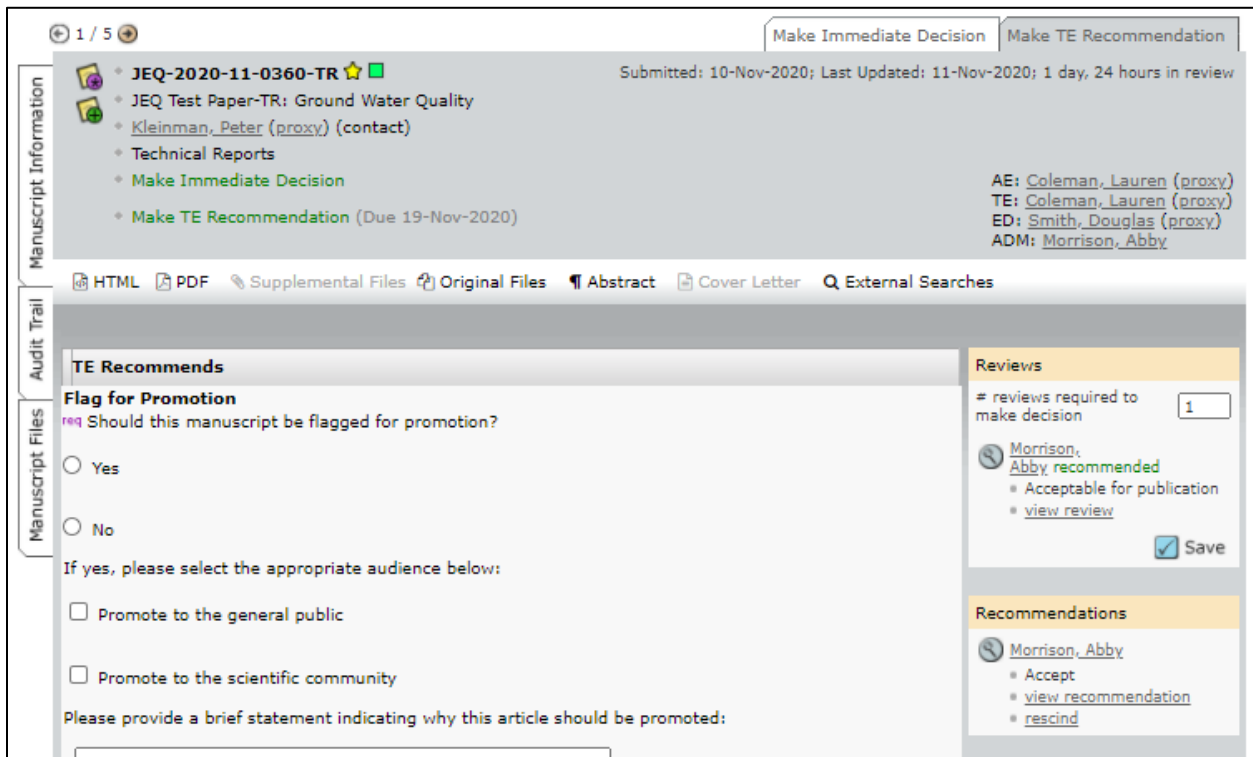# Technical Editor, Senior Editor, and Co-Editor Decisions and Recommendations

Note: Because each journal has a slightly different workflow, whether you are making a recommendation or a decision may vary from journal to journal. We will use the term decision here, but please feel free to use them interchangeable as is appropriate to your specific journal.

Note: For the below instructions, we will be using the term Technical Editor or TE, but the same will apply whether you are a Senior Editor or Co-Editor as well. Please feel free to use the terms interchangeably as applies to your official title.

This page is designed to walk you through the process of making a recommendation from a systems perspective. If you have any editorial questions, please contact your editor.

To get to the TE decision tab, go to your Technical Editor dashboard by clicking "Technical Editor Center" in the top gray bar or from under the "Manage" dropdown in the top gray bar. You will see a category for papers awaiting the TE decision. Click into that category, then click into the manuscript.

Reviewing the AE Recommendation

If a review or recommendation is not sufficient, harshly or unfairly worded, or otherwise does not meet the standards we have for reviews, you may rescind it to return it to the AE or reviewer for changes. For more information on how to rescind reviews, please see our Rescinding Decisions/Reviews page.

If an AE or reviewer needs to make changes, you may either return it to them via the rescind function or, if the changes are small, make edits directly. For more information on how to edit a review, please see our Editing Reviews page.

Making the Decision

Once you have checked for any of the above conditions, you may proceed with your decision. To complete it, please fill out all required fields and attach any files as needed. Then hit "Submit."

Once you hit "Submit," an email will open. Please review the contents and make any edits as necessary, then hit "Save and Send" to submit your decision. The page should reload to a new screen. If it does not, your decision has not been submitted.

Immediate TE Decisions

For some journals, TEs can make decisions on a paper at any time throughout the review process. If this option is available, you will see it in the top right corner under a tab called either "Technical Editor Immediate Decision" or "Immediate Decision."

Reasons you might want to make an immediate decision include:

- If an ethical conflict (conflict of interest, plagiarism, etc.) comes up after a paper has entered review
- Other extenuating circumstances. If you are not sure if an immediate decision should be made, please consult with your managing editor

To make an immediate decision, please navigate to the "Technical Editor Immediate Decision" tab. Choose the appropriate decision and enter any comments into the system for records. Please note that you may need to copy your comments into the decision letter as well, as comments in the system are not automatically included in the email on all sites.

Please note that the decision letter must send for the action to be completed. If you are not seeing the email open, please see our troubleshooting regarding pop-up blockers.

Troubleshooting

If nothing happens when you hit "Submit" or the email does not open, this is likely a problem with your pop-up blocker settings. To fix them, please see our Pop-up Blocker page.

If the page does not reload to a new screen after the email is sent, the decision has not been sent. Please check for any error messages and make sure that all required fields have been checked or entered. Please try again, and if problems persist, please contact headquarters staff at manuscripts@sciencesocieties.org. Please be sure to include:

- The manuscript information
- Any troubleshooting steps you have already completed
- Screenshots of any errors you are seeing
- Any other relevant information

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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