SciCloud

User Manual

(Associate Editor & Editorial board)

CHINA SCIENCE PUBLISHING & MEDIA LTD.

March.2023

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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).

尊敬的 曹镛 教授:
您好!

《中国科学》编辑部稿号: **TEST-2019-0010** 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: aeic3

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/1082439565249220608

****
稿号: TEST-2019-0010
文题: SciCloud演示版——测试稿（20190105）
作者: 高洋;王爱琴
投稿日期: 2019-01-04
摘要: 中文摘要
****

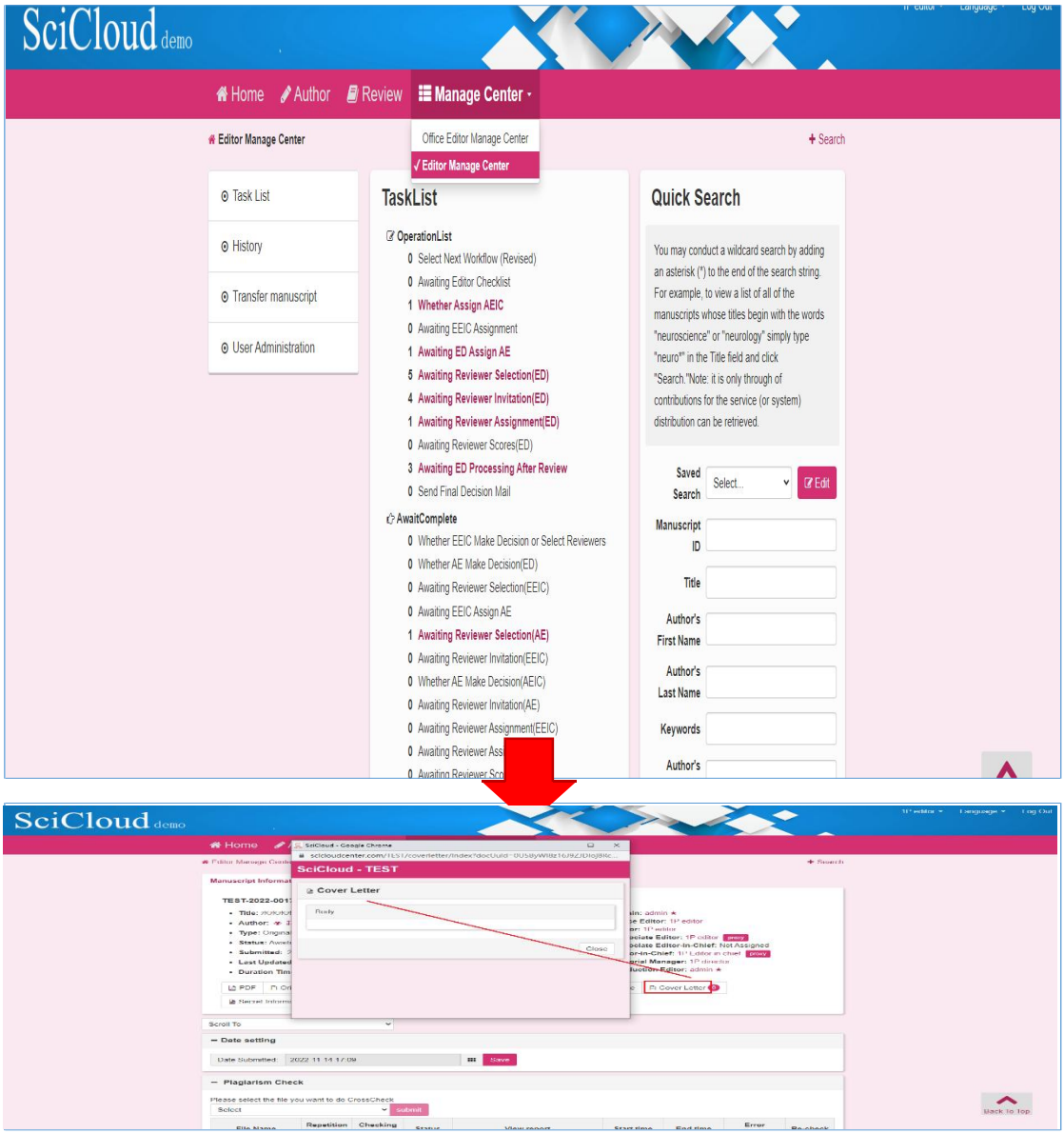
《中国科学》编辑部

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

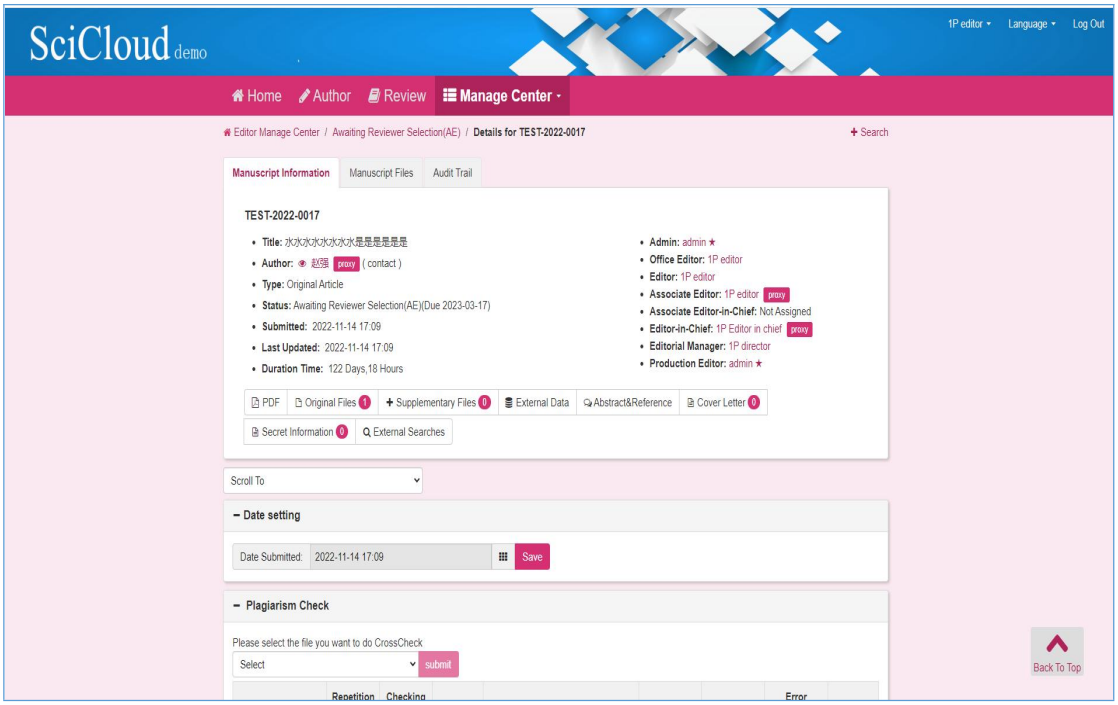
1.2 Introduction to workspace

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.


SciCloud demo
1P editor
Language
Log Out
Home
Author
Review
Manage Center
Editor Manage Center / Awaiting Reviewer Selection(AE) / Details for TEST-2022-0017
+ Search
Manuscript Information
Manuscript Files
Audit Trail
TEST-2022-0017
Title: 水水水水水水水水是是是是是
Author: 赵强 proxy (contact)
Type: Original Article
Status: Awaiting Reviewer Selection(AE)(Due 2023-03-17)
Submitted: 2022-11-14 17:09
Last Updated: 2022-11-14 17:09
Duration Time: 122 Days,18 Hours
Admin: admin ★
Office Editor: 1P editor
Editor: 1P editor
Associate Editor: 1P editor proxy
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
Scroll To
– Date setting
Date Submitted: 2022-11-14 17:09
Save
– Plagiarism Check
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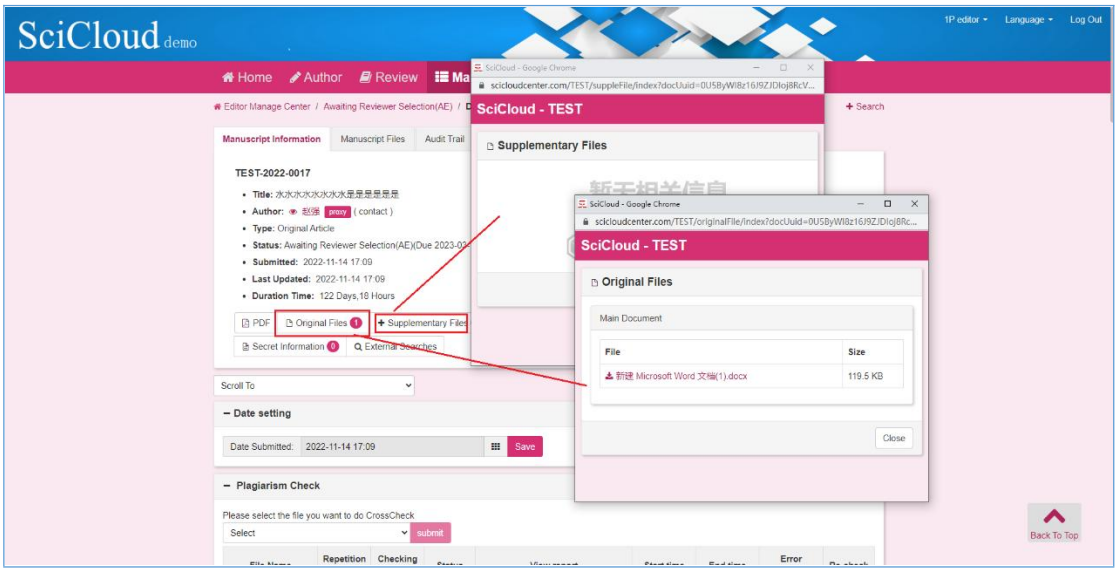
Error
Back To Top


SciCloud demo
1P editor
Language
Log Out
Home
Author
Review
SciCloud - Google Chrome
scicloudcenter.com/TEST/suppleFile/index?docUuid=0U5ByWI8z16J9ZJDIoj8RcV...
SciCloud - TEST
Supplementary Files
SciCloud - Google Chrome
scicloudcenter.com/TEST/originalFile/index?docUuid=0U5ByWI8z16J9ZJDIoj8Rc...
SciCloud - TEST
Original Files
Main Document
File
Size
新建 Microsoft Word 文档(1).docx
119.5 KB
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Manuscript Information
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Audit Trail
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PDF
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+ Supplementary Files
Secret Information 0
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Please select the file you want to do CrossCheck
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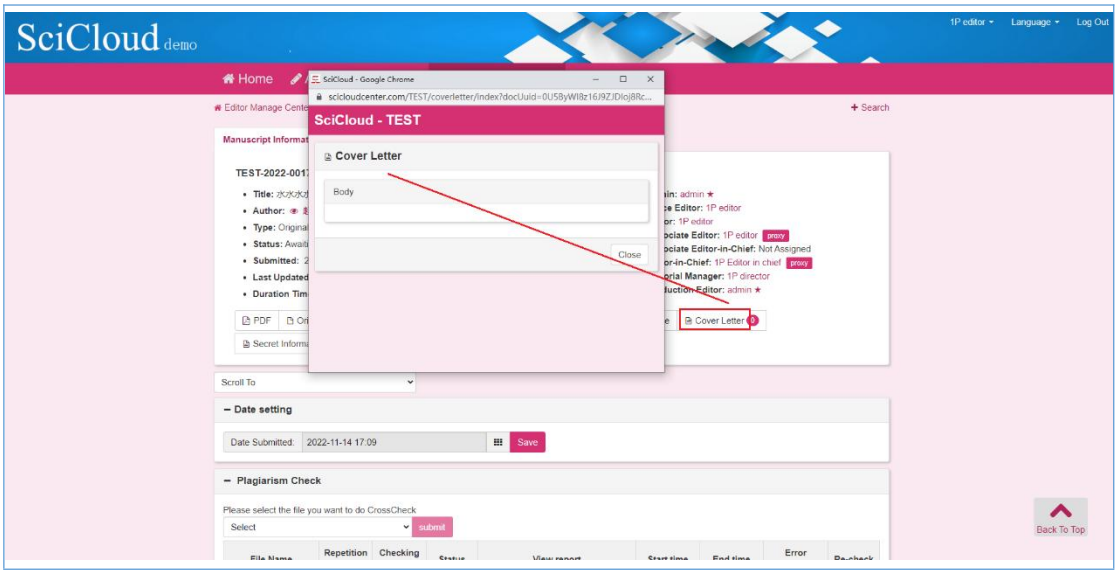
SciCloud demo
1P editor
Language
Log Out
Home
SciCloud - Google Chrome
scicloudcenter.com/TEST/coverletter/index?docUuid=0U5ByWI8z16J9ZJDIoj8Rc...
SciCloud - TEST
Cover Letter
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– Date setting
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– Plagiarism Check
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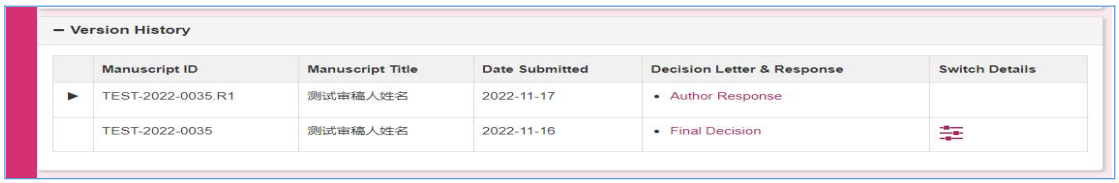
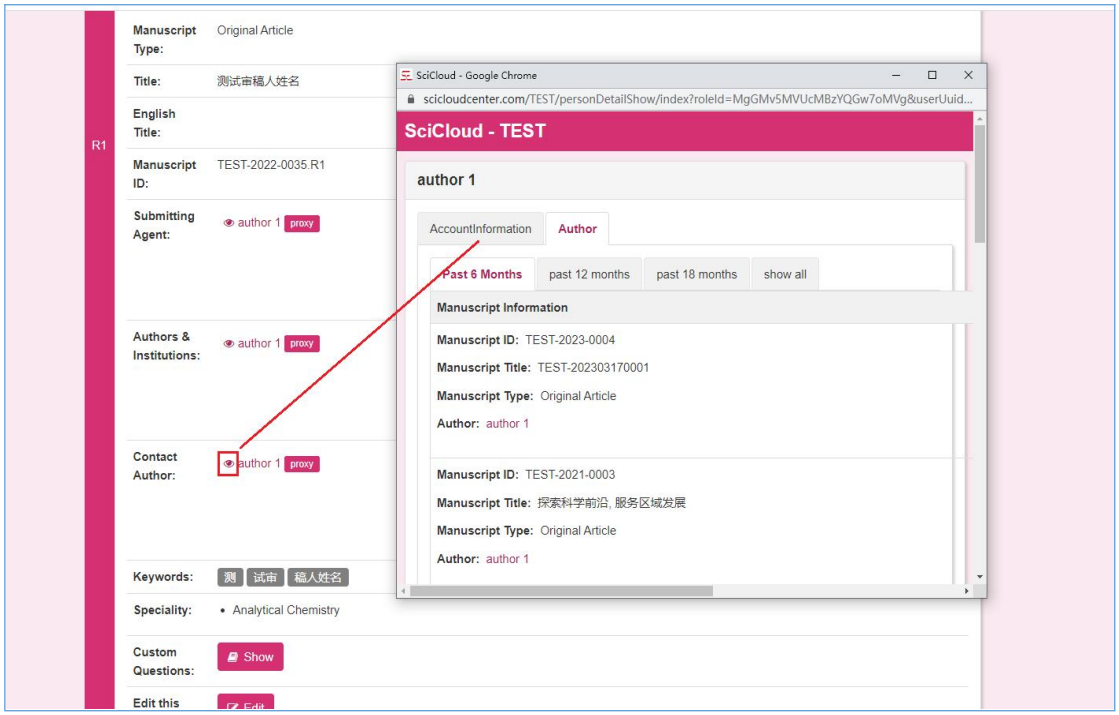
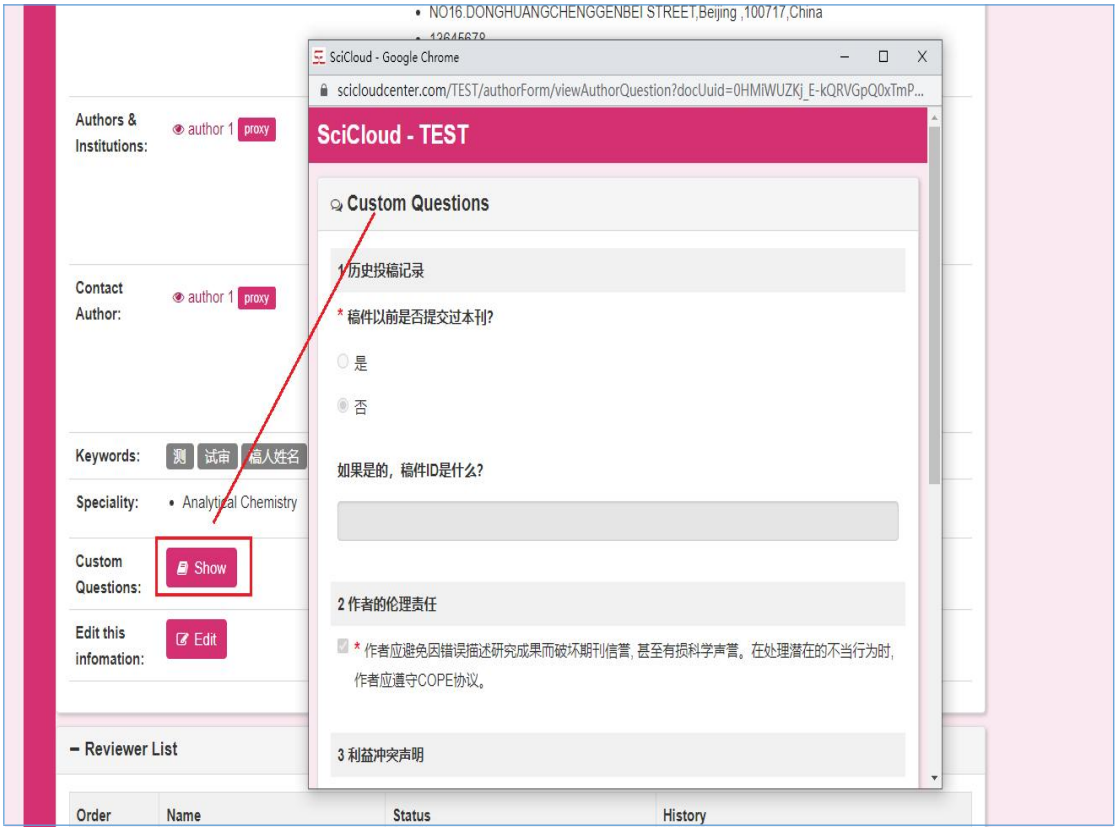


Special note: There is only the current version during the first review, and the version can be switched here during the review. See 1.4 for details



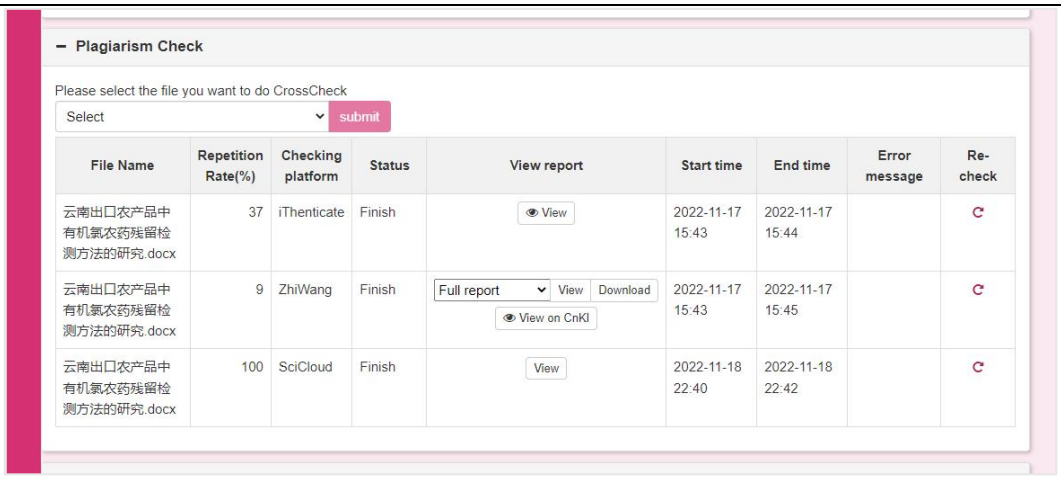
Special Note: Click on the "small eyes" in front of the name to view the basic information of the person and The historical records of its various role operations. For example, Gao Yang in

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.



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.

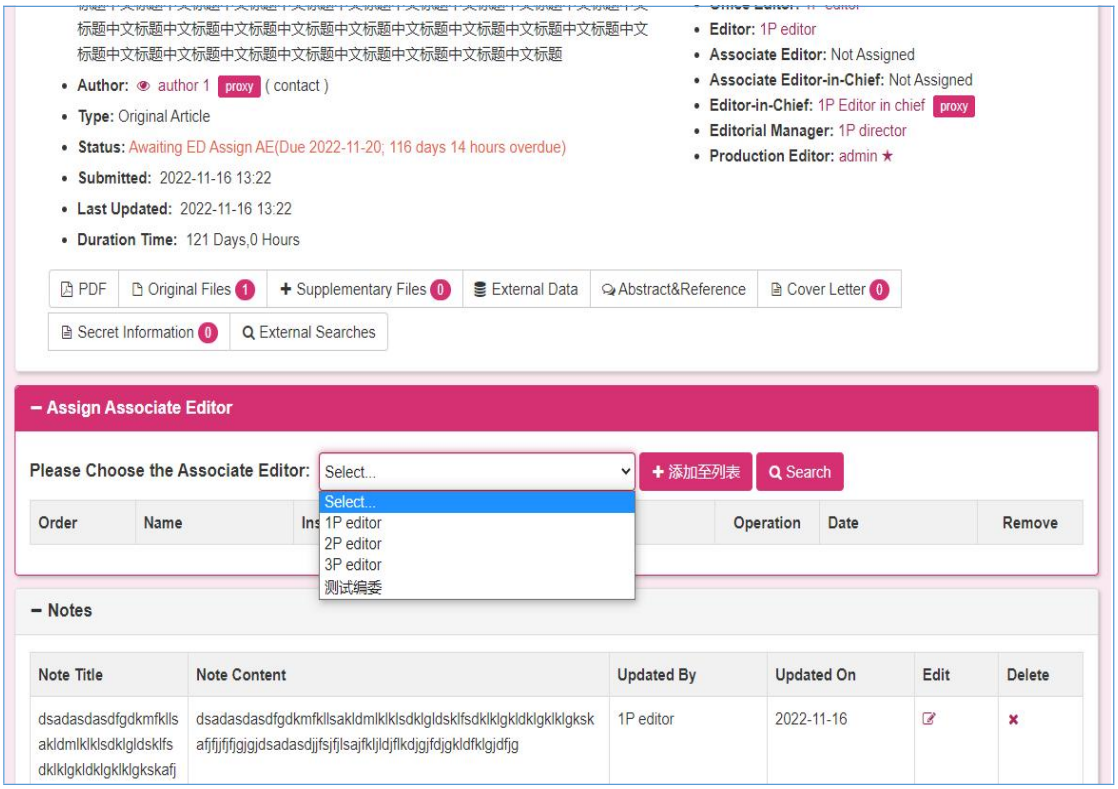
1.3 first trial

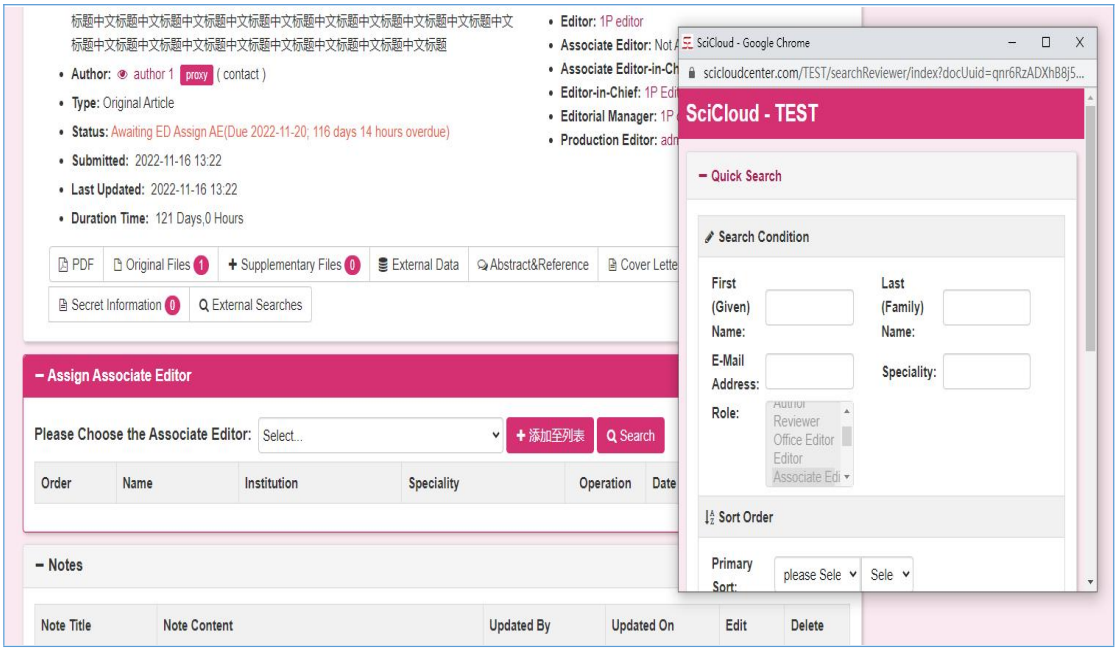
1.3.1Deputy Editor-in-Chief (Executive Editor-in-Chief) for review

The deputy editor (executive editor) first needs to assign

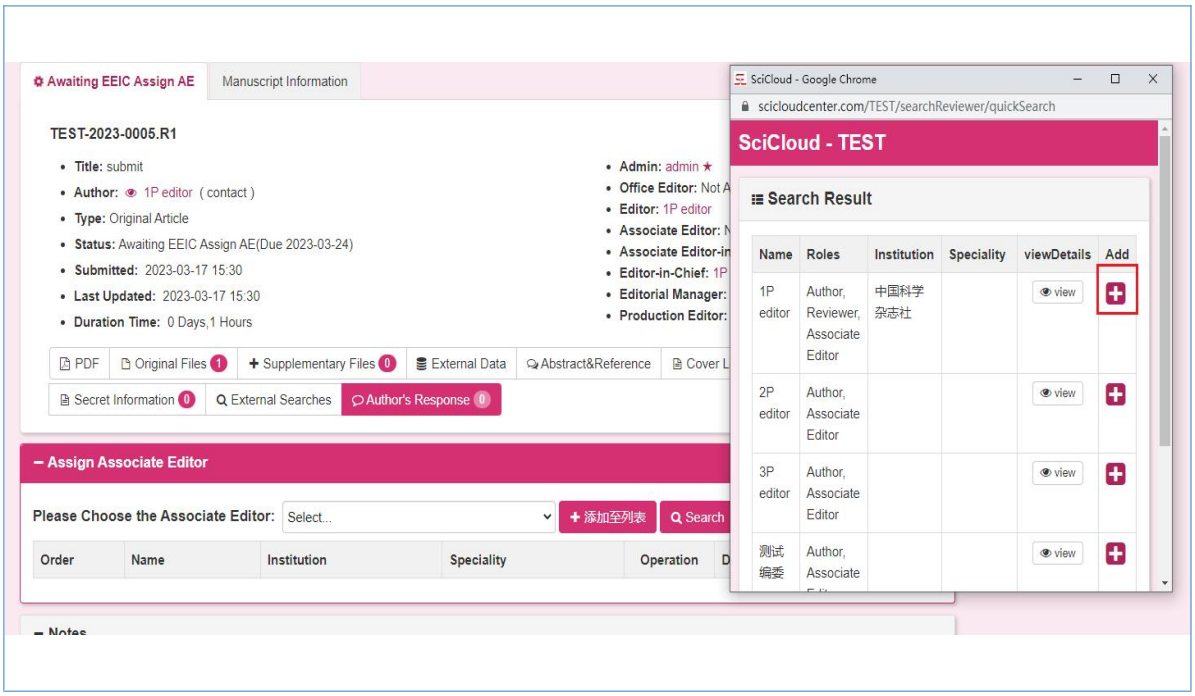
tasks during the first review (due to the review process different , options assigned to other roles may also appear).

1.3.2Assign editorial board





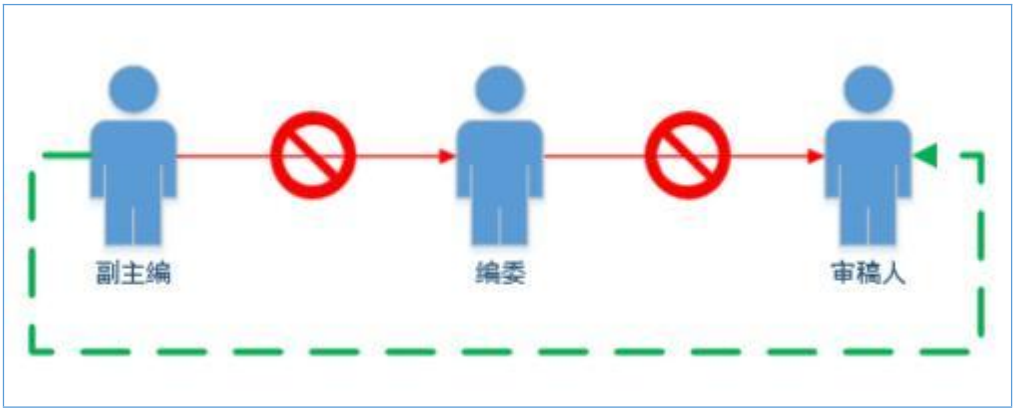
Two modes of querying editorial board members

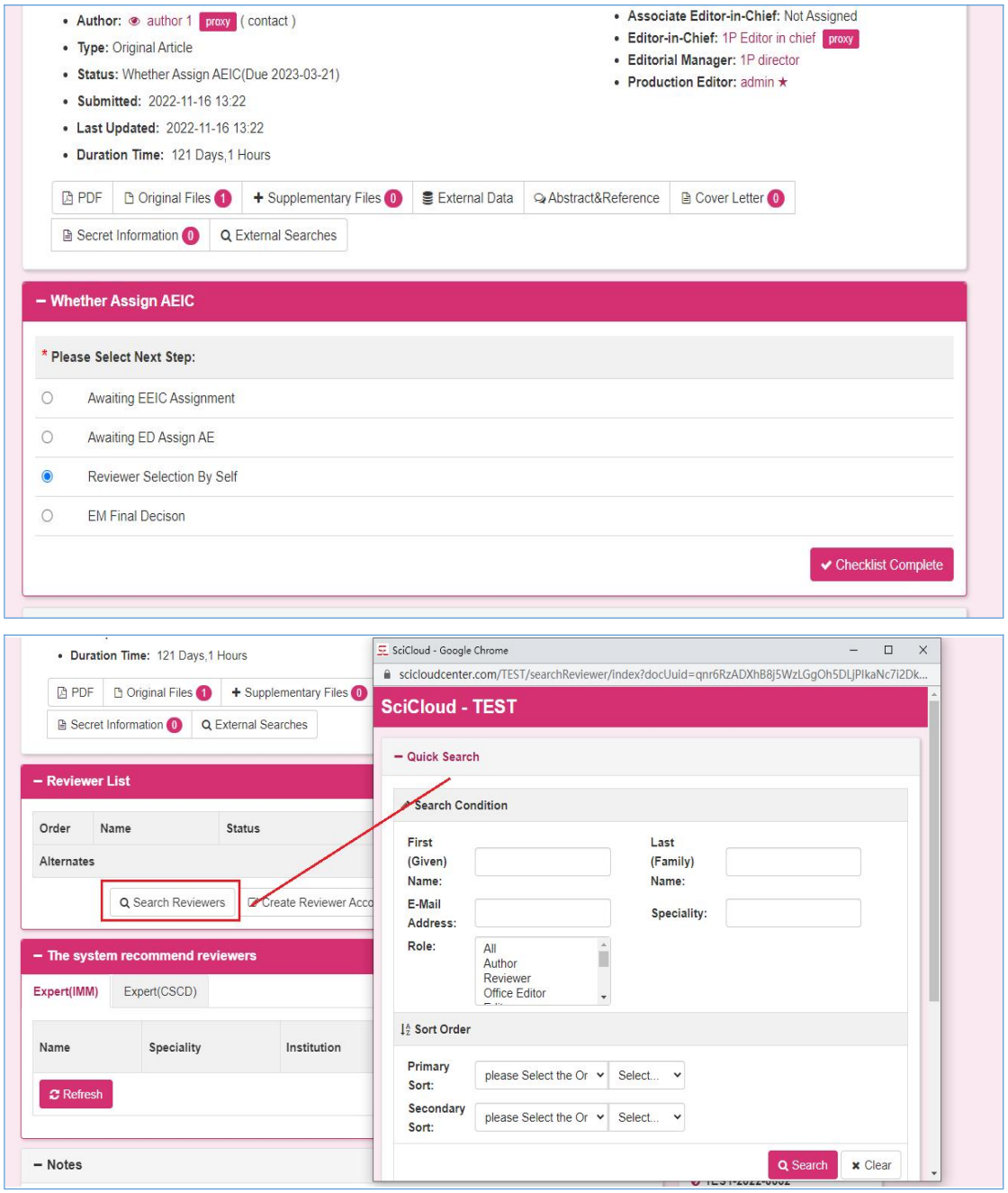


Special Note: The editorial board can select more than one person, but only one of them can be selected for review. exist When inviting editorial board members to review manuscripts, SciCloud will send an invitation to the invitee's registered email address mail .

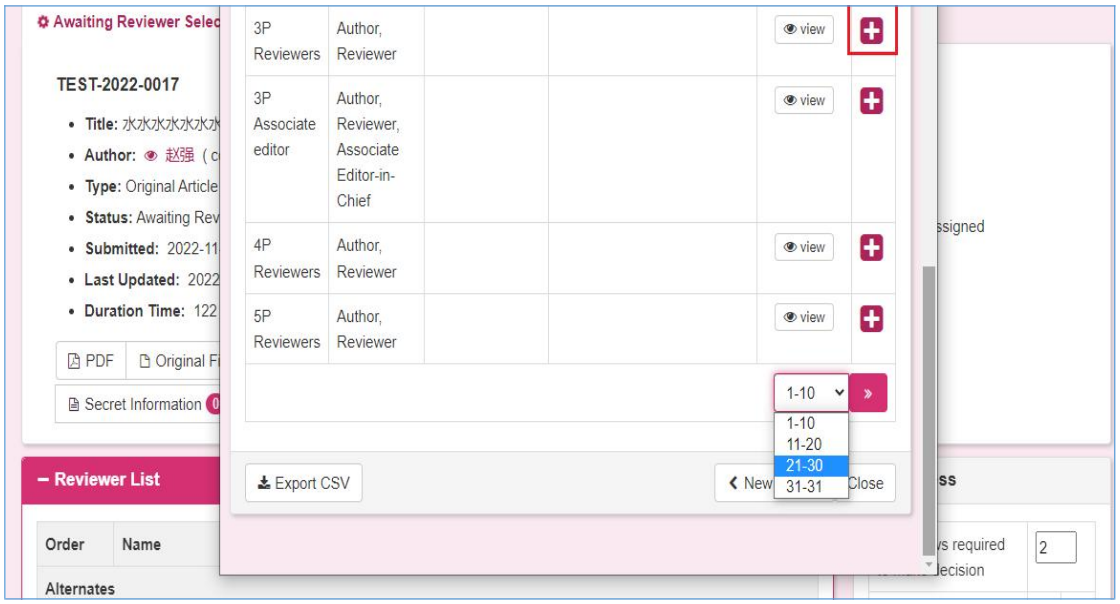
1.3.3assign reviewers

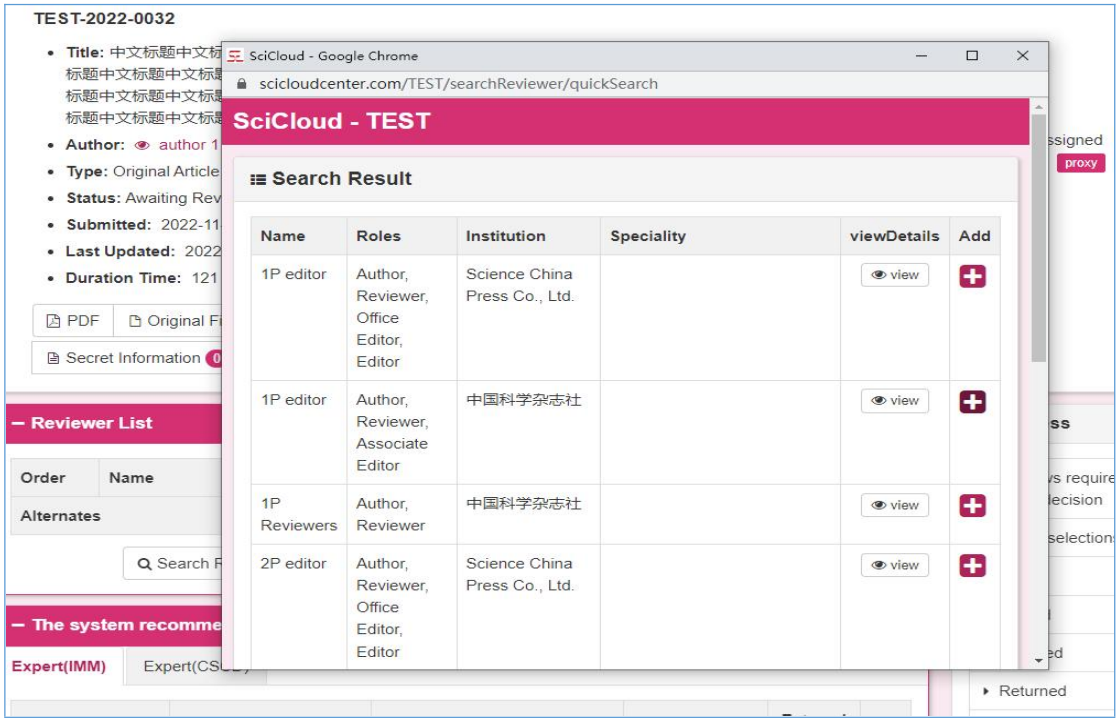
This option will skip the link where the associate editor (executive editor) sends the manuscript to the editorial board for review. Reviewers After the review is over, the process will directly return to the deputy editor (executive editor) final review node .



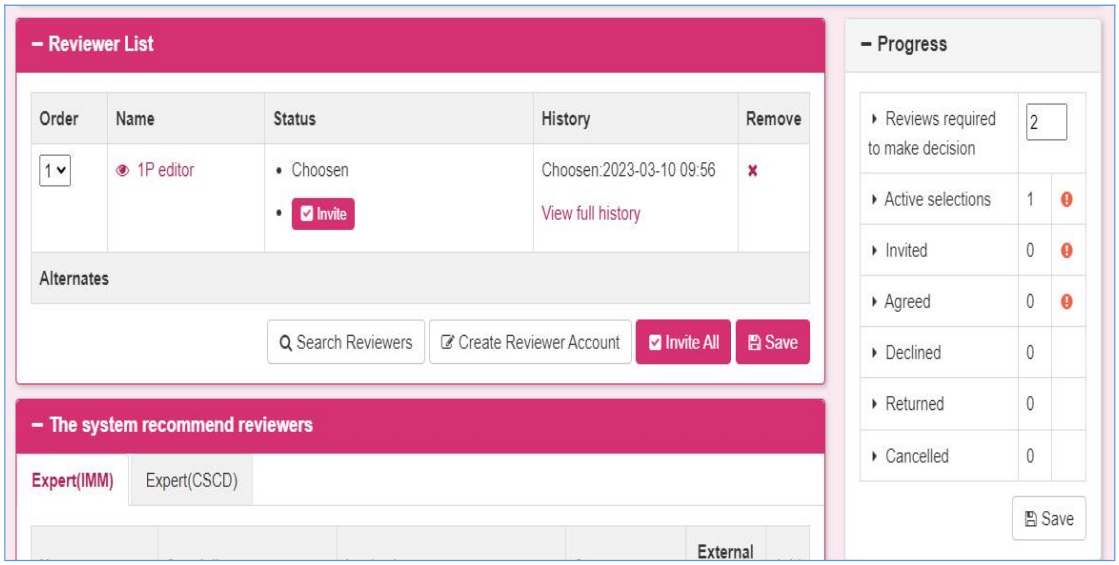


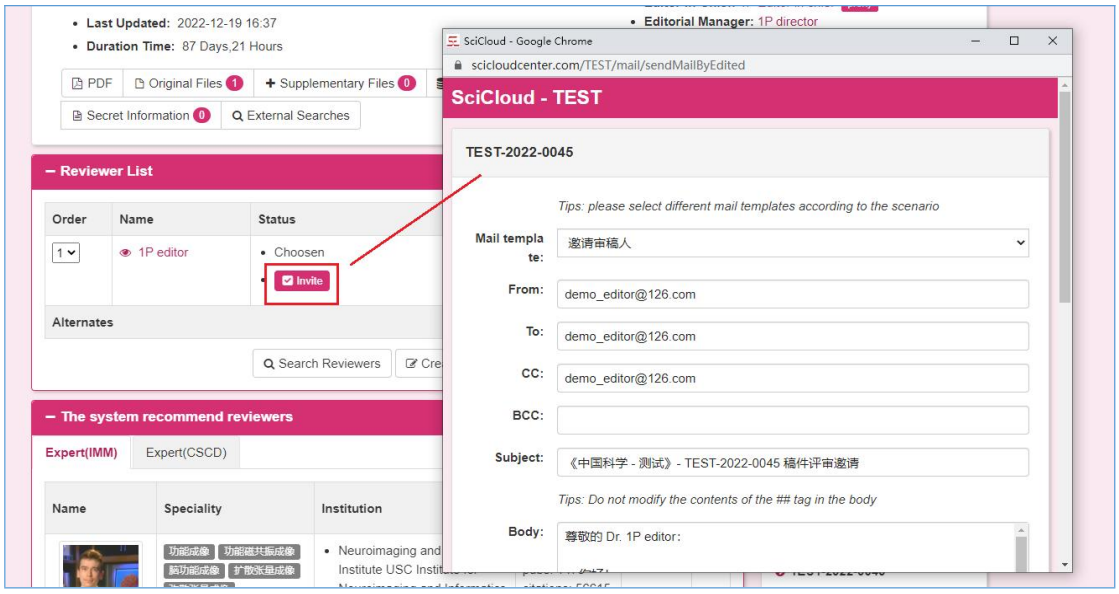
Query reviewers





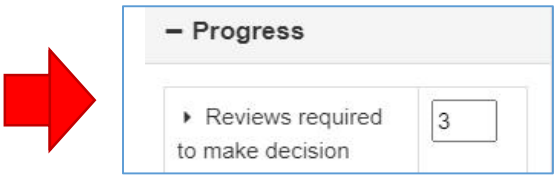
select reviewers





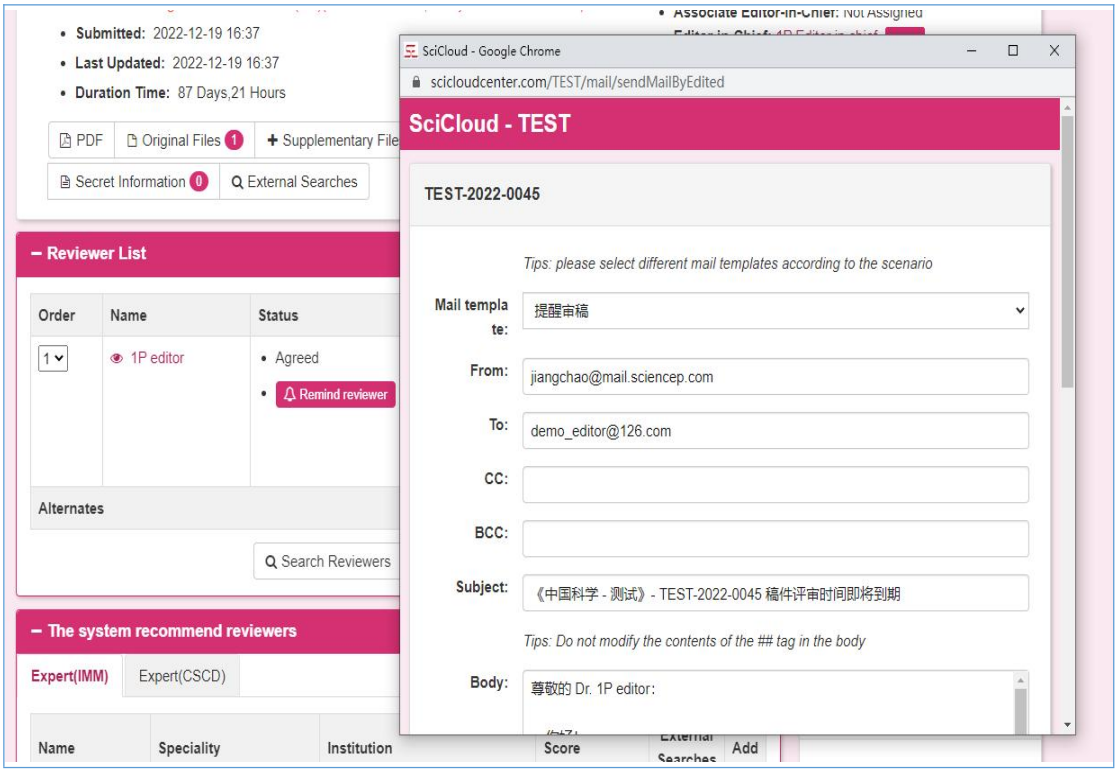
invite reviewers

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 s shown below)

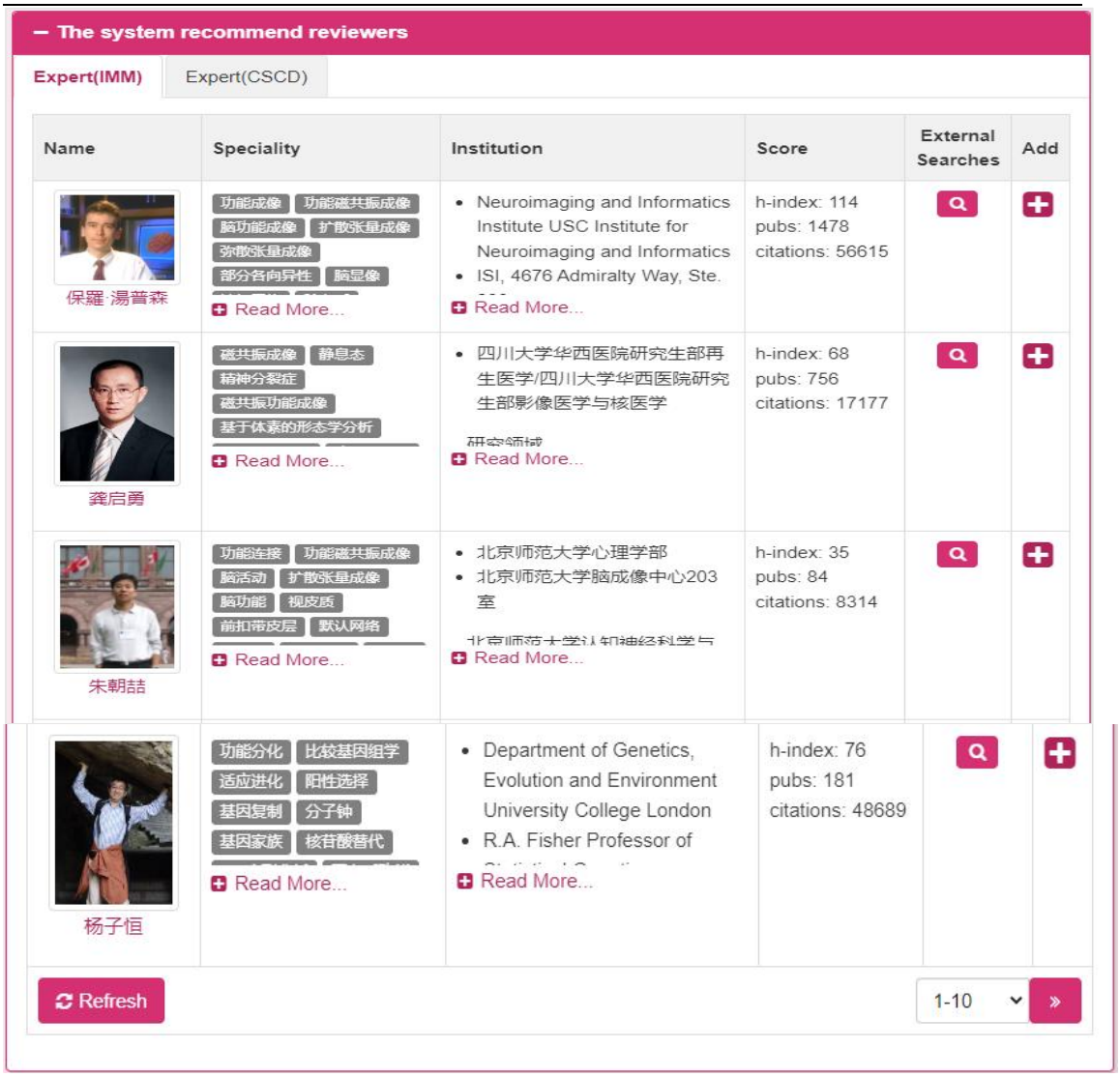


When the reviewer agrees to review the manuscript, the function of manual review will be activated . Deputy Editor (Executive Director

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

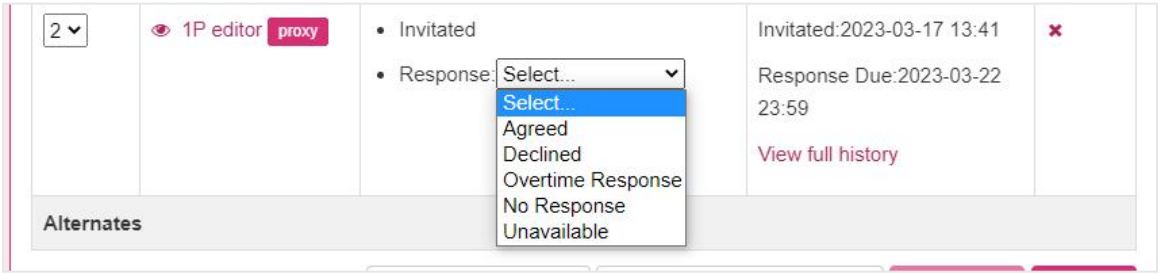
Click the name of the expert: the email editing window will pop up, and you can directly contact the expert.

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.

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

expert.

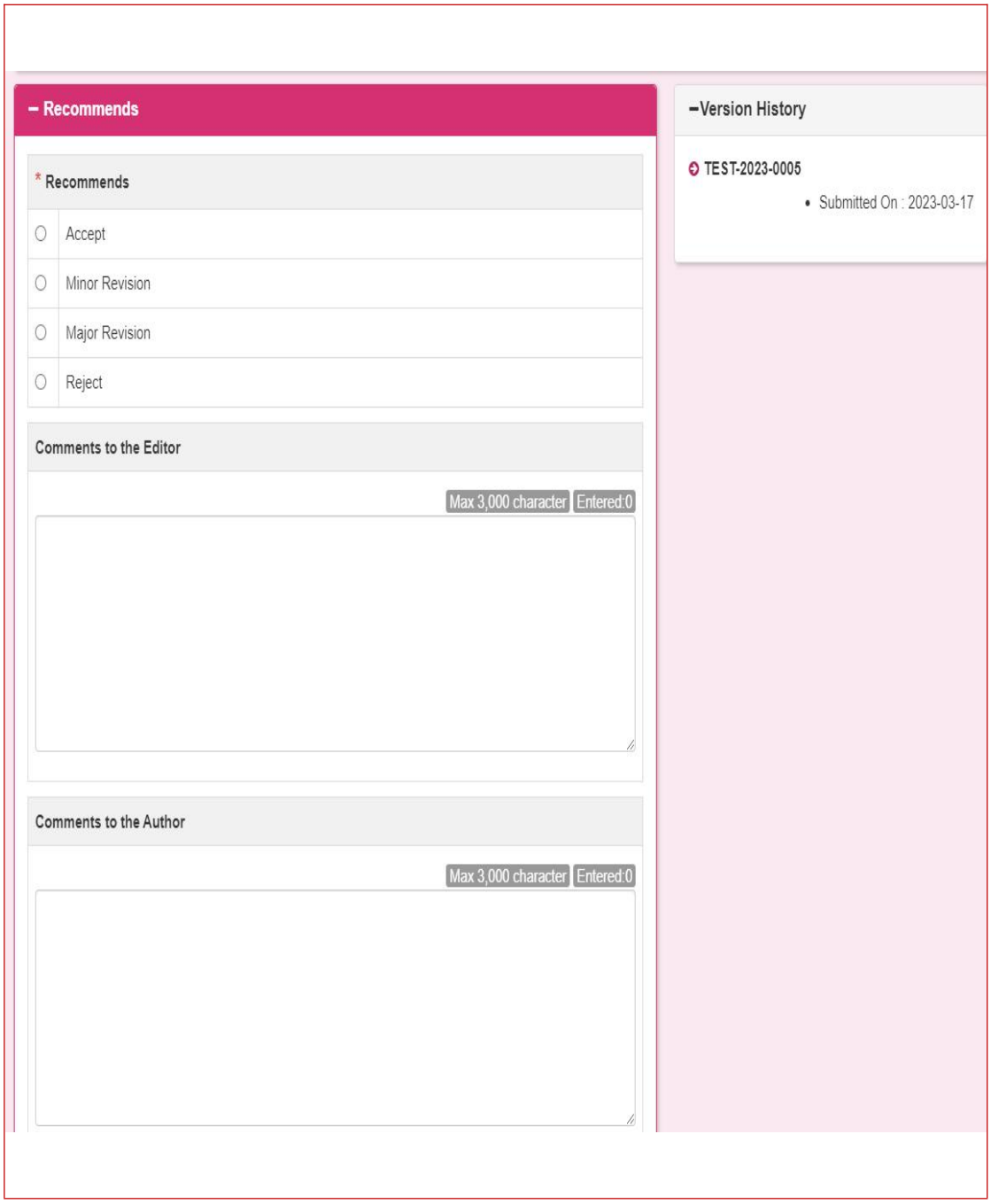
Click the Add button: Add the expert to the manuscript reviewer list.



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

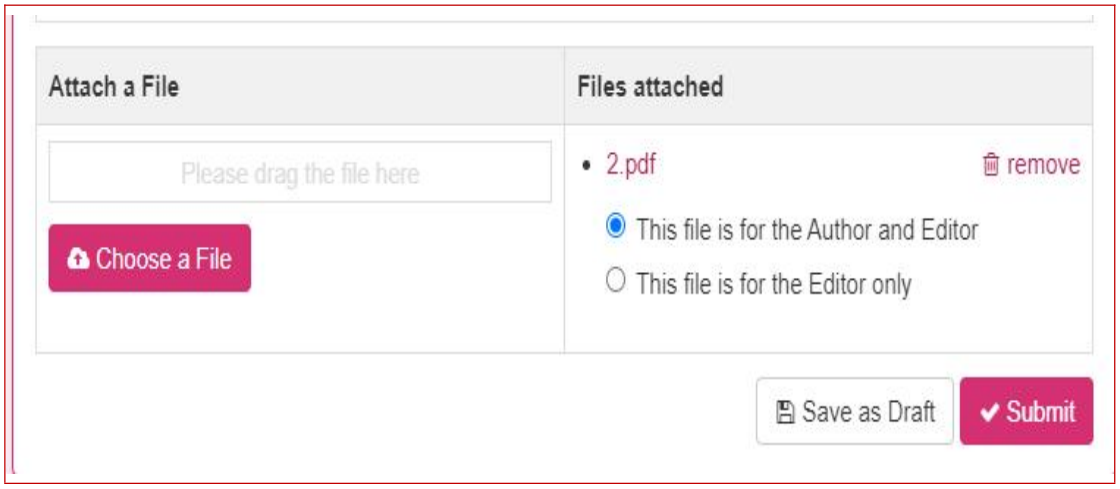
1.3.4self final

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
* Recommends
Accept
Minor Revision
Major Revision
Reject
Comments to the Editor
Max 3,000 character
Entered:0
Comments to the Author
Max 3,000 character
Entered:0
–Version History
TEST-2023-0005
Submitted On : 2023-03-17

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

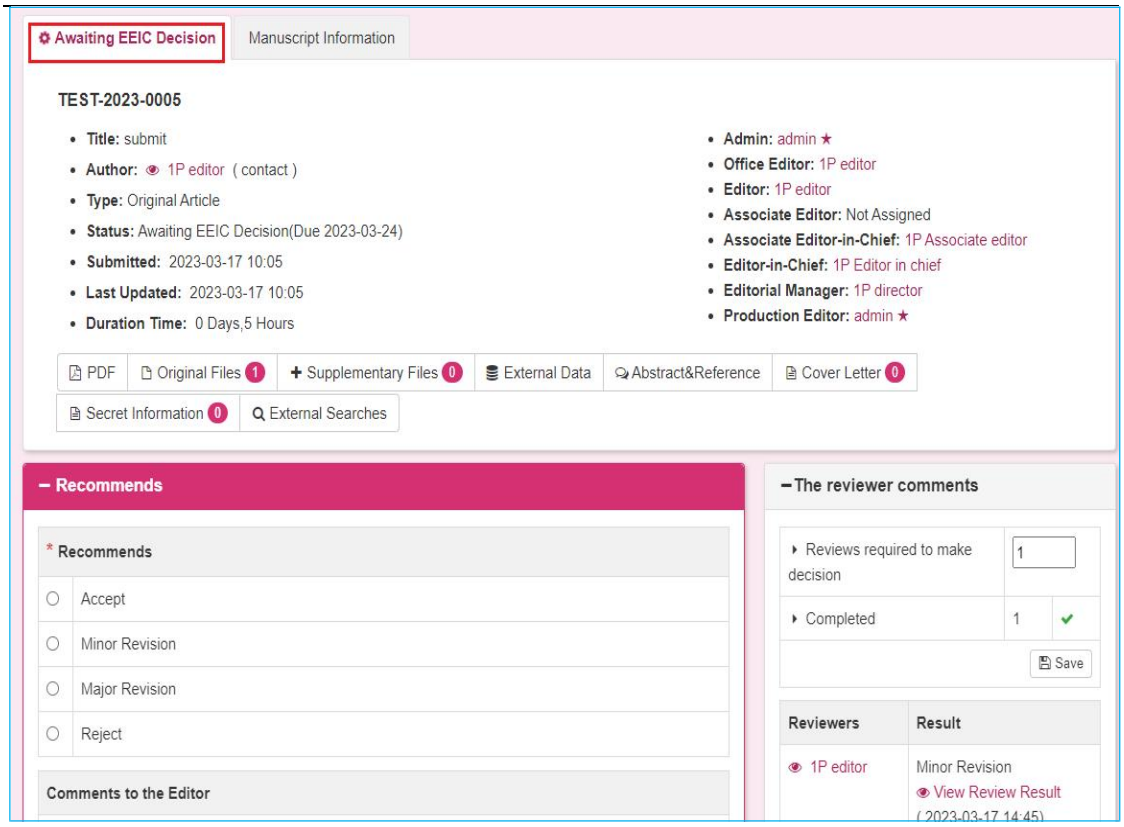
There are two classes invisible to the author .



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.


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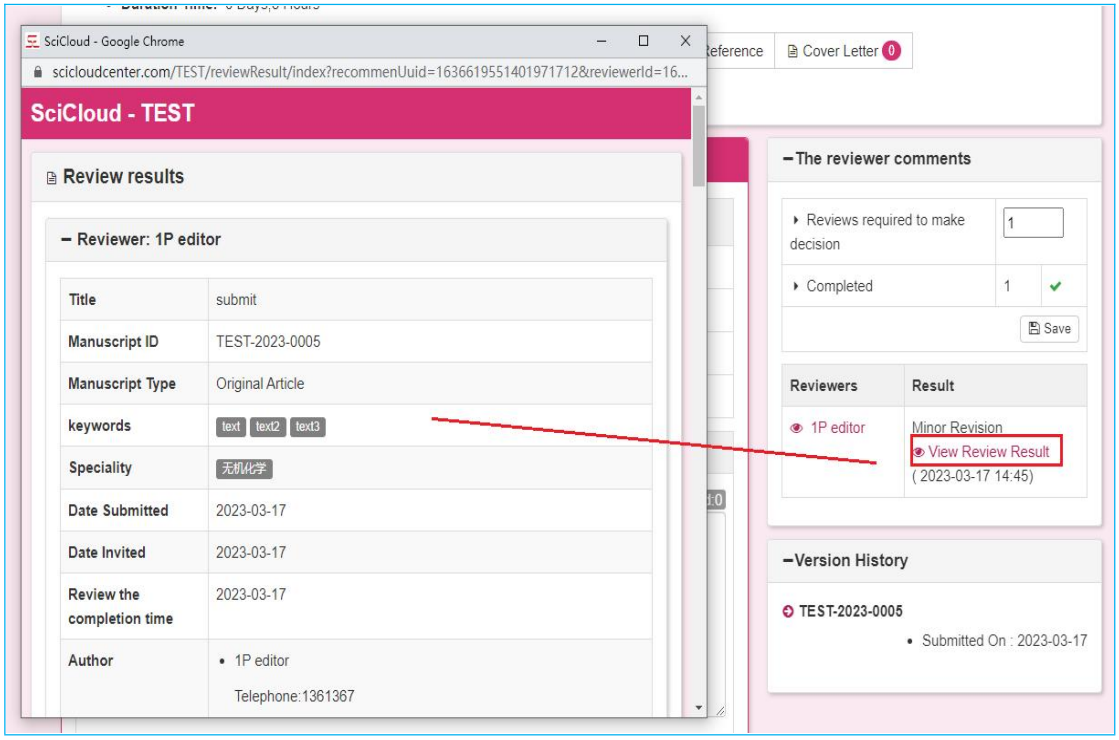
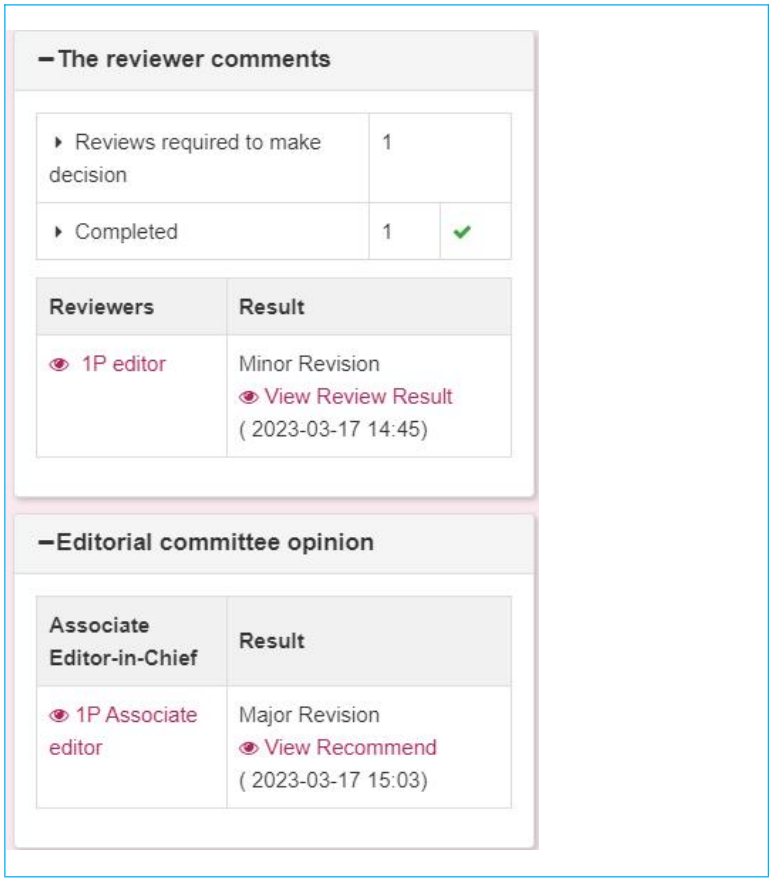
Save
Reviewers
Result
1P editor
Minor Revision
View Review Result
(2023-03-17 14:45)



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

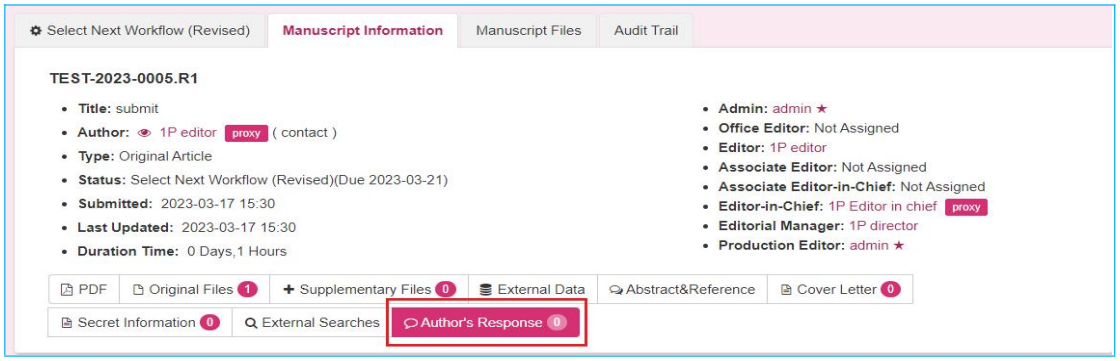


1.4 review

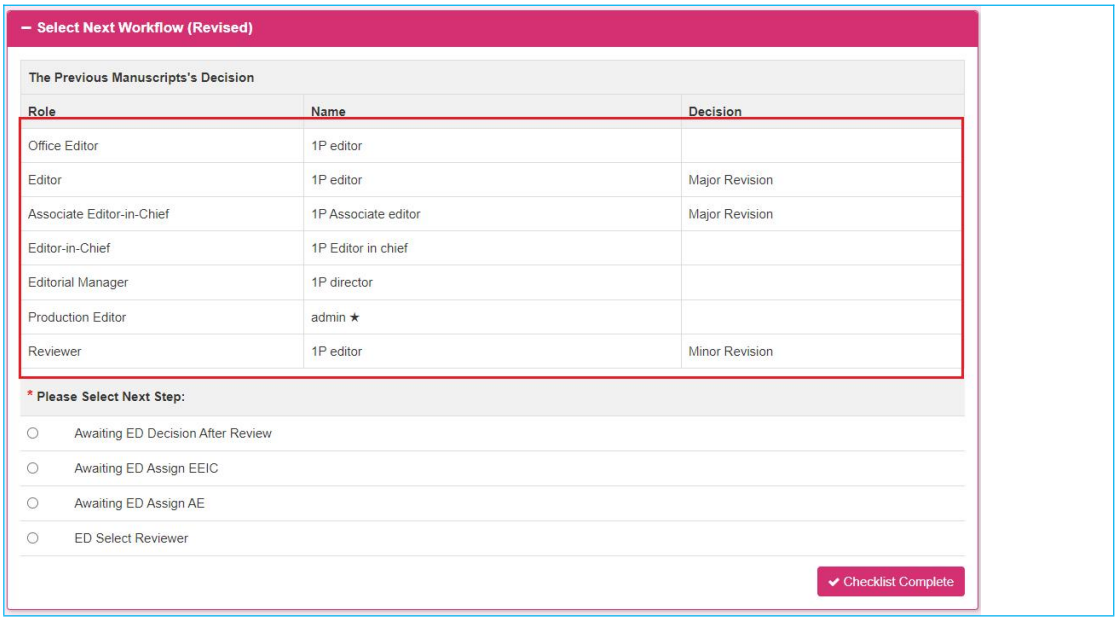
The workspace interface settings of the deputy editor (executive editor) in the re-examination stage are generally the same as those in the initial review

Dear, there are only a few things to note:

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

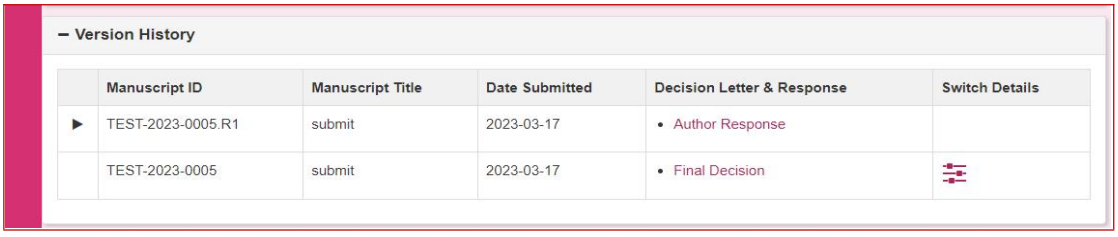


(2) The final opinion of the previous round

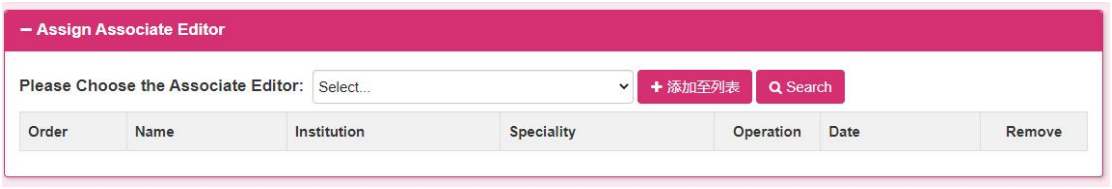


(3) Version identification of the manuscript

(4) Switching between different versions



1.4.1Assign other roles to review



1.4.2self 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).

稿号 TEST-2019-0011 的稿件正在等待您组织评审

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 陈昶乐 教授:
您好!

《中国科学》编辑部稿号: 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.

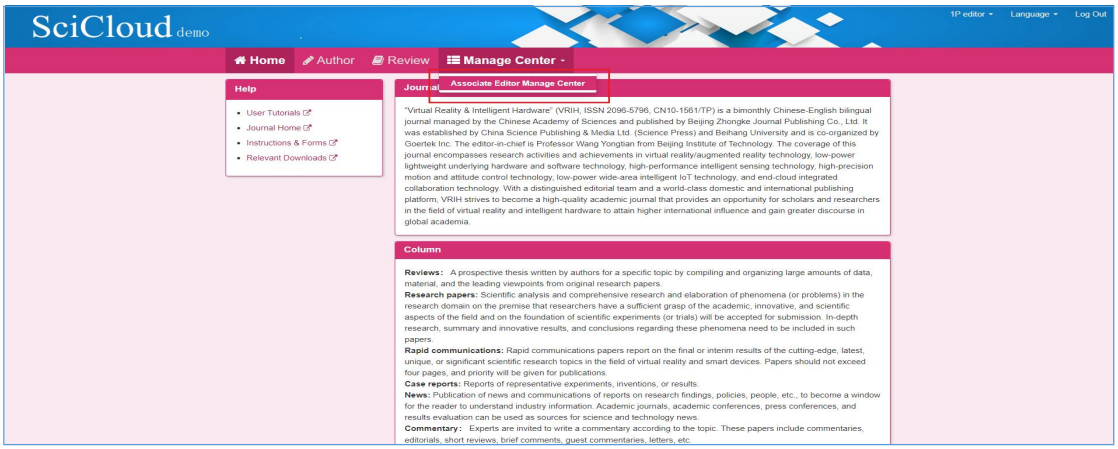
您当前的登录账号是: ae106

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

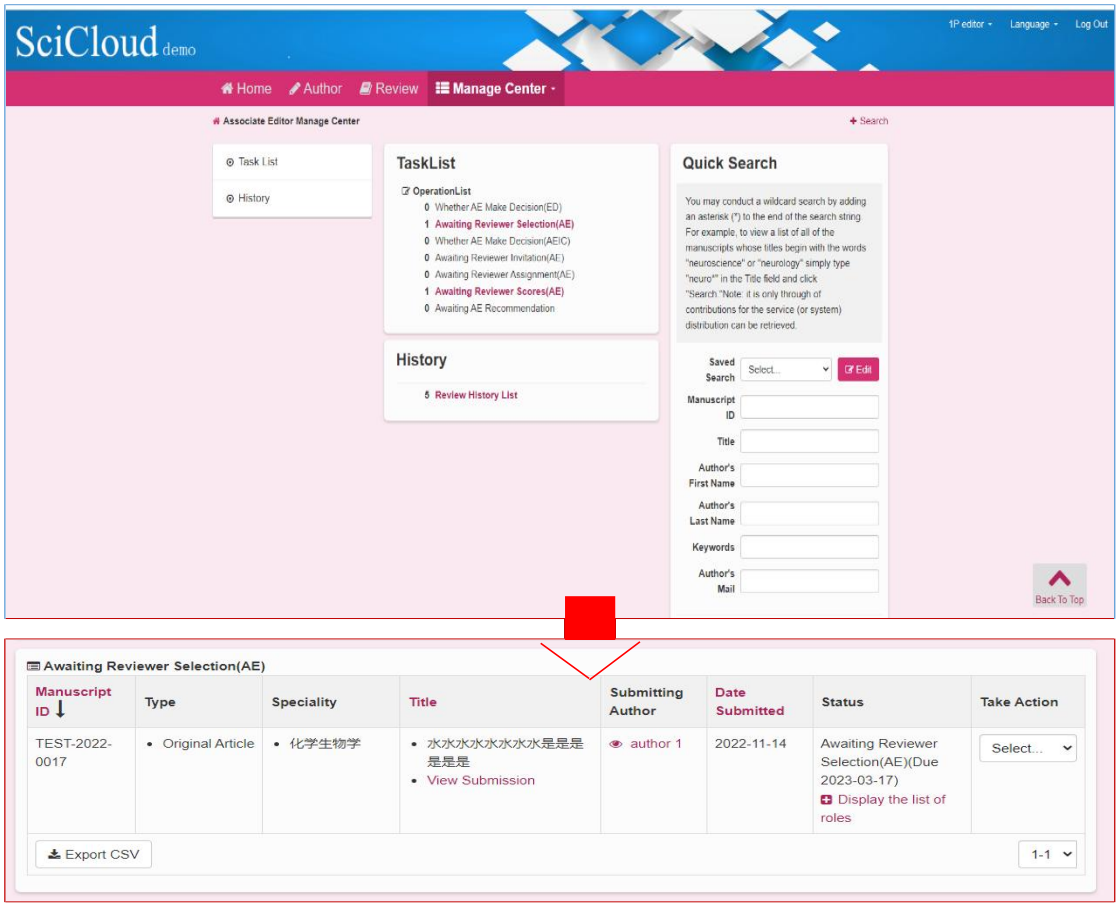
如有疑问请与 许军舰 编辑联系（email: zy800227@sina.com）



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.

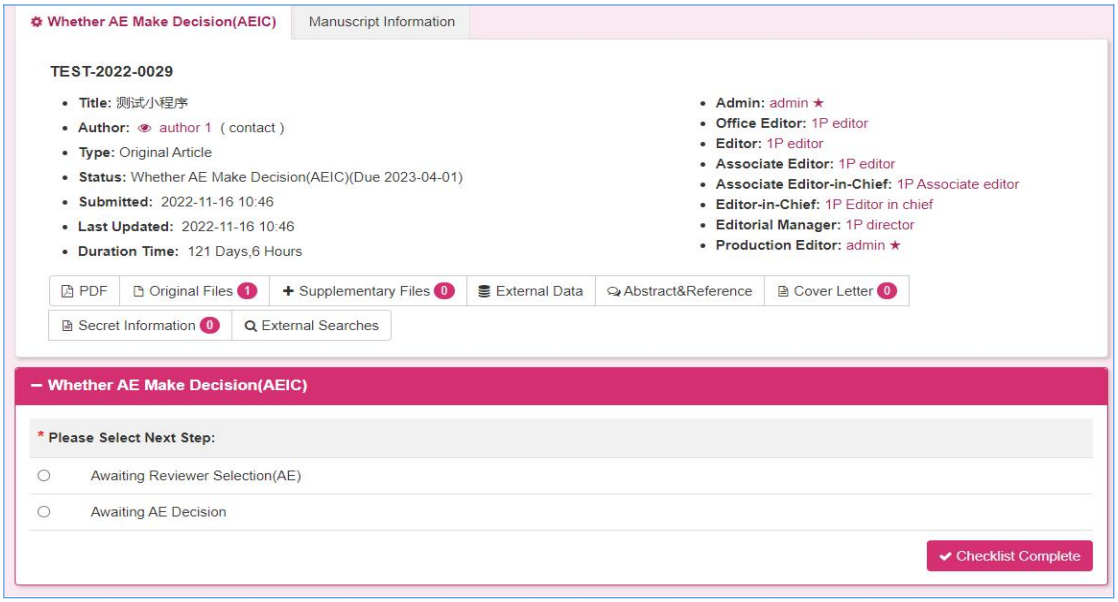


The review work area of the editorial board consists of two parts. Among them, [Manuscript Details] mainly displays Basic information about the manuscript. Select the tab with the gear icon on the left (the text content changes with the process different) will enter the workspace of the current node of the editorial board .

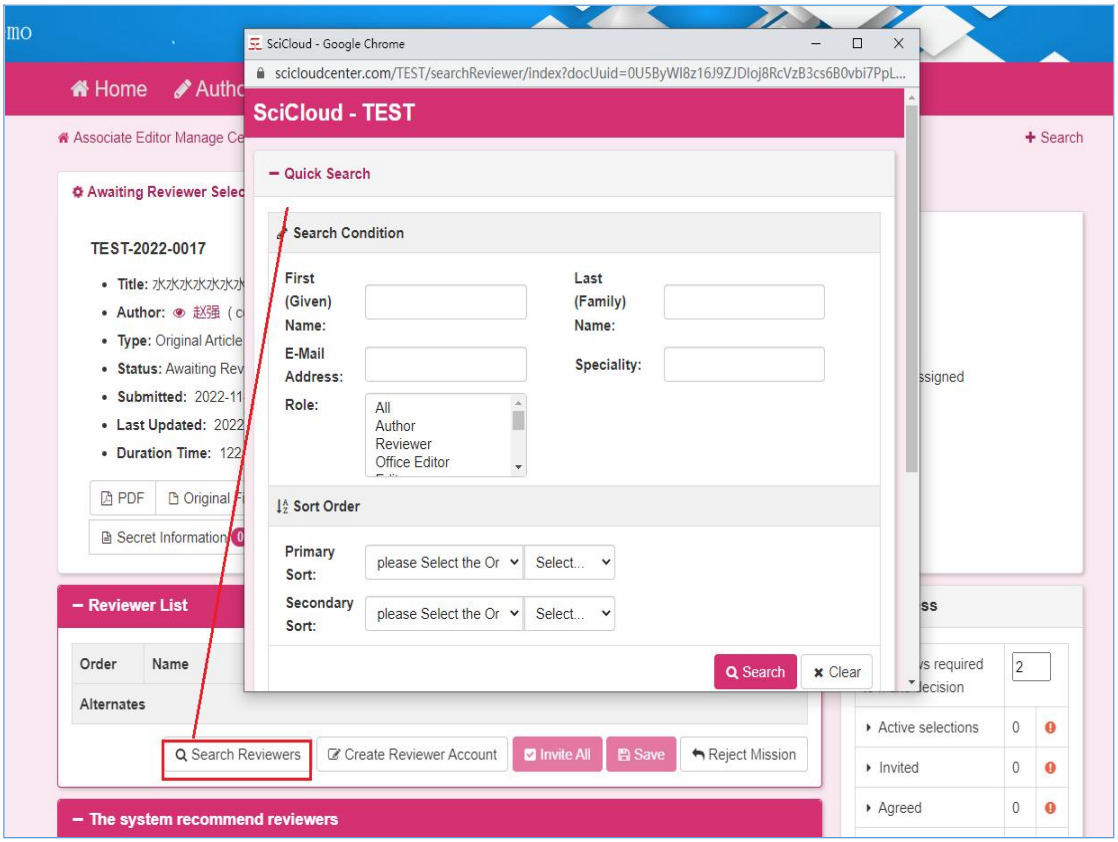
For details , see 1.2

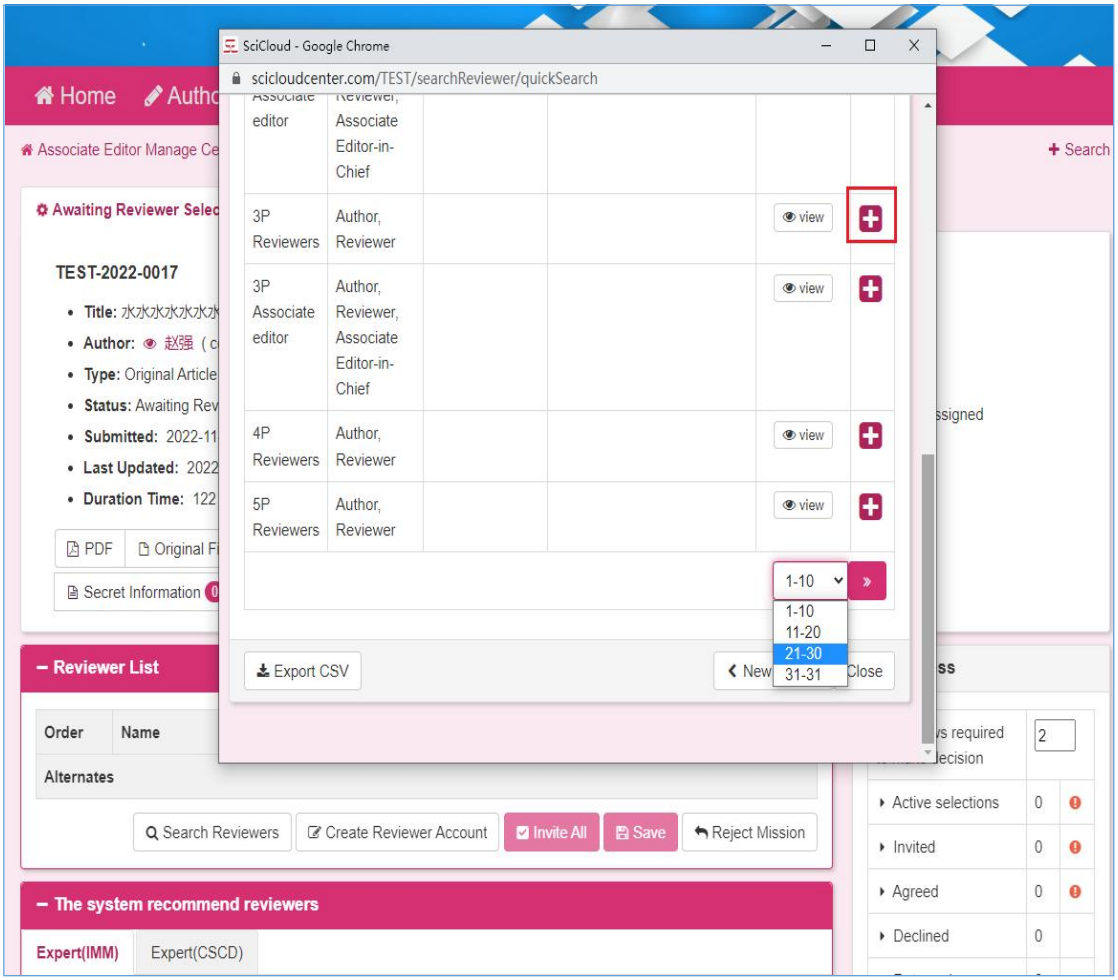
2.3 first trial

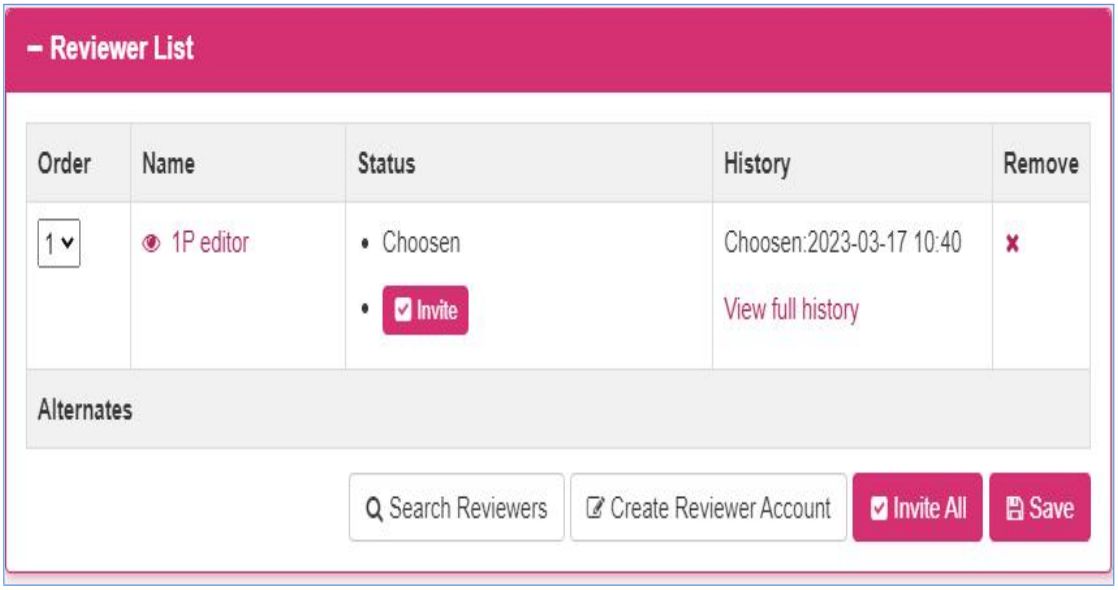
2.3.1. Editorial committee submission

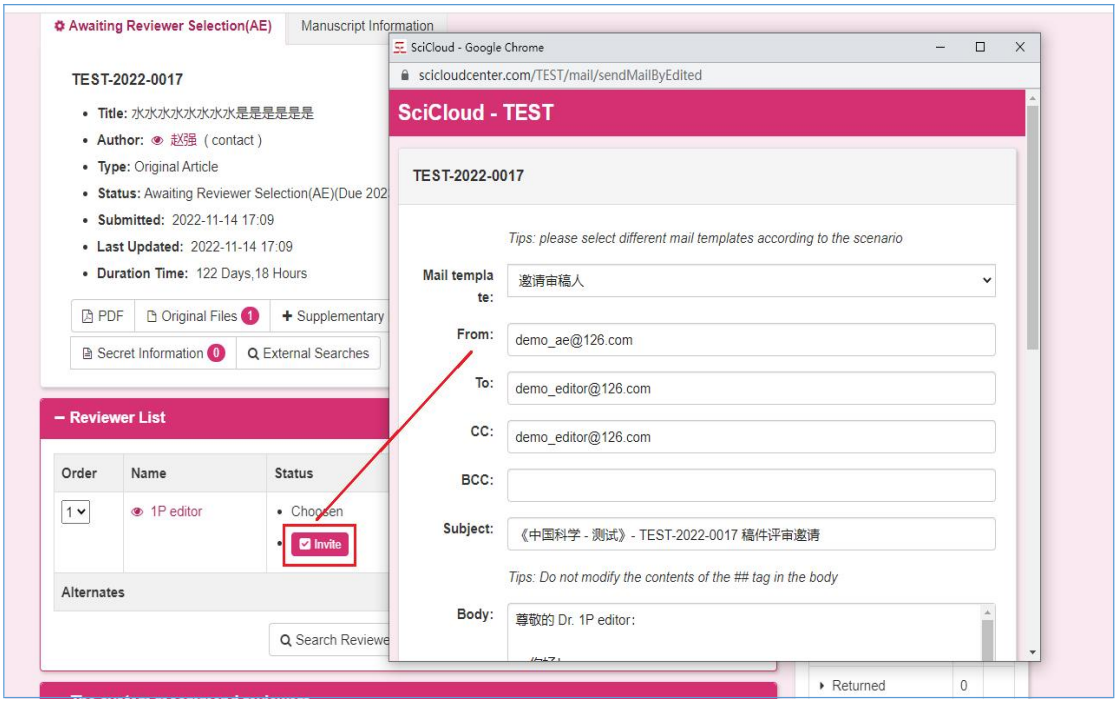


2.3.1assign reviewers



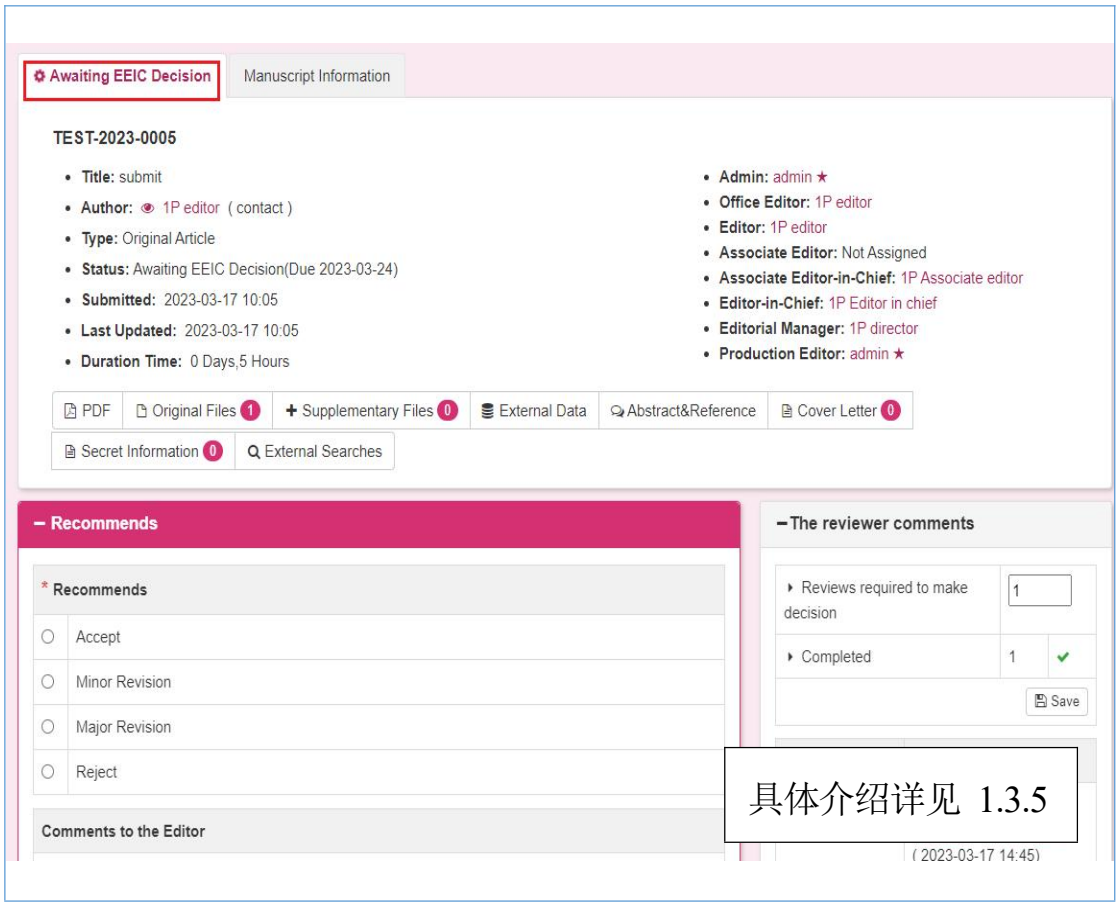

SciCloud - Google Chrome
scicloudcenter.com/TEST/searchReviewer/quickSearch
Home
Associate Editor Manage Ce
Search
Awaiting Reviewer Selec
TEST-2022-0017
Title:
Author:
Type: Original Article
Status: Awaiting Rev
Submitted: 2022-11
Last Updated: 2022
Duration Time: 122
PDF
Original F
Secret Information
editor
Associate Editor-in-Chief
3P Reviewers
Author, Reviewer
view
3P Associate editor
Author, Reviewer, Associate Editor-in-Chief
4P Reviewers
Author, Reviewer
5P Reviewers
Author, Reviewer
1-10
11-20
21-30
31-31
Export CSV
Close
Reviewer List
Order
Name
Alternates
Search Reviewers
Create Reviewer Account
Invite All
Save
Reject Mission
The system recommend reviewers
Expert(IMM)
Expert(CSCD)
required
decision
Active selections
Invited
Agreed
Declined


Reviewer List
Order
Name
Status
History
Remove
1
1P editor
Choosen
Invite
Choosen:2023-03-17 10:40
View full history
Alternates
Search Reviewers
Create Reviewer Account
Invite All
Save


Awaiting Reviewer Selection(AE)
Manuscript Information
TEST-2022-0017
Title: 水水水水水水水水是是是是是是
Author: 赵强 (contact)
Type: Original Article
Status: Awaiting Reviewer Selection(AE)(Due 202
Submitted: 2022-11-14 17:09
Last Updated: 2022-11-14 17:09
Duration Time: 122 Days,18 Hours
PDF
Original Files 1
Supplementary
Secret Information 0
External Searches
Reviewer List
Order
Name
Status
1P editor
Chosen
Invite
Alternates
Search Reviewe
Returned 0
SciCloud - Google Chrome
scicloudcenter.com/TEST/mail/sendMailByEdited
SciCloud - TEST
TEST-2022-0017
Tips: please select different mail templates according to the scenario
Mail template:
邀请审稿人
From:
demo_ae@126.com
To:
demo_editor@126.com
CC:
demo_editor@126.com
BCC:
Subject:
《中国科学 - 测试》- TEST-2022-0017 稿件评审邀请
Tips: Do not modify the contents of the ## tag in the body
Body:
尊敬的 Dr. 1P editor:

2.3.2self final

2.3.3Final trial



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

3.3.1overview

the SciCloud applet is as follows:

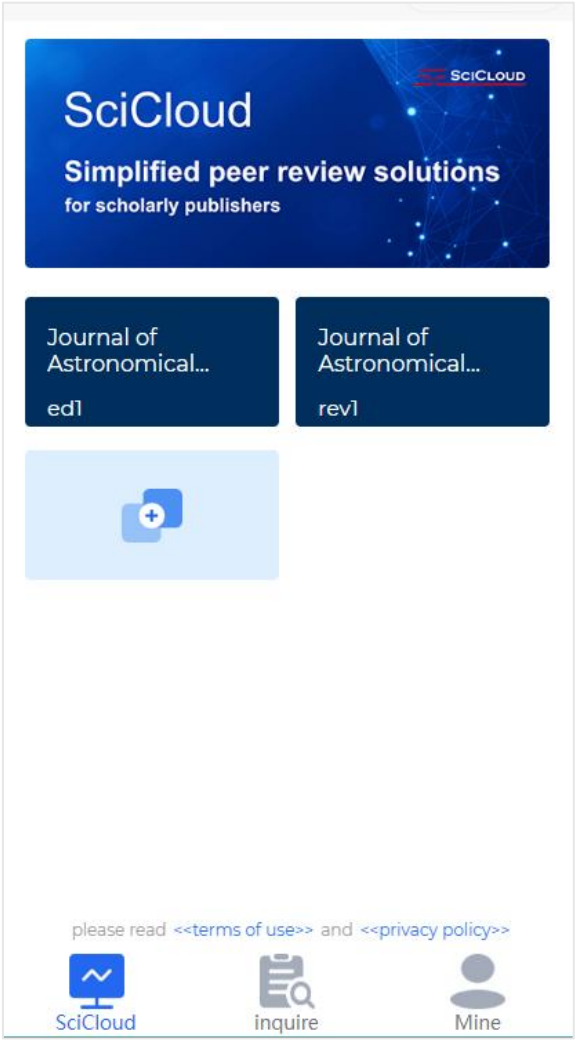
From top to bottom, it is divided into several areas:

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.

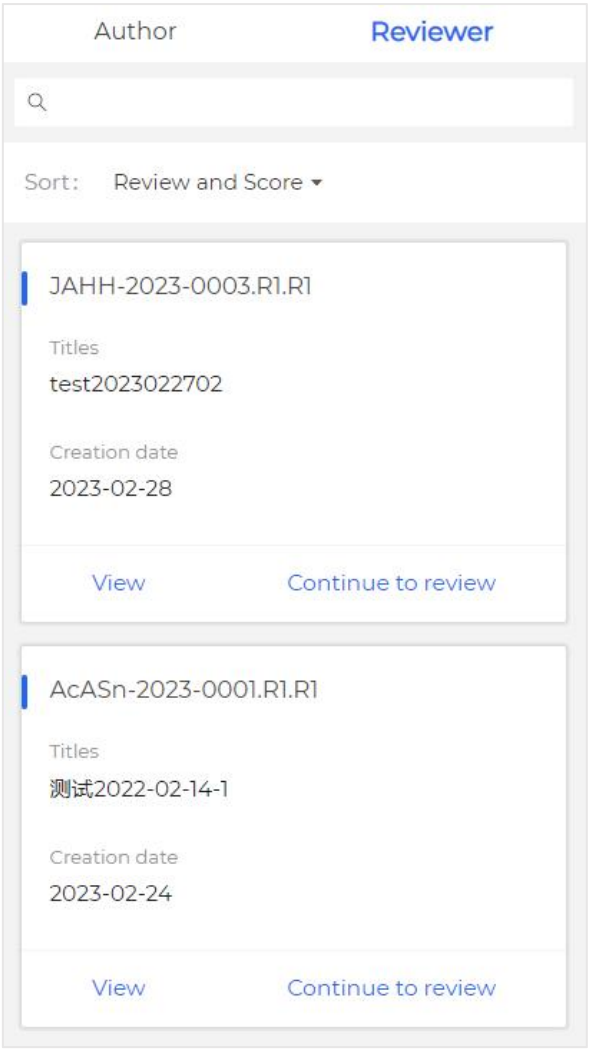
King Kong area: switch work, query, mine



3.3.2View pending work

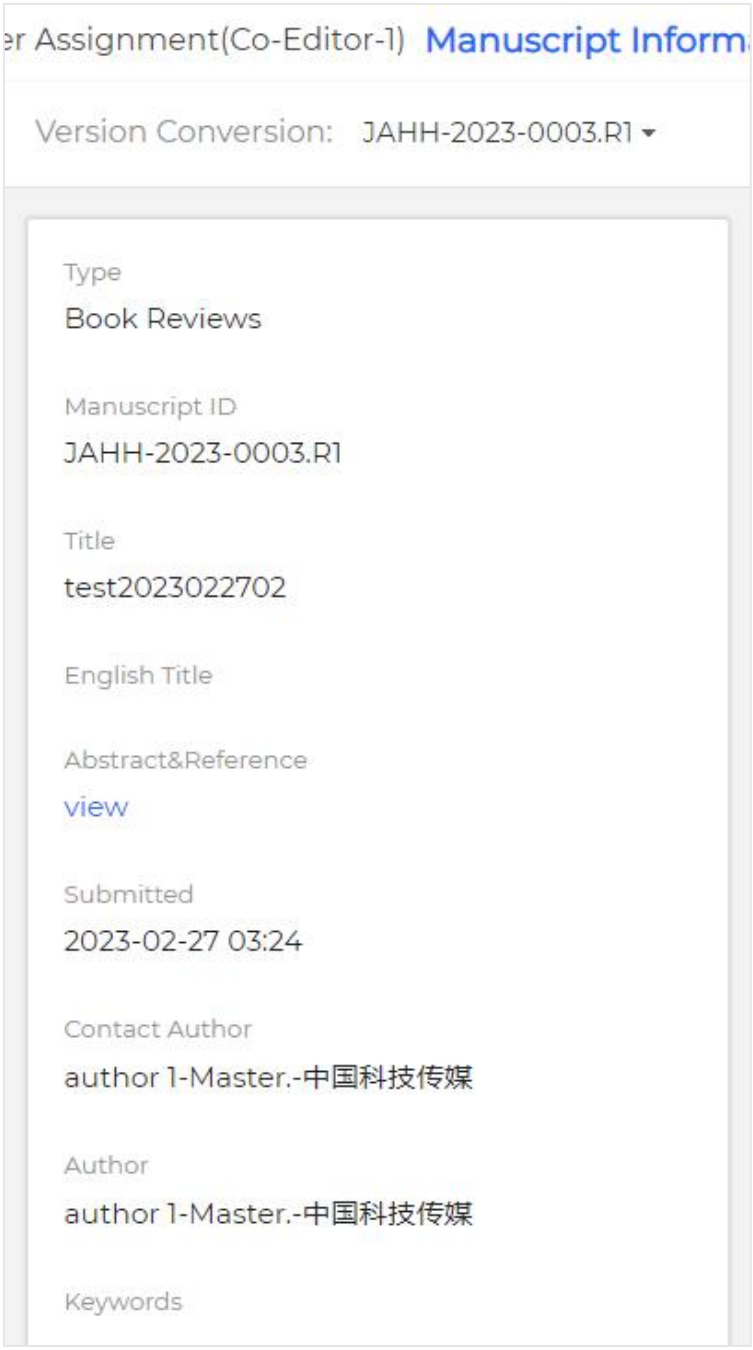
Click on a bound publication to enter the publication and view your own to-do items. If a user has multiple roles, each role will be displayed as a tab.

Reviewer identity



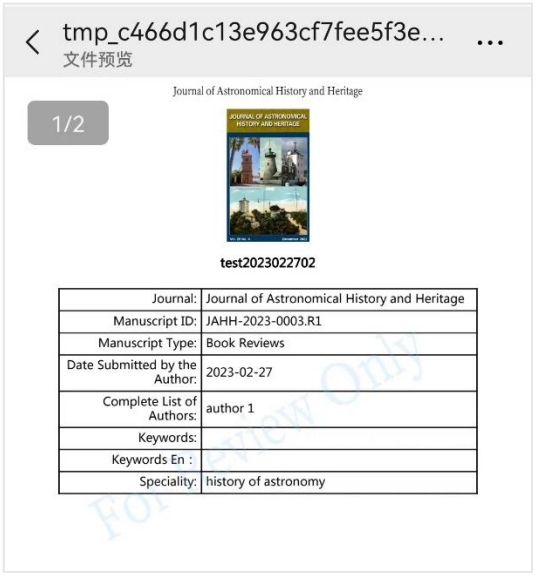
3.3.3View manuscript details

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



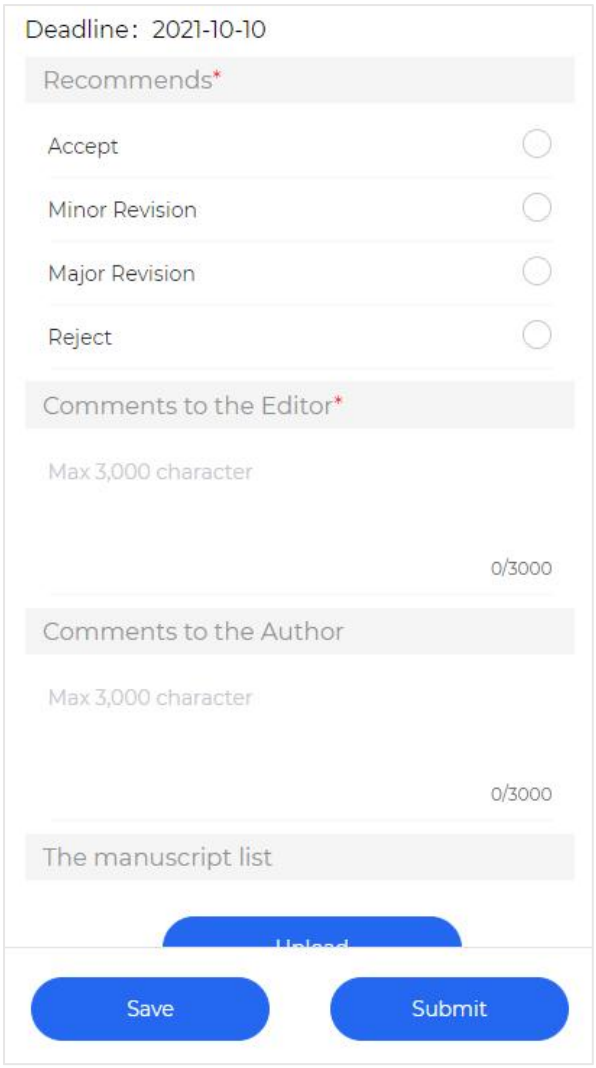
3.3.4View manuscript attachments

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



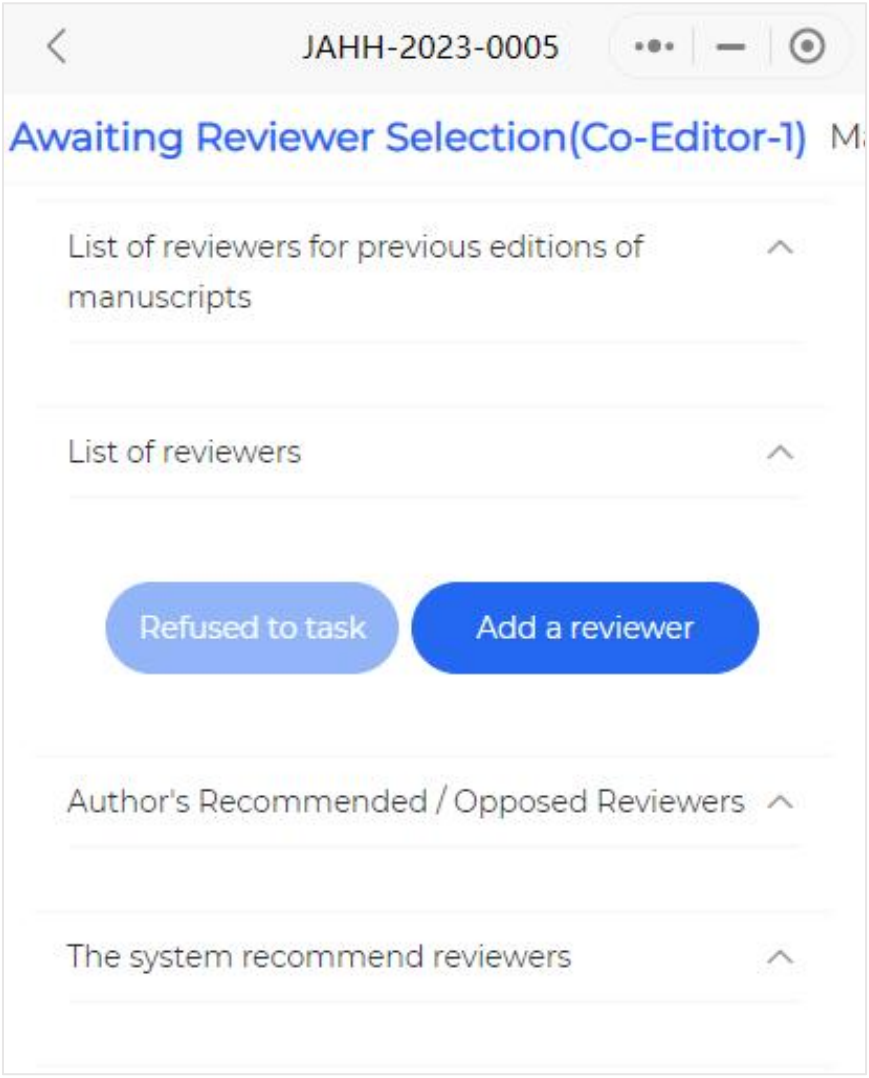
3.3.5Quick review by reviewers

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



3.3.6 invite reviewers

Reviewers can be invited in the Mini Program .

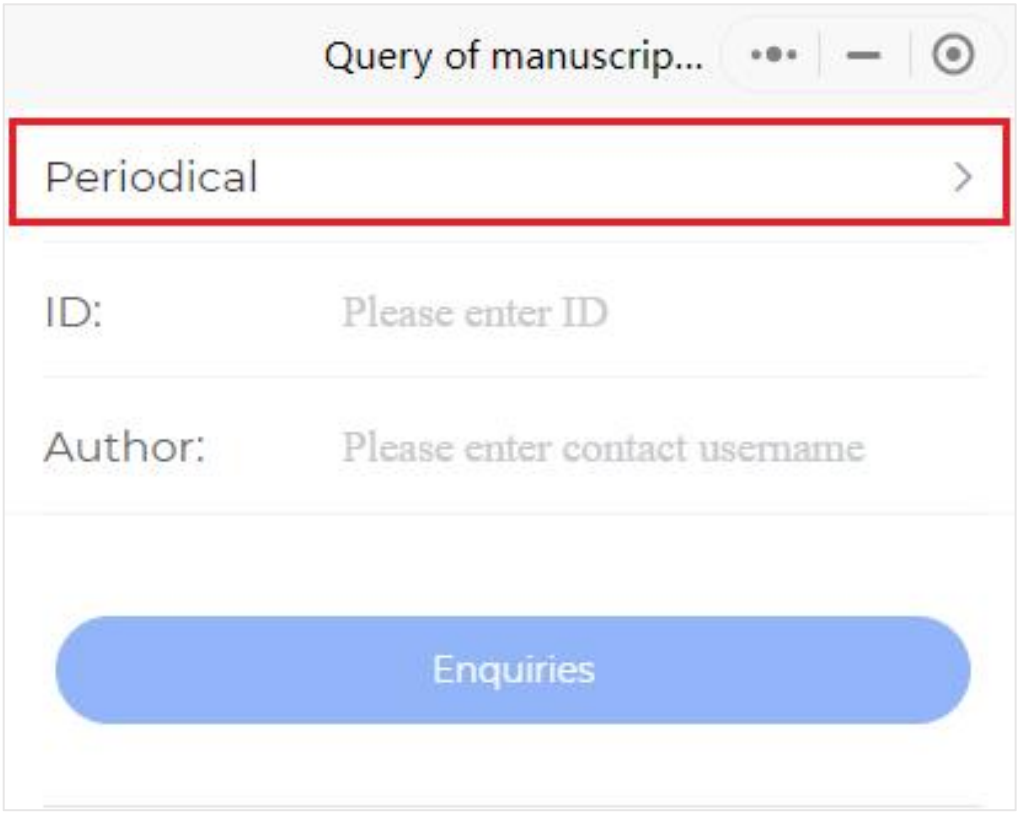


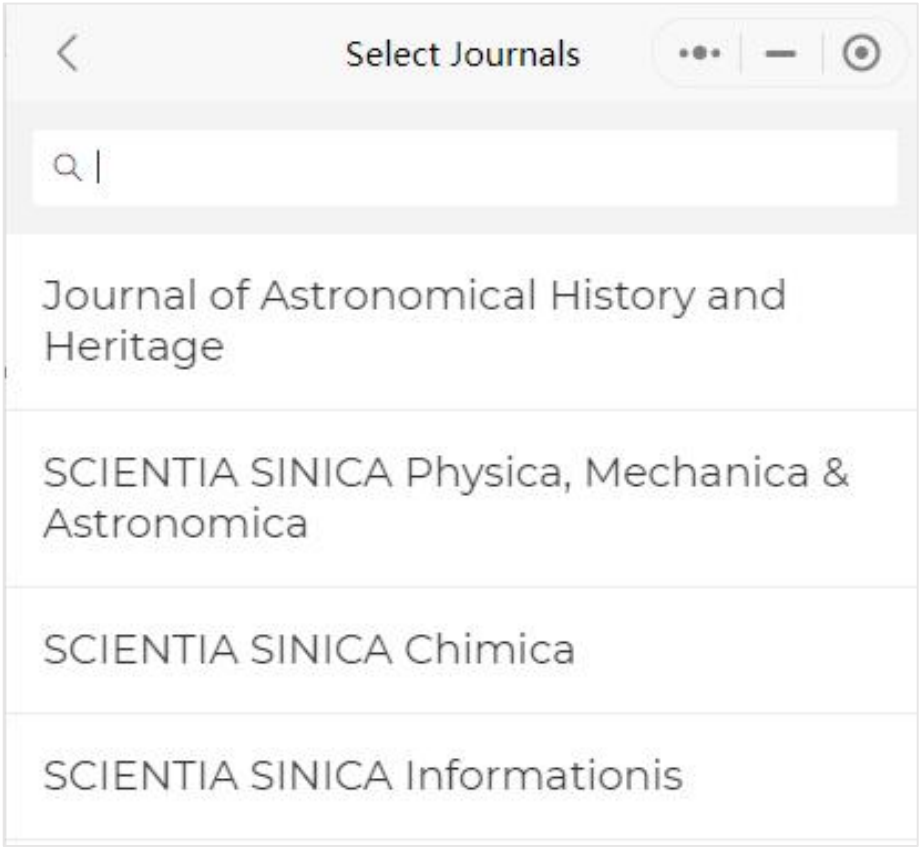
3.4 Inquire

without logging in .

3.4.1select journal

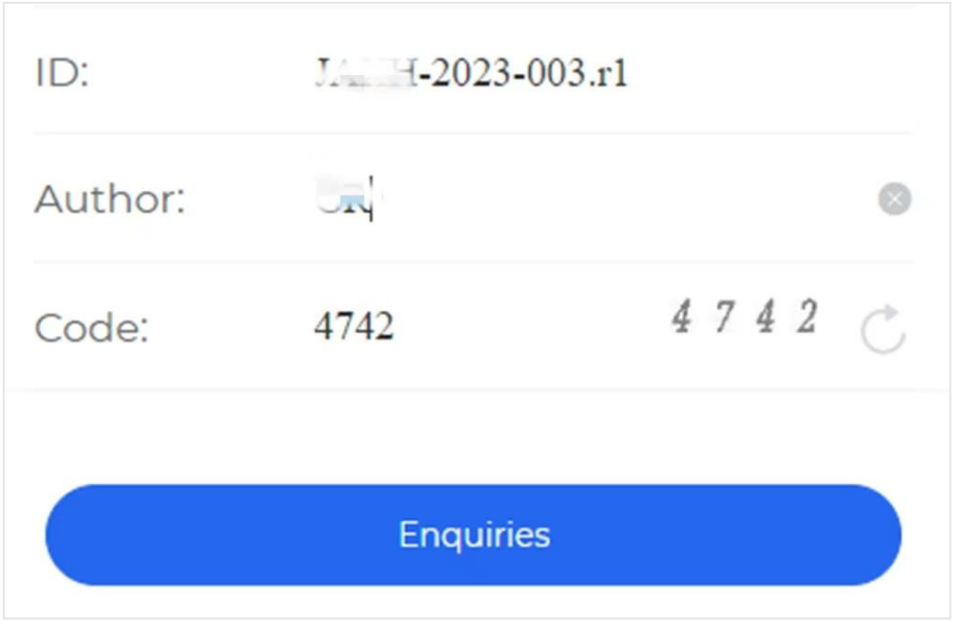
Click Journals to select the journals you want to query .


Query of manuscrip...
Periodical
ID:
Please enter ID
Author:
Please enter contact username
Enquiries

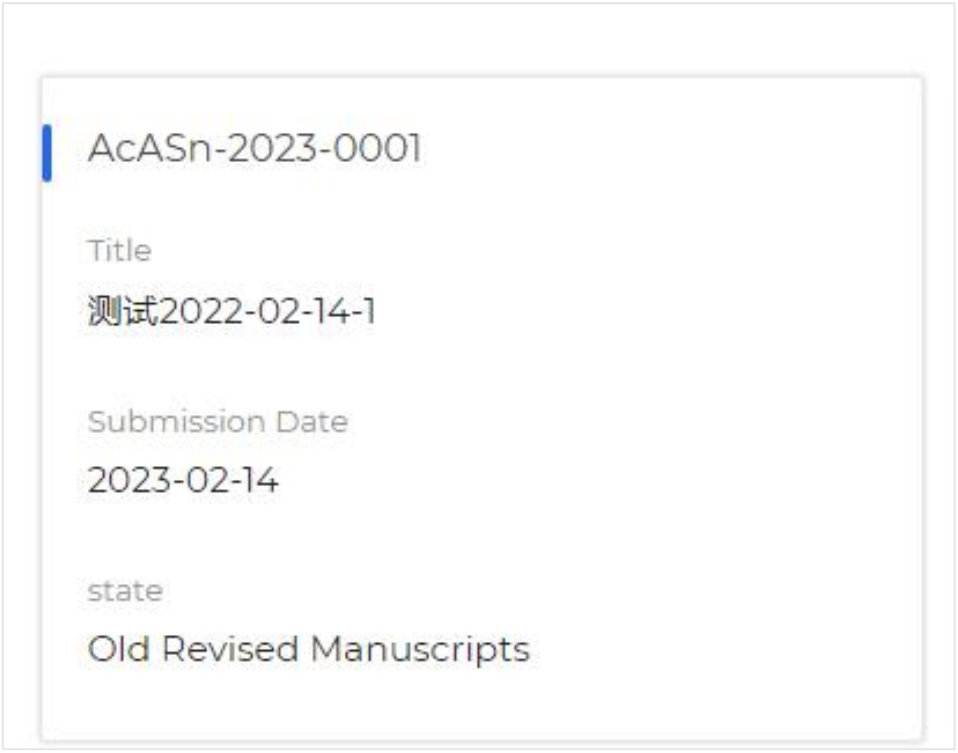

Select Journals
Journal of Astronomical History and Heritage
SCIENTIA SINICA Physica, Mechanica & Astronomica
SCIENTIA SINICA Chimica
SCIENTIA SINICA Informationis

3.4.2Enter search criteria

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

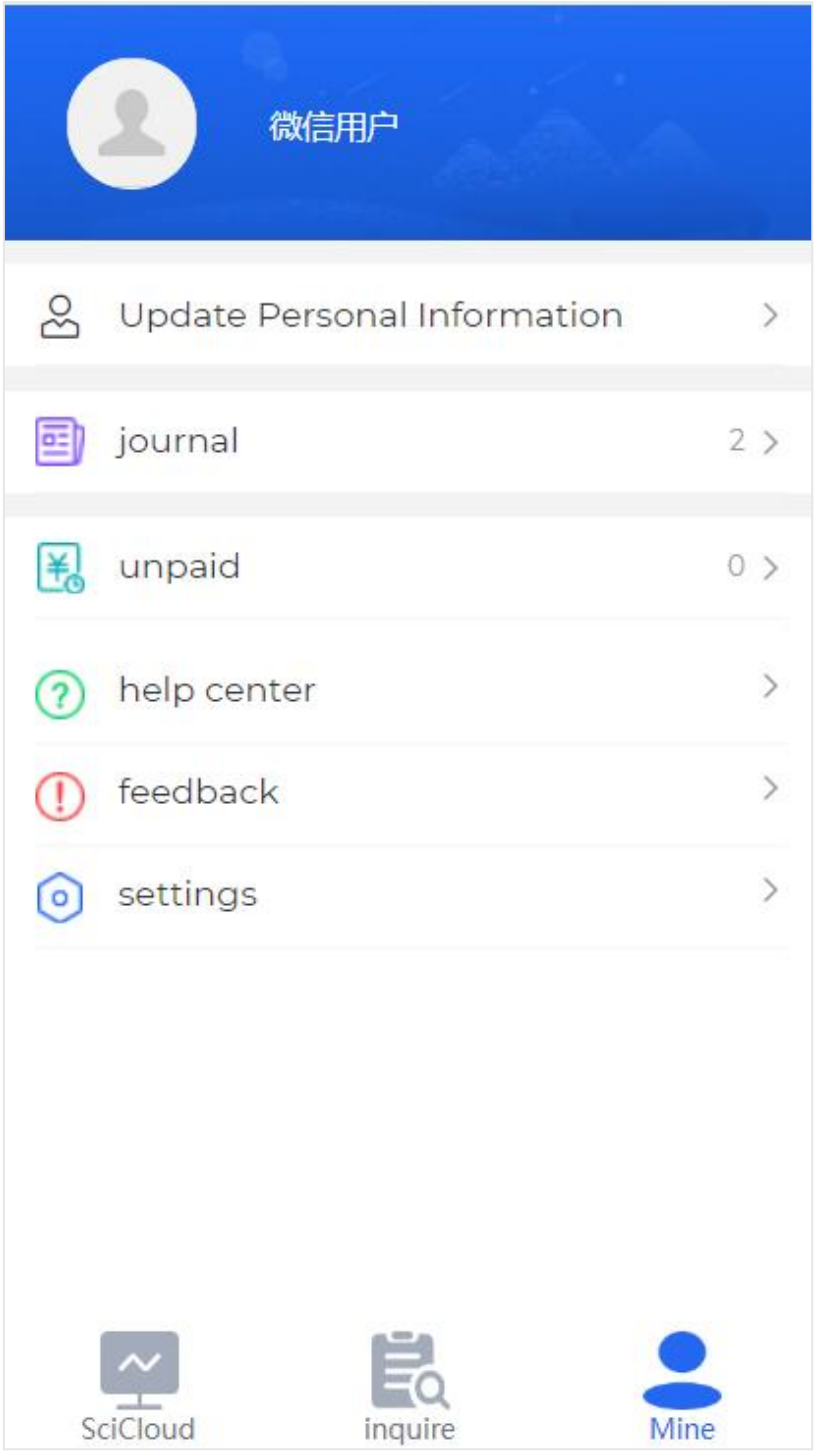


3.4.3search result

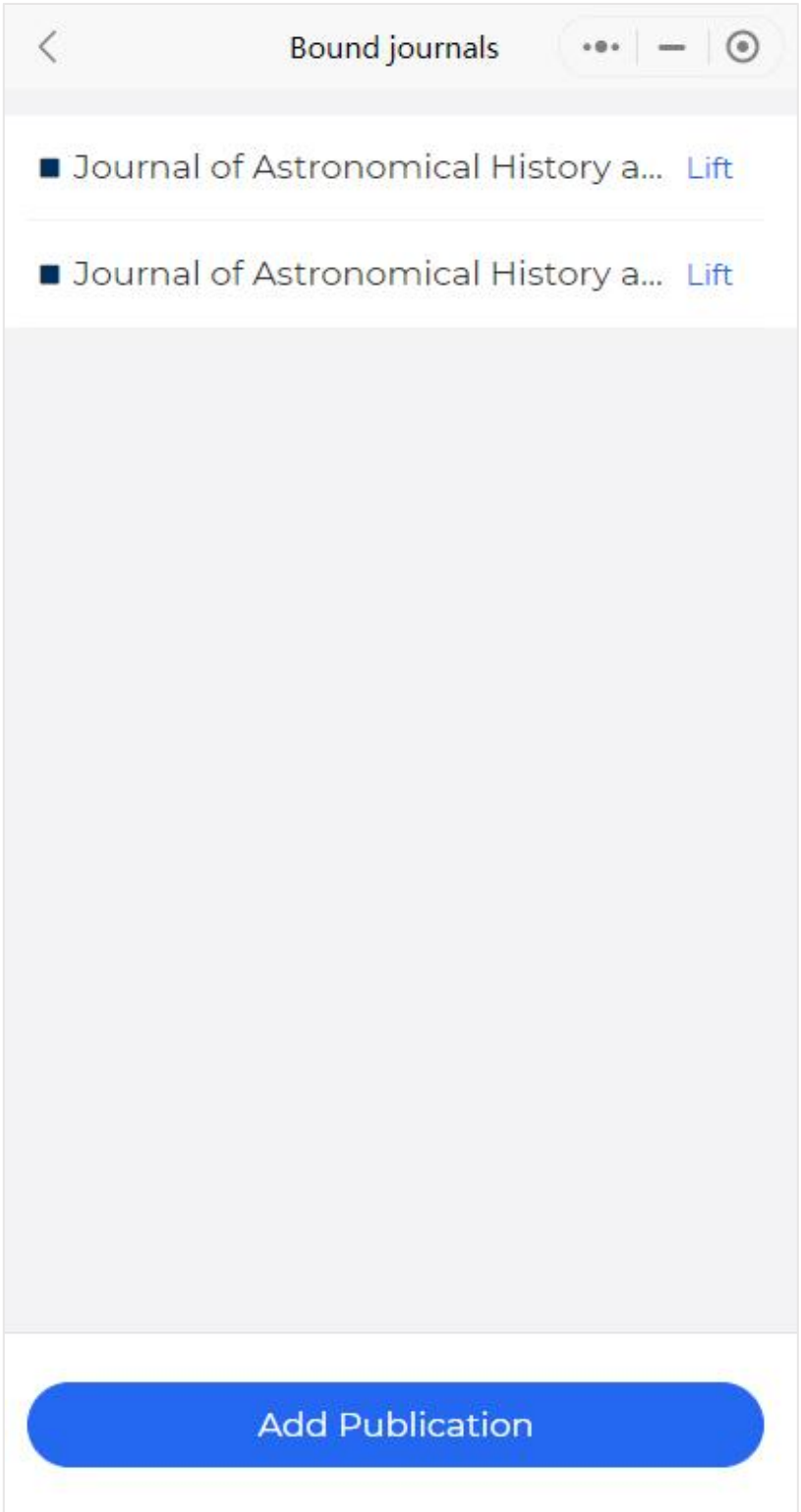


3.5 mine

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

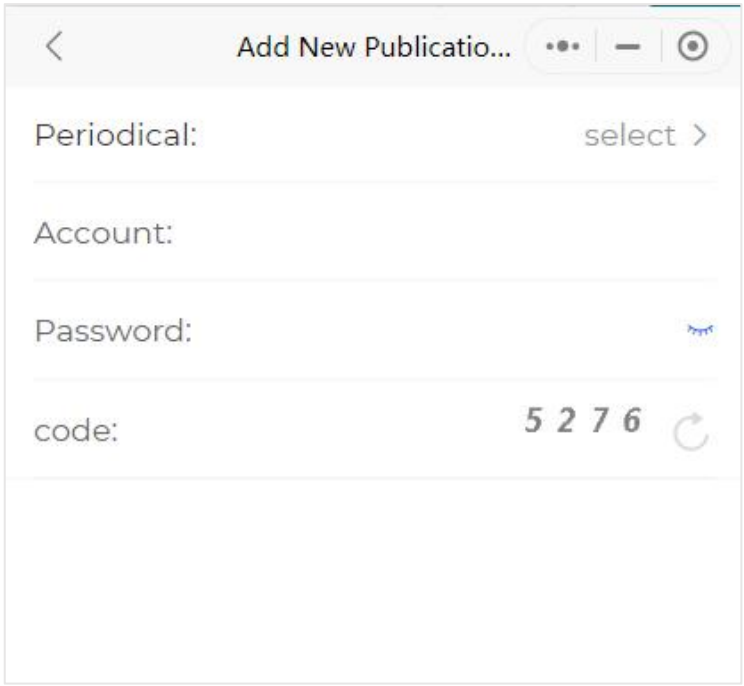


Displays a list of bound publications. The publication name in brackets is the account name of the bound publication.

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

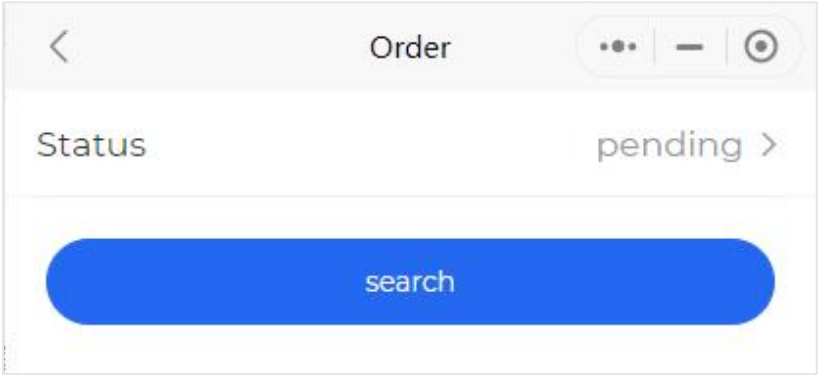
The user can click the cancel button to cancel the binding relationship.

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.



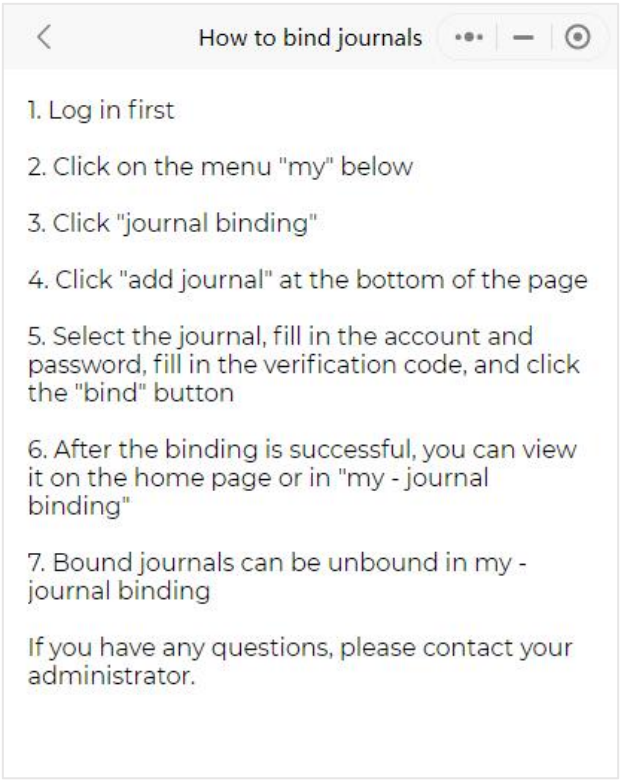
3.5.2To be paid

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



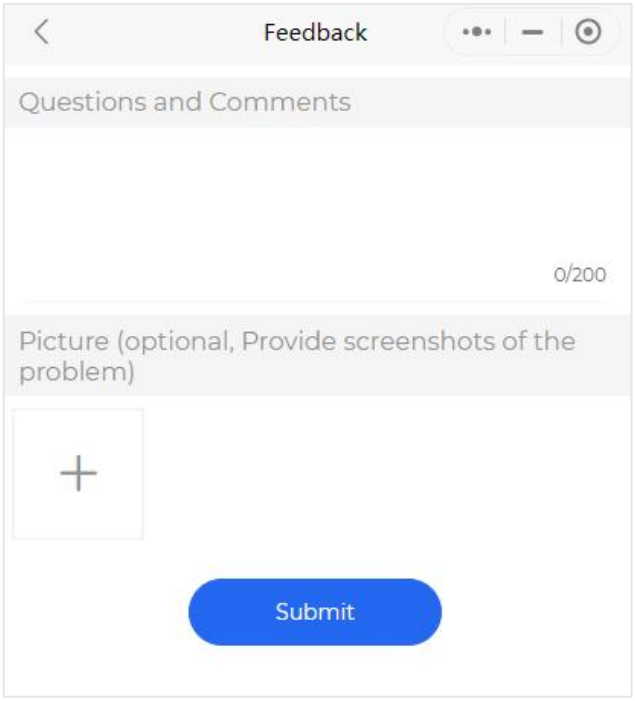
3.5.3help center

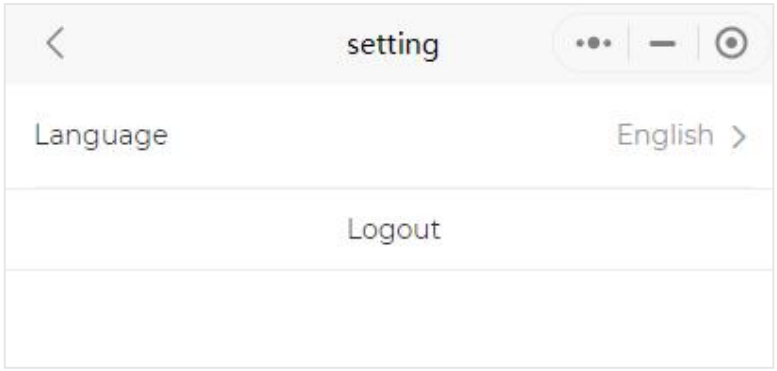
Click to view the instructions for using the applet .



3.5.4feedback

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.



3.5.5More settings

Click to make more settings.