

## *Annals of Emergency Medicine* Editor Guide for Working With *JACEP Open*

### FAQs

- 1) How does the transfer process work?

*Annals* authors who are rejected without review or rejected with reviews (and only those fitting those categories) receive a letter that offers them the opportunity to accept or decline to transfer their paper to *JACEP Open*.

\*The transfer is not automatic! The author must accept or decline the transfer.

\*This is the same template for “regular” rejection letters, with additional information on how to transfer.

\*The transfer only applies to article types that *JACEP Open* accepts (Original Research, Brief Research Report, Systematic Review/Meta-analyses, Review Article, Special Contribution, Concepts, Case Report, Images in Emergency Medicine, Editorial, Letter to the Editor).

- 2) Do I need to make a different kind of decision?

No! Just select your decisions the way you always do. Tracy Napper, in the role of Phantom Editor in Chief, selects the appropriate transfer letter, as necessary.

- 3) Why am I seeing “My Assignments Pending Transfer” in my editor queue?

If authors have not yet accepted or declined the transfer, their paper goes into a “pending” folder. They are given 364 days to make a decision regarding transfer (we remind them every 30 days). If they decline to transfer, the final disposition is set to “reject.” If they accept the transfer, the final disposition is set to “transfer” (but that still equals “reject” on the *Annals* side). You are not expected to do anything further with these papers.

- 4) If I said “reject,” why shouldn’t that decision be honored? Are we sending authors mixed messages?

Editors might reject papers not solely based on quality; for example, we may have already published a similar paper (*Annals* gets hundreds of Images submissions, for example), or for other reasons it doesn’t quite hit *Annals*’ bar, but it might be suitable for another journal. Your editorial decision is valued but the author still has the right to decide if they want to transfer to *JACEP Open*, or submit to another journal.

- 5) Will *Annals*’ reviewers be overworked and start to decline to review for me? Is *JACEP* competing for their time?

*JACEP Open* performed a one-time cloning of the *Annals* reviewer database for initial communication purposes. Prior to the cloning, *Annals* sent the entire reviewer pool an email notifying them that this would be happening and allowing them to opt out of inclusion in the *JACEP* reviewer database.

What’s the process for new reviewers? *JACEP* sent out a call for reviewers, and those who responded are included in the database as “*JACEP* Priority Reviewers.” It is expected that over time the two databases will evolve and continue to differentiate.

*Annals* reviewers who were cloned to *JACEP* can decline to review for *JACEP* at any time. They can also opt out of the *JACEP* database if they contact *JACEP* staff. They will remain opted out; if they change their mind, they can be opted back in.

6) Will *JACEP* editors see *Annals* reviews?

If an *Annals* author was “rejected with reviews” and accepts the transfer to *JACEP Open*, the *JACEP* editor will have access to the decision letter with the BLINDED review comments. *JACEP* editors do not know who the reviewers were but they will see the decision editor name. (They will also see the “reject without review” letters but these obviously will only have editor remarks.)

7) What will *JACEP* editors do with the *Annals* reviews?

Authors who accept the transfer to *JACEP* are instructed NOT to revise their articles before they submit to *JACEP Open*. If the *JACEP* editor finds merit in the paper, they will instruct the author to revise based on the *Annals* reviews and give them specific suggestions for revision.

8) Isn't the decision letter confidential?

Once you have made a decision, the letter is now the property of the author. When the author authorizes transfer of the paper, he/she authorizes transfer of the decision letter. The transfer of comments from a parent journal is a common and customary practice, enabling the receiving editor to use the valuable insights from prior review. The sharing of peer review comments is also more efficient, potentially eliminating the need for repeat peer review.

9) How much sharing should occur between the editors of both journals? Will *JACEP* editors contact me about my decisions?

*JACEP* editors have been asked at this time not to contact the *Annals* editor about a rejected paper, so as not to create extra work for the *Annals* editor.

10) How much are the article publication charges (APCs)?

You can locate that information here:

<https://onlinelibrary.wiley.com/page/journal/26881152/homepage/articlepublicationcharges?>

Note there is a 20% discount for ACEP members and papers transferred from *Annals*.

11) Does *JACEP Open* take ACEP papers?

*Annals* will continue to publish ACEP clinical policies and policy statements. Articles submitted from ACEP committees, sections and taskforces will be considered at *JACEP Open* (as well as at *Annals* if authors choose to submit there first). Those authors should consult with Dr. Wang early in the writing process to maximize their chances of successful publication. While ACEP papers are subject to APCs, the College has made arrangements to cover the fees for a portion of the submissions.

12) What is this waiver I hear about?

To encourage submissions, the journal is able to extend APC waivers to select papers.

13) What if I have more questions; who can I contact?

You can always contact Tracy, Lindsay or Martha if you have any questions, and Henry Wang also welcomes your query!