

Information for Guest Editors

CHIMIA is using a content management system for submission and administration of articles.

- Please create an account at <https://ojs.chimia.ch/index.php/chimia>
- On the home page, click on 'Register' at the top right of the page and fill in the registration form as instructed.
- After registration, you will appear initially as an author. Please inform the Editor-in-Chief Prof. Catherine E. Housecroft (catherine.housecroft@unibas.ch) or the Technical Editor Gillian Harvey (chimia.tr@bluewin.ch) and they will assign you a role as Guest Editor. Subsequently, when you log-in, you will have access to submissions from your invited authors so that you can arrange for reviews, revisions, etc.
- When you log-in as a Guest Editor, you will be presented with the 'Submissions' page.
- At the top left, there is an item 'Tasks'. This will give you an instant indication of any submissions from your invited authors waiting for you.
- On the left-side bar, please click on the item 'Submissions'
- This is where submissions of your invited authors will be listed. You will also receive email notification upon submission asking you to arrange for the article to be reviewed.
- To the right of the article title will appear a flag with the task to be performed, *i.e.* in your case, arrange for the article to be reviewed.
- The article can be reviewed by someone from the list of potential reviewers available on the site. If someone is registered as an author only, we can flag them as a reviewer. They also have the option to decline.
- You can also contact a potential reviewer and ask them to register on OJS/Chimia.
- Proceed to the 'Review' page and enter the name of the reviewer. The reviewer will receive an email inviting them to review a specific article within a timeframe. The email invitation to reviewers will contain a special URL that takes them directly to the review page for the submission.
- The reviewer can post their decision on the website and the author will be informed of any required changes.
- The author can subsequently upload the revised manuscript at 'Revisions'.
- There is also the option 'Review Discussions' where you can correspond with the reviewer and author.
- Alternatively, you can retrieve the Word file of your invited author by clicking on the title and arrange for a review outside of the system. However, you must proceed to the 'Review' page in order for the author to upload a revision. There will be a message 'Waiting for reviewers to be assigned', which can be ignored.
- After a positive review, you can flag the article as 'accepted', and an automatic email will be sent to the authors to inform them. The author(s) will receive a 'Publishing Agreement' setting out the Open Access licence and the copyright conditions for their article.
- The manuscript will proceed to copyediting. Your job is now done!
- If the submission does not need to be reviewed, if it is a personal account, it can be accepted without review (right-hand button) and the submission will proceed to Copyediting.