Associate editors

Guidelines and OENO One platform tutorial

Contact: editorialsecretary@oeno-one.eu

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ASSOCIATE EDITOR'S ROLE

1. To lead the peer-review process (blind) from submission to review.
2. To make editorial decisions within the journal's criteria.
3. To monitor reviewers and authors to comply with the timeline.
4. To guarantee the integrity of the peer-review process: ensure anonymity of reviewers to the authors, avoid conflicts of interest, etc.
5. To manage 3 to 5 articles per year for the journal from the editorial assignment.
6. To communicate with all the participants by using the platform's tools.

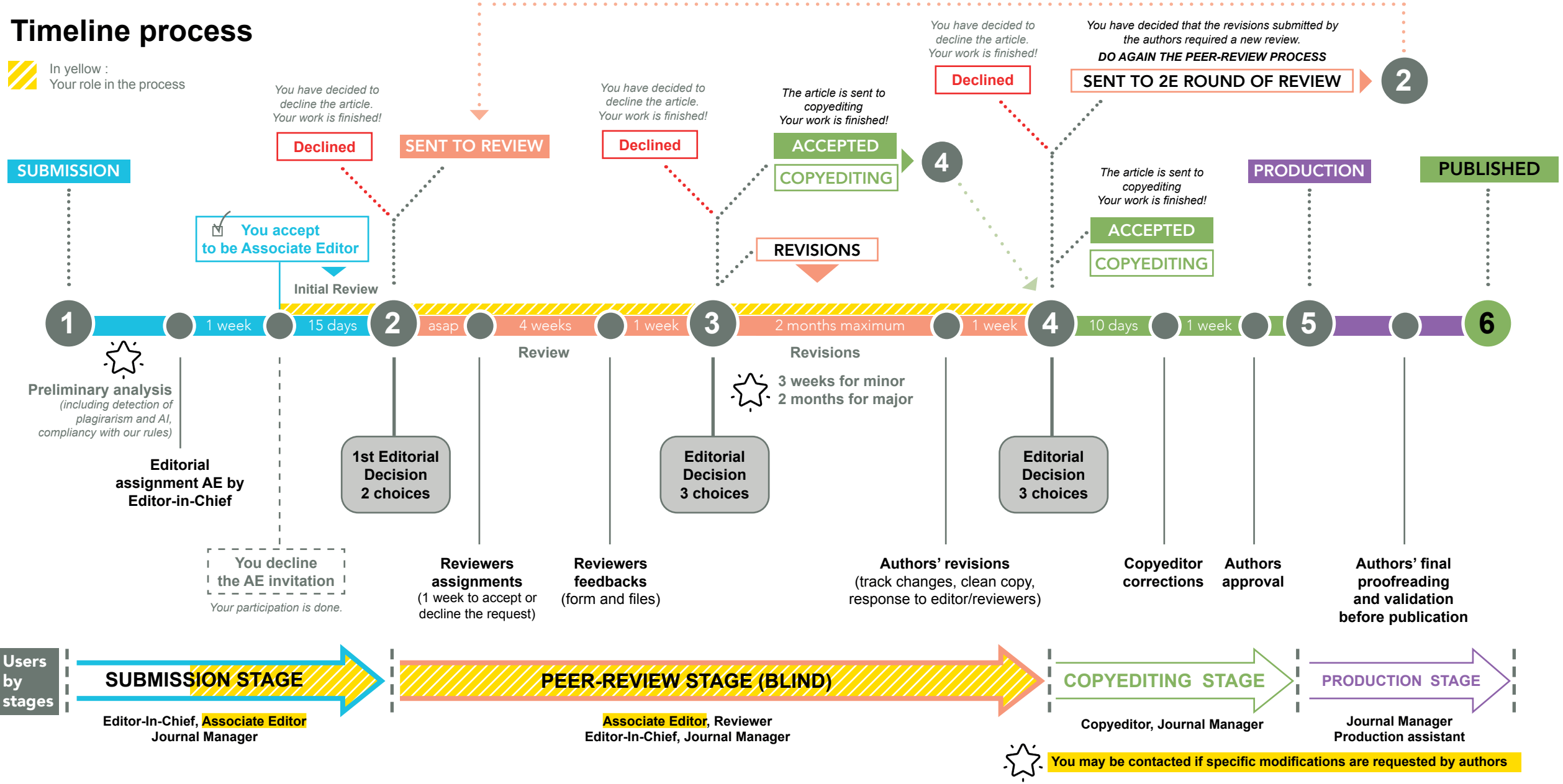
If you are not available, inform the Editors-in-Chief as soon as possible.

For any requests, contact the editorial staff of OENO One: editorialsecretary@oeno-one.eu

1. General guidelines

Timeline process

In yellow :
Your role in the process



Users by stages	SUBMISSION STAGE	PEER-REVIEW STAGE (BLIND)	COPYEDITING STAGE	PRODUCTION STAGE
	Editor-In-Chief, Associate Editor Journal Manager	Associate Editor, Reviewer Editor-In-Chief, Journal Manager	Copyeditor, Journal Manager	Journal Manager Production assistant

You may be contacted if specific modifications are requested by authors

Timeline, objectives and rules

At submission stage

After its submission, the article undergoes a preliminary analysis by the Editor-in-Chief (EiC) in charge and an editorial analysis including journal's guidelines compliancy, Plagiarism and AI based-tools detection.

If the article is within the journal's scopes, the EiCs assign an associate editor (AE) **within 7 days**.

The AEs reply to the EiCs **within one week** to accept or decline this role. In case of unavailability, another AE will be assigned.

After accepting this role, the AEs make the first analysis to decide whether or not the article can undergo the peer-review stage.

At review stage:

The AEs invite a minimum of **two/three potential reviewers** as soon as the article is sent to review. A list of reviewers is available in the database.

Each reviewer has **one week to reply** to the invitation and **three weeks to submit the review**.

With any reply within one week, the OJS platform sends one automatic reminder. There are **only 2 automatic reminders** per round and reviewer (one for the request and one for the review).

If the invitations are overdue and no acceptance from at least two reviewers, more potential reviewers have to be invited, until a minimum of two available reviewers per round.

If the review is overdue, the AEs send a reminder and contact the reviewers who have agreed, or invite someone else. EiCs and Staff are here to assist in case of stuck review round.

In case of lack of reviewers

With a **minimum of one positive review** (acceptance, minor revision), the AEs can provide the second review by themselve to make the editorial decision.

With a **minimum of one negative review** (decline), the AEs cannot decline the submission because of the benefit of the doubt to the author. Another reviewer in the same field of expertise has to do the second review.

In such a case, AEs are asked to **be reactive to maintain reasonable delays upon editorial decisions**.

Editorial decision

AE decisions need to be based on the **scientific quality** of the research presented in the article as well as the **originality** and the **interest of the topic**.

Editorial decisions need to be made on a **minimum of two reviews** and **justified to the authors.**

If the authors miss details to proceed to revisions, the AE can develop the editorial decision.

The AEs **have the power over editorial decisions** for the articles they handle. However, they are invited to contact the EiC in charge for a second opinion if they need it.

All articles are proofread by a native English copyeditor. IVES asks authors to pay attention to the quality of the English language. Starting in 2021, fees due to the English correction **exceeding 200 Euros** will be charged to the authors.

Rules

As ambassadors of IVES, AEs are invited to the yearly editorial board meeting in order to participate in the OENO One editorial policy. A remote training about the role is provided yearly.

For traceability, any correspondence has to be carried out through the OJS platform.

The EiCs recommend that the AEs handle 3 to 5 articles per year if possible.

Reviewers must be contacted at a reasonable frequency to **not to overload any of them**.

AEs can be dismissed or replaced if they do not respect a reasonable time for handling articles they have accepted.

The identity of the reviewers is not revealed to the authors nor between reviewers.
The OENO One review form is designed to **guarantee the anonymity between reviewers and authors**. The AE has the responsibility to ensure that all the documents sent to the authors are anonymous or make it so if needed.

Any potential conflict of interest have to be **disclosed any potential conflict** to the EiC.

All participants of the editorial process have to respect the rules of ethical conducts of the journal.

AEs should be very strict on the issue of plagiarism. Please note that a preliminary detection of plagiarism and use of AI based-tool detection is made at submission stage.

The whole editorial process is conducted under human supervision by the editors and staff with the help of the OJS system tool and the Compilatio software.

1. General guidelines

To sum up ➔

Ideal timing from submission to publication
including 1 month for copyediting and production

3 to 5 months

More details about editorial policy on:

www.oeno-one.eu



Reduce the time between submission and final decision

> After AE's assignement sent to review or declined



Monitor the reviewers

> Guarantee the time taken by reviewers to respond (invitation, anonymous files)

> Send reminders if needed.

> Ask for reviewers' names



Check that the authors submit their revisions on time

> 3 weeks = minor modif.

> 2 months = major modif.



Communicate !

> Use the Discussion panel

> **Reviewers'names have to remain anonymous.**

> Inform staff and editors for any delay or problems



About Ethic, Plagiarism and AI detection

➔ All submissions undergo an editorial analysis conducted by the team and EiCs, with the help of the *Compilatio* software.

The authors are asked to declare their use of AI-based tools with an ethical statement file and online submission checklist.

This preliminary analysis is conducted by the staff and EiCs using the software and human interpretation of the results. It includes guidelines compliance, plagiarism and AI-based tool detection in addition to the scientific assessment.

The objective is to guarantee the originality, integrity and quality of the futures publications during all editorial process.

Authors, reviewers and editors must make a personal and substantive contribution to the work submitted and must not rely on generative AI as a substitute for their own work and judgement. Uploading any complete or partial manuscript, revision, review report or related submission materials intended for OENO One to AI tools or platforms that use user content to train or improve their models is not permitted.

➔ Comply with the rules of ethical conduct,
Available on the IVES website.

More details are available on the website

Before your AE assignment: plagiarism and AI detection at submission stage



SUBMISSION

Authors submit their manuscript on the OENO One platform with their editorial statement.



DETECTION

The **Staff** sends it to the external software for analysis.

The **Editors-in-Chief** make their preliminary scientific analysis.



INTERPRETATION

The **Staff** reviews the report and statement. They share their findings with the editors-in-chief.



DECISION

In case of bad results, the **EiC** decide whether or not the article continues.

Options for EiC

1) Contact the authors
2) Rejection
3) Resubmission
4) Continue as it is

If the article can continue:

An AE will be assigned.

The AE have access to the AI statement.

The detection results can be sent on request.

Anonymity of the reviewers'files

As Associate Editor, you have to make sure that all the documents sent to the authors remain anonymous from reviewers' names.
It means that reviewers'names do not appear in the manuscript analysis or documents sent to the authors, when you make your editorial decision for example.

How to ensure all files are anonymized?

The authors of the document :

- have deleted their names from the text
- do not add their name in the name of the file to upload
- have removed personal information from the file properties

Tips to remove personal information in the file:

Microsoft Word for Windows:

1. Go to File, and select Info
2. Click on Check for Issues
3. Click on Inspect Document
4. In the Document Inspector dialog box, select the checkboxes to choose the type of hidden content to inspect.
5. Click Remove All
6. Click Close
7. Save the document

Microsoft Word for MacOS:

1. Go to Tools
2. Click Protect Document
3. Select Remove personal information for this file on save
4. Click OK and save the file

PDF:

1. Go to File
2. Select Properties
3. Remove any name in the author field
4. Click OK
5. Save the document

About Special Issues

Every year, OENO One publishes 1 or 3 Special Issues in cooperation with some specific conferences.

The Editorial Board members can be invited to participate in a specific editorial process.

Please note that a special timeline will be used for special issue.

Beforehand the beginning of the editorial process, a ten-abstract shortlist is made upon applications for the conference by the scientific committee and editors-in-chief.

The shortlisted articles undergo the regular peer-review process which is conducted by:

- the OENO One Editors-in-Chief,
- the Guest editors from the latter committee who act as Associate Editor,
- the Special reviewers who analyse the manuscript within a special timing.

➔ **If you have been assigned to a Special Issue:**

Please contact the editorial staff and scientific committee for specific instructions regarding the schedule and process.

HOW TO USE THE PLATFORM

First step: accept or decline the role

The editorial follow-up of journal articles is handled online by the OJS platform. This system allows for the centralisation of all decisions, file submissions and evaluations, as well as communication between participants assigned to the article.

As an Associate Editor, you now have access to new features via your dashboard.

Find out how to get started and use the platform as an Associate Editor.

If you encounter any difficulties not explained in this guide, do not hesitate to contact the staff:
editorialsecretary@oeno-one.eu

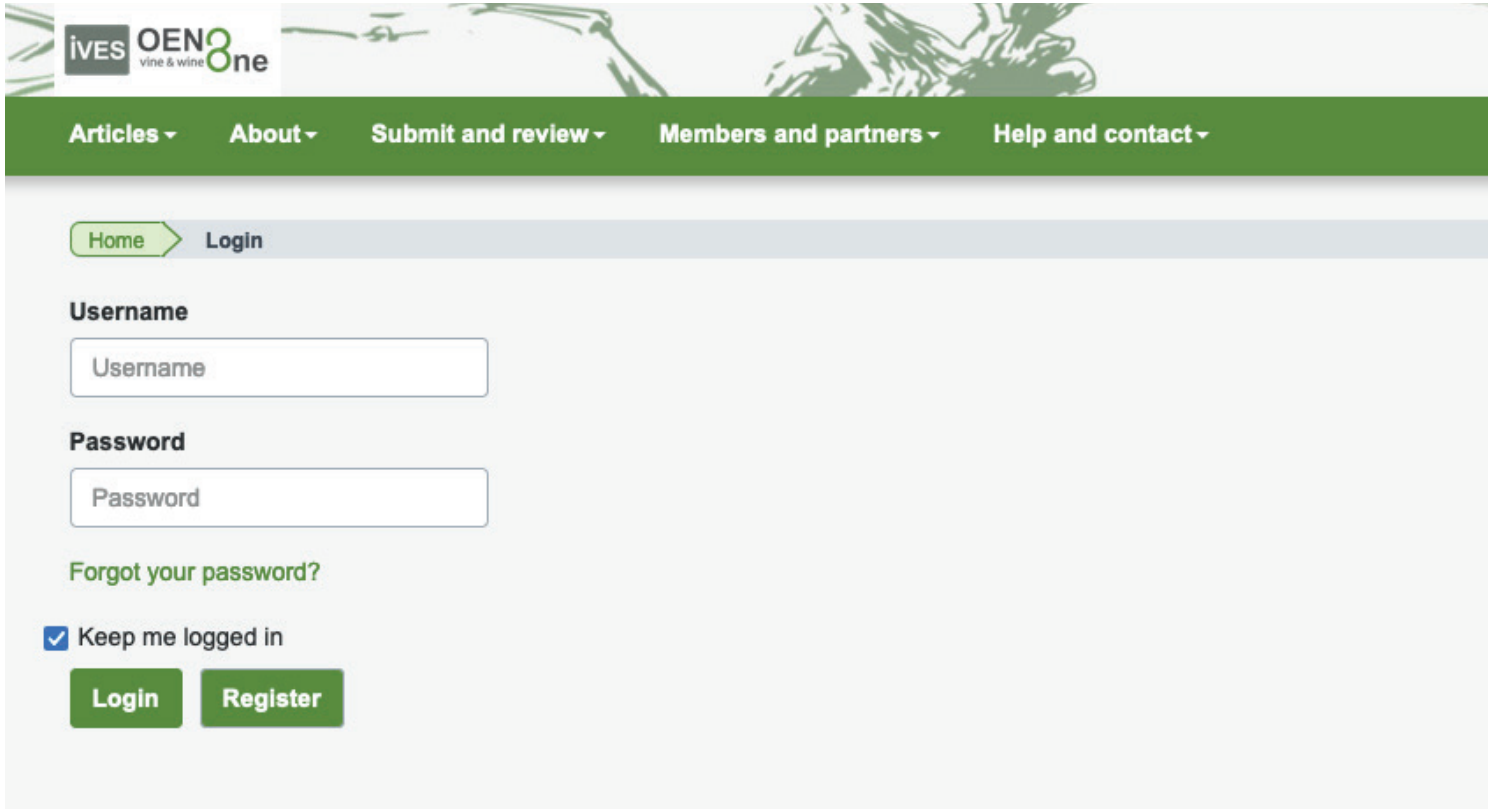
An article has been assigned to you

You have received by email **a notification from OENO One** with a link to the journal platform to invite you to be Associate Editor for an article.

The link gives you access to the discussion: *[OENO One] Associate editor: Editorial assignment* ➔ **Your assignment.**

You must inform your editor whether you accept or decline this role by replying to the discussion.

Click on the link to log into the platform, then access to your dashboard

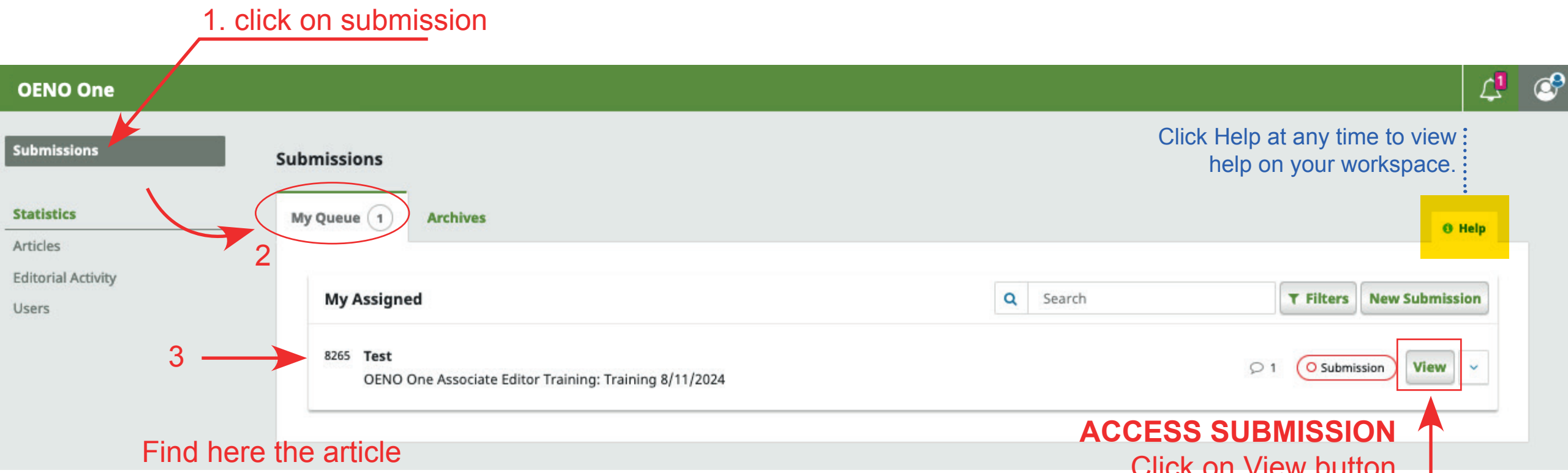


Finding your assignment

On your dashboard, you can find the article you've been assigned.

> Panel **My Queue**: Current articles under editorial process assigned to you (as Associate editor, Reviewer, Author, etc.)

> Panel **Archive**: this panel includes past assignments, as well as the declined articles.



Workflow

Editorial Stage Tab

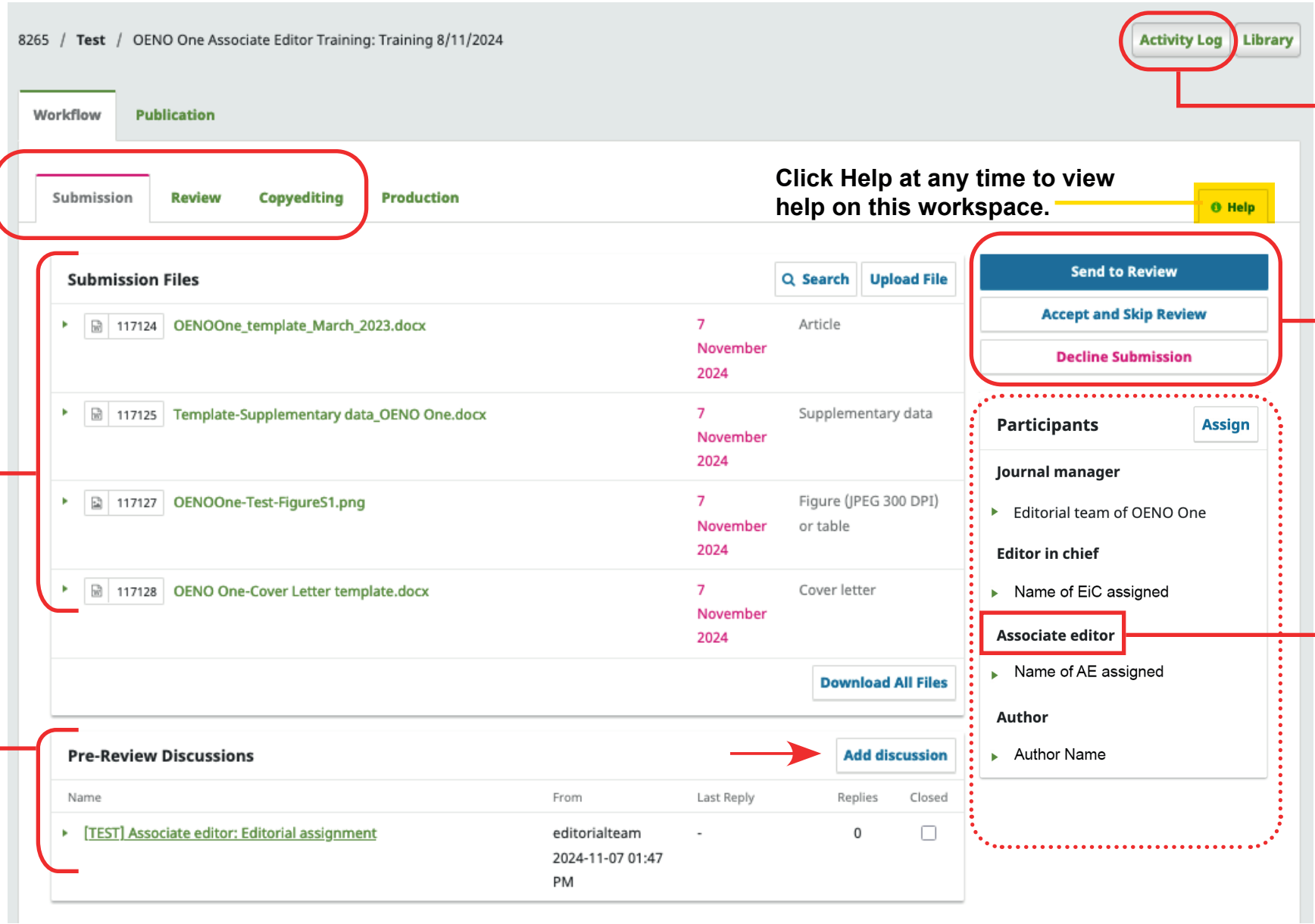
Click on each tab to access to the panel

Articles files

click on the green link to download and read the files

Discussion

Have discussion with the participants and read their message



Activity Log

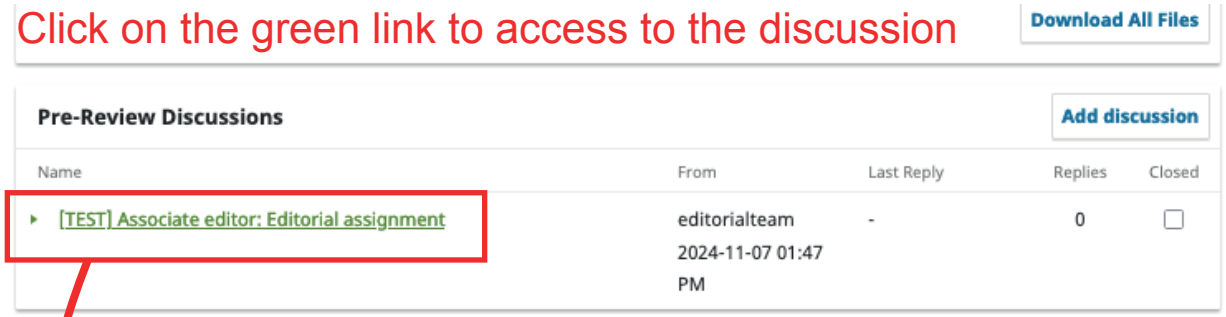
history of the article

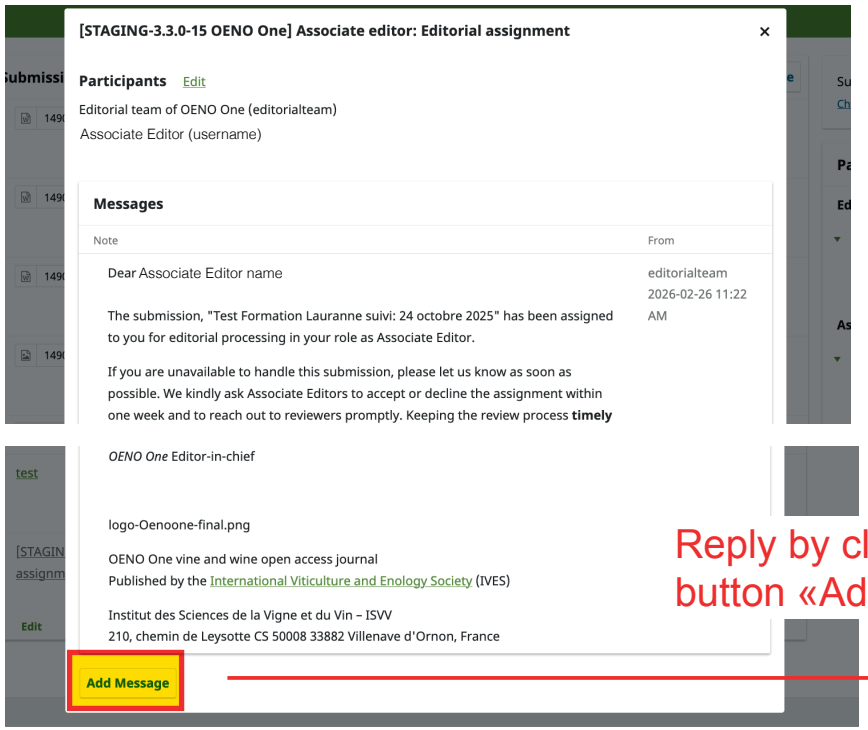
Editorial Decision buttons

Associate Editor Name

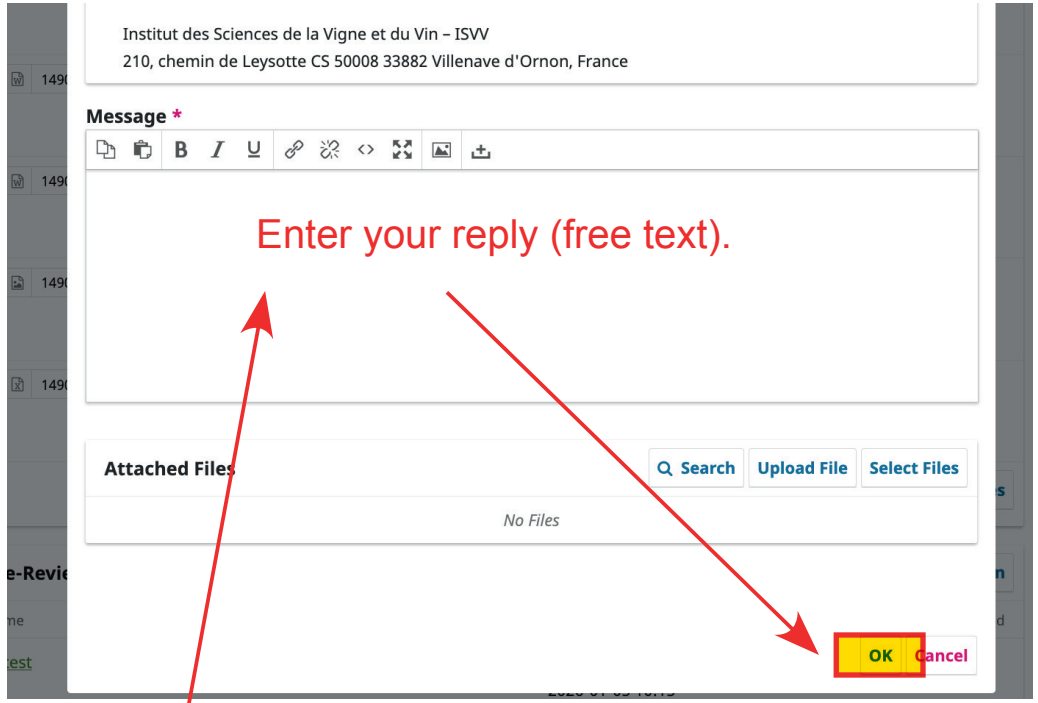
Awaited action: accept or decline the role by replying to the message

Click on the green link to access to the discussion





Reply by clicking on the button «Add message»



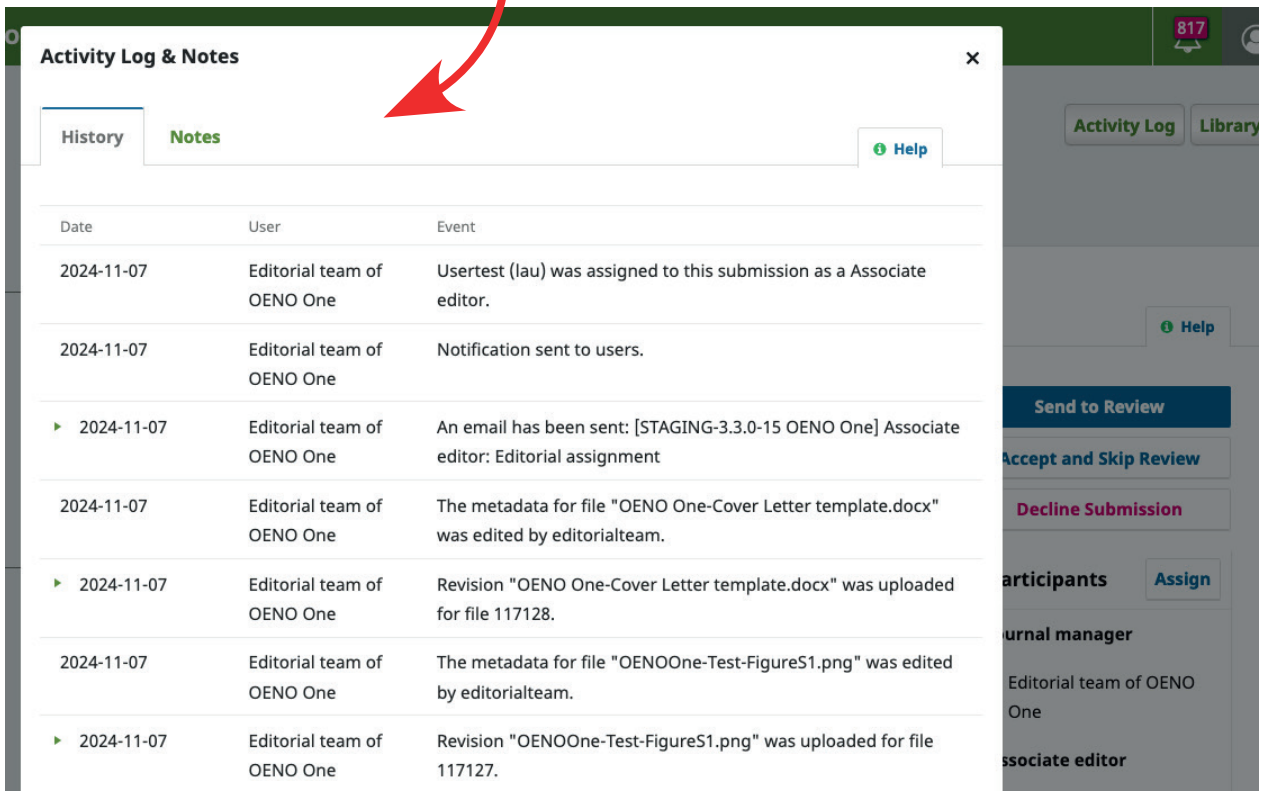
Send your reply by clicking on ok

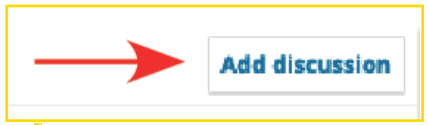


To access to the editorial history of the article

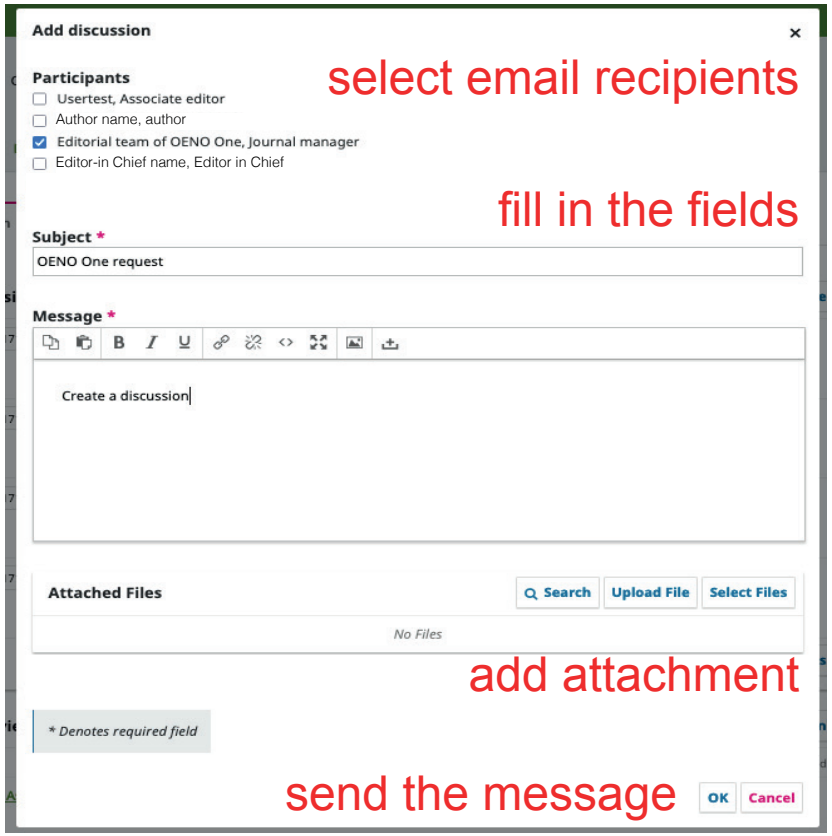
Click on the button «Activity Log»

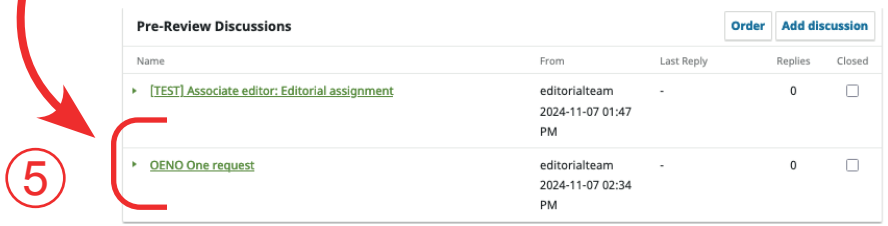
The green arrows give access to the email





To add a discussion





STEP 1

Decide to send to review or decline submission

1. Reply to the Editor-in-Chief whether you accept or not the role directly in the message «Editorial assignment».
2. Ensure you have no conflicts of interest according to the rules of ethical conducts.
3. Read all the files submitted (article, cover letter, supplementary data, etc.)
4. If files are missing, ask for precisions to the authors before declining the submission
5. Make your first editorial decision with editorial decision buttons

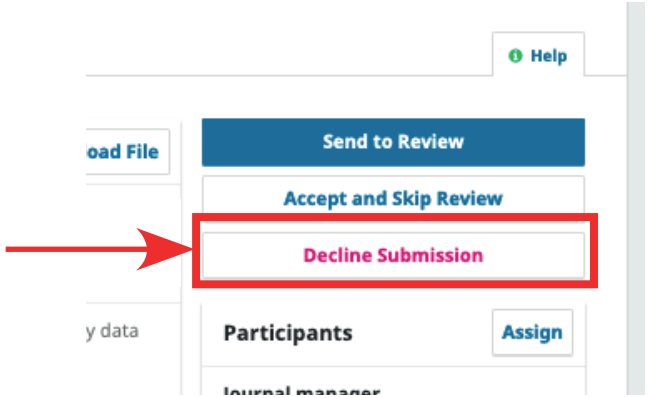
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The «Discussion» panel allows the Associate Editor to communicate with the author or with the editorial team (i.e. to ask the author for some additional information).

OPTION A: You decide to decline submission

You decide to reject the submission before the review process. An email will be sent to the author with your rejection reasons. The submission will then be automatically archived.

①



On the right column, click on the blue action button:

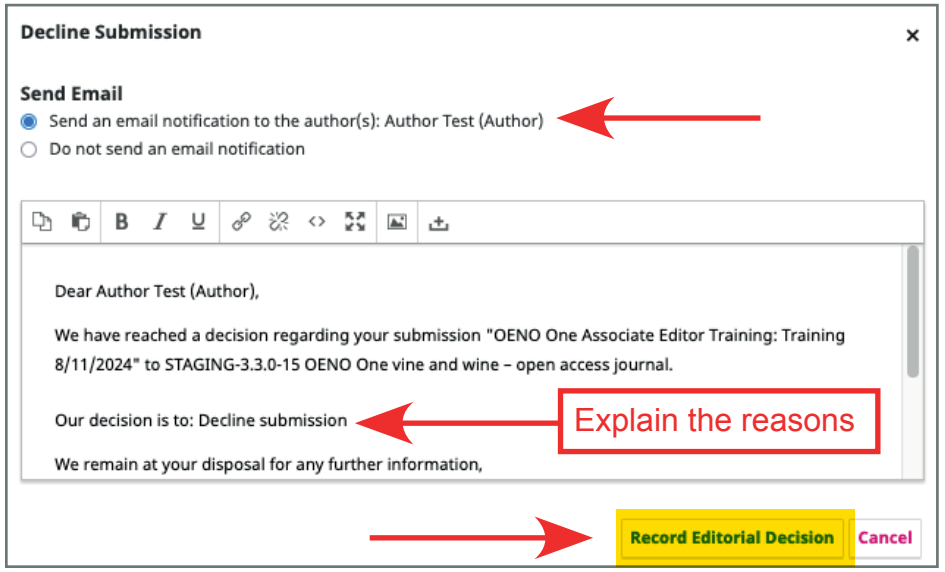
«Decline Submission»

②

A window appears with an automatic email:

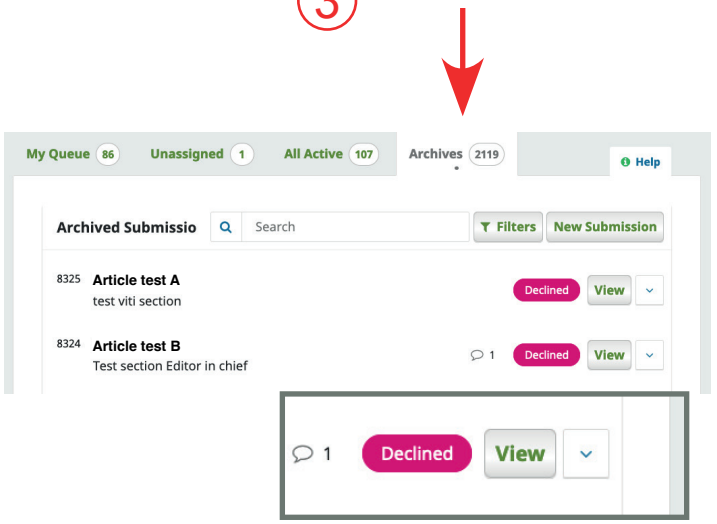
→ Click on «Send an email» box.

→ Add your rejection reasons in the content.

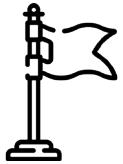


→ Click here to record the editorial decision

③



It is archived automatically.

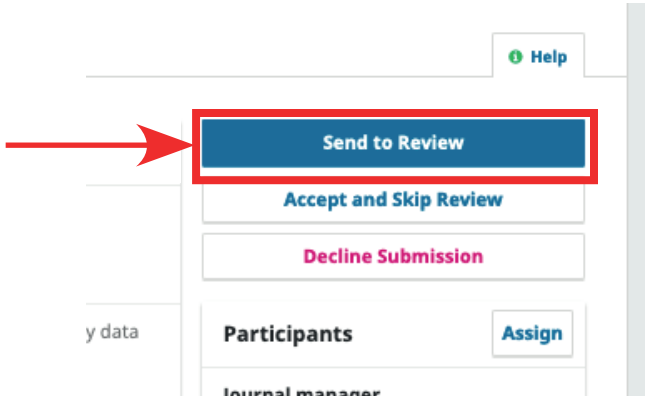


Your AE work is done

OPTION B: You decide to send to review the article

The submission is good enough to undergo peer-review. Move the submission on to the next stage to initiate the first round.

①

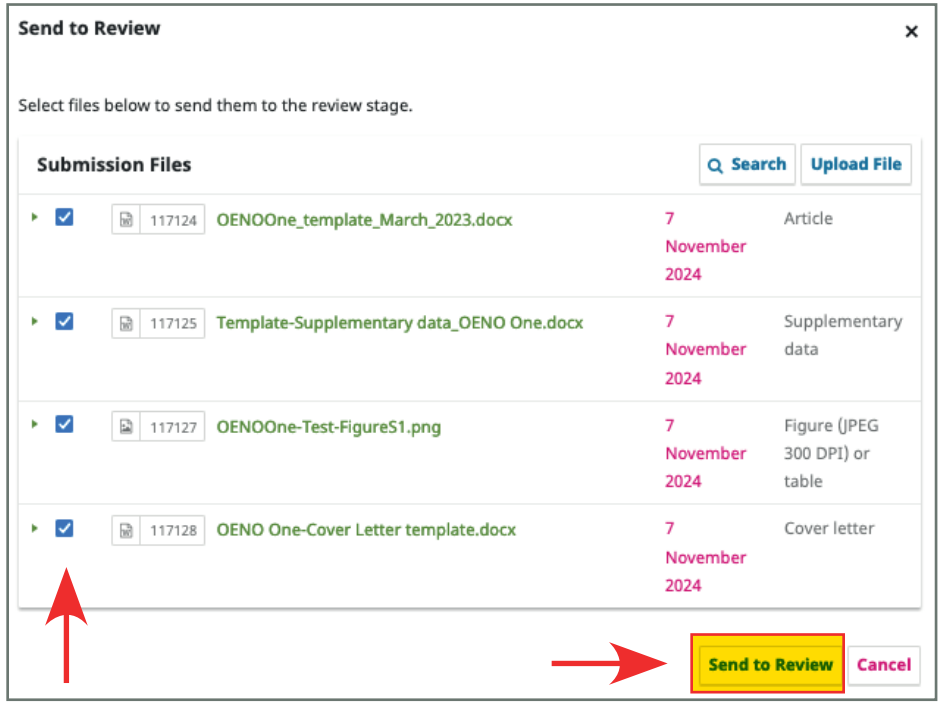


On the right column, click on the blue action button:

«Send to Review»

→ A pop-up window appears.

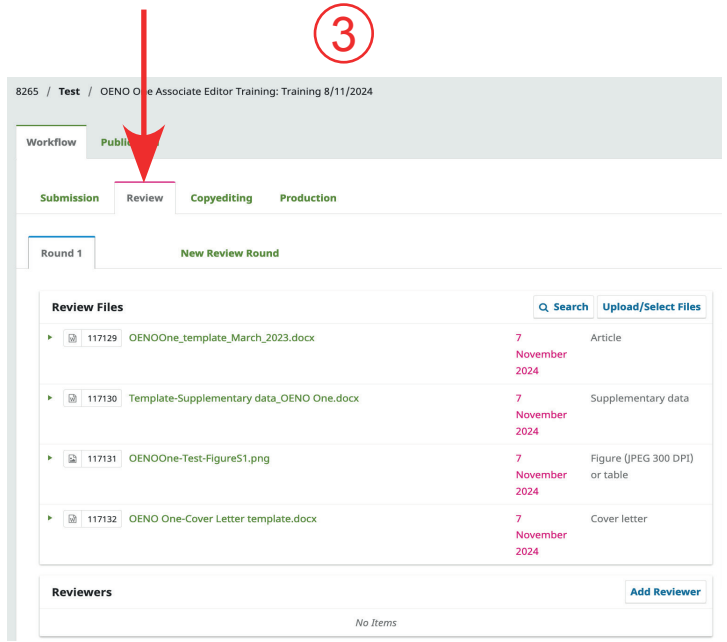
②



→ Select the files to review

→ Click on the button «Send to Review» to record the editorial decision

③



After clicking, the submission enters the review stage round 1 (tab review, round 1).

The staff will inform the authors by message about the status.

STEP 2

Start the review process in blind type

1. Assign 2 or more reviewers: 2 reviews are needed to make an editorial decision.
2. Monitor the deadlines and send reminders to reviewers and authors if needed.
3. Make an editorial decision on the basis of two or more reviews and on authors' revisions.
4. Explain each editorial decision by a text in the body of the automatic email (your editor's recommendation and the reviewers' comments/forms).



IMPORTANT

You must ensure the anonymity of reviewers to guarantee the Blind type

→ **select the proper boxes during reviewers' invitation**

→ **anonymise the files before sending them to the authors**

→ **do not have reviewers and authors in the same discussion**

4. Step 2: Assign Reviewers

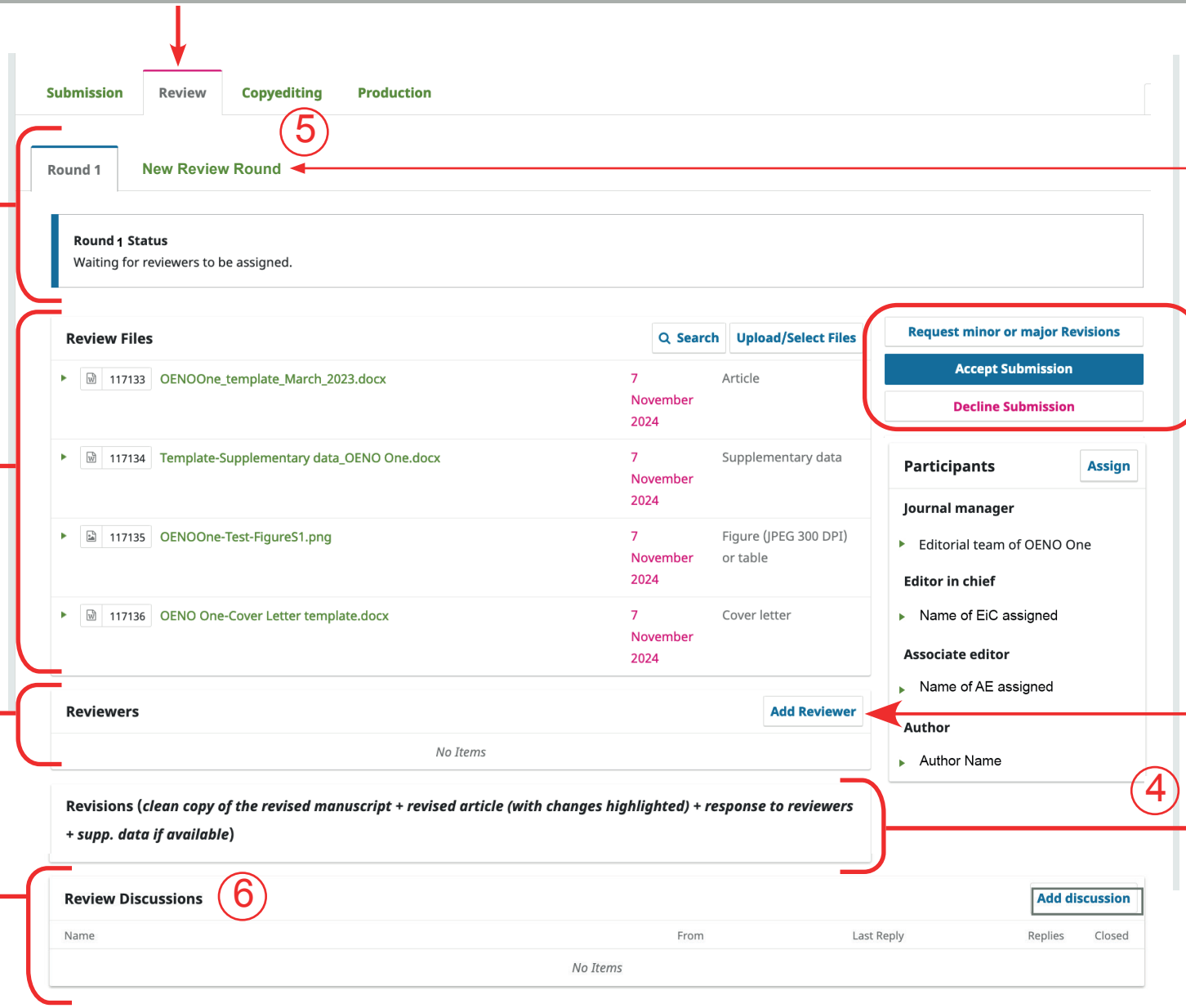
Workflow

Review status ①
Indicates the current round of review and the action you need to take

Files to review
the selected files from the submission

List of reviewers ②
assign and follow reviewers' works

Discussions
Communicate with all the participants



New Review Round button
To create a new round of review (assign same reviewers if possible)

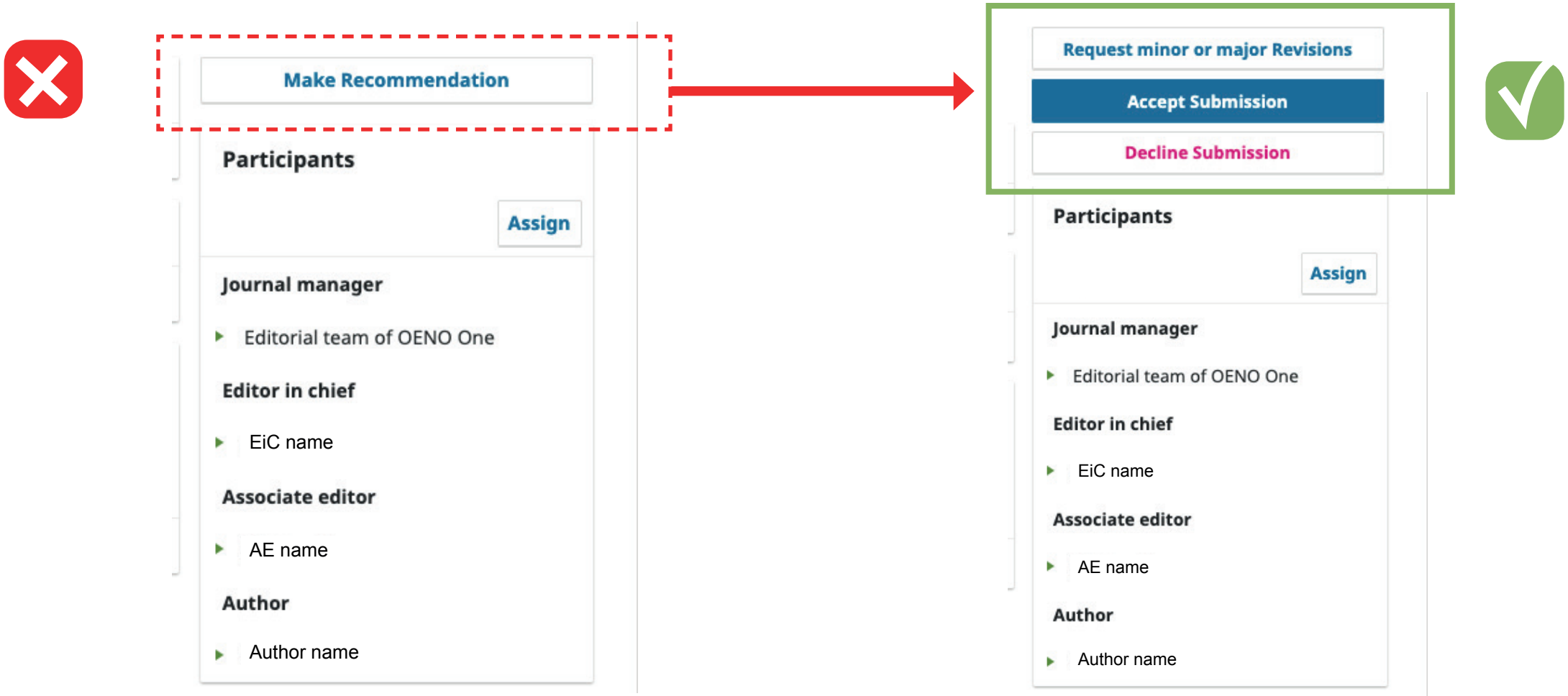
③
Editorial Decision buttons

④
Authors' revisions
The authors upload their revisions files here if modifications are required

4. Step 2: Assign Reviewers

If a recommendation button is displayed instead of the 3 decision buttons, this is an IT error.

Please contact the editorial staff who will fix it.



Assign reviewers → button «Add Reviewer»

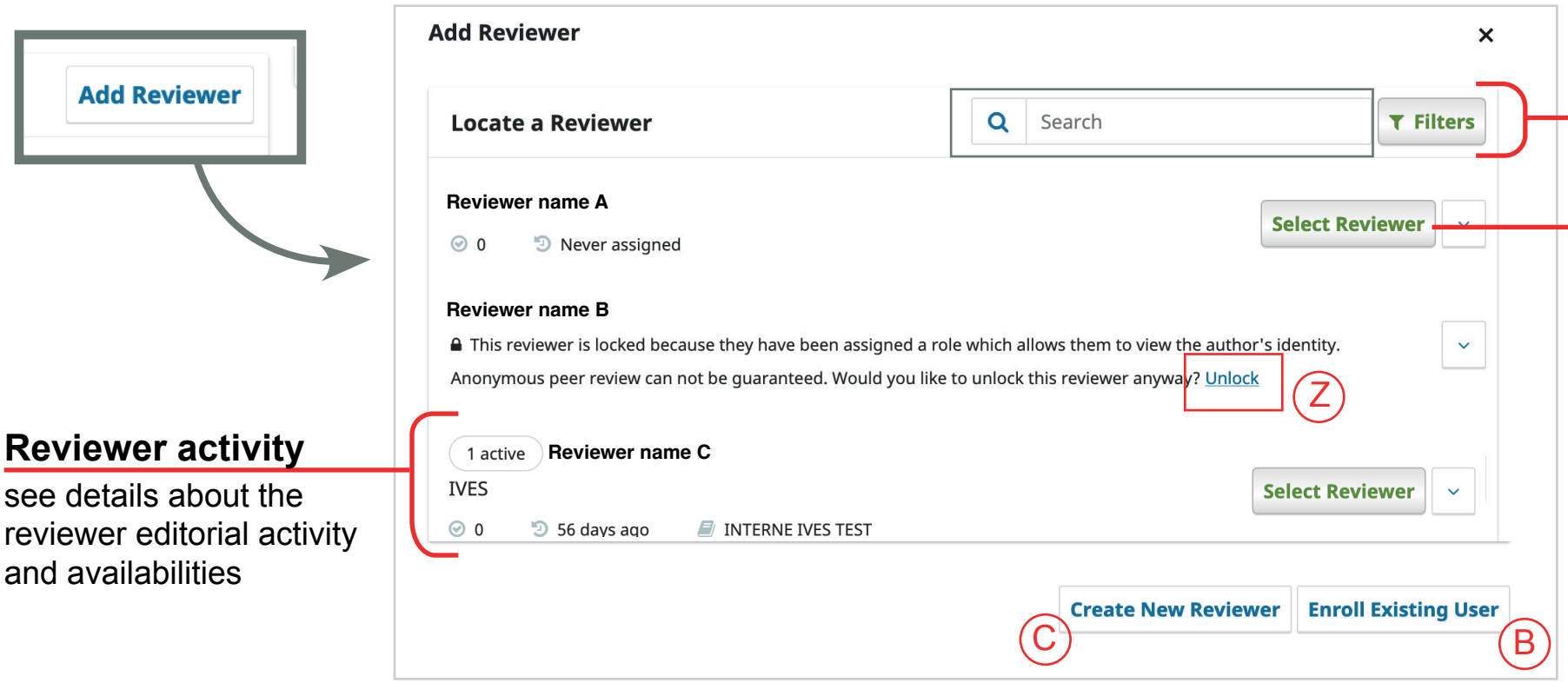
The reviewer list registered in the OENO One system opens as a pop-up window. You have several options to proceed:

A - Select Reviewer: Enter the name in the «Search» toolbar and pick the registered reviewer from the list.

B - Enroll Existing User: Enroll an existing user as a reviewer if this person is not yet registered for this role.

C - Create New Reviewer: Use this button to create a new reviewer if the searched person is not in the journal database.

***Z - Unlock**: you can unlock a user with the role of Associate Editor or Editor-in-Chief to do a review on this article.*



Reviewer research

find reviewers by keyword, name, field of expertise

Reviewer activity

see details about the reviewer editorial activity and availabilities

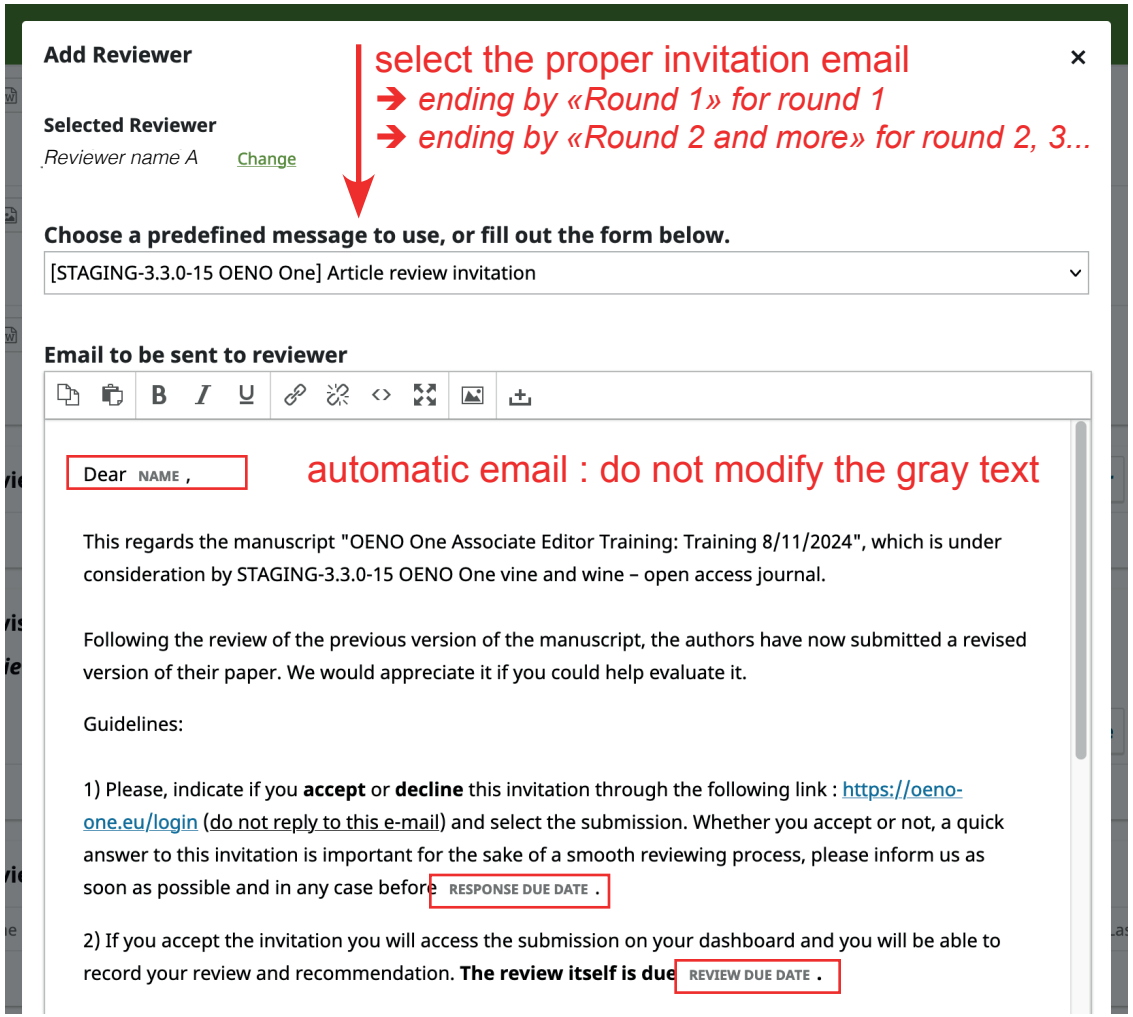
DEADLINE REVIEWERS

1 week to answer to the review invitation

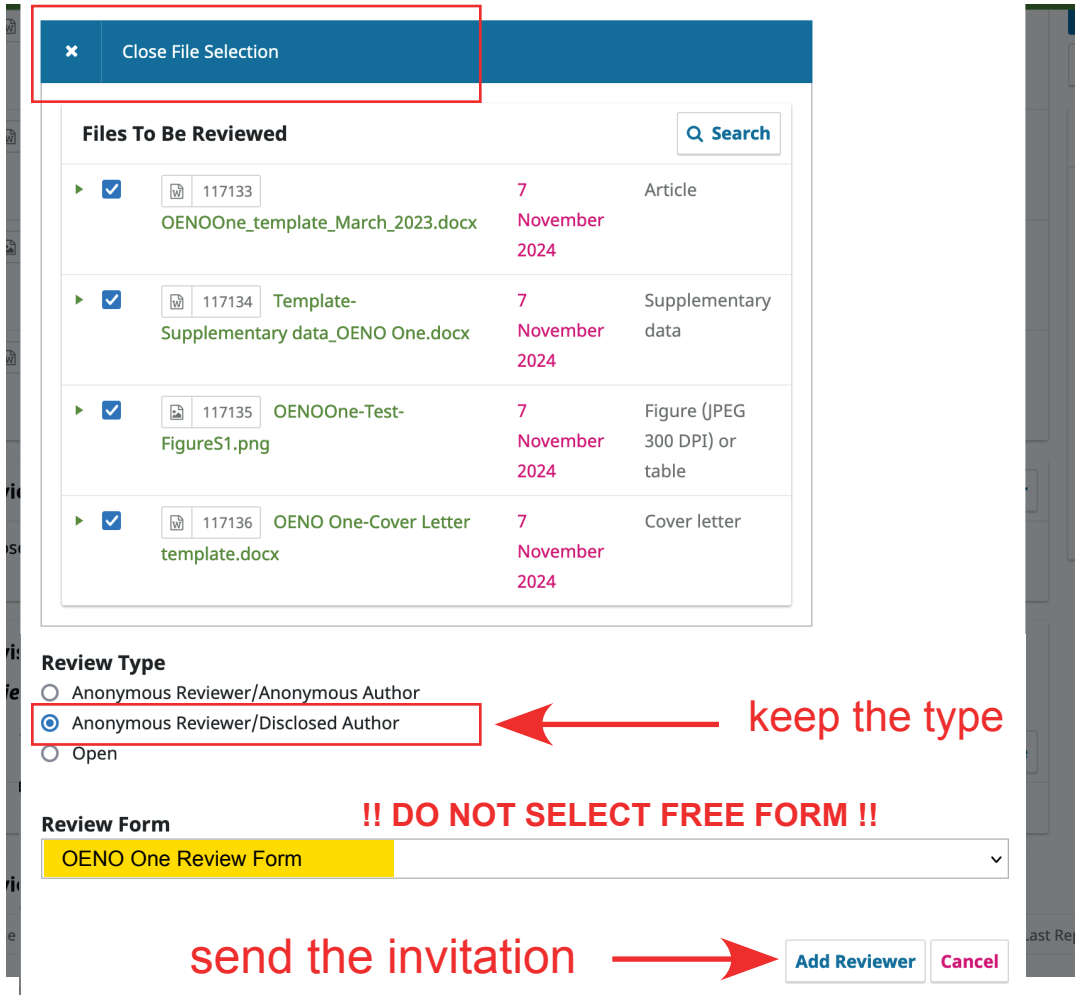
3 weeks to submit the review

4. Step 2: Assign Reviewers

A - Assign a reviewer from the list

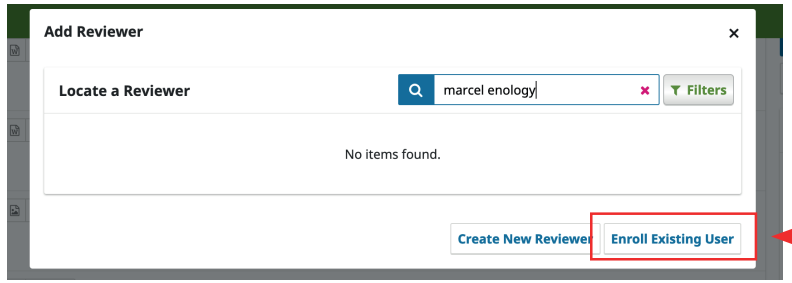


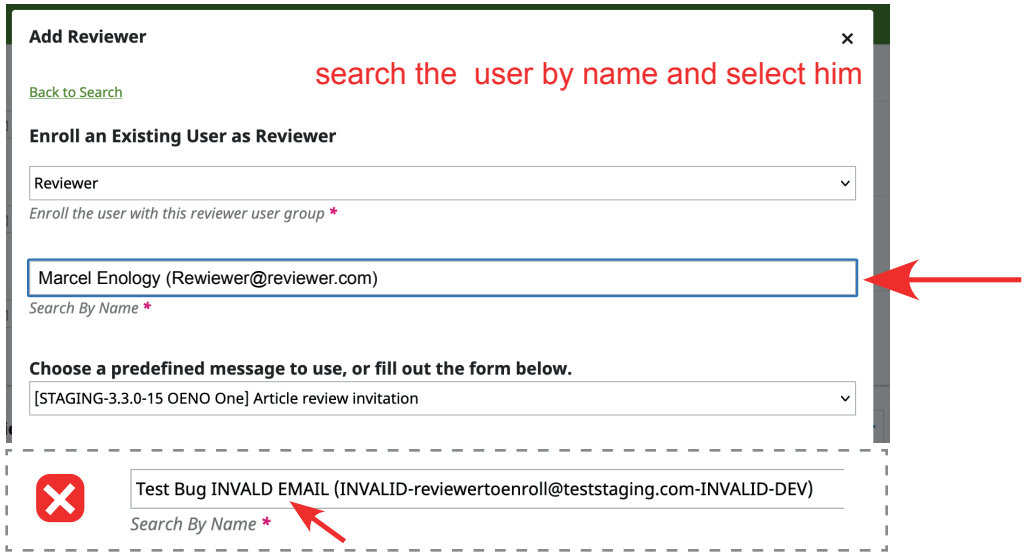
Click on the blue menu and select all the files to be reviewed



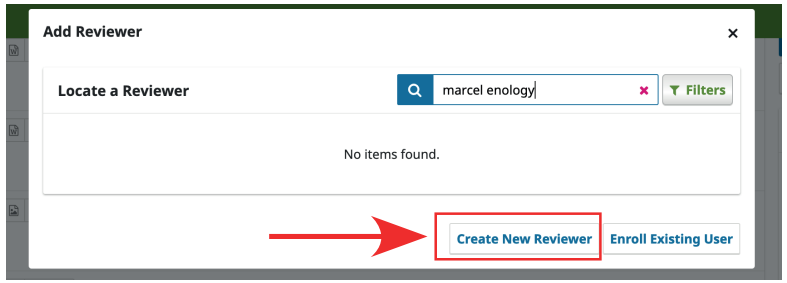
4. Step 2: Assign Reviewers

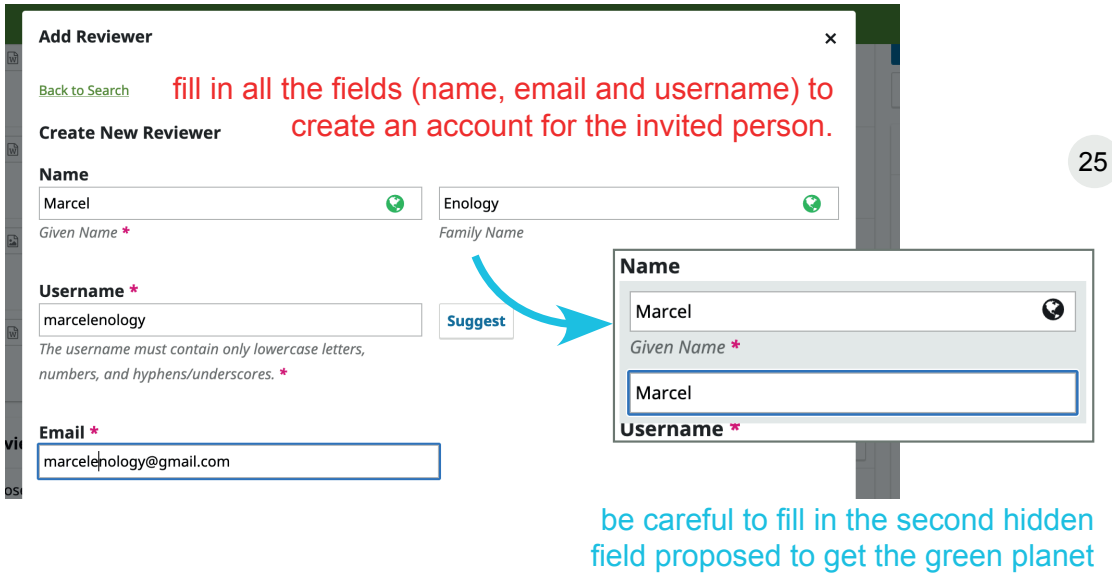
B - Enroll a registered user as a reviewer





C - Assign a new reviewer





be careful to fill in the second hidden field proposed to get the green planet

Please check before creating a new profile that

1. the person you are inviting is not already in the list
2. «INVALID EMAIL» is not included in the name/email

Then send the invitation as described before



STEP 3

Tracking the reviews

1. Monitor the reviewer deadlines and send reminders when it is required.
2. Once reviews are submitted, download and read the reviews.
3. Ensure the submitted reviews are completed, and request the completion if not.
4. Thank the reviewers and evaluate the work submitted (on time, accuracy, quality).

DEADLINE REVIEWERS

➔ 1 week to answer to the review invitation

➔ 3 weeks to submit the review

IF OVERDUE =

Send reminders or invite someone else if timeline is too over the deadline.

Monitor the assigned reviewers

The Reviewers are now listed in the section «Reviewers». Buttons and mentions helps you to follow-up this stage.

Button to access details

Review Details: Give access to the review submitted.

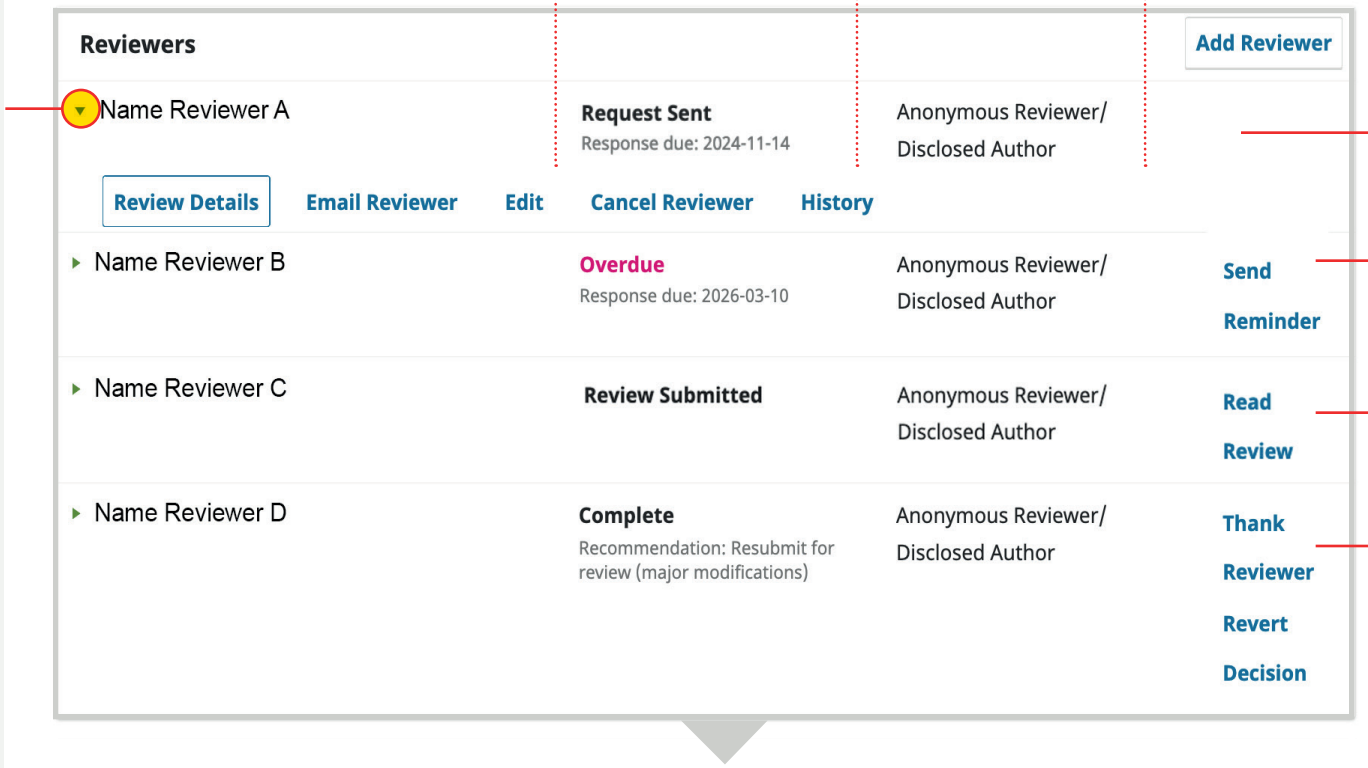
Email Reviewer: Send an email to the reviewer. It will display only in Activity Log.

Edit: Access the review invitation (dates, files to review, form, type).

Unassign Reviewer:
Allows you to unassign the reviewer who has accepted but not submitted their review.

Cancel reviewer:
Allows you to remove the reviewer who hasn't replied to the invitation.

History: Provides a history of the reviewers actions



Workflow: reviewers panel

1/ Awaited review on time:
No action needed

2/ Overdue: Send reminders with an automatic email when response or review overdue

3/ New review submitted:
Access to the submitted form

4/ Complete:
You have confirmed the form receipt and validated the reviewer recommendation which displays then.

Assess and thank reviewers for their involvement.

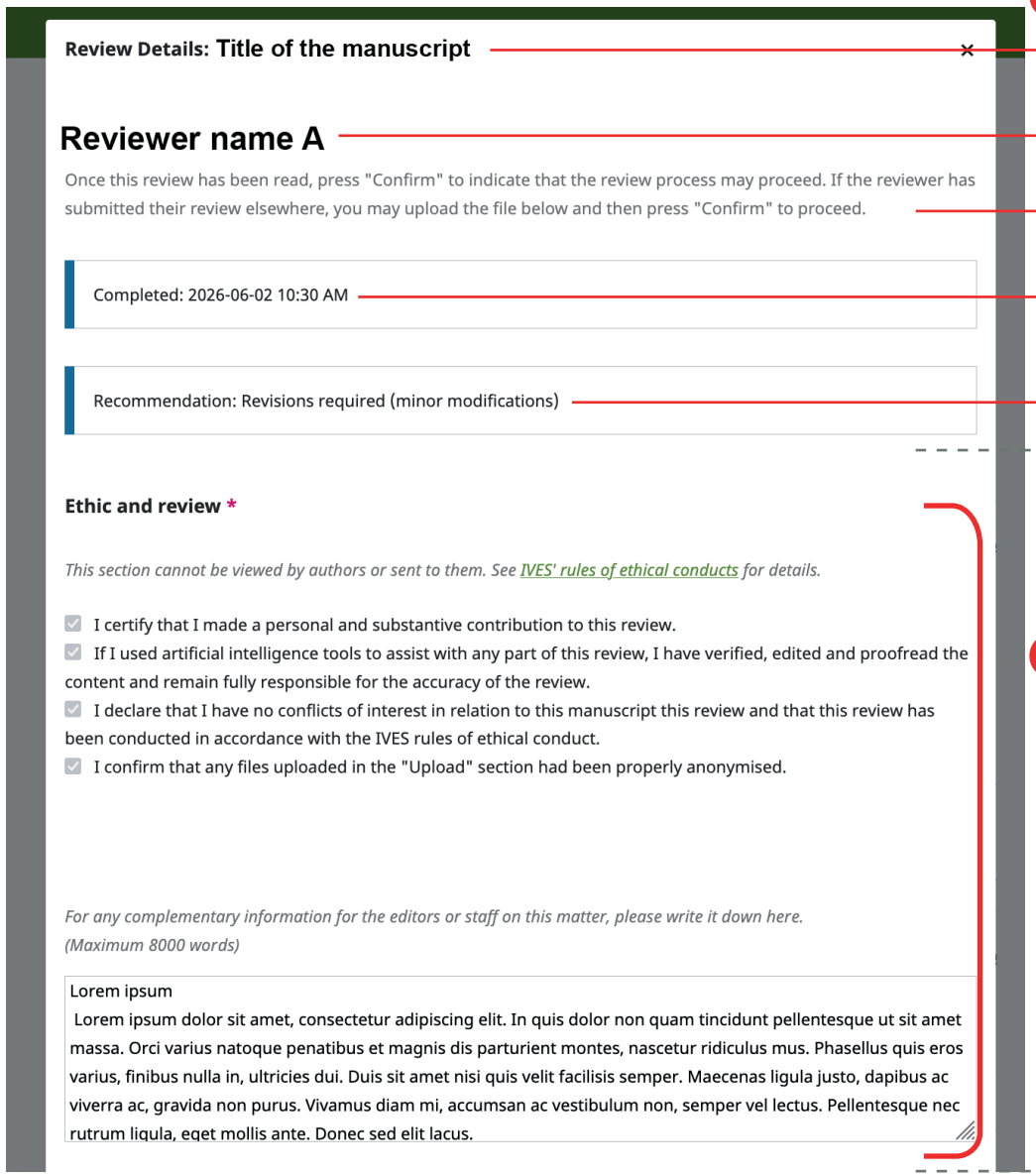
OENO One Review form

This form is a single structured and integrated review document assessing the scientific quality anonymously for the authors.

Including :

1. Overview of the review
2. Ethic section
3. Comments to authors
4. Evaluation grid with targeted criteria
5. Comments to editors only
6. Recommendation to guide your decision-making
7. *Optional: open a discussion & upload documents*
8. Confirm receipt, thank reviewer and assess the review

➔ Part of the review form will be sent to the author in the editorial decision email



1 Review request sum-up

- Title of the article reviewed
- Name of reviewer
- Instruction for AE for next steps
- Review request status
- Review request status

2 Ethical reviewer statement

Checklist and explanations to understand how the review has been conducted and ensure a personal contribution.

➔ For any doubtful items, contact the editorial team or the EiC

➔ Not shared with the authors

5. Step 3: Tracking reviews

1. Overview and general recommendation *

Three introductory sentences:

1. This manuscript examines (TOPIC)
2. The authors investigate (RESEARCH QUESTION/HYPOTHESIS)
3. To address this, they use (METHODS/APPROACH)

Two sentences for your overall assessment:

1. The main strengths of the manuscript are (KEY STRENGTHS)
2. The main weaknesses of the manuscript are (KEY WEAKNESSES/LIMITATIONS)

Maximum 8000 words. This text may be included in message to the author.

Sed consectetur faucibus velit vitae auctor. Vivamus porttitor sapien id velit accumsan, at tincidunt leo faucibus. Donec sit amet massa eget sapien vehicula blandit. Maecenas sed vehicula orci. Maecenas vitae mauris fringilla, imperdiet diam et, pharetra velit. Quisque id bibendum nibh. Sed vitae turpis sit amet dui molestie consequat. Suspendisse pharetra, diam at venenatis sollicitudin, tellus ex pharetra nisl, eu iaculis magna ante sit amet neque. Sed suscipit felis dui, vel hendrerit turpis volutpat ac. Interdum et malesuada fames ac ante ipsum primis in faucibus. Nam eu felis metus. Proin rhoncus rhoncus dui sed ullamcorper.

2. Specific comments *

Comments to authors should be numbered. Here are some examples of specific comments:

1. p. XX, line Y, unclear, please rephrase
2. p. ZZ, line W, this statement is not completely supported by experimental results
3. fig.1, please improve the figure/legend

Maximum 8000 words. This text may be included in the message to the author.

Quisque quis dictum ligula. Sed sed dolor lacus. Curabitur blandit luctus purus sed congue. Nullam a venenatis orci. Integer pretium sit amet sem id euismod. Proin nec ante nec magna elementum feugiat sed at risus. Aliquam pulvinar dapibus bibendum. Proin semper, ex nec mollis dictum, odio nibh mattis dolor, in lobortis metus urna at risus. Curabitur hendrerit vehicula sollicitudin. Donec nec varius leo, nec mollis ligula. Nullam faucibus faucibus posuere. Donec ante eros, semper eu metus id, vulputate vulputate enim. Maecenas pretium auctor felis vel varius. Sed eleifend, augue in ultrices eleifend, ante leo aliquet libero, lacinia consectetur enim sapien in felis.

Comments that can be sent to author

3 Overview comments and detailed ones per line.

➔ The reviewers can provide the specific comments as a commented manuscript with track changes.

3. Evaluation grid

The following criteria will be evaluated using four rating levels: **Excellent, Good, Satisfactory, Poor.**

Evaluation grid and recommandation could be included in message to the author.

Evaluation items

- Excellent
- Good
- Satisfactory
- Poor

- Originality
- Accuracy and precision of the title
- Concision of the abstract in the language of the text
- Relevance of methods to the objectives
- Pertinence of discussion and conclusion with the results
- Grammar and English language
- Quality of tables and figures
- Selection and use of references (APA style)

4

Evaluation grid

Mandatory sections to sent to the authors.

4. Your recommendation *

- Accept Submission
- Revisions required (minor modifications)
- Resubmit for review (major modifications)
- Decline with possibility to resubmit
- Decline submission

6

Recommendation

Final assessment and suggestion for editorial decision

5. "Comments to the editors" report *

Reviewers are asked to briefly explain their decision to the editors. This part of the form is a confidential report and will not be shared with the authors. Use the free text field to add any information they consider relevant.

Maximum 8000 words. This text won't be included in message to the author.

Quisque quis dictum ligula. Sed sed dolor lacus. Curabitur blandit luctus purus sed congue. Nullam a venenatis orci. Integer pretium sit amet sem id euismod. Proin nec ante nec magna elementum feugiat sed at risus. Aliquam pulvinar dapibus bibendum. Proin semper, ex nec mollis dictum, odio nibh mattis dolor, in lobortis metus urna at risus. Curabitur hendrerit vehicula sollicitudin. Donec nec varius leo, nec mollis ligula. Nullam faucibus faucibus posuere. Donec ante eros, semper eu metus id, vulputate vulputate enim. Maecenas pretium auctor felis vel varius. Sed eleifend, augue in ultrices eleifend, ante leo aliquet libero, lacinia consectetur enim sapien in felis.

5

Comments to editors only

The reviewer explain the recommendation made.

➔ This part won't be shared to the authors automatically.

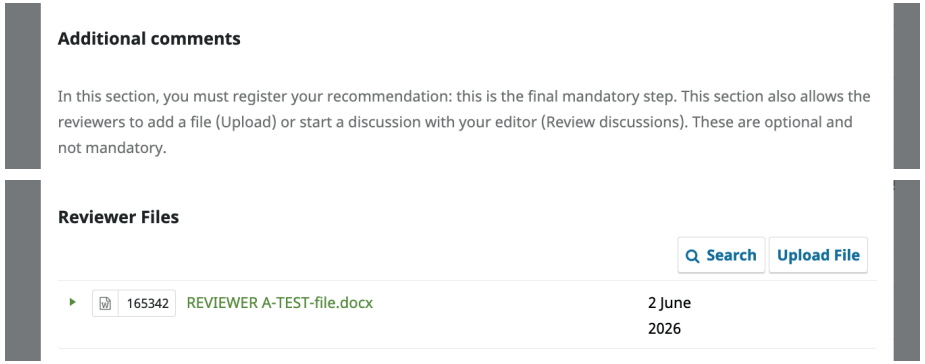
5. Step 3: Tracking reviews

⑦

Option

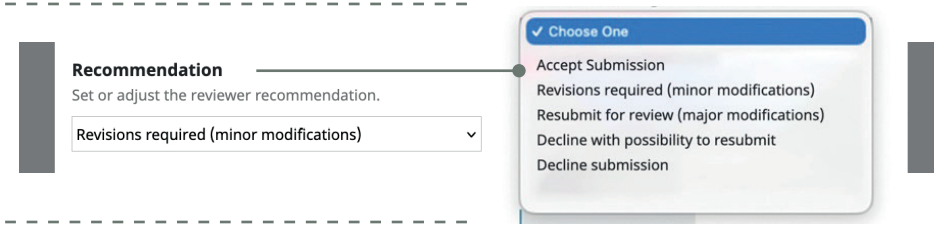
- Upload document

- Discussion



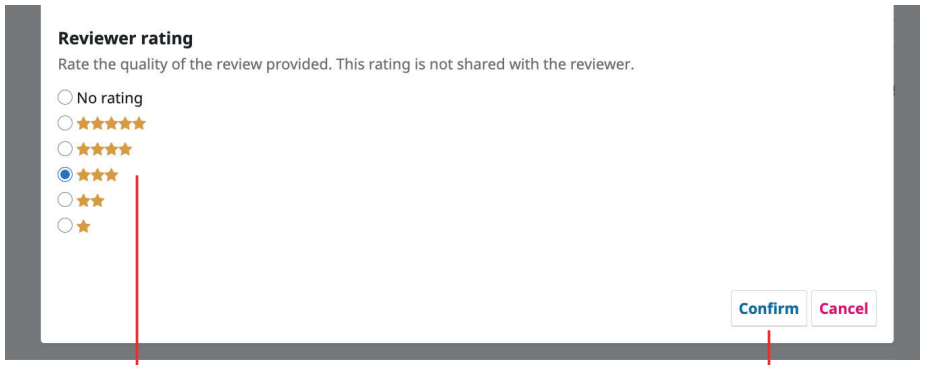
⑥

OJS Registered recommendation



⑧

Confirm the receipt



This anonymous rating is available for AE only, on the reviewer profile (database list) at the moment of the invitation "Add reviewer"

Confirm the receipt of the review to end the request

➔ Make sure that the review is complete

- all sections are completed
- ethic checklist is properly filled in
- check in discussion panel if the reviewer has submitted complementary information

➔ Pink star means mandatory section

➔ Assess the review, confirm and thank the review

➔ Make sure that files uploaded are anonymous. If not, do not send it to the authors. Copy/paste the content of the document in a new anonymous file.

➔ Once registered in the system, the form cannot be modified.

➔ No downloading version form available.
The form is only available on OJS

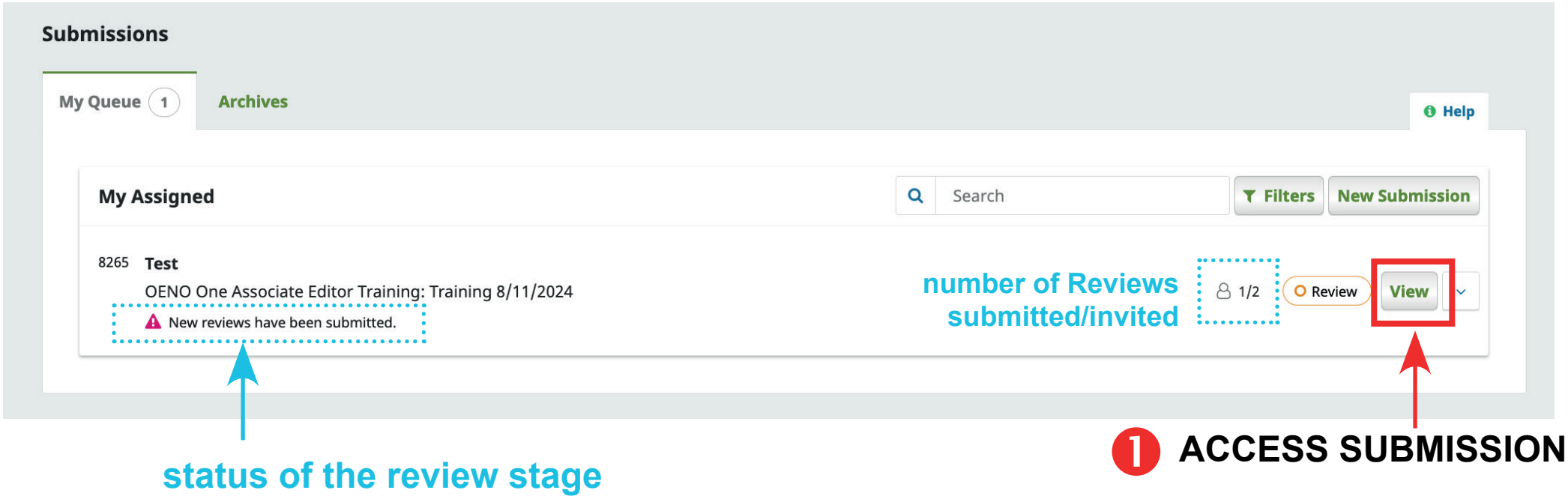
➔ Analyse and compare feedbacks to provide your own decision to the author on the basis of 2 reviews.

For any questions, contact the staff

Reviews have been submitted

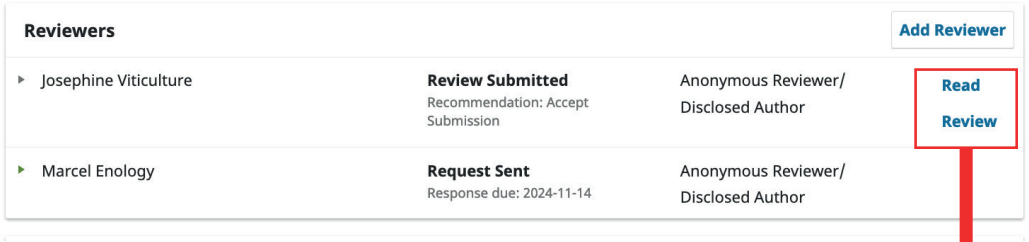
Once a reviewer has completed the review, an automatic notification email is sent to you.
The results and status are available on your dashboard (“My Queue” tab) with different message.

1 - Access and read the submitted review for the first time



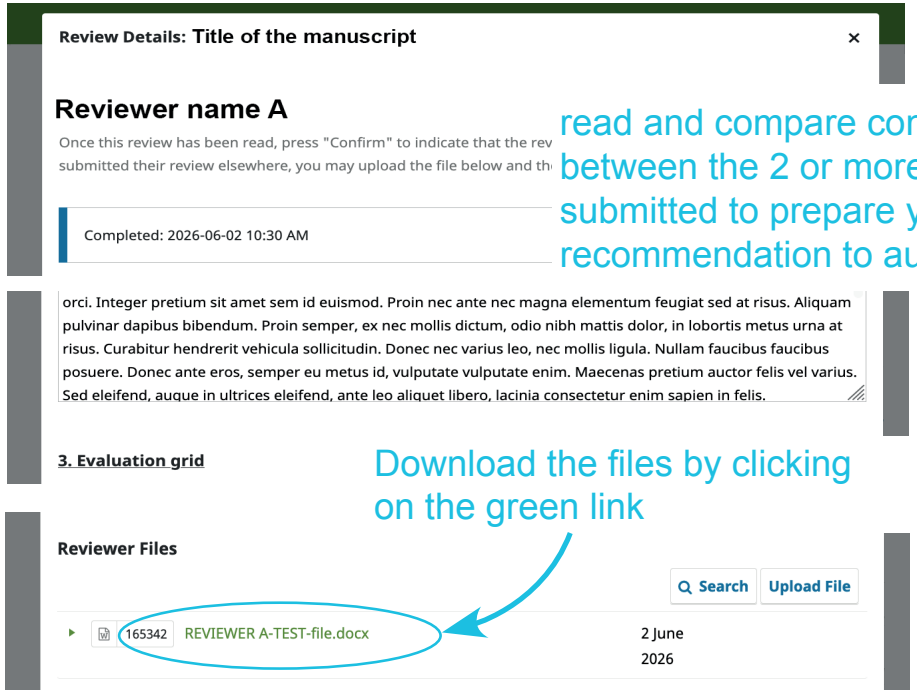
5. Step 3: Tracking reviews

2 Check the Review (REVIEW TAB)



click on «Read Review»

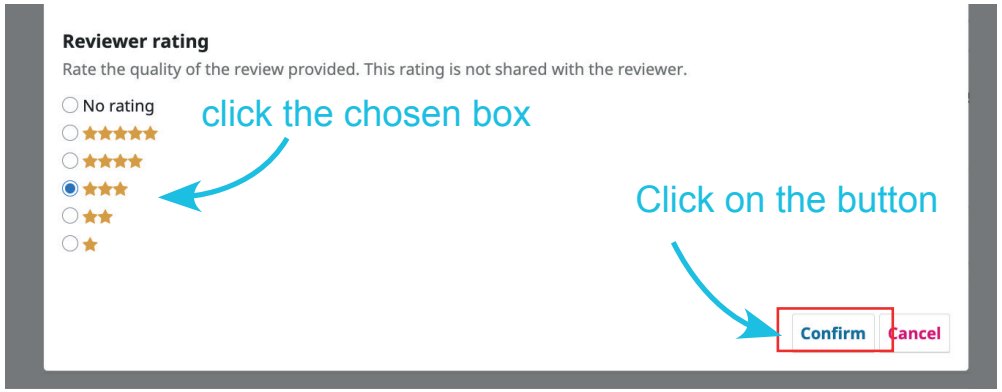
Read the review and download files 3



read and compare comments between the 2 or more reviews submitted to prepare your final recommendation to authors

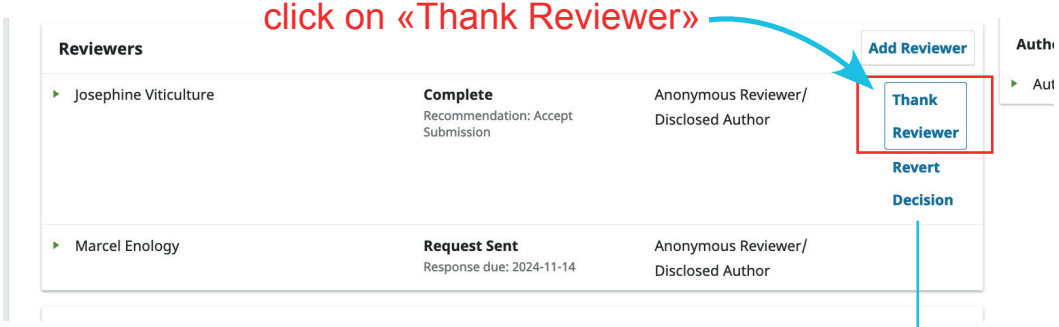
Download the files by clicking on the green link

4 Assess and validate the review



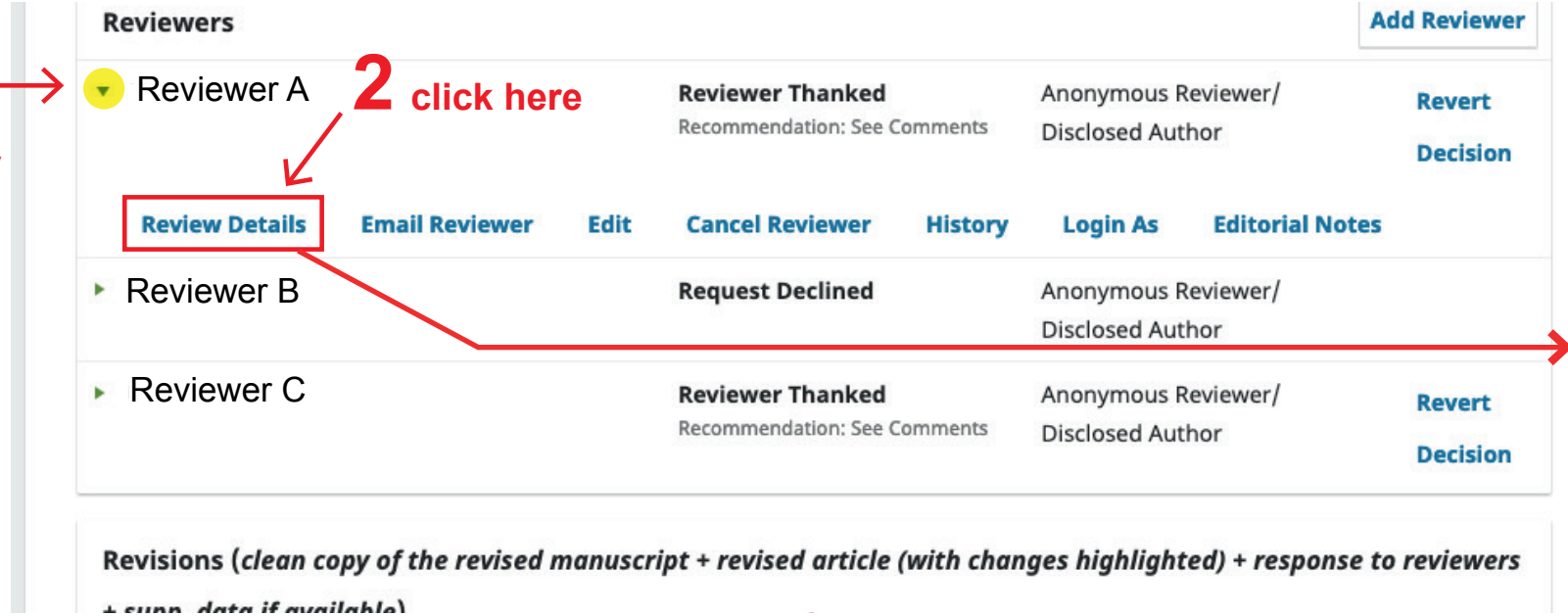
Thank the reviewers 5

click on «Thank Reviewer»

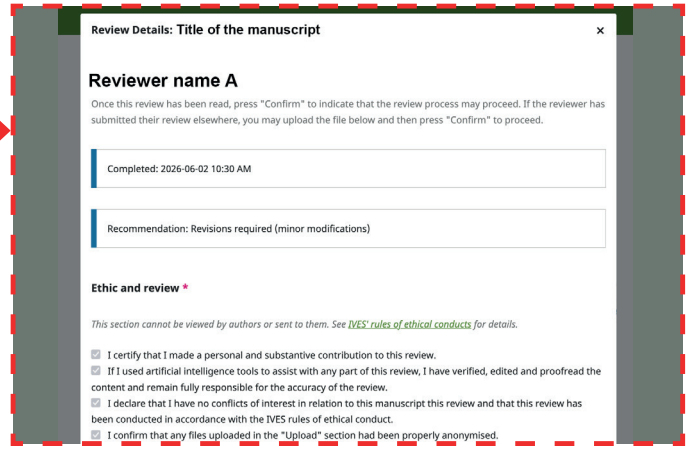


If the review is uncomplete, click on revert decision

2 - Return on the Review



3
a «Review Details» window opens



Do not forget to check the anonymity of the files

Alert the team and EiC if the article is stuck
(delay, difficulties with reviewers availabilities, no names, review uncomplete, etc)

Review requests are overdue

One or no reviews has been submitted.
You have not received a response to your invitation.
The submission status indicates a delay on your dashboard.

➔ **Send reminders**

The platform sends **a single automatic reminder** on the current deadline (for unanswered invitations or unsubmitted reviews).

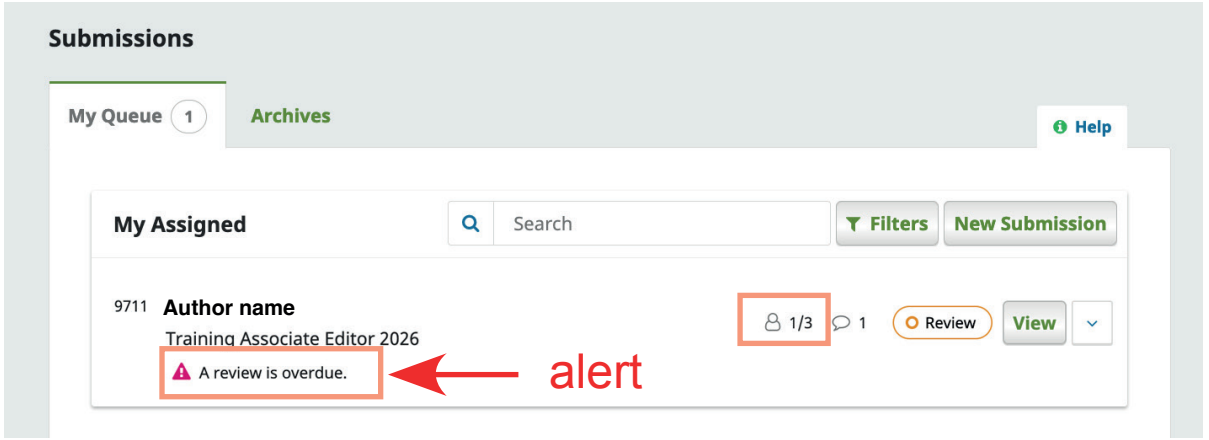
After that, you can send a reminder manually by clicking the button "send Reminder". A pop-up window will open with an automated email that you can customise.

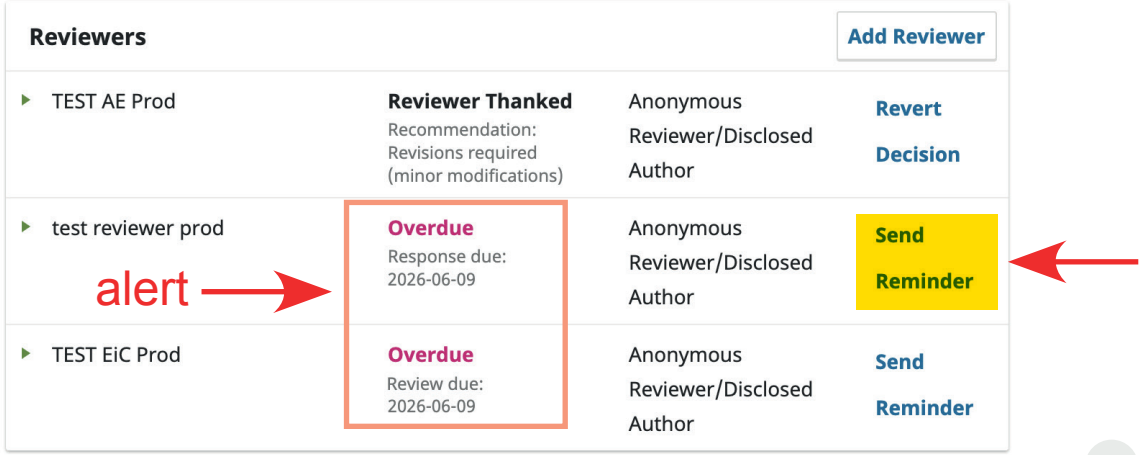
➔ If you still have not received a response **within one week**, please contact the staff or the EiC, or invite someone else.

Please note that a reviewer cannot be invited twice for the same review round.

If someone has declined the invitation to review but subsequently wishes to carry out the assessment, please contact the staff. They will take care of the rest.

➔ **Send reminders**





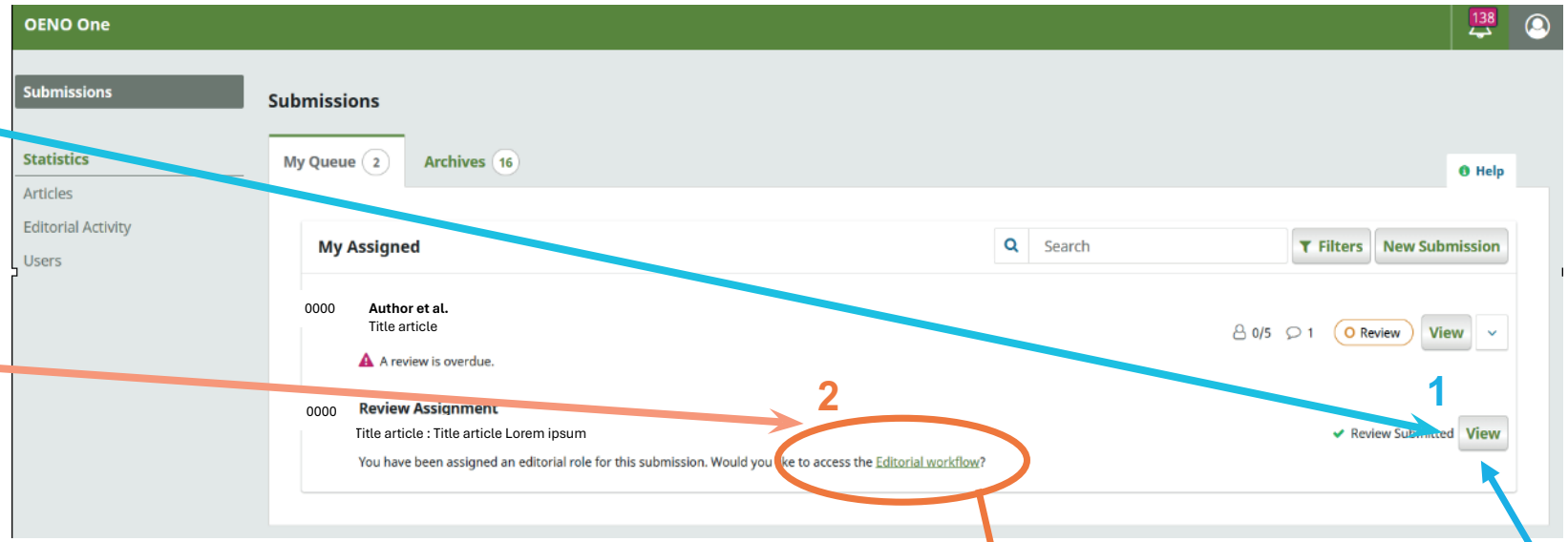
Access to the submission with 2 roles

You are facing difficulties to find reviewers available.
You can do the role of reviewer **only if**: one positive review has been submitted and the EiC agreed that you do it.

When you have the two roles Associate Editor **and** Reviewer, you can access to the article by clicking on:

View button
➔ to access as a Reviewer

Editorial workflow button
➔ to access as an Associate Editor





Click on the green link « **Editorial workflow** »

Click on the “View” button

STEP 4

Make your editorial decision

1. Two or more reviews completed have been submitted.
2. Do your editor analysis:
read the reviews; compare the feedbacks; contact reviewers for details if needed; do your own additional review; prepare your editor comments for the authors.
3. Make your editorial decision via the decision buttons (3 options).
4. Add the review to email.
5. Motivate your decision with your editor recommendation in the email body.



Click on the chosen decision

Editorial decisions options

Accept submission

➔ The reviewers recommend to accept the submission as it is.

The scientific content complies with the quality and standards required by the journal.

The manuscript will be sent to the copyediting stage, to be prepared for publication.

You work is done !

Decline the submission

➔ The review trend advises to reject.

The submission will be moved to the Archives.

Decline with possibility to resubmit:

The submission doesn't comply with our standard (timeline, scope, scientific quality) but have potential for publication. You can recommend to make a resubmission to our journal.

Decline:

The submission has not passed peer review and is unsuitable for further consideration.

Request revisions

➔ The review trend recommends revisions.

The submission remains under review tab.

Minor revisions:

The manuscript needs slight revisions, without undergoing another round.

Major modifications:

The manuscript requires thorough changes for scientific matters, structure and content.

The revisions must undergo another round of review once they will be submitted.



Do not forget to check the anonymity of the files



In case of file anonymity lack, you can merge files into a brand new anonymous single one.



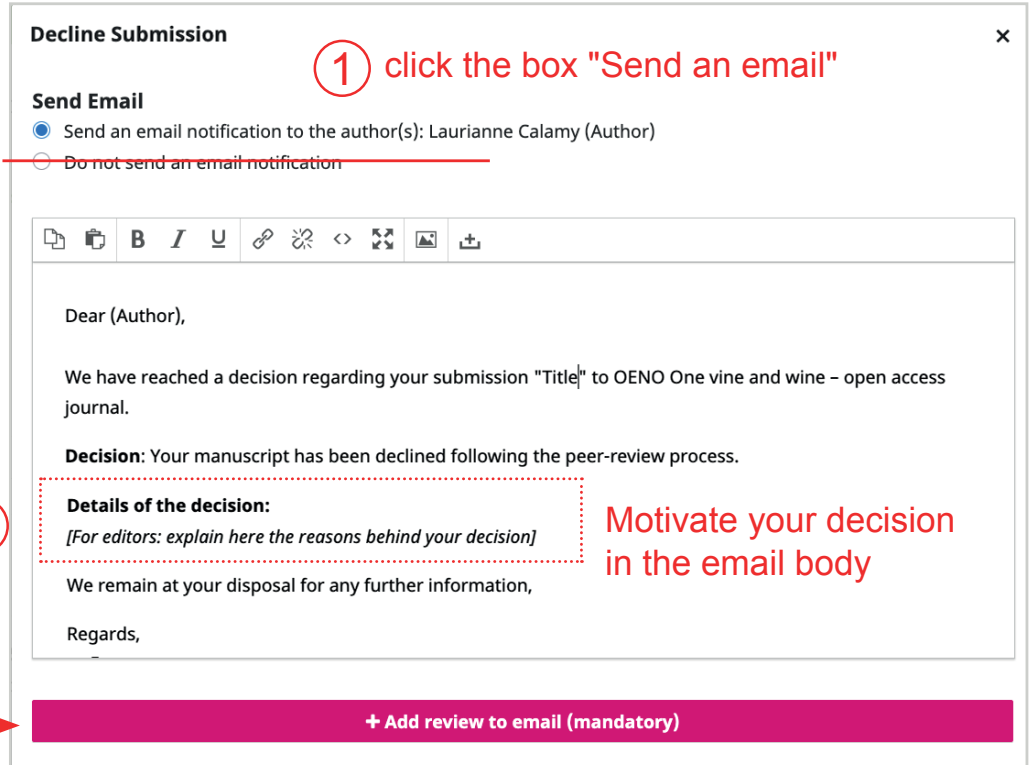
For scientific advice, contact EiC

For OJS questions, contact staff

6. Step 4: Decline submission

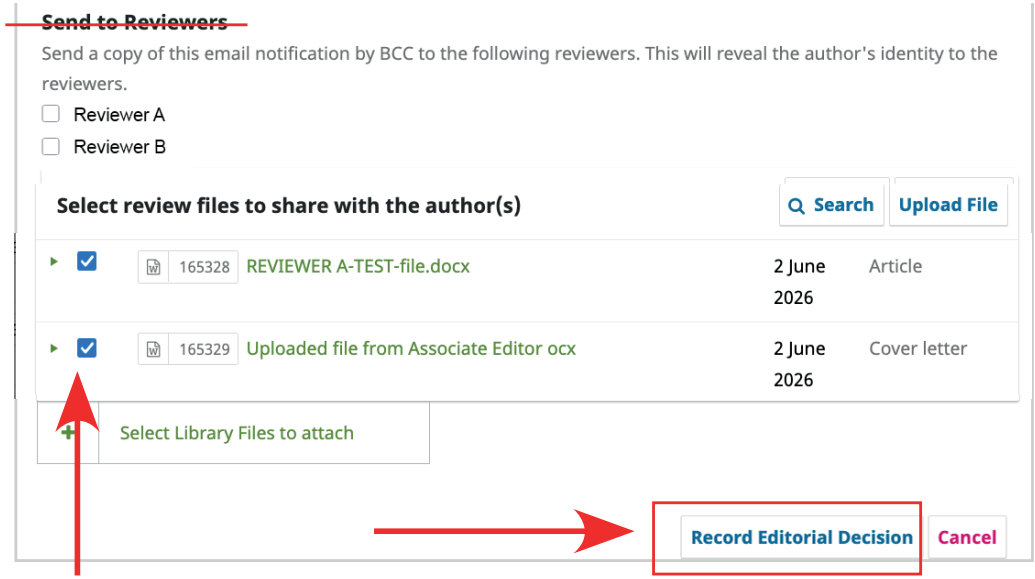
➔ Inform the authors and motivate your email decision

Your AE work is done



3 Add the review forms to the email

4 Do not put reviewers in copy
The staff will take over.



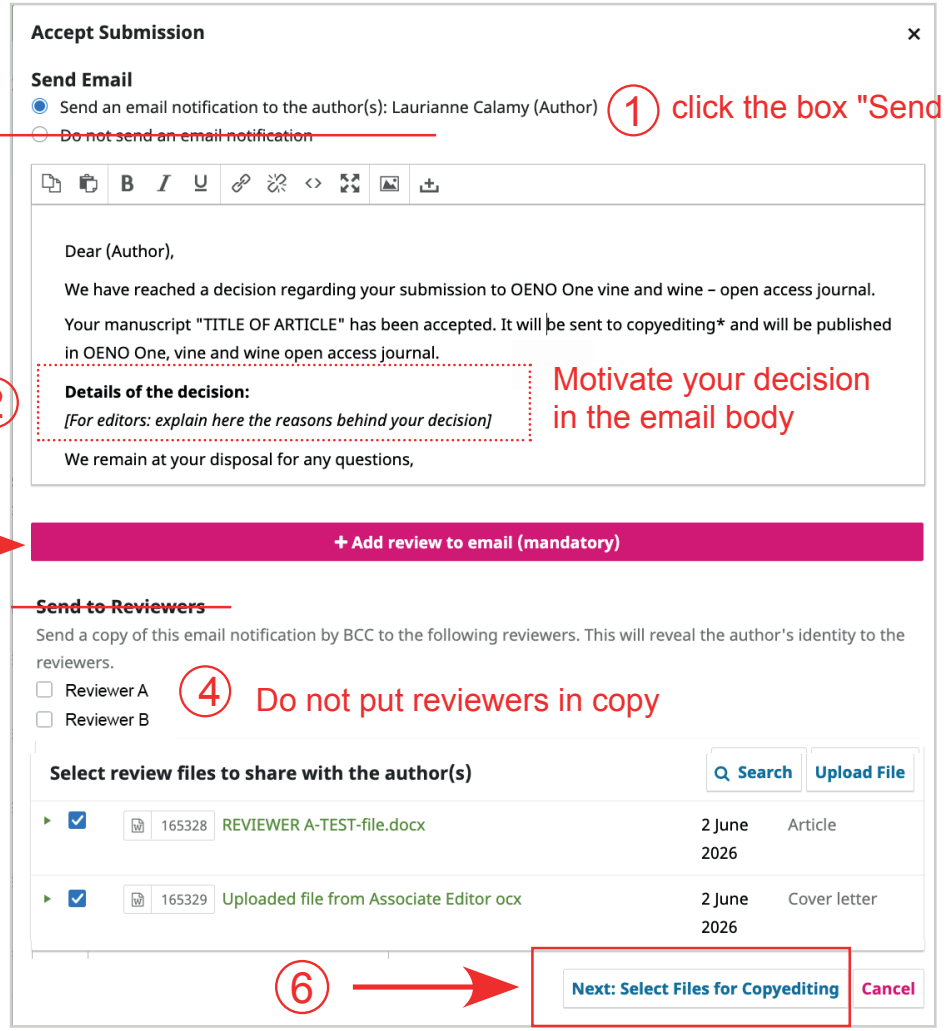
5 Add the review attachments to the email

6 **Record step 1 editorial decision**

6. Step 4: Accept submission

➔ STEP 1 : Motivate your email decision

➔ STEP 2 : Validate the accepted version



1 click the box "Send an email"

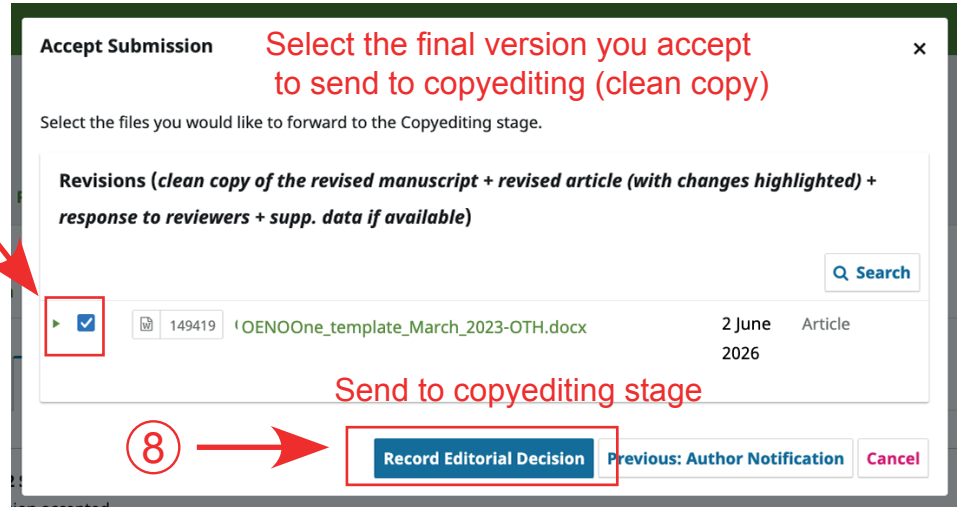
2 Motivate your decision in the email body

3 Add the review forms to the email

4 Do not put reviewers in copy

5 Add the review attachments to the email

6 **Record step 1 editorial decision**



7

8

In this window, only the revisions files displays.

➔ Contact the staff and indicate the file name of version accepted:

if you accept the submission without revisions

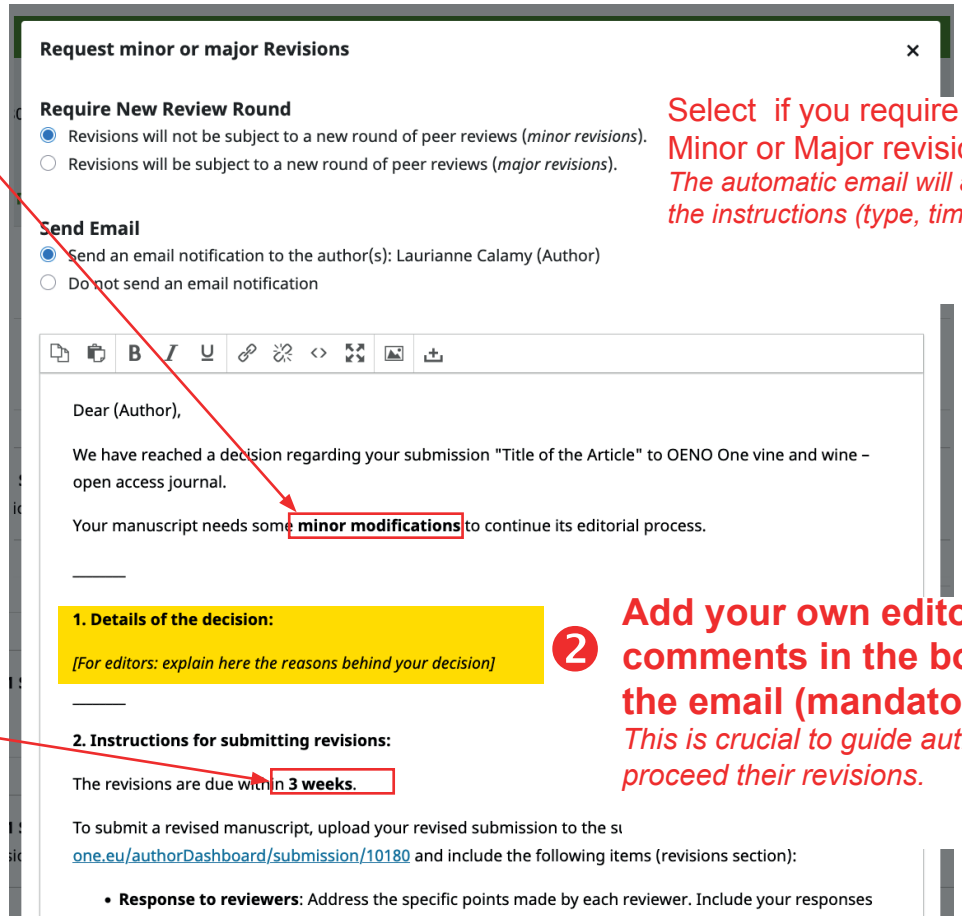
if there are no files in "Copyediting draft"

Your AE work is done

6. Step 4: Request revisions

➔ STEP 1 : Select the type of revisions

➔ STEP 2 : Add reviews to email

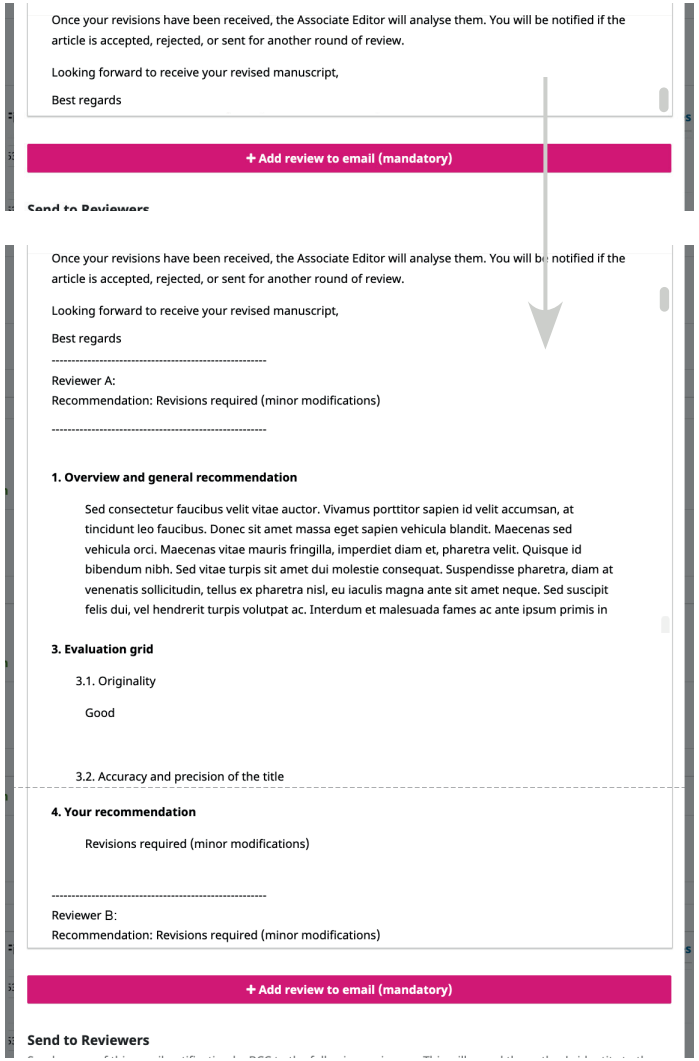


1

Select if you require Minor or Major revisions.
The automatic email will adapt the instructions (type, timeline)

2

Add your own editor comments in the body of the email (mandatory)
This is crucial to guide authors to proceed their revisions.



3

Click to add review forms to the email (mandatory)

This is crucial to guide authors to proceed their revisions.

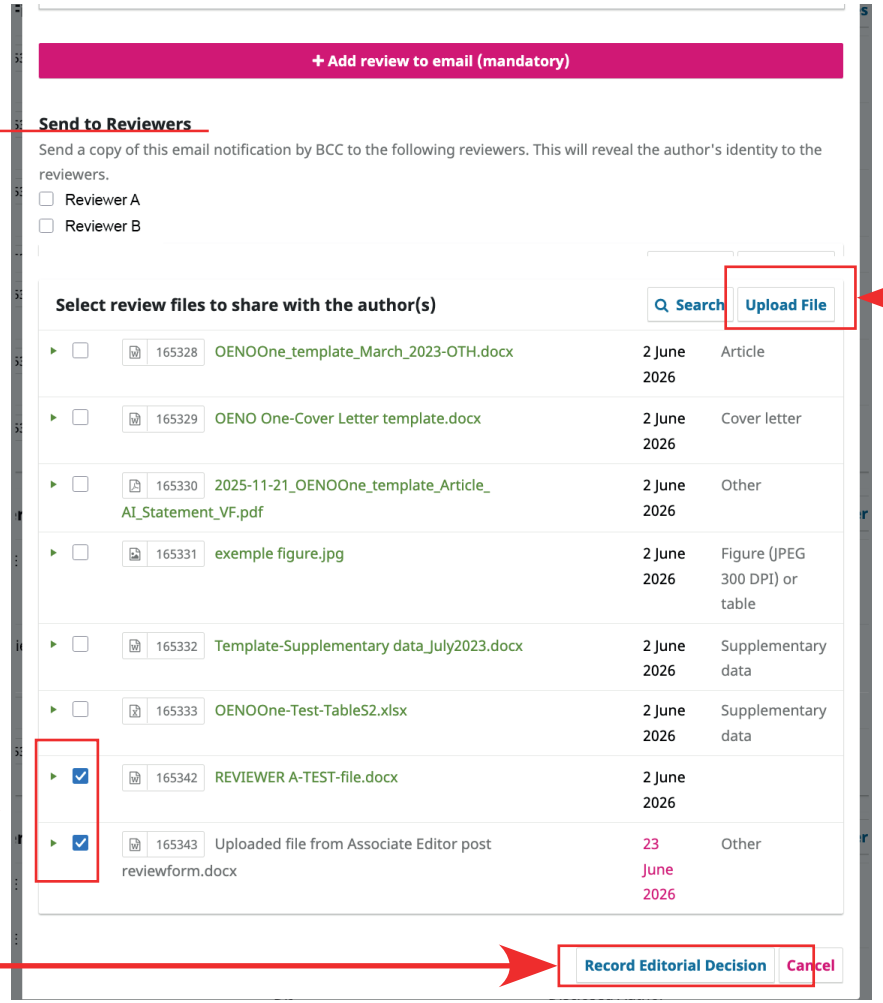
The review forms will display after the signature email, at the bottom of the email.

6. Step 4: Request revisions

➔ STEP 3 : Add reviewers attachment and record decision

Do not put reviewers in copy.
The staff will take over.

The reviewers are:
- notified by email for final decision (accept or decline)
- cancelled or unassigned when a revision decision is made, only for whom are overdue at the moment of the decision.



Send your editorial decision

Do not forget to check the anonymity of the files

Select the files to complete your recommendation if needed.

5. select the reviewers files already in the list. It will be available as attachments email and on the author dashboard.

6. upload your own files. It will be sent as attachments to the decision email but not upload on the author dashboard.

➔ You can merge all the reviews files to one single PDF anonymised to ensure anonymity

For any questions, contact the staff

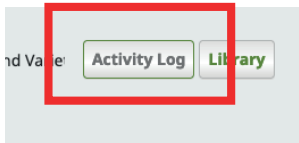
6. Step 4: Request revisions

➔ STEP 4 : Ensure decision has been registered

Your decision has been sent to the author.

Email and decision must display in the Activity Log, "History" list.

Check if your email and decision are consistent with your choice. If something went wrong, contact the staff. The attachments registered display in the list.



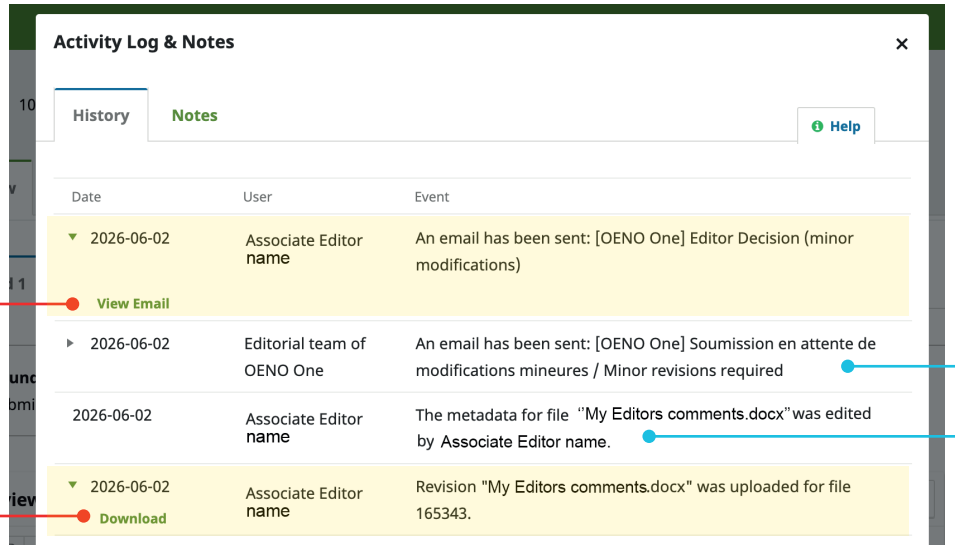
1-Click on Activity Log button

2- Select the requesting email.

3-Thus, click on the green arrow and view to access to the body of the email.

4-The email opens in a pop-up window.

➔ **If you have any doubt regarding attachments, contact the staff**



View email: copy of your decision email

Download: copy of attachments sent

Decision registered

Attachment registered

For now, wait now for authors revisions!

➔ Check the revisions section according to the timeline.

➔ Revisions: **3 weeks = minor / 2 months = major**

➔ Reply to authors requests post decision if needed

➔ For Major modifications, **DO NOT CLICK** on "New review round" before the submissions of the author revisions. Otherwise, the authors couldn't access to the revision section.

For any problem contact the staff !

STEP 5

Authors revisions and final decision

1. Track authors revisions.
2. Send reminders to the authors if needed.
3. When the authors have submitted their revisions, check the conformity of the revisions. Make sure all the files required in the list have been submitted.
4. Make your editorial decision **within 1 week**: final decision (accept or decline) or send it to another round for review.

Compulsory revised files to submit by the authors are: clean copy, revised article with highlighted changes, response to reviewer, and if occured supplementary data revised.

7. Step 5: Authors revisions

Revisions have been submitted

You've received a notification by email.

Go on your dashboard and access to submission.

Go to Revisions panel in the current round.

Click on the green link to download and read the revisions.



Make your decision

If revisions are uncomplete and miss editorial rules (not scientific matter), you can request a new version of the revisions in the same round (without creating a new round of review)

Decline the submission

➔ The revisions are not satisfactory at all.

Decline: It moves to Archive.

➔ The revisions are not sufficient and still need huge revisions, but the manuscript has potential for publication.

Decline with possibility to resubmit:

Suggest to the author to resubmit the improved version as new submission according to new recommendations, and indicating the editorial context to assign the same editors.

Accept submission

➔ The revisions is compliant.

Send the submission to copyediting stage.

Another round of review

➔ You need the reviewer's opinions before making your final decision (accept or decline).

Create a new round of review.

Invite the same reviewers as for round 1.

Sending to Review

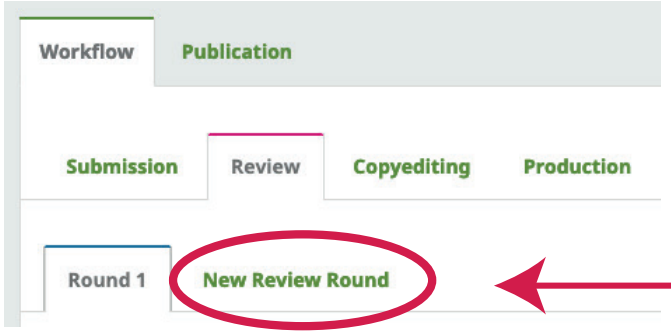
Create a new round of review (Round 2)

① You have received the revised manuscript from the authors

> The documents are uploaded in the panel «Revisions»

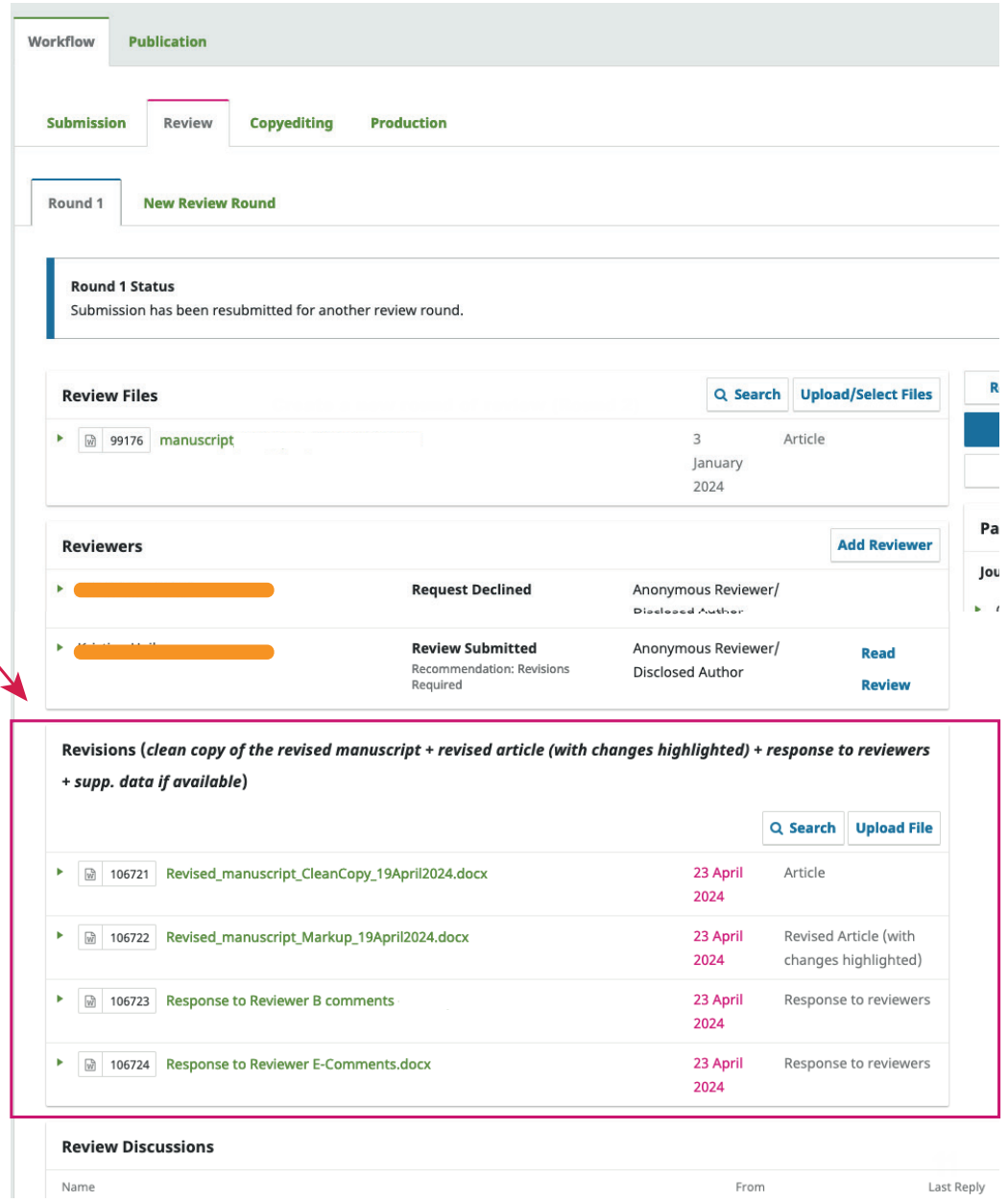
You would like to start a new round of review : click on tab «New Review Round»

②



Click here and follow the same process used for the first round

See page 23



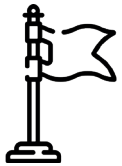
STEP 6

After the final decision

You have made your final decision (accepted or declined).

Here are final instructions for Associate editors regarding specific cases after the peer-review process which need your opinion.

8. After Peer-Review process



Congratulations!

Your work as Associate Editor is done!

The editorial staff will take care of the Copyediting and Production stage.

You will be notified when the article is published online by the staff.

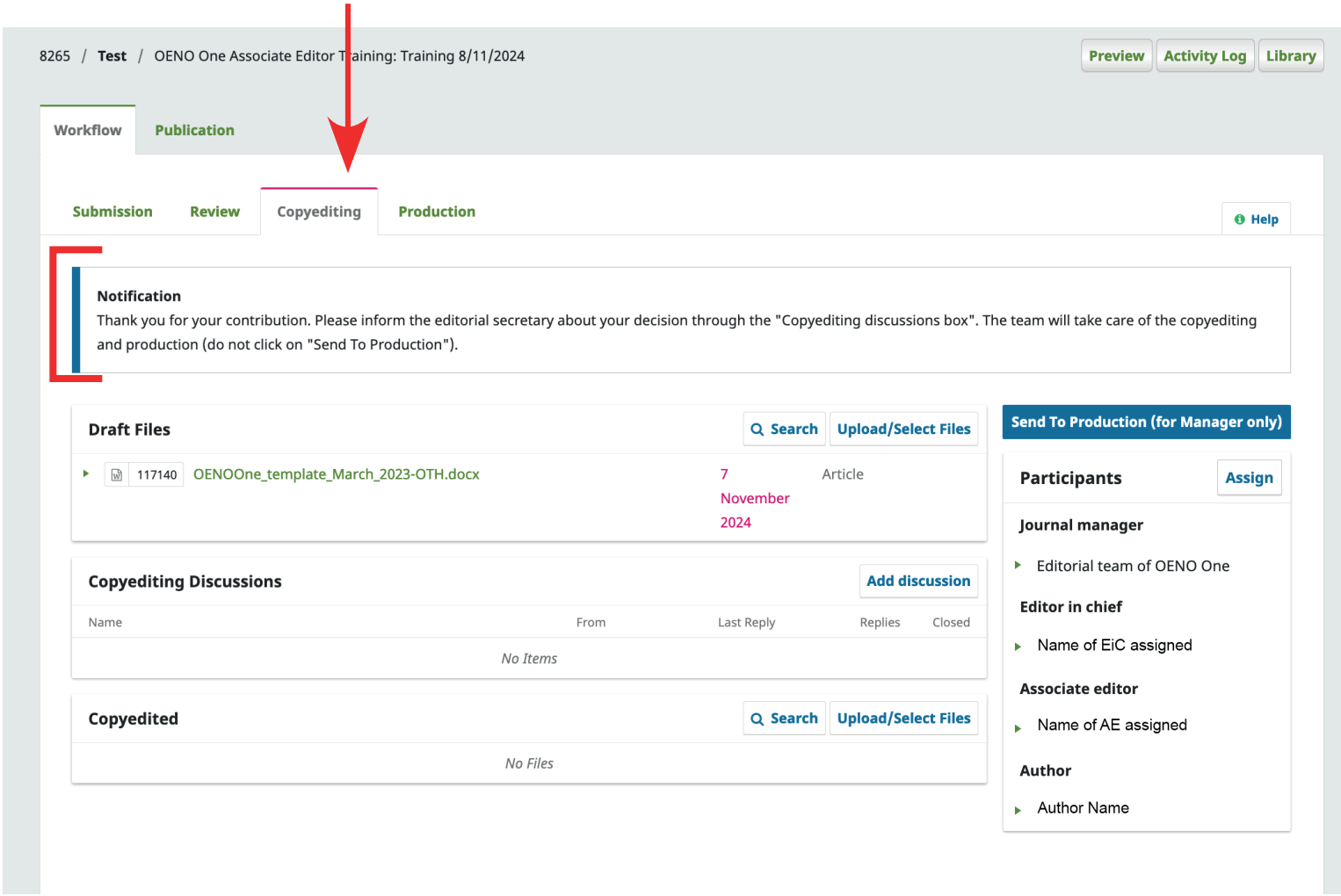
For any editorial doubt,

➔ contact the Editor-in-Chief



For any technical doubt with the platform,

➔ contact the Editorial staff at: editorialsecretary@oeno-one.eu



Copyediting and Production stage



Data values and text cannot be changed once the article has completed the review process (accepted by the Associate Editor).

The text may not be rewritten once the author has accepted the copyedited version from the translator. However, a tolerance is accepted for very minor changes to the form of the text.

If the author notice any substantive errors in the text at the copyediting or production stage, he/she can contact the associate editor in charge. If these are found to be affecting the article, the article will have to be resubmitted and go through the peer-review process again.

Thank you

for your involvement in the OENO One Journal

Associate Editor guidelines - July 2026

www.oeno-one.eu