Making the most of your reports

Avoid the Double-count

Ensure that you don’t double-count articles by only counting them at distinct stages.

When counting SUBMISSIONS

Only count ORIGINAL submissions

DON’T count revisions

When counting DECISIONS

Only count ACCEPT/REJECT decisions

DON’T count major revision decisions

Submission or Decision Year?

The submission year isn’t always the same as the decision year. Which should you use for metrics? Depends what you’re looking at.

When considering editor performance, look at data by decision year

When considering submission trends, look at data by submission year

Country or region?

Many EEOs, like ScholarOne, can report on country of origin.

But this can be a very long list, especially for journals with high submission levels and international reach.

For many purposes, a division by region is sufficient and preferable.

Want more information? Go to www.wiley.com/editors
Turnaround times

When you’re analyzing your turnaround times, there are a few things you need to consider.

1. The current year will be skewed, because the articles that haven’t received a decision will have longer turnarounds.

2. More acceptances = longer turnaround times, because rejecting a paper is a shorter process.

3. The authors have a big effect on turnaround. Many factors aren’t in the control of your office.

Calculating rejection rates

There are two main ways to calculate rejection rates:

1. Number of rejected articles / Number of submissions

For journals with a long turnaround, manuscripts may have to wait for a year or more to receive a final decision. This means that rejections as a proportion of submissions will never be a current indicator.

2. Number of rejected articles / Number of final decisions (accept/reject)

We recommend using the second method.

Copy Flow

Part of your role is to ensure a steady stream of manuscripts.

If you publish 10 articles per month, aim to accept 10 articles per month.

Editor Assignments

Check ASSIGNMENTS to see whether one editor is doing more than their fair share.

Check TURNAROUND TIMES to ensure that everyone is working to time.