Cureus Channel Admin Guide

Menu Navigation and Article Management

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Getting Started

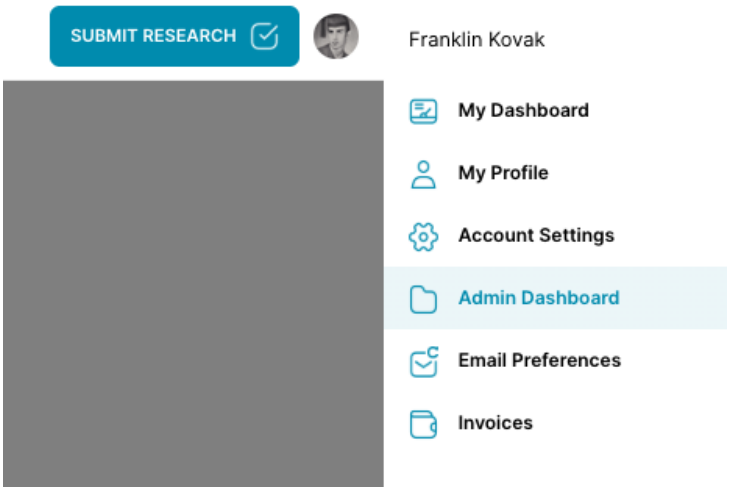
Signing in

Signing into Cureus is the same as it's always been. We recommend bookmarking your channel's homepage for quick and easy access.

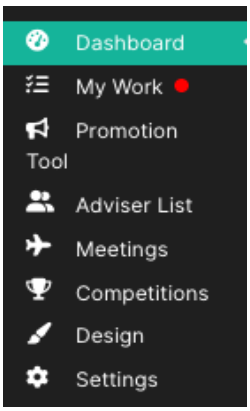
You won't need to sign back in if you didn't sign out of your last session. (Your browser should remember.) If you are signed out, select 'Sign in' from the navigation bar at the top of your screen.

Channel Admin navigation

Once you've signed in with your Cureus account, select 'Admin Dashboard' from the dropdown menu in the top right corner of the page.



The channel dashboard includes a navigation column on the left side of your screen with links to eight sections. Think of these as the main hubs for all channel activity.



Dashboard

This is your base of operations for your channel. Bookmark this page alongside your earlier channel homepage bookmark – between the two, you can easily navigate to all public and admin-facing channel pages.

My Work

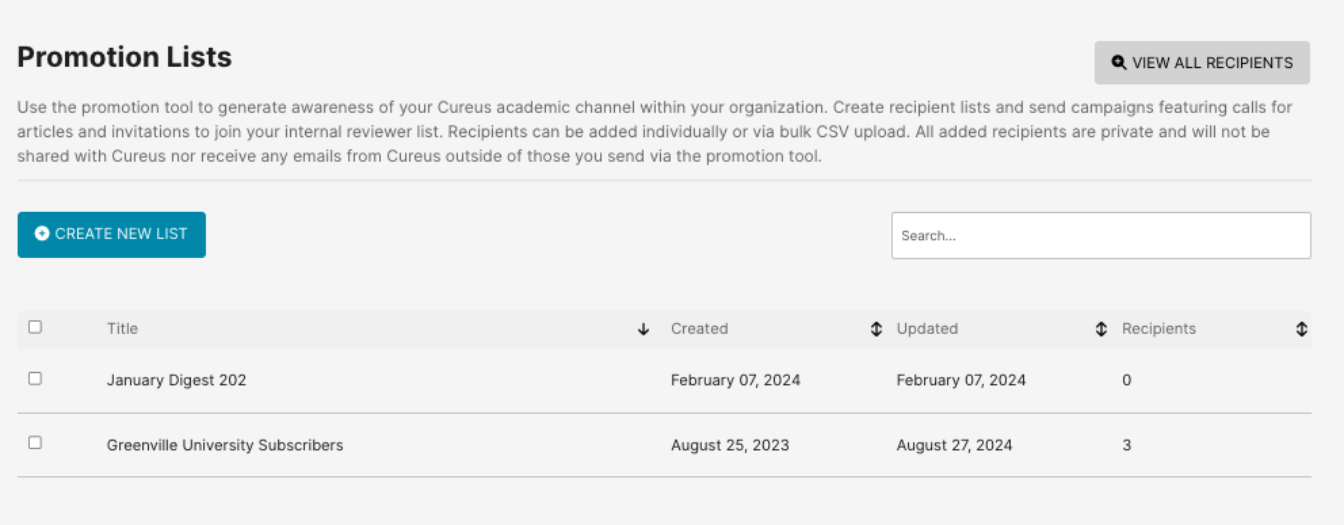
The My Work tab displays any articles assigned to you for preview. Assigned articles will no longer appear in the table when the assignment is completed. If the 'Curator assignments required' option is enabled, this table will also show any articles that are unassigned so that you can assign a Channel Curator or fellow Channel Admin to each article. Articles will no longer appear in the table after assignment (unless you claim them yourself).

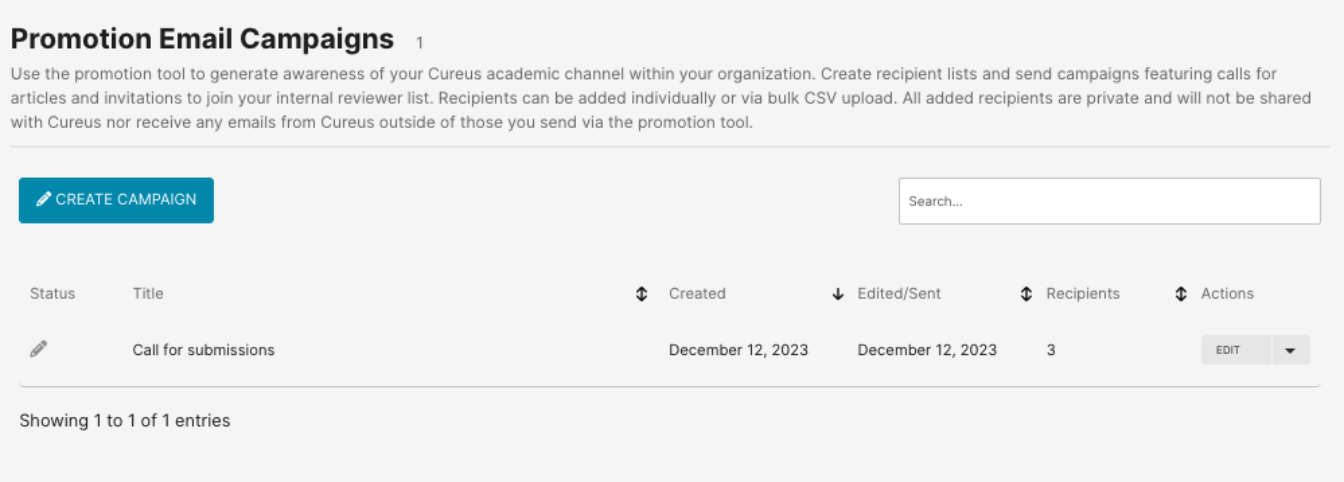


Promotion Tool

The promotion tool enables you to send text-based emails to members of your organization promoting your channel, encouraging submissions, etc. Upload and add to your recipient lists, and then create an email campaign to send to a specific list. Please create a copy of the CSV template and make sure to include data for all columns before uploading. You can also send a campaign to all lists. **The subscribers list will automatically add Channel Admins, Channel Curators, and authors of published channel articles.**

Important! *This is an internal marketing tool and is not meant for distribution beyond your organization.*

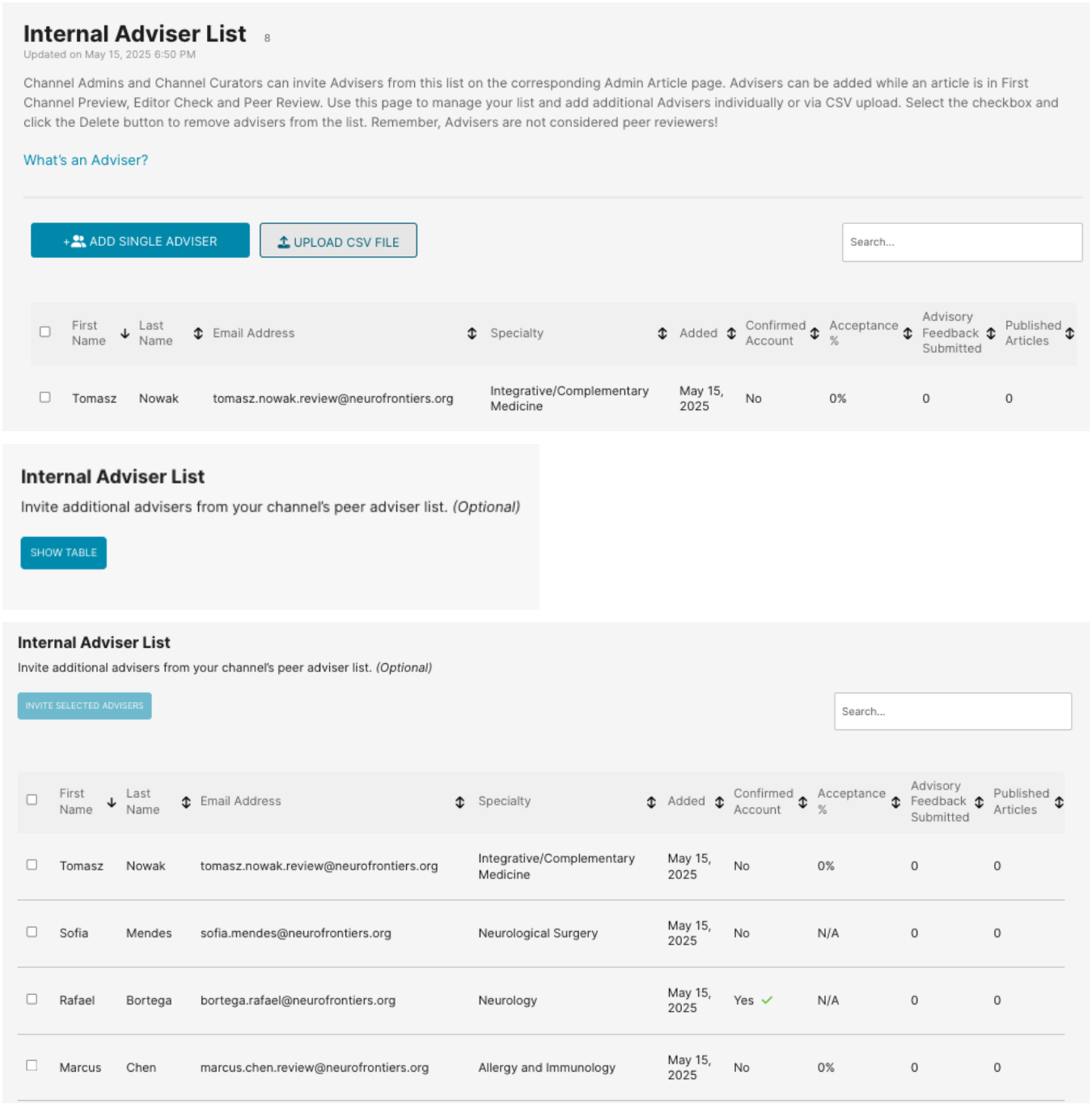




Sent campaigns will be reviewed and approved by Cureus, but all recipients are private and will not be added to Cureus email lists outside of your channel.

Adviser List

Create and manage your channel's list of internal Advisers with the Adviser List tool. All uploaded or added Advisers can be invited to check an article from the corresponding Admin Article page. Please create a copy of the CSV template and make sure to include data for all columns before uploading. While checking an article during First Channel Preview, you have the option to scroll down to the bottom of the page and invite Advisers from the Internal Adviser List section.



Meetings

Add past and future department meetings and conferences. As a Channel Curator, only you or a Channel Admin may create a meeting. Enter the meeting title, start and end dates, location, and an image to create the meeting in the channel. Please note that all posters and abstracts must be associated with a meeting in order to be published. Authors may then upload individual posters and abstracts to a meeting for your review prior to publication. You can also upload posters and abstracts on behalf of other authors and associate this content with the relevant meeting.

Competitions

Host a publishing competition to increase article submissions and ignite interest around a particular field of study, clinical practice, or upcoming event. Competitions are a paid service managed by Cureus staff. Contact info@cureus.com to learn more.

Design

Edit and update your Channel Homepage, Other Content page, and About page here. Having trouble changing your channel design? Let us know, and we'll be glad to help.

- **Publish/Unpublish button**
  Would you like to hide everything but the hero and logo while you make changes to the design? Click the Unpublish button in the top right corner of the page to hide your channel content. Click Publish when you're done making changes.

- **Channel Hero Settings** (click the Edit button in the top right corner of the screen)
  Upload your channel logo and homepage banner (hero) image and select your theme color.

Homepage Settings

- **Highlighted Content**
  Highlight published articles, posters, and abstracts
- **Recently Published**
  Display the four most recently published abstracts, articles, and posters.
- **Channel Team**
  Showcase your Channel Admins and Curators.
- **Article Media**
  Display all figures and videos from all published channel articles.
- **Other Content**
  Feature content from outside Cureus, such as PowerPoint presentations, PDFs, or articles published in other journals.

Homepage Sidebar Settings

- **Overview**
  Highlight key information about your organization and channel.
- **Channel Member Showcase**
  Showcase a single Channel Admin, Curator or author.
- **Channel Promotion**
  Add an image that links to an external webpage.

- **X Feed**
  Embed your organization's X feed directly onto your channel homepage.
- **Most Popular Articles**
  Highlight the most-viewed channel articles from the last 30 days.
- **SIQ Promotion**
  Insert a promotional ad for SIQ to encourage readers to rate your channel articles!
- **Quiz**
  Create a multiple-choice quiz to test visitors to your channel homepage!

Other Content Settings

- **ADD OTHER CONTENT**
  Feature content from outside Cureus, such as PowerPoint presentations, PDFs, videos, or articles published in other journals.

About Page Settings

- **ADD/EDIT**
  Your About page should be more than a corporate resume. It should describe who you are. Write about your values, principles, and the mission that drives your organization. We recommend including an image of your team or organization.
- As part of our ongoing efforts to maintain transparency and consistency across all channels, we **require** that each About page clearly include:
  - ✅ The channel scope (medical fields, research areas, etc.)
  - ✅ Who is eligible to submit
  - 🏛️ Any required institutional affiliations
  - 📚 A reminder that all submissions must adhere to Cureus editorial guidelines

About Page Sidebar Settings

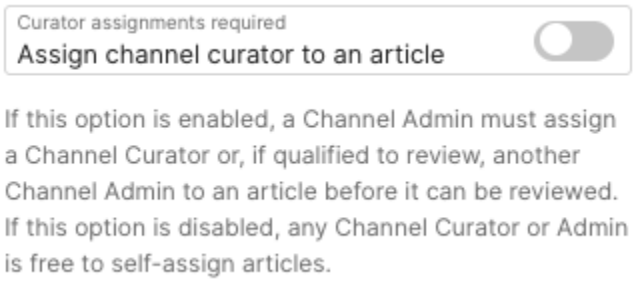
- **Contact**
  Add contact information for your Channel Admins and Curators here so that authors and reviewers can call or email you with questions or concerns.
- **Social Accounts**
  Add your organization's social media accounts to provide quick and easy access for readers!

Settings

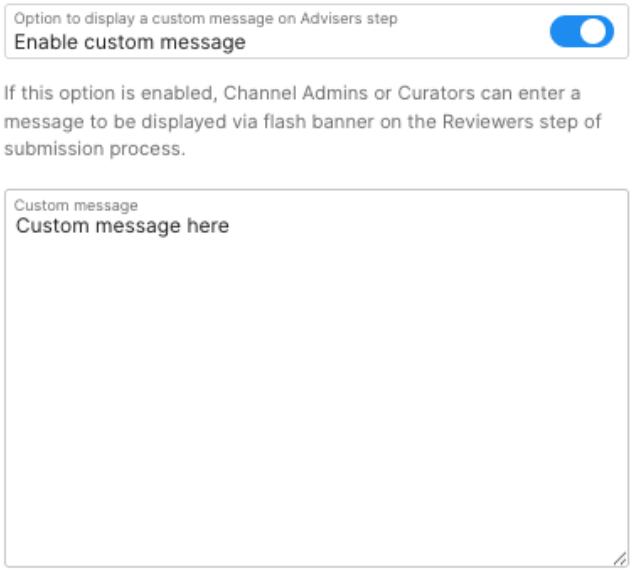
Use the settings page to add and edit basic information (title, social media handles, etc.) and add or remove Channel Admins and Channel Curators.

Cureus Admins evaluate all Channel Admins and Curators to determine if they meet eligibility requirements. Newly added Channel Admins and Curators will be queued for review, and all current Channel Admins will be notified via email when the journal's evaluation is complete. Upon approval, the Channel Admin or Curator will have access to the channel dashboard.

Enabling the **'Curator assignments required'** option will require Channel Admins to assign all articles. If disabled, any Channel Curator is free to self-assign an article for channel preview. (Channel Admins can always self-assign an article if they are qualified to preview.)



Enabling the **Option to display a custom message on the Advisers step** will allow you to add specific instructions to your authors regarding how to approach adding Advisers to their article submission.

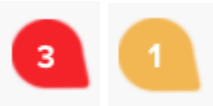


Managing Article, Abstract & Poster Submissions

While on the dashboard, click on the Articles, Abstracts or Posters tabs for a complete overview of all submissions and publications in your channel.

Articles

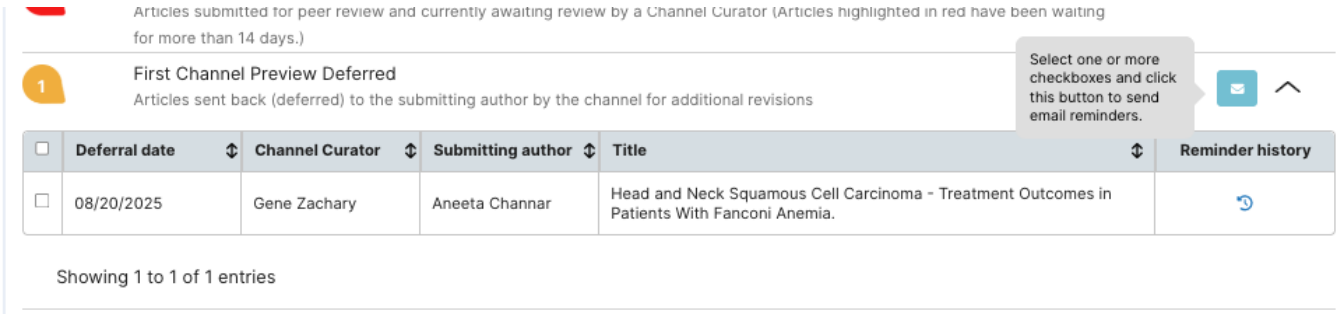
The Articles table displays each step in the Cureus publication process in descending order, starting with the New Drafts row and ending with one of the following rows: Published, Desk Rejected, Blocked, or Deleted. **Red icons** denote articles awaiting action by a Channel Admin or Channel Curator. **Orange icons** signify that a Channel Admin or Curator may send an optional reminder to the author.



Steps that include required (red) or optional (orange) actions by a Channel Admin or Curator are listed below.

First Channel Preview: Articles submitted for peer review currently awaiting channel preview. Channel Admins will also see a bell icon notification next to their profile thumbnail in the top right corner of the screen when an article is ready for channel preview. Please refer to the First Channel Preview section below for step-by-step instructions.

First Channel Preview Deferred: A Channel Admin or Curator sent the article back to the authors for revisions prior to peer review. To send a reminder to the author, first select the checkbox next to the article(s) and then click on the email button.



In Peer Review: These articles are currently undergoing peer review. Click on the article title to view the Admin Article page, where you can see the status of all invited peer reviewers and Advisers, add additional Advisers from your channel's internal Adviser list, and resend individual invitations to already-invited peer reviewers.

Reviews Complete: These articles have received the required minimum number (2) of completed peer reviews. The author is now free to make revisions and submit the article for Second Channel Preview. The Reviews Complete icon will turn orange when an article has been waiting for more than 7 days and red when an article has been waiting for more than 14 days. To send a reminder to the author, first select the checkbox next to the article(s) and then click on the email button.

Second Channel Preview: Articles submitted for publication currently awaiting channel preview. Channel Admins will also see a bell icon notification next to their profile thumbnail in the top right corner of the screen when an article is ready for channel preview. Please refer to the Second Channel Preview section below for step-by-step instructions.

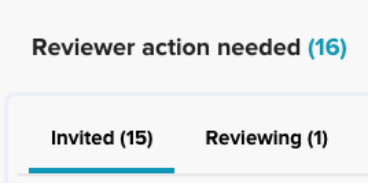
Second Channel Preview Deferred: A Channel Admin or Curator sent the article back to the authors for revisions prior to publication. To send a reminder to the author, first select the checkbox next to the article(s) and then click on the email button.

Cureus Second Channel Preview Deferred: A Cureus associate editor sent the article back to the authors for revisions prior to publication. To send a reminder to the author, first select the checkbox next to the article(s) and then click on the email button.

Approved: These articles are 99% of the way to publication – the submitting author just needs to select “Publish” on their dashboard. If it’s been more than a day or two, send a reminder by selecting the checkbox next to the article(s) and clicking on the email button.

Reviewer action needed

This area highlights content awaiting action by a peer reviewer. The type of action needed falls into one of two categories, each represented by a tabbed header:



Invited: These individuals have previously been invited to review a Cureus article. Clicking on the email icon will allow you to send a pre-populated reminder to the reviewer asking them to please accept or decline the invitation.

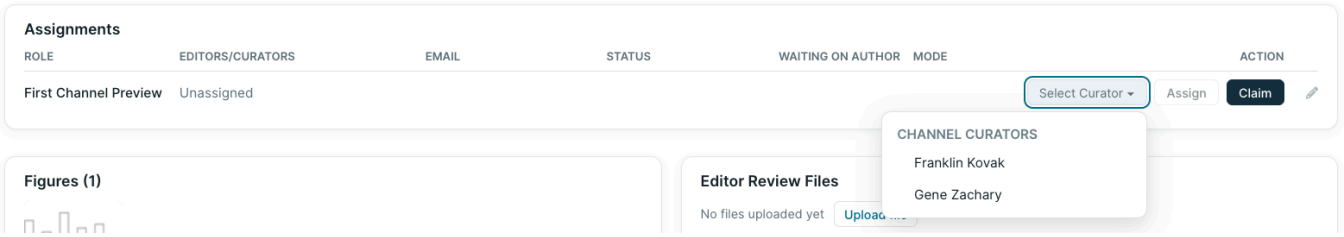
Reviewing: These individuals are currently in the process of reviewing an article. Has a reviewer been mid-review for more than a few days? Click the email icon to send them a pre-populated reminder.

First Channel Preview

These articles have been submitted for peer review. As a Channel Admin, you can claim the article for yourself or assign a Curator or qualified Channel Admin to preview an article, regardless of whether you have enabled the 'Curator assignments required' option on the Settings page. If this option is enabled, Curators will not be able to claim articles on their own and will rely on assignments from you or another Channel Admin.

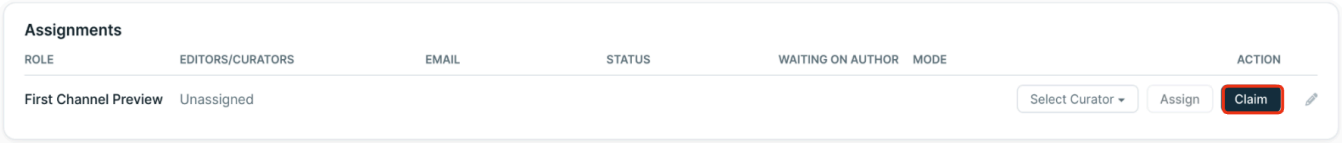
Assigning a Curator or Channel Admin to preview the article

1. Click the down arrow to expand the First Channel Preview row and then click on the title of the article you wish to assign.
2. Scroll down to the Assignments section and select a Curator or Channel Admin from the ‘Select Curator’ dropdown list. The assigned Curator will receive an email notifying them of the assignment with instructions on how to preview the article.



Claiming the article yourself

1. Click the down arrow to expand the First Channel Preview row, and then click on the title of the article you wish to preview. (Make sure a Curator is not already assigned.)
2. Scroll down to the Assignments section and click the ‘Claim’ button to start your assignment. (If the 'Curator assignments required' option is enabled, you will instead need to select yourself from the dropdown list.) Your assignment will start as soon as you click the ‘Claim’ button.



Previewing the article

1. Click the ‘Editorial Actions’ button at the top right of your screen to expand the dropdown menu and then click ‘Preview article’

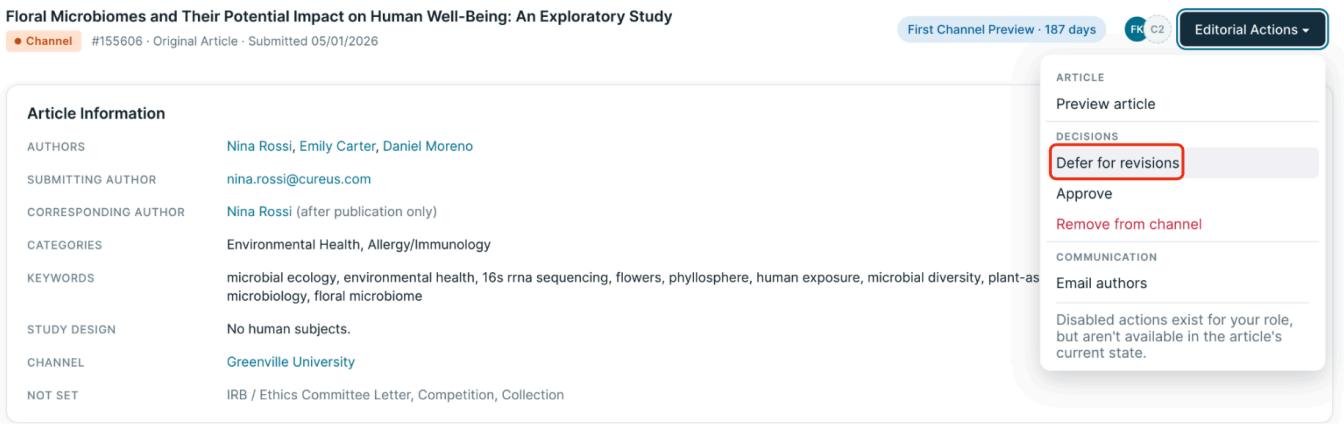


2. Check the article in preview mode to determine if it is ready for peer review.
    - Are there any issues with the content of the article that should be resolved prior to peer review?
    - Are the ethics statements and conflicts of interest disclosures correct?
    - Is the article formatted according to the instructions in the Cureus Author Guide? (Please pay particular attention to the media items and references.)

Sending the article back to the author for revisions

Are there formatting or scientific content issues that must be addressed prior to peer review?

3. Select ‘Defer for revisions’ from the ‘Editorial Actions’ dropdown menu. You will then be prompted to enter a message to the author regarding any required revisions. Upon resubmission, the article sections that have been updated by the authors since you deferred the article will be called out via a red line along the left margin.



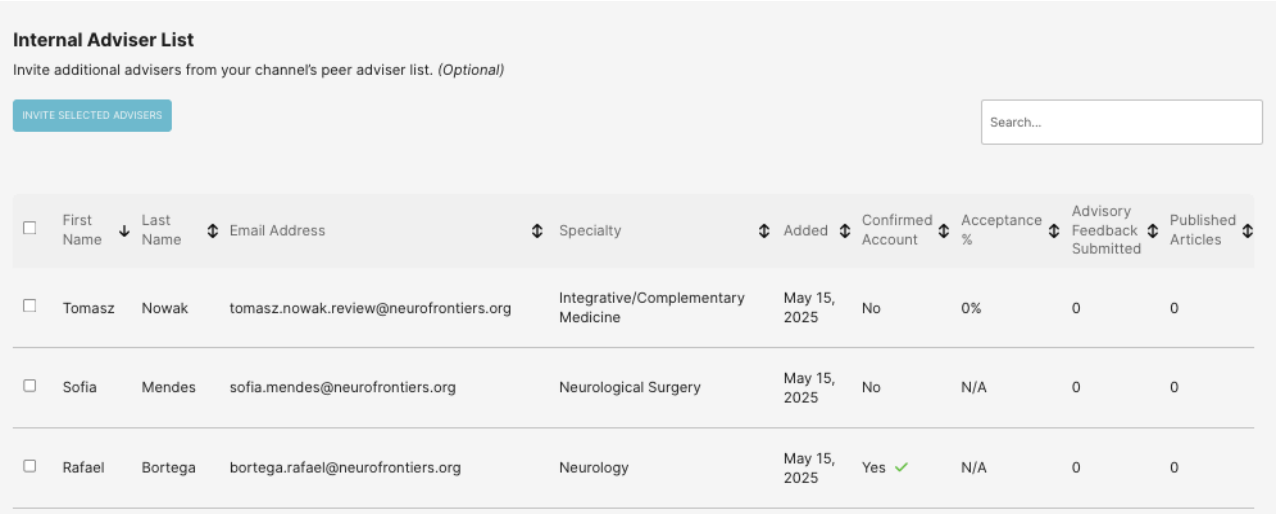
Make sure to use our **Channel Preview Checklist Guide** to help you determine what to defer an article for during both channel preview stages (before and after peer review).

Managing Advisers

Would you like to add additional Advisers or remove Advisers added by the author? Please note that all articles must receive at least two reviews from independent peer reviewers. **Advisers are not peer reviewers.**

Adding Advisers from the Internal Adviser List

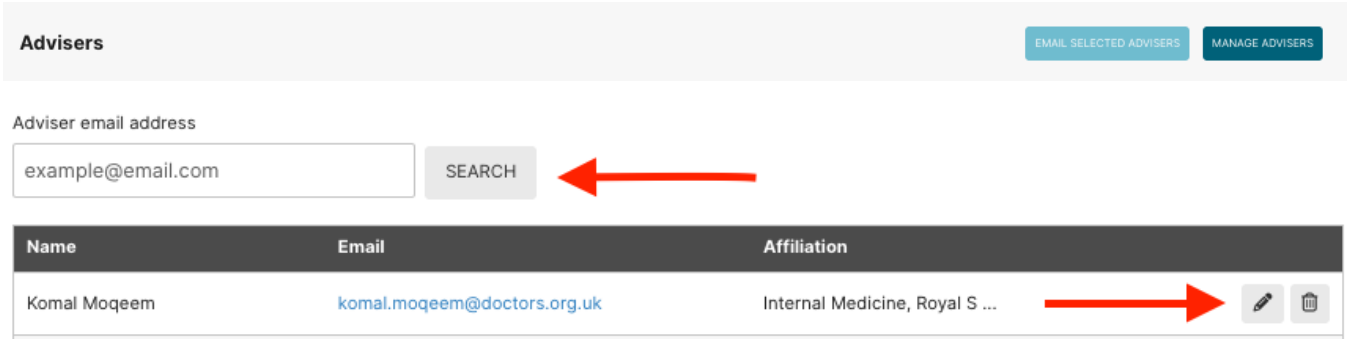
Click the ‘Show Table’ button in the Internal Adviser List section. Any Advisers added via the Adviser List tool will be visible here. Simply check the box(es) next to the Adviser(s) you’d like to add and then click the ‘Invite Selected Advisers’ button.



Removing Advisers added by the author

Click the ‘Manage Advisers’ button above the Advisers table. You can view an Adviser's affiliation by clicking the pencil icon or delete an Adviser by clicking the trash can icon. If you

delete an Adviser, please be sure to add a replacement.

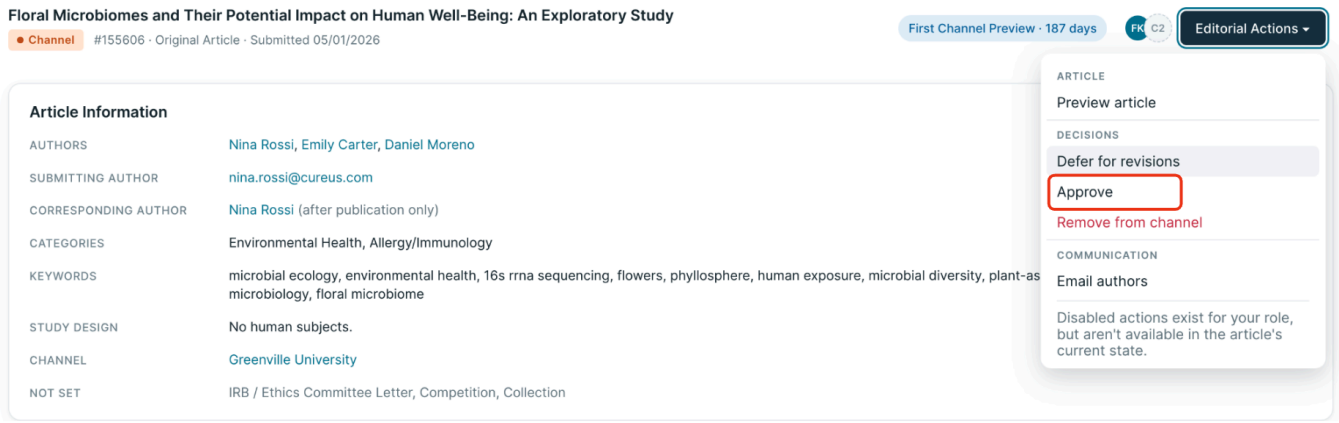


You can also add additional Advisers who are not included in your Internal Adviser List by searching for their email addresses and following the on-screen prompts. (We recommend adding Advisers to your channel's Internal Adviser List first!)

Approving the article for Cureus editorial review

Are you ready for this article to move forward?

4. Select 'Approve' from the 'Editorial Actions' dropdown menu. Approving an article will notify the Cureus editorial staff, who will review the article before moving it to peer review. Peer reviewer and Adviser invitation emails will be sent, and the peer review process will begin when the Cureus editorial staff approves the article.



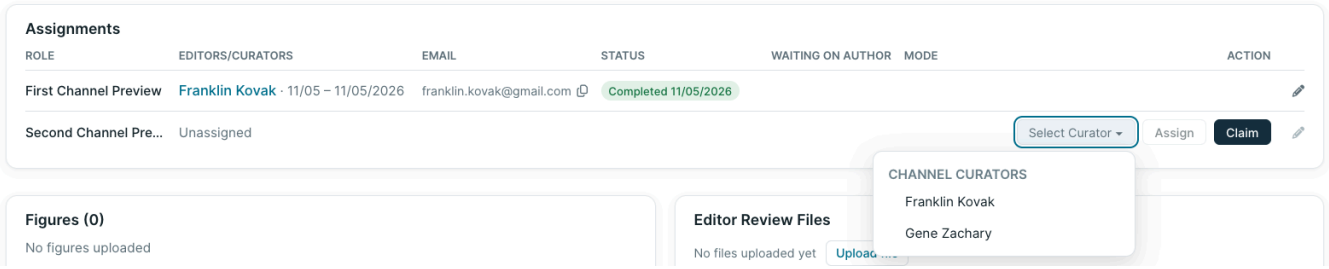
Second Channel Preview

These articles have completed peer review and have (presumably) undergone author revision based upon reviewer (and optional Adviser) comments. As a Channel Admin, you can claim the article for yourself if you have relevant specialty expertise or assign a Curator or Channel Admin to preview an article, regardless of whether you have enabled the 'Curator assignments

required' option on the Settings page. If this option is enabled, Curators will not be able to claim articles on their own and will rely on assignments from you or another Channel Admin.

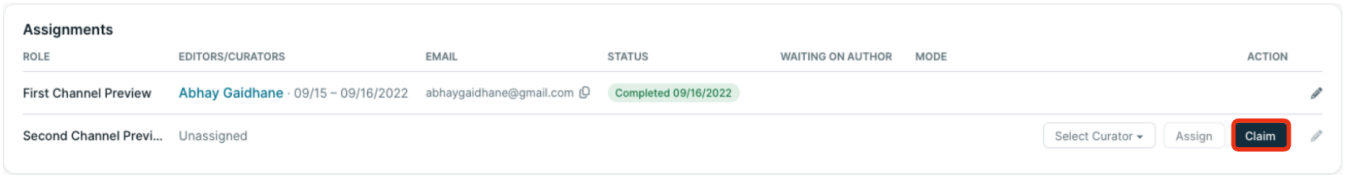
Assigning a Curator or Channel Admin to preview the article

1. Click the down arrow to expand the Second Channel Preview row, and then click on the title of the article you wish to assign.
2. Scroll down to the ‘Assignments’ section and select a Curator or Channel Admin from the ‘Select Curator’ dropdown menu. The assigned Curator will receive an email notifying them of the assignment with instructions on how to preview the article.



Claiming the article yourself

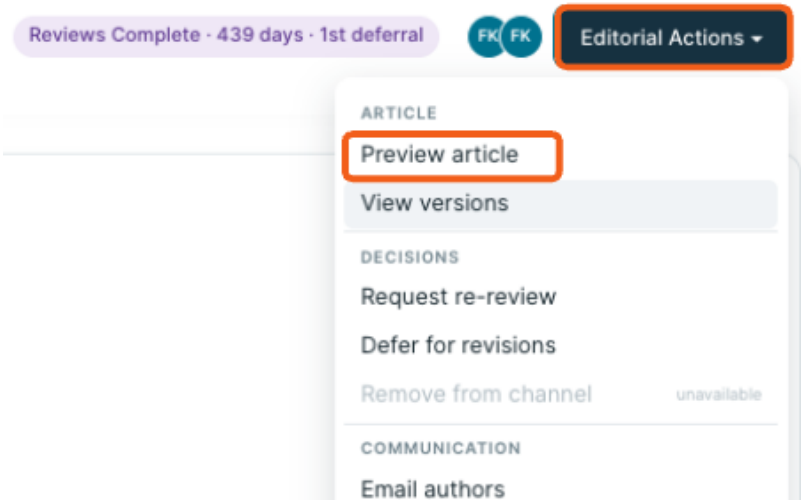
1. Click the down arrow to expand the Second Channel Preview row, and then click on the title of the article you wish to preview. (Make sure a Curator is not already assigned.)
2. Scroll down to the ‘Assignments’ section and click the ‘Claim’ button to start your assignment. (If the 'Curator assignments required' option is enabled, you will instead need to select yourself from the dropdown list.) Your assignment will start as soon as you click the ‘Claim’ button.



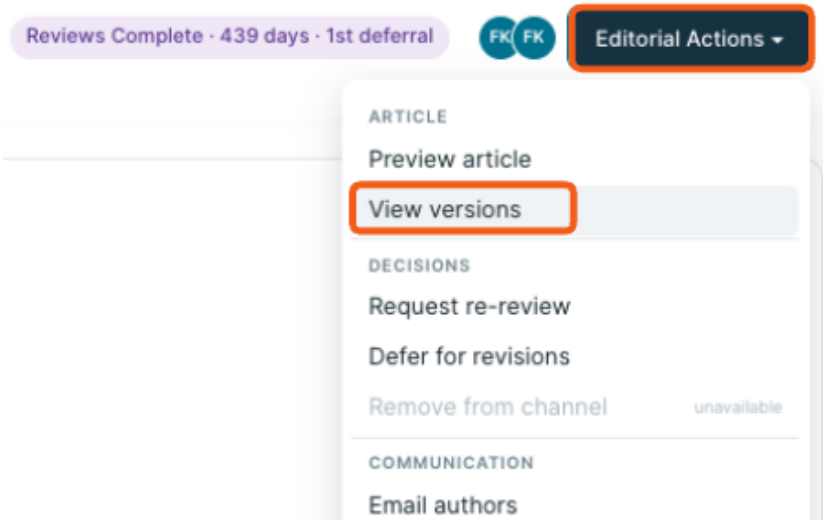
Previewing the article

1. Click the 'Publication Requested' Article History item to open the dropdown and view the author's comments entered when submitting the article for publication.

2. Click the ‘Editorial Actions’ button on the top right of your screen to expand the menu and then click ‘Preview article’.



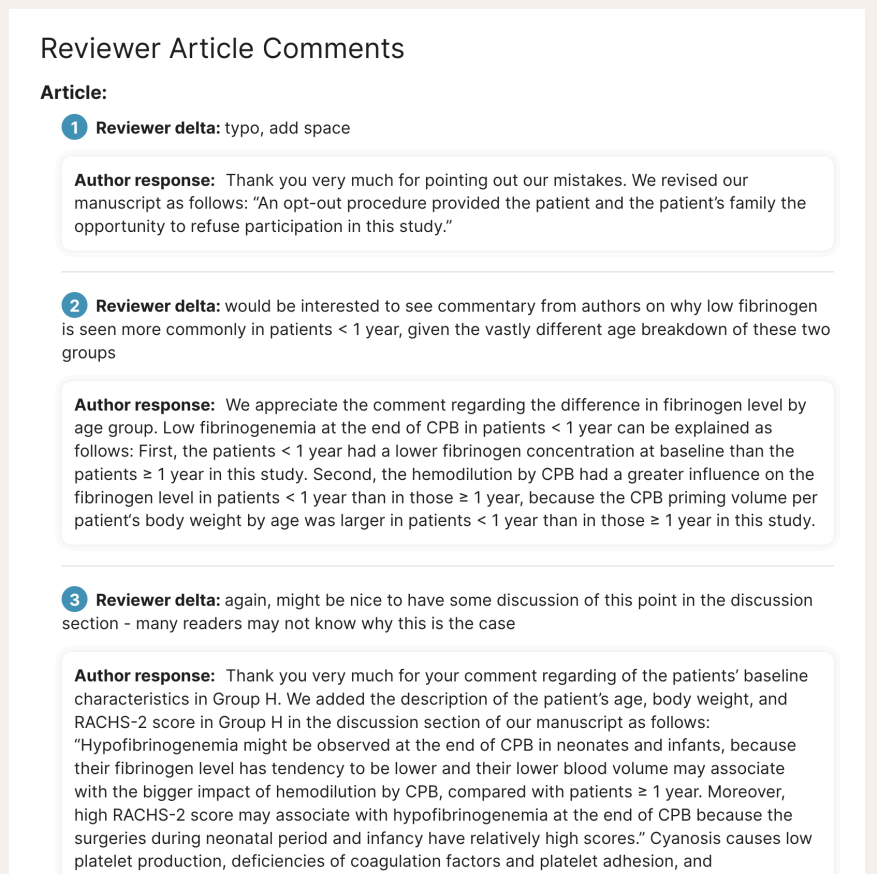
3. You will also need to view the peer reviewer comments. Click ‘View versions’ and select the ‘In Review’ version. Inline comments may be viewed by hovering your cursor over highlighted text.



Selected	Version	Date	Editorial State	Reviewer Comments
○	v5.0	01/18/2021	Editor Approval	-
◉	v4.0	01/07/2021	In Review	4
○	v3.0	01/07/2021	Editor Check	-
○	v2.0	01/06/2021	First Channel Preview	-
○	v1.0	01/04/2021	First Channel Preview	-

4. Click on the highlighted text to view the author's response to this peer review comment at the bottom of the page. The author is required to respond to each peer reviewer and Adviser comment. While the author does not need to make every change recommended by the peer reviewers or Advisers, they must adequately respond to each comment, indicating why they have chosen to revise or not.

5. Visible below the Reviewer Article Comments section is the Reviewer Questionnaire Comments section. However, there is a much easier way to view these comments and author responses.



Reviewer Article Comments

Article:

1 **Reviewer delta:** typo, add space

Author response: Thank you very much for pointing out our mistakes. We revised our manuscript as follows: "An opt-out procedure provided the patient and the patient's family the opportunity to refuse participation in this study."

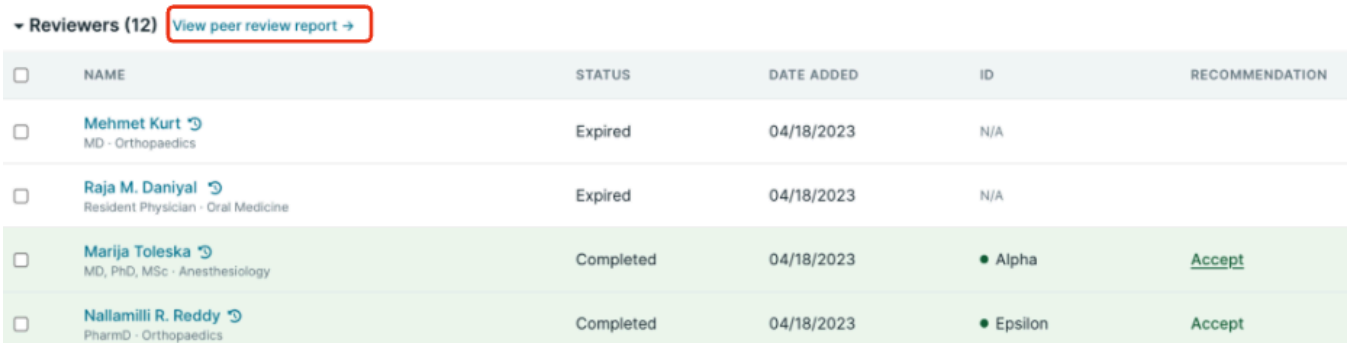
2 **Reviewer delta:** would be interested to see commentary from authors on why low fibrinogen is seen more commonly in patients < 1 year, given the vastly different age breakdown of these two groups

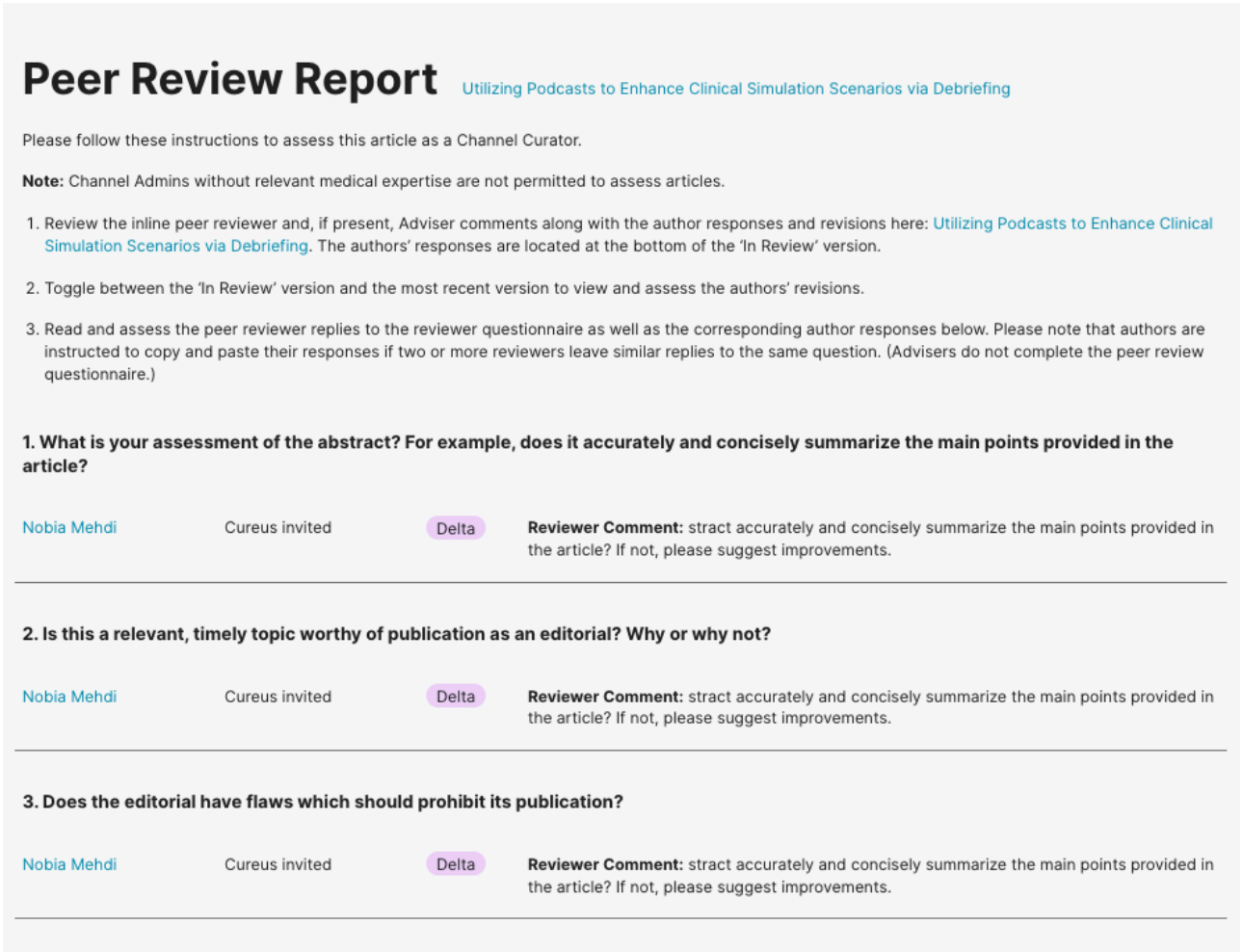
Author response: We appreciate the comment regarding the difference in fibrinogen level by age group. Low fibrinogenemia at the end of CPB in patients < 1 year can be explained as follows: First, the patients < 1 year had a lower fibrinogen concentration at baseline than the patients ≥ 1 year in this study. Second, the hemodilution by CPB had a greater influence on the fibrinogen level in patients < 1 year than in those ≥ 1 year, because the CPB priming volume per patient's body weight by age was larger in patients < 1 year than in those ≥ 1 year in this study.

3 **Reviewer delta:** again, might be nice to have some discussion of this point in the discussion section - many readers may not know why this is the case

Author response: Thank you very much for your comment regarding of the patients' baseline characteristics in Group H. We added the description of the patient's age, body weight, and RACHS-2 score in Group H in the discussion section of our manuscript as follows: "Hypofibrinogenemia might be observed at the end of CPB in neonates and infants, because their fibrinogen level has tendency to be lower and their lower blood volume may associate with the bigger impact of hemodilution by CPB, compared with patients ≥ 1 year. Moreover, high RACHS-2 score may associate with hypofibrinogenemia at the end of CPB because the surgeries during neonatal period and infancy have relatively high scores." Cyanosis causes low platelet production, deficiencies of coagulation factors and platelet adhesion, and

6. Navigate back to the Admin Article page and click the ‘View Peer Review Report’ button above the Reviewers table.





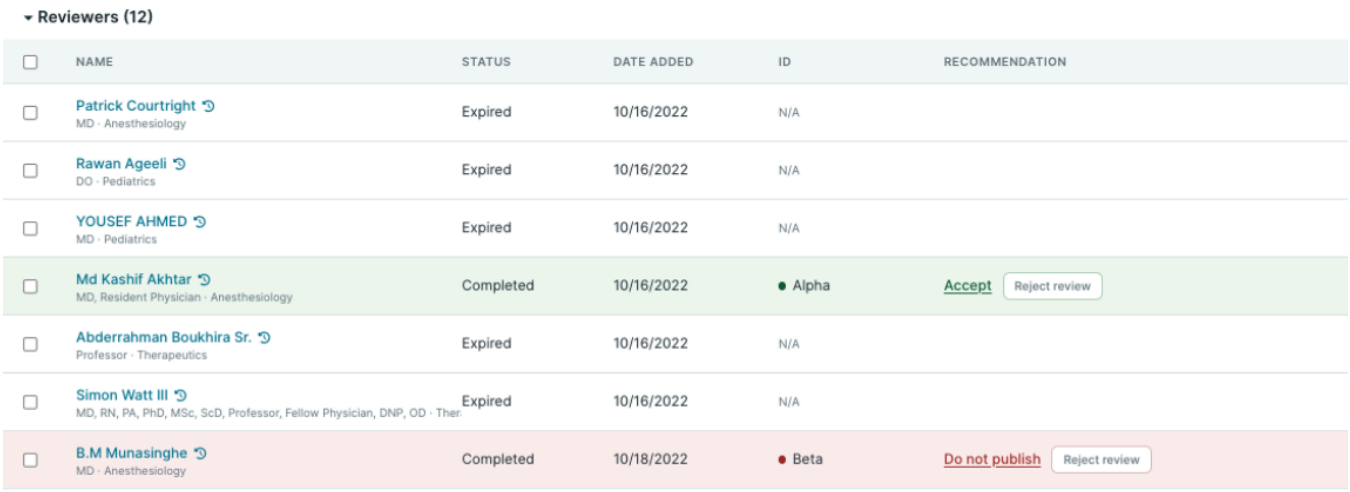
7. Follow the instructions at the top of the page and view the questionnaire questions, reviewer comments, and submitting author responses. Please note that authors are instructed to copy and paste their responses if two or more reviewers leave similar replies to the same question. **Note:** Advisers do not complete the peer review questionnaire.

8. Lastly, take a look at the Reviewers table to view the peer reviewer recommendations to the editor, which are color-coded and displayed in bold in the ‘Recommendation’ column.

    a. **Accept (green):** Denotes a positive review. (Cannot be invited to re-review.)

    b. **Decision pending (orange):** The peer reviewer is unsure about the article and should be invited to re-review the article now that the author has revised.

    c. **Do not publish (red):** A recommendation to reject. **<u>This will be evaluated and addressed by Cureus editorial staff after you have completed your editorial review.</u>**



Rejecting peer reviews

Peer reviews that do not include critical feedback or otherwise work to strengthen the article may be rejected. **<u>Rejecting a review should be reserved for extreme cases only,</u>** as it will almost certainly alienate the reviewers and will also move the article back to peer review if the article no longer satisfies our review requirements (two peer reviews completed) as a result of the rejection. **<u>Please check with Cureus editorial staff before rejecting any reviews.</u>** Reviews cannot be rejected if the article has been desk rejected or blocked.

9. Click the ‘Reject’ button in the Recommendation column of the Reviewers table. You will then be prompted to enter an explanation, which will be emailed to the reviewer and the submitting author.

10. If the article no longer satisfies peer review criteria, it will automatically restart peer review, and all expired reviewers will be reinvited. You will also be able to add additional reviewers at this time, should you choose.

Requesting re-review

Reviewers who have selected ‘Decision pending’ should be invited to re-review the article. Reviewers who have selected ‘Do not publish’ may also be invited to re-review the article if you think the author’s revisions have adequately addressed their concerns and the article is deserving of publication. Reviewers who provided a positive ‘Accept’ review cannot be invited to re-review.

11. To invite one or more reviewers to re-review, select ‘Request re-review’ from the ‘Editorial Actions’ menu. You will then be prompted to select which reviewers to re-invite and enter a message to the reviewers with instructions regarding their re-review.

    a. If all re-review invitations are declined, the article will automatically return to your My Active Articles queue, and you will be notified via email to resume your review.

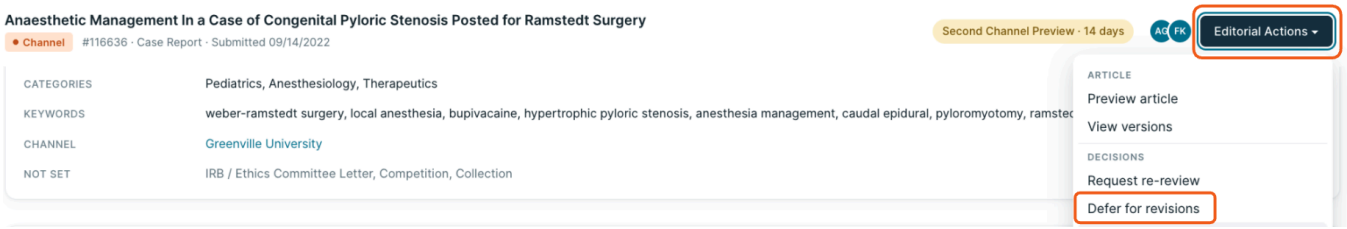
    b. Eligible reviewers (who have submitted a ‘Decision pending’ or ‘Do not publish’ review) can only be invited to re-review once.



Sending the article back to the author for revisions

Are there formatting or scientific content issues that must be addressed prior to publication?

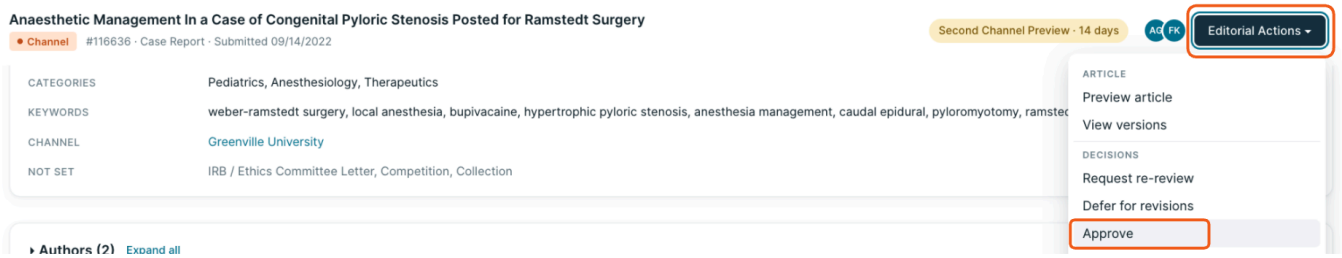
12. Select ‘Defer for revisions’ in the ‘Editorial Actions’ menu. You will then be prompted to enter a message to the author regarding any required revisions.



Approving the article for Cureus editorial review and copy editing

Are you ready for this article to move forward?

13. Select ‘Approve’ in the ‘Editorial Actions’ dropdown menu. Approving an article will notify the Cureus editorial staff, who will perform a final editorial review and copy editing.



Additional Information

- If you are listed as the submitting author or co-author of the article, you will not be permitted to approve or defer the article. Please ask a fellow Channel Admin or Curator to preview the article in your place. In the event that you are the only Channel Admin and no Curators are listed, the article will bypass channel preview.

- Was an article incorrectly submitted to your channel? If you’re sure that the article should not be published through your channel, please select ‘Remove from channel’ in the Editorial Actions dropdown menu. This will send the article to Cureus for editorial review outside of your channel.

- Worried about sending too many reminders? Just click the Reminder History icon to see if (and when) the reviewer or Adviser was last notified.

- You can send multiple reminders at the same time by clicking multiple checkboxes (or the select all) checkbox at the top of each section.

- When sending a pre-populated reminder email, the reviewer's name, date, and article title will be added automatically after you click Submit. This allows you to send multiple reminders at once.

- If you are a Channel Admin for multiple channels, you will first select which channel dashboard to view after clicking Admin Dashboard.

- All articles submitted to Cureus undergo our standard editorial and peer review, with Cureus editors making the final decision on publication. Channel Curators and qualified Channel Admins preview articles for relevance, quality, and scientific integrity, and may request revisions from authors. However, they do not determine whether articles are published or rejected. Independent Cureus editors make the final decision on whether to publish or reject channel articles.

Questions?

You're now the primary administrator of your channel content, but we're not going anywhere. We want your channel to succeed just as much as you do! With that in mind, please don't hesitate to reach out to support@cureus.com with any questions or concerns.