

# Welcome to EEMUG 2017

13th Annual  European  
**Editorial Manager®**  
User Group Meeting





# Author Best Practices

Jennifer Fleet 12  
January



13th Annual **em** European  
**Editorial Manager**<sup>®</sup>  
User Group Meeting



# Agenda

- EM/Submission Ingest
- Author and Co-Author Information
  - Institution Name Normalization
  - Fundref
  - ORCID
- CRediT
- ICMJE
- QC Feedback
  - Artwork Quality Checking
  - Reference validation, linking and clean up

# Ingest Functionality

...

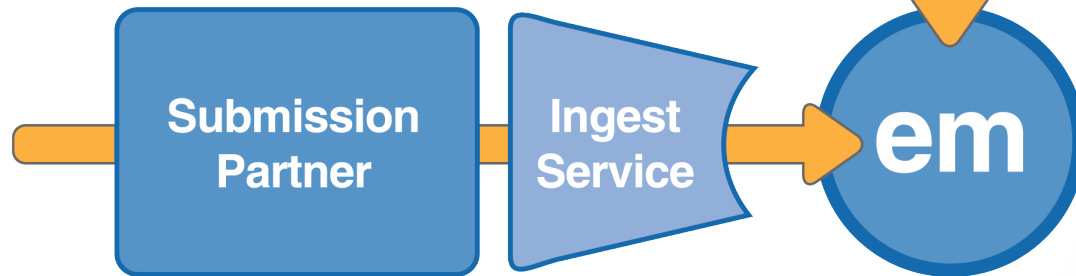


# EM Ingest

**OPTION 1**  
Author submits  
directly to journal



**OPTION 2**  
Author submits via  
a Submission Partner



Examples:

- Language editing service
- Pre-peer review service
- Journal selection service
- Publisher branded portal
- Collaborative authoring tool

Files &  
JATS XML

# Receiving the Submission

Editorial **Proposal Menu** Production Tasks

## Managing Editor Main Menu

Quick Searches:  
[DOI Search](#)  
[Ready for Press Release](#)

### Submissions With:

<a href="#">0 Reviews Complete</a> 2	<a href="#">1 Review Complete</a> 0	<a href="#">2 Reviews Complete</a> 0	<a href="#">3 Reviews Complete</a> 0	<a href="#">4+ Reviews Complete</a> 0
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### Search

[Search Submissions](#) | [Search People](#)

### Editor 'To-Do' List

- My Pending Assignments (134)
- [Editorial Submissions in Progress \(17\)](#)
- [Transferred Submissions \(6\)](#)**
- [New Submissions \(16\)](#)
- [Revised Submissions \(4\)](#)
- [New Submissions Requiring Assignment \(7\)](#)
- [Revised Submissions Requiring Assignment \(1\)](#)
- [Direct-to-Editor New Submissions \(0\)](#)
- [Submissions Needing Approval by Editor \(1\)](#)
- [Submissions Sent Back to Author for Approval \(19\)](#)
- [Incomplete Submissions \(56\)](#)
- [New Assignments \(0\)](#)
- [Submissions with Rescinded Decision \(4\)](#)
- [Submissions with Required Reviews Complete \(0\)](#)
- [Submissions Requiring Additional Reviewers \(0\)](#)



# Transferred Submissions Folder

Action ▲	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼	Transferred From ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">Details</a> ▾ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>			Demo title	<a href="#">Duncan Webber</a>	Editage Author Services	Jun 3 2015 4:11PM	Jun 3 2015 4:11PM	Transferred Submission Received

# Submission Partners



chronos



Manuscriptsapp.com  
Make it your best work.

Go to [www.ariessys.com](http://www.ariessys.com) to view related videos



# Author and Co-Author Information

...

# Institution Normalization

Title	<input type="text"/>
<b>Given/First Name*</b>	Tony
Secondary Given/First Name	<input type="text"/>
<b>Family/Last Name*</b>	Alves
Secondary Family/Last Name	<input type="text"/>
Academic Degree(s)	<input type="text"/>
Secondary Academic Degree(s)	<input type="text"/>
Affiliation	<input type="text"/>
E-mail Address	trash197@ariessc.com
Position	<input type="text"/>
Secondary Position	<input type="text"/>
Institution	UCLA
Department	University of California Los Angeles
Secondary Institution	University of California Los Angeles Jonsson Comprehensive Cancer Center Ronald Reagan UCLA Medical Center
Secondary Department	University of California Los Angeles Health System
Street Address	Universidad Centroccidental Lisandro Alvarado Los Angeles Biomedical Research Institute University of California Los Angeles David Geffen School of Medicine UCLA Graduate School of Education and Information Studies
Secondary Street Address	Los Angeles County Harbor-UCLA Medical Center University of California Los Angeles Division of Cardiology
	<input type="text"/>
	<input type="text"/>



# Ringgold

- Comprehensive authority for institutional names
- Ringgold is an ISNI (International Standard Name Identifier) registration agency
- This feature can be found when users provide institutional information
  - Via registration
  - Via profile updates
  - Via add/edit co-author submission step

# Funding

## New Submission

- ✓ Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- ➔ Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

### Funding Information

Funding Information is Required for Submission.

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

Funding Information is not available.

#### Current Funding Sources List

+ Add a Funding Source

*There are currently no Funding Sources in the list*

+ Add a Funding Source

Previous

Next



# Funding Information

**New Submission**

- ✓ Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- ➔ **Funding Information**
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
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**Funding Information**

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Funding Information is not available.

**Current Funding Sources**

There are currently no Funding Sources.

**+ Add a Funding Source**

**Enter Funding Source Details**

Open Special Character Palette

Find a Funder: MIT

Award Number: Mitte Foundation (US)

Grant Recipient: Foundation for a Cure for Mitochondrial Disease (US)

Deshpande Center for Technological Innovation, Massachusetts Institute of Technology (US)

Massachusetts Institute of Technology (US)

DePuy Mitek (US)

Australian Mitochondrial Disease Foundation (AU)

Mitsui and Company (JP)

Mitsubishi International Corporation (US)

Mitochondrial Research Guild (US)

MIT Sea grant, Massachusetts Institute of Technology (US)

# Open Funder Registry (formerly FundRef)

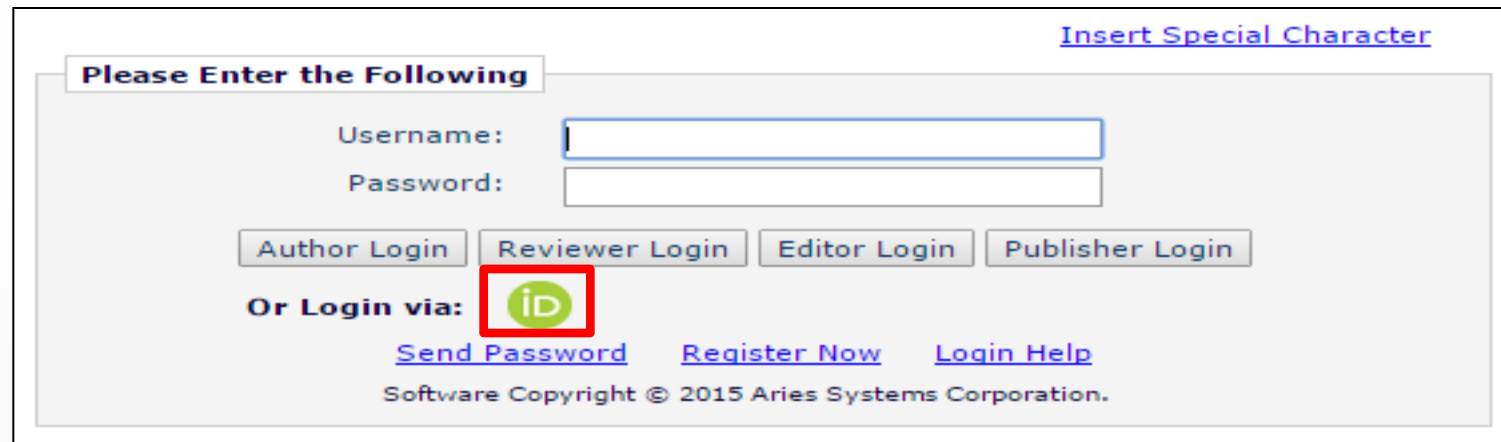
- The Open Funder Registry (formerly FundRef) is a list of funding organizations maintained by the Crossref organization
  - uniquely identifies funding sources for published research with a standardized taxonomy of research funders
- Integrated into EM submission process at Article Type level
  - Once a funder is selected, users have the option of selecting organizations which are placed lower in the taxonomy hierarchy
  - Funders may be associated with any author, multiple authors can be tied to the same funder
  - Authors may also provide award numbers to identify a grant

# ORCID

- Open Researcher and Contributor Identifier
  - A “DOI” for people
  - ORCID is a subset of the International Standard Name Identifier (ISNI)
- ORCID is an open, non-profit, community-driven effort to create and maintain a registry of researcher identifiers
- Unambiguously identifies authors and contributors across their body of work, connecting researchers and research through the embedding of ORCID IDs into editorial workflows
- Inclusion of ORCID IDs for all authors can be made part of the submission process
- ORCID IDs can be required from the Corresponding Author (without making them required from Co-Authors)
- Co-Authors can be made to provide ORCID IDs as part of the verification process

# ORCID

- ORCID iDs can be included as metadata provided via EM Ingest
- ORCID 'Authentication' Deep Link
- Single Sign-On via ORCID in to EM




[Insert Special Character](#)

**Please Enter the Following**

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via: 

[Send Password](#) [Register Now](#) [Login Help](#)

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CRedit

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# CRedit

- Contributor Role Taxonomy
- A high-level classification of the diverse roles performed in the work leading to a published research output in the sciences. Its purpose to provide transparency in contributions to scholarly published work, to enable improved systems of attribution, credit, and accountability.
- CASRAI
  - international nonprofit membership initiative led by research institutions and their partners
  - CASRAI.org

# Enter Other Authors

**Enter Author Details** ✕

    [Open Special Character Palette](#)

Title

**Given/First Name\***

Secondary Given/First Name

**Family/Last Name\***

Secondary Family/Last Name

Academic Degree(s)

Secondary Academic Degree(s)

Affiliation

E-mail Address


Secondary City

**State\***

Secondary State



Zip or Postal Code

Country

**Contributor Roles**  [Click here to select roles](#)

This is the corresponding author

# Select Role

State*	MA
Secondary State	
Zip or Postal Code	
Country	UNITED STATES ▼
Contributor Roles	  <a href="#">Instructions</a>
	<input type="checkbox"/> Conceptualization
	<input type="checkbox"/> Data curation
	<input type="checkbox"/> Formal analysis
	<input type="checkbox"/> Funding acquisition
	<input type="checkbox"/> Investigation
	<input type="checkbox"/> Methodology
	<input type="checkbox"/> Project administration
	<input type="checkbox"/> Resources
	<input type="checkbox"/> Software
	<input type="checkbox"/> Supervision
	<input type="checkbox"/> Validation
	<input type="checkbox"/> Visualization
	<input type="checkbox"/> Writing – original draft
	<input type="checkbox"/> Writing – review & editing
	<input type="checkbox"/> Other: <input type="text"/>

# CRedit

1. **Conceptualization:** Ideas; formulation or evolution of overarching research goals and aims
2. **Methodology:** Development or design of methodology; creation of models
3. **Software:** Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components
4. **Validation:** Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs
5. **Formal Analysis:** Application of statistical, mathematical, computational, or other formal techniques to analyse or synthesize study data
6. **Investigation:** Conducting a research and investigation process, specifically performing the experiments, or data/evident collection
7. **Resources:** Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

# CRedit

8. **Data Curation:** Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use
9. **Writing – Original Draft:** Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation)
10. **Writing – Review & Editing:** Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages
11. **Visualization:** Preparation, creation and/or presentation of the published work, specifically visualization/data presentation
12. **Supervision:** Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team
13. **Project Administration:** Management and coordination responsibility for the research activity planning and execution
14. **Funding Acquisition:** Acquisition of the financial support for the project leading to this publication



# CRedit

- Contributor role designation for Co-Authors can be made optional or required
- Degrees or % of contribution can also be included
- Co-Authors can be asked to verify their contribution via a deeplink in an email

ICMJE



# ICMJE

## International Committee of Medical Journal Editors

- The ICMJE is a small working group of general medical journal editors whose participants meet annually and fund their own work on the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.
- Current members of the ICMJE include:  
Annals of Internal Medicine, British Medical Journal, Bulletin of the World Health Organization, Deutsches Ärzteblatt (German Medical Journal), Ethiopian Journal of Health Sciences, JAMA (Journal of the American Medical Association), Journal of Korean Medical Science, New England Journal of Medicine, New Zealand Medical Journal, PLOS Medicine, The Lancet, Revista Médica de Chile (Medical Journal of Chile), Ugeskrift for Laeger (Danish Medical Journal), the U.S. National Library of Medicine, and the World Association of Medical Editors

# ICMJE COI Form

## Section 2. The Work Under Consideration for Publication

Did you or your institution **at any time** receive payment or services from a third party (government, commercial, private foundation, etc.) for any aspect of the submitted work (including but not limited to grants, data monitoring board, study design, manuscript preparation, statistical analysis, etc.)?

Are there any relevant conflicts of interest?  Yes  No

ADD

## Section 3. Relevant financial activities outside the submitted work.

Place a check in the appropriate boxes in the table to indicate whether you have financial relationships (regardless of amount of compensation) with entities as described in the instructions. Use one line for each entity; add as many lines as you need by clicking the "Add +" box. You should report relationships that were **present during the 36 months prior to publication**.

Are there any relevant conflicts of interest?  Yes  No

ADD

## Section 4. Intellectual Property -- Patents & Copyrights

# ICMJE COI Form in a Questionnaire

[Insert Special Character](#)

**Please Enter the Following**

---

Please respond to the questions/statements below.

---

Do you have a conflict of interest to declare?

[Instructions](#)

Are you submitting this paper to other journals?

[Instructions](#)

Please select a response

Yes - I'm submitting this paper elsewhere.

No - I am not submitting this paper elsewhere.

Do you or your institution receive payments or services from a third party for any aspect of this work?

[Instructions](#)

Please select a response

Yes

No

Do you or your institution receive payments or services from a third party for any aspect of this work?



# QC Feedback

...

# QC Tools for the Author

## Submissions Waiting for Approval by Author Holden Frost, PhD

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please agree that you have followed the instructions for Authors
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">View Artwork Quality Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		EEMUG other	Jan 03, 2017	Jan 04, 2017	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

# Artwork Quality Check

## AQC Advisor Detail Report

Submitted: Wednesday, January 4, 2017

Print

Close

### boys.jpg

Class :	JPEG_PSD	18 Pica effective :	1209 dpi
Creator :		24 Pica effective :	806 dpi
Color :	RGB	36 Pica effective :	604 dpi
Height :	252 P	Max image scale @ 266dpi :	336 P
Width :	336 P	Max combo scale @ 500dpi :	P
Resolution :	72 dpi	Max mono scale @ 900dpi :	80.64 P

Print

Close

# Reference Checking

Results produced by eXtyle<sup>®</sup>

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

Close

## Summarized Results

Submission.docx [Download File](#)

<b>Total Citations</b>	<b>9</b>
<b>Validated and Linked</b>	<b>9</b>
<b>Not Checked</b>	<b>0</b>
<b>Not Validated</b>	<b>0</b>

#	Citation	Validation	PubMed	CrossRef
1	1. Kubiczikova L, Sedlarikova L, Hajek R, Sevcikova S. TGF- $\beta$ – an excellent servant but a bad master. J Transl Med. 2012;10(1):183.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
2	2. Pelton RW, Dickinson ME, Moses HL, Hogan BL. In situ hybridization analysis of TGF beta 3 RNA expression during mouse development: comparative studies with TGF beta 1 and beta 2. Development. 1990;110(2):609-620.	Validated	<a href="#">PubMed</a>	
3	3. Dünker N, Kriegelstein K. Targeted mutations of transforming growth factor- $\beta$ genes reveal important roles in mouse development and adult homeostasis. Eur J Biochem. 2000;267(24):6982-6988.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
4	4. Shull MM, Ormsby I, Kier AB, et al. Targeted disruption of the mouse transforming growth factor- $\beta$ 1 gene results in multifocal inflammatory disease. Nature. 1992;359(6397):693-699.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
5	5. Dang H, Geiser AG, Letterio JJ, et al. SLE-like autoantibodies and Sjögrens syndrome-like lymphoproliferation in TGF-beta knockout mice. J Immunol. 1995;155(6):3205-3212.	Validated	<a href="#">PubMed</a>	
6	6. Shah M, Foreman DM, Ferguson MW. Neutralisation of TGF-beta 1 and TGF-beta 2 or exogenous addition of TGF-beta 3 to cutaneous rat wounds reduces scarring. J Cell Sci. 1995;108(Pt 3):985-1002.	Validated	<a href="#">PubMed</a>	
7	7. Ask K, Bonniaud P, Maass K, et al. Progressive pulmonary fibrosis is mediated by TGF- $\beta$ isoform 1 but not TGF- $\beta$ 3. Int J Biochem Cell Biol. 2008;40(3):484-495.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
8	8. Finnson KW, McLean S, Di Guglielmo GM, Philip A. Dynamics of Transforming Growth Factor Beta Signaling in Wound Healing and Scarring. Adv Wound Care. 2013;2(5):195-214.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
9	9. Banchereau J, Pascual V, OGarra A. From IL-2 to IL-37: the expanding spectrum of anti-	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>

Thank you.  
Any Questions?  
Next Up: Kate Horgan

...

Jennifer Fleet

Director of Strategic Client Solutions

[jfleet@ariessys.com](mailto:jfleet@ariessys.com)