

Steps to JPRO Editorial Report for Articles Handled in 2020

- 1) On the Main Menu, click on *Reports* under *Administrative Functions*.
- 2) Click on *Enterprise Analytics Reporting* under *Report Tools*.
- 3) Click on *JPRO_Submission Files* under *Editorial Reports*.
- 4) Change the Filter Field default entry of *First Receipt Date* to *Manuscript Number*.
- 5) Change the Operator Field to *Between*.
- 6) In the first Value(s) Field put *JPRO-D-19-00001*
- 7) In the second Value(s) Field put *JPRO-D-20-10000*
- 8) Click *Update Results*.
- 9) In the Add Field add (one at a time):
 - a. *Article Title*
 - b. *Article Type*
 - c. *Days to Final Decision*
 - d. *Days to First Decision*
 - e. *Editorial Status*
 - f. *Final Decision Date*
 - g. *Final Decision Term*
 - h. *First Decision Term*
 - i. *Initial Date Submitted*
 - j. *Last Name of the Editor who made First Decision*
 - k. *Last Name of the Editor who made Final Decision*
- 10) Then click on the *Microsoft Excel 2007-2013* icon
- 11) Download the excel file to your PC, saved with filename such as *Report*.
- 12) Open the excel file and then save as a different name (will update to latest version of excel) such as *ReportNew*.
- 13) Run something like the SAS file shown below.

```
options ls=132 ps=53 nocenter;
ods pdf file="C:\JPRO\editorreport.pdf";
libname t v6 'C:\JPRO';
```

```
*****
proc import datafile = "C:\JPRO\Report.xlsx" dbms=xlsx out= work.rob;
run;
*****
data one;
  set rob;
*****
```

```

*****;
proc sort;by Manuscript_Number;run;
*****;

data two;
  set one;
  by Manuscript_Number;
  if LAST.Manuscript_Number;
  date=Round(Final_Decision_Date);
*****;

yearwas=year(date);
*****;

proc freq;
tables
First_Decision_Term*Final_Decision_Term;
run;
*****;

data two;
  set two;
  if yearwas=2079 then delete;
*****;

miss=0;
if missing(Final_Decision_Term) then miss=1;
*if miss=0 then First_Decision_Term=" ";
if miss=1 then Decision=First_Decision_Term;
  else if miss=0 then Decision=Final_Decision_Term;
if miss=1 then Editor=Last_Name_of_the_Editor_who_mad1;
  else if miss=0 then Editor=Last_Name_of_the_Editor_who_made;
Accept=0;Reject=0;
If Decision="Accept" then Accept=Accept+1;
  Else if Decision="Reject after peer review" or
    Decision="Reject after peer review and invite resubmission" or
    Decision="Reject before peer review"
  Then Reject=Reject+1;
  Else Reject=.;
*****;

Days2First=Days_to_First_Decision;
Days2Last=Days_to_Final_Decision;
If Decision="Reject before peer review" then do;
Days2First=.;
Days2Last=.;
end;
*****;

run;
*****;

proc sort;by Editor;
run;

```

```

*****;
data three;
  set two;
  if Editor=" " then delete;
  *****;
  TrueAccept=Accept/(Accept+Reject);
  proc freq;
    tables Editor Article_Type Decision TrueAccept;
  run;
  *****;
  proc freq;
    tables Editor Article_Type Article_Title Decision Days_to_First_Decision
    Days_to_Final_Decision;
  by Editor;
  run;
  *****;
  proc means;
  var Days_to_First_Decision Days2First
    Days_to_Final_Decision Days2Last;
  run;
  *****;
  proc means;
  var Days_to_First_Decision Days2First
    Days_to_Final_Decision Days2Last;
  by Editor;
  run;
  *****;
  proc print;
  var Editor Decision Days_to_First_Decision
  Days_to_Final_Decision Manuscript_Number;
  by Editor;
  run;
  *****;
data four;
  set two;
  if Editor=" ";
  proc print;
  var Manuscript_Number Article_Type Editorial_Status First_Receipt_Date;
  run;
ods pdf close;

```