



ELECTROMAGNETIC SCIENCE

Track Editor Guidelines for ***Electromagnetic Science***

Updated July 2022



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Section I About *Electromagnetic Science*

Electromagnetic Science is a peer-reviewed academic journal covering cutting-edge advancements in electromagnetics, linking theoretical innovations and technological breakthroughs. The journal aims to publish high-level original and innovative results in any field related to electromagnetics.

The journal focuses on the recent challenges and trends in the electromagnetic field brought by the unique international situation.

By presenting theories, methods, and applications, the journal serves scientists and engineers a platform for discussing and exchanging academic insights and promotes a global ecology in the society of electromagnetics.

Some quick questions to get to know us are as follows:

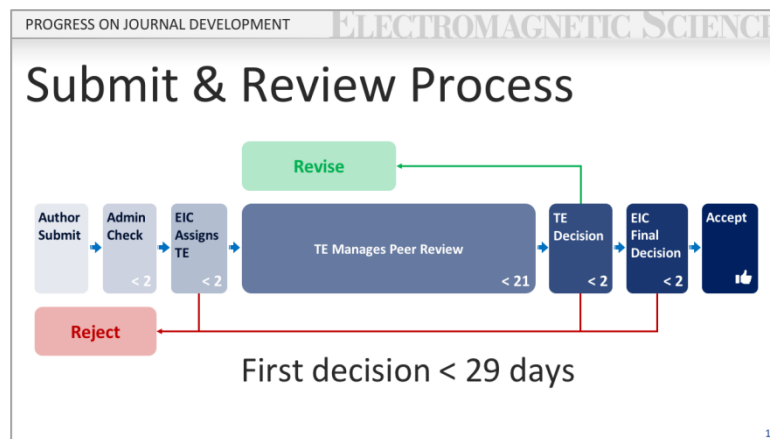
1. How to get access to the journal homepage of *Electromagnetic Science*?

<http://www.emscience.org/>

2. For potential authors, how to find the paper templates of *Electromagnetic Science*?

https://www.emscience.org.cn/news_list_en.htm?column=Download_Center

3. What is the review process of *Electromagnetic Science*?



4. How many issues are published per year, and how many pages are included per issue in *Electromagnetic Science*?

The journal publishes quarterly, including 4 issues per year, with 96 pages and approximately 9 papers per issue within the first 2 years.



Section II Manuscript Types

Review paper (Reviews)

Length: 10–15 journal pages, including all text from abstract through the end of the main text

Full-length research paper (Articles)

Length: 6–8 journal pages

Short research paper (Communications)

Length: Maximum of 3 journal pages, including all text from abstract through the end of the main text

News/Perspective (Perspectives)

Length: Maximum of 2 journal pages

Section III About the ScholarOne Manuscript

1. How to log in the ScholarOne Manuscript for submitting and managing the review?

<https://mc03.manuscriptcentral.com/emscience>

2. What is my User ID and password for the ScholarOne Manuscript?

Normally the User ID is your email address/ORCID ID/self-defined name. If you forget the password you set, you could “Reset Password”.

3. Who is responsible for managing the peer review process?

In the beginning, as we will not have many papers submitted, we recommend all track editors handle the peer review process, i.e., assigning and inviting the reviews and make decision.

4. Who is responsible for sending the MAJOR/MINOR/REJECT/ACCEPT decision letter?

The EIC will send the decision letter to when EIC approves the decision from track editor.

5. What is the managing peer review workflow?

Track Editor assign and invite reviewers - TE makes recommendation - EIC make decision

6. How many reviewers should be assigned to review each manuscript?

For each manuscript goes through the peer-review process, the number of reviewers assigned in the first round of review should not be less than 3. The default number of reviewers in the ScholarOne Manuscript Center is also 3. However, more than 3 reviewers assigned to each manuscript is also allowed. The number of reviewers assigned for reviewing a revised manuscript (apply to both major and minor revision) is not restricted. However, we suggest all reviewers who have provided major comments should participate in reviewing the revised manuscript, under consent of the reviewers.



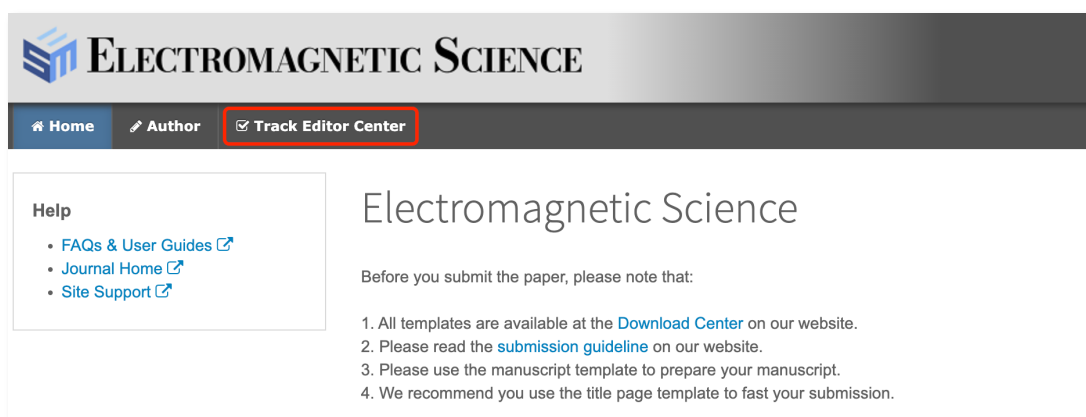
7. Who to contact if there is any questions about the ScholarOne Manuscript?

If you have any questions regarding the ScholarOne Manuscript, please email Mingxu Zhang at zhangmingxu@ejournal.org.cn. She will assist you for any questions.

Section IV Managing Review Process

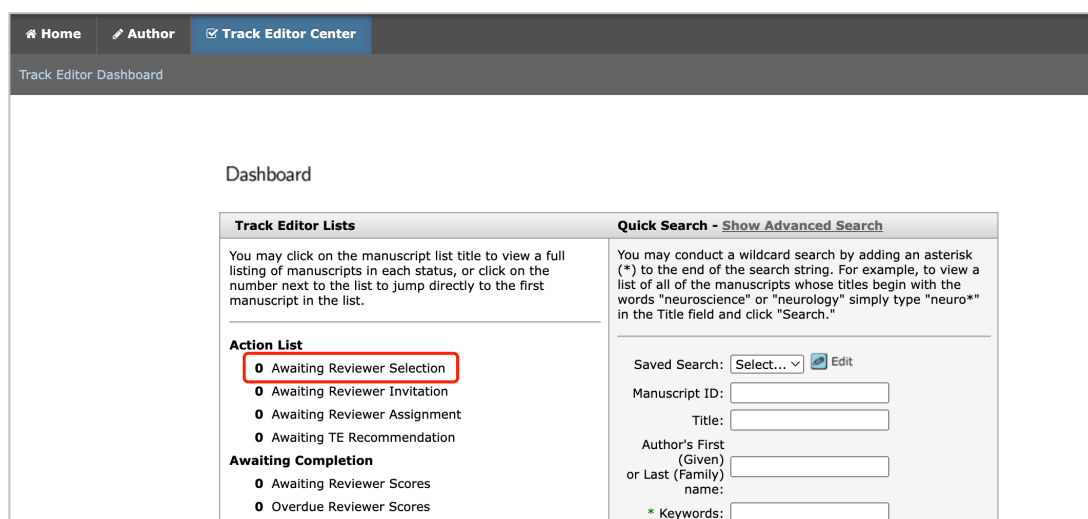
i. Enter Track Editor Center

The Track Editor Center can be accessed from the Top menu:



ii. Select and Invite Reviewers

In the Track Editor Dashboard, the Track Editor can enter the page of “Awaiting Reviewer Selection” by clicking on the red box as shown below.





Associate Editor Dashboard / Awaiting Reviewer Selection

under configuration. Submissions will be deleted.

[View Manuscripts](#)

To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link. [Read More ...](#)

Awaiting Reviewer Selection				Manuscripts 1-1 of 1
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
EMS20220021	test2 2022-07-18 [View Submission]	18-Jul-2022	AE: AE_Test TE: TE_Test GE: Not Assigned EIC: SU_Donglin LGE: Not Assigned ADM: Zhang_Mingxu PROD: Not Assigned	<input checked="" type="checkbox"/>
Research Article	Author_Test		* Select Reviewers (Due 22-Jul-2022) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned	

[Export to CSV](#) Manuscripts 1-1 of 1

The Track Editor needs to select at least THREE reviewers for the first review. There are four ways to select reviewers:

Associate Editor Dashboard / Awaiting Reviewer Selection / Details for EMS20220021

under configuration. Submissions will be deleted.

The tabs below organize all of the details of the selected manuscript. Click on each tab and scroll to the bottom of each screen to see the various components of the review process and take action as needed. [Read More ...](#)

Select Reviewers

Submitted: 18-Jul-2022; Last Updated: 18-Jul-2022; 1 day, 2 hours in review

Manuscript Information

- * EMS20220021
- * test2 2022-07-18
- * Author_Test (contact)
- * Research Article
- * Special Issue List:
- * Select Reviewers (Due 22-Jul-2022)
0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

Audit Trail

AE: AE_Test
TE: TE_Test
GE: Not Assigned
EIC: SU_Donglin
LGE: Not Assigned
ADM: Zhang_Mingxu
PROD: Not Assigned

HTML PDF Supplemental Files Original Files Abstract External Searches Analysis

Reviewer List				Progress
Order	Name	Status	History	Remove
Alternates				
				<input checked="" type="checkbox"/> Save
				top

Author's Recommended / Opposed Reviewers

Name, Keywords, Institution, E-Mail, Roles, Reason	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
No people entered.					

Progress

# Reviews required to make decision	3
# Active selections	0
# Invited	0
# Agreed	0
# Declined	0
# Returned	0

☒ Save

1) Selecting reviewers from the table of "Author's Recommended / Opposed Reviewers".

Author's Recommended / Opposed Reviewers



Name, Keywords, Institution, E-Mail, Roles, Reason	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
No people entered.					

2) Selecting reviewers from the table of "Web of Science™ Reviewer Locator" which includes a large number of potential reviewers.



Web of Science™ Reviewer Locator Search 5 Years of Publications



[View full interactive search on reviewerlocator.webofscience.com](#)

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Samantha Korver   s.korver@liverpool.ac.uk; University of Amsterdam, Amsterdam Lysosome Ctr Sphinx, University of Liverpool, University of Adelaide Verified Reviews in Web of Science: 97 Articles in Web of Science: 7 Most Relevant Works: <ul style="list-style-type: none">The Application of Cytokeratin-18 as a Biomarker for Drug- induced Liver Injury view detailsEarly Start of Enzyme Replacement Therapy in Pediatric Male Patients with Classical Fabry Disease is Associated with Attenuated Disease Progression view detailsPredictors of Severe Gastrointestinal Toxicity Risk in Patients Treated with 5-Fluorouracil-based Chemotherapy: a				

3) Adding new reviewers by clicking the red box as shown below.


Web of Science™ Reviewer Locator Search 5 Years of Publications

[View full interactive search on reviewerlocator.webofscience.com](#)

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Samantha Korver   s.korver@liverpool.ac.uk; University of Amsterdam, Amsterdam Lysosome Ctr Sphinx, University of Liverpool, University of Adelaide Verified Reviews in Web of Science: 97 Articles in Web of Science: 7 Most Relevant Works: <ul style="list-style-type: none">The Application of Cytokeratin-18 as a Biomarker for Drug- induced Liver Injury view details				

Create Reviewer Account

+ Add New Reviewer

 **Set My Search Preferences**

Version History

EMS20220021
Submitted on 18-Jul-2022

4) Searching reviewers from the table of “Quick Search”.

Quick Search

First (Given) or Last (Family) Name:

Roles:

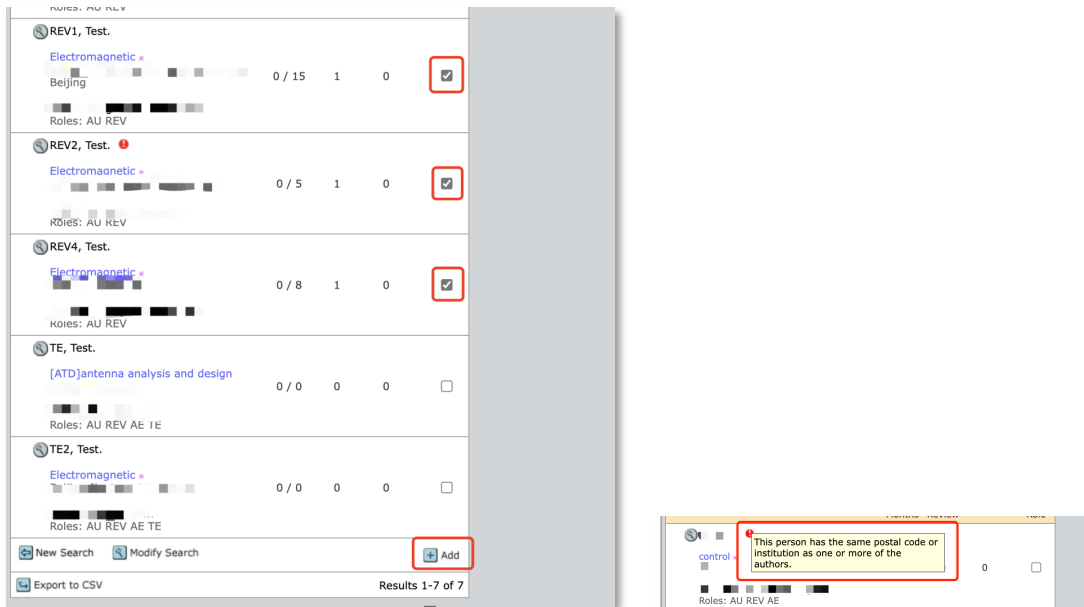
- All
- Author
- Reviewer
- Associate Editor
- Track Editor

Sort Order

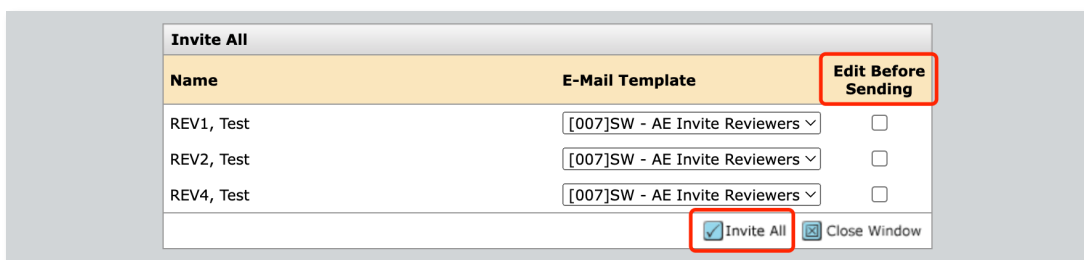
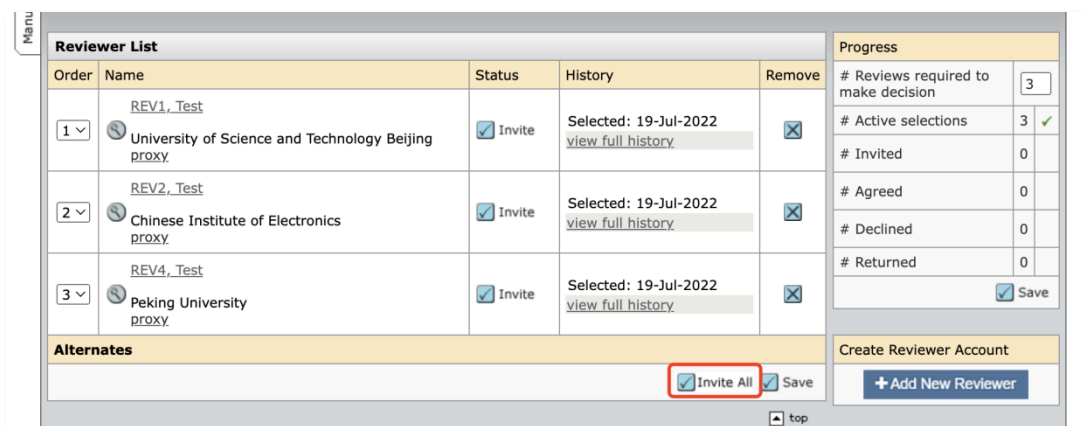
Primary Sort:

Secondary Sort:

The Track Editor needs to tick the appropriate reviewers then click the “Add” button for selecting reviewers as shown below. Please pay special attention to the reviewer who has a symbol of an exclamation mark inside a red circle after the name.



The Track Editor needs to click the button “Invite All” for sending the invitation email as shown below. The invitation email can be edited before sending.



iv. Awaiting Reviewers Score

All papers that are under peer review process are listed in Awaiting Reviewer Scores in the Associate Editor Dashboard. At least THERE valid opinions are required for one paper. If reviewers refuse to review or lack of review, please add reviewers in time.



[Home](#) [Author](#) [Track Editor Center](#)

Track Editor Dashboard

Dashboard

Track Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

Action List

- ☐ Awaiting Reviewer Selection
- ☐ Awaiting Reviewer Invitation
- ☐ Awaiting Reviewer Assignment
- ☐ Awaiting TE Recommendation

Awaiting Completion

- ☒ Awaiting Reviewer Scores
- ☐ Overdue Reviewer Scores

Quick Search - Show Advanced Search

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: [Edit](#)

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Keywords:

v. Track Editor Make Recommendation

The Track Editor will receive a notification email for recommendation making. The Track Editor needs to enter the Track Editor Center to view the comments submitted by all the reviewers and make decision for this paper, then click the "submit" button to send it to the Editor-in-Chief as shown below.

[Home](#) [Author](#) [Track Editor Center](#)

Track Editor Dashboard

Dashboard

Track Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

Action List

- ☐ Awaiting Reviewer Selection
- ☐ Awaiting Reviewer Invitation
- ☐ Awaiting Reviewer Assignment
- ☒ Awaiting TE Recommendation

Awaiting Completion

- ☐ Awaiting Reviewer Scores
- ☐ Overdue Reviewer Scores

Quick Search - Show Advanced Search

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: [Edit](#)

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Keywords:

View Manuscripts

Awaiting TE Decision

Manuscripts 1-1 of 1

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
EMS20220021	test2 2022-07-18 [View Submission]	18-Jul-2022	AE: AE, Test TE: TE, Test GE: Not Assigned EIC: SU, Donglin LGE: Not Assigned ADM: Zhang, Mingxu PROD: Not Assigned	[icon]
Research Article	Author, Test		* Make Decision (Due 22-Jul-2022)	

[Export to CSV](#)

Manuscripts 1-1 of 1



TE Decision		Reviews
<input type="radio"/> Accept		# Reviews required to make decision <input type="text" value="3"/>
<input checked="" type="radio"/> Minor Revision		REV1, Test
<input type="radio"/> Major Revision		• Minor Revision
<input type="radio"/> Reject		• view review
Comments		REV2, Test
Confidential Comments to the EIC		• Accept
<div></div>		• view review
		REV4, Test
		• Minor Revision
		• view review
		<input checked="" type="checkbox"/> Save
Attach a File		Recommendations
<input type="button" value="选择文件"/> 未选择文件	<input type="button" value="Attach"/>	AE, Test
Files attached		• Accept
• No files have been uploaded.		• view recommendation
<input checked="" type="checkbox"/> Save as Draft		• rescind
<input checked="" type="checkbox"/> Submit		Version History
		► EMS20220021
		• Submitted on 18-Jul-2022

Congratulations! The review process of this manuscript by the Track Editor is completed.