

## Applied Clinical Informatics Instructions to Associate Editors

Important Links	
Applied Clinical Informatics ScholarOne	<a href="http://mc.manuscriptcentral.com/acij">http://mc.manuscriptcentral.com/acij</a>
Applied Clinical Informatics Journal Homepage	<a href="http://thieme.com/acij">http://thieme.com/acij</a>

### General Remarks

Applied Clinical Informatics (ACI) publishes original papers, research, reviews, case reports, opinion papers, and editorials in medical/health informatics and related disciplines with an emphasis on translational or applied informatics.

The core editorial subject matters of ACI are: Clinical information systems (including electronic health records and systems, personal health records, physician/provider order entry, electronic prescribing, clinical decision support, nursing information systems, patient scheduling and tracking tools, lab information systems, radiology information systems, PACS, GP information systems), administrative and management systems, eHealth systems, mobile health and quantified self-applications, information technology development, deployment, and evaluation, socio-technical aspects of information technology and health IT training, accreditation, and certification.

Unlike other journals, for ACI, the Editor in Chief usually assigns all reviewers. ACI usually requests **four reviews for each new manuscript**. First revisions are usually reviewed by two reviewers from the first round. Subsequent submissions are reviewed only by the Associate Editor and Editor in Chief. Please review all reviewer comments carefully and edit them if they are impolite or insulting.

The usual peer review process involves sending a manuscript out to external reviewers and receiving comments from four referees. In order to maintain the high quality of manuscripts and high standards in our journal however, it is essential that manuscripts are assessed and valued on their quality. Does the content and quality of the paper merit a full-length publication or could the same information be said in a letter-to-the-editor? Does the paper significantly advance our knowledge in a specific area or is it just merely reaffirming already known facts?

**Triage:** As Associate Editors you are entitled to triage a manuscript and suggest immediate rejection prior peer review. To do so please take a careful look at the manuscript and consider its quality and value. All manuscripts have been already triaged by the Editor-in-Chief but if you think a manuscript does not warrant external review then please do not be afraid to take the decision to immediately reject the manuscript (giving some clear arguments) or to suggest a de novo submission as a "letter-to-the-editor".

In order to make such an immediate recommendation you will have to change the 'no. of reviews required to make a decision' to '0'. (This tab, normally set at '4', is on the right-hand side of the screen). Please also write a comment for the authors in the 'comments to authors'

box and a couple of sentences in your 'confidential comments to the EIC' box explaining your decision to immediately reject.

## Associate Editor Actions

Submissions are assigned to the Associate Editor (AE) by the Editor in Chief (EIC). The AE is notified of assignment via e-mail (through an automated system), whereupon the AE may access the sub- mission through the Manuscript Central Website (<http://mc.manuscriptcentral.com/acij>) for viewing.

On logging in, the AE selects:

1. "Associate Editor Center" then
2. "Awaiting Reviewer Selection" (if the number is not 0)

The AE will be presented with a list of submissions for reviewer assignments.

For each submission, the AE should:

3. Please note that for ACI, **the EIC will assign all reviewers** unless the Associate Editor requests otherwise. This means steps 4-8 are usually not needed (left in here just in case the AE wants to add reviewers). However, AEs are welcome to add reviewers manually to the list.
4. "Take Action" (the checkbox button under the column "Take Action")

The AE will be presented with a list of potential reviewers who have been selected by the system according to the reviewers' interests or by the EIC.

The AE may:

5. Keep the suggested reviewers OR "Remove" any individual reviewer AND/OR
6. "Quick Search" (scroll down) for other potential reviewers within the database AND/OR
7. Suggest new reviewers ("Create Reviewer Account" at the right of the screen)

The suggested number of reviewers has been entered in the "Progress" box at the right side of the screen. Any of the items may be saved.

When reviewers are selected, the AE may:

8. "Send list" which will auto email the EIC for review and final invite of the reviewers in the name of the AE.

When reviewers respond, they may:

9. "Agree" or "Decline"

If a reviewer declines, this will be noted in the "Reviewer Assignment" page, whereupon the AE may assign a new reviewer. When a sufficient number of reviews have been returned, the AE may review them (and "Accept" or "Rescind" any not deemed relevant to making a decision).

When ready, the AE may make a recommendation to the EIC:

10. "Accept" OR "Minor Revision" OR "Major Revision" OR "Reject" based on reviews

11. The AE also scores the reviews received for their usefulness and timeliness.

The EIC will then render a decision, which will be returned to the Author. If other reviewers are

required, the EIC will note this and the AE will be notified by courtesy copy email.

## Student Editor Actions

The Editor-in-Chief (EIC) may assign submissions to the Student Editor (SE). The SE is notified through an automated email by the system. Upon log in, the SE should go to the Student Editor Center and follow similar steps to the AE.

1. "Student Editor Center" then
2. "Awaiting Reviewer Selection" (if the number is not 0)
3. Please note that for ACI, **the EIC will assign all reviewers** unless the Student Editor requests otherwise. This means steps 4-8 are usually not needed (left in here just in case the SE wants to add reviewers).
4. "Take Action" (the checkbox button under the column "Take Action")

The SE will be presented with a list of potential reviewers who have been selected by the system according to the reviewers' interests or by the EIC.

The SE may:

1. Keep the suggested reviewers OR "Remove" any individual reviewer AND/OR
2. "Quick Search" (scroll down) for other potential reviewers within the database AND/OR
3. Suggest new reviewers ("Create Reviewer Account" at the right of the screen)

The suggested number of reviewers has been entered in the "Progress" box at the right side of the screen. Any of the items may be saved.

When reviewers are selected, the SE may:

4. "Send list" which will auto email the EIC for review and final invite of the reviewers in the name of the AE.
5. The reviewers may "Agree" or "Decline"

If a reviewer declines, this will be noted in the "Reviewer Assignment" page, whereupon the SE may assign a new reviewer. When a sufficient number of reviews have been returned, the SE receives an email notification from the system. The SE then may provide recommendation to the EIC.

6. "Accept" OR "Minor Revision" OR "Major Revision" OR "Reject" based on reviews. In addition to the recommendation, the SE should also provide a review of the article.
7. The SE should score the reviews received for their usefulness and timeliness.

The EIC will then render a decision, which will be returned to the Author. If other reviewers are required, the EIC will note this and the SE will be notified by courtesy copy email.

Please use [aci.managing.editor@gmail.com](mailto:aci.managing.editor@gmail.com) as the e-mail address for all correspondence with the editors and with the editorial office.