AE Dashboard

The AE Dashboard is the place where you will be able to track all of the papers for which you are serving as the associate editor. You can find it by clicking either "Associate Editor Center" in the top gray bar of the manuscript central site, or, if you have other roles within the system, by clicking "Manage" and choosing the "Associate Editor Center" in the drop down.

Please note that as all sites have slight variations, you may not see every option that is listed in the screenshots below. Please choose the appropriate variation for your journal. If you need any assistance in finding a paper, please reach out to manuscripts@sciencesocieties.org with the paper's manuscript id and any other relevant information.

Associate Editor Lists

Dashboards are organized into different categories. The first category separates papers out according to where they are within the peer review process. For AEs, this will tell you things like whether or not the paper needs to have the AE checklist completed, whether it needs you to select and invite reviewers, if it is waiting for reviewers to return their reviews, or if they are ready for your recommendation or decision. Please check all categories for action items or overdue papers on a regular basis.

The second two categories are for anything that is overdue, first for members of the review process, and secondly for authors. Please check these categories regularly to make sure that papers are moving efficiently through the system, as you may need to act on these papers. Examples of actions you might take on overdue papers include:

- Granting extensions to authors or reviewers
- Sending reminder emails to authors or reviewers
- Inviting additional reviewers
- Uninviting unresponsive reviewers

Note: The overdue categories do not track anything that is overdue for your action, so please check all actionable categories regularly.

The final category is an overview of how many papers are in process. This category is most useful in seeing all of the papers you are handling at once, rather than having to click into each category.

Reports

This section of the Associate Editor Dashboard includes access to all of the reports you can use. For more information on reports, please see our Reports page.

Searches

Quick Search

There are two kinds of searches you can utilize from your Associate Editor Dashboard. The first is the Quick Search, which is the default view.

Quick Search - Show Advanced Search

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: [Select... ▾] 🖉 Edit
Manuscript ID: [_____]
Title: [_____]
Author's First (Given) or Last (Family) name: [_____]
* Keywords: [_____]

🔍 Search

To use the Quick Search function, simply fill in however many search fields as you need and hit the blue magnifying "search" button.

Note: We recommend putting asterisks around your search terms to create wildcard searches, which can find the term you are searching for anywhere within that field. For example, searching on "*Morrison*" will return results for "Morrison," "N. Morrison," and "Abby Morrison. This is most useful when searching for a paper by manuscript, where searching on the last four numerical digits within asterisks (e.g. searching on "*1234*" on paper aj-2020-02-1234-a) will usually help you find the paper you need faster than typing out the whole id.

Advanced Search

The other kind of search is an advanced search, which you can open by clicking the "Show Advanced Search" link. This will open additional search tools at the bottom of the page, including filters by custom questions.

Note: Search results are only applicable to the role type that is doing the search, so if you are serving as both an AE and a TE and run a search within your Associate Editor dashboard, only papers for which you are serving as the AE will be returned. Papers to which you are assigned as the TE would need to be found via a Technical Editor dashboard search.

Exporting Search Results

If you want a copy of the search results, please click the "Export to csv" button at the bottom of the search results. A new window will open with a link to download the file.

Agronomy Journal | Crop Science | Soil Science Society of America Journal
Agriculture & Environmental Letters | Agrosystems, Geosciences & Environment | The Plant Genome | The Plant Phenome Journal
Urban Agriculture & Regional Food Systems | Vadose Zone Journal | Crop, Forage & Turfgrass Management
Journal of Environmental Quality | Journal of Plant Registrations | Natural Sciences Education

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