Editorial Manager/ProduXion Manager
Version 15.0 General Release Notification

em Editorial Manager®

pm ProduXion Manager®

cm Commerce Manager™

CONFIDENTIAL AND PROPRIETARY

Editorial Manager/ProduXion Manager 15.0 Release Notification

General Enhancements

Allow Early Decision for New Submissions

In previous versions of EM, only an Editor who had been assigned to a submission could submit an editorial decision. In certain workflows, editorial staff (with "proxy" permission) had to assign an Editor and proxy as that Editor to submit a decision. Entering this quick decision (sometimes known as a "desk reject") required multiple steps.

New in EM 15.0, the ability to submit early decisions on new submissions without assigning an Editor includes not only the Reject decision, but also Accept, Revise, and Reject and Transfer. Editors with the new RoleManager permission (Submit Early Decision on New Submission) will see a new Action link, Submit Early Decision. This link will appear in the following folders: New Submissions, New Submissions Requiring Assignment, and Direct-to-Editor New Submissions. The link will also appear in the Search Submissions – Search Results (when the submission is also located in one of these folders).

Clicking the link opens a pop-up window. The user submitting the early decision must identify an Editor to be associated with the early decision; this Editor will be credited with the selected editorial decision. (The user submitting the early decision is not required to have any of the separate Assign Editor permissions.)

If the user submitting the early decision has the RoleManager permission, Make a Decision, a radio button option, Assign to Me, will appear. The user may select this option and proceed to the decision letter or select a different Editor. If the user does not have decision-making permission, only the Editor selection option will appear.

Detail of the Submit Early Decision pop-up window, showing options to select an Editor, first choosing a role and then an individual user assigned to that role (by Editor Search link or by drop-down list, depending on configuration)
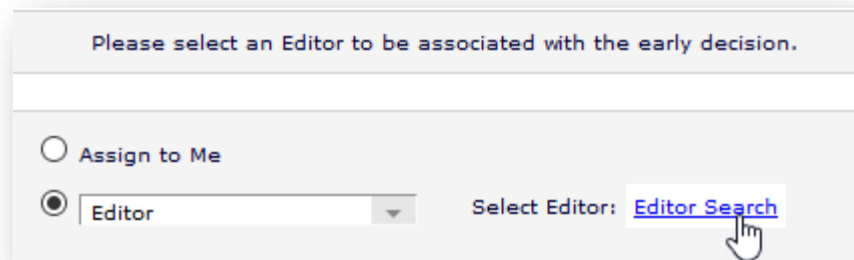
A drop-down menu allows the user to select an Editor Role. A second selector allows the user to choose a specific Editor (in that Role). If the chosen Editor Role is one configured with the RoleManager setting, Always Use Search-based Selection for Editor Chain Assignment/Replacement, then an Editor Search link will appear. Otherwise, a drop-down menu will appear, showing the names of Editors with the designated Role.

Once the user makes an Editor selection, the pop-up window expands to display the usual configured elements of the Editor Form. Users with the RoleManager permission, Notify Author of Editor's Decision when Editor Chain is Complete, can proceed to the Notify Author page to send the decision letter. Otherwise, another user will notify the Author of the early decision.

Note: If the publication is configured for manual entry of manuscript numbers, a user clicking the Submit Early Decision link will go first to the Assign Manuscript Number page and then to the Submit Early Decision pop-up window.

TO CONFIGURE:
This feature is associated with a new **RoleManager** permission. To enable, go to the Edit Role Definition page for the appropriate Editor role and, in the New Submissions section, check the box next to the new permission, Submit Early Decision on New Submissions.

The early decision option must also be applied to decision terms. Go to PolicyManager > Edit Editor Decision Terms, and click the Edit link next to the decision term(s) to be included in the early decision options. On the Add/Edit Editor Decision Term page check the box next to the setting, Allow Early Decision. On the main Editor Decision Terms page, all terms that have been designated for use with this feature appear with a checkmark in the Allow Early Decision column. These terms will appear in the drop-down menu on the Submit Early Decision page.

Usage note: Submitting an early decision is not a substitute for submission removal. While submissions that are given early decisions do not need to go through formal Editor assignment and peer review, these submissions are still treated as assigned submissions from a statistical and billing standpoint. Publications that wish to remove new submissions should do so using the existing Remove Submission link before the initial Editor assignment.

Automated Author Reminder Enhancements

Previous versions of EM included the capability to send Automated Author Submission Reminders for submissions requiring revision. New in 15.0, automated reminders are available for several other types of submissions requiring an Author's attention: incomplete submissions, submissions requiring an Author's approval of the PDF, and submissions sent back to the Author.

Author Reminder Reports section of Reports page and Send Reminder Letters page
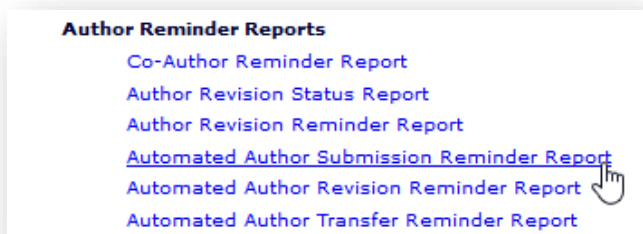
Author Reminder Reports
Co-Author Reminder Report
Author Revision Status Report
Author Revision Reminder Report
Automated Author Submission Reminder Report
Automated Author Revision Reminder Report
Automated Author Transfer Reminder Report

An Editor with appropriate permission can send these reminders from either the Reports page or the Send Reminder Letters page. The Editor can designate the timing of the reminder by the exact number of days a submission has been in the Author's folder.

Detail of Automated Author Submission Reminder Reports page

Reminder Type:	⦿ **Incomplete Submissions:** Send an automated reminder e-mail to Authors who have submissions in the Incomplete Submissions folder that have been there for exactly [7] days. Reminders will be sent to Authors who have begun to submit a manuscript and may not realize that they have not fully submitted it.
	○ **Submissions Waiting for Author's Approval:** Send an automated reminder e-mail to Authors who have submissions in the Submissions Waiting for Author's Approval folder that have been there for exactly [7] days. Reminders will be sent to Authors who have built a PDF of their submission but may not realize that they need to go to the Submissions Waiting for Author's Approval folder to finish submitting their manuscript by viewing the PDF and approving it.
	○ **Submissions Sent Back to Author:** Send an automated reminder e-mail to Authors who have submissions in the Submissions Sent Back to Authors folder that have been there for exactly [10] days. Reminders will be sent to Authors who have not taken any action on their submission in the Submissions Sent Back to Authors folder.
Reminder Name:	Insert Special Character [ ] Maximum 200 characters
Reminder Letter:	Please Choose an Automated Reminder ▾

TO CONFIGURE:

This feature is associated with a new **RoleManager** permission. To enable, go to the Edit Role Definition page for the appropriate Editor role and, in the Administrative and Reporting Functions section, check the box next to the new permission, Create Automated Author Submission Reminders.

Configure letters for each reminder. In **PolicyManager** > Edit Letters page, add a new letter in the Author Reminder family for each type: Incomplete Submissions, Submissions Needing Approval, and Submissions Sent Back to Author.

Automated Reminders for Partially Saved Reviews

A Reviewer might begin feedback on a submission, leave the incomplete review (by clicking the Save & Submit Later button), and then forget to complete and submit the review to the Editor. New in EM 15.0, an automated reminder allows Editors to notify Reviewers with these partially saved reviews.

Editors with appropriate permission can send these reminders from either the Reports page or the Send Reminder Letters page. A new Reminder Type, Reminder Outstanding Partially Saved Reviews, allows the Editor to set an automated reminder to Reviewers with a review that has been started but not submitted. The Editor can designate the timing of the reminder by the exact number of days since the incomplete review was saved.

In addition, a new section of the report page, Partially Saved Reviews, enables the Editor to refine the existing Reminder Types by including or excluding Reviewers with partially saved reviews.

Detail of Automated Reviewer Reminder Reports configuration page, showing new Reminder Type and new section relating to partially saved reviews

TO CONFIGURE:

Editor roles with the existing RoleManager permission, Create Automated Reviewer Reminders, will see the new elements on the report configuration page.

Configure an appropriate letter for the new Reminder Type. Go to **PolicyManager** > Edit Letters page, add a new letter in the Reviewer Reminder family.

Configurable ORCID Credentials

In order to allow a user to retrieve an Authenticated ORCID identifier, EM sends a request to ORCID, which results in the presentation of an ORCID pop-up page to the user. The ORCID page includes a statement, such as "Editorial Manager has asked for the following access to your ORCID Record," to let the user know the identity of the organization requesting the access.

In previous versions of EM, Editorial Manager carried out all interactions with ORCID using its own client credentials. Because users might not have recognized that Editorial Manager was a system used by the publication with which they were interacting, they may not have authorized the request.

New in EM 15.0, with the incorporation of the new ORCID API v. 2.1, a publication can opt to have its own ORCID client credentials appear on the ORCID pop-up window, so that users can easily identify the requesting organization and may be more likely to authorize that request.

Detail of the ORCID pop-up window, showing a publication's configured credentials
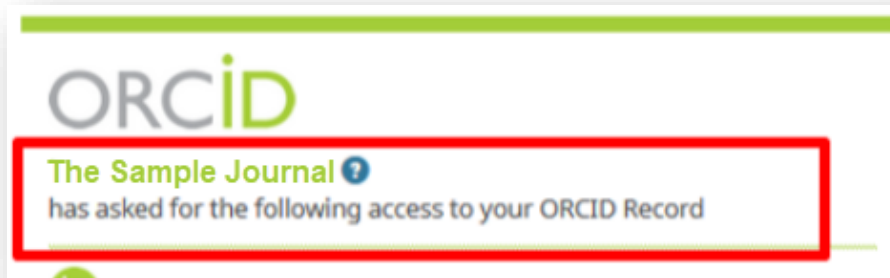
TO CONFIGURE:
Contact your Aries Account Coordinator.

ORCID Peer Review Deposits

New in EM 15.0, a Reviewer's ORCID profile can be updated automatically with information about reviews completed by the Reviewer for an EM publication/site (e.g., publication, review type, date completed). These details are added on the ORCID site as Peer Review Activity records.

Once the feature is configured, Reviewers will be asked to approve the transfer of their first review by responding "Yes" to an authorization request configured to appear on the Review Form. (For security purposes, this question cannot be answered via proxy.) As a convenience, Reviewers also have the option to define their response as the default response for future reviews that are configured for ORCID deposit.

Detail of Review Form, showing the request for the Reviewer's authorization
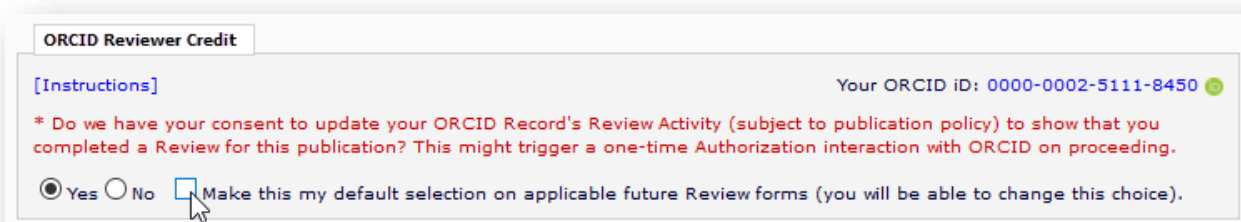

The request will trigger an authorization interaction with ORCID via a pop-up window. Reviewers must log in to the ORCID site and authorize the publication to update their ORCID Record, in order to deposit this *and future* reviews. (ORCID also provides Reviewers the option to give permission for a one-time only authorization. If they choose this option, the EM system will not be able to deposit future reviews automatically. This functionality is outside of Editorial Manager's control.)

Reviewers will also be able to access the authorization request via an Action link in the Completed Assignments folder. Reviewers can confirm the current deposit status, change their response to the authorization request as long as the review has not been transferred, or reauthorize ORCID deposit if a transfer fails.
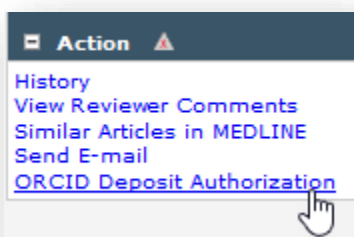
Note: This feature will not be applied retroactively. Review Forms are associated with Article Types (PolicyManager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Match Review Forms to Article Types and Reviewer Roles), so once a Review Form is updated to include the authorization request, it will be applied to reviews of new submissions of the associated Article Type(s) moving forward.

TO CONFIGURE:

Contact your Aries Account Coordinator to enable the ORCID API deposit functionality.

To configure the Review Form, go to **PolicyManager** > Reviewer and Editor Form Policies > Create/Edit Review Forms. Click the Edit link next to the form to be updated. On the Edit Review Form page, check the box next to the setting, Enable ORCID Review Deposit (Display Authorization Request). The Authorization Request and related Instructions for ORCID Review Deposit fields are editable by the publication.

Set the additional parameters:
- Completion date detail to send to ORCID. The default setting is "Year Only."
- ORCID Review Type. Use the drop-down selector to choose from the options (these are mandated by the ORCID API).
- ORCID Reviewer Role. Use the drop-down selector to choose from the options (these are mandated by the ORCID API).
- Review rating threshold. Use the checkbox to select this parameter, if desired. Enter the minimum rating number.
- Submission time threshold. Use the checkbox to select this parameter, if desired. Enter the permissible number-of-days-late threshold.

Detail of Add/Edit Review Form page, showing ORCID Review Deposit settings

If desired, review deposit configuration can be specific to Role or Article Type. Go to **PolicyManager** > Reviewer and Editor Form Policies > Match Review Forms to Article Types and Reviewer Roles to link your Review Forms to specific combinations of Reviewer Role and Article Type.

To configure the deposit parameters, go to **PolicyManager** > Reviewer Recommendation Policies > Configure ORCID Review Deposit. This page allows the publication to define which reviews should be included in each batch of deposits with ORCID and to define the frequency of deposits.

Select a Revision Review Policy option. This policy determines whether a Reviewer's ORCID record is credited *every time* the same submission is reviewed, or whether the ORCID record is credited *only once* per submission, no matter how many eligible review assignments are completed. Two options are available:

- Credit Reviewers with one ORCID Review Activity per Submission (credit for the first eligible Review to be completed).
- Credit Reviewers with a separate ORCID Review Activity for each eligible individual review submitted to the publication.

Detail of Configure ORCID Review Deposit page, showing Revision Review Policy section

Revision Review Policy

Use this option to control whether you credit each Reviewer with a single ORCID Review Activity citation per Submission (no matter how many different Revisions they Review), or credit each Reviewer with one ORCID Review Activity citation for each eligible, individual Reviewer Assignment they complete (i.e., one Reviewer Activity credited per Revision reviewed including the original submission).

- ● Credit Reviewers with one ORCID Review Activity per Submission (the first eligible Review to be completed)
- ○ Credit Reviewers with a separate ORCID Review Activity for each eligible individual Review submitted to the publication

Set the frequency of batch deposits and select the parameter for when eligible reviews should be considered ready to deposit. Both of these together affect how quickly the Reviewer is credited. Batch transfer can be done daily, weekly, monthly, or every set number of months. The publication may define the point a Review is ready to be credited at one of three points in the workflow:

- When the submission completes peer review.
- When the Author is notified of a decision.
- When Final Disposition for the submission is set.

Detail of Configure ORCID Review Deposit page, showing Batch Review Deposit section

Batch Review Deposit

Choose the frequency of transfer for batches of Reviews to ORCID. Each batch will pick up all Reviews for which the Reviewer answered "Yes" to the ORCID Review Deposit Authorization question and which have not yet been deposited, subject to any further conditions defined below.

- ○ Daily
- ○ Weekly, every [Monday ▼]
- ● Monthly on the ● First ○ Last day of the month
- ○ Every [   ] months, commencing [   ] 📅 (mm/dd/yyyy)

Choose when eligible Reviews should be considered ready to deposit: in the batch following their completion or in the batch after the associated submission reaches a specific milestone. If you configure a Rating condition below, Reviews will not be deposited before an Editor assigns a Review Rating.

- ● Deposit eligible Reviews in the batch following their completion, or the assigning of a Review Rating (if applicable).
- ○ Deposit eligible Reviews after the Author is Notified of a Decision on the version that was reviewed (Initial Submission or any Revision)
- ○ Deposit eligible Reviews after the Final Disposition has been set for the Submission

Important: Even if using default settings, click Submit to enable the configurations on this page.

General Data Protection Regulation (GDPR) Enhancements

The purpose of the General Data Protection Regulation (GDPR) is to strengthen and unify data protection for individuals within the European Union (EU). It also addresses the export of personal data outside the EU. More information about the new regulation is available here. GDPR requirements take effect May 25, 2018.

To accommodate the requirements, EM version 15.0 introduces the following mandatory changes. Publications cannot opt out of these features, as they are required for GDPR compliance. Future Editorial Manager enhancements will continue to ensure publications have the tools necessary to keep in compliance with mandated international standards.

Enforced Mandatory Notification of Proxy Registration

The GDPR mandates "explicit consent" for the processing of individuals' personal data. In previous versions of EM, an Editor (with appropriate RoleManager permission) could proxy register a new user without triggering the letter to notify that user of the registration. This will no longer be permitted.

Mandated in EM 15.0 (and an optional setting in EM 14.1), all users proxy registered by an Editor will receive an email notification of the registration. Editor roles with RoleManager permission to proxy register new users will no longer have the option not to send a notification letter.

TO CONFIGURE:

The system requirement to send a letter is enabled at upgrade. Publications should ensure that a notification letter is configured for the ActionManager event, Proxy Register New User.

There are several system processes that register new users automatically (e.g., ingested/transferred submissions, IJRS/portal-linked groups, Data Import Service (DIS), and Reviewer Discovery). Because these do not trigger the Proxy Register New User event, publications should ensure that the associated "Welcome" or "New Assignment/Invitation" letters include notification of registration.

Information Removal Request Text in Email Footers

The GDPR also ensures individuals' "right to erasure." They must be able to request the removal (or anonymization) of their personal data. New in EM 15.0, all emails generated by the EM system will include a standard footer directing users to contact the publication office if they want to unsubscribe/be removed from the publication's database. This footer will be applied to all new and existing EM letters; footer text will not obscure existing letter text or formatting.

The footer text reads: "If you would like your personal information to be removed from the database, please contact the publication office."

Once the publication office is notified, the user's personal data must be anonymized. Initially, this will have to be done manually by publication staff (with an Editor role) via

Search People – Update Information. EM version 15.1 will include functionality to automate the anonymization process.

TO CONFIGURE:

No configuration for letters is required. The footer will be added automatically. This footer text is not editable by system administrators or by users sending system email.

Note: Contact your Aries Account Coordinator regarding recommended practices for anonymizing personal metadata.
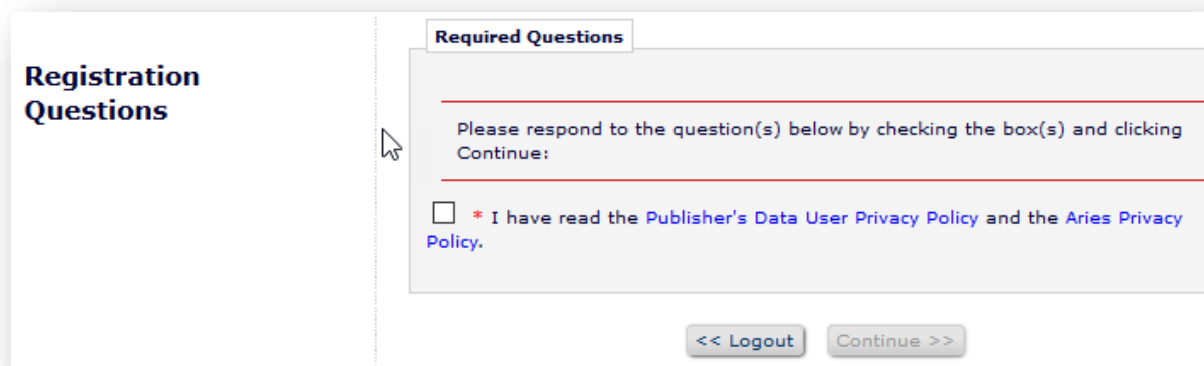
Forced Privacy Policies Registration Question at Login

Also new in EM 15.0, Aries will mandate a forced registration question, which will display for all new and existing users. This will require users to acknowledge the privacy policies of both Aries and the EM site publisher by checking a box next to the statement: "I have read and accept the Publisher's Data Use Privacy Policy and the Aries Privacy Policy." The statement will include hyperlinks to the policy statements. Users who do not check the box will not be able to complete login.

New EM users will see the privacy policies message during the registration process. Proxy-registered users will be presented with the question the first time they log in. Existing users will also be presented with the question the first time they log in after upgrade. Only the actual user can answer the question; editorial staff accessing a user account by proxy cannot answer the question for that user. Once a user has responded to the question and submitted the page, the user cannot change the answer; the question will not be presented again.

The answered question appears on the user's Update My Information page (and Search People – Update Information page) with the checkbox completed and uneditable. The links to the privacy policies appear as active, allowing the user to review the information at any time.

Detail of the Registration step showing required privacy policies question

TO CONFIGURE:

Before upgrade, publishers will be required to provide a link to their data use privacy policy. For details, contact your Aries Account Coordinator.

No site configuration is necessary. The required/forced question will be hard-coded and will not be editable by system administrators. The question will not be exempt for any roles.

If a publication has other questions presented at registration, the privacy question can be reordered in the list as with any question.

Note: For publications in an IJRS group, a user's response will not be propagated across publication sites. The user must answer the question on each EM site at first login. In the case of Editors with cross-publication access via the "Go-To" drop-down list and automatic login (based on the RoleManager permissions shown below), the users will not have to log in when changing sites and therefore will not be presented with the question on the other People Sharing Group sites.

StatReviewer – EM Integration

In EM 15.0, publications can integrate with StatReviewer, a third-party tool that takes a manuscript PDF as input and returns information about the quality of the statistical information in the article. The tool runs thousands of proprietary algorithms against the manuscript, checking for numerical errors, appropriate statistical texts, style, and methodological reporting, using industry standards such as Consort 2010, STROBE, STARD, etc. The result is one or more reports that can be delivered via email or an API or posted to a website. StatReviewer can serve as an automated, non-human "Reviewer" that returns results in minutes and supports the editorial review and decision process.

EM can be configured to send a copy of the Reviewer PDF to StatReviewer automatically at a point in the workflow chosen by the publication. Editor roles can also be configured so that Editors can send the PDF to StatReviewer manually, using a button on the File Inventory or Technical Check page.

Publications that want to use this integration must have an active account with StatReviewer. To learn more about StatReviewer, visit www.statreviewer.com/.

EM users will be able to access StatReviewer reports through the interface. Access for Editors will be granted by role. Access for Reviewers and Authors can be granted to individual users by the Editor (or configured by a system administrator to display to Reviewers and Authors by default). Authors and Reviewers will have access only to reports configured in the StatReviewer interface to be visible to their role.

Detail of Technical Check page, showing StatReviewer Results link
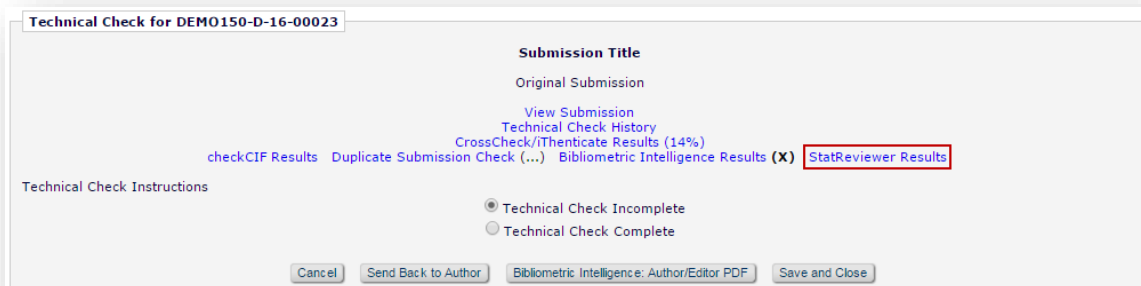
A new deep link merge field, %VIEW_STATREVIEWER_RESULTS%, can be used in letters to Editors (with the corresponding RoleManager permission) and Authors/Reviewers who have been granted access to the StatReviewer Results report for a submission.

Detail of StatReviewer Results page

StatReviewer Results
DMITRIDEV130-D-16-00010
"Test"

All reports returned by the StatReviewer tool are listed below. Click "Download" next to any completed reports to download a PDF of the results file. (more...)

☐ Display StatReviewer Results to Author after making a decision or sending the submission back to the Author
☐ Display StatReviewer Results to Reviewers after acceptance of review invitation

Close

Reports

Report ID	Report Name	Date Created	Revision	Visible to Author	Visible to Reviewers	Actions
115	Consort - Editorial	Jul 18 2017	1			Download
114	Consort - Author	Jul 18 2017	1			Download
113	STARD - Editorial	Jul 18 2017	1			Download
112	STARD - Reviewer	Jul 18 2017	1			Download
111	STARD - Author	Jul 18 2017	1			Error	Retry
105	Consort - Editorial	Jul 12 2017	0			Download
104	Consort - Author	Jul 12 2017	0			Download
103	STARD - Editorial	Jul 12 2017	0			Download
102	STARD - Reviewer	Jul 12 2017	0			Download
101	STARD - Author	Jul 12 2017	0			Download

Close

TO CONFIGURE:

The publication must have a valid StatReviewer account, and the EM feature must be enabled by your Aries Account Coordinator.

To grant access to the StatReviewer tool, two permissions are added to **RoleManager** for Editor roles:
- Initiate StatReviewer Analysis enables an Editor to submit the file to StatReviewer.
- View StatReviewer Results enables an Editor to access the results report and to allow Reviewers and Authors access to the report.

Reviewer and Author roles may also be given access by default. Go to **PolicyManager** > Submission Policies > Configure StatReviewer. Settings on this page allow Authors and Reviewers access to StatReviewer results by default. Check the box(es) to grant Authors and/or Reviewers to see the StatReviewer Results link in applicable folders. When enabled, Authors will be able to see StatReviewer reports on submissions that have received a decision or have been sent back to the Author. Reviewers will be able to see StatReviewer reports for pending and completed assignments.

The option to send the PDF to StatReviewer automatically is enabled by Article Type. Go to **PolicyManager** > Submission Policies > Edit Article Types and select the applicable Article Type. In the StatReviewer Analysis section, check the box to next to the point(s) in the workflow when EM should automatically send a copy of the Reviewer PDF to the StatReviewer analysis tool. Editor roles (with Initiate StatReviewer Analysis permission) can send the PDF from the Technical Check and File Inventory pages even if these automatic triggers are not enabled.

Detail of Edit Article Type page

StatReview Analysis:
☐ Send Reviewer PDF when Transfer Complete link is clicked
☐ Send Reviewer PDF when New Submission Received
☐ Send Reviewer PDF on Tech Check Completion
☐ Send Reviewer PDF at First Editor Assignment
☐ Send Reviewer PDF at First Revision

Changing the Corresponding Author Enhancement

In previous versions of EM, when a Corresponding Author or Editor needed to change a submission's designated Corresponding Author, the user making the change was required to enter the username of new Corresponding Author as verification (if the new Corresponding Author was already registered in EM). If the new Corresponding Author was not registered on the EM site, the Author or Editor making the designation could register the new user and create a temporary username and password on that user's behalf.

New in EM 15.0 (and also available in EM 14.1), with security enhancements to usernames and passwords in place, the process for changing a submission's Corresponding Author is updated.

☑ This is the corresponding author

When the user (Editor or Corresponding Author) marks a Co-author as the new Corresponding Author, the system looks for potential matches in the publication's

Select an Author

There were registered author(s) found matching the first and last name provided. If the person you are looking for is listed below, click the 'Confirm' link to verify your selection. If the person you are looking for is not listed below, click the 'Register New Corresponding Author' button to register a new author.

First Name	Middle Initial	Last Name	Affiliation	City	ORCID iD	Email Address	
LM		Alcott			0000-0002-5111-8450 ⓘ	LMA@ariessys.com	Confirm

Cancel   Register New Corresponding Author

database. If one or more potential matches are found, they are displayed in a pop-up window. Each has a Confirm link next to it. The user clicks the link to verify the correct record and to complete the Corresponding Author change. If the correct record is not listed, the user has the option of registering a new person and designating that person as the Corresponding Author.

If no matching records are found, a pop-up window prompts the user to register the new author. The user (Editor or current Corresponding Author) enters the required information for the registration, including a temporary username. This basic registration does not include entering a password or answering any security questions. The newly registered author will create a password and answer any security questions on first login (after clicking the deep link in the registration letter).

The author that you have tried to specify as the corresponding author cannot be found based on the name and email address you entered. Click 'Register New Corresponding Author' to register this person, or go back to the Previous Page and re-enter the name and email address.

Cancel   Register New Corresponding Author

TO CONFIGURE:
No configuration is necessary.

User Registration Field Name Is Changed: Country or Region

New in EM 15.0 (and also available EM 14.1), in order to clarify a user registration field and label it more accurately, the Country field label is changed to Country or Region.

TO CONFIGURE:

No configuration is necessary.

New Author Submission Interface

The redesigned Author Submission Interface, launched in EM 14.1, will become a standard feature in EM 15.0. This new interface makes the manuscript submission process quicker and easier for Authors. They can use the interface for initial submission and submission of revisions. (*Editors will continue to use the legacy submission interface when editing a submission or submitting as an Editor.*)

New interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can now extract metadata directly from a manuscript file during the upload process to automatically populate specific submission data fields (Full Title, Abstract, Author List). This means the Author spends less time entering information manually, which makes for a more efficient overall experience. Authors must submit the manuscript file in Microsoft Word format to use this functionality.

Navigating Core Submission Steps

In previous versions of EM, submission steps were stacked vertically in the left part of the page in the Author Submission Interface. Authors could proceed through the submission process in the order the steps appeared or click into each step in the order they preferred. Submission sections are displayed horizontally on a progress bar. As before, Authors can complete each step in whatever order they choose. Graphic indicators show which steps are complete and which remain to be addressed.

New progress bar, showing different progress indicators
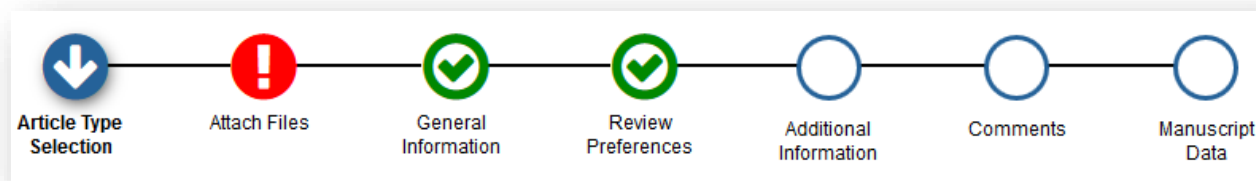
Core submission steps are automatically updated as an Author proceeds through the process. A green check mark icon indicates the step is complete, a blue arrow icon indicates the current page being displayed, a red exclamation point icon notes a section requires more information, and a blank circle indicates a page that the Author has not opened yet.

Presentation of Submission Steps

The submission process can include seven core submission steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. (Steps displayed depend on Article Type configuration.)

The page for each core submission step may include multiple data fields, depending on the configuration of the selected Article Type. These fields are displayed in accordion sections, each of which can be expanded or collapsed by clicking on its title bar. An Author can expand or collapse each of the fields on this and similar pages by clicking the tab name for each field. This allows the Author to view only one or more than one section at a time. Clicking the Next button closes the current field and opens the one below it. The system saves entered data when the Author clicks the Back or Proceed button.

The seven core steps are ordered as follows:

1. **Article Type Selection.** The Author selects an Article Type from the drop-down menu. This step may be suppressed if the publication pre-selects Article Types on behalf of Authors (as for an invited submission).

Select Article Type page, including progress bar at top

2. Attach Files.

- For a new submission, the Attach Files step actually involves two page layouts. The first layout allows Authors to upload a single file, using the Browse button or the Drag & Drop feature.

  Note: This file is referred to as the Primary Manuscript File on the Edit Article Type configuration page (see the Configuration section below), although it does not actually have to be a manuscript. In a double-blind workflow, this file could be the cover or title page.

  o If the Author uploads an MS Word–readable file at this point, the system automatically attempts to extract manuscript-related metadata from the file as the Author continues the submission process.
  o For each Article Type, publications can optionally configure a submission item type to be assigned automatically to the Primary Manuscript File uploaded at this point. (Authors can change the submission item type after upload.) If a publication has chosen this option, the configured submission item will be required.
  o Uploading a file on the first layout is not required. An Author can skip the upload and move to the second layout by clicking the Proceed button. If the Author skips this first Attach Files screen, the automatic metadata extraction process will not take place for the submission.
  o Instructions in the left column may be customized to provide publication-specific guidance for Authors. For example, if a publication's Authors typically submit files via arXiv, the instructions can prompt Authors to skip this file upload and click the Proceed button to advance to the next layout, where arXiv files may be submitted.

Detail of Attach Files submission step, first layout

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.

Insert Special Character

Browse... OR Drag & Drop Files Here

No Items have yet been attached for this submission.

← Back   Proceed →

- The second layout is presented after the Author has either uploaded a file or clicked the Proceed button on the first layout. This view allows the Author to submit and organize additional files. (Files uploaded at this point do not trigger the automatic metadata extraction feature.)
  - The functionality to attach files from arXiv.org appears on this layout.
  - Required submission items are listed in the left column: green when the item has been submitted, red when it has not yet been submitted.
  - Instructions in the left column (below the list of required items) may be customized.

Detail of Attach Files submission step, second layout

- For a revised submission, Authors are presented with a layout listing the original submission files. They can select files from the previous version to include in revision. The rest of the submission process is as described above.
  - If "Include in Revision" for the Primary Manuscript File is not checked, the Author proceeds to the first layout to upload a new Primary Manuscript File. The automatic extraction process will be run on this revised file.

Remember: The Primary Manuscript File does not actually have to contain the manuscript. In a double-blind workflow, it may be the cover or title page.

  - If "Include in Revision" for the Primary Manuscript File is checked, the Author does not need to upload a new Primary Manuscript File and proceeds directly to the second layout.

Detail of Attach Files submission step, initial layout shown for revised submission

Insert Special Character

The files associated with the prior revision of your submission appear here. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Abstract	Abstract	abstract_jers.txt	0 Bytes	Apr 5 2018 2:35PM	☐	Download
Figure	Figure	figure_2.gif	0 Bytes	Apr 5 2018 2:35PM	☐	Download
Manuscript	Manuscript	The Moon.docx	0 Bytes	Apr 5 2018 2:33PM	☐	Download

No Items have yet been attached for this submission.

← Back   Proceed →

3. General Information. This page includes the following pre-existing submission steps (if enabled for the chosen Article Type):
- **Region of Origin**
- **Section/Category**
- **Classifications**
- **Keywords**

Detail of General Information page (Image shows collapsed data fields)

+ Section/Category

+ Classifications

+ Keywords

← Back   Proceed →

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4. Review Preferences. This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):

- **Request Editor**
- **Suggest Reviewers**
- **Oppose Reviewers**

Detail of Review Preferences page, which retains the familiar tools for adding and editing names on the list (Image shows both expanded and collapsed data fields)

5. Additional Information. This page displays the Author and/or Submission Questionnaire if configured for the Article Type. (The step does not appear in the progress bar if no questionnaires are configured.) Question configurations are unchanged at upgrade.

Detail of Additional Information page
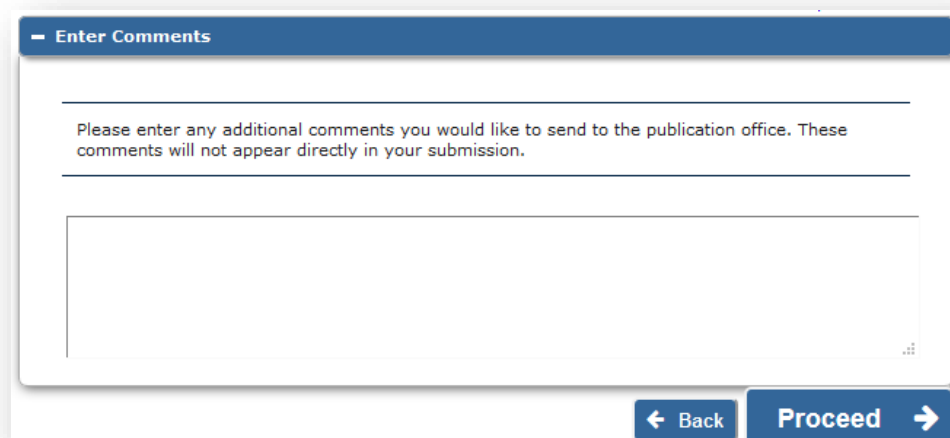
6. Comments. This page displays a text field where an Author can enter any submission-related comments (if configured for the Article Type).

Detail of Comments page

7. Manuscript Data. This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):
- Title (also Short Title, Secondary Title, Secondary Short Title)
- Abstract
- Authors
- Funding Information
- Request Waiver

The new interface automatically populates several fields on this page, if possible, by extracting the data from the file uploaded on the first Attach Files screen—the Primary Manuscript File. This saves time for the Author, who then just needs to verify the information (and make any necessary edits). The metadata fields that may be extracted are:
- Article Title
- Abstract
- Author Titles, Names, Degrees, and Affiliations

If the manuscript file is not in MS word format (.doc or .docx), the fields will not be automatically populated. Other manuscript data fields on this page are not automatically populated. Any fields that cannot be automatically populated can be completed manually by the Author.

If the Author reaches this page before the system completes the extraction process, a message indicates that the extraction is in process and gives the Author the option of entering the information manually.

Message shown to user during metadata extraction operation

Please wait while we attempt to extract information from your manuscript file and populate your submission record. If you do not want to wait and would prefer to enter your data manually, click 'Enter Data Manually'.

Enter Data Manually
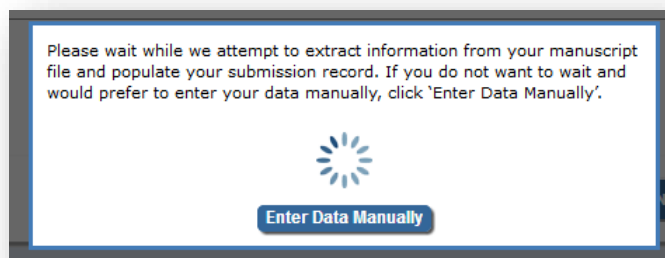
When the extraction process is complete, any fields that are missing data and require the Author's attention are marked with an alert icon (red triangle).

Detail of Manuscript Data page, showing alert icon (indicates required information is missing in the Title field) and information icon (configured with custom instructions for the Author)

+ Title ⚠️

+ Abstract

− Authors

    ℹ️ **Current Author List**   **+ Add Another Author**

    You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

    ✏️ 🗑️   **Constance Data**
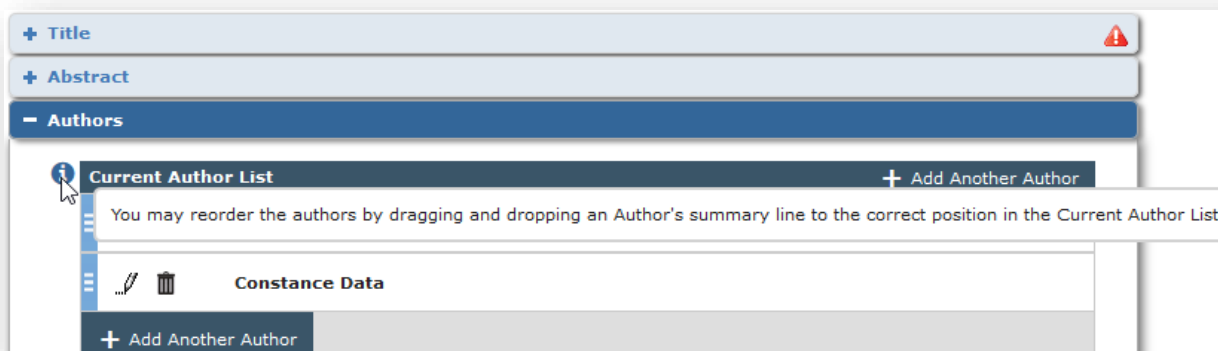
    + Add Another Author

TO CONFIGURE:

While the majority of a publication's Article Type settings will automatically sync on upgrade to version 15.0, pre-existing custom submission instructions (related to the old submission interface) will not, because they will not correspond exactly to the new submission steps. Aries advises publications to create any custom submission-step instructions for the new interface prior to the 15.0 upgrade. If no custom instructions are entered, default instructions will be used. Go to **PolicyManager** > Submission Policies > Edit Manuscript Submission Instructions.

The new Author Submission Interface provides a variety of fields for custom instructions, both at the left of each core submission step page and within individual steps (in the accordion windows) on the page.

Instruction fields appear in the left column and within individual steps
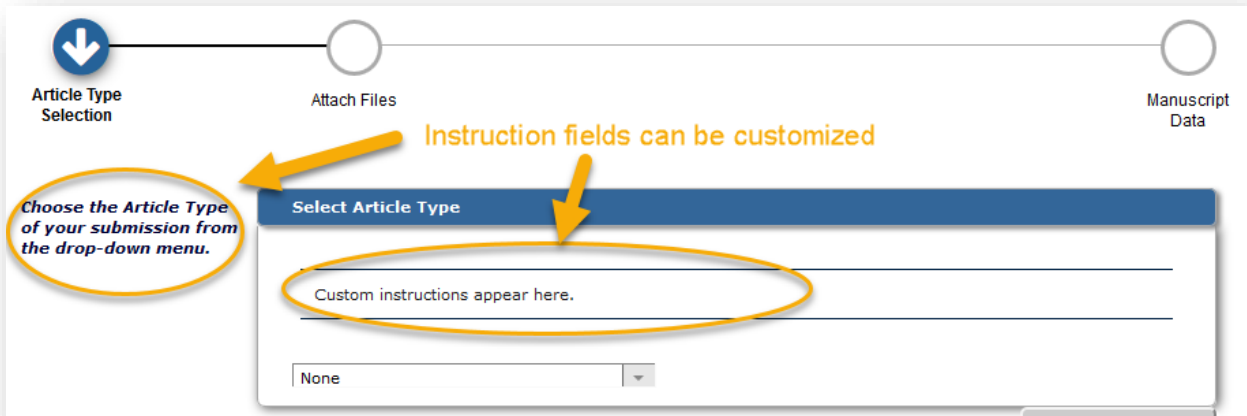
In addition, for instructions that appear in accordion windows, there is the alternative option to display an information icon with the instructions as associated hover text.

Instructions appear when the user rolls the cursor over the information icon
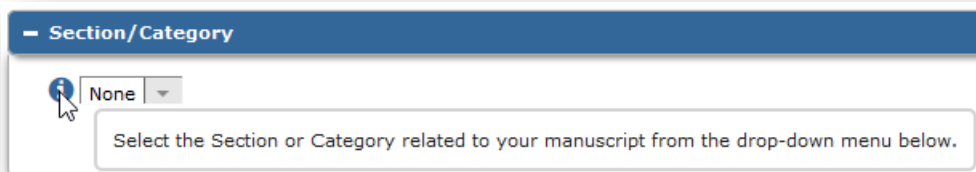
To select this option, check the box next to the setting, Display using Information Icon, under the corresponding instructions entered in PolicyManager (see illustration below).

Detail of Edit Manuscript Submission Instructions page in PolicyManager
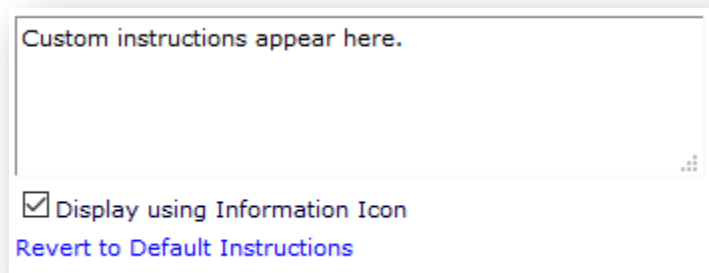
For each Article Type, publications can configure a submission item type to be assigned automatically to the Primary Manuscript File (file Author uploads on the first Attach Files screen). Go to **PolicyManager** > Submission Policies > Edit Article Types > Submission Item Parameters > Primary Manuscript File. Use the drop-down lists for new and revised submissions to select the desired Primary Manuscript File type to be automatically assigned to the file uploaded on the first Attach Files screen. These drop-down lists include any configured Submission Item Types in the Default or Document families.

Note: When a submission item type is designated as the Primary Manuscript File for New Submission, the item is automatically set as Required and off-line submission is set to Hidden (not allowed) for New Submission on settings farther down the Article Type configuration page. These settings are grayed out (uneditable) as long as the item type is chosen as the Primary Manuscript File. The same is true when designating a submission item type as Primary Manuscript File for Revised Submission.

A submission item type designated as the Primary Manuscript File does not have to be the submission item containing the manuscript. Some publications with a double-blind workflow may choose to designate their title page or cover page submission item as the Primary Manuscript File and have their Authors upload a title/cover page on the first Attach Files screen so that it can be used for automatic metadata extraction.

Detail of Edit Article Type page, showing new Primary Manuscript File setting

Import and Transfer Enhancements

Automatic PDF Build for Ingested and Transferred Submissions

In previous versions of EM, Editors or editorial staff had to take several steps to manually process submissions coming in as transfers or imported/ingested from an Author Portal or Manuscript Service Provider (MSP) or a non-EM journal. EM 14.1 introduced enhancements to EM Ingest functionality and separated ingested submissions from transferred submissions on the Editor Main Menu. Separate sections, Transferred Submissions and Ingested Submissions, enabled Editors and editorial staff to more easily identify the submissions and their sources, but the submissions still required some manual processing to complete the ingest/transfer and build and approve the PDF.

EM 15.0 introduces additional automation to the process, which will save time for Editors and editorial staff. When an ingested or incoming transferred submission includes all required metadata items and submission files for the selected Article Type (and depending on site configuration options), the system will be able to build and approve the PDF automatically and then mark the submission "Transfer Complete" to move it into the editorial workflow automatically.

A new ActionManager event, Automatic PDF Build Error – Required Information Missing, is introduced. The event will be triggered if the system cannot complete the process. This document status term will appear in the submission's status column in the Transferred Submissions folder or one of the Ingested Submissions folders. (The phrasing of the document status term is editable.) If the PDF build cannot be completed, the Editor will receive a letter notification (a letter must be configured for the new event); in that case the Editor will have to check the submission and either build the PDF manually or send the submission back to the Author.

Note: Ingested/transferred submissions with Article Types that have a submission fee and/or Article Processing Charges (APC) configured cannot undergo automatic PDF build processing. Manual processing is required for these submissions.

TO CONFIGURE:
The automatic PDF build feature is available for ingested and/or incoming transferred submissions.

To enable automatic PDF build for ingested submissions, go to **AdminManager** > Configure Manuscript Service Providers for Ingest Service.
1. For each applicable provider, check the box next to the setting, Automatically build and approve PDF.
2. At the top of the page, select an Editor Role and Editor, using the drop-down lists, to receive automatic PDF build notifications. (If the site has other features enabled on this page, these selections may already be made.)

To enable automatic PDF build for transferred submissions, go to **AdminManager** > Configure Cross-Publication Submission Transfer. In the section, Configure Automatic Settings for Transferred Submissions:

1. Check the box next to, Automatically trigger PDF Build Processing
2. Select an Editor Role and Editor, using the drop-down lists, to receive automatic PDF build notifications.

For both new submissions transferred in from another publication and ingested from an MSP, an additional setting enables them to be automatically marked "Transfer Complete" when the submission PDF is either approved manually or built automatically. Check the box if desired.

Configure an Editor letter for the ActionManager event, Automatic PDF Build Error – Required Information Missing, so the Editor identified on the setting(s) above will be notified if the system cannot complete the process.

Note: To import a URL/URI Submission Item, one must be configured in **PolicyManager** > Submission Policies > Edit Submission Items. Select the applicable Submission Item Type and click the Edit link. On the Edit Submission Item Type page, set the URL/URI/External Resource Entry to "Optional" or "Required," using the drop-down menu, and assign a Custom Metadata ID. For EM Ingest and imports from non-EM sites, the specific URL for the Submission Item included with that submission must be in the JATS XML file sent to EM for import/ingest.

API for Author Letters

In previous versions of EM, Authors submitting manuscripts to a publication via an Author Portal (AP) or Manuscript Service Provider (MSP) received emails from the publication's EM site and had to respond to those messages from their email account or by logging in to the EM site. The communications were not connected to the AP/MSP. Requests to modify the submission (such as a new submission being sent back to the Author or the Author being notified of a Revision decision) required the Author to access the email outside the AP/MSP and then separately resubmit the manuscript through the AP/MSP.

New in EM 15.0, communications to Authors can be sent through an API to the AP/MSP. This will allow an AP/MSP site to display letters generated by EM/PM to the Authors (both Corresponding Authors and Co-authors). In addition, the AP/MSP will be able to take the information from the EM-generated letter, add their own information, and email it on to the Author. The Author will be able to manage the submission-related communications through the AP/MSP platform. (EM does not send the Author/co-author a separate email in this case; the letter is sent only through the API.)

This feature applies only to submissions that originated from an AP/MSP. The following submission-related letters are eligible for sending via the API:
- Send Back to Author letters
- Decision letters
- Automated Author reminders
- Ad hoc letters to Authors (Corresponding Authors and Co-authors)
- Co-author verification letters and reminders
- Submission Production Task assignment letters (and attached Assignment files)
- Letters resent from Correspondence History

Merge fields will populate in these letters as they do in email letters. Attachments will be pushed via the API for letters configured to include attachments.

TO CONFIGURE:
To configure the settings for AP/MSPs, go to **AdminManager** > Configure Manuscript Service Providers for Ingest Service. For each applicable AP/MSP, check the box next to the Author-related setting(s) desired. There are two settings: one for Corresponding Author communications and one for Co-author communications.

These checkboxes appear only if the MSP has provided Aries with endpoints to receive this information. The feature can be used only with MSPs that can receive this information.

Production Tracking Enhancements

Production Task Deep Link for Editors

In previous versions of EM/PM, when Editors and Publishers received email notification of Production Task assignments, they had to manually log in to the system, go to the applicable folder (Submission Tasks Assigned to Me or Schedule Groups Assigned to Me), locate the appropriate submission, and complete the task.

In comparison, notifications to Authors with assigned Submission Production Tasks could be configured to include the %PROD_TASK_DEEP_LINK% merge field, which logs the Author into the system and goes directly to the Current Task Assignments page, where all the Submission Production Tasks assigned to the Author are listed.

New in EM/PM 15.0, a similar deep link merge field, %PROD_TASK_EDITOR_PUBLISHER_DEEP_LINK%, is added, which will automatically log in Editor and Publisher users and direct them to the folder containing the assignment. If the task is a Submission Production Task, the link will navigate the user to the Submission Tasks Assigned to Me page. If the task is a Schedule Group Production Task, the link will navigate the user to the Schedule Group Tasks Assigned to Me page.

TO CONFIGURE:

Go to **PolicyManager** > ProduXion Manager > Set Production Task Deep Link Expirations. (This page was formerly called "Set Author Production Task Deep Link Expiration.") The expiration may be set after a defined number of days or clicks. Check the box next to the preferred parameter and enter the desired number. To keep the link active indefinitely, do not check either box. If both boxes are checked (and number entered), the link expires when the first criterion is met. Once enabled, the merge field can be used in letters to Editor or Publisher roles.

%PROD_TASK_EDITOR_PUBLISHER_DEEP_LINK%
This deep link can be sent to **Editors** or **Publishers** receiving Submission Production Task or Schedule Group Production Task assignments. It carries out a full login and takes the Editor or Publisher to the *Submission Tasks Assigned to Me or Schedule Group Tasks Assigned to Me* page, displaying the associated submission/schedule group.

☐ Expire link after [   ] clicks

☐ Expire link after [   ] days

Reporting Enhancements

EAR Publons Standard Report

New in EM 15.0 (and also available in EM 14.1), a single-journal Publons standard report is introduced to facilitate the transfer of peer review data. The report lists Reviewers who have completed reviews in the previous seven days and who have authorized the publication to send their data to Publons.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions on a publication using Enterprise Analytics Reporting will see this new report in the Third Party Exports menu.

XEAR Kudos Standard Report

New in EM 15.0 (and also available in EM 14.1), a cross-publication Kudos standard report is introduced, enabling Publication Groups to send information to Kudos by group rather than by individual publication. In order to enable the new Kudos report, the Cross-publication Submissions and Author Questionnaires View is modified to include three additional fields (Corresponding Author Title, Corresponding ORCID, and Corresponding ORCID Authenticated).

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions on a publication using Cross-publication Enterprise Analytics Reporting will see this new report in the Cross-publication Third Party Exports menu.

Publication Code Filter Available for Publication Group Reports in XEAR

In previous versions of EM, Editors with permission to run Cross-Publication Enterprise Analytics Reports could filter the report using the Publication Code field as long as the report was run against the Publication Group, All Publications. If the Editor selected a journal-defined Publication Group (i.e., a subset of the All Publications group), then the Publication Code was not available as a filter field. This was a problem when an Editor wanted to run a report only on a subset of journals in the selected Publication Group.

New in EM 15.0 (and also available in EM 14.1), the Filter Field drop-down list (on the Filters tab) includes the field, Publication Code, no matter which Publication Group is selected when designing, editing, or running a Cross-Publication EAR report. The set of Publication Codes that appear in the Values column are limited to the selected Publication Group.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions on a publication using XEAR will see this new filter.

New Field, Journal Full Title, Available in XEAR

All XEAR views contain the field, Publication Code, and many also contain the field, Journal ID. Either may be used to identify the publications in the report results, since these views can report against more than one journal's metadata.

New in EM 15.0 (and also available in EM 14.1), a new field, Journal Full Title, is added to help users more easily identify the publications when looking at an XEAR report.

A new database table, Journal Information, is added to every publication. This table holds the one record: the publication's Full Journal Title. This field is added to all existing XEAR views.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions on a publication using XEAR will see this new filter.

Ringgold ID Available in Funding Information Reporting

New in EM 15.0 (and also available in EM 14.1), a Ringgold ID field is added to the Funding Information table and the Submissions and Funding Information view. The data can be reported on in Custom Reports, EAR, and XEAR and exported in General Data Export. This data is captured when a submitting Author selects a FundRef institution from the list on the Funding Information submission step. The system looks up the Ringgold ID associated with the institution and populates it on the funder/submission record.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions will see the new field.

Database Help

The Get More Help links on Reporting pages allow users to access the list of fields that are available on each database table or view. However, users have to select one table or view and see the list of fields only for the table or view they have chosen. There is no comprehensive way to search for fields/tables/views using this method.

New in EM 15.0 (and also available in EM 14.1), users have the option to download database help content as a .csv file, which can be opened as an Excel spreadsheet. Users can search and sort within the file as needed.

A new link, Database Help, appears in the Report Tools section of the main Reports page. This link takes the user to the Download Database Help page. Clicking the download button opens a pop-up window where the user can opts to save the file or open it.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions will see the Database Help option.

Merge Field Enhancements

Production Task Deep Link for Editors

%PROD_TASK_EDITOR_PUBLISHER_DEEP_LINK% automatically logs in an Editor or Publisher and goes directly to the Production Task assignment. If the task is a Submission Production Task, the link will navigate the user to the Submission Tasks Assigned to Me page. If the task is a Schedule Group Production Task, the link will navigate the user to the Schedule Group Tasks Assigned to Me page.

StatReviewer Deep Link

%VIEW_STATREVIEWER_RESULTS% populates a deep link. If one or more StatReviewer Results PDFs are available, the link will direct the recipient to the StatReviewer Results page in EM for the submission without logging in. If no results are available (or the recipient does not have permission to view StatReviewer results on the submission), an error page is displayed. For use in submission-related letters to Editor, Author, and Reviewer roles. Editor roles must have the RoleManager permission, View StatReviewer Results. Author and Reviewer roles must be granted access to view StatReviewer results on the submission.