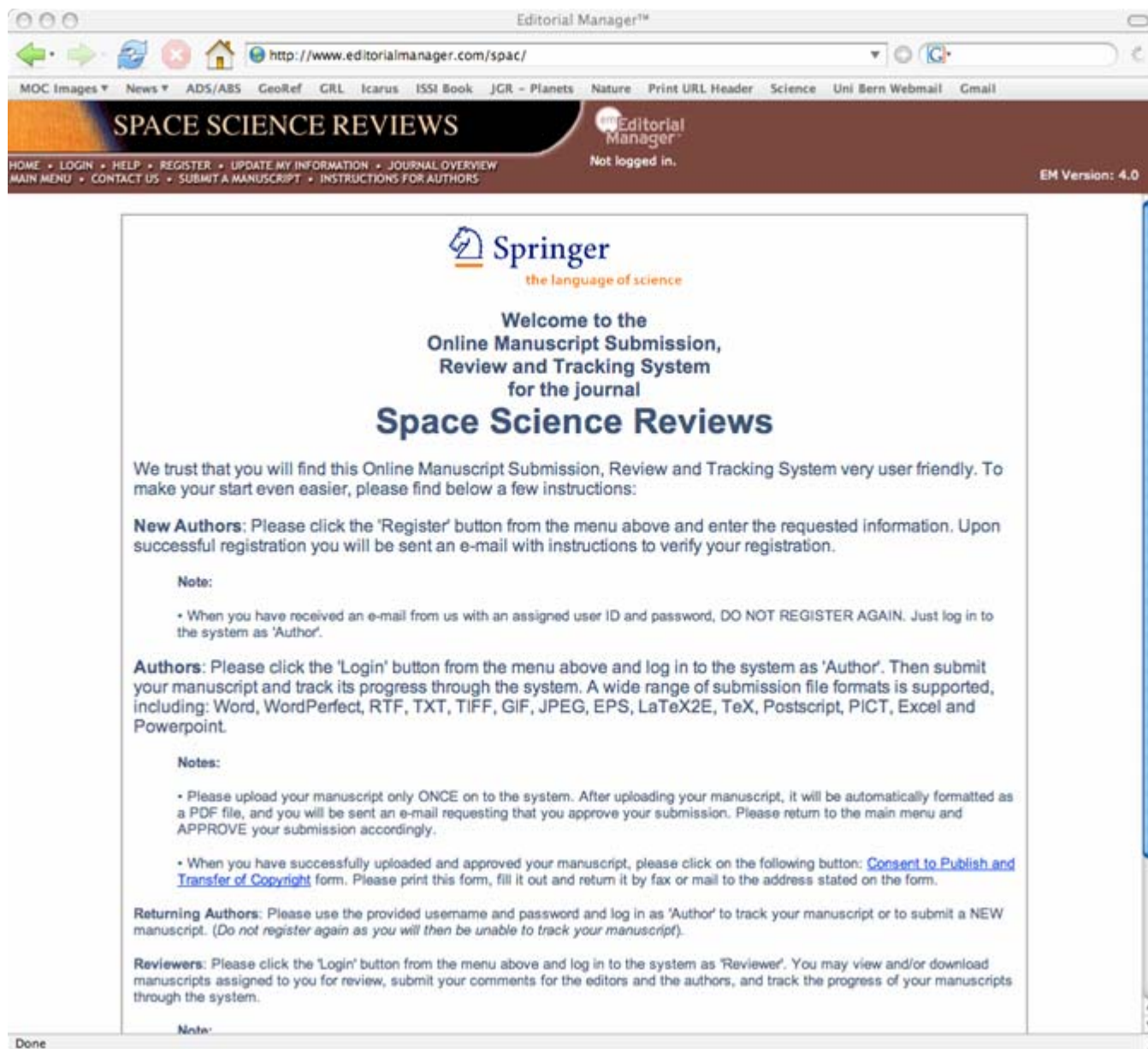


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- Steps for the Editor-in-Chief.
- Steps for the Sub-Editors.
- Steps for Authors.
- Steps for Reviewers.

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Silvia.Iviglia@springer.com

- Editor-in-Chief Steps

1. Start process with Harry Blom.
2. Notify Silvia and Harry of editor names and emails.
3. Notify Silvia and Harry of corresponding author names and emails.
4. Silvia will send you a login and psswrd.
5. Create special page for reviewers (*Silvia will add this to online reviewer form*).
6. Create reviewer invitation letter (*this can be uploaded onto Springer site each time you make invitation*).
7. Silvia will notify you of new submissions.
8. Assign new submissions to sub-editors (*on website*).
9. Make final decision on manuscript (*on website*).

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(Reviewer 1)

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4. Silvia will send you a login and psswrd.
5. Create special page for reviewers (*Silvia will add this to online reviewer form*).
6. Create reviewer invitation letter (*this can be uploaded onto Springer site each time you make invitation*).
7. Silvia will notify you of new submissions.
8. Assign new submissions to sub-editors (*on website*).
9. Make final decision on manuscript (*on website*).

Silvia.Iviglia@springer.com

- **Sub-Editor Steps**

1. Silvia will send login and psswrđ.
2. Silvia will notify you of assigned submissions.
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4. Make suggested decision when reviews come in (*on website*).

- **Author Steps**

1. Create login and psswrđ on Springer webpage.
2. Submit manuscript for review in PDF, Word, or LaTeX format to website.
3. Silvia and assigned sub-editor will notify you of reviews.
4. Submit revised manuscript in Word or LaTeX format.

- **Reviewer Steps**

1. Receive invitation to review from Silvia and assigned sub-editor.
2. Silvia will send login and psswrđ.
3. Submit review via on-line forms.