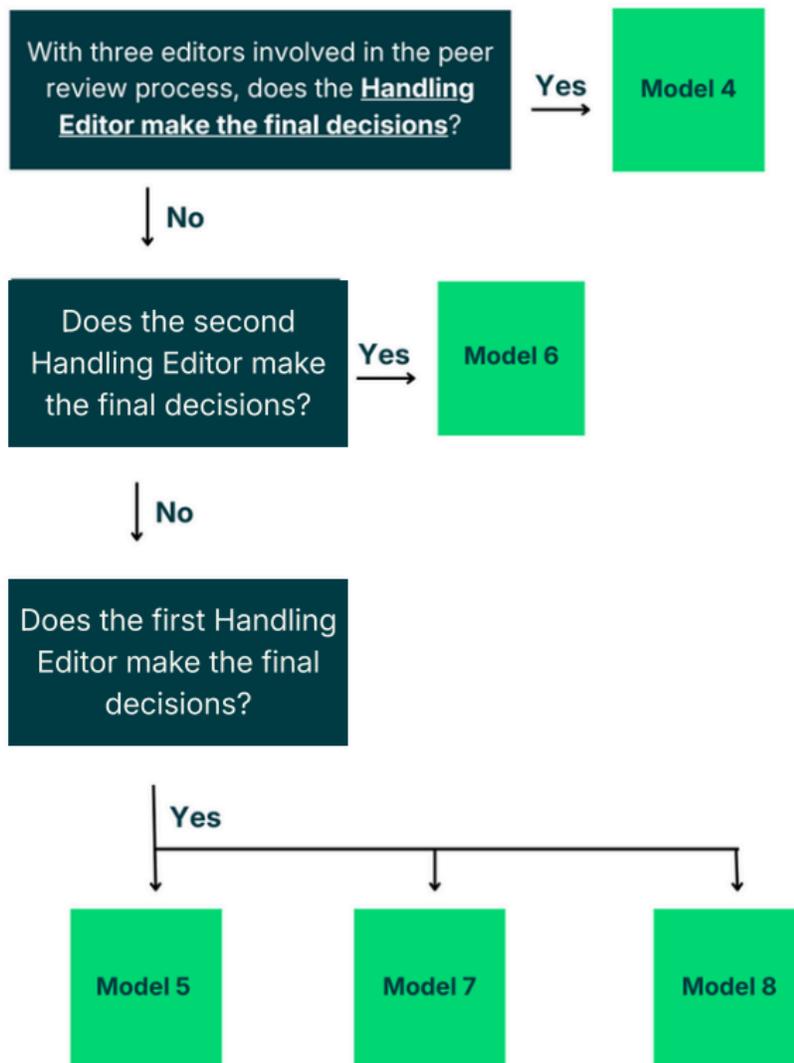


Model 3\* - can be configured to allow the Handling Editor to make some decisions before and after peer review e.g., revisions

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## Decision Tree 2: Which 3-tier model is most suitable?

### Start Here



**Model 5** - Handling Editor 2 can make recommendations before peer review, Handling Editor can make recommendations before and after peer review.

**Model 7** - Handling Editor 2 can make recommendations before and after peer review,

**Model 8** - Handling Editor 2 and Handling Editor can make recommendations before peer review, Handling Editor and a third Handling Editor can make recommendations after peer review.

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## Research Exchange Example Models

Research Exchange Review is designed to accommodate multiple standard Models for peer review. This document will introduce you to some examples. Editorial models are set per the article type. They have been categorised into tiers, and the tiers represent the number of editors involved in the workflow for a single manuscript.

### 1-tier Models

#### Example Model 1: 1-tier



See below for a detailed explanation of the workflow.

Role	Actions in Peer Review Step
<b>Handling Editor</b>	An editor with a Handling Editor system role is automatically invited to handle the peer review of the manuscript. If they accept, they can invite the minimum number of peer reviewers. Alternatively, they can make an immediate decision to:

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	<ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Accept the manuscript (the manuscript will progress to Quality Checks)</li><li>• Reject the manuscript</li></ul> <p>Reject the manuscript and refer it to another journal (for participating journals only).</p>
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for a final decision.</p>
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Accept the manuscript (the manuscript will progress to Quality Checks)</li><li>• Reject the manuscript</li><li>• Reject the manuscript and refer it to another journal (for participating journals only)</li><li>• Send the manuscript back out for peer review.</li></ul>

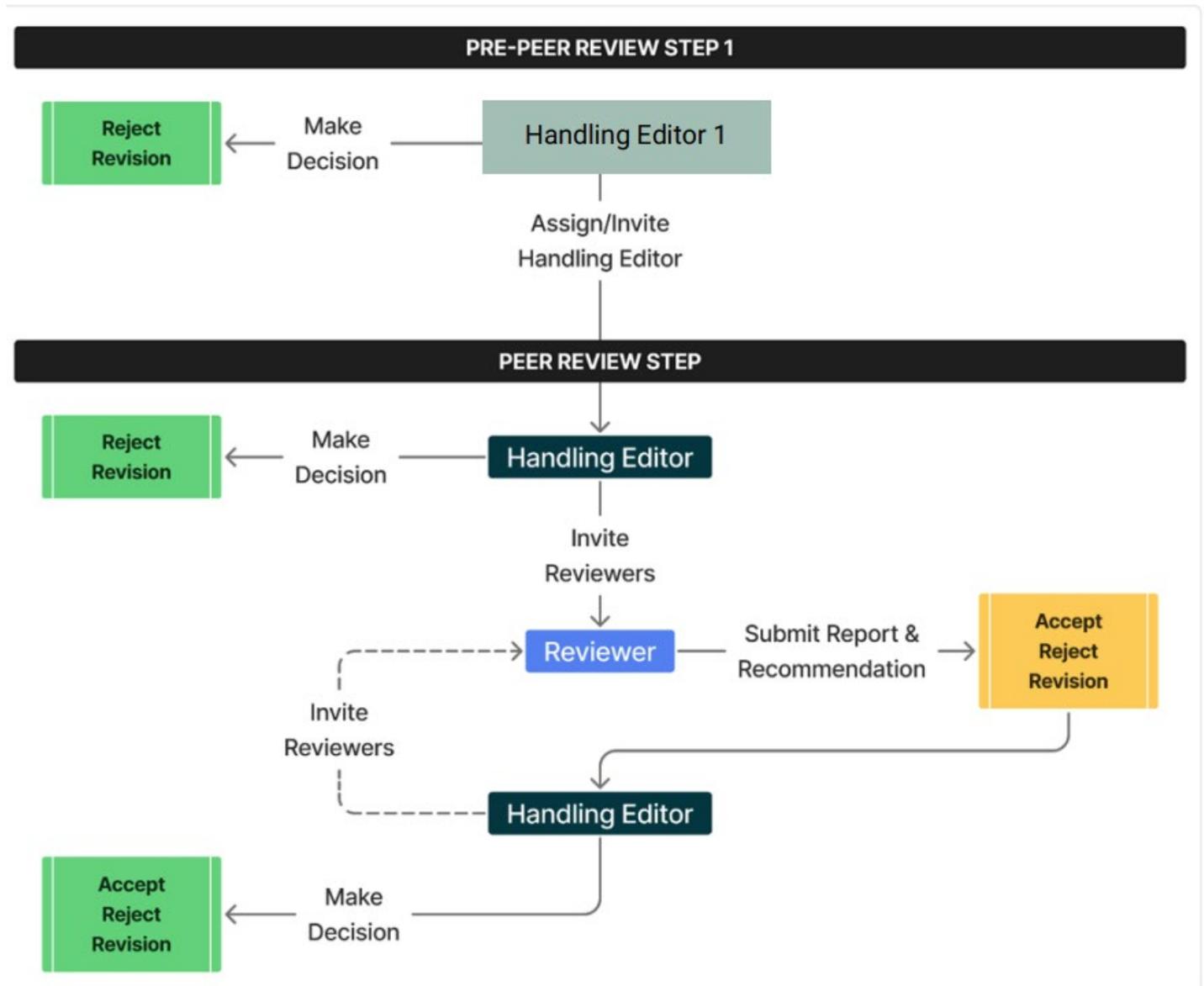
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## 2-tier Models

Two-tier workflows involve 2 editors, however, the first editor on the manuscript can assign themselves to both roles. More information on this can be found [here](#).

### Example Model 2: 2-tier 1-step DEC-HE



See below for a detailed explanation of the workflow.

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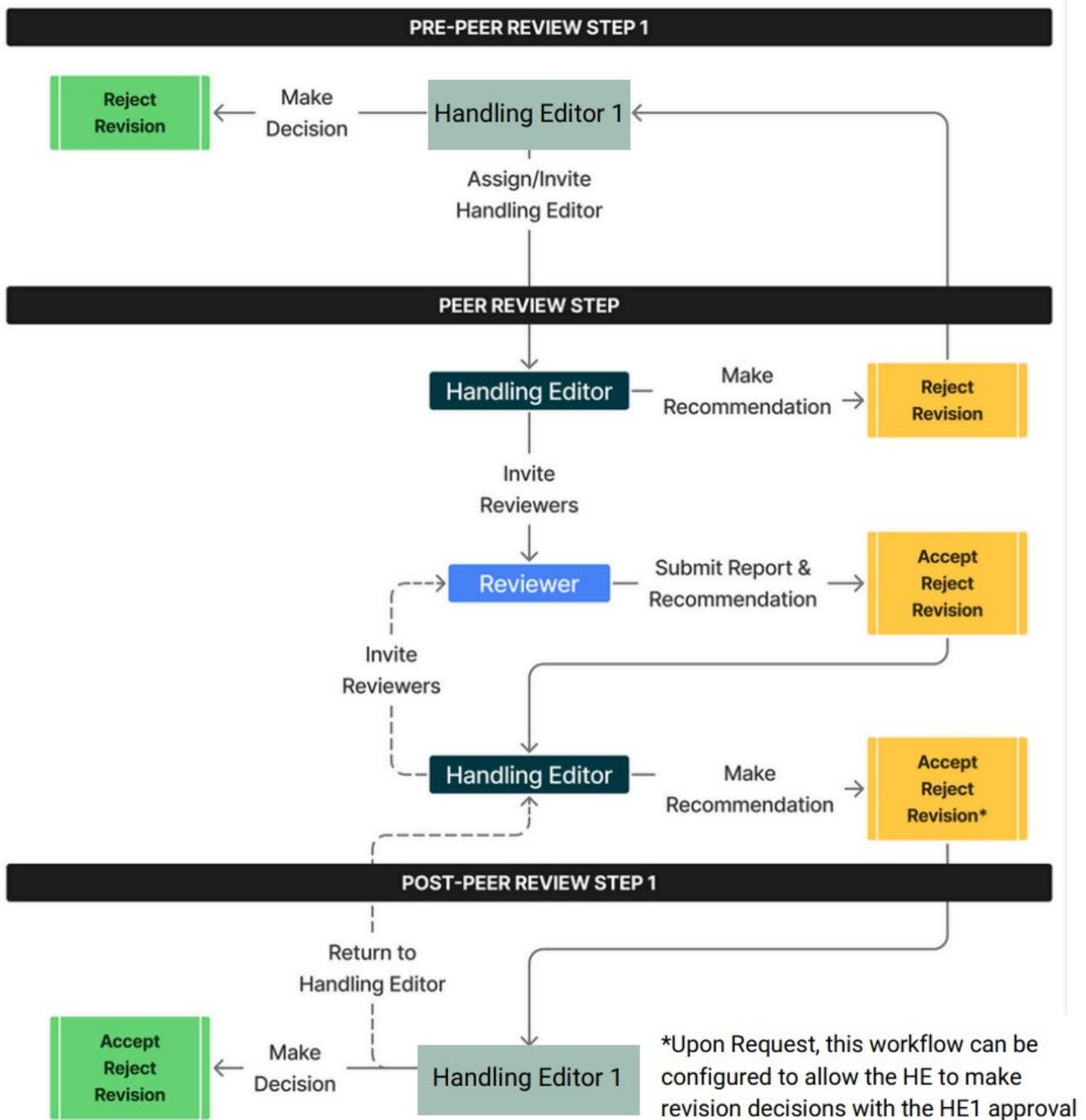
Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor 1 system role is automatically assigned to triage the manuscript. They can invite another Handling Editor to handle the peer review of the manuscript. Alternatively, Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only).</li></ul>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can invite the minimum number of peer reviewers. Alternatively, they can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only).</li></ul>
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for a final decision.</p>

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<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes a final decision to:</p> <ul style="list-style-type: none"><li>• Accept the manuscript</li><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li><li>• Send the manuscript back out for peer review.</li></ul>
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### Example Model 3: 2-tier 2-step Rec-HE Dec-HE1



See below for a detailed explanation of the workflow.

Role	Actions in Pre-Peer Review Step 1
<p><b>Handling Editor 1</b></p>	<p>An editor with a Handling Editor system role is automatically assigned to Handling the manuscript. They can invite a Handling Editor to handle the peer review of the manuscript. Alternatively, the Handling Editor can make an immediate decision to:</p> <ul style="list-style-type: none"> <li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li> </ul> <p>Reject the manuscript or reject and refer it to another journal (for participating journals only).</p>
Role	Actions in Peer Review Step
<p><b>Handling Editor</b></p>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make a recommendation to:</p> <ul style="list-style-type: none"> <li>• Request major or minor revisions from the author</li> <li>• Reject the manuscript</li> </ul> <p>Recommendations will pass to the Handling Editor for an immediate decision.</p>
<p><b>Reviewer</b></p>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"> <li>• Request major or minor revisions from the author</li> <li>• Accept the manuscript</li> <li>• Reject the manuscript</li> </ul> <p>Recommendations will pass to the Handling Editor for their recommendation.</p>

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<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Editor makes a decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Send the manuscript back out for peer review</li></ul> <p>Or makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for a final decision.</p>
<b>Role</b>	<b>Actions in Post-Peer Review Step 1</b>
<b>Handling Editor 1</b>	<p>Based on recommendations and observations from Reviewers and other editors, the Handling Editor makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul>

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### 3-tier Models

Three-tier workflows involve 3 editors, however, the first and second editor on the manuscript can assign themselves to more than one role, if necessary. More information on this can be found [here](#).

#### Example Model 4: 3-tier 1-step Dec-HE

See below for a detailed explanation of the workflow.

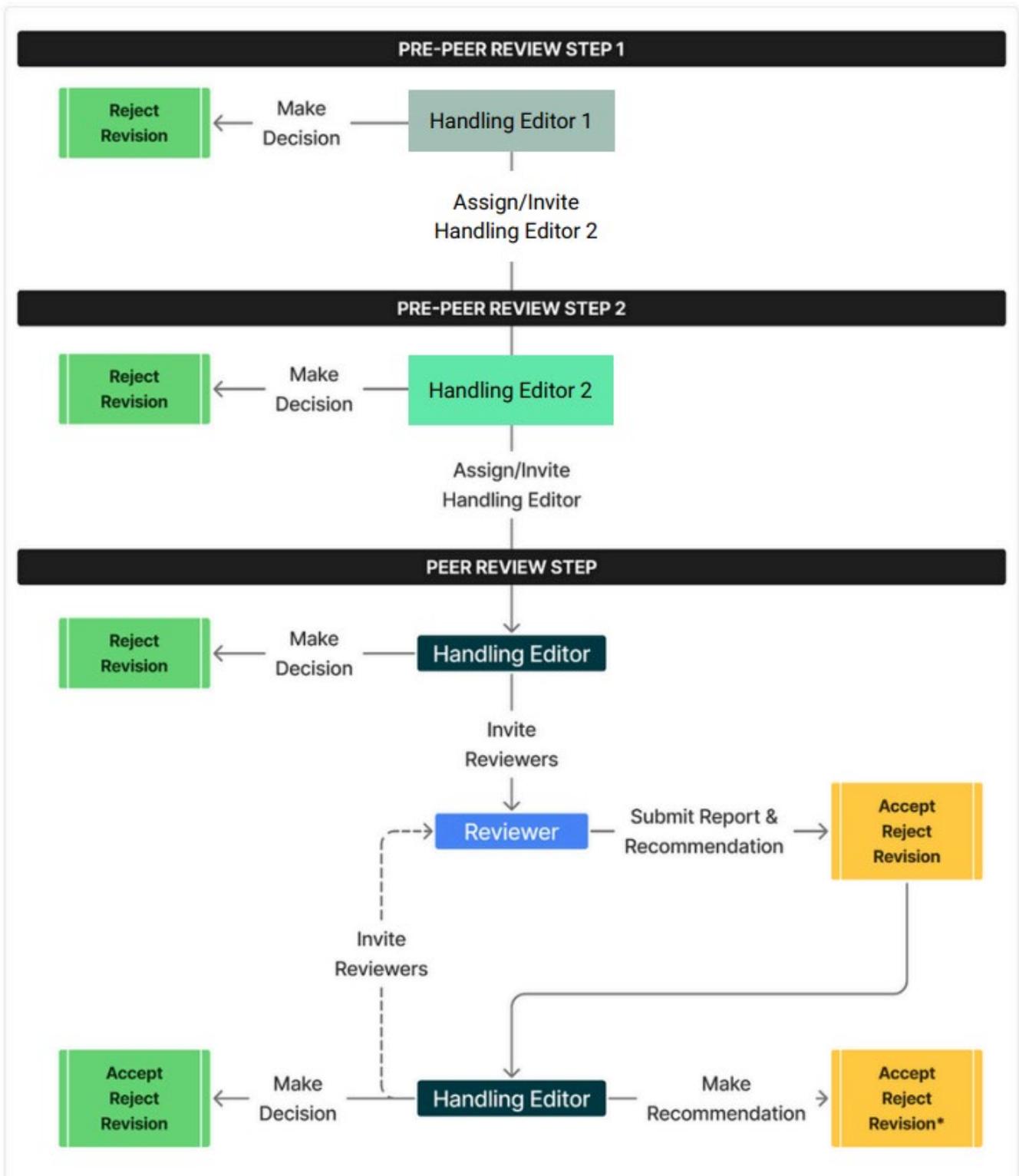
Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor system role is automatically assigned to triage the manuscript. This is a three-tier model with multiple Handling Editors, so this editor will be Handling Editor 1. They can invite another Handling Editor, Handling Editor 2, to further triage the manuscript. Alternatively, the Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li></ul>
Role	Actions in Pre-Peer Review Step 2
<b>Handling Editor 2</b>	<p>Handling Editor 2 can invite a Handling Editor to handle the peer review of the manuscript. Alternatively, the Handling Editor 2 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 1 for an immediate decision.</p>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling</p>

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	<p>Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul>
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for a final decision.</p>
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li></ul> <p>Send the manuscript back out for peer review</p>

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## Example Model 5: 3-tier 2-step Rec-HE Dec-HE1



**See below for a detailed explanation of the workflow.**

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Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor 1 system role is automatically assigned to triage the manuscript. This is a three-tier model with multiple Handling Editors, so this editor will be Handling Editor 1. They can invite another Handling Editor, Handling Editor 2, to further triage the manuscript. Alternatively, the Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only).</li></ul>
Role	Actions in Pre-Peer Review Step 2
<b>Handling Editor 2</b>	<p>Handling Editor 2 can invite a Handling Editor to handle the peer review of the manuscript. Alternatively, the Handling Editor 2 can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 1 for an immediate decision.</p>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul>

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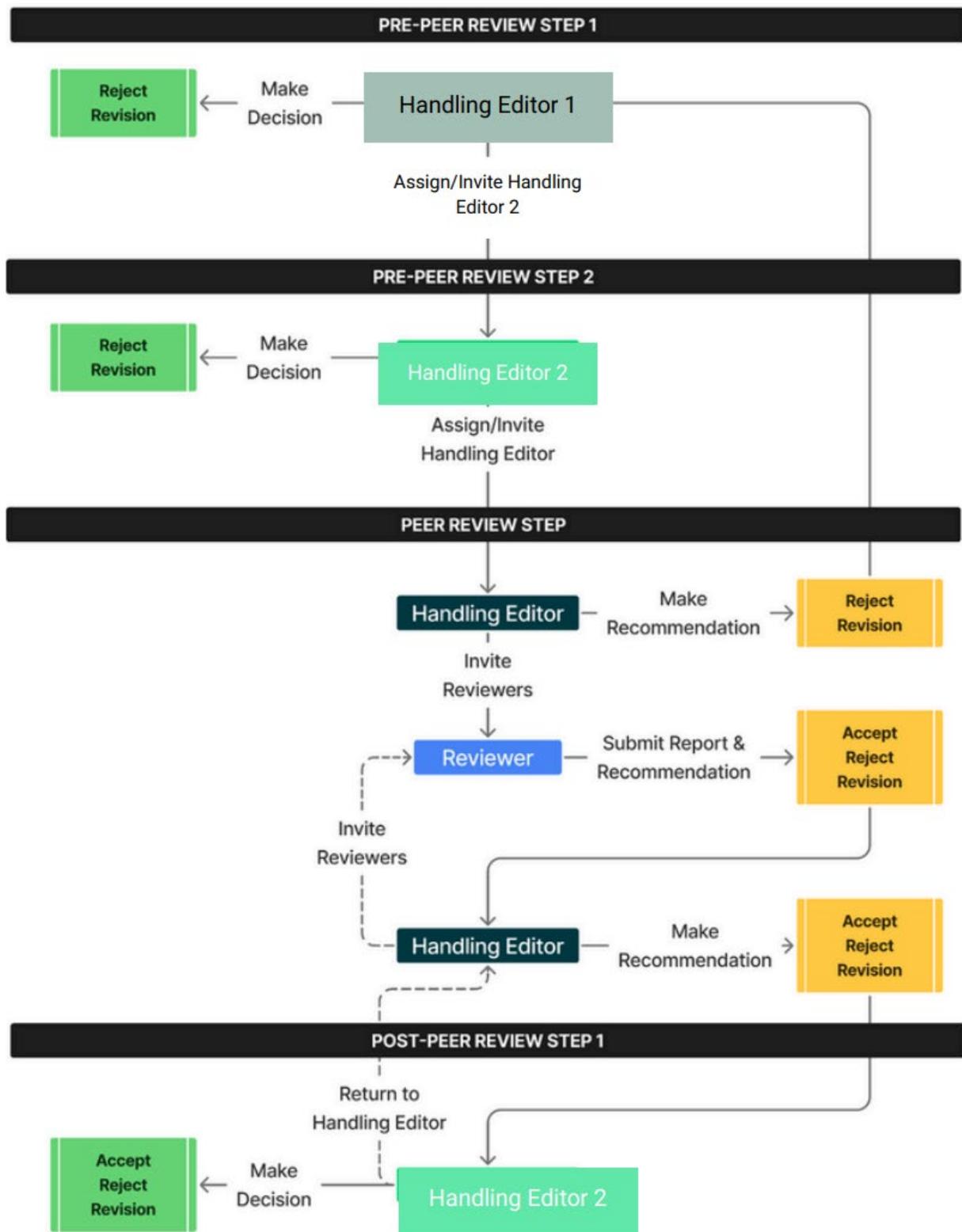
	<ul style="list-style-type: none"><li>• Recommendations will pass to the Handling Editor 1 for an immediate decision.</li></ul>
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for their recommendation.</p>
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li><li>• Send the manuscript back out for peer review</li></ul> <p>Recommendations will pass to the Handling Editor 1 for a final decision.</p>
<b>Role</b>	<b>Actions in Post-Review Step 1</b>
<b>Handling Editor 1</b>	<p>Based on recommendations and observations from Reviewers and other editors, the Handling Editor 1 makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul>

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	<ul style="list-style-type: none"><li>• Reject the manuscript and refer it to another journal (for participating journals only)</li><li>• Return the manuscript to the Handling Editor to send back out for peer review.</li></ul>
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## Example Model 6: 3-tier 2-step Rec-HE Dec-HE2



See below for a detailed explanation of the workflow

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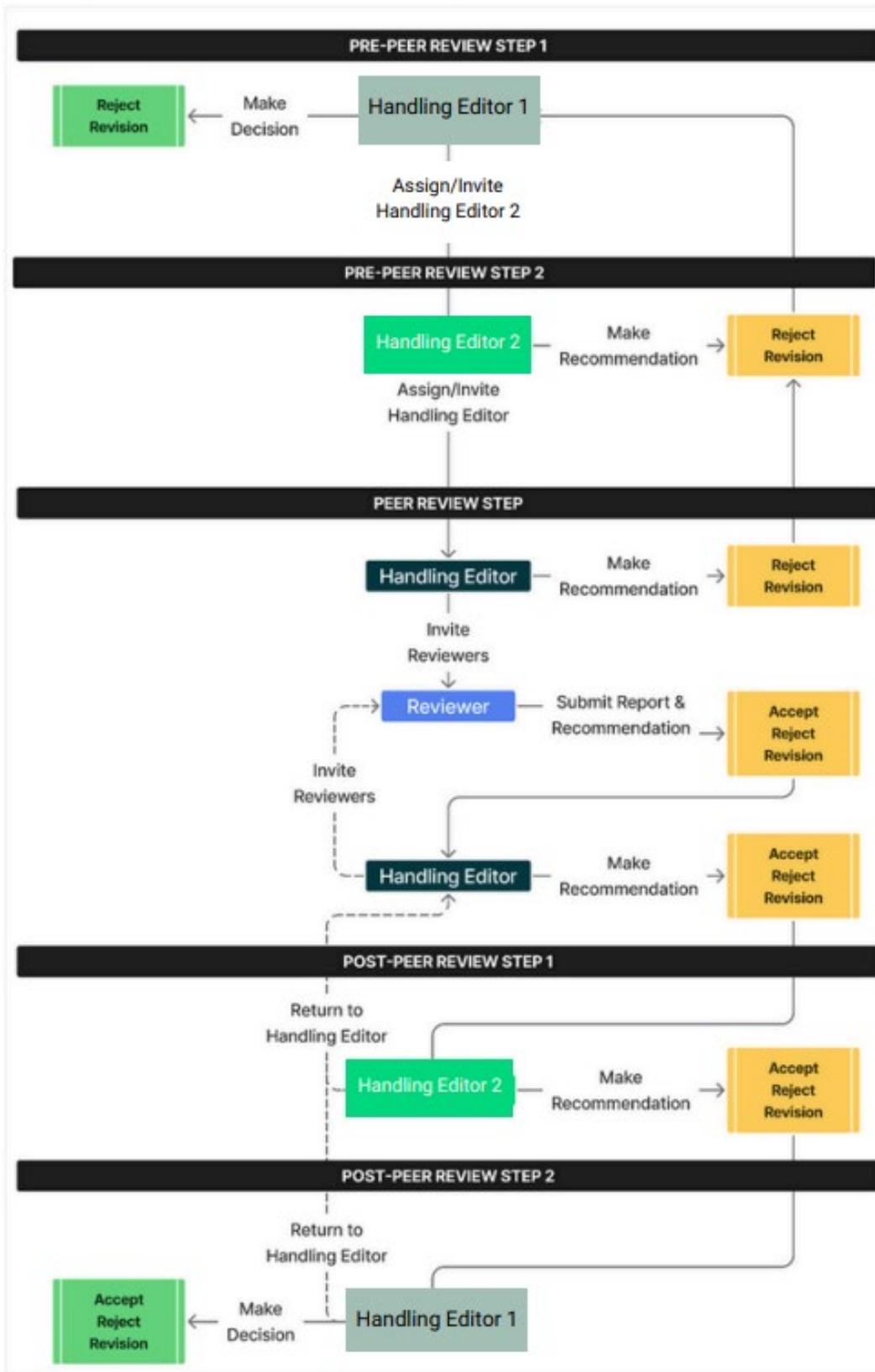
Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor system role is automatically assigned to triage the manuscript. This is a three-tier model with multiple Handling Editors, so this editor will be Handling Editor 1. They can invite another Handling Editor, Handling Editor 2, to further triage the manuscript. Alternatively, the Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li></ul>
Role	Actions in Pre-Peer Review Step 2
<b>Handling Editor 2</b>	<p>Handling Editor 2 can invite a Handling Editor to handle the peer review of the manuscript. Alternatively, the Handling Editor 2 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 2 for an immediate decision.</p>

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<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for their recommendation.</p>
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li><li>• Send the manuscript back out for peer review</li></ul> <p>Recommendations will pass to the Handling Editor 2 for a final decision.</p>
<b>Role</b>	<b>Actions in Post-Review Step 1</b>
<b>Handling Editor 2</b>	<p>Based on recommendations and observations from Reviewers and other editors, the Handling Editor 2 makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul>

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### Example Model 7: 3-tier 2-step Rec-HE Dec-HE1



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## See below for a detailed explanation of the workflow

Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor system role is automatically assigned to triage the manuscript. This is a three-tier model with multiple Handling Editors, so this editor will be Handling Editor 1. They can invite another Handling Editor, Handling Editor 2, to further triage the manuscript. Alternatively, the Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript</li><li>• Reject the manuscript and refer it to another journal (for participating journals only)</li></ul>
Role	Actions in Pre-Peer Review Step 2
<b>Handling Editor 2</b>	<p>The Handling Editor 2 can invite a Handling Editor to handle the manuscript. Alternatively, the Handling Editor 2 can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 1 for an immediate decision.</p>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make an immediate recommendation to:</p>

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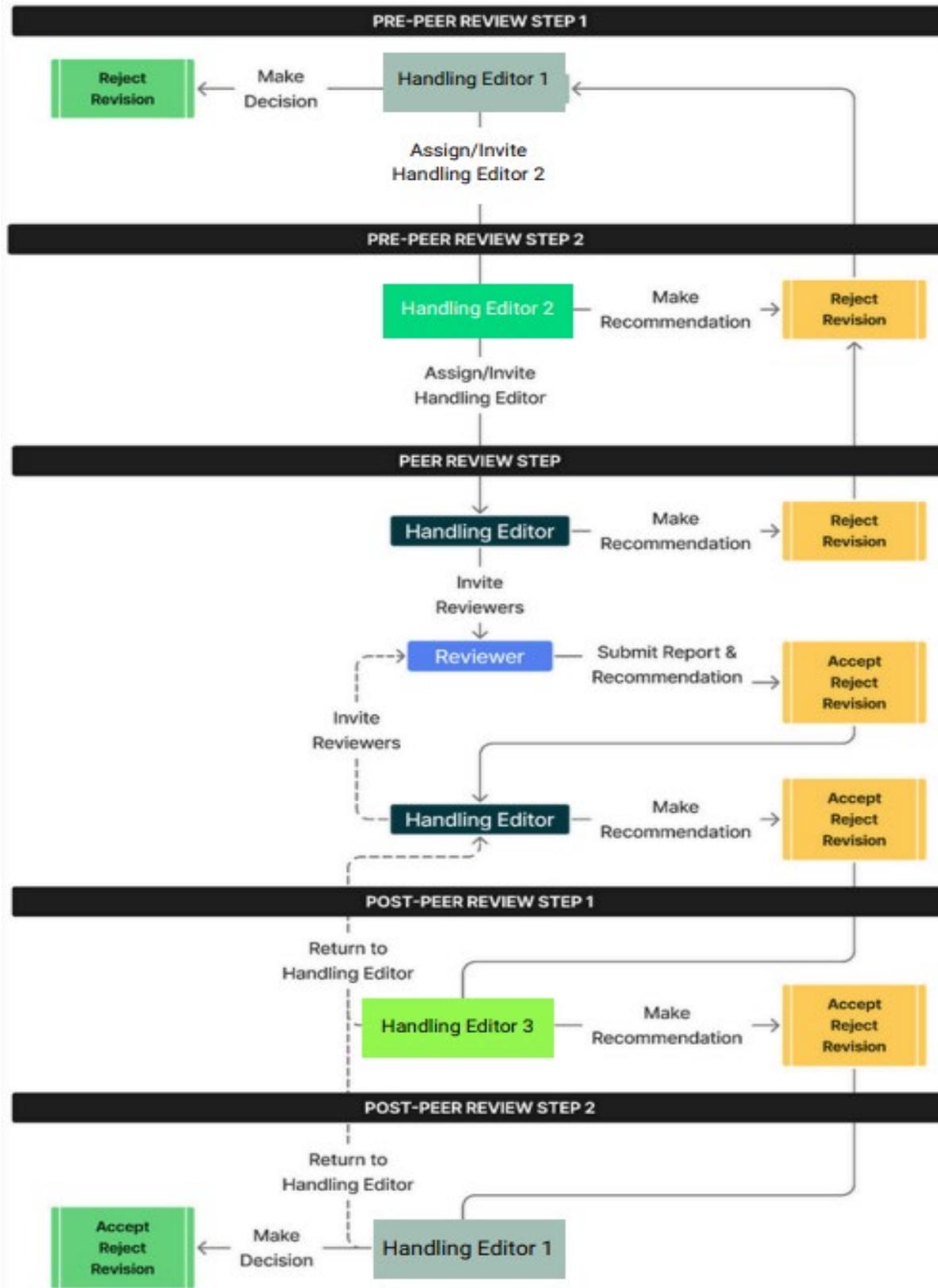
	<ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 1 for an immediate decision.</p>
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor for their recommendation.</p>
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> <p>Or a decision to:</p> <ul style="list-style-type: none"><li>• Send the manuscript back out for peer review</li></ul> <p>Recommendations will pass to the Handling Editor 2 for their recommendation.</p>
<b>Role</b>	<b>Actions in Post-Review Step 1</b>
<b>Handling Editor 2</b>	<p>The Handling Editor 2 makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li></ul>

[Type here]

	<ul style="list-style-type: none"><li>• Reject the manuscript</li></ul> <p>Or a decision to:</p> <ul style="list-style-type: none"><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul> <p>Recommendations will pass to the Handling Editor 1 for a final decision.</p>
<b>Role</b>	<b>Actions in Post-Review Step 2</b>
<b>Handling Editor 1</b>	<p>Based on recommendations and observations from Reviewers and other editors, the Handling Editor 1 makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul>

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## Example Model 8: 3-tier 2-step Rec-HE Dec-HE1



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## See below for a detailed explanation of the workflow

Role	Actions in Pre-Peer Review Step 1
<b>Handling Editor 1</b>	<p>An editor with a Handling Editor system role is automatically assigned to triage the manuscript. This is a three-tier model with multiple Handling Editors, so this editor will be Handling Editor 1. They can invite another Handling Editor, Handling Editor 2, to further triage the manuscript. Alternatively, the Handling Editor 1 can make an immediate decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)</li><li>• Reject the manuscript or and refer it to another journal (for participating journals only)</li></ul>
Role	Actions in Pre-Peer Review Step 2
<b>Handling Editor 2</b>	<p>The Handling Editor 2 can invite a Handling Editor to handle the manuscript. Alternatively, the Handling Editor 2 can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Reject the manuscript</li></ul> <p>Recommendations will pass to the Handling Editor 1 for an immediate decision.</p>
Role	Actions in Peer Review Step
<b>Handling Editor</b>	<p>An editor with a Handling Editor system role is invited to handle the peer review of the manuscript. If they accept, the Handling Editor can move the manuscript to the next stage by inviting the minimum number of peer reviewers. Alternatively, they can make an immediate recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li></ul>

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	<ul style="list-style-type: none"><li>• Reject the manuscript</li></ul> Recommendations will pass to the Handling Editor 1 for an immediate decision.
<b>Reviewer</b>	<p>The chosen peer reviewers receive email invitations to review the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review. They are also asked to make a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> Recommendations will pass to the Handling Editor for their recommendation.
<b>Handling Editor</b>	<p>The Handling Editor receives email alerts when each Reviewer Report is submitted. When the minimum number of reviews are complete, the Handling Editor makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li><li>• Send the manuscript back out for peer review</li></ul> Recommendations will pass to the Handling Editor 3 for their recommendation.
<b>Role</b>	<b>Actions in Post-Review Step 1</b>
<b>Handling Editor 3</b>	<p>The Handling Editor 3 makes a recommendation to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript</li></ul> Or a decision to:

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	<ul style="list-style-type: none"><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul> <p>Recommendations will pass to the Handling Editor 1 for their final decision.</p>
<b>Role</b>	<b>Actions in Post-Review Step 2</b>
<b>Handling Editor 1</b>	<p>Based on recommendations and observations from Reviewers and other editors, the Handling Editor 1 makes the final decision to:</p> <ul style="list-style-type: none"><li>• Request major or minor revisions from the author</li><li>• Accept the manuscript</li><li>• Reject the manuscript or reject and refer it to another journal (for participating journals only)</li><li>• Return the manuscript to the Handling Editor to send back out for peer review</li></ul>

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## Assigning Additional Roles to Yourself

Research Exchange Review is designed to accommodate multiple standard Models for peer review. In editorial models with more than one editor, there is the option for Handling Editors to assign themselves to the role of Handling Editor, instead of inviting another editor.



The screenshot shows a web interface titled "Assign Academic Editor". At the top left is a search bar with the placeholder text "Search by name or email". To the right of the search bar is a green button with the text "Assign myself as Handling Editor". Below the search bar is a table titled "Journal Editorial Board". The table has four columns: "Full name", "Email", "Expertise", and "Workload". There are two rows of data in the table. The first row is for "AE Training" with email "researchexchangetraining+aeditor1@wiley.com", expertise "No keywords found for this editor", and workload "3". The second row is for "Training Academic" with email "researchexchangetraining+aeditor2@wiley.com", expertise "No keywords found for this editor", and workload "5". To the right of the workload column, there is a status indicator "PENDING RESPONSE" in orange text.

Full name	Email	Expertise	Workload
AE Training	researchexchangetraining+aeditor1@wiley.com	No keywords found for this editor	3
Training Academic	researchexchangetraining+aeditor2@wiley.com	No keywords found for this editor	5

## Two-Tier Workflows

If an editor with a Handling Editor or Lead Guest Editor (Special Issues) system role chooses 'Assign myself as Handling Editor', the manuscript's editorial model will change to a 1-tier. This means:

- The Handling Editor or Lead Guest Editor will make the final decision on the manuscript, and there will be no recommendation stage or involvement from another editor.
- Once the 1-tier model has been applied, the manuscript will continue as such for the entirety of its lifespan in Research Exchange Review.
- If the Handling Editor or Lead Guest Editor would like it reassigned to an Academic or Guest Editor, only users with an Editorial Assistant or Journal Manager system role can take action on this.
- If the manuscript is reassigned to a different editor, the manuscript will continue to operate on a 1-tier workflow, and will not go back to the Handling or Lead Guest Editor for a final decision. The new Academic or Guest Editor will be required to handle the peer review of the manuscript AND make the final decision.

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### Three-Tier Workflows

In three-tier workflows, where there are two editors triaging the manuscript before the handling editor is assigned, the first editor has the option to:

- Assign an editor to the second Handling editor role. If chosen, the next editor will be responsible for inviting a handling editor.
- Assign themselves to the second Handling editor role. If chosen, they will be responsible for inviting a handling editor, and the workflow will default to a 2-tier workflow.

The editor performing the second Handling role on the manuscript has the option to:

- Assign an editor to handle the peer review of the manuscript.
- Assign themselves to handle the peer review of the manuscript. If chosen:
  - The workflow will default to a 1-tier if the first Handling editor decides to fulfil all three roles on the manuscript.
  - The workflow will default to a 2-tier if the second Handling editor decides to fulfil the role of handling editor in addition to their role as the second Handling editor.

When the workflows change:

- The change is final, and the manuscript will continue in this state for its entire lifespan in Research Exchange Review.
- The roles making the final decision will change depending on the workflow setup.
- Different editors may be invited or assigned in place of an editor (by someone with an Editorial Assistant or Journal Manager system role), but they will inherit the recommendation or decision-making permissions.

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## Mapping ScholarOne Workflow Models

There are three standard ScholarOne workflows that serve as a baseline for creating ScholarOne sites. These are as follows:

Workflow #0	Author submits	Admin Checks & Passes to EIC (Editor-in-Chief)	EiC Invites and/or Assigns Reviewer(s)	Reviewers Score	EiC Makes Final Decision	N/A	N/A
Workflow #1	Author submits	Admin Checks & Passes to EIC (Editor-in-Chief)	EIC Assigns to Associate Editor (AE)	AE Invites and/or Assigns Reviewer(s)	Reviewers Score	AE Makes Final Decision	N/A
Workflow #4	Author submits	Admin Checks & Passes to EIC (Editor-in-Chief)	EIC Assigns to Associate Editor (AE)	AE Invites and/or Assigns Reviewer(s)	Reviewers Score	AE Recommends Decision	EIC Makes Final Decision

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Below is a guide to match the ScholarOne workflows to the PAW tracker and Living Data and the current Model examples:

ScholarOne Workflow	PAW tracker/living data equivalent	Research Exchange Review Equivalent	Note
0	1t	Model 1	Only one editor manages the entire peer review process with an Academic Editor system role.
1	2t 1-step decision with Triage	Model 2	Two editors are involved in peer review. Papers do not return to the editor with the Handling role once an editor has been assigned the Academic Editor system role.
4	2t 2-step decision with Triage	Model 3 (with Handling Editor 100% recommendation)	The editor with the Handling Editor role makes all decisions; editors with the Academic Editor role can only make recommendations to the Handling Editor.
4	2t 2-step decision with Triage	Model 3	The editor with the Handling Editor role can make any accept or reject decisions, however, the editor with the Academic Editor role can make revision decisions directly to the author.
4	3t/3t+	Models 4+	Three editors are involved in peer review.

Note: As with Research Exchange Review, Workflow #4 can be adapted so that the AEs can make a Revision **decision** instead of a **recommendation**.

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