

Microbiology Spectrum

New Editors Meeting

May 22, 2023



AMERICAN
SOCIETY FOR
MICROBIOLOGY



ASM Staff

Initial Evaluation, Peer Review, Revision

Anand Balasubramani – Journal Development Editor

Adrianna Borgia – Managing Editor

Jess Kanotz – Assistant Managing Editor

Joe Schwartz – Assistant Managing Editor

Melinda Liles – Editorial Associate

After the paper is Accepted:

Becky Zwadyk – Production Editor

Journal Inbox:

spectrum@asmusa.org



Microbiology Spectrum: Aims and Scope

Microbiology Spectrum is a new open-access journal that publishes research across the entire range of basic, clinical and applied microbiology. **Rather than making subjective evaluations of potential impact, *Spectrum* publishes research studies that are of high technical quality and are useful to the community.**

“Similar to other (ASM) journals, *Microbiology Spectrum* will expect that manuscripts clearly describe the study’s rationale, design, methods, results, and interpretation, including limitations, with clear and concise writing.”

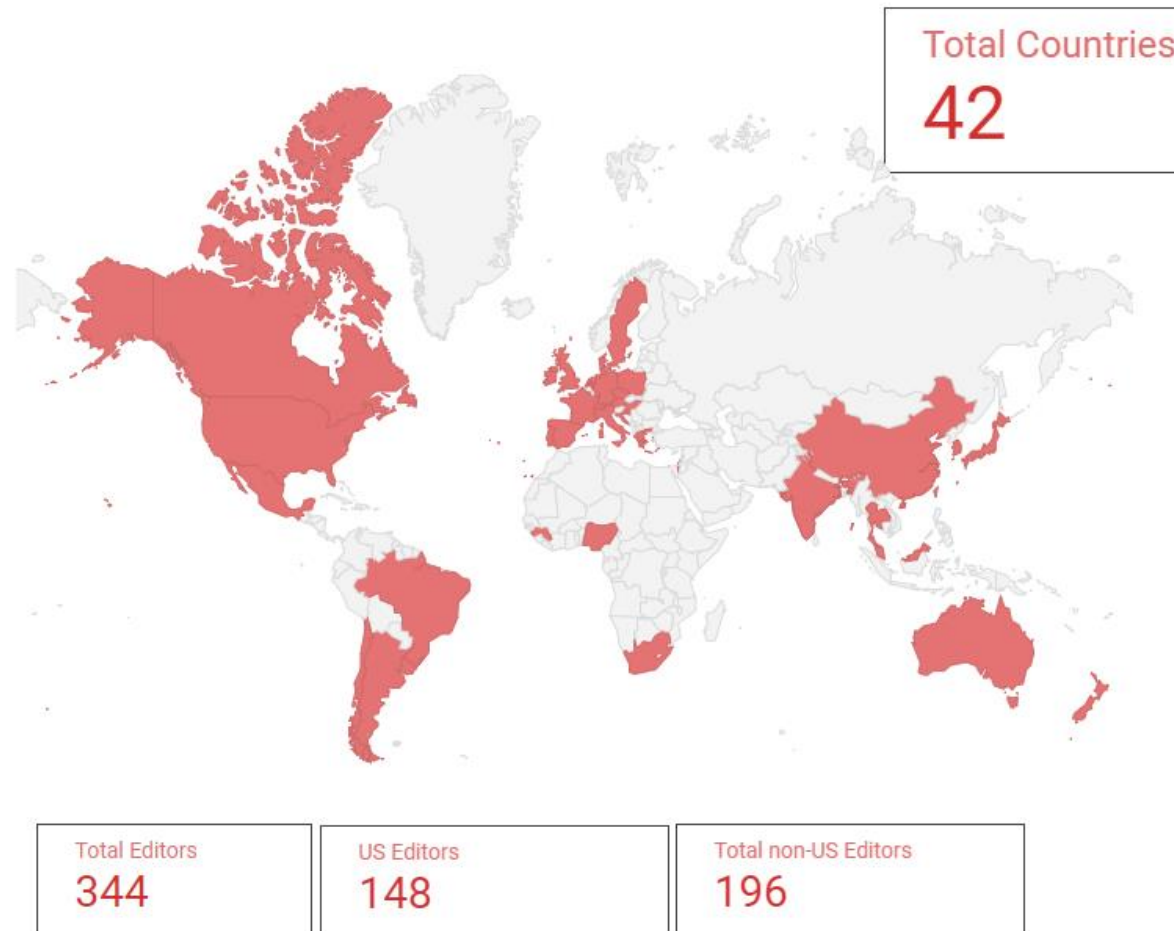
“*Microbiology Spectrum* will publish all types of reports that document rigorous work. These include replication studies that provide additional support for findings, as well as negative results that reject a study hypothesis.”

Article Types:

- Research Articles
- Resource Reports
- Methods and Protocols
- Observations
- New Data Letters
- Letters to the Editor
- Editorials
& Commentaries



Open Board at *Microbiology Spectrum*



We have received almost 2000 applications from 89 distinct countries!

Key Highlights:

- Over 50% of our Editors are based outside the US (we are an American Society).
- **US-based Editors: Less than 50% identify as White.** We have very good representation from historically underrepresented groups.
- Considerable representation from early career microbiologists.
- Near gender parity



Editor Role & Responsibilities

- Handle the peer review of manuscripts
 - Make initial & final decisions on manuscripts
 - Invite reviewers for manuscripts
 - Manage revisions
- Can have up to 5 active assignments at a time (not including revisions)
- Timelines
 - Send editorial rejection decisions to authors within 4-5 days
 - Post peer review decisions within 30 days from the day of submission
- Editors are renewed every three years. Editors serve a maximum of nine consecutive years.
- All ASM members get a discount when publishing in ASM journals. **Editors at Spectrum can publish one free article in ANY ASM journal per term (3 years) — no page charges or APCs for this article.**



Manuscript Assignment

Accept if

- you have time to handle the submission
- the submission is within your expertise (or if you feel comfortable enough finding reviewers with expertise that can complement your own)

Decline If

- you are already busy with your current assignments, have commitments outside of the journal, or plan on going on vacation in the next week.
- you have a real or perceived conflict of interest, in particular when:
 - the author is at your research organization or university
 - the author is a recent (less than 5 years) close collaborator or trainee
 - the author is a family member or a close personal friend
 - you, your immediate family, or a close professional associate has a financial or vested interest in the result
- you previously handled or reviewed the manuscript at another journal

Please Accept or Decline editor invitations **as soon as possible**, using the link in the invitation email. Notify us of any COIs with authors of accepted assignments immediately (we will reassign).

Add any **unavailability dates** into the system and let staff know when you'll be out for a long-term absence (2 months or more)



Peer Review Best Practices

- Please **regularly** log into your eJP account to monitor your assignments.
- Aim to use **2 reviewers** for manuscripts sent to review. We do not wish to overburden our reviewer pool by assigning them unnecessarily.
- **Carefully read the reviewer comments** to ensure they are appropriate & making edits if needed before sending to the author.
- Please **limit rounds of peer review** to give a better experience to our authors and our reviewers. Try to make final decisions on revised manuscripts without further external peer review when possible.
- Bring any ethical concerns to the Editor-in-Chief and Spectrum staff ASAP. Do not bring these to authors without checking first.



Submission Types: No special handling

- *Direct Submissions* (no sticky)
- *Transfer. Editorial Rejection* = rejected without review (no sticky)

Decisions on these submission types:

1. Editorial Reject (Reject without review)
2. Following Review: Modifications –or– Reject: No Resubmission



Submission Types: Special Handling

****Goal is to *avoid* additional peer review****

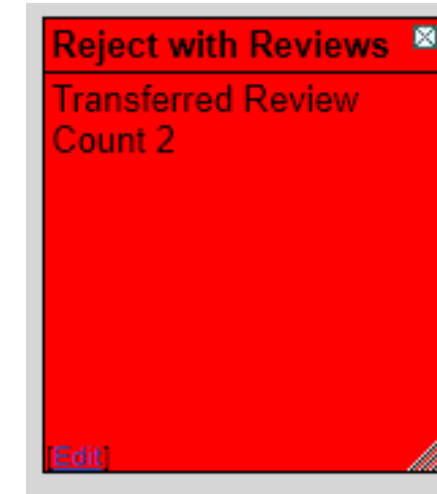
Transfer: Reject with Reviews (red sticky)

Decision types for these:

1. Accept as is
2. Request modifications – please specify
3. Reject – please explain rationale

Transfer: Accept on Behalf (green sticky)

- Anand will usually handle as Sr. Editor
- Generally Accept as is or Accept after modification



Tasks tab – your go-to for getting things done

The most common items you will need:

- Assign/Contact Reviewers
- Start your Decision
- Open Consultation Session
 - Use this to contact your Senior Editor or to contact Staff for manuscript-specific questions
- Extend Review or Revision due dates (only if requested, please!)

Details Files **Tasks**

There are action items pending. Please click on the links next to the arrow

Manuscript Workflow Tasks

- ▶ [Assign/Contact Potential Reviewers](#)
- ▶ [Contact Potential Reviewers \(1 agreed / 3 desired\)](#)
- ▶ [Editor Decision \(1 submitted / 1 agreed / 3 desired\)](#)

More Manuscript Info and Tools

- [View/Add Staff Notes \(9\)](#)
- [Send Manuscript Correspondence](#)
- [Send Manuscript Correspondence with Template](#)
- [Decision Summary](#)
- [Open Consultation Session](#) ←

Advanced Manuscript Tasks

- [Extend Review Deadline](#)
- [Replace Editor](#)
- [Replace Reviewer](#)
- [Modify Review](#)
- [Renumber Reviewers](#)
- [Withdraw Manuscript](#)



Assigning Reviewers

lished papers relevant to SARS-CoV-2 will be free to read and available for text and data mining via PubMed Central. Our global scientific community is impacted daily by the pandemic and this may lead to some delays in editorial decisions. Please contact the journal office if you have questions.

22 | Dragomira Majhen | Waiting for Potential Reviewer Assignment | Human adenovirus type 26 infection mediated by α

Advanced Search | Search Results | Add Reviewer | Reviewer List | Manuscript Details | Manuscript Files

Search term or a combination of terms. Terms on the same line (no comma) connected with the "and" operator. Enter any word that may appear in a title. Search results will include everyone who has that word anywhere in their name. "Davis" will yield people with the last name Davis and people at UC

Click on the "Advanced Search" link for more information on search syntax.

Advanced Search

Search Results

Add Reviewer

Reviewers

Manuscript Details

Manuscript Files

Quick Search Links

- [Suggested Reviewers to Include](#)
- [Google Scholar Keyword Search](#)
- [Pubmed Keyword Search](#)
- [Search by Research Area](#)
- [Search Reviewers Sorted by Related Manuscripts](#)
- [Search By Keyword](#)
- [Search by Score](#)

Saved Searches

No saved searches.

[Save Search Criteria](#)

Advanced Search

Search Results

Add Reviewer

Reviewers

Manuscript Details

Manuscript Files

Reviewing Editors Program

- Our Reviewing Editor Program is a mentoring program designed to help early career microbiologists. Reviewing Editors are committed to reviewing ~2 manuscripts per month for Spectrum, and a maximum of 24 per year.
- **1 review** for any paper can be provided by a Reviewing Editor
- Tagged and searchable in eJP (on the website as well).
- Please make sure to rate reviews!

Select	Name	Past 12 mo	Organization	Average Duration	Conflicts	Notes	Last Review Date	Current Workload
<input type="checkbox"/>	-BOARD Search Medline	1 cmp/0 decl/0 canc		15				0 inv/0 pnd

Reviewer Rankings

Name	Role	Ranking	Additional Ranking Notes
	Reviewer #1	Please Select ▾	
	Reviewer #2	Please Select ▾	

Revisions

- Revised manuscripts are automatically assigned to the original Editor.
- Previous reviewers are **not** automatically invited
- Where possible, please make final decisions on revised manuscripts *without* further peer review
- Decisions:
 - Accept
 - Modifications
 - Reject: No Resubmission



Decision letters

For Editorial Rejection decisions (reject without review) for out-of-scope papers (due to the subject area or article type) please use the "**out of scope**" template in the drop down.

For Modification decisions, if further language editing is needed, there is a snippet that you can use.



Template Letter:

Please select...
Please select...
Editorial Reject (Reject without review)
Out of Scope - Editorial Reject (Reject without review)

Decision Letter

[Regenerate with selected comments](#)
Warning - clicking 'Regenerate with selected comments' will recreate the letter from the template and any manual changes will be lost.

To: [Redacted]
From: [Redacted]
CC: [Redacted]
BCC: [Redacted]
Subject: Spectrum [Redacted] Decision Letter

April 8, 2022

[Redacted]

[Redacted]

Dear [Redacted]

Thank you for submitting your manuscript to Microbiology Spectrum. When submitting the revised version of your paper, please provide (1) point-by-point responses to the issues raised by the reviewers as file type "Response to Reviewers," not in your cover letter, and (2) a PDF file that indicates the changes from the original submission (by highlighting or underlining the changes) as file type "Marked Up Manuscript - For Review Only". Please use this link to submit your revised manuscript - we strongly recommend that you submit your paper within the next 60 days or reach out to me. Detailed instructions on submitting your revised paper are below.

[Edit Snippets](#)

Filter Snippets By Role

- All
- Personal
- Production Staff
- Editor-in-Chief
- Senior Editor
- Editor

[Hide Snippets](#)

Attachments

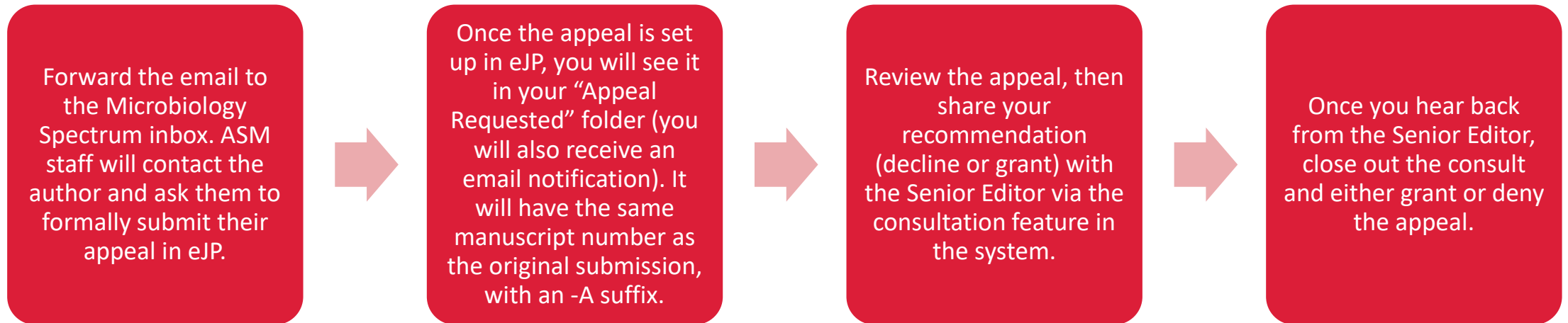
To Accept or to NOT Accept

YES, you may accept	NO, please return for modification
Minor typos or awkward language in the text	Major language problems that render meaning unclear
Missing data availability statement (BUT note the lack in the decision form)	Missing figures or supplemental files
References are not formatted in ASM style	Large numbers of missing references that would need to be added



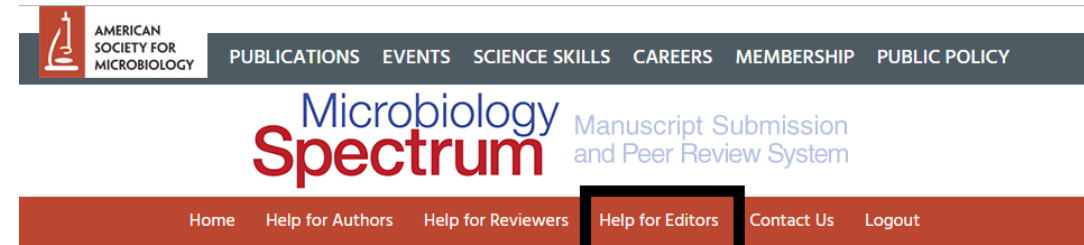
Appeals

Rejected articles **cannot** be resubmitted, but authors can request an appeal. If you receive an appeal request from an author via email, please take the following steps:



New Editor Assistance

- Please consult with the Senior Editor for the first 4-5 papers, prior to making decision (**via Consultation Session in eJP**).
- Join **Slack** to find answers to some commonly-asked questions, and to ask any that come up for you. Journal updates will also be posted here.
- Contact staff at spectrum@asmusa.org with any questions. Please provide manuscript number where applicable.
- Editor's Portal website accessible via eJP!



AMERICAN SOCIETY FOR MICROBIOLOGY

PUBLICATIONS EVENTS SCIENCE SKILLS CAREERS MEMBERSHIP PUBLIC POLICY

Microbiology Spectrum Manuscript Submission and Peer Review System

Home Help for Authors Help for Reviewers **Help for Editors** Contact Us Logout

Effective 1 December 2022, ASM's submission and peer review sites have new password strength requirements to facilitate increased system security. Passwords require at least 8 characters and need to contain at least one capital letter, one digit, and one special (non-alphanumeric) character. Users with existing passwords that do not meet the new requirements will be prompted to change their passwords when logging in to the ASM submission and peer review sites.

Editor Instructions

This page contains some brief guidelines on the peer review process for *Microbiology Spectrum* and what steps to take within the system. For a comprehensive guide for Editors, please visit our [Editors Portal website](#), which contains step-by-step instructions, FAQs, and videos. A few key pages to visit are:

- [Manuscript Assignment](#) (Overview of the assignment process, responding to invitations, and marking unavailability dates)
- [Initial Evaluation](#) (What to look for in your initial evaluation and deciding whether to send a manuscript out to review)
- [Finding and Assigning Reviewers](#) (Step-by-step instructions on how to search for and invite reviewers in the system)
- [Decisions](#) (Timeline, criteria, and steps for making initial and final decisions)
- [Revisions](#) (How to handle revised manuscripts)
- [Letters to the Editor](#) (How to handle letters and composing a reply)

Thank You!

Questions? Contact Us.

- spectrum@asmusa.org
- **Slack!**

