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Login/Password

If you need an account on the *Optimization and Engineering* editorial manager system, an account will be created for you when an editor selects you as a reviewer. You will receive an email with login details to your account.

If you forget your password, click "Forgotten Password" on the login page (Figure 1).

| Malana II + Mandar 1 + March 2014 | Please enter the | following | | | |
|---|------------------------------|---------------------|--------------------------------|-----------------------------------|--|
| Optimization and Engineering | Email: | Email | | | |
| A transmission with the first transmission of the transmission of | Password: | Password | | | |
| Nexteos V Samreda | | ≁ ⊒Login | C Register | Forgotten password | |
| () Springer | | | | | |
| Author tutorial | Note: If you are unsure whet | ner you already hav | /e an account, click 'Forgotte | n password' and enter your email. | |
| | | | | | |

Figure 1: Login page

Enter your email address and an email will be sent to you with a link to reset your password (Figure 2).

| Please enter the follo | owing | | | |
|----------------------------------|---|-----------------|------------|--|
| Email: | Email | | | |
| | Forgotten password | -D Login | C Register | |
| Note: You can change your curren | nt information after logging in by clicking | 'edit account'. | | |



To log in to the editorial manager system, visit <u>http://www.opte-journal.com</u> and click "Log in" (Figure 3).



Figure 3: Login

Enter your email address and password and click "Login" (Figure 4).

| Please enter the | following | | | |
|--------------------------|--|--|---|--|
| Email: | Email | | | |
| Password: | Password | | | |
| | +D Login | C Register | Forgotten password | |
| | | | | |
| e: If you are unsure whe | her you already hav | e an account, click 'Forgotte | n password' and enter your email. | |
| F | Please enter the Email: Password: e: If you are unsure whet | Please enter the following Email: Email Password: Password Togin e: If you are unsure whether you already have | Please enter the following Email: Email Password: Password C Register e: If you are unsure whether you already have an account, click 'Forgotte | Please enter the following Email: Email Password: Password C Register E Forgotten password e: If you are unsure whether you already have an account, click 'Forgotten password' and enter your email. |



After successfully logging in to the editorial manager system, the system will automatically identify you as a reviewer and redirect you to your respective homepage (Figure 5).

| main menu reviewer tutorial edit accou | Switch role to- | User: Reviewer2 Reviewer2 (reviewer2@gmail.com) You are logged in as reviewer (use the "Switch role to" button to change your role) |
|--|--------------------------|--|
| | New invitations (1) | |
| Optimization and Engineering | Manuscripts under review | |
| Tableton V Radovski | Completed reviews 💿 | |
| () Springer | Declined invitations () | |
| Author tutorial | | |
| Reviewer tutorial | | |

Figure 5: Reviewer home page

To submit or track the status of a submitted a manuscript, go to the main menu and select "Switch role to \rightarrow Author" (Figure 6). For more information regarding the submission of a new manuscript, click "Author tutorial" on the left-hand side of your homepage.

| main menu reviewer tutorial edit account Switch role to- logout | User: Reviewer2 Reviewer2@gmail.com) You are logged in as reviewer (use the "Switch right of button to change ovur role) |
|---|---|
| Reviewer | invitations () |
| Optimization and Engineering Manuscrip | ots under review 💿 |
| Compl | eted reviews 🕥 |
| Decline | ed invitations () |
| Author tutorial | |
| Reviewer tutorial | |



Your active role (author or reviewer) is found in the information presented in the upper right corner of the menu (Figure 7).

| main menu reviewer tutorial edit accour | nt Switch role to- logout |
|---|-------------------------------|
| and these read of | New invitations |
| Optimization and Engineering | Manuscripts under review 🗿 |
| Name and Annual Annua | Completed reviews (|
| l sever | Declined invitations (|
| Author tutorial | |
| Reviewer tutorial | |

User: Reviewer2 Reviewer2 (reviewer2@gmail.com) You are logged in as **reviewer** (use the "Switch role to" button to change your role)

Figure 7: Role information

Edit Account

To edit your account details, you must first log in to the editorial manager system at <u>http://www.opte-journal.com</u> and select "edit account" from the menu (Figure 8).

| Materia Ti Analas 1 - Mark (200 | New invitations |
|--|----------------------------|
| otimization and Engineering | Manuscripts under review 1 |
| America approximation a property Americano V Subvisioni | Completed reviews () |
| Byree | Declined invitations () |
| B Springer | Declined invitations (0) |

User: Reviewer2 Reviewer2 (reviewer2@gmail.com) You are logged in as reviewer (use the "Switch role to" button to change your role)

Figure 8: Edit account

On the next page, you can edit your account details and click "Update account" (Figure 9). All fields are required except for the ORCID iD. Note that you can also change the email address of your account.

| Please enter the | following | |
|--------------------|----------------------------|--|
| First name*: | Reviewer2 | |
| Last name*: | Reviewer2 | |
| Email*: | reviewer2@gmail.com | |
| Confirm Email*: | reviewer2@gmail.com | |
| Password*: | Password | |
| Confirm Password*: | Confirm Password | |
| Affiliation*: | Carnegie Mellon University | |
| ORCID ID: | ORCID | You can find your ORCID here or register here. |
| | C Update account | |
| | | |

Figure 9: Edit account

Accept/Decline Review Invitations

To see your review invitations, you must first log in to the editorial manager system at <u>http://www.opte-journal.com</u> and select "New invitations" from the main screen (Figure 10).

| Marine 70 Marchael 7 March 2007 | New invitations (1) |
|--|-----------------------------|
| imization and ngineering | Manuscripts under review () |
| Banarour generation generation and the second secon | Completed reviews Ø |
| E Springer | Declined invitations () |

User: Reviewer2 Reviewer2 (reviewer2@gmail.com) You are logged in as reviewer (use the "Switch role to" button to change your role)

Figure 10: Reviewer home page

On this page, you can view the submission, accept/decline review invitations, and email the editor who invited you (Figure 11).

| Title 🔶 | Corresponding author | Handling editor | Assignment date | Due date | Is this a revised manuscript? | Actions |
|--------------|-----------------------|--|--|--|---|---|
| Sample paper | John Doe | Aemath2 Aemath2 | December 20, 2017 | December 29, 2017 | No | A Y X B |
| | | | | | Previous | llext |
| | | | | | View submission | |
| | | | | | Accept invitation | |
| | | | | | Decline invita | tion |
| | Title Sample paper | Title Corresponding author Sample paper John Doe | Title Corresponding author Handling editor Sample paper John Doe Aemath2 Aemath2 | Title Corresponding author Handling editor Assignment date Sample paper John Doe Aemath2 Aemath2 December 20, 2017 | Title Corresponding author Handling editor Assignment date Due date Sample paper John Doe Aemath2 Aemath2 December 20, 2017 December 29, 2017 | Title Corresponding author Handling editor Assignment date Due date Is this a revised manuscript? Sample paper John Doe Aemath2 Aemath2 December 20, 2017 December 29, 2017 No Version Version Version Version Version Accept invitation Decling invite Version Version Version Version Accept invitation |



If you choose to decline a review invitation, please state the reason for declining and recommend other suitable reviewers for the manuscript (Figure 12).



Figure 12: Decline invitation

If you select to accept the review invitation, then the manuscript will move to the "Manuscripts under review" section of your home page (Figure 10).

Note that you can also view a submission, accept/decline to review it, and submit your recommendation from the related links included in the invitation sent by the associate editor that invited you.

Submit Review/Invite Subreviewers

To submit a review for a manuscript, you must first log in to the editorial manager system at <u>http://www.opte-journal.com</u> and select "Manuscripts under review" from the main screen (Figure 10). On this page, you can view the submission, submit your review (i.e. reject, accept with minor revisions, accept with major revisions, or accept as is), email the handling editor, or invite subreviewers to assist you in the review process (Figure 13).



Figure 13: Manuscripts under review

To invite subreviewers to assist you in the review process, click on the triangle icon in the "Actions" column (Figure 13). On this page, enter the information of the subreviewers you wish to invite (Figure 14).

| gned subreviewers to n | nanuscript | | | | | | × | | |
|-----------------------------|--------------|-------------|-----------|-------------------|----------|-----|----------|---------|----|
| Show 10 v entries | · | | | | | s | earch: | | |
| First name | Last name | Affiliation | Email 🕴 | Assignment date | Due date | ÷ s | status 🕴 | Actions | |
| | | | No data a | vailable in table | | | | | |
| Showing 0 to 0 of 0 entries | | | | | | | Pre | vious | Ne |
| e new subreviewer | | | | | | | | | |
| First name: | First name | | | | | | | | |
| Last name: | Last name | | | | | | | | |
| Email: | Email | | | | | | | | |
| | A ((1)) - (1 | | | | | | | | |

| Affiliation: | Affiliation | |
|--------------|-------------|--|
| Due date: | ηη/ψ/εεεε | |
| | C Add | |
| | | |

Figure 14: Assign subreviewers

The assigned subreviewers are displayed in the first table shown in Figure 15. On this page, you can delete the subreviewer, change the review due date, or email the subreviewer.

| First 🔺 name | Last name | Affiliation | ¢ Email | Assignment date | Due date | Status | Action |
|-----------------|--------------|-------------------------------|---------------------|----------------------|----------------------|------------------------------|--------|
| Reviewer6 | Reviewer6 | Carnegie Mellon University | reviewer6@gmail.com | December 20, 2017 | February 03, 2018 | Invited in December 20, 2017 | × 🕜 🗹 |

Figure 15: Assigned subreviewers

Once the subreviewers submit their review, you will see their review on the same page (Figure 16).

| | First 🔺 | Last name | Affiliation | E mail ∲ | Assignment date | Due date | Status | Actio |
|---|-----------|--------------|-------------------------------|---------------------|----------------------|----------------------|--|-------|
| - | Reviewer6 | Reviewer6 | Carnegie Mellon University | reviewer6@gmail.com | December 20, 2017 | February 03, 2018 | Review sent in December 20, 2017 See review. | |

Figure 16: Complete assignments by subreviewers

To display the review of the subreviewer, select "View review" in the "Status" column (Figure 17).

Recommendation: Accept after minor revisions



Figure 17: Display subreviewer's review

When you are ready to submit your review, select one of the four icons (reject submission, accept submission after minor revisions, accept submission after major revisions, or accept submission as is) in the "Manuscripts under review" section of the reviewer homepage (Figure 13). On this page, you can upload a single PDF file and/or fill out the review text box, as well as include confidential comments (not seen by authors) for the handling editor (Figure 18).



Figure 18: Submit review

Select "Completed reviews" from the reviewer's homepage (Figure 10) to view your complete assignments (Figure 19).

| Manuscript number | Title 🔶 | Corresponding author | Handling editor | Assignment date | Is this a revised manuscript? | Review sent date | Actions |
|-------------------|--------------|----------------------|-----------------|-------------------|-------------------------------|-------------------|-------------|
| OPTE-2017-1 | Paper 1 | John Doe | Aemath1 Aemath1 | December 13, 2017 | No | December 13, 2017 | // • |
| OPTE-2017-4 | Paper 4 | John Doe | Aemath1 Aemath1 | December 13, 2017 | No | December 13, 2017 | # • |
| OPTE-2017-8 | Sample paper | John Doe | Aemath2 Aemath2 | December 20, 2017 | No | December 20, 2017 | # • |

Figure 19: Completed assignments

Select the "Declined invitations" section of the reviewer's homepage (Figure 10) to view your complete assignments (Figure 20).

| Decli | ned invitations | | | | | | |
|-------|-----------------------------|--------------|----------------------|-------------------|-------------------|--------------------------------|--------------------------|
| | Show 10 • entries | Search: | | | | | |
| | Manuscript number 🔺 | Title 🔶 | Corresponding author | Handling editor 👙 | Invitation date | Was this a revised manuscript? | Declined invitation date |
| | OPTE-2017-8 | Sample paper | John Doe | Aemath2 Aemath2 | December 20, 2017 | No | December 20, 2017 |
| | Showing 1 to 1 of 1 entries | | | | | | Previous 1 Next |

Figure 20: Declined invitations

Subreviewer

If you receive an invitation to assist a reviewer with his/her review, you will see an additional section in the reviewer's homepage (Figure 21).

| main menu reviewer tutorial edit acc | count Switch role to- | User: Reviewer6 Reviewer6 (reviewer6@gmail.com) You are logged in as reviewer (use the "Switch role to" button to change your role) |
|--|------------------------------|--|
| | Invitations as subreviewer (| |
| Optimization and Engineering | New invitations 💿 | |
| Namber V Salvede | Manuscripts under review () | |
| S Springer | Completed reviews () | |
| Author tutorial Reviewer tutorial | Declined invitations | |
| | | |

Figure 21: Subreviewer home page

On this page, you can view the invitations and your previous reviews as a subreviewer. For each invitation, you can view the submission, accept/decline the invitation, or email the reviewer who invited you (Figure 22).

| Manuscript number OPTE-2017-8 | Title 0 | Corresponding author | | | Show 10 v entries Search: | | | | | | | |
|--------------------------------|--------------|----------------------|---------------------|-------------------|---------------------------|--|--------|--|--|--|--|--|
| OPTE-2017-8 | | | Reviewer | Assignment date | Due date | Status | Action | | | | | |
| | Sample paper | John Doe | Reviewer3 Reviewer3 | December 20, 2017 | February 03, 2018 | Invited to subreview this manuscript | A Y | | | | | |
| normny i to i of l'effulies | | | | | | Previous 1 View submission Accept invitation | | | | | | |
| | | | | | | Decline invitation | | | | | | |



After accepting an invitation, you will see additional options for each accepted invitation (i.e., view the submission, submit your review, reject submission, accept submission after minor revisions, accept submission after major revisions, accept submission as is, or email the reviewer who invited you) (Figure 23).



Figure 23: Actions after accepting an invitation

When ready to submit your review (Figure 23), you can select one of the four icons (reject submission, accept submission after minor revisions, accept submission after major revisions, or accept submission as is). On this page, you can upload a single PDF file and/or fill out the review text box, as well as include confidential comments (not seen by authors) to the reviewer who invited you (Figure 24).



Figure 24: Submit review

After submitting your review, you will still be able to see the manuscript and your review (Figure 25). To see your review, click the eye icon in the "Actions" column (Figure 26).

| Invita | witations as subreviewer | | | | | | | | | | | |
|--------|-----------------------------|--------------|----------------------|---------------------|-------------------|-------------------|----------------------|---------|--|--|--|--|
| | Show 10 v entries Sea | | | | | | | | | | | |
| | Manuscript number | Title 🕴 | Corresponding author | Reviewer | Assignment date | Due date | Status | Actions | | | | |
| | OPTE-2017-8 | Sample paper | John Doe | Reviewer3 Reviewer3 | December 20, 2017 | February 03, 2018 | Completed assignment | ř 💿 | | | | |
| | Showing 1 to 1 of 1 entries | | | | · | | Previous 1 | Next | | | | |

Figure 25: Complete assignment

Recommendation: Accept after minor revisions



Figure 26: Display review