Flags

Flags are used to help categorize papers and users within the system. The below pages explain the various definitions for each type of flag and any actions that may need to be taken if you see them.

Blue circle: Over word count. This flag is used to mark any paper that is over the word limit allowed for manuscripts. If you see this flag, please contact your editor or TE to confirm if any action is needed.

Purple with an X: LaTex files (note for HQ Staff). This flag is used with internal staff to mark papers that are using LaTeX files. No action needed.

Blue triangle: Resubmission. This flag is used to mark a paper that was originally rejected but has been modified and resubmitted. If your journal requires any special documentation for resubmissions, please review them. For more information on Resubmissions, please review our Resubmissions page.

Yellow diamond: Symposium. This flag is used to mark any paper that is from a symposium. No action needed.

Yellow star: Admin use only. This flag is used when headquarters staff wants to keep track of a particular manuscript. Notes may be added under the "Notes" section on the manuscript information tab to denote why the star flag was used. No action needed.

Green square: Plagiarism passed. No action needed.

Red circle: Plagiarism failed. If you are an editor or TE, please see our Plagiarism Reports page for more information. If you are an AE, no action needed.

Orange triangle: Fast track. This flag is used to mark a paper that needs to be fast-tracked. Please make sure to check it regularly to make sure it does not fall behind.

Gray checkmark circle: Flag for promotion. If you are an AE, please use this flag to mark any papers that you believe should be promoted. Please make sure to include your reasoning in the appropriate field at the AE recommendation step as applicable.

Blue star: Wiley – Special Issue. This flag is used to mark any paper that is part of a special section or conference. If this flag is either missing or should be removed, please let the headquarters staff know at manuscripts@sciencesocieties.org. Please also copy the editor. Otherwise, no action needed.

Red square with black dash: Reserved for Wiley 1. This will be used as part of future Wiley initiatives. No action needed.

Red square with black bar: Reserved for Wiley 2. This will be used as part of future Wiley initiatives. No action needed.

Red square with black plus: Reserved for Wiley 3. This will be used as part of future Wiley initiatives. No action needed.

Purple square with white asterisk: COVID-19. This flag is used to flag papers related to COVID-19 research. No action needed.

Adding and Removing Flags

Flags are available at the bottom of the manuscript information tab. To change them, simply check or uncheck them and hit save.

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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