



Collating IAU Proceedings Contributions through ScholarOne Guide for Editors

Individual contributions for your IAU Proceedings volume will be managed through [ScholarOne Manuscripts](#). To ensure consistency and administrative integrity, **all papers must be submitted by the authors directly through the IAU ScholarOne submission system**. The Lead Editor will receive login credentials and designated editorial permissions via email shortly before the conclusion of the meeting.

To view manuscripts submitted to the your Proceedings volume, select the 'Editor Centre' tab from the main menu.



Dashboard

Editor Lists	Quick Search - Show Advanced Search
<p>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.</p> <ul style="list-style-type: none">0 Awaiting Editor Checklist0 Awaiting Co-Editor Assignment0 Awaiting Editor Decision1 Awaiting Co-Editor Decision <p>Open for Discussion</p> <ul style="list-style-type: none">0 Manuscripts with New Posts0 Unread Conversations <p>With Author</p> <ul style="list-style-type: none">0 Manuscripts Awaiting Revision	<p>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."</p> <p>Saved Search: <input type="text" value="Select..."/> Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>Search</p>



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Symposium

* Please select the symposium to which you are submitting your manuscript:

Select...

- Select...
- IAU S360 - Astronomical Polarimetry: New Era of Multi-Wavelength Polarimetry
- IAU S361: Massive Stars Near and Far
- IAU S369: The dawn of cosmology & multi-messenger studies with fast radio bursts
- IAU S371: Honoring Charlotte Moore Sitterly, Astronomical spectroscopy in the 21st century**
- IAU S372: The Era of Multi-Messenger Solar Physics
- IAU S373: Resolving the Rise and Fall of Star Formation in Galaxies
- IAU S368: Machine Learning in Astronomy: Possibilities and Pitfalls
- IAU S370: Winds of stars and exoplanets
- IAU S374: Astronomical Hazards for Life on Earth
- Astronomy in Focus 2022 (FM1 - FM10)

Save Save & Continue >

All submissions to the meeting will automatically be assigned to the Lead Editor (and can be viewed in the 'Awaiting Editor Checklist' folder).



Dashboard

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.

- 11** [Awaiting Editor Checklist](#)
- 0** Awaiting Co-Editor Assignment
- 0** Awaiting Editor Decision
- 0** Awaiting Co-Editor Decision

Open for Discussion

- 0** Manuscripts with New Posts
- 0** Unread Conversations

With Author

- 0** Manuscripts Awaiting Revision
- 0** Overdue Manuscripts Awaiting Revision



Lead Editors can decide to review the manuscripts themselves or reassign them to a Co-Editor. This can be done by selecting “Yes, Checklist Complete” and selecting the Co-Editor name from the drop-down list.

ED Checklist

To send the paper back to the author(s) for any changes needed before peer review, please click **Unsubmit**.

To send a paper to a Co-Editor, please answer **Yes** to question below. In order to continue with the paper yourself and make a decision, please answer **No**. Once you have made a choice, click **Complete Checklist** to continue.

Click **Save** to save any changes and continue later (without moving the manuscript any further at this point).

req Do you wish to assign the paper to a Co-Editor?

<input checked="" type="radio"/>	Yes
<input type="radio"/>	No

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Given that these submissions are for Proceedings, Editors and Co-Editors may exercise their own professional judgment when evaluating manuscript suitability and providing revision feedback directly to authors. While internal assessment is standard, external peer review remains available at the Editor’s discretion should a more specialized evaluation be deemed necessary.



When deciding (accept, reject or revise) on a manuscript, please ensure that any comments you have for the authors are included in the decision email (you can do this via the “create draft email” button before you click “Commit Decision”).

ED Decision

Make a Decision

Accept

Revise

Reject

Comments (internal use only):

Create Draft E-Mail Save Commit Decision

Once all desired papers for the meeting have been accepted through ScholarOne, they will be exported to Production. Please notify us once you are nearing all manuscripts accepted so we can ensure nothing has been overlooked in the system. Some further files (“production files”, including preface, list of participants, cover image, running order, etc.) are required at this stage for production and will be requested from the Lead Editor via email.

The Lead Editor will then receive the proofs (for the entire symposium) to review. At this stage you will be able to view all the accepted papers for the symposium and make any changes – you may wish to contact the authors to check they are happy with the proofs before proceeding but this is not required.

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