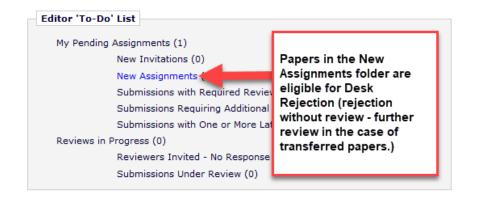
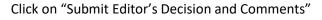
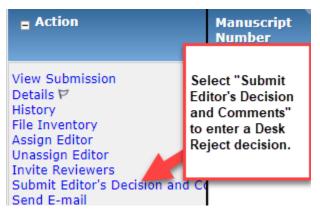
Quick Guide: How to Desk Reject a Paper

Log into your Editor Main Menu and go to New Assignments:







	Decision:	No Decision	-		
Cance	I) Save 8	No Decision Revise Accept with Minor Revision		Pro	pceed
Details P	History	Accept (Revised Papers Only) Reject PubStaff Use Desk Reject)	s 1 n	Send E-mail
Choose "Desk Reject" from the dropdown menu on this screen.					

	Decision: Desk Reject	-		
Att	Cancel Save & Submit Later Proof &	Print Proceed ers View Manuscript Rating		
	After entering your reasoning for desk rejection, scroll back up and press "Proceed."	mission Decision		

Decision: Desk Reject		
Confidential Comments to Editor		
Please give a frank account of the strengths and weaknesses of the article:		
Comments to Author	This screen allows you to preview the information from the previous screen.	
Include Reasoning for the Desk Rejection for the authors here.		
Editor Questions and Responses	You can click "Back" if you need to make any changes.	
Would you consider reviewing a revision of this work?	 Otherwise, press "Proceed" to continue. 	
Back Edit Decision	Print Proceed	

The next screen allows you to make sure everything appears as you want, and then press "Submit Decision with Draft Letter". The paper will then move to the Editorial Office, where we will take care of notifying the authors.

	Cancel Submit Decision with Draft Letter			
	Preview Letter Save ve	On this screen, you have a chance		
		to look at the full letter that will go out to the authors.		
Editor Decision:	Desk Reject	out to the authors.		
Modify Decision:	Desk Reject 🔍	Press "Submit Decision with Draft Letter" to complete your portion		
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