Research Exchange Review: Journal Manager Guide

February 2026

Contents

1. Introduction

The Review module is Research Exchange's dedicated environment to manage the Peer Review Process. The module supports key steps in the process of evaluating and reviewing manuscripts by bringing editors, reviewers, and editorial assistants together in a single platform.

This guide outlines the additional features and tasks available to users with the **Journal Manager** system role in Publisher's Research Exchange Review platform.

Topics:

- **The Role** – an explanation of the additional tools and functions available to Journal Managers

- **Journal Administration** – instructions on how to assign and remove editorial roles from a journal and review journal configuration by article type

- **Special Issues** – view special issues and assign or remove editorial roles for Special Issues

- **Accessing support** – how to find help and supporting documentation

Example Editorial Models & Workflows

Please be aware that Research Exchange Review can accommodate multiple standard editorial workflows and models. For this reason, some of the functions described here may not be relevant to every journal. For additional information on each workflow, please see the Editorial Models & Workflows guidance.

A manuscript's journey

On its journey from submission to publication, a manuscript passes through five key stages.

 The process starts when an author submits the manuscript using Research Exchange Submission or other submission platform.

 When the submission is complete, the manuscript enters Research Exchange Review and, if you have access to Research Exchange Screening, passes through Submission Checks. These checks ensure that the manuscript meets the journal's standards for scope, quality, and integrity.

 When Submission Checks are complete, the manuscript passes to an editor, and the Review process begins. At this point, the workflow can vary, depending on the journal's Editorial Mode l and Workflow.

 When the review process is complete, the manuscript passes through Quality Checks if you have access to Research Exchange Screening to prepare the manuscript for production. These Quality Checks involve validating the peer review process and requesting any missing information.

 When Quality Checks are complete, the manuscript is ready to move into Production.

2. User Roles and Permissions

Roles

With access to Review, Journal Managers will be able to:

- View submissions that require editorial action, ensuring timely progressions through the peer review workflow

- Assign or invite appropriate Editors to manage the review process

- Identify and invite qualified reviewers to evaluate submissions, supporting a rigorous and credible peer review process

- Assess reviewer feedback and manuscript quality to determine suitability for publication at key decision and recommendation points

Research Exchange supports multiple editorial roles within the platform. Throughout this guide, **role tags** indicate which users can complete each task. Refer to the key below to quickly identify which system role tag relates to the equivalent editorial role.

Research Exchange System Role	Equivalent Editorial Role	Access to Review Module
Journal Manager	Peer Review Teams Editorial Assistant Journal Administrator Managing Editor	Yes

Dual Role Assignment for Editorial Assistants and Journal Managers

If a user with the Editorial Assistant (EA) system role is also assigned the Journal Manager (JM) role, they must be added as a JM for every journal where they are already an EA. Otherwise, their dashboard access will be limited. For example, if someone is an EA for Journal A and Journal B, but only a JM for Journal A, they won't be able to access manuscripts for Journal B from their dashboard. Instead, they'll encounter a 404 error until they are also assigned as a JM for Journal B.

Platform roles

Research Exchange has a variety of system roles. Each role has standard names and permissions to perform specific tasks. For details on what each role can do and how editorial roles align, please refer to Research Exchange Roles and Responsibilities

Role Permissions

Throughout this guide, **role tags** indicate which users can complete each task. Refer to the key below to quickly identify the tasks relevant to each role.

Key Task	Applicable to Role
Access manuscripts from the dashboard*	Journal Managers
Manage manuscripts; withdraw manuscripts, extend author revision deadlines, apply Article Process Charge (APC) edits, and request a manual price override*	Journal Managers
Reassign Manuscripts on behalf of Editor	Journal Managers
Making an Initial Decision or Recommendation on behalf of an Editor*	Journal Managers
Invite a Handling Editor on behalf of an Editor*	Journal Managers
Handle peer review*	Journal Managers
Making a final Decision or Recommendation on behalf of an Editor*	Journal Managers
Responding to Revised Manuscripts*	Journal Managers
Handling revision on behalf of an Editor*	Journal Managers
Journal administration; assigning and removing editorial roles from the editorial board, view the specialist reviewer board, inviting new users to Research Exchange Review, assigning viewer mode permissions	Journal Managers

Administer special issues; view special issues, assign Lead Guest and Guest Editor roles, edit a special issue	Journal Managers
Access support	Journal Managers

Instructions are available in the Review Guide

*To access instructions on tasks marked with a *, please use the **Research Exchange Review Guide**.*

Platform Roles *The Journal Manager role can be given to a user who already has a role in Research Exchange, e.g., an Editorial Assistant or Journal Administrator. For an overview of how the system roles available in Research Exchange Review map to the role names typically used by academic journals, please refer to the* **Research Exchange Roles and Responsibilities**

To find out more about the peer review process

*To find out more about how the key steps and tasks that are performed during the peer review process by members of the Editorial Board, refer **to Research Exchange Review Guide**.*
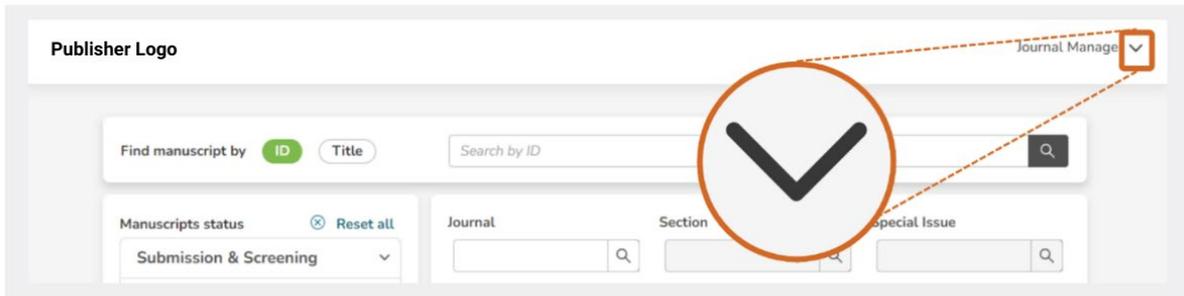
3. Journal Administration

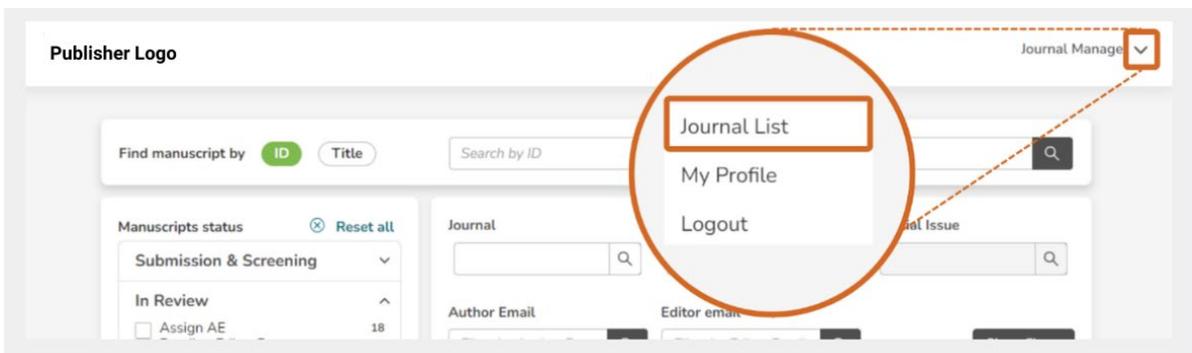The Journal Manager system role has permission to:

- assign and remove editorial roles from a journal

- view information about the configuration of the journals in their portfolio

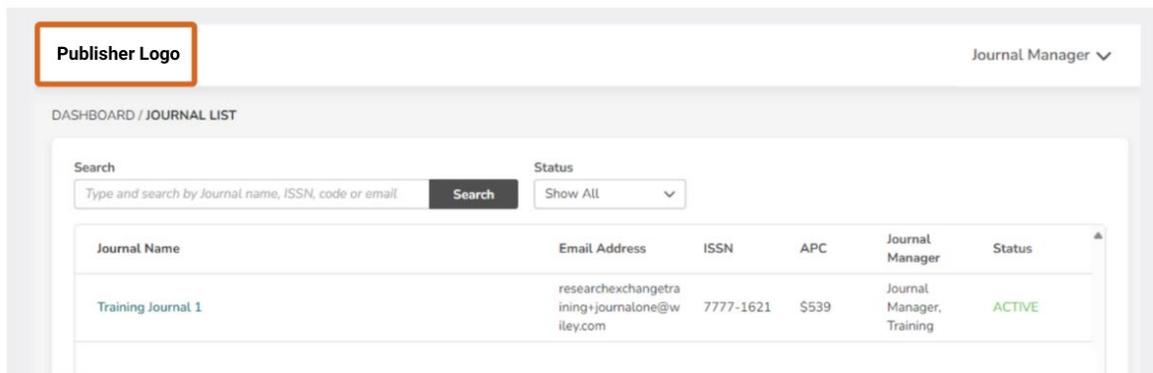To access this functionality, follow these steps to go to the **Journal List**:

1. From the **Review Dashboard**, select the downward arrow icon next to the name.

2. Click the **Journal List** button.

3. To return to the **Review Dashboard**, click the Publisher logo.
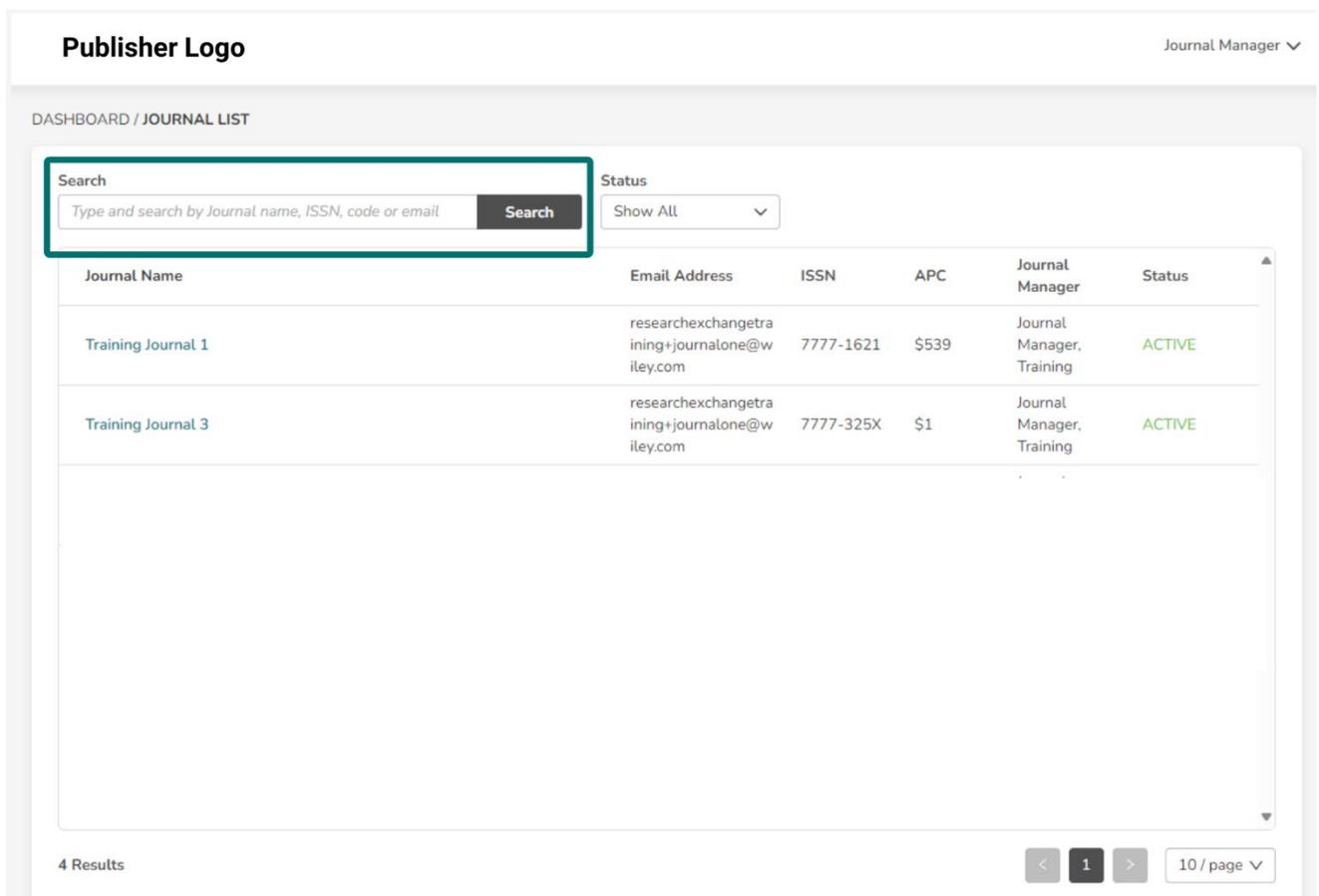

Accessing Journal Details

Journal Managers have access to ALL journals in their portfolio

Journal Manager access to Research Exchange Review means that they can access all journals in their portfolio. Additional journals can be added to a Journal Manager's portfolio upon request via their

Publisher contact, who will raise a Journal Operational Change Tracker ticket (JOCT).

To access details for a specific journal, follow these steps:

1. Use the **Search** bar to find a journal by name, email, or International Standard Serial Number (ISSN). When typing, the list below the search field will automatically update.

2. To refine the results, click the arrow under the **Status** heading and select one of these options:

    o **Show All** to display all journals that match the search words

- o **Active** to display journals that are currently active in Research Exchange

- o **Inactive** to display journals that are not active in Research Exchange
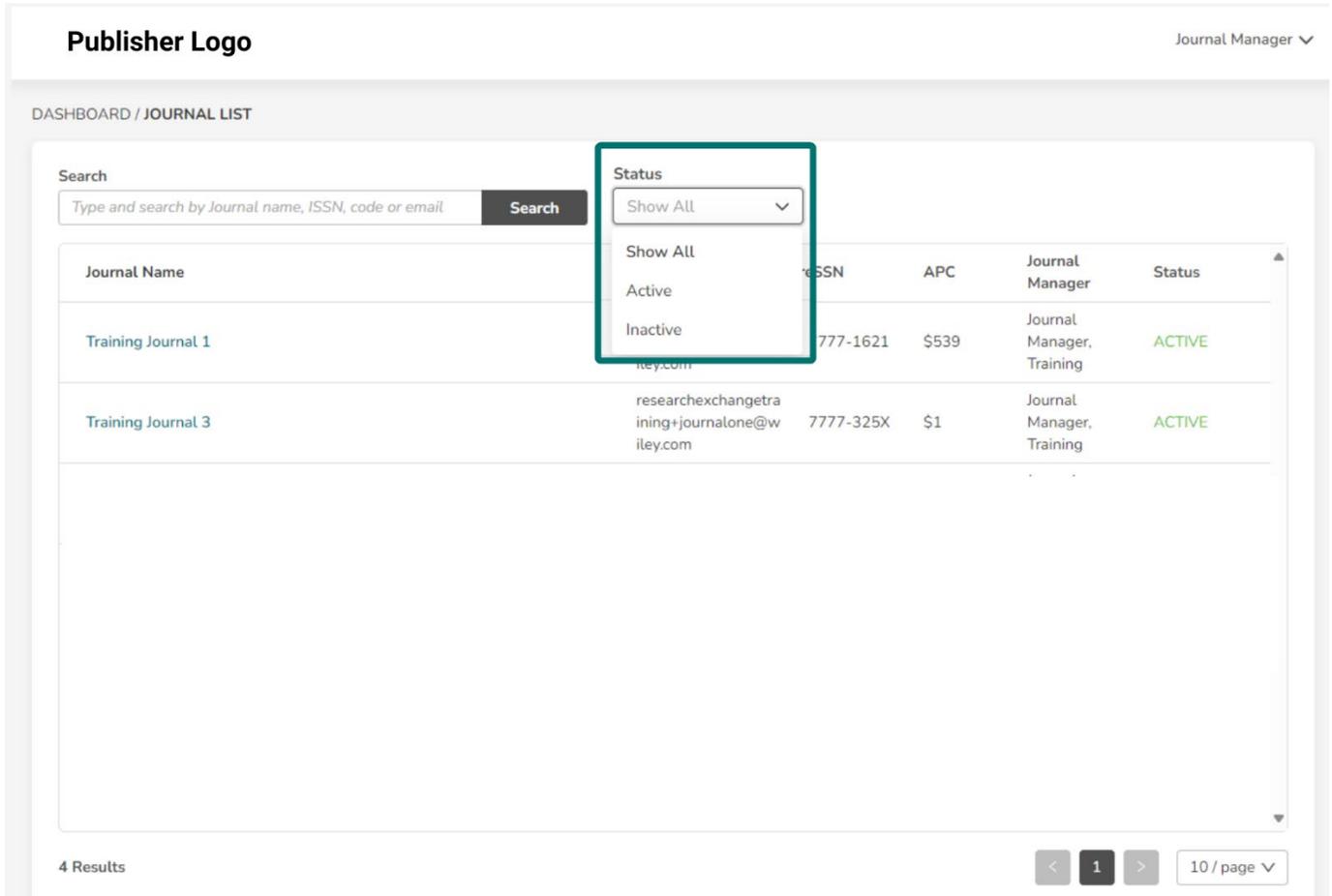

3. From the list of search results, click the journal title to open the **Journal Details** page.

Journal Details

The **Journal Details** page displays key information about a journal selected from the Journal List.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

Training Journal 3 • AS3X

ACTIVE (since 14 Aug 2024)   **Email:** researchexchangetraining+journalone@wiley.com   **ISSN:** 7777-325X

Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *

Select Role ∨   Name or Email   🔍   👤 **Assign**   ⬆️

Editorial Board

Type and search by Name, Email or Special Issue   **Clear**

Role	Full Name	Special Issue	Email	Viewer Mode
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	⬜
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⬜
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⬜
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⬜
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com	⬜

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Select an **Article Type**. Choose between **Regular Issue** or **Special Issue** to see the current peer review model, article preferences, and custom reviewer questions for that article type.

Review Article

The selected article type is associated with the following editorial model and preferences:

Regular Issue | Special Issue

Chief Minus

Issue type(s)	Article type(s)		Created on	Updated on
Regular Issue	Original Article	Review Article	Short Communication		14 Aug 2024 13:16	06 Nov 2024 10:08

1. Submission checks →
- Pre-Screening Checks
- Info Validation
- Author Verification
- 👤 Submission Checker

2. Review →
- Triage
- 👤 Chief Editor

- Peer Review
- 👤 Academic Editor

- Decision-Making
- 👤 Chief Editor

3. Revision checks →
- Pre-Screening Checks
- Info Validation
- Author Verification
- Materials Check
- 👤 Revision Checker

4. Quality checks →
- Pre-Screening Checks
- Info Validation
- Author Verification
- Peer-Review Cycle Check
- 👤 Quality Checker

5. Material checks — Hide Details
- 👤 Material Checker

Article Preferences

⌄ Review

EDITOR REVIEWER INVITATION REMINDERS ⓘ

Minimum number of invited reviewers
5 reviewer(s)

Minimum accepted reviewers
3 reviewer(s)

Minimum reviewer reports submitted
1 report(s)

REVIEW PROCESS

Reviewer report deadline
21 days

Minimum reviewer reports required
1 report(s)

REVISION DEADLINES & WORKFLOW

Minor revision deadline
30 days

Major revision deadline
90 days

Revision decision handling
Minor and major revision decisions are made in two steps: an editor recommends revisions, followed by the deciding editor's final approval.

Custom Reviewer Questions

Questions (9):

1. 1. Does the manuscript contain new and significant information to justify publication?
2. 2. Is the problem significant and concisely stated?
3. 3. Are the experimental and/or theoretical methods described comprehensively?
4. 4. Are the interpretations and conclusions justified by the results?
5. 5. Is the summary (abstract) concise?
6. 6. Is the language acceptable?
7. Figures are:
8. Paper Size is:
9. Tables are:

Assigning Editorial Roles

Platform roles

For an overview of how roles and key tasks in Research Exchange Review map to role names commonly used by academic journals, please refer to: **Research Exchange Roles and Responsibilities**

To assign editorial roles to existing users, follow these steps:

1. From the **Journal Details** page, select the **Journal Board & Roles** tab.

2. Click the arrow below the **Assign Editorial Role** heading and select one of the options displayed in the drop-down list.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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ACTIVE (since 14 Aug 2024)   **Email:** researchexchangetraining+journalone@wiley.com   **ISSN:** 7777-325X

Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *

Select Role ∨ | Name or Email 🔍 | 👤 Assign | ⬆

Academic Editor

Editorial Assistant

Triage Editor

Guest Editor

Lead Guest Editor

Email or Special Issue	Clear			Observing Capability
Name	Special Issue	Email		
raining		researchexchangetraining+aeditor1@wiley.com		🟢
raining	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com		⚪
Editorial Assistant EA Training		researchexchangetraining+ea@wiley.com		⚪

3. Type the name or email of the user into the field on the right. When typing, a list of suggestions will appear below the field. From this list, select the name of the user to assign to the chosen role.

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Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *

Academic Editor ∨ | researchexchangetraining+ae 🔍 | 👤 Assign | ⬆

| AE Training | researchexchangetraining+aeditor1@wiley.com |
| Training Academic | researchexchangetraining+aeditor2@wiley.com |

Editorial Board

Type and search by Name, Email or Special Issue   Clear

4. Click the **Assign** button. The user's name will now appear in the list under the **Editorial Board**. Please note that if you are changing an Editorial Assistant on the board, they must also be changed in the Screening module. To do this, contact your Publisher representative
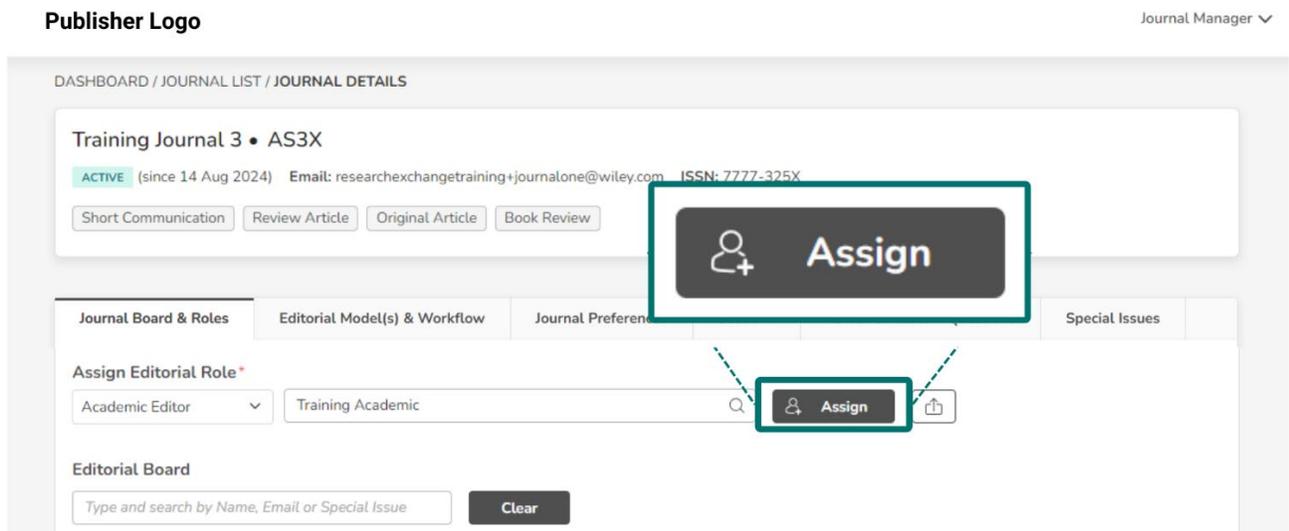
5. To import details for multiple editors from a .csv file, select the **Upload** icon. From the pop-up panel, click the **Browse** button to upload the .csv file. There is also a link to a .csv template with the correct formatting.
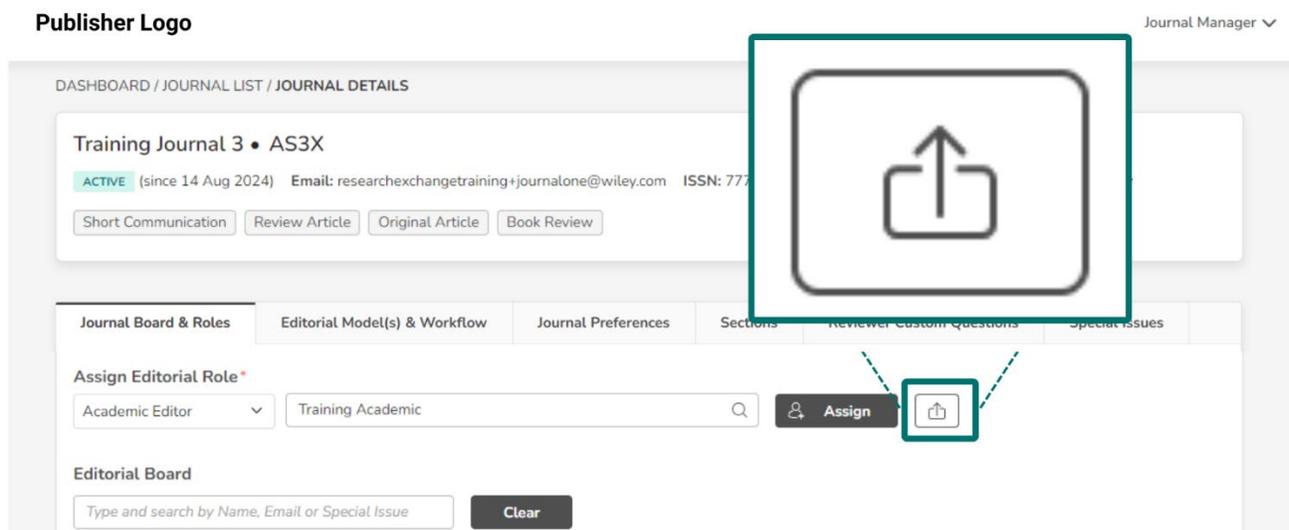
Can't find a user?

If a user can't be found to add to the editorial board, it means they do not have an account with Research Exchange. Contact them to request they set up their account using the instructions in the QuickStart Guide. Once the account has been created, they can be added to the board. For any issues, please contact your publisher representative.

Inviting a New User to Research Exchange

If a user can't be found to add to the editorial board, it means they do not have an account with Research Exchange.

To invite a user to create an account on Research Exchange, follow these steps:

1. From the **Journal Details** page, under the **Journal Board & Roles** tab, use the **Select Role** field, to pick a role from the drop-down menu.

2. Enter the user's email address. A drop-down will appear. Click **Invite user to create an account**.

3. Enter the **First Name**, **Last Name**, **Title**, and **Email** before clicking **Invite and Assign Role**.

The user will appear on the editorial board with **Invited** next to their name. They will receive an email asking them to finish setting up an account. The word **Invited** will disappear once they have completed the setup.

Journal Board & Roles	Editorial Model(s) & Workflow	Journal Preferences	Sections	Reviewer Custom Questions	Special Issues

Assign Editorial Role *

Editorial Assistant ▾ | Name or Email 🔍 | 👤 Assign

Editorial Board

Type and search by Name, Email or Special Issue | Clear

Role	Full Name	Special Issue	Email	Viewer Mode
Guest Editor	AE Training	Special Issue TJ1	researchexchangetraining+aeditor1@wiley.com	⊘
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	✅
Guest Editor	AE Training	Danielle's Digest	researchexchangetraining+aeditor1@wiley.com	⊘
Triage Editor	Bruce WAyne INVITED		hsweet+bw@wiley.com	⊘
Triage Editor	Christian Bale INVITED		hsweet+cb@wiley.com	✅
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⊘
Editorial Assistant	New User INVITED		new.user@wiley.com	⊘

Assigning Observing Capability

Observing Capability

This capability can be assigned to Journal Editors who are members of the Editorial Board.

Editors who are assigned observing capability can view details of all active manuscripts submitted to the journal in Research Exchange Review, including manuscripts assigned to other Editors.

Please note: *Observing capability does not allow editors to take actions or make decisions for manuscripts assigned to other editors. They will not be able to see manuscripts that they have authored or co-authored.*

To assign observing capability to a member of the editorial board, follow these steps:

1. From the **Journal Details** page, select the **Journal Board & Roles** tab.

2. Find the user on the **Editorial Board**. If the list is long, search for their name, email, or Special Issue in the **Search** bar.

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Training Journal 3 • AS3X

ACTIVE (since 14 Aug 2024) **Email:** researchexchangetraining+journalone@wiley.com **ISSN:** 7777-325X

| Short Communication | Review Article | Original Article | Book Review |

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role*

| Select Role ⌄ | Name or Email 🔍 | 👤 Assign | ⬆ |

Editorial Board

| Type and search by Name, Email or Special Issue | Clear |

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	⬜
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⬜
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⬜
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⬜
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com	⬜

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A toggle button to the right of each Editorial Board member's name indicates whether Observing Capability is enabled or disabled.

Publisher Logo

Journal Manager ∨

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role*

Select Role ∨   Name or Email 🔍   👤 Assign   ⬆

Editorial Board

Type and search by Name, Email or Special Issue   **Clear**

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	⬜
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⬜
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⬜
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⬜
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com	⬜

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3. To enable it, slide the toggle to the right. To disable it, slide the toggle to the left

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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| Short Communication | Review Article | Original Article | Book Review |

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role*

| Select Role ⌄ | Name or Email 🔍 | 👥 **Assign** | ⏏ |

Editorial Board

| Type and search by Name, Email or Special Issue | **Clear** |

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	🟢
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⚪
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⚪
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⚪
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com	⚪

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For some roles, the option to assign observing capability is not available. In the example below, the Editorial Assistant has permissions to view and edit all manuscripts assigned to the journal by default, so this cannot be enabled or disabled.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

Training Journal 3 • AS3X

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| Short Communication | Review Article | Original Article | Book Review |

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *

| Select Role ⌄ | Name or Email 🔍 | 👤₊ **Assign** | ⬆ |

Editorial Board

| Type and search by Name, Email or Special Issue | **Clear** |

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	🟢
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⚪
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⚪
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⚪
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com	⚪

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Removing Editorial Roles

To remove a user from an editorial role, follow these steps:

1. From the **Journal Details** page, select the **Journal Board & Roles** tab.

2.

A list of Editorial Board members is displayed.

Search for users in this list by typing their name or email into the **Search** bar.

1. Hover over the name of the user needing to be removed. The **Remove** button will now appear on the right side of the user's details. Please note that if you are changing an Editorial Assistant on the board, they must also be changed in the Screening module. To do this, contact your Publisher representative.

2. Click the **Remove** button to remove the user from the editorial role. A popup window will appear, click **Remove** to confirm the choice. Once a role has been removed from the Editorial Board, they will not be assigned to any new submissions but will be able to finish any existing assignments.
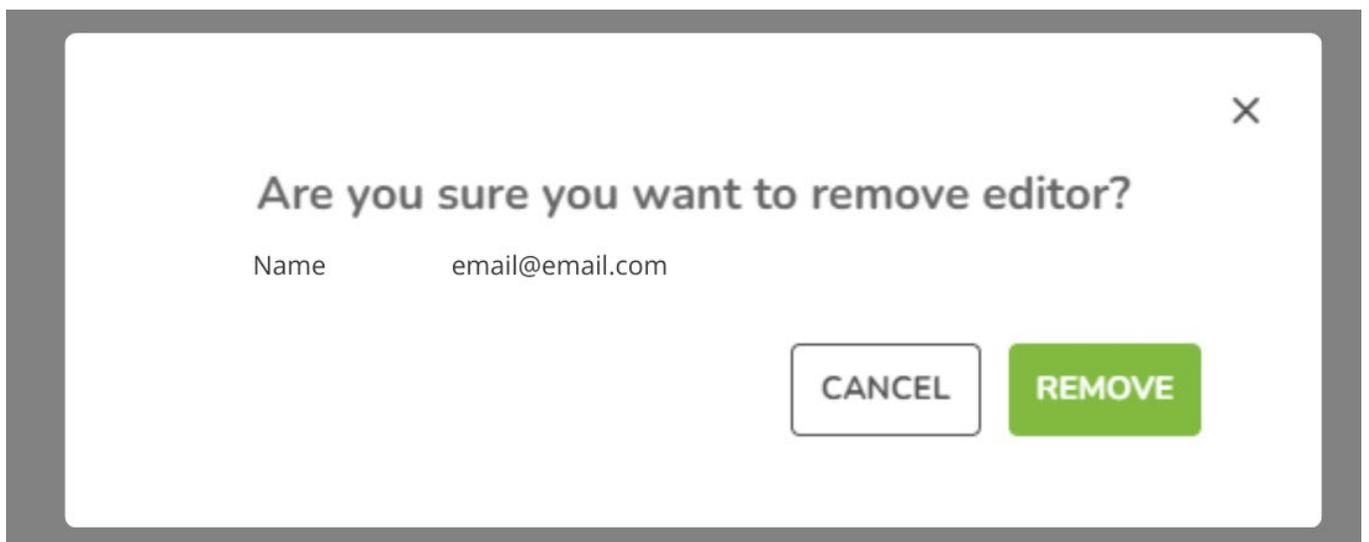
Removing editorial roles

Removing a user from an editorial role on a journal will not remove their profile from the platform. To deactivate a user's account, reach out to you Publisher representative. Once a role has been removed from the module, they will no longer have access to finish any existing assignments. The manuscripts will need to be reassigned to another editor by the Journal Manager, Editorial Assistant, or Journal Administrator.

Viewing the Specialist Reviewer Board

Within Research Exchange, a Specialist Reviewer refers to a designated expert who is invited to evaluate manuscripts necessitating specialized assessment. When enabled for the journal, the person acting as the handling editor for the manuscript is authorized to invite specialist reviewers.

Journals may customize specialist reviewer roles as required. To request the addition or modification of roles on a journal's reviewer board, or to assign reviewers accordingly, please contact your Publisher representative.

To view the specialist reviewer board, follow these steps:

1. From the **Journal Details** page, select the **Journal Board & Roles** tab. Then select **Specialized Reviewers**.

A list of Specialist Reviewers will be displayed. Search for users in this list by typing their name or email into the **Search** bar.

4. Special Issues

The Journal Manager system role has the permission to add and remove editorial roles for Special Issues. To access this functionality, go to the **Journal List**.

Viewing a Special Issue

To find a Special Issue, follow these steps:

1. Use the **Search** bar to find a journal by name, email, or International Standard Serial Number (ISSN). When typing, the list below the search field will automatically update.

Publisher Logo

Journal Manager ⌄

Search

Type and search by Journal name, ISSN, code or email   Search

Status

Show All ⌄

Journal Name	Email Address	ISSN	APC	Journal Manager	Status
Training Journal 1	researchexchangetraining+journalone@wiley.com	7777-1621	$539	Journal Manager, Training	ACTIVE
Training Journal 3	researchexchangetraining+journalone@wiley.com	7777-325X	$1	Journal Manager, Training	ACTIVE

4 Results

< 1 > 10 / page ⌄

2. Click on the journal tile to display the **Journal Details** page.

DASHBOARD / **JOURNAL LIST**

Search

| Type and search by Journal name, ISSN, code or email | Search |

Status

Show All ⌄

Journal Name	Email Address	ISSN	APC	Journal Manager	Status
Training Journal 1	researchexchangetraining+journalone@wiley.com	7777-1621	$539	Journal Manager, Training	ACTIVE
Training Journal 3	researchexchangetraining+journalone@wiley.com	7777-325X	$1	Journal Manager, Training	ACTIVE

4 Results

< **1** > 10 / page ⌄

3. From the **Journal Details** page, select the **Special Issues** tab.

Publisher Logo   Journal Manager ⌄

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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ACTIVE (since 14 Aug 2024)   **Email:** researchexchangetraining+journalone@wiley.com   **ISSN:** 7777-325X

[Short Communication] [Review Article] [Original Article] [Book Review]

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *

[Select Role   ⌄]   [Name or Email   🔍]   [👤 **Assign**]   [⬆]

Editorial Board

[Type and search by Name, Email or Special Issue]   [**Clear**]

Role	Full Name	Special Issue	Email		Viewer Mode
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com		⬤○
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com		○
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com		○
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com		⬤○
Lead Guest Editor	Training Chief	Special Issue TJ3	researchexchangetraining+chief@wiley.com		○

[|<] [<] [**1**] [>] [>|]

4. Locate the Special Issue tile from the list. If the list is long, use the **Search** bar. Each tile contains the name, status, start date, end date, expiration date, and ID. It will also show who is assigned as the Lead Guest Editor for that Special Issue.

Assigning Lead Guest Editor and Guest Editor Roles

Lead Guest Editors

Depending on the journal workflow, **Lead Guest Editors** interact with the Research Exchange Review platform by:

- Evaluating the scope and suitability of assigned submissions to the Special Issue

- Inviting Guest Editors to coordinate the peer review process, or assigning themselves to the Guest Editor role

- Making decisions based on Guest Editor and Reviewer recommendations

Guest Editors

Depending on the journal workflow, **Guest Editors** interact with the Research Exchange Review platform by:

- Responding to invitations to handle manuscripts for the Special Issue

- Assessing the scope and suitability of assigned submissions to the Special Issue

- Selecting Peer Reviewers to evaluate manuscripts

- Making recommendations based on feedback and recommendations from reviewers

*To find out more about how the key tasks are performed by Lead Guest Editors and Guest Editors, refer to the **Research Exchange Review Guide**.*

To assign editorial roles to Lead Guest Editors and Guest Editors, follow these steps:

1. When a new Special Issue is added, a link labelled **Assign Editor** will be displayed under the **Lead Guest Editor** heading on the **Journal Details** page. Click this link to add a Lead Guest Editor.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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ACTIVE (since 14 Aug 2024) **Email:** researchexchangetraining+journalone@wiley.com **ISSN:** 7777-325X

Short Communication   Review Article   Original Article   Book Review

Journal Board & Roles	Editorial Model(s) & Workflow	Journal Preferences	Sections	Reviewer Custom Questions	Special Issues

Search by special issue   **Clear**

👤₊ **Assign editor**

Special Issue TJ3 - Nov2024
OPEN

Submission start date	Submission end date	Expiration date	Special Issue ID	Lead Guest Editor
28 Nov 2024	28 Mar 2025	28 Mar 2026	698714	👤 Assign editor

Special Issue TJ3
OPEN

Submission start date	Submission end date	Expiration date	Special Issue ID	Lead Guest Editor
21 Aug 2024	27 Dec 2024	27 Dec 2025	365085	Training Chief

|< ‹ **1** › >|

2. In addition, select the **Journal Board & Roles** tab to add a Lead Guest Editor or Guest Editor.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

Training Journal 3 • AS3X

ACTIVE (since 14 Aug 2024)   **Email:** researchexchangetraining+journalone@wiley.com   **ISSN:** 7777-325X

Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Search by special issue   **Clear**

Special Issue TJ3 - Nov2024
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Submission start date	Submission end date	Expiration date	Special Issue ID	Lead Guest Editor
28 Nov 2024	28 Mar 2025	28 Mar 2026	698714	& Assign editor

Special Issue TJ3
OPEN

Submission start date	Submission end date	Expiration date	Special Issue ID	Lead Guest Editor
21 Aug 2024	27 Dec 2024	27 Dec 2025	365085	Training Chief

|< < **1** > >|

3. Click the arrow below the **Assign Editorial Role** heading to display a list of editorial roles.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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Journal Board & Roles	Editorial Model(s) & Workflow	Journal Preferences	Sections	Reviewer Custom Questions	Special Issues

Assign Editorial Role*

Select Role ∨   Name or Email 🔍   👤 Assign   ⬆

Academic Editor

Editorial Assistant

Triage Editor

Guest Editor

Lead Guest Editor

Email or Special Issue   Clear

	Name	Special Issue	Email	Observing Capability
	raining		researchexchangetraining+aeditor1@wiley.com	🟢
	raining	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⚪
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⚪
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⚪

4. Select **Lead Guest Editor** or **Guest Editor** from the drop-down list.

5. When a Lead Guest Editor or Guest Editor role is selected, an additional field labelled **Special Issue** is displayed. Click the downward arrow below this heading and select the name of the Special Issue from the drop-down list.

6. Type the name or email of the Lead Guest Editor or Guest Editor into the field on the right. When typing, a list of suggestions will appear below the field. From this list, select the name of the person to assign.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

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Short Communication   Review Article   Original Article   Book Review

| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *   Special Issue *

Lead Guest Editor ⌄   Special Issue TJ3 - N... ⌄   Training Chief 🔍   👤 **Assign**   ⬆

Training Chief   researchexchangetraining+chief@wiley.com

Training Cheif   researchexchangetraining+chief2@wiley.com

Editorial Board

Type and search by Name, Email or Special Issue   ~~Clear~~

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	🟢
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⚪
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⚪
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⚪

7. Click the **Assign** button.

DASHBOARD / JOURNAL LIST / **JOURNAL DETAILS**

Training Journal 3 • AS3X

ACTIVE (since 14 Aug 2024) **Email:** researchexchangetraining+journalone@wiley.com **ISSN:** 7777-325X

Short Communication   Review Article   Original Article   Book Review

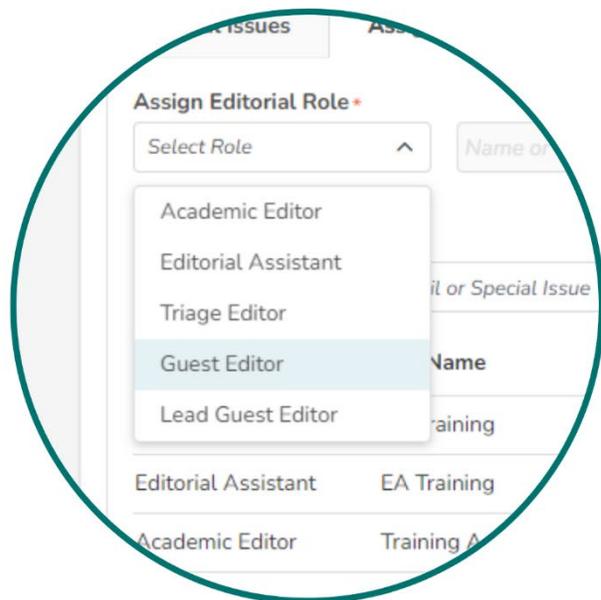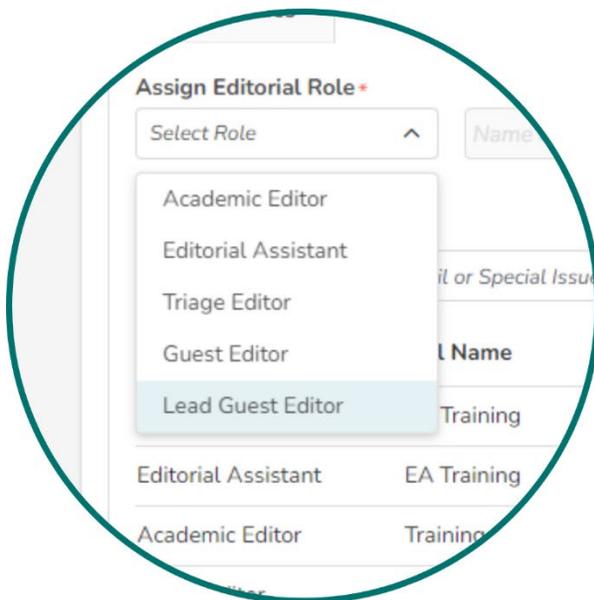| Journal Board & Roles | Editorial Model(s) & Workflow | Journal Preferences | Sections | Reviewer Custom Questions | Special Issues |

Assign Editorial Role *   S

Lead Guest Editor ⌄

👤 **Assign**   🔍   👤 **Assign**   ⬆

Editorial Board

Type and search by Name, Email or Special Issue   Clear

Role	Full Name	Special Issue	Email	Observing Capability
Academic Editor	AE Training		researchexchangetraining+aeditor1@wiley.com	🟢
Guest Editor	AE Training	Special Issue TJ3	researchexchangetraining+aeditor1@wiley.com	⚪
Editorial Assistant	EA Training		researchexchangetraining+ea@wiley.com	⚪
Triage Editor	Training Chief		researchexchangetraining+chief@wiley.com	⚪

The editor's name will now appear in the list under the **Editorial Board** heading.

 The Lead Guest Editor's name will also be displayed on the list of **Special Issues**.

Remove Lead Guest Editors and Guest Editors

For instructions on how to remove a Lead Guest Editor or Guest Editor, please refer to: **Removing Editorial Roles**

Publishing a Special Issue

What happens when a Special Issue is published?

When a Special Issue is published, authors can use **Research Exchange Submission** to submit manuscripts to the Special Issue.

To publish a Special Issue, follow these steps:

1. From the **Journal Details** page, select the **Special Issues** tab.

2. From the Special Issue tile, click the **Publish Special Issue** button.

3. A pop-up confirmation panel will appear. To confirm your decision, click the **PUBLISH** button.
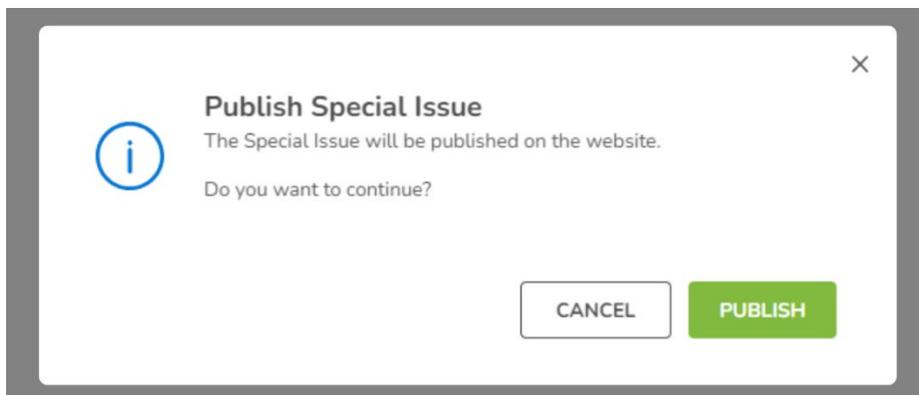
4. On the **Journal Details** page, the status of the Special Issue will be marked as **OPEN**.

Editing a Special Issue

How can I request a cancellation, deletion, or edit to a Special Issue?

When a Special Issue is published, authors can use **Research Exchange Submission** to submit manuscripts to the Special Issue. To request an edit, cancellation, or deletion, please contact your Publisher representative.

5. Accessing Support

Research Exchange has been designed to be simple and easy to use. The platform will alert users to any errors or missing information, and support is available to help with any technical issues.

Technical Help

Please contact your Publisher Representative for support.

Editorial Help

For Peer Review or Editorial Help, please contact your Publisher Representative.

Appendix A: Screening Module Manuscript Status

In the Screening module, the status of each manuscript is marked with a label on the right of the manuscript tile.

Status	Meaning
NEW MANUSCRIPT STAGE - SC	The manuscript is assigned to the journal's screener for Submission Checks.
RETURNED TO DRAFT - SC	The journal's screener has escalated a potential issue during Submission Checks. The manuscript has been returned to the author.
REFUSED TO CONSIDER - SC	The manuscript has failed to pass Submission Checks and will not be considered for publication.
PAUSED - SC	The journal's screener has escalated a potential issue during Submission Checks.
NEW MANUSCRIPT STAGE - RC	The revised manuscript is assigned to the journal's screener for Revision Checks.
PAUSED - RC	The journal's screener has escalated a potential issue during Revision Checks.
NEW MANUSCRIPT STAGE - QC	The manuscript is assigned to the journal's screener for Quality Checks.
SENT TO PEER REVIEW - QC	The manuscript has been returned to peer review because issues were identified during Peer Review Cycle Checks.

Status	Meaning
PAUSED - QC	The journal's screener has escalated a potential issue during Peer Review Cycle Checks.
NEW MANUSCRIPT STAGE - MC	The manuscript is assigned to the journal's screener for Material Checks.
FILES REQUESTED - MC	The journal's screener has asked the author to provide missing files during Material Checks.
PAUSED - MC	The journal's screener has escalated a potential issue during Material Checks.

Appendix B: Review Module Manuscript Status

In the Review application, the status of each manuscript is marked on the right of the manuscript tile.

Status	Meaning
ASSIGN AE - V1	An Academic Editor needs to be assigned to handle the manuscript.
AE INVITED - V1	An Academic Editor has been invited to handle the manuscript but has not yet responded.
RESPOND TO INVITE - V1	An Academic Editor needs to respond to an invitation to handle the manuscript.
AE ASSIGNED - V1	An Academic Editor has accepted the invitation to handle the manuscript.
INVITE REVIEWERS - V1	The minimum number of peer reviewers need to be invited to review the manuscript.
INVITATION PENDING - V1	The minimum number of peer reviewers have not yet responded to an invitation to review the manuscript.
REVIEWERS INVITED - V1	The minimum number of peer reviewers have not yet accepted an invitation to review the manuscript.
UNDER REVIEW - V1	The minimum number of peer reviewers have accepted an invitation to review the manuscript, but some Reviewer Reports have not yet been submitted.
REVISION REQUESTED - V1	Revisions have been requested, and the author has not yet submitted the revised manuscript.
REVISION QA - V2	The author has submitted a revised manuscript, but it is not yet ready for action.

Status	Meaning
MAKE DECISION - V1	A reviewed manuscript is awaiting a final editorial decision.
MAKE RECOMMENDATION - V1	A reviewed manuscript is awaiting an editorial recommendation.
QA - V1	An editorial decision to accept has been made and the manuscript is passing through Quality Checks.
ACCEPTED - V1	The manuscript has passed through the Peer Review Cycle Check stage of Quality Checks and has been accepted for publication. The manuscript is currently passing through the Material Checks stage of Quality Checks.
REJECTED - V1	An editor has made a decision to reject the manuscript.
REFUSED TO CONSIDER - V1	An editor has made a decision to refuse to consider the manuscript for publication.
PUBLISHED - V1	The manuscript has successfully passed through the Material Checks stage of Quality Checks and moved forward into production.
WITHDRAWN - V1	The manuscript has been declared void by the journal's Editorial Assistant or Administrator, usually because it was submitted in error.

Appendix C: Screening Module Reject Decision Reasons

Reject and Refer

- Out of Scope

- Lack of novelty/originality

- Lack of impact/too specialized

- Article type not accepted

- Other reasons submission is a mismatch for this journal

- Insufficient results/too preliminary

- Inadequate scholarly presentation

- Extensive language editing required

- Other issues with manuscript quality

Reject and do not transfer

- Flawed study design

- Flawed methodology

- Unsupported results/conclusion(s)

- Unscientific/unscholarly content (e.g., spam, junk)

- Other research concerns

- High textual similarity/(self-)plagiarism

- Suspected image manipulation

- Suspected data falsification/fabrication

- Suspected misconduct or violation

- Authorship or contributorship misrepresentation(s)

- Conflict(s) of interest/competing interest(s) or undisclosed conflict of interest

- Simultaneous submission to multiple journals

- Failure to disclose previous submission(s) or related articles under consideration/in press

- Sanctioned author(s) and/or their affiliated institution(s)

- Other ethical concerns

Appendix D: Email Cadence and Reminder Schedule

About this schedule

This schedule shows the standard cadence of automated email reminders generated by Research Exchange Review.

Timeframes are expressed in **calendar days** rather than working days.

For Editorial Assistants on Publisher-Managed Journals

Manual and automated reminders are listed in this appendix. All reminder emails listed as **manual** need to be sent by the Editorial Assistant.

If the author responds at any point but needs further assistance, the Editorial Assistant should communicate manually by email and stop the reminder emails. Reminders should also be stopped if there is a pending Research Integrity issue.

Please note, all manual timeframes relate to working days (Monday to Friday). For example, if a first reminder is sent on Friday, and the next one is due in 3 days, this reminder should be sent on Wednesday, not on Monday.

Academic or Guest Editor accepts or declines an email invitation

When an Academic or Guest Editor is invited to handle a manuscript, the schedule for reminders follows the standard timeframe below:

Days	Emails and actions
0	Academic Editor invited
2	**1st Automated email:** Reminder to accept or decline the invitation.

Days	Emails and actions
4	**2nd Automated email:** Reminder to accept or decline the invitation.
6	**3rd Automated email:** The Academic Editor is informed that the invitation has expired.

Academic or Guest Editor invites reviewers

Academic or Guest Editors receive automated reminders if they have invited fewer than the required number of reviewers. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	Academic or Guest Editor is assigned to handle the manuscript
5	**1st Automated email:** Reminder to invite the required number of reviewers
8	**2nd Automated email:** Reminder to invite the required number of reviewers
11	If the required number of reviewer invitations have not been sent after 11 days, the Managing Editor or Journal Administrator (with an Editorial Assistant user role) receives an automated email alert for further action.

Reminders to invite additional reviewers are **no longer** sent to editors when **any of** the following conditions are met:

- Editor has invited at least 5 reviewers
- Editor secured the minimum number of reviewer reports required to accept the paper
- At least 3 reviewers accepted

These numbers are all configurable per Editorial Model (Journal, Article Type, Issue Type).

Reviewers agree or decline invitations to review

Invited Reviewers receive automated reminders to agree or decline the invitation to review. The schedule for these reminders should follow the standard timeframe below:

Days	Emails and actions
0	The Reviewer is invited to review a manuscript
4	**1st Automated email:** Reviewer is reminded to accept or decline the invitation
7	**2nd Automated email:** Reviewer is reminded to accept or decline the invitation
14	**3rd Automated email:** Reviewer is informed that the invitation has expired.
21	**Invitation Expires:** Reviewer cannot accept the invitation to review unless re-invited.

Reviewers submit Reviewer Reports

Reviewers who accept an invitation to review receive automated reminders to submit their Reviewer Report. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	Reviewer accepts the invitation to review

Days	Emails and actions
4	**1st Automated email:** Reviewer is reminded to submit a Reviewer Report
7	**2nd Automated email:** Reviewer is reminded to submit a Reviewer Report
14	**3rd Automated email:** Reviewer is reminded to submit a Reviewer Report
24	**4th Automated email:** Reviewer is informed that the deadline has passed

If the deadline is extended, the reminder schedule will default to:

Days	Emails and actions
0	Reviewer accepts the invitation to review
9 days until the deadline	**1st Automated email:** Reviewer is reminded to submit a Reviewer Report
5 days until the deadline	**2nd Automated email:** Reviewer is reminded to submit a Reviewer Report
On the deadline	**3rd Automated email:** Reviewer is informed that the deadline has passed.

Academic or Guest Editor makes a decision or recommendation

Academic or Guest Editors receive automated reminders to make an editorial decision or recommendation when all 3 of these conditions are met:

- The minimum number of reviewer reports has been met

- There are no pending reviewer invitations

- There are no pending reviewer reports

The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	The manuscript is ready for a decision or recommendation and has met all conditions
0	**1st Automated email:** Receive a reminder to make a decision or recommendation
14	**2nd Automated email:** Receive a reminder to make a decision or recommendation; Editorial assistant is informed that a decision has not been made

Handling or Lead Guest Editor makes a decision

Handling or Lead Guest Editors receive automated reminders to make an editorial decision when the recommendation from the Academic or Guest Editor has been submitted. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	The manuscript is ready for a decision after the recommendation from the Academic or Guest Editor has been received
0	**1st Automated email:** Receive a reminder to make a decision
14	**2nd Automated email:** Receive a reminder to make a decision; Editorial Assistant is informed that a recommendation has not been made

Author is asked to make major or minor revisions

When an author is asked to make major or minor revisions to a manuscript, the author is reminded to revise and resubmit. The schedule for minor and major revision reminders follows the standard timeframe below:

Days	Emails and actions
0	Author is asked to make revisions to a manuscript
7	**1st Automated email:** Author is reminded to make revisions
14	**2nd Automated email:** Author is reminded to make revisions
21	**3rd Automated email:** Author is reminded to make revisions
28	**4th Automated email:** Author is reminded to make revisions For Major revisions, emails will continue every 7 days until the 90-day deadline.
30/90	**5th/13th Automated email:** Author is informed that the revision request has been withdrawn.

Appendix E: Handling In-flight Manuscripts

What are In-Flight manuscripts?

The term 'in-flight' is given to manuscripts that are still under peer review when their journal transitions to Research Exchange Review.

There will be a transitional period where editorial teams will be using their current Electronic Editorial Office (EEO) and Research Exchange. After migration, those manuscripts will continue to be managed in the previous electronic editorial office until a decision is taken in the system.

- A **Reject** decision will proceed as normal, closing out that manuscript's lifecycle in the existing EEO

- An **Accept** decision will proceed as normal, sending the manuscript on to production

- A **Revision** decision will be returned to the author, and when it is resubmitted, the new version will be available for the editorial team to action in:

    o The existing EEO if the journal migrated to Research Exchange Submission and Review at the same time (Single migration)

    o Research Exchange if the journal was already using Research Exchange Submission and only migrated to Research Exchange Review. (Double migration)

Double migration to Research Exchange

A double migration refers to a journal's migration to Research Exchange Review when they are already using Research Exchange Submission.

During this migration period, editorial teams will need to continue to access dashboards in the current EEO and in Research Exchange to ensure submissions are peer-reviewed appropriately and with minimal delay.

For in-flights, once submitted, the new version will:

- Enter the Screening module for revision checks before moving back to peer review

- Retain the original manuscript ID number from their original EEO

- Bring across key metadata such as the title, article type, abstract, previous reviewer information, previously submitted reviewer reports, and previous editor decision letters

- Be assigned to the original editor handling the manuscript, where possible. However, if no exact match is found, it picks the closest fit as possible. Even if no close match is found, **it always assigns an editor***.

*Expected behavior for Users with Dual Roles on a Manuscript

In a 2-tier workflow, if the EiC assigns themselves as handling editor in ScholarOne, the system cannot automatically set them as the handling editor on the manuscript. Instead, they are assigned as Handling Editor without notification; the manuscript appears in their progress queue, but another handling editor from the journal board will be assigned. The handling editor will need to find the manuscript and manually assign themselves as handling editor.

Single migration to Research Exchange

A single migration refers to a journal's migration to both Research Exchange Submission and Review on the same day.

On these migrations, in-flights will not move between platforms. Instead, a manuscript will live its entire life cycle—from original submission through to final editorial decision—on the original EEO. Even if there are revisions requested, those revisions will return to the original EEO.

Where a journal moves to both Review and Submission at the same time, reject and resubmits should be treated like revisions and resubmitted into the original system.

Appendix F: Conflicts of Interest

Research Exchange incorporates multiple layers of functionality to identify and manage potential conflicts of interest (COIs) throughout the editorial workflow. These mechanisms are designed to uphold the integrity of peer review and editorial decision-making while supporting transparency and accountability.

Automated COI Detection

The platform automatically detects and surfaces potential COIs based on:

- **Affiliation matches:** Editors and reviewers are identified if their institutional affiliations match those of the manuscript authors.

- **Direct email matches:** The system cross-references email addresses to identify overlap between authors, editors, and reviewers. Users are encouraged to maintain a single account to ensure accurate COI detection.

- **Shared Network or Device Use:** The Screening module includes an 'Unusual Activity Detection' tool post-acceptance that identifies editors and reviewers operating from the same IP address, device, or network, which may indicate impersonation or collusion.

Handling Editors Authoring Papers

If a conflict of interest is detected involving a Journal's Handling Editor, such as an affiliation match or authorship of the manuscript, the system will not automatically assign the editor to that manuscript.

In these cases, users with the Editorial Assistant or Journal Manager system roles may access the paper in the Review module and:

- Manually assign a different handling editor from the journal board if maintaining a two-tier workflow is required,

- Manually assign an Academic Editor from the journal board to replace the handling editor, thereby converting the workflow to single-tier.