Unavailable Dates

If a user knows they are going to be unavailable for a certain period of time, such as for parental leave, an extended project, etc., there are a couple ways to mark them as unavailable in the system, depending on the user type.

For Editors

Users can set themselves as unavailable under their account settings. To do so, they will need to complete the following steps.

1. Login to the appropriate ScholarOne site. If they have multiple accounts for multiple journals, they will need to do this for each site.

2. Click their name in the top right corner, then "User ID & Password."

3. About halfway down the page, they will see a section that says "Unavailable Dates." They will need to enter the date range for which they will be unavailable and whether they want to receive reminder emails for open tasks, then hit finish to save the changes.

4. Send a confirmation to the next person above them on the editorial chain (ex: an AE should tell their TE).

Please note that setting unavailable dates does not remove a user from drop down lists. It only adds an "N/A" next to their last name on the list (ex: "Morrison N/A, Abby"), which is not always easy to see. That is why it is important for users to also let the appropriate editors know.

For Reviewers

If a reviewer wants to be listed as unavailable, the systems team at headquarters can mark them as an "excluded reviewer" in our system. To do this, the reviewer will need to email manuscripts@sciencesocieties.org with a list of journals for which they wish to be excluded. As all ScholarOne sites use separate databases, they will need to be marked as excluded on each individual site.

Please note, that this only works for the accounts that are currently active in the system. If a new account is created by a user (see Duplicate Accounts page for more information), there is no way for the headquarters team to prevent that invitation from being sent. They could only merge the accounts and/or set them excluded moving forward.

Resignations

If a user wants to resign, please follow the process laid out on the Resignations page.

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 Page 1 of 1
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