PLOS ONE New Editor Checklist

Welcome to the PLOS ONE Editorial Board! Before you begin accepting manuscript invitations, follow the checklist below to complete your profile and locate your Academic Editor resources.

Get ready for manuscript invitations in Editorial Manager

Sign in to our submission system, Editorial Manager, navigate to “Update My Information,” and...

- Add and authenticate your ORCID iD. (See our instructional video.)
- Tell us your areas of expertise and help us match you to manuscripts:
  - Fill in or update your Personal Classification terms. These terms from the PLOS taxonomy should reflect the kinds of manuscripts you’d like to handle. (See our instructional video.)
  - Add any supplemental free-text Personal Keywords not captured by the above classification terms.

Get editorial advice and learn more about PLOS ONE

- Visit the Resources for Editors page and explore manuscript advice, video tutorials, and more to help you with your work as an Editor. We suggest bookmarking this page.
- Be sure to check out the Academic Editor Handbook (found under More on the Resources for Editors page) - this reference guide provides the fundamental information you’ll need as an Academic Editor.
- Watch our PLOS video shorts to help you navigate Editorial Manager.
- Look out for an invitation to Discourse, where you can start discussions and get advice from other Editorial Board members.

PLOS ONE staff are always available if you have any difficulties with these resources, have questions about your role, or need editorial advice. You can get in touch with us at plosone@plos.org. Thank you again and welcome to the PLOS ONE Editorial Board!