Editor Roles

1. Invite peer-reviewers
2. Communicate with the peer-reviewers and the authors.
3. Make recommendations from the peer-reviewers comments and your own judgment.
4. Edit the accepted papers.
Account management: Log in

JCEF login menu is on https://jurnal.ugm.ac.id/jcef/login. You can input your Username & Password and click the Log In button.
Account management: Forgot Password?

If you don’t know your Username or Password, you can clicking **Forgot your password?** in the login side. Input your email address and click **Reset Password**. The system will immediately send a link to your email box, and let you set your new password.
Account management: Change/edit your Account Information

Once you have logged in, you can click the Edit My Profile link in the lower left side of the My Account menu to change your Name, Phone, or other account information.
Main menu

After logging in, the User Home page opens. You can see your role as **Editor**. There also active task, create issue and notify users on the right link. Click “**Editor**” to enter the Editor Home to manage the submissions, such as which one is usassigned, in review, in editing, or archives.
Dashboard

You can also find the manuscript from the Search bar
Submissions

Manuscripts (MS) awaiting for your management

The “figures” in red circle indicates that the numbers of the manuscript in that status.

Click the link to manuscript list of that status.
Clicking **Unassigned** will take you to the list of the unassigned Manuscript (MS), but you can also move to another MS status by clicking the navigation tab. Select the **MS title** to start management the MS.
Clicking **MS title** *(shown in the previous slide)* will take you to the present screen containing information about the MS summary (**Submission information**, **Editors**, **Status**, and **Metadata**). From here you can access links to all the manuscript files, details about the manuscript submission.
Assign the Manuscript

In the Editors, select the person who will take the manuscript for editing, you can select **Section Editor**, another **Editor**, or **yourself**. The Section Editor or Editor will then take the manuscript for further reviewing process.
Select the tab labeled **Review**, you can see the submission detail, **Peer Review** and **Editor Decision**, Click **Select Reviewer** to add the person who will review the manuscript.
Select the user to be the reviewer of the manuscript by clicking **Assign**. You can also **enroll an user** to become reviewer or **creating a new reviewer** user.
After select a reviewer, the user will appear in the Peer Review, click **Select Review Form** to begin select the form that will be used by the Reviewer to review the manuscript,
You can send an email to the Reviewer to ask them for reviewing the manuscript by clicking the icon on the Red Circle above.

Wait until the reviewer response and the reviewer send the review results.
Back to the Review tab, you can choose manuscript review result in the Editor Decision, notify the Author about the submissions, and view the versions of the manuscript from Review, Author, or Editor.
Editor Decision

There is four decision you can choose:

1. **Accept Submission**: The manuscript accepted without revisions
2. **Revisions Required**: The manuscript accepted after a revision
3. **Resubmit for Review**: The manuscript need a significant changed, to be accepted. There will be a second review process
4. **Decline Submissions**: The manuscript is rejected and cannot be published in the journal.
After the manuscript is accepted, you can choose Accept Submissions then record. The manuscript will move to Editing Process. You can click “Send to Copyediting” to send which version of the manuscript that will be used for Copyediting.
In Editing process, you can see **Submissions** detail, start **Copyediting**, **Scheduling** for publication, **Layout** configuration, and **Proofreading**,
In the Copyediting section, click “Initiate” to begin copyediting. In the Initial Copyedit there is the last manuscript version from review process you can download. Done with copyediting, you can upload the revisions version of the manuscript by clicking “Upload file to – Step 1” then click complete link from the first bar. The second step same as the first one, you ask to the author for copyedit and the step 3 is the last/final copyedit.
You can set the schedule where the manuscript will be published. Create issue menu is on the Editor Home page. 

**Back Issues**: The manuscript will be published into old issues

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