

Marshall Journal of Medicine

Associate Editor

Workflow & Instruction Manual

Prepared by Nancy Webb

November 16, 2015

Step 1: Go to Marshall Journal of Medicine homepage:
<http://mds.marshall.edu/mjm/> . Log in to “My Account”

The screenshot shows the Marshall Journal of Medicine homepage. The browser address bar displays the URL: http://mds.marshall.edu/cgi/login.cgi?return_to=http%3A%2F%2Fmds.marshall.edu%2Fcgi%2Fmyaccount.cgi%3Fcontext%3Dmjmm&context=mjm. The page features a green header with the Marshall University logo and the text "MARSHALL JOURNAL OF MEDICINE" and "Serving the Mountain State, Appalachia and Beyond". Below the header is a navigation bar with "Marshall Digital Scholar" and "My Account" (highlighted with a yellow arrow). The main content area includes a sidebar with links like "Journal Home", "About This Journal", and "Submit Article". The central area contains a "Login" form with fields for "Email address:" and "Password:", a "Remember me" checkbox, and a "Login" button. To the right is a "Create new account" section with a "Sign up" button. At the bottom, there is a "Select an issue:" dropdown menu set to "All Issues" and a "Search" field.

Step 2: From “My Account” screen, select “Associate Editor Assignments”.

The screenshot shows a web browser window displaying the 'My Account' page of the Marshall Journal of Medicine. The browser's address bar shows the URL: <http://demo.marshall.bepress.com/cgi/myaccount.cgi?context=mjm>. The page header includes the journal's name and logo, and a navigation menu with 'Marshall Digital Scholar', 'About', 'FAQ', and 'My Account'. The main content area is titled 'My Account' and features a 'Log Out' button. Below this, the user's name 'NANCY WEBB <NWEBB@MARSHALL.EDU>' is displayed, along with an 'ACCOUNT SETTINGS' link. A table of account settings follows, with links for 'Edit Profile' and 'Research Alerts'. Under the 'DASHBOARD TOOLS' section, there are links for 'Author Dashboard' and 'Follow Management'. The 'EDITOR TOOLS' section for the 'MARSHALL JOURNAL OF MEDICINE' includes links for 'Manage Submissions', 'Upload', 'Reports', 'Configuration', 'Mailings', and 'Associate Editor Assignments'. A yellow arrow points to the 'Associate Editor Assignments' link. At the bottom of the page, the text 'MARSHALL JOURNAL OF MEDICINE' and 'ARTICLES' are visible.

Home > MJM

My Account

[Log Out](#)

NANCY WEBB <NWEBB@MARSHALL.EDU> [ACCOUNT SETTINGS](#)

Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences

DASHBOARD TOOLS

Author Dashboard	
Follow Management	

MARSHALL JOURNAL OF MEDICINE

[EDITOR TOOLS](#)

Manage Submissions	Access tools to manage submissions and editorial function
Upload	Upload new submissions
Reports	View readership statistics
Configuration	Add/remove editor privileges and other system setting changes
Mailings	View Subscribers, add to mailing lists, announce papers
Associate Editor Assignments	View manuscripts and suggest reviewers

MARSHALL JOURNAL OF MEDICINE [ARTICLES](#)

Step 3: From the associate editor interface, you can see a list of manuscripts currently assigned to you. Select the title of the manuscript to target it.

Marshall Journal of Medicine
Associate Editor Assignments for Nancy Webb

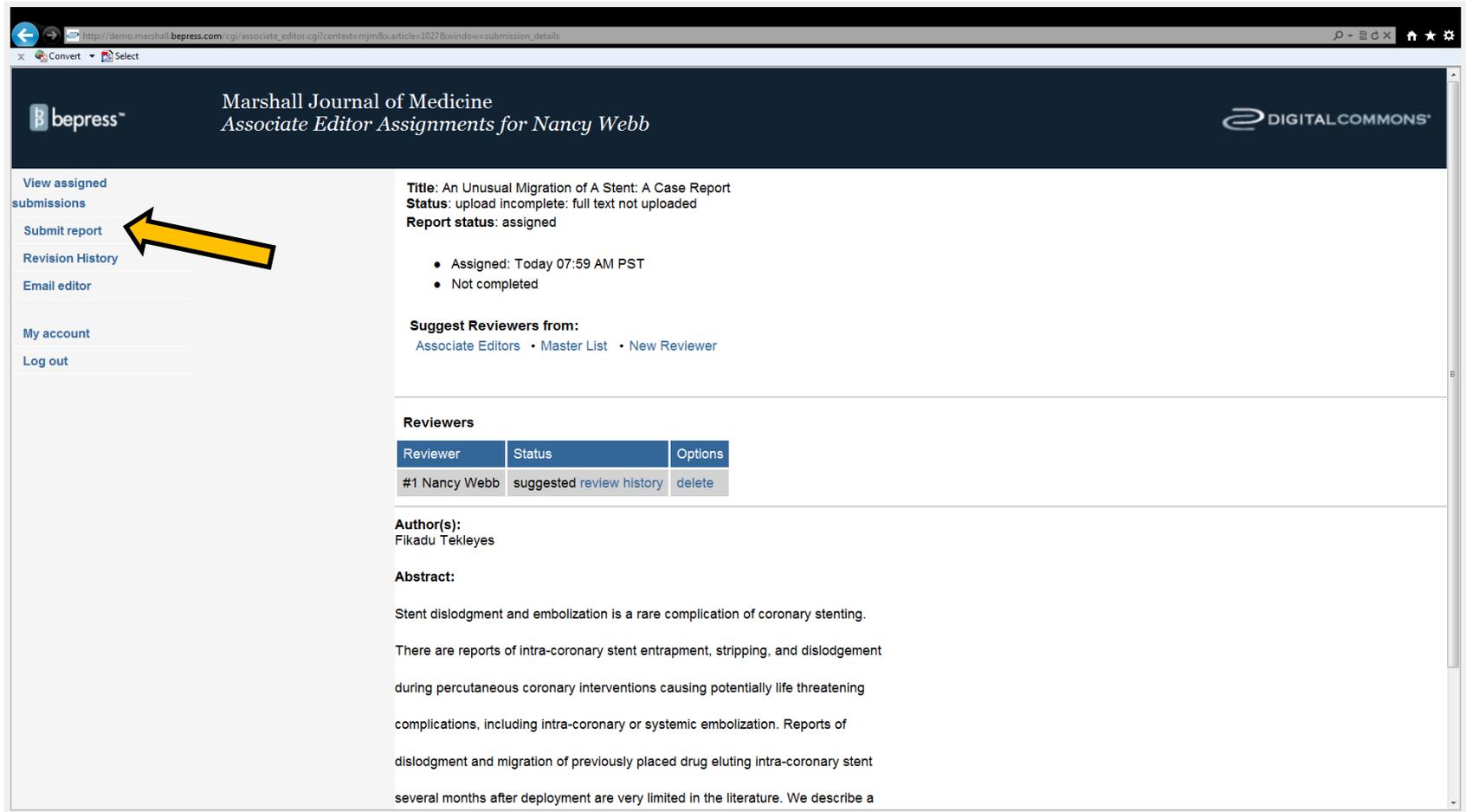
Email editor: The following submissions have been assigned to you as an Associate Editor. Click the title to work with a submission.

My account

Log out

Author	Title	ID	Submission Status	Report Status	Editor	Reviewers : Status	Decision Due
Fikadu Tekle	An Unusual Migration of A Stent: A Case Report	1027	upload incomplete: full text not uploaded	assigned	Webb		no time limit
Ahmad Nusar	Interrater Variability in Identifying Ventilator Associated Pneumonia Using Six Different Definitions	1015	Published on Tue Sep 15 2015	assigned	Administrator		made in 16723 days

Step 4: Next, you'll see a manuscript details page about that particular selection, and you can also take action on this submission from this page. Use the "Submit Report" button to submit your review.



The screenshot shows a web browser window displaying the Marshall Journal of Medicine submission details page. The page header includes the journal name and the Digital Commons logo. The left sidebar contains navigation links: 'View assigned submissions', 'Submit report', 'Revision History', 'Email editor', 'My account', and 'Log out'. A yellow arrow points to the 'Submit report' link. The main content area displays the following information:

Title: An Unusual Migration of A Stent: A Case Report
Status: upload incomplete: full text not uploaded
Report status: assigned

- Assigned: Today 07:59 AM PST
- Not completed

Suggest Reviewers from:
[Associate Editors](#) • [Master List](#) • [New Reviewer](#)

Reviewers

Reviewer	Status	Options
#1 Nancy Webb	suggested	review history delete

Author(s):
Fikadu Tekleyes

Abstract:

Stent dislodgment and embolization is a rare complication of coronary stenting. There are reports of intra-coronary stent entrapment, stripping, and dislodgement during percutaneous coronary interventions causing potentially life threatening complications, including intra-coronary or systemic embolization. Reports of dislodgment and migration of previously placed drug eluting intra-coronary stent several months after deployment are very limited in the literature. We describe a

Step 5: When submitting your report, you are asked for the referee report in the top section. You can attach an optional cover letter in the bottom section, then be sure to scroll down to the bottom and click “Submit Report”.

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Select an issue:
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in this journal
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ISSN: 2379-9536

Home > MJM

Submit your report for "An Unusual Migration of A Stent: A Case Report"

Reports may be submitted as plain text, PDF, Microsoft Word or RTF files. Use the plain text option only if your report has no special fonts, equations, figures or necessary formatting.
Microsoft Word and RTF files will be converted to PDF files for the authors' convenience, and all identifying references will be removed.

Option 1: Submit your report as a Word or RTF file
Browse...

Option 2: Submit your report as a PDF file
Browse...

Option 3: Submit your report as plain text

Copy the text of your report from your word processor and paste it into the text box above. Symbols or font changes may not come through correctly with plain text, so please check your report before submitting it, and use another option on this form if necessary to retain formatting.

Cover Letter

Please provide a *confidential* cover letter that only editors can read, even if your report is shared with the author(s). Your cover letter may be uploaded as a file (Word, Text or PDF files only, please), or pasted into the text area below.
Click the button below to locate the cover letter on your computer.

Within your cover letter, please note if you are qualified to judge the appropriateness and implementation of the statistical techniques used in the manuscript. If you are not qualified to judge the appropriateness and/or implementation of the statistical techniques used in the manuscript, and your review does not address these, you may recommend the manuscript be seen by an independent statistical reviewer.

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&
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