

SciCloud

User Manual

(Associate Editor & Editorial board)

CHINA SCIENCE PUBLISHING & MEDIA LTD.

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1 Associate Editor (Executive Editor)

1.1 Check mails

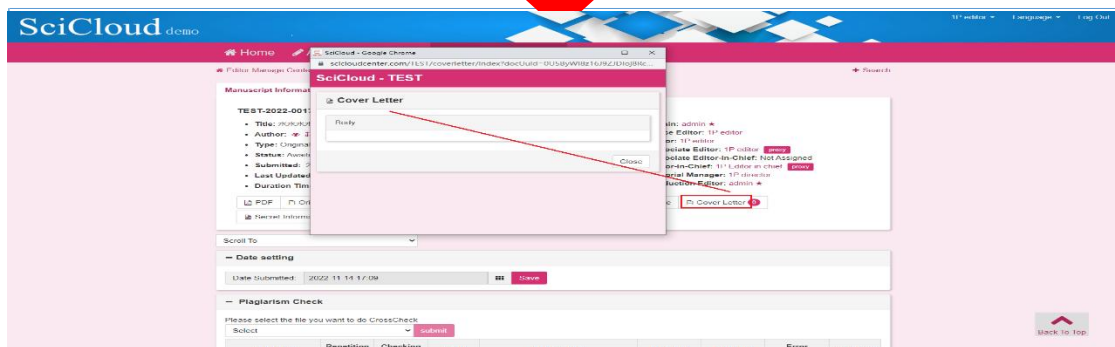
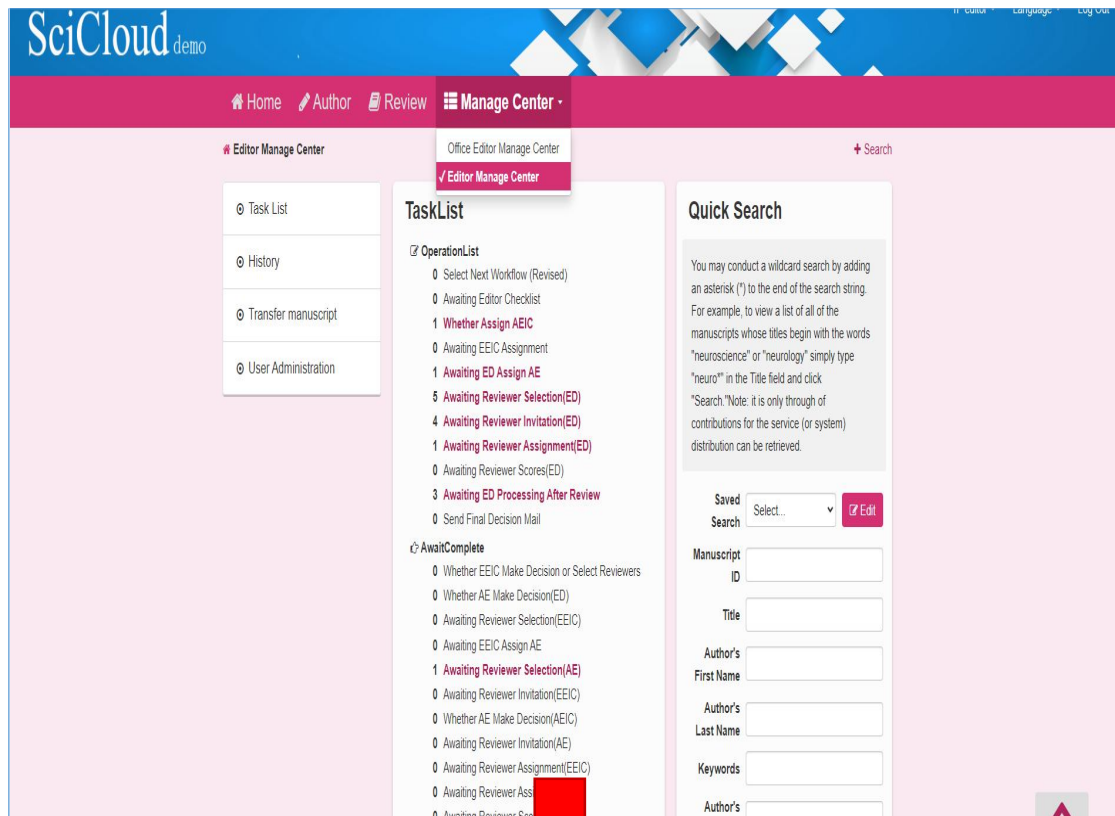
The editor (due to the different review process, it may also be other roles) is inviting the associate editor (Executive Editor- in-Chief) When reviewing manuscripts, SciCloud will send a letter to the registered email address of the invitee Invitation email (SMS, WeChat reminder service will also be opened in the future).



1.2 Introduction to workspace

Deputy editor (executive editor) After logging in to SciCloud , you can choose in [Role Center] Manuscript pending . Pending manuscripts will be categorized according to the status of the review process (due to the review process different processes ,

the node names may be slightly different), the number before each status node represents the manuscript quantity . Among them, [waiting for completion] means that after the deputy editor-in-chief (executive editor-in-chief) submits for review, it is waiting for the follow-up section Manuscripts that need to be dealt with at a certain point , the deputy editor (executive editor) of these manuscripts cannot be directly processed.



the associate editor (executive editor) consists of two parts. Among them [manuscript Details] mainly displays the basic information of the manuscript. Select the tab with the gear icon on the left (Tab The text content will vary with the process) Enter the deputy editor (executive editor) of the current node work area.

— The author recently submitted records

Manuscript ID	Manuscript Title	Submitted	IP address of submission	Location of submission
TEST-2023-0004	TEST-202303170001	2023-03-17 09:26	218.25.24.92	中国 辽宁省 沈阳市 联通
TEST-2023-0003	SciCloud Demo——Test	2023-02-22 11:32	218.25.24.92	中国 辽宁省 沈阳市 联通
TEST-2023-0003	SciCloud Demo——测试文章	2023-02-22 11:18	218.25.24.92	中国 辽宁省 沈阳市 联通
TEST-2023-0001	智能出版技术风险的责任伦理困境及其出场路径	2023-02-08 12:46	218.25.24.92	中国 辽宁省 沈阳市 联通

— Version History

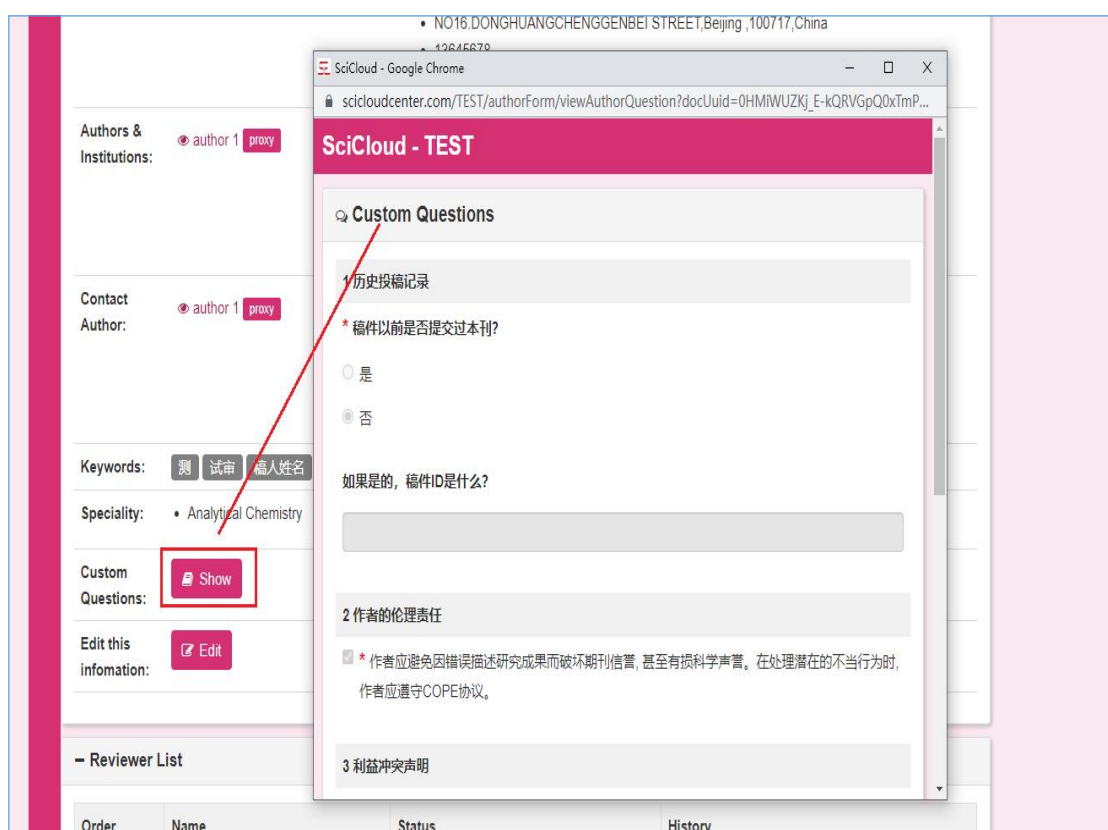
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
▶	TEST-2022-0035.R1	测试审稿人姓名	2022-11-17	• Author Response	
	TEST-2022-0035	测试审稿人姓名	2022-11-16	• Final Decision	☰

Special note: There is only the current version during the first review, and the version can be switched here during the review. See 1.4 for details

The screenshot displays the SciCloud interface for a manuscript. On the left, the manuscript details are shown: Title: 测试审稿人姓名, English Title: (empty), Manuscript ID: TEST-2022-0035.R1, Submitting Agent: author 1 (with a proxy icon), Authors & Institutions: author 1 (with a proxy icon), Contact Author: author 1 (with a proxy icon), Keywords: 测, 试, 审, 稿, 人, 姓, 名, Speciality: Analytical Chemistry, Custom Questions: Show, and Edit this: Edit. An overlay window titled 'SciCloud - TEST' is open, showing the author's profile for 'author 1'. It includes tabs for 'Account Information' and 'Author', a filter for 'Past 6 Months', and a list of manuscripts: TEST-2023-0004 (TEST-202303170001), TEST-2021-0003 (探索科学前沿, 服务区域发展), and another entry for author 1. A red arrow points from the 'small eyes' icon in the author list to the 'author 1' name in the overlay.

Special Note: Click on the “small eyes” in front of the name to view the basic information of the person and The historical records of its various role operations. For example, Gao Yang in

the picture above has both author and editor There are three different roles of editor and editor .



Special Note: On the Manuscript Details tab, you can manually check for plagiarism.

Scroll the screen to the academic misconduct check area, select the manuscript that needs to be checked for plagiarism in the drop-down list, click the submit button, and the system will start the plagiarism check process. Because the plagiarism check process takes a long time, it is recommended to refresh the manuscript details screen after 5–10 minutes to see the plagiarism check result.

- Plagiarism Check

Please select the file you want to do CrossCheck

Select

File Name	Repetition Rate(%)	Checking platform	Status	View report	Start time	End time	Error message	Re-check
云南出口农产品中有机氯农药残留检测方法的研究.docx	37	iThenticate	Finish	<input type="button" value="View"/>	2022-11-17 15:43	2022-11-17 15:44		<input type="button" value="C"/>
云南出口农产品中有机氯农药残留检测方法的研究.docx	9	ZhiWang	Finish	Full report <input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="View on CnKI"/>	2022-11-17 15:43	2022-11-17 15:45		<input type="button" value="C"/>
云南出口农产品中有机氯农药残留检测方法的研究.docx	100	SciCloud	Finish	<input type="button" value="View"/>	2022-11-18 22:40	2022-11-18 22:42		<input type="button" value="C"/>

Special Note: Plagiarism check reports are divided into full-text reports, concise reports, and comparison reports.

Click View to read the plagiarism report online.

Click Download to save the report locally.

Click HowNet View to jump to HowNet to view the report details online.

1.3 first trial

1.3.1 Deputy Editor-in-Chief (Executive Editor-in-Chief) for review

The deputy editor (executive editor) first needs to assign

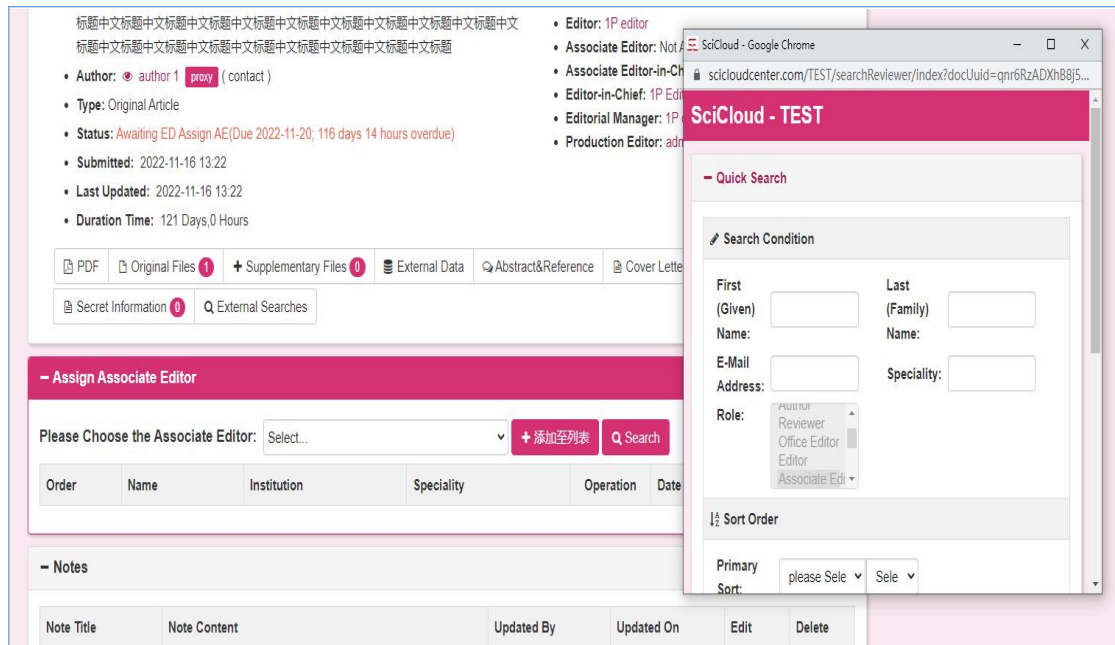
tasks during the first review (due to the review process different , options assigned to other roles may also appear).

TaskList

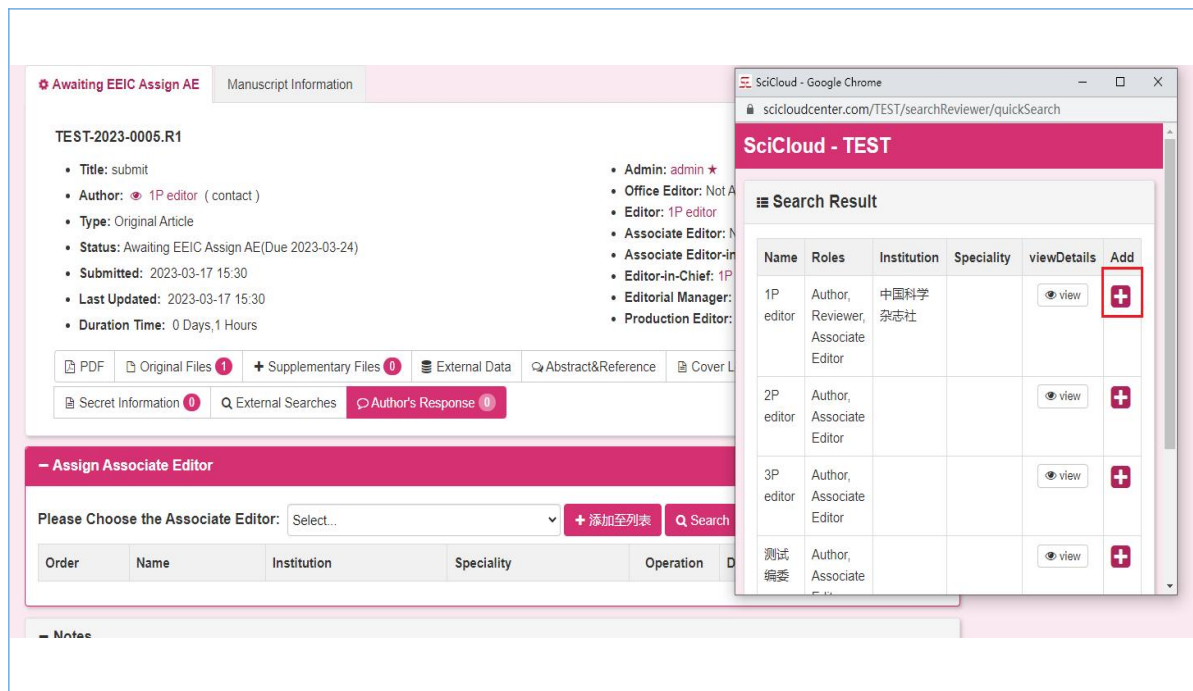
OperationList

1 **Whether EEIC Make Decision or Select Reviewers**

- 0 Awaiting Reviewer Selection(EEIC)
- 0 Awaiting EEIC Assign AE
- 0 Awaiting Reviewer Invitation(EEIC)
- 0 Awaiting Reviewer Assignment(EEIC)
- 0 Awaiting Reviewer Scores(EEIC)
- 0 Awaiting EEIC Decision



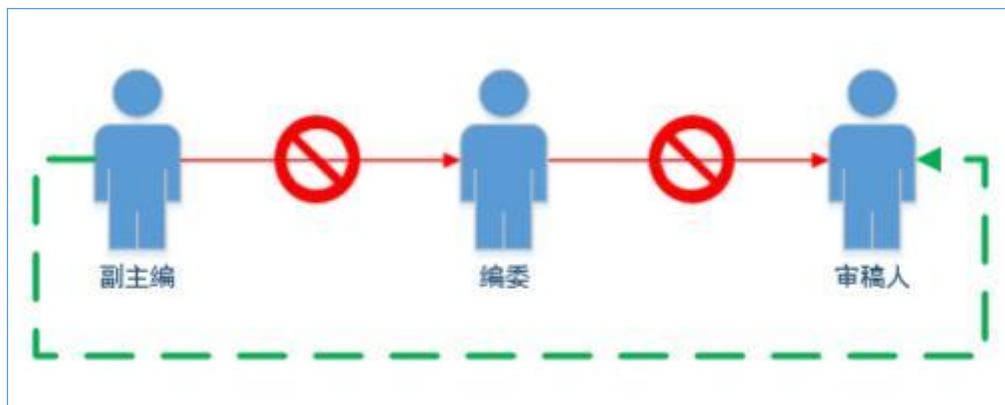
Two modes of querying editorial board members



Special Note: The editorial board can select more than one person, but only one of them can be selected for review. exist When inviting editorial board members to review manuscripts, SciCloud will send an invitation to the invitee's registered email address mail .

1.3.3 assign reviewers

This option will skip the link where the associate editor (executive editor) sends the manuscript to the editorial board for review. Reviewers After the review is over, the process will directly return to the deputy editor (executive editor) final review node .



- Author: author 1 proxy (contact)
- Type: Original Article
- Status: Whether Assign AEIC(Due 2023-03-21)
- Submitted: 2022-11-16 13:22
- Last Updated: 2022-11-16 13:22
- Duration Time: 121 Days,1 Hours

- Associate Editor-in-Chief: Not Assigned
- Editor-in-Chief: 1P Editor in chief proxy
- Editorial Manager: 1P director
- Production Editor: admin

PDF Original Files 1 + Supplementary Files 0 External Data Abstract&Reference Cover Letter 0

Secret Information 0 External Searches

Whether Assign AEIC

*** Please Select Next Step:**

Awaiting EEIC Assignment

Awaiting ED Assign AE

Reviewer Selection By Self

EM Final Decision

✔ Checklist Complete

Duration Time: 121 Days,1 Hours

PDF Original Files 1 + Supplementary Files 0 Secret Information 0 External Searches

Reviewer List

Order	Name	Status
Alternates		
<input type="text" value="Search Reviewers"/> <input checked="" type="checkbox"/> Create Reviewer Account		

The system recommend reviewers

Expert(IMM) Expert(CSCD)

Name	Speciality	Institution
Refresh		

Notes

SciCloud - Google Chrome

scicloudcenter.com/TEST/searchReviewer/index?docUuiid=qnr6RzADXh8j5WzLgGOh5DLjPlkaNc712Dk...

SciCloud - TEST

Quick Search

Search Condition

First (Given) Name: Last (Family) Name:

E-Mail Address: Speciality:

Role:

- Author
- Reviewer
- Office Editor

Sort Order

Primary Sort: please Select the Or Select...

Secondary Sort: please Select the Or Select...

Search x Clear

Query reviewers

- Reviewer List

Order	Name	Status	History	Remove
1	1P editor	<ul style="list-style-type: none"> Chooosen <input checked="" type="checkbox"/> Invite 	Chooosen:2023-03-10 09:56 View full history	✘

Alternates

Create Reviewer Account
 Invite All

- Progress

Reviews required to make decision	2
Active selections	1 !
Invited	0 !
Agreed	0 !
Declined	0
Returned	0
Cancelled	0

- The system recommend reviewers

Expert(IMM)	Expert(CSCD)
-------------	--------------

• Last Updated: 2022-12-19 16:37
• Duration Time: 87 Days 21 Hours

PDF Original Files 1 Supplementary Files 0

Secret Information 0 External Searches

- Reviewer List

Order	Name	Status
1	1P editor	<ul style="list-style-type: none"> Chooosen <input checked="" type="checkbox"/> Invite

Alternates

Create Reviewer Account
 Invite All

SciCloud - TEST

TEST-2022-0045

Tips: please select different mail templates according to the scenario

Mail template:

From:

To:

CC:

BCC:

Subject:

Tips: Do not modify the contents of the ## tag in the body

Body:

invite reviewers

Special Note: When inviting reviewers to review, SciCloud must have at least two reviewers by default. Without the involvement of manuscript authors, the review process will not be able to move forward. (increase or decrease if necessary The number of reviewers shown below)

- Progress

Reviews required to make decision

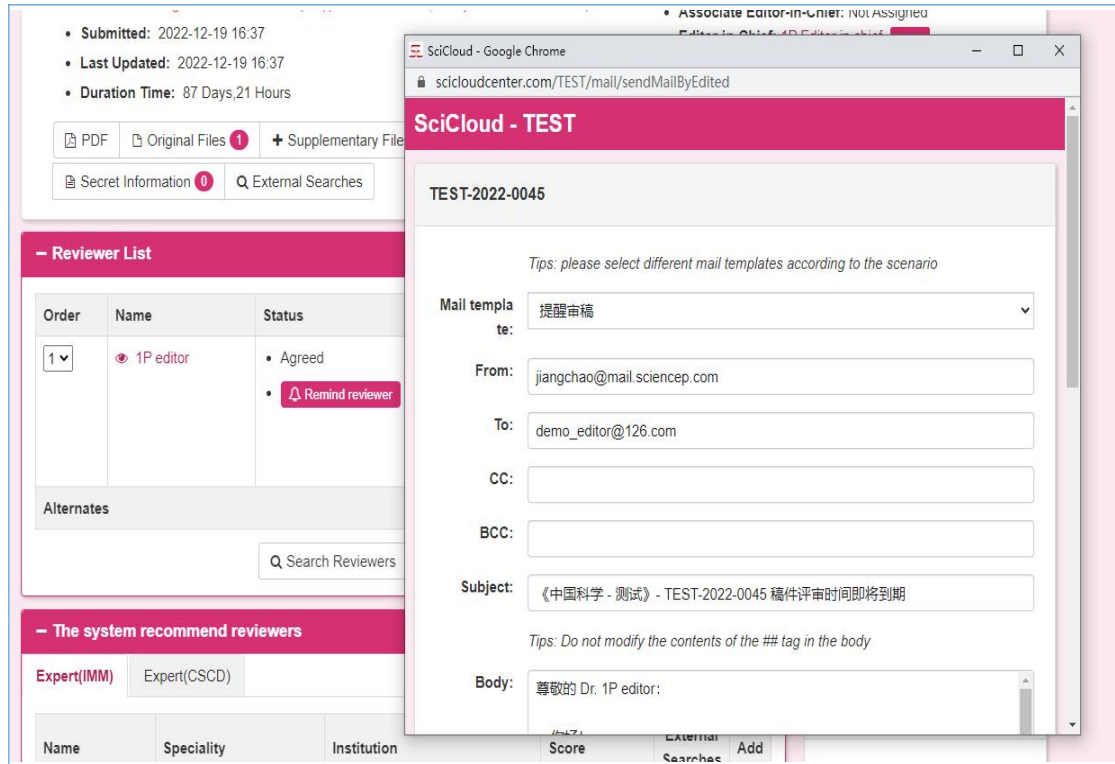


- Progress













Reviews required to make decision




When the reviewer agrees to review the manuscript, the function of manual review will be activated. Deputy Editor (Executive Director

ed) may, as appropriate, urge invitees to complete their work by mail.



Special Note: Assign reviewers/invite reviewers/wait for reviewer confirmation nodes, you can view the reviewers recommended by the system.

- The system recommend reviewers					
Expert(IMM)		Expert(CSCD)			
Name	Speciality	Institution	Score	External Searches	Add
 保羅 湯普森	功能成像 功能磁共振成像 脑功能成像 扩散张量成像 弥散张量成像 部分各向异性 脑显像 + Read More...	<ul style="list-style-type: none"> Neuroimaging and Informatics Institute USC Institute for Neuroimaging and Informatics ISI, 4676 Admiralty Way, Ste. ... + Read More...	h-index: 114 pubs: 1478 citations: 56615		
 龚启勇	磁共振成像 静息态 精神分裂症 磁共振功能成像 基于体系的形态学分析 + Read More...	<ul style="list-style-type: none"> 四川大学华西医院研究生部再生医学/四川大学华西医院研究生部影像医学与核医学 研究领域 + Read More...	h-index: 68 pubs: 756 citations: 17177		
 朱朝喆	功能连接 功能磁共振成像 脑活动 扩散张量成像 脑功能 视皮质 前扣带皮层 默认网络 + Read More...	<ul style="list-style-type: none"> 北京师范大学心理学部 北京师范大学脑成像中心203室 北京师范大学认知神经科学与 + Read More...	h-index: 35 pubs: 84 citations: 8314		
 杨子恒	功能分化 比较基因组学 适应进化 阳性选择 基因复制 分子钟 基因家族 核苷酸替代 + Read More...	<ul style="list-style-type: none"> Department of Genetics, Evolution and Environment University College London R.A. Fisher Professor of ... + Read More...	h-index: 76 pubs: 181 citations: 48689		

 Refresh 1-10  

The system will display information such as the name of the expert, the subject he is good at, the work unit, and the influence factor.

Click the name of the expert: the email editing window will pop up, and you can directly contact the expert.

Click to read more: The profile of an expert has a lot of content, which is collapsed by default. Click to read more to expand the hidden content.

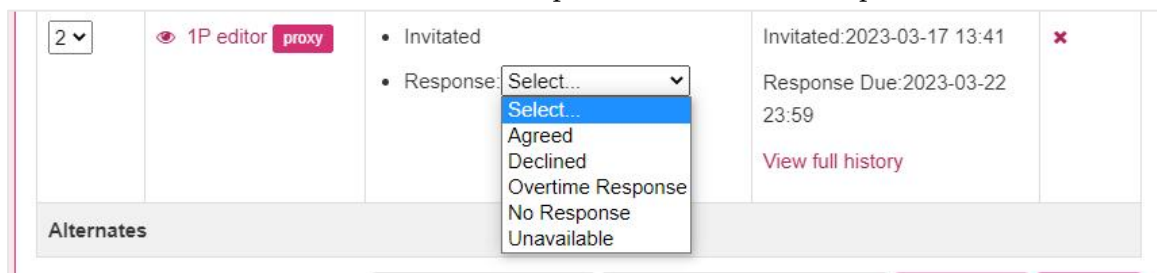
 姚树桥	认知功能 情绪调节 抑郁症 心理应激 社交焦虑 执行功能 性别差异 信度与效度 结构效度 纵向研究 运动功能 心理理论 对照研究 社会支持 脑白质 模式分析 空间统计学 青壮年 热激 - Less	<ul style="list-style-type: none"> Second Xiangya Hospital of Central South University Yao Shuqiao is professor of clinical psychology and + Read More...	h-index: 4 pubs: 52 citations: 55		
--	---	---	---	---	---

Click the search button: it will jump to Baidu to search for the

expert.



Click the Add button: Add the expert to the manuscript reviewer list.



Load the latest data from the server: After clicking, the latest expert list will be obtained from the expert database.

1.3.4self final

For this option, the Associate Editor (Executive Editor) will review the manuscripts themselves. Process after review Will go back directly to the editor (and possibly other roles due to different review processes) for processing node .



- Recommends		-Version History
* Recommends		TEST-2023-0005
<input type="radio"/>	Accept	• Submitted On : 2023-03-17
<input type="radio"/>	Minor Revision	
<input type="radio"/>	Major Revision	
<input type="radio"/>	Reject	
Comments to the Editor		
<div style="text-align: right;">Max 3,000 character Entered:0</div> <div style="border: 1px solid #ccc; height: 100px;"></div>		
Comments to the Author		
<div style="text-align: right;">Max 3,000 character Entered:0</div> <div style="border: 1px solid #ccc; height: 100px;"></div>		

The deputy editor (executive editor) can add attachments during the final review, and the attachments can be divided into author-visible and

There are two classes invisible to the author .

Attach a File	Files attached
<p>Please drag the file here</p> <p></p>	<ul style="list-style-type: none">• 2.pdf remove <p><input checked="" type="radio"/> This file is for the Author and Editor</p> <p><input type="radio"/> This file is for the Editor only</p>
<p> </p>	

1.3.5Final trial

In this link , the editorial board members or reviewers assigned by the associate editor (executive editor) submit their

After reviewing comments , the associate editor (executive editor) is invited to give final comments.

TEST-2023-0005

- **Title:** submit
- **Author:** 1P editor (contact)
- **Type:** Original Article
- **Status:** Awaiting EEIC Decision(Due 2023-03-24)
- **Submitted:** 2023-03-17 10:05
- **Last Updated:** 2023-03-17 10:05
- **Duration Time:** 0 Days,5 Hours

- **Admin:** admin ★
- **Office Editor:** 1P editor
- **Editor:** 1P editor
- **Associate Editor:** Not Assigned
- **Associate Editor-in-Chief:** 1P Associate editor
- **Editor-in-Chief:** 1P Editor in chief
- **Editorial Manager:** 1P director
- **Production Editor:** admin ★

– Recommends

* Recommends

- Accept
- Minor Revision
- Major Revision
- Reject

Comments to the Editor

– The reviewer comments

▶ Reviews required to make decision

▶ Completed 1

Reviewers	Result
1P editor	Minor Revision View Review Result (2023-03-17 14:45)

SciCloud - TEST

Review results

Reviewer: 1P editor

Title	submit
Manuscript ID	TEST-2023-0005
Manuscript Type	Original Article
keywords	text text2 text3
Speciality	无机化学
Date Submitted	2023-03-17
Date Invited	2023-03-17
Review the completion time	2023-03-17
Author	1P editor Telephone:1361367

The reviewer comments

Reviews required to make decision: 1

Completed: 1 ✓

Save

Reviewers	Result
1P editor	Minor Revision View Review Result (2023-03-17 14:45)

Version History

TEST-2023-0005

- Submitted On : 2023-03-17

Special note: Review comments with a paperclip icon on the right contain attachment information.

The reviewer comments

Reviews required to make decision: 1

Completed: 1 ✓

Reviewers	Result
1P editor	Minor Revision View Review Result (2023-03-17 14:45)

Editorial committee opinion


Associate Editor-in-Chief	Result
1P Associate editor	Major Revision View Recommend (2023-03-17 15:03)

1.4 review

The workspace interface settings of the deputy editor (executive editor) in the re-examination stage are generally the same as those in the initial review

Dear, there are only a few things to note:

(1) Feedback instructions for the author's revised manuscript



The screenshot displays a web interface for manuscript management. At the top, there are tabs for 'Select Next Workflow (Revised)', 'Manuscript Information' (which is active), 'Manuscript Files', and 'Audit Trail'. Below the tabs, the manuscript ID 'TEST-2023-0005.R1' is shown. The main content area is divided into two columns of metadata. The left column includes: Title: submit; Author: 1P editor (proxy) (contact); Type: Original Article; Status: Select Next Workflow (Revised)(Due 2023-03-21); Submitted: 2023-03-17 15:30; Last Updated: 2023-03-17 15:30; Duration Time: 0 Days, 1 Hours. The right column includes: Admin: admin; Office Editor: Not Assigned; Editor: 1P editor; Associate Editor: Not Assigned; Associate Editor-in-Chief: Not Assigned; Editor-in-Chief: 1P Editor in chief (proxy); Editorial Manager: 1P director; Production Editor: admin. Below the metadata, there are several buttons for document actions: PDF, Original Files (1), Supplementary Files (0), External Data, Abstract&Reference, and Cover Letter (0). At the bottom, there are buttons for Secret Information (0), External Searches, and Author's Response (0), with the 'Author's Response' button highlighted by a red box.

(2) The final opinion of the previous round

– Select Next Workflow (Revised)

The Previous Manuscripts's Decision

Role	Name	Decision
Office Editor	1P editor	
Editor	1P editor	Major Revision
Associate Editor-in-Chief	1P Associate editor	Major Revision
Editor-in-Chief	1P Editor in chief	
Editorial Manager	1P director	
Production Editor	admin ★	
Reviewer	1P editor	Minor Revision

* Please Select Next Step:

Awaiting ED Decision After Review

Awaiting ED Assign EEIC

Awaiting ED Assign AE

ED Select Reviewer

✓ Checklist Complete

(3) Version identification of the manuscript

R1

Manuscript Type: Original Article

Title: submit

English Title:

Manuscript ID: TEST-2023-0005.R1

Submitting Agent: 1P editor proxy

- Prof.
- 中国科学杂志社 phy
- 北京市皇城根,北京市,Beijing ,100717,China
- 1361367

Authors & Institutions: 1P editor proxy

- Prof.
- 中国科学杂志社 phy
- 北京市皇城根,北京市,Beijing ,100717,China
- 1361367

Contact Author: 1P editor proxy

- Prof.
- 中国科学杂志社 phy
- 北京市皇城根,北京市,Beijing ,100717,China
- 1361367

Keywords: text text2 text3

Specialty: Inorganic Chemistry

(4) Switching between different versions

– Version History

	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
▶	TEST-2023-0005.R1	submit	2023-03-17	• Author Response	
	TEST-2023-0005	submit	2023-03-17	• Final Decision	⚙️

1.4.1 Assign other roles to review

– Assign Associate Editor

Please Choose the Associate Editor: + 添加至列表 🔍 Search

Order	Name	Institution	Speciality	Operation	Date	Remove
-------	------	-------------	------------	-----------	------	--------

1.4.2 self final

See 1.3.4

2 editorial board

2.1 Check mails

Associate editors (due to different review processes, may also be other roles) invite editorial board members When reviewing manuscripts, SciCloud will send an invitation email to the invitee's registered email address (later The mobile phone text message and WeChat reminder service will also be opened in the future).

编号 TEST-2019-0011 的稿件正在等待您组织评审 ★ 图 图

中国科学 于2019年1月8日 星期二 上午09:46 发送给 zy800223...

尊敬的 陈视乐 教授:
您好!

《中国科学》编辑部编号: TEST-2019-0011 的稿件正在等待您组织评审.

您可以登录我们的在线投审稿系统 <https://www.scicloudcenter.com/CooperativeEditor> 查看相关信息.

您当前的登录账号是: ae106

出于安全考虑我们在邮件里隐去了您的登录密码,如果您已经遗忘了密码,请点击:
<https://www.scicloudcenter.com/CooperativeEditor/shortlink/1082453500669071360>

稿号: TEST-2019-0011
 文题: SciCloud演示版——测试稿 (20190108)
 作者: 郑建芬
 投稿日期: 2019-01-08
 摘要: 摘要

《中国科学》编辑部

如有疑问请与 许军毅 编辑联系 (email: zy800227@sina.com)

2.2 Introduction to workspace

the editorial board logs in to SciCloud , they can select manuscripts to be processed in the [Role Center]. treat The processed manuscripts will be classified according to the status of the review process (due to the different review processes,

the node name (The name may be slightly different), and the number before each status node represents the number of manuscripts.

2.3 first trial

2.3.1. Editorial committee submission

The screenshot shows the 'Whether AE Make Decision(AEIC)' page for manuscript TEST-2022-0029. The page is titled 'Manuscript Information' and contains the following details:

- Title:** 测试小程序
- Author:** author 1 (contact)
- Type:** Original Article
- Status:** Whether AE Make Decision(AEIC)(Due 2023-04-01)
- Submitted:** 2022-11-16 10:46
- Last Updated:** 2022-11-16 10:46
- Duration Time:** 121 Days,6 Hours

On the right side, the editorial committee members are listed:

- Admin:** admin ★
- Office Editor:** 1P editor
- Editor:** 1P editor
- Associate Editor:** 1P editor
- Associate Editor-in-Chief:** 1P Associate editor
- Editor-in-Chief:** 1P Editor in chief
- Editorial Manager:** 1P director
- Production Editor:** admin ★

Below the details, there are buttons for PDF, Original Files (1), Supplementary Files (0), External Data, Abstract&Reference, and Cover Letter (0). There is also a 'Secret Information (0)' and 'External Searches' section.

The main section is titled 'Whether AE Make Decision(AEIC)' and contains a 'Please Select Next Step:' section with two radio buttons:

- Awaiting Reviewer Selection(AE)
- Awaiting AE Decision

A 'Checklist Complete' button is visible at the bottom right.

2.3.1 assign reviewers

The screenshot shows the 'Assign Reviewers' page in the SciCloud system. The page is titled 'SciCloud - TEST' and contains a 'Quick Search' form for finding reviewers.

The 'Quick Search' form includes the following fields:

- Search Condition:**
 - First (Given) Name:
 - Last (Family) Name:
 - E-Mail Address:
 - Speciality:
 - Role: (Dropdown menu with options: All, Author, Reviewer, Office Editor)
- Sort Order:**
 - Primary Sort: please Select the Or Select...
 - Secondary Sort: please Select the Or Select...

At the bottom of the form, there are buttons for 'Q Search' and 'Clear'.

Below the search form, there is a 'Reviewer List' section with a table:

Order	Name
Alternates	

At the bottom of the page, there are buttons for 'Q Search Reviewers', 'Create Reviewer Account', 'Invite All', 'Save', and 'Reject Mission'.

On the right side, there is a 'Assigned' section with a table:

Assigned	Required
Active selections	0
Invited	0
Agreed	0

SciCloud - Google Chrome
 scicloudcenter.com/TEST/searchReviewer/quickSearch

Associate editor	Reviewer, Associate Editor-in-Chief			view	+
3P Reviewers	Author, Reviewer			view	+
3P Associate editor	Author, Reviewer, Associate Editor-in-Chief			view	+
4P Reviewers	Author, Reviewer			view	+
5P Reviewers	Author, Reviewer			view	+

Export CSV

1-10 | 1-10 | 11-20 | 21-30 | 31-31

TEST-2022-0017

- Title: 水水水水水水水水
- Author: 赵强 (c)
- Type: Original Article
- Status: Awaiting Review
- Submitted: 2022-11-10
- Last Updated: 2022-11-10
- Duration Time: 122

PDF | Original File

Secret Information

Reviewer List

Order	Name
Alternates	

Search Reviewers | Create Reviewer Account | Invite All | Save | Reject Mission

The system recommend reviewers

Expert(IMM) | Expert(CSCD)

Days required: 2

Decision

- Active selections: 0
- Invited: 0
- Agreed: 0
- Declined: 0

Reviewer List

Order	Name	Status	History	Remove
1	1P editor	<ul style="list-style-type: none"> Chosen Invite 	Chosen:2023-03-17 10:40 View full history	x
Alternates				

Search Reviewers | Create Reviewer Account | Invite All | Save

2.3.2self final

– Whether EEIC Make Decision or Select Reviewers

* Please Select Next Step:

Awaiting AEIC Assign AE

Awaiting Reviewer Selection(AEIC)

Awaiting AEIC Decision

✓ Checklist Complete

具体介绍详见 1.3.4

2.3.3Final trial

✳ Awaiting EEIC Decision Manuscript Information

TEST-2023-0005

- Title: submit
- Author: 1P editor (contact)
- Type: Original Article
- Status: Awaiting EEIC Decision(Due 2023-03-24)
- Submitted: 2023-03-17 10:05
- Last Updated: 2023-03-17 10:05
- Duration Time: 0 Days,5 Hours

- Admin: admin ✳
- Office Editor: 1P editor
- Editor: 1P editor
- Associate Editor: Not Assigned
- Associate Editor-in-Chief: 1P Associate editor
- Editor-in-Chief: 1P Editor in chief
- Editorial Manager: 1P director
- Production Editor: admin ✳

PDF Original Files 1 + Supplementary Files 0 External Data Abstract&Reference Cover Letter 0

Secret Information 0 External Searches

– Recommends

* Recommends

Accept

Minor Revision

Major Revision

Reject

Comments to the Editor

– The reviewer comments

▶ Reviews required to make decision 1

▶ Completed 1 ✓

Save

具体介绍详见 1.3.5

(2023-03-17 14:45)

2.4 review

For details , see 1.4

2.4.1Assign other roles to review

For details, see 1.4.1

2.4.2self final

For details, see 1.4.2

3 SciCloud platform applet

Through the SciCloud WeChat applet, editorial board members, reviewers and editors can use the mobile terminal synchronously after logging in with the bound journal;

By following the SciCloud WeChat official account, you can receive manuscript status information and message reminders in real time.

3.1 Applet installation

Install the WeChat Mini Program by scanning the QR code:



3.2 Pay attention to the official account

Scan the SciCloud WeChat official account to follow. Only by following the official account can you receive the notification message of the mini program.

3.3 Work

3.3.1 overview

the SciCloud applet is as follows:

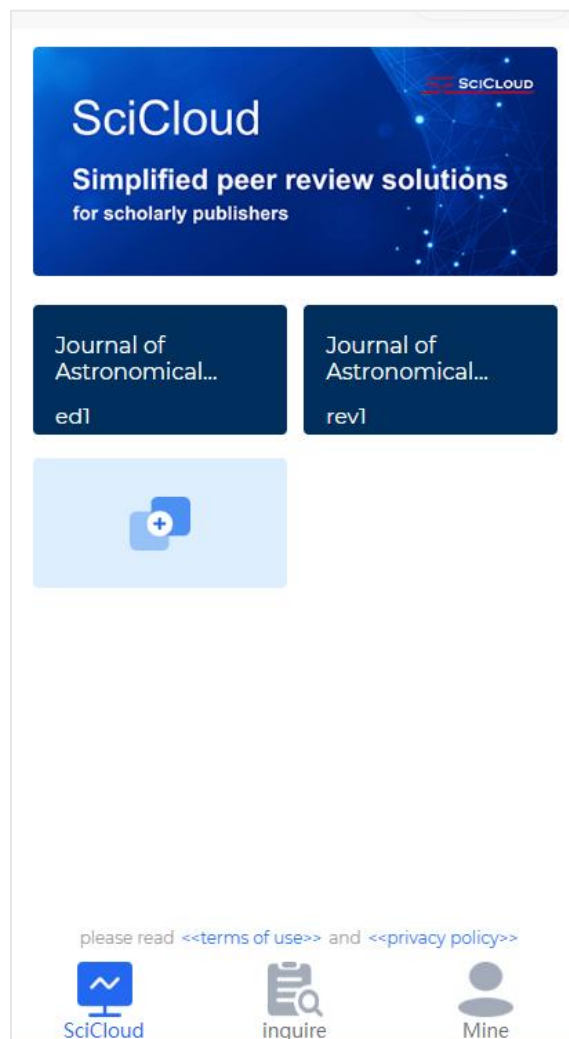
From top to bottom, it is divided into several areas:

Poster area: display SciCloud promotional information.

Mini-program system notification area: Scroll to display the system notifications of the SciCloud applet.

Bound publication area: display the bound publication cards.
Click to view the to-do list for that edition.

King Kong area: switch work, query, mine



3.3.2 View pending work

Click on a bound publication to enter the publication and view your own to-do items. If a user has multiple roles, each role will be displayed as a tab.

Reviewer identity

Author Reviewer

Q

Sort: Review and Score ▾

JAHH-2023-0003.R1.R1

Titles
test2023022702

Creation date
2023-02-28

[View](#) [Continue to review](#)

AcASn-2023-0001.R1.R1

Titles
测试2022-02-14-1

Creation date
2023-02-24

[View](#) [Continue to review](#)

3.3.3 View manuscript details

Click the View Manuscript button to view more detailed information on the manuscript.

er Assignment(Co-Editor-1) [Manuscript Inform](#)

Version Conversion: JAHH-2023-0003.R1 ▾

Type
Book Reviews

Manuscript ID
JAHH-2023-0003.R1

Title
test2023022702

English Title

Abstract&Reference
[view](#)

Submitted
2023-02-27 03:24

Contact Author
author 1-Master.-中国科技传媒

Author
author 1-Master.-中国科技传媒

Keywords


3.3.4View manuscript attachments

Click View Manuscript to view the manuscript with the preview capability of WeChat.

< tmp_c466d1c13e963cf7fee5f3e... 文件预览
...

Journal of Astronomical History and Heritage

1/2



test2023022702

Journal:	Journal of Astronomical History and Heritage
Manuscript ID:	JAHH-2023-0003.R1
Manuscript Type:	Book Reviews
Date Submitted by the Author:	2023-02-27
Complete List of Authors:	author 1
Keywords:	
Keywords En :	
Speciality:	history of astronomy

3.3.5 Quick review by reviewers

Reviewers can use the Mini Program to quickly submit review comments.

Deadline: 2021-10-10

Recommends*

Accept

Minor Revision

Major Revision

Reject

Comments to the Editor*

Max 3,000 character

0/3000

Comments to the Author

Max 3,000 character

0/3000

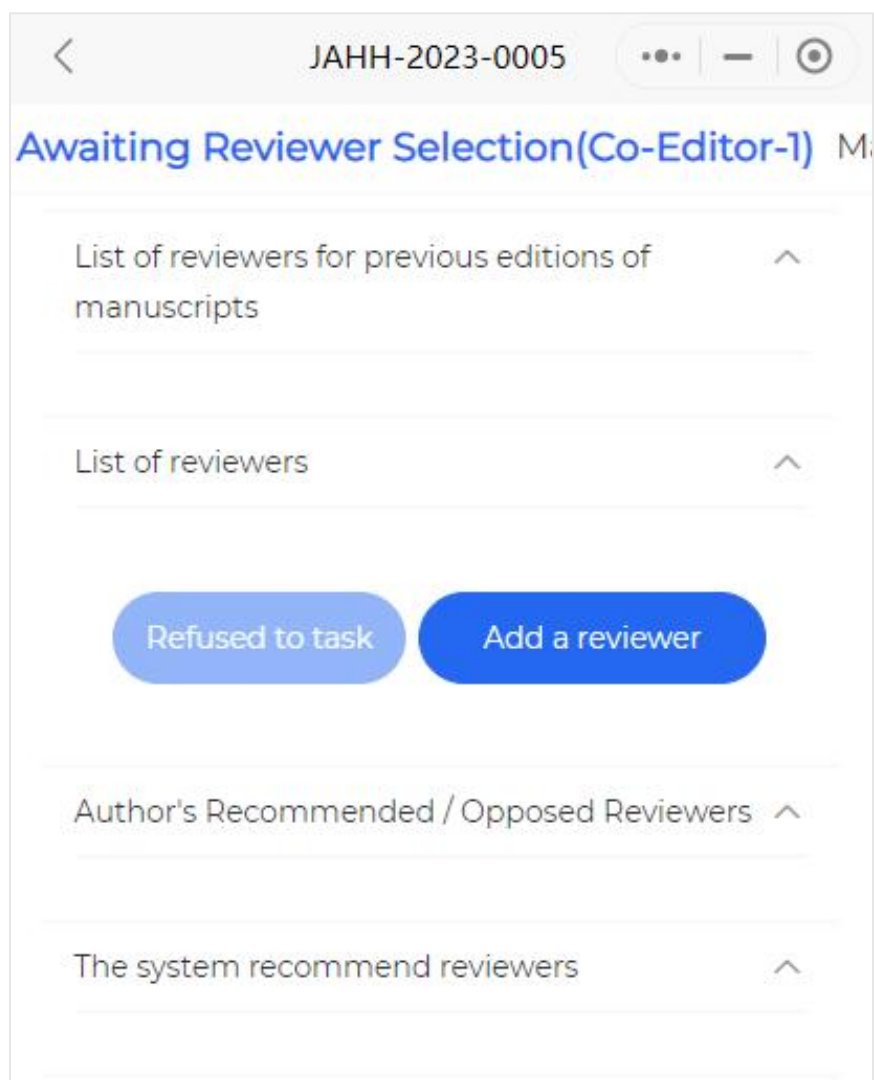
The manuscript list

Upload

Save Submit

3.3.6 invite reviewers

Reviewers can be invited in the Mini Program .



3.4 Inquire

without logging in .

3.4.1 select journal

Click Journals to select the journals you want to query .

Query of manuscript... ⋮ — 📍

Periodical >

ID:

Author:

[Enquiries](#)

< Select Journals ⋮ — 📍

Journal of Astronomical History and Heritage

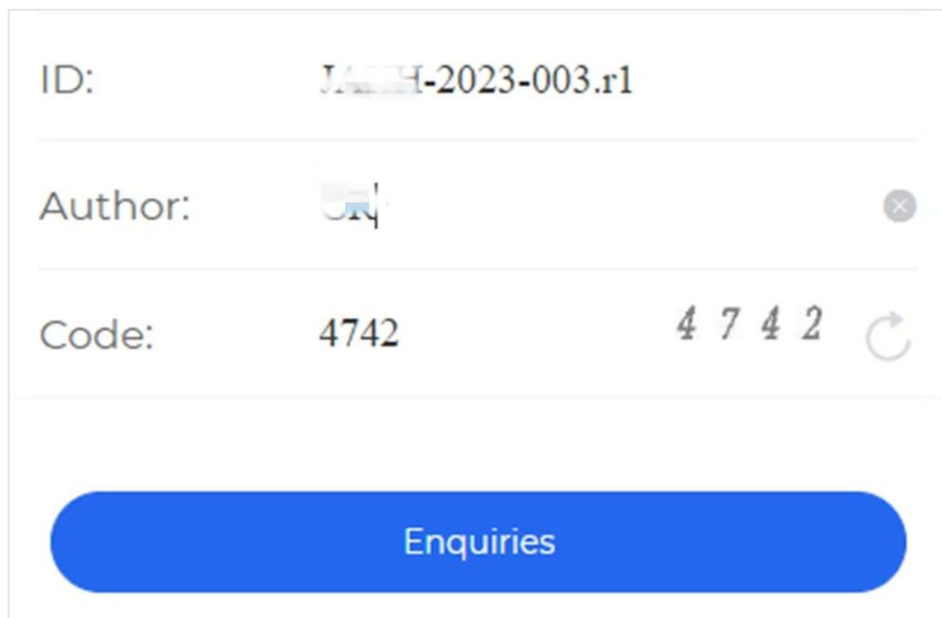
SCIENTIA SINICA Physica, Mechanica & Astronomica

SCIENTIA SINICA Chimica

SCIENTIA SINICA Informationis

3.4.2 Enter search criteria

Users need to enter the manuscript number, corresponding author's name and verification code for query .



The image shows a search criteria form with three input fields and a button. The first field is labeled 'ID:' and contains the text 'JASH-2023-003.r1'. The second field is labeled 'Author:' and contains a small profile icon and a close button (X). The third field is labeled 'Code:' and contains the text '4742' followed by a verification code '4 7 4 2' and a refresh icon. Below the fields is a large blue button labeled 'Enquiries'.

3.4.3 search result

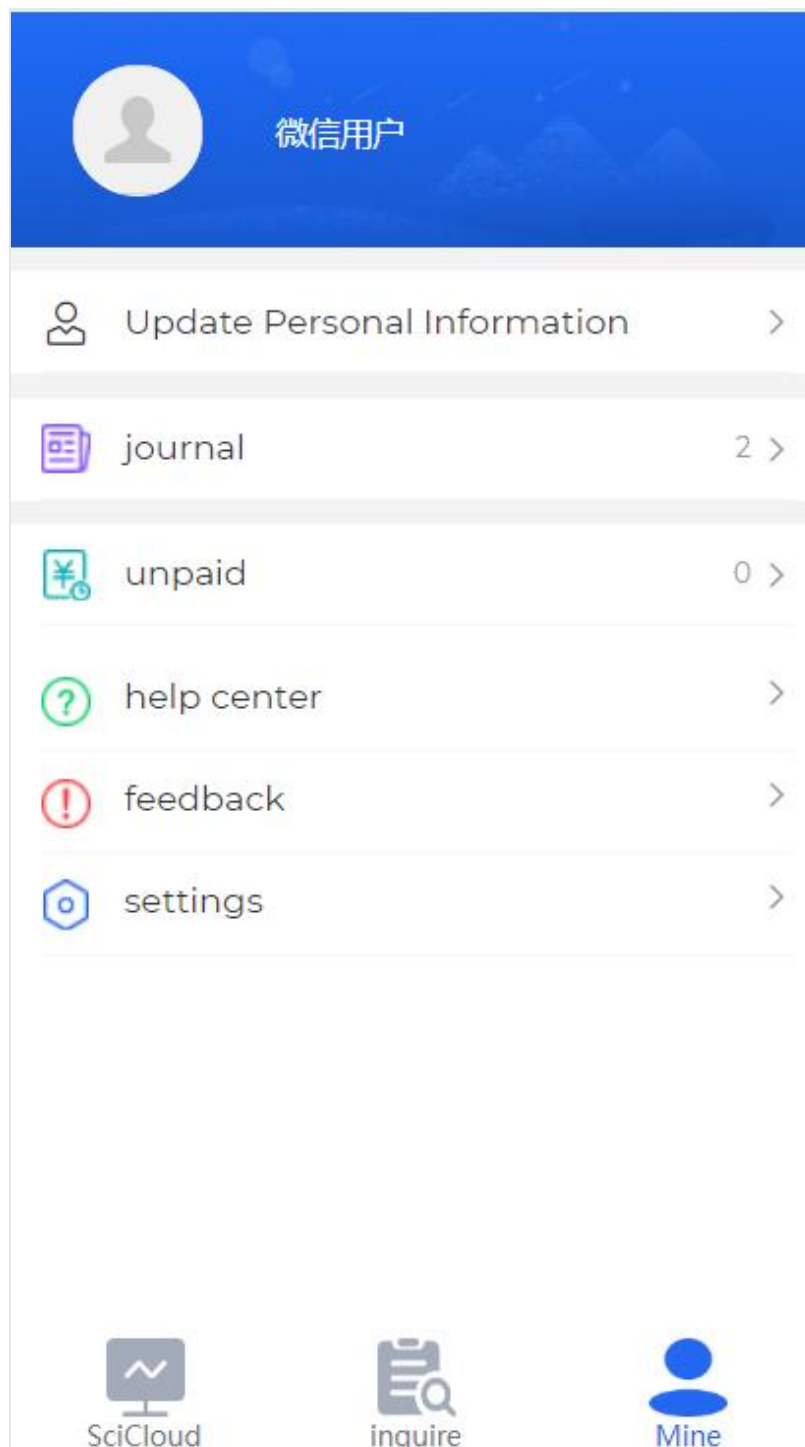


The image shows a search result card with the following information:

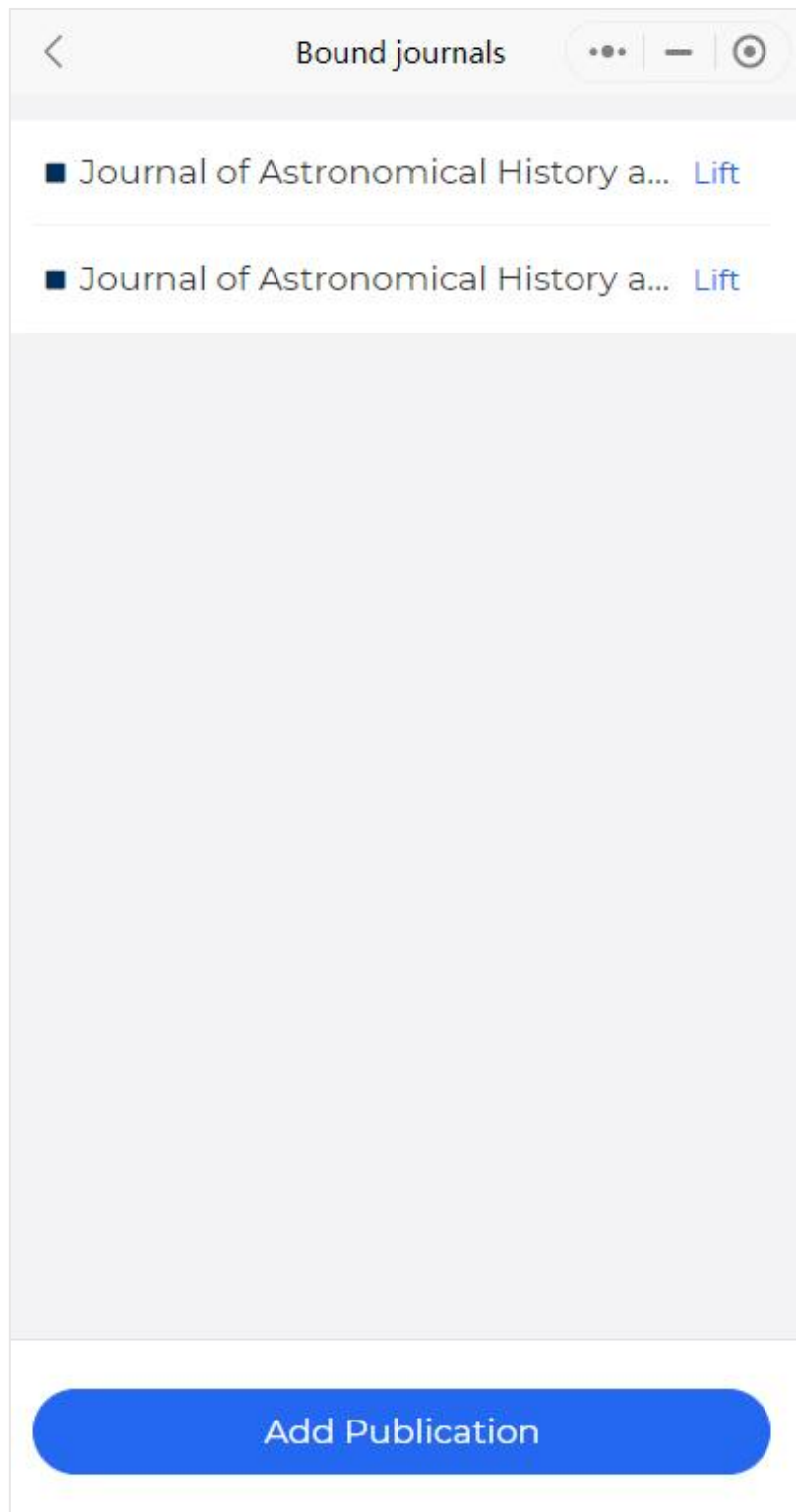
- AcASn-2023-0001
- Title: 测试
- Submission Date: 2022-02-14-1
- Submission Date: 2023-02-14
- state: Old Revised Manuscripts

3.5 mine

It mainly displays the login account information, journal binding, pending payment, help center, problem feedback, more settings and other functions.



3.5.1 Journal Binding

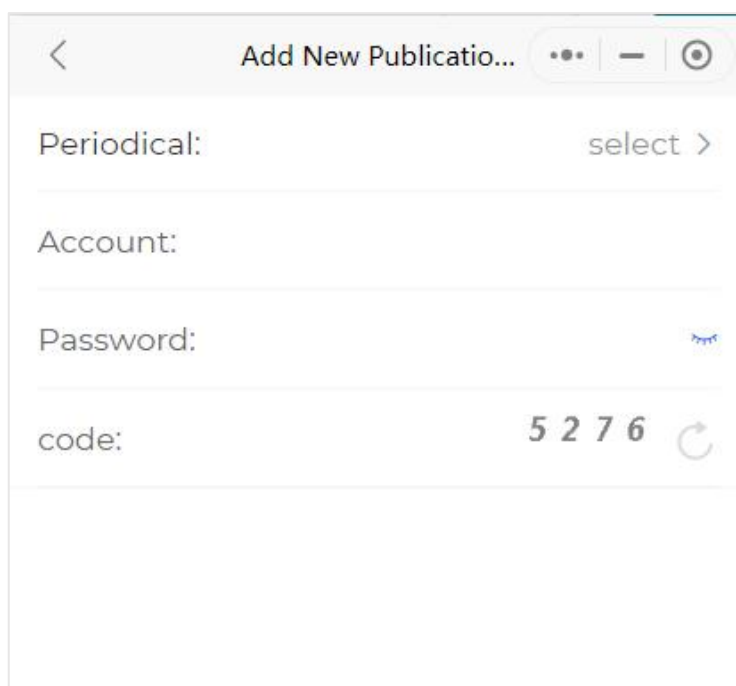


Displays a list of bound publications. The publication name in brackets is the account name of the bound publication.

The SciCloud applet supports multiple accounts bound to the same publication, making it easy for users to switch between different roles for operations.

The user can click the cancel button to cancel the binding relationship.

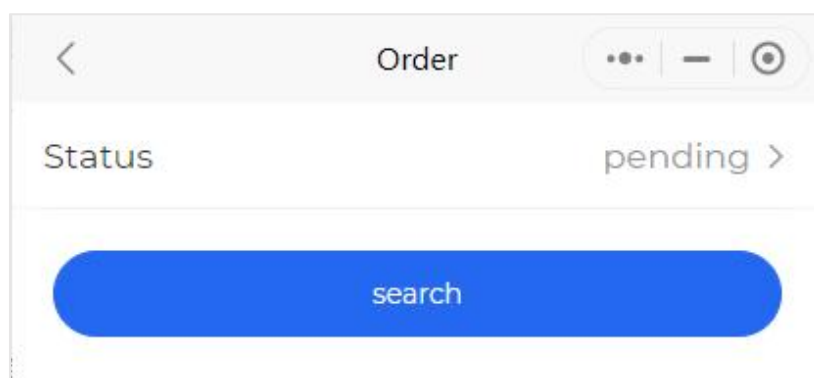
Click the Add Publication button to add a binding relationship. The user selects a publication, and enters the user name and password registered in the publication to bind.



The screenshot shows a mobile app interface for adding a new publication. The title bar contains a back arrow, the text "Add New Publicatio...", and three icons: a three-dot menu, a minus sign, and a circle with a dot. Below the title bar are four input fields: "Periodical:" with a "select >" dropdown, "Account:", "Password:" with a visibility toggle icon, and "code:" with a numeric keypad showing "5 2 7 6" and a refresh icon.

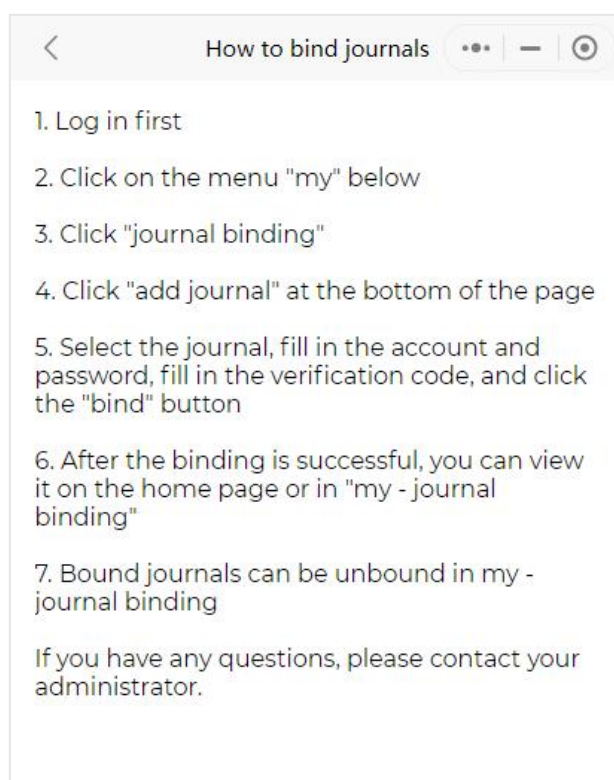
3.5.2 To be paid

Order information such as page fees can be viewed through the pending payment entry of the Mini Program. Support query by order status.



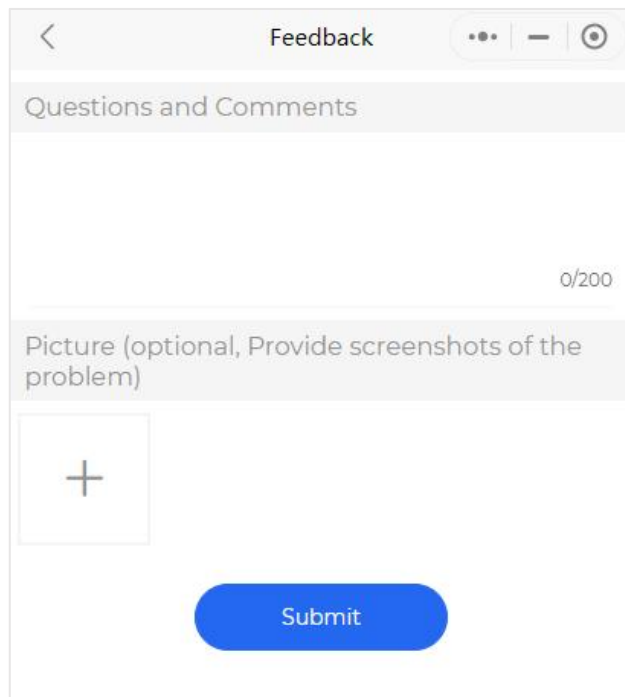
3.5.3 help center

Click to view the instructions for using the applet .



3.5.4 feedback

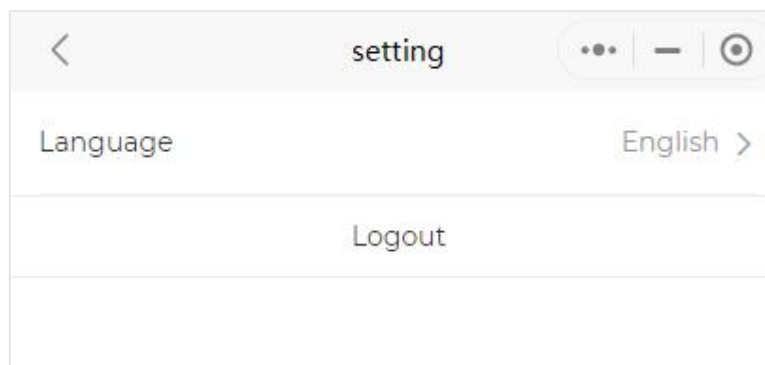
Users can feed back the problems encountered in use and optimization suggestions to the SciCloud platform. The platform will continue to optimize and improve based on user feedback.



The image shows a mobile application interface for a feedback form. At the top, there is a header bar with a back arrow on the left, the word "Feedback" in the center, and three icons (three dots, a minus sign, and a target icon) on the right. Below the header is a section titled "Questions and Comments" with a large text input area. A character count "0/200" is visible at the bottom right of the input area. Below the input area is a section titled "Picture (optional, Provide screenshots of the problem)" with a square button containing a plus sign. At the bottom of the form is a blue rounded rectangular button labeled "Submit".

3.5.5 More settings

Click to make more settings.



The image shows a mobile application interface for a settings menu. At the top, there is a header bar with a back arrow on the left, the word "setting" in the center, and three icons (three dots, a minus sign, and a target icon) on the right. Below the header is a list of settings options. The first option is "Language" with "English" and a right-pointing chevron to its right. The second option is "Logout". There is a third empty row below the "Logout" option.