

Welcome to EEMUG 2017

13th Annual  European
Editorial Manager®
User Group Meeting



Overview of Upcoming Releases!

13th Annual  European
Editorial Manager[®]
User Group Meeting



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Version 13.1



Upgrades January/February 2017

Register via ORCID

Registering on any system is an arduous task, especially if a lot of information is required, and especially when you have already entered the same data in so many other places!

It is overwhelmingly accepted throughout STM publishing that ORCID iD's are a necessary standard that assists in disambiguating people and facilitates system interoperability. Everyone needs to get and use their ORCID iD!

SOLUTION: Fetch registration data from ORCID to make registration EASIER!

SIDE BENEFIT! Push users to register an ORCID iD and pull that Authenticated ORCID iD into EM/PM!

Register via ORCID

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Choose a Registration Method

Retrieve your details from the ORCID registry:

 [Use My ORCID Record](#)

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address*

[Continue >>](#)

NOTE: A PolicyManager configuration can force registration via ORCID upon clicking *any* 'Register' action link.

Register via ORCID

The following EM/PM fields are populated on the *Registration* page:

Given/First Name
Family/Last Name
Email (possibly multiple)
Keywords
Position
Institution
Department
City
State or Province
Country

ORCID Authentication for Corresponding Authors

Publications want to collect ORCID's from Authors so that they can push relevant data along the ecosystem.

- Disambiguation
- Access and Entitlement
- Identification of funding sources

SOLUTION: Publications can REQUIRE ORCID iD's at submission from Corresponding Authors.

It is already possible to request ORCID's at submission – but it is optional.

ORCID Authentication for Corresponding Authors

New Submission

→

Please Select an Article Type

Please select an Article Type of 'Original Article', unless you are submitting a Letter to the Editor, or have previously contacted the publication to gain agreement to submit another type.

Choose Article Type

An Authenticated ORCID iD is required for this Article Type

This publication requires that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here.

Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier. You must do this unless you intend to change the designated Corresponding Author for this submission.

ORCID iD: None

ORCID Authentication for Corresponding Authors

Previous Registration Found

This ORCID ID is already linked to a different User Record.

We have found an existing User account that is already linked to the ORCID Identifier you have just authorized us to retrieve. This means that you must have already registered with this publication and linked your ORCID ID to that account.

Because only you can authorize access to your ORCID profile, you can simply click the button below to switch to the account you previously created, and submit your manuscript.

After switching, before Submitting your Manuscript, you may wish to check that your existing details are up-to-date using 'Update My Information' in the main menu bar.

ORCID ID:	1234-1234-1234-123X 
Name:	Dr John P Smith
Institution:	University of Computology
Country:	United States
E-Mail:	jpsmith@emtesting.co.uk
Registered:	23 November 2013
	Switch to this Login

ORCID Authentication for Corresponding Authors

Submissions Waiting for Approval by Author John MacJohn

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

The 'Remove Submission' link allows you to remove your submission permanently re

You have to ch

Pa

An Authenticated ORCID iD is Required for this Submission

This publication requires that Authors Link to their ORCID record to Authenticate their ORCID iD for this type of submission and you will not be able to submit it until you do. You only need to do this once in order to permanently associate your ORCID record with your user record here for future submissions.

Please use 'Update My Information' and the Fetch/Register link to retrieve or create your ORCID iD.

[Update My Information](#)

Action			
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	Nothing to declare: a history of airport security	Jan 28 2016 10:16AM	Needs Approval by Author
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	10.2 Testing Initiate Production case 3b	Aug 14 2013 5:55AM	Needs Approval by Author

Hide “Preferred Method of Contact”

Some publications do not want to give users an option to select a Preferred Method of Contact other than email.

SOLUTION: Publications can set Preferred Method of Contact to “hidden”, thus making email the only preferred method, as well as making email a required field.

NOTE: Users who have already identified something other than email as their preferred method of contact, and who have not entered an email address, will continue to have their preference enforced. However, they will no longer see the Preferred Method of Contact setting when they go to update their record, and they will be forced to enter an email address when submitting that page.

Excluding People from Reminders

Sometimes a particular user, often a valued reviewer or author, asks not to receive reminder emails. It is within the publication's interest to heed this request and exclude the user when sending reminders.

Sometimes a user will let an editorial office know that they will soon submit a review or a revision. The editorial office then wants to be sure that no reminder gets sent to that person.

This is easily handled when sending manual reminders – but not possible when automated reminders are configured.

SOLUTION: A new checkbox in a user record excludes a user from receiving automated reminder emails.

Excluding People from Reminders

Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

John Adams

Self-Registered:
Jun 21 2005 10:54AM

Last Modified:
Jun 21 2005 10:54AM

Inactivate this User

Send Login Details

- Exclude this user from receiving all batch and reminder emails:
 - Always
 - When Unavailable Dates are active

(Enabled by Mark Watney, Managing Editor, Oct 13, 2015)

User Information

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password *

Password Rules

Default Login Menu

Editorial Menu ▼

Available as a Reviewer?

Yes No

Board Member?

Yes No

Forbidden as a Reviewer?

Yes No

Reviewer Role *

None ▼

Publisher Role *

None ▼

Editorial Role *

None ▼

Editor Description

Activity Details

Personal Information

Title

(Mr., Mrs., Dr., etc.)

Given/First Name *

John

Secondary Given/First Name

Excluding People from Reminders

Send Reminder	Action	Manuscript Number	Article Type	Date MS/Revision Submitted	Days Under Review	Reviewer Name & Status	# Additional Reviewers Needed	# Required Reviews
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers	DEMOSGG-15-52	Demo	10/28/2015	N/A	No Reviewers Invited or Assigned	2	2
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers Submit Editor's Decision and Comments	DEMOSGG-15-49	Demo2	10/01/2015	N/A	No Reviewers Invited or Assigned	2	2
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers	DEMOSGG-15-50	Demo	10/01/2015	N/A	No Reviewers Invited or Assigned	2	2
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments	DEMOSGG-15-48	Demo	09/17/2015	N/A	No Reviewers Invited or Assigned	0	0
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers Submit Editor's Decision and Comments	DEMOSGG-15-51	Demo	09/17/2015	N/A	No Reviewers Invited or Assigned	2	2
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers View Reviews and Comments	DEMOSGG-15-45	Demo	07/23/2015	N/A	No Reviewers Invited or Assigned	0	0
<input type="checkbox"/>	View Submission Details ▾ History Invite Reviewers	DEMOSGG-15-39	Special Issue Article	03/12/2015	128	Bryan Brown (Reviewer) Un-invited	0	0

Additional Criteria in Search Submissions

Because submission records are “actionable” from Search Submissions, this tool is one of the most used features in EM/PM. There are always new pieces of data that people would like to be able to search on.

SOLUTION: Four new field have been added:

- **Technical Check Complete Date**
- **Editor Decision**
- **Handling Editor Role**
- **Assigned Editor Role**

Additional Criteria in Search Submissions

Technical Check Complete Date: only available if Tech Check is enabled; value is a date; only Editors with access to Tech Check will get Action Link in results.

Editor Decision: the most recent decision for the current revision of the submission, the Value dropdown will display the Decision Terms configured on the *Edit Editor Decision Terms* page.

Handling Editor Role: the Value dropdown will display the existing Editor roles configured on the *RoleManager Editor Roles* page.

Assigned Editor Role: the Value dropdown will display the existing Editor roles configured on the *RoleManager Editor Roles* page.

First Receipt Date: the first date a submission was received, as opposed to Initial Date Submitted, which reflects the date the submission actually enters the workflow; value is a date.

Submit Manuscript User Interface Improvements

Incomplete Submission Step Indicator – When an author proceeds from a step without completing all required information, a red warning icon will be used in place of the checkmark for that step.

Incomplete Submission Step Indicator

Revised Submission

PONE-D-14-32544R1

- ✓ Select Article Type
- ✓ Enter Title
- ⚠ Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- Oppose Reviewers
- ✓ Respond to Reviewers
- ⚠ Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

One or more required items are missing:

	Online	Offline		Online	Offline
*Cover Letter	0		*Manuscript	0	
Figure	4		Supporting Information	1	
Supporting Information - Compressed/ZIP File Archive	0		Striking Image	0	0
Other	0		Revised Manuscript with Track Changes	0	
Response to Reviewers	0		LaTeX Source File (TEX file)	0	
LaTeX Bibliography (BIB file)	0				

You cannot complete your submission until the following requirements are met (click on the bold text to be navigated to the appropriate step):

Required information is missing for the following Authors. Please go back to the **Add/Edit/Remove Authors** step or click the Author's name below to enter the required information:

[Yang Zhao](#)

Transfer Co-Author Questionnaires

Transferring submissions from one publication to another in a family of publications is strategically important for many publishers.

Automatically transferring submission files and data means the Author has less work to do and results in a positive experience!

Currently the Co-Author Questionnaires do not transfer – resulting in extra work for authors and contributors.

SOLUTION: Co-Author Questionnaire responses will be transferred as part of any EM-to-EM transfer.

Article Type ID

Transferring submissions from one publication to another in a family of publications is strategically important for many publishers.

Different publications use different terminology for essentially the same types of articles; for example: “Original Research”, “Original Study”, “Original Article”, etc.

Today EM/PM uses a string match in transfer, import and export functions, which can lead to confusion and mistakes.

SOLUTION: Use “Custom Metadata IDs” for Article Types.

Note: These are already available for Custom Questions and AMDs.

Article Type ID

Edit Article Type

Cancel

Submit

Article Type:

Maximum Article Type name is 75 characters.

Warning: changing the Article Type name will apply the name change to all submissions of this type, including

Family: Regular

Editor Use Only:

Hide When you **Hide** an Article Type, the Article Type will be deactivated (not available for new or revised manuscript

Allow file uploads from arXiv.org server

Custom Metadata ID:

[Insert Custom Metadata](#)

Similarity Check:

Duplicate Submission

Author Parameters

Number of days Author
Revise Submission:

Custom Metadata ID

This ID is used to uniquely identify this question within Editorial Manager and Prodxion Manager. It may also be used to identify matching questions in a separate publications (such as during submission transfer).

This field must be unique within the scope of a single Journal database. It may not be more than 128 characters and must be a valid XML name. i.e. it must begin with a letter and may only contain letters and symbols in the following sets: A-Z, a-z, 0-9

Submission

Decision to Accept

Editorial Manager

Submission

You
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Subsequent
Revisions

Set t
Date

Custom Metadata ID Lists

EM/PM Custom Metadata ID functionality is tremendously useful for matching non-standard types of data when importing, ingesting, transferring, exporting or transmitting from one publication to another, or to a third party system.

















But remembering all those ID's is a major hassle!!!

SOLUTION: Build predefined lists of “Custom Metadata IDs” so that the user can select the ID, rather than type the ID.

Note: there are three functions that use Custom Metadata IDs:






- Additional Manuscript Details (AMDs)
- Custom Questions
- Article Types

Custom Metadata ID Lists


Custom Metadata ID List		+ Add Custom Metadata ID	
	  	Original_Paper Standard article, usually presenting new results	Article Type
	  	Review_Paper Standard article, interpreting previously published results	Article Type
	  	Color_Figures_1 Used for Custom Questions	Custom Question
	  	Quick_Review_1 Used for AMD's	AMD

+ Add Custom Metadata ID

Enter Custom Metadata ID Details


   
Custom Metadata ID:
Description:
Usage:

- Additional Manuscript Details
- Article Type
- Custom Question



Custom Metadata ID Lists – Article Type

Article Type:

Maximum Article Type name is 75 characters.

Warning: changing the Article Type name will apply the name change to all submissions of this type, including previously submitted n

Family: Regular **Editor Use Only:**

Hide When you **Hide** ar
 Allow file uploads from ar

Custom Metadata ID: i

[Insert Custom Metadata ID](#)

Similarity Check:

Insert Custom Metadata ID

You can select a Custom Metadata ID by clicking the name [\(more...\)](#)

Original_Paper	View Description
Review_Paper	View Description

Duplicate Submission Check: Check for duplicate submissions to Editorial Manager

*You must also enable the che
Configure Duplicate Submissi*

Custom Metadata ID Lists – Custom Question

Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Part of page omitted

Integration Options ?

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
- Include in Publication Charges Metadata

Custom Metadata ID: ?

[Insert Custom Metadata ID](#)

In addition to being displayed as part of a questionnaire, Custom Metadata IDs can be used in various locations configured below. If Help Text is enabled, the help text will be displayed below the Custom Metadata ID field.

Insert Custom Metadata ID

You can select a Custom Metadata ID by clicking the name [\(more...\)](#)

Color_Figures_1	View Description
License_Type	View Description

Custom Metadata ID Lists – AMD

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Part of page omitted

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>		
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>		

Insert Custom Metadata ID ✕

You can select a Custom Metadata ID by clicking the name [\(more...\)](#)

Quick_Reviews_1	View Description
Board_Member	View Description

Custom Metadata ID:
[Insert Custom](#)

Reviewer Invite Letter for Revisions

Publications want Reviewers to know that a review invitation or assignment is for a revision of a paper they previously reviewed.

Sometimes a new Reviewer is asked to review a revision of a paper, and there needs to be an invitation letter sent that is different than that sent to the other Reviewers who reviewed the initial submission.

SOLUTION: Two alternate default letters can be configured to be sent to Reviewers. The system will check to see if the Reviewer has been involved in the previous round of review, or if it is a new Reviewer reviewing a revision, and send the appropriate letter (or present it for customizing).

Reviewer Invite Letter for Revisions

Reviewer Assigned

Event	Scientific Reviewer Letters
Reviewer Invited	<i>Original Submission:</i> Reviewer Invited <i>Revision - Re-Invite:</i> Reviewer Invited <i>Revision - First Invite:</i> Reviewer Invited Select Letters
Reviewer Assigned (Not Invited)	<i>Original Submission:</i> Reviewer Assigned <i>Revision - Re-Invite:</i> Reviewer Assigned <i>Revision - First Invite:</i> Reviewer Assigned Select Letters
Reviewer Agree	<i>Original Submission:</i> Reviewer Agree - Instructions (letter name is long so it wraps) <i>Revision - Re-Invite:</i> Reviewer Agree - Instructions (letter name is long so it wraps) <i>Revision - First Invite:</i> Reviewer Agree - Instructions (letter name is long so it wraps) Select Letters
Reviewer Decline	NONE
Review Due Date Changed	NONE
Un-invite Reviewers Before Agreeing to Review	Reviewer Uninvited Notice
Un-assign Reviewers After Agreeing to Review	Reviewer Uninvited Notice
Promote Alternate Reviewers	<i>Original Submission:</i> Reviewer Invited <i>Revision - Re-Invite:</i> Reviewer Invited <i>Revision - First Invite:</i> Reviewer Invited Select Letters
Re-open Review	NONE
Review Assianment Completed	Reviewer Thank You



Reviewer Invite Letter for Revisions

Select Letters ✕

You may select a different default letter from the Reviewer Invitation letter family for each of the following cases:

Original Submission:

Re

- NONE
- Reviewer Agree
- Reviewer Assigned and Instructions
- Reviewer Decline Thank You
- Reviewer Invited**

Revision - First Invite (Reviewer has *not* reviewed a previous version):



Alternate Reviewer Promotion Option

If a Reviewer declines an invitation, an Alternate Reviewer who has the SAME Reviewer Role is automatically promoted as a replacement.

For some publications, matching Reviewer Roles is not an important criteria for promotion. However, there is no way to disable the role-matching criteria.

SOLUTION: A new configuration option to allow auto-promotion of Alternate Reviewers that have a *different* RoleManager role from that of the Reviewer he or she is replacing.

Alternate Reviewer Promotion Option

Reviewer Parameters:

Submissions will move to the 'Submissions with Required Reviews Complete' folder as soon as this number of reviews have been completed.

Number of Days Reviewer has to Respond to Invitation:

Automatically Un-assign Reviewers n days after 'Date Review Due'

Automatically Un-assign late Reviewers with partial review saved.

New and Revised Submissions

Automatically Promote Alternate Reviewers:



Only Promote unlinked Alternate Reviewers with MATCHING Roles

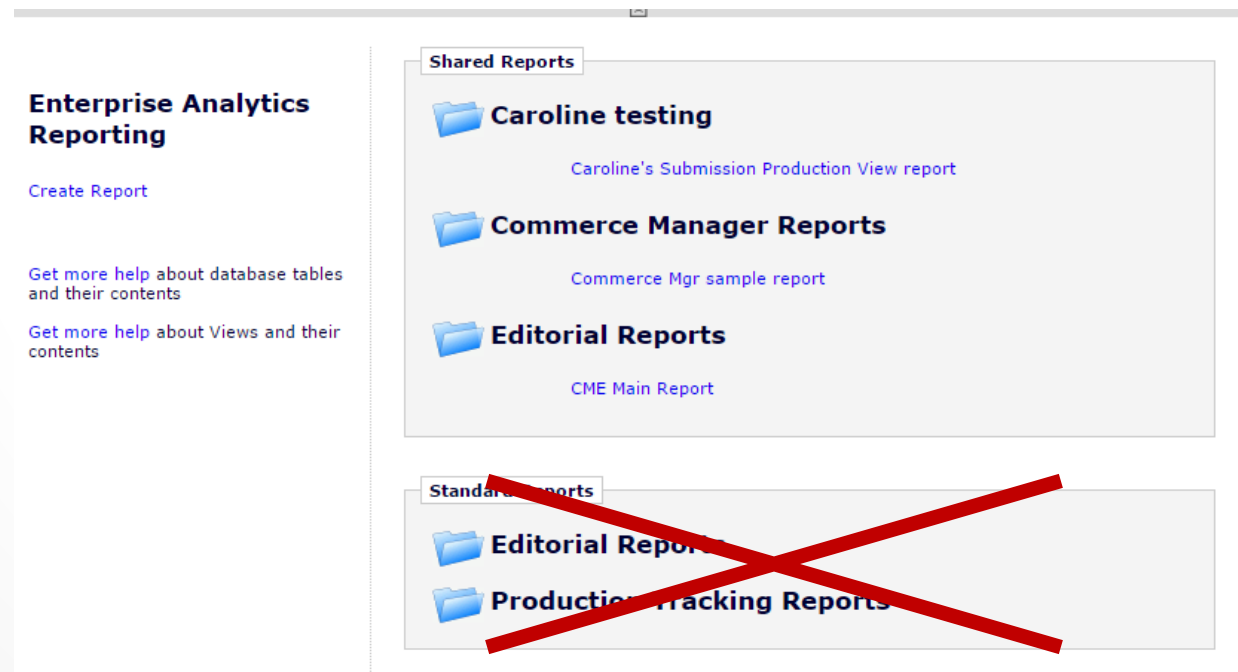


- Continue promoting Alternates until there are no more Alternates in queue
- Only promote Alternate Reviewers when the combined number of Agreed and Completed Reviews is less than the current value of the Submission's own 'Required Reviews Complete' value

Suppress EAR Standard Reports

Some publications construct specific reports for users, and they don't want those users distracted by, or accessing, some of the EM/PM pre-constructed "Standard Reports".

SOLUTION: Publications will be able to suppress the "Standard Reports" in the Enterprise Analytics Report (EAR) menu.



Assign an Author

Currently Editors can only INVITE Authors to submit manuscripts for things like special issues, review articles and book-type publications.

When participation in a project is already committed, responding to an invitation is an extra, unnecessary step for contributors. It would be more efficient to ASSIGN the authors.

SOLUTION: The Author Candidates grid is enhanced to provide separate options for 'Invite' and 'Assign' in place of the existing 'Select' option.

Assign an Author

Ability to assign an Author is controlled by Editor RoleManager permission.

Two new ActionManager events, “Author Assigned (Not Invited)” and “Author Unassigned”, are used to send letters. They do not affect Document Status.

The “Assigned” designation can be included in the Author List File (ALF) used in the Upload Author List File function.

Assign an Author

Author Candidates

Check the box for each person you want to invite to submit, and then proceed.

Invite All / Assign All / Clear All Page: 1 of 2 (12 total Authors) 1 2 >> >| Display 10 results per page.

Select As		Number of Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input type="checkbox"/>	<input type="checkbox"/>		Alfonso Di Girolamo, Jr	No			2	-
							2	
							0	
<input type="checkbox"/>	<input type="checkbox"/>		Michael Di Natale, MD	No				
			Agreed to Submit - Nov 5 2015					
<input type="checkbox"/>	<input type="checkbox"/>		James G. Diamond, MD	No				

Invite All / Assign All / Clear All

Select As		Number of Letters	Author Name	Board Member
Inv.	Asn.			
<input type="checkbox"/>	<input type="checkbox"/>		Alfonso Di Girolamo, Jr	

Persistent Invited Submission Numbering

A Proposal and the invited submissions related to the Proposal are linked in the system. However, it is not always obvious to an Editor that a submission has a parent Proposal when looking at the submission in isolation.

It would be useful to incorporate an identifier, such as the Proposal's manuscript number, into the manuscript number of the invited submission, in order to keep a persistent connection between the Proposal and the invited submissions.

SOLUTION: Editors can enter a prefix value, and a start position and format for an incrementing number to be included in the manuscript number for any child submissions linked to the Proposal.

Persistent Invited Submission Numbering

Author Invitation Parameters:

Target Publication Date:

Required ▾

Number of Days Author has to Respond to Invitation:

0

Author Submission Due:
(Select a Due Date Calculation Method):

0

- Number of days prior to Submission Target Publication Date:
- Number of days after Author has accepted invitation:

Automatically Un-Invite Authors:

Automatically Promote Alternate Authors:

Invited Submission Manuscript Number Format:

- Automatically Assign Customized Manuscript Number for Invited Submissions
[Prefix.IncrementingNumber]
 - Include Proposal Manuscript Number [Prefix.ProposalManuscriptNumber.IncrementingNumber]

Persistent Invited Submission Numbering

Initiate Proposal

Select an Article Type for the proposal, then enter a Proposal Title and other information.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

* Article Type:	Special Issue ▼
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select ▼
* Title:	

Part of page omitted

Author Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="0"/> A value of zero indicates the Submission due date feature is not being used.
Manuscript Number:	<input type="text"/> Required field
* Invited Manuscript Number Format:	Prefix.ProposalManuscriptNumber.IncrementingNumber
Prefix:	<input type="text"/>
Starting Number:	<input type="text"/> Required field
Minimum Number of digits in Starting Number:	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Bibliometric Intelligence

A company called Meta^α has developed a tool that takes a manuscript as input and, using a proprietary algorithm, returns the following information:

- “Predicted Eigenfactor” - likelihood of the paper being cited in the next 3 years
- “Journal Match” score – how closely the submission matches papers already published by the journal

This information allows journal editors to triage the handling of papers based on the predicated success as measured by citation rate and appropriateness of publication by the journal.

[HTTP://WWW.META.COM](http://www.meta.com)

Bibliometric Intelligence

At configured trigger points, the Author/Editor PDF is sent to the Meta^α tool. This can also be done manually from the *Technical Check* or *File Inventory* pages.

Edit Article Type

[intervening configuration options not shown]

- Send Author/Editor PDF when Transfer Complete link is clicked
- Send Author/Editor PDF when New Submission Received
- Send Author/Editor PDF on Tech Check Complete
- Send Author/Editor PDF at First Editor Assignment
- Send Author/Editor PDF when Revised Submission Received

Bibliometric Intelligence

The tool processes the submission and returns a results score and access to a results PDF.

Configure Bibliometric Intelligence


You must already have a relationship with the Bibliometrics Intelligence provider.

Set threshold values and colors to highlight Bibliometric Intelligence scores that fall below or exceed threshold values.

After configuring these settings, additional configuration is found under each article type for trigger points to perform automatic analysis of the submission.

Highlight Article Trajectory Scores that are:

less than or equal to: 

greater than or equal to: 

Highlight Publication Match Scores that are:

less than or equal to: % 

greater than or equal to: % 

Bibliometric Intelligence

The results score is displayed in Editor folders and on selected pages in EM. The results PDF is downloadable.

Action	Manuscript Number	Article Type	Section Category	Article Title
View Submission CrossCheck/iThenticate Results (95%) Bibliometric Intelligence Results (87/56%) Details ▾ Initiate Discussion History File Inventory Edit Submission Send Back to Author Classifications Assign Editor Set Final Disposition Initiate Production SpringerLink Title Search Send E-mail Linked Submissions		Original Study to send to Bibliographic Intelligence	Clinical Section	The Role of Serologic Rheumatologist Per
View Submission CrossCheck/iThenticate Results (7%) Bibliometric Intelligence Results (87/56%) Details ▾ Initiate Discussion History File Inventory Edit Submission Send Back to Author Classifications Assign Editor Set Final Disposition Initiate Production		Original Study to send to Bibliographic Intelligence	Clinical Section	The effects of succ study

Preprint DOI

A *preprint* is a “working paper form” of a manuscript that is posted online before the final manuscript (“version of record”) is published. A *preprint server* is the electronic repository where preprints get posted. There has been explosion of preprint servers over the past two years, with new services emerging in many different subject areas.

Publications are increasingly interested in posting submitted article to preprint servers, such as bioRxiv, ChemRxiv, engrXiv, SocArXiv, PeerJ and others.

SOLUTION: Preprint DOIs can be assigned to submissions before they are transmitted to a repository, using a Production Task.

Preprint DOI

When a Production Task is assigned, the system will assign a Preprint DOI to the submission, and can transmit the Preprint DOI if configured

Preprint DOIs are displayed on:

- Any *Details* page
- The *Transmittal Form*
- The *Publish Information* page
- The *Production Status Grid*

Preprint DOIs can be Transferred to other publications

Preprint DOI

Allow Task Assignment without Sending Letter

Non-Batch Assignment Letter:	<input type="text" value="Please Choose a Letter"/>
Batch Assignment Letter:	<input type="text" value="Please Choose a Letter"/>
Cancel Assignment Letter:	<input type="text" value="Please Choose a Letter"/>
Submit Task Letter:	<input type="text" value="Please Choose a Letter"/>

Preprint DOI Options

If 'Assign Preprint DOI' is enabled, when this task is assigned, the system will automatically generate and assign a Preprint DOI to the submission if it does not already have one.

Assign Preprint DOI

If a submission has a Preprint DOI, the value will be transmitted with the task assignment if the Submission Production Task Transmittal Method selected in the FTP Options section above is based on JATS.

Version 14.0



Beta to begin March/April 2017

Upgrades July/August 2017

Unavailable Dates Displayed

When assigning Editors to handle a submission, publications with large editorial boards want to be sure that candidate Editors are available to take on the work.

SOLUTION: Unavailable dates are displayed in the Search Editor and Suggest Editor results, as well as on the Assign and Invite Editor functions.

It can also be useful to filter out Editors with unavailable dates.

SOLUTION: Unavailable Date criterion has been added to the Search Editor, Suggest Editor and Assign Editor Chain functions.

Unavailable Dates Displayed

Assign Editor

Manuscript Number:
STACEYDEV130-D-15-00024

Title: checkCIF test #2

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Page: 1 of 2 (15 total People Matches)

1 2 >> >|

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 21 days
<input type="radio"/>	Associate Editor	Daniel J. Berry, M.D.	2	0		Unavailable 01/09/2016 - 31/12/2016
<input type="radio"/>	Associate Editor	David J. Clare, M.D.	0	0		Yes
<input type="radio"/>	Associate Editor	John Dormans, M.D.	1	0		Yes
<input type="radio"/>	Associate Editor	Letha Y. Griffin, M.D.	2	0		Yes
<input type="radio"/>	Associate Editor	Matt Guinee	1	0		Yes
<input type="radio"/>	Associate Editor	John H Healey, MD	0	0		Yes
<input type="radio"/>	Associate Editor	Paul F. Lachiewicz, M.D.	0	0		Yes
<input type="radio"/>	Associate Editor	Linsay Merrifield, MD	0	0		Yes
<input type="radio"/>	Associate Editor	Michael A. Mont, M.D.	0	0		Yes
<input type="radio"/>	Associate Editor	Ralf Nickel, M.D.	0	0		Yes

Page: 1 of 2 (15 total People Matches)

1 2 >> >|

Display 10 results per page.

Unavailable Dates Displayed

Assign Editor Chain: Select

Manuscript Number: JXYZ-D-16-00003

Title: 90-55 Rescind testing 001

The following have been identified as candidates for this Step in the Editor Chain. Select the Editor to return the Assign Editor Chain page where you can select and customize the Assignment Letter, if appropriate.

Editor 2: Associate Editor

Click the Blind Editors link to block access to this submission for one or more Editors.

[Blind Editors](#)

Cancel

Assign Selected Editor

Search Again

Page: 1 of 1 (6 total People Matches)

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Associate Editor	Alan Asedtest	0	0		Yes
<input type="radio"/>	Associate Editor	Annie Discussion-Editor	13	0		Yes
<input type="radio"/>	Associate Editor	Anova Edd	1	0		Unavailable 01/09/2016 - 31/12/2016
<input type="radio"/>	Associate Editor	Fred Ediband	0	0		Yes
<input type="radio"/>	Associate Editor	Enn Editor	10	0		Yes
<input type="radio"/>	Associate Editor	Darren Moore	0	0		Yes

Page: 1 of 1 (6 total People Matches)

Display 10 results per page.

Search Again

Cancel

Assign Selected Editor

Unavailable Dates Displayed

Assign Editor

Manuscript Number:
STACEYDEV130-D-15-00024

Title: checkCIF test #2

Use the search tool to identify the most appropriate person to handle this submission.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Insert Special Character Cancel Value Options

Criteria	Is/Is not	Selector	Value)
▼ Last Name	is	Begin With		▼
First Name				
Editor Role				
E-mail Address				
Position				
Department				
Institution				
City				
State				
Country				
Unavailable Dates				
People Flag Name				
Personal Classifications				
Personal Keywords				

Clear Search Add

Assign Editor

Manuscript Number:
STACEYDEV130-D-15-00024

Title: checkCIF test #2

Use the search tool to identify the most appropriate person to handle this submission.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

(Criterion	Is/Is not	Selector	Value)
▼	Unavailable Dates	is not	Within The Next		▼

Clear Search Add

Additional Navigation following Proxy Registration

An Editor or staff proxy registers a new user, such as a new Associate Editor or a Guest Editor. S/he must then find that new record in Search People in order to work with that person's People Record (for example, to give them a new Role).

SOLUTION: New option allows person doing the proxy registering to immediately view the full user record of that new person.

An Editor or staff wants to quickly Proxy Register several new users. To do this, s/he must navigate to the Proxy Register link after registering each person.

SOLUTION: New option allows person to navigate directly to Proxy Register page after completing a registration.

Additional Navigation following Proxy Registration

Proxy Registration Complete Confirmation

You have successfully registered Fred Zenith [Fred@MIT.edu].

Proxy as: [Author] [Reviewer]

Fred Zenith | Register New User

Search People
Edit Main Menu

Two new navigation links will be added to this page that allow the user to:

- View Full User Record
- Proxy Register Another User

Submit Manuscript User Interface Improvements

Suggest/Oppose Reviewer UI Redesign – The *Suggest Reviewers* and *Oppose Reviewers* submission steps will have the style and behavior of the recently modernized *Add/Edit/Remove Authors* and *Funding Information* submission steps.

Suggest/Oppose Reviewer Redesign

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
- Request Editor
- Select Region of Origin
- Attach Files

Suggest Reviewers

[Insert Special Character](#)

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection

A * indicates

Current Author



+ Add Another



[Open Special Character Palette](#)

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

E-mail Address*

Institution*

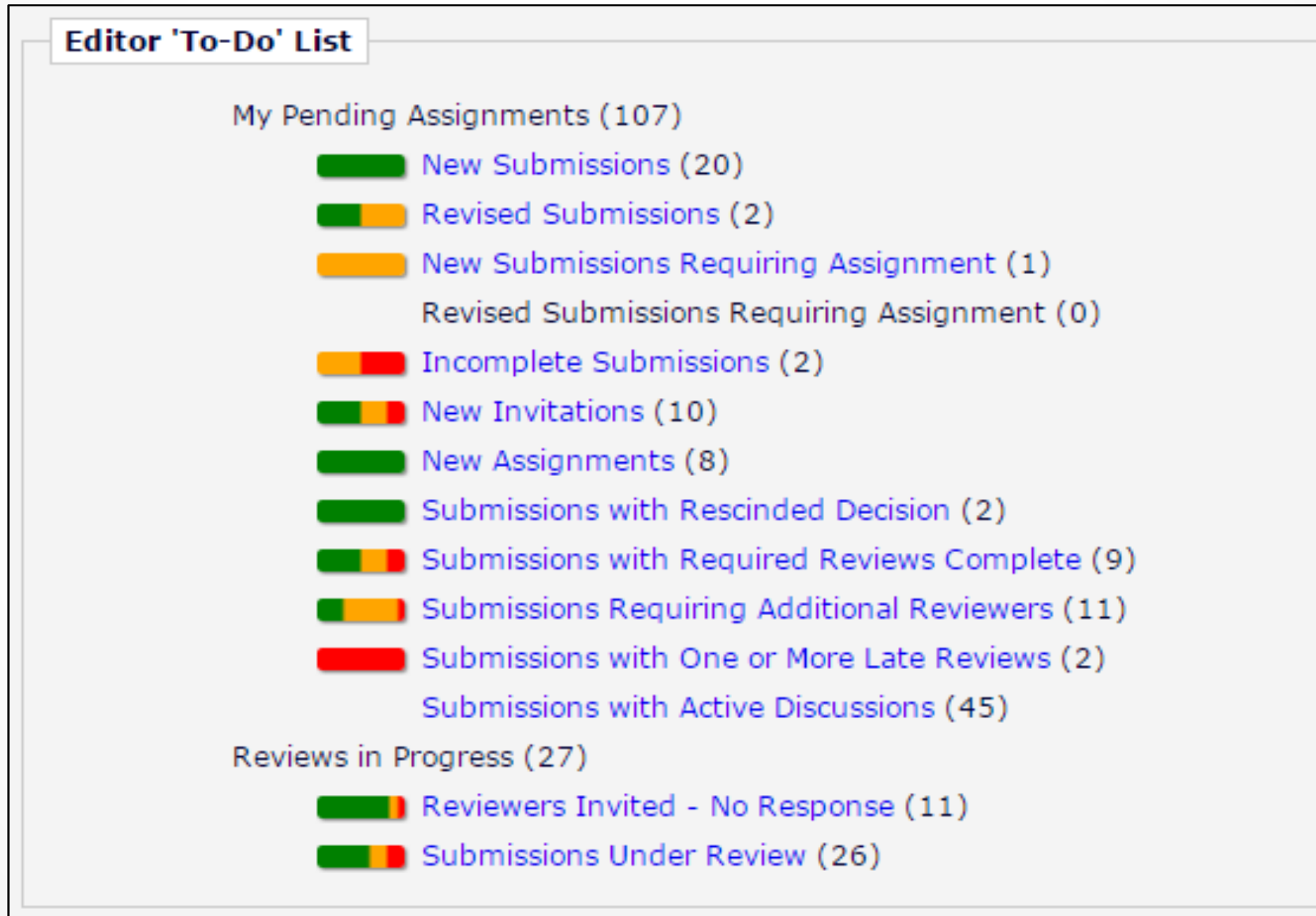
Department

Editor Signposting

Traffic lights:

- Editor Reminder Summary Report
- Editor Main Menu To-Do List

Editor Signposting



Editor Signposting

New Submissions - Twink E. Jonesey, PhD

Content: These are the new submissions that require a Technical Check. Use the up/down arrows to change the sort order.

Page: 1 of 1 (3 total submissions) Display 10 results per page.

▲▼	☰ Action ▲	▲▼ Manuscript Number	▲▼ Article Type	▲▼ Section/Category	▲▼ Article Title	▲▼ Author Name	▲▼ Initial Date Submitted	▲▼ Status Date	▲▼ Current Status
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		Gegenschein	John McLean, PhD ▾ 👤 # ♣️ 👑	Jun 6 2016 9:06AM	Jun 6 2016 9:06AM	Received by Journal
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		The Seraglio	Wilson Gault, PhD ▾ 👤 # ☀️ ♣️	Mar 3 2016 2:25PM	Mar 3 2016 2:25PM	Received by Journal
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study	Literature	Nebulous Light	Jay McGee ▾ 👤 👑 📞 😊	Dec 26 2015 3:00PM	Dec 26 2015 3:00PM	Received by Journal

Page: 1 of 1 (3 total submissions) Display 10 results per page.

Configure Warning Thresholds

These warning thresholds are used to determine whether individual submissions in a folder "Need Attention" or are considered "Late" based on how long they have been in the folder. [\(more...\)](#)

Editorial Submissions in Progress

Needs Attention: Days since submission began

Late: Days since submission began

Transferred Submissions

Needs Attention: Days since initial date submitted

Late: Days since initial date submitted

New Submissions

Needs Attention: Days since initial date submitted

Late: Days since initial date submitted

Revised Submissions

Needs Attention: Days since the revision was received

Late: Days since the revision was received

New Submissions Requiring Assignment

Needs Attention: Days since initial date submitted

Late: Days since initial date submitted

Revised Submissions Requiring Assignment

Needs Attention: Days since the revision was received

Late: Days since the revision was received

Direct-To-Editor New Submissions

Needs Attention: Days since initial date submitted

Late: Days since initial date submitted

Direct-To-Editor Revised Submissions

Needs Attention: Days since the revision was received

Late: Days since the revision was received

Twenty-three folders displayed on the *Editor Main Menu* have warning thresholds defined on the *Configure Warning Thresholds* page

Warning status signposts are based on the 'Needs Attention' and 'Late' thresholds

Editor Signposting

The Editor Summary
Reminder Report can be
configured to display Editor
Signposting




HTML letter configuration
required for color designations

Text letter will use “On
Schedule”, “Needs Attention”
and “Late!” instead of colors

Dear Sam,

Here's a summary of various folders from your Editor Main Menu. Folders marked with red or amber require attention.

Folder Summary as of March 3, 2016

 New Invitations (2)
 New Assignments (1)
 Submissions with Rescinded Decision (1)
 Submissions with Required Reviews Complete (7)
 Submissions Requiring Additional Reviewers (4)
 Submissions with One or More Late Reviews (2)
 Reviewers Invited - No Response (11)
 Submissions Under Review (14)
 Group by Editors I Assigned (2)
 Group by Editors with Current Responsibility (2)
 Group by Manuscript Status (2)

Here are lists of submissions from various folders in your Editor Main Menu. Submissions marked with red or amber need attention.

Submission Lists as of March 3, 2016

New Invitations (2)

Submission	Submitted # Days Ago	Status (# Days)	Editor Name	Accept/Decline
JANETDEV122-D-15-00037	submitted 22 days ago	Editor Invited (19 days)	Sam Jones, PhD	Accept Editor Invitation Decline Editor Invitation
Title: Critical Cervical Involvement of Endoplasmic Reticulum Associated with Diagnosis in Patients with a Prodrome of a Homogenous Population Genetic Structure of the Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation Authors: Frank Oliver Glockner, PhD, ACME Institute for Microbiology; Wolfgang Hankeln, PhD, ACME Institute for Microbiology; Just Waldmann, PhD; ACME Institute for Microbiology Abstract: This study assesses the biogeographic classification of the Western Indian Ocean (WIO) on the basis of the species diversity and distribution of reef-building corals. Twenty one locations were sampled between 2002 and 2011. Presence/absence of scleractian corals was noted on SCUBA, with the aid of underwater digital photographs and reference publications for species identification. Sampling effort varied from 7 to 37 samples per location, with from 15 to 45 minutes per dive allocated to...				
JANETDEV122-D-15-00071	submitted 2 days ago	Editor Invited (1 day)	Sam Jones, PhD	Accept Editor Invitation Decline Editor Invitation
Title: Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation Authors: Julia Sylvan, Phd, University of Edinburgh Abstract: This is the abstract, for which up to 75 words will be displayed, followed by an ellipsis, if it is longer than 75 words.				

New Assignments (1)

Submission	Submitted # Days Ago	Status (# days)	Editor Decision
JANETDEV122-D-15-00071R1	submitted 7 days ago	Received by Editor (3 days)	Revise
Title: Secret Formulas for Soda Flavors Authors: June Hemmick			

Editor Signposting

Hi Sam,

Here's a summary of various folders from your Editor Main Menu. Folders with submissions that "Need Attention" or are "Late" require your attention.

Folder Summary as of March 3, 2016

New Invitations (8 total) - 3 On Schedule | 0 Need Attention | 5 Late!

Click here to go to the New Invitations folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D4T>

New Assignments (7 total) - 4 On Schedule | 3 Need Attention | 1 Late!

Click here to go to the New Assignments folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D5T>

Submissions with Rescinded Decision (1 total)

Click here to go to the Rescinded Decision folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D6T>

Submissions with Required Reviews Complete (2 total) - 1 On Schedule | 1 Need Attention | 0 Late

Click here to go to the Submissions with Required Reviews Complete folder:

<http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D7T>

Submissions Requiring Additional Reviewers (10 total) - 4 On Schedule | 4 Need Attention | 2 Late!

Click here to go to the Submissions Requiring Additional Reviewers folder:

<http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D8T>

Submissions with One or More Late Reviews (3 total) - 3 On Schedule | 0 Need Attention | 0 Late

Click here to go to the Submissions One or More Late Reviews folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?>

Editor's Decision Folder Improvement

In the *All Submissions with Editor's Decision* folder there are two submission states mixed together:

- Decision complete, Author has NOT been notified
- Decision complete, Author has been notified

Editors that have the permission to send Decision Letters can be confused when working in this folder.

SOLUTION: A new sortable column is added to the folder with a status reflecting whether or not the Author has been notified.

Editor's Decision Folder Improvement

25 results per page. ⚙️

Quicklinks

All Submissions

Page: 1 of 1 (7 total submissions)

Action	Manuscript Number	Article Type	Section/Category	Article Title	Editor Name	Editor Decision	Author Notified Date
<ul style="list-style-type: none"> View Submission Details History Unassign Editor File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail 	CAROLINEDEV10 D-13-00006	Original Study		this is my title	or, MD	Major Revision	Notify Author
<ul style="list-style-type: none"> View Submission Details History File Inventory Edit Submission Solicit Commentary Set Final Disposition Initiate Production View Reviews and Comments Similar Articles in MEDLINE Send E-mail 	CAROLINETEST4 D-05-00041R1	Original Study		Submitting a new MS the editor deep link d	or, MD	Accept	Jul 13 2006 8:41AM

25 results per page. ⚙️

Current Status	Editor Name	Editor Decision	Author Notified Date
Exec. Editor Complete	Ed J Editor, MD	Major Revision	Notify Author
Accept	Ed J Editor, MD	Accept	Jul 13 2006 8:41AM

Decision Letter Phrase Selector













Different Editors use different phrasing to convey the same or similar information to Authors. The Editor Decision Form can include standard phrasing, but it is too easy for an Editor to edit or change the phrasing. Publications would like a way for Editors to select specific, non-editable phrases from a template, that can then be included in the Decision Letter.

SOLUTION: A new Phrase Selector function has been added to the Editor Decision Form to make building the Decision Letter easier and to make it less error prone.

Decision Letter Phrase Selector

Configure Decision Letter Phrases

Listed below are the Decision Letter Phrases which may be displayed as part of an Editor Form. To edit a phrase use the 'Edit' link. A phrase may be removed at any time using the 'Remove' link. To add a new phrase, click 'Add Decision Letter Phrase'.

Current Decision Letter Phrases		+ Add Decision Letter Phrase
	  Your manuscript was discussed at a recent conference call of the editors and all editors were in agreement regarding this decision	
	  Consensus guidelines are assigned a higher priority if they are coordinated and convened by an academic society or internationally recognized organization that ensures broad and objective representation of experts in the field. The criteria for such guidelines are described in detail on XYZ.org: http://XYZpubs.org/site/determine-my-article-type.xhtml#special-article	
	  Lack of adequate independent validation set. Please refer to XYZ's statement on independent validation of biomarker studies, located in the Author Center section at http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker_submissions	
	  Your submission may be suitable for Journal of Difficult Topics, the Publisher's new open access, online-only journal. To submit your paper, please go to http://submit.XYZpubs.org	
		+ Add Decision Letter Phrase

Decision Letter Phrase Selector

Managing Editor Decision and Comments for Manuscript Number SALLYDEV130-D-16-00068R1

EMUG 2016 - Editor Assignment Options

Revision Number 1
Sally Editor, PhD (Managing Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [Send E-mail](#)

	Revision 1	Original Submission
John Wayne <input type="checkbox"/> (Editor in Chief)	Accept	Revise
Sally Editor, PhD <input type="checkbox"/> (Managing Editor)	Assigned - No Decision	Revise
Author Decision Letter		Revise
Buzz Lightyear Aldrin <input type="checkbox"/> (Author)		

If the decision is Revise, the author has days to revise this submission.

Decision Letter Phrases

Decision Letter Phrases available for use on the Editor Form are displayed below. Select the phrases you wish to include in the draft decision letter.

Select Phrase

- Your manuscript was discussed at a recent conference call of the editors and all editors were in agreement regarding this decision
- Consensus guidelines are assigned a higher priority if they are coordinated and convened by an academic society or internationally recognized organization that ensures broad and objective representation of experts in the field. The criteria for such guidelines are described in detail on XYZ.org: <http://XYZpubs.org/site/determine-my-article-type.xhtml#special-article>
- Lack of adequate independent validation set. Please refer to XYZ's statement on independent validation of biomarker studies, located in the Author Center section at http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker_submissions
- Your submission may be suitable for Journal of Difficult Topics, the Publisher's new open access, online-only journal. To submit your paper, please go to <http://submit.XYZpubs.org>

Confidential Comments to Editor

Here are the Editor's Comments to Editor

Decision Letter Phrase Selector

Letter Body:

[Insert Custom Merge Field](#) | [Insert System Merge Field](#)

Ref.: Ms. No. %MS_NUMBER%
%ARTICLE_TITLE%
%JOURNALFULLTITLE%

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

%DECISION_LETTER_PHRASES%

For your guidance, reviewers' comments are appended below.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

%ATTACH_FOR_AUTHOR_DEEP_LINK_INSTRUCTIONS%

Your revision is due by %DATE_REVISION_DUE%.


Discussion Forum Unread Posts Indicator

Editors and Reviewers can participate in multiple Discussion Forums, even on a single submission. Emails notify Editors and Reviewers when others have submitted comments, prompting the user to go to the Discussion Forum to read the post (and possibly respond).

Many users (especially Editors) prefer to have onscreen visual prompts, rather than email messages, especially if they spend a lot of time in the system.


SOLUTION: A visual “badge” will display in various places identifying the number of unread Discussion Forum posts for each submission.

Discussion Forum Unread Posts Indicator

 Submissions with One or More Late Reviews (2)

Submissions with Active Discussions (45) **18**

Reviews in Progress (27)

 Reviewers Invited - No Response (11)

You have 18 unread posts

**Details for Manuscript Number: JERS-D-16-00048, DOI: 10.1903/journal.JERS.0005
Maney M. Alexander (UNITED KINGDOM): "Polymers"**

Manuscript Number	DOI	Full Title	Article Type	Publish Information	Corresponding Author	Corresponding Author E-Mail	Initial Date Submitted	Editorial Status	Date	Current Editorial Status	Abstract Editor	Editors	Reviewers	File Inventory	Corresponding Production	Final Decision Date	Final Decision Term	Final Disposition Date
-------------------	-----	------------	--------------	---------------------	----------------------	-----------------------------	------------------------	------------------	------	--------------------------	-----------------	---------	-----------	----------------	--------------------------	---------------------	---------------------	------------------------

Manuscript Number:	JANETDEV92-D-12-00048																		Top
DOI:	<input type="text"/>																		Top
Full Title:	Bubblegum and Soda Pop																		Top
Discussion Forum:	Discussions 2																		
Article Type:	Testing CrossCheck - Simple AT																		Top
Publish Information:	Publish Information																		Top

Discussion Forum Unread Posts Indicator

Quicklinks

Search Submissions - Search Results

Article Title is containing 'carbo'

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	DOI	Article Title	Author Name	Article Type	Current Status
View Submission Duplicate Submission Check (X) Details Discussions 2 Production Details History Technical Information	JANETDEV130-11-0-00018	10.1903/journa	CARBOHYDRATE	Maney M. Alexander	Original Study	Received by Editor

Submissions Requiring Additional Reviewers - Mary Jones, PhD

Contents: New and revised submissions requiring additional Reviewers as defined by the p
Invite Additional Reviewer(s); 2) Make a Decision; 3) Allow current Reviewers to complete th

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name
Action Links 2	JANETDEV111-D-14-00082	Original Study		11.0-36 Use Care 4 - Multi-level questions - OMEGA	Maney M. Alexander, xyz PhD

Page: 1 of 1 (1 total submissions)

Reviewer Ranked Order

Many publications ask Editors to “propose” possible Reviewers for a manuscript, but it is up to staff to actually send the invitation to the Reviewer , and to follow up with Reviewers to be sure they respond.

Currently there is no easy way for the Editor to identify the order in which they would like to have the Reviewers invited.

SOLUTION: Editors will be able to rank the Reviewers when selecting them as “proposed”.

A new flag next to the “Invite Reviewer” Action Link will notify users that Reviewers have been “proposed”, but not yet invited.

Reviewer Ranked Order

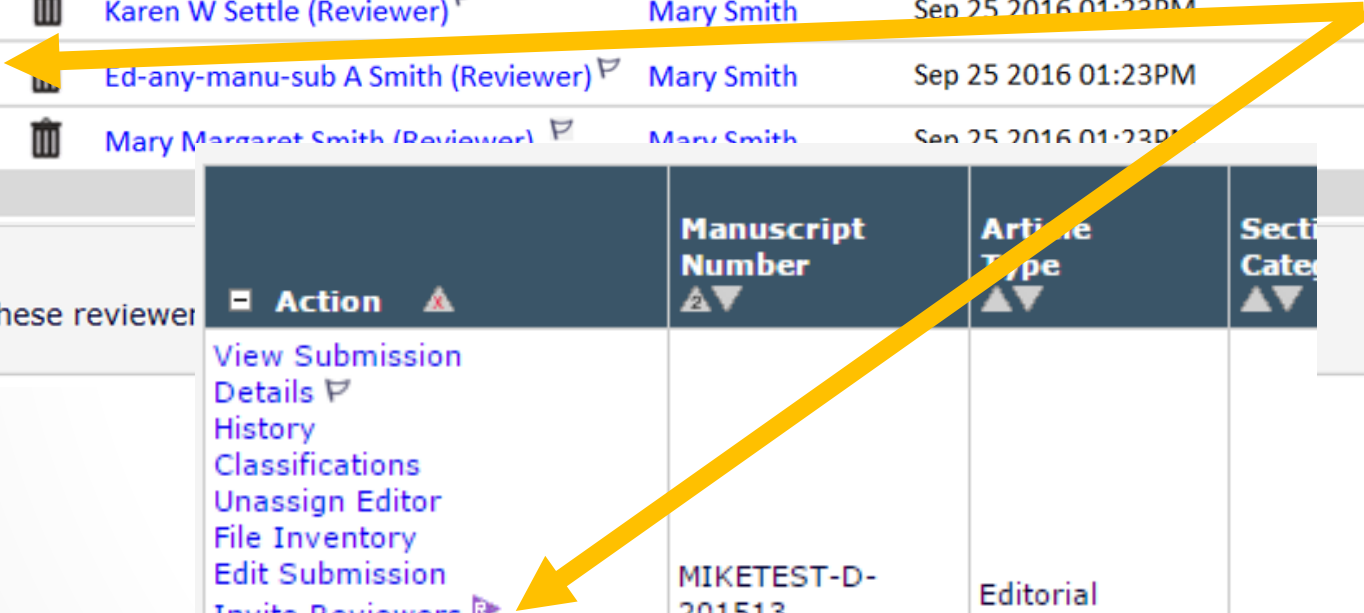
Proposed Reviewers Display Proposed Reviewer Flag

Name	Proposed By	Date Proposed	Notes	Invite	Alternate
Karen W Settle (Reviewer)	Mary Smith	Sep 25 2016 01:22PM		<input type="checkbox"/>	<input type="checkbox"/>
Ed-any-manu-sub A Smith (Reviewer)	Mary Smith	Sep 25 2016 01:23PM		<input type="checkbox"/>	<input type="checkbox"/>
Mary Margaret Smith (Reviewer)	Mary Smith	Sep 25 2016 01:23PM		<input type="checkbox"/>	<input type="checkbox"/>

These reviewer

Action	Manuscript Number	Article Type	Section Category
<ul style="list-style-type: none">View Submission Details HistoryClassificationsUnassign EditorFile InventoryEdit SubmissionInvite Reviewers Solicit CommentaryNotify EditorSet Final DispositionView Related SubmissionsSimilar Articles in MEDLINESend E-mail	MIKETEST-D-201513	Editorial	

Select



Reviewer Ranked Order

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the Adv

Search Definition:

Help with Searching		Insert Special Character		Value Options		Advanced Crite	
(Criterion	Is/Is not	Selector	Value)		
▼	Proposed Reviewer Flag	is	Equal To	Yes	▼	▼	OR ▼
▼	Manuscript Number						
▼	DOI	is	Contains		▼		
	Corresponding Author First Name						
	Corresponding Author Last Name						
	Article Title						
	Short Title						
	Article Type Name						
	Section/Category Name						
	Revision Number						
	Keyword						
	Classification Description						
	Manuscript Notes						
	Production Notes						
	Proposed Reviewer Flag						
	Editorial Status						
	Editorial Status Date						
	Initial Date Submitted						
	Final Decision Date						
	First Author First Name						
	First Author Last Name						

Clear Search

Help with S

- Use th
- The re
- You m
- criteria
- If you
- combir
- Select
- You ca

ions; you can copy and paste Values from there.

is not entered in this format, you will be required to re-enter the date in the s

execute a search. We recommend entering as much criteria as you know. The r

ensure the evaluations are carried out in the right order. If you do not use part

is evaluated first.

value.

specified" selector.

Invited Authors Column

When working with invited submissions, users can see information such as the number of authors invited, accepting, and declining, but there is no information on who those authors are.

SOLUTION: A new “Invited Authors” column is added to each of the three folders in the Proposals with Invitations in Progress group.

Each author that has been invited will be listed, with their name serving as a link to the People Information popup for that author.

Invited Authors Column

Proposals with Outstanding Invitations - Ed Ed Garcia, M.D.

Contents: Proposals where one or more Authors have neither accepted nor declined or Un-invite Authors by clicking Invite Authors; 2) Allow current Authors to complete the proposal.

Page: 1 of 1 (3 total proposals)

results per page.

# of Author Submissions	Invited Authors	Initial Date Authors Invited	Status Date
1	Sam Jackson, MD; Jack Johnson; Donna Kenney, MD	Nov 18, 2015	Nov 18, 2015
0	Joe Bloom, MD	Apr 20, 2016	Apr 20, 2016
1	Suzy Smith, MD; Vin Harkins, MD	Oct 14, 2015	Oct 14, 2015

# of Author Submissions	Invited Authors	Initial Date Authors Invited	Status Date	Current Status
1	Sam Jackson, MD; Jack Johnson; Donna Kenney, MD	Nov 18, 2015	Nov 18, 2015	Received by Editor
0	Joe Bloom, MD	Apr 20, 2016	Apr 20, 2016	Author Invited
1	Suzy Smith, MD; Vin Harkins, MD	Oct 14, 2015	Oct 14, 2015	Received by Editor

Action	Proposal Manuscript Number	Proposal Article Type	Proposal Title	Section Category
View Proposal Details History File Inventory Classifications Edit Proposal Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYDEV130-D-15-00003	Proposal	caroline testing for 13.0-30	
Details History File Inventory Classifications Edit Proposal Invite Authors Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYTEST73-D-09-00005	Proposal	Testing Discussion functionality for proposals	
Details History File Inventory Classifications Edit Proposal Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYTEST70-D-08-00009	Proposal	Testing 7.0-05	

BITS

Two new Production Task Export methods that use the BITS (Book Interchange Tag Suite) DTD

- Submission Production Task Export
- Schedule Group Production Task Export

BITS is based on the JATS Archiving DTD already available in EM/PM

Additional Schedule Group Details Fields

Sometime a publication wants to associate information with a specific Schedule Group for which there is no standard data field.

For example, a journal might want to provide special instructions associated with a specific journal issue.

SOLUTION: Custom metadata fields can be created, similar to Additional People and Additional Manuscript fields, and these fields can contain various data types and populated with whatever data the publication requires.

Additional Schedule Group Details Fields

Add/Edit Additional Schedule Group Detail Fields

Listed below are the Additional Schedule Group Detail Fields added for your journal. The values for these fields are entered manually on the Edit Schedule Group Details page. If a Custom Flag has been configured to be associated with an Additional Schedule Group Detail field, an option to turn that Flag on or off will also appear next to the field.

Add

Order	Description	Associated with Flag	Actions
<input type="text" value="1"/>	Job #	! Additional notes	Remove Edit
<input type="text" value="2"/>	Special Author Needs/Requiriments		Remove Edit
<input type="text" value="3"/>	Special Art Requirements		Remove Edit
<input type="text" value="4"/>	Other Special Requirements		Remove Edit
<input type="text" value="5"/>	Total Chapters		Remove Edit
<input type="text" value="6"/>	Chapters Sent at Launchl		Remove Edit
<input type="text" value="7"/>	Chaters Still to Come (Post-Launch)	☹ More chapters	Remove Edit
<input type="text" value="8"/>	Total Appendicees		Remove Edit
<input type="text" value="9"/>	Glossary		Remove Edit
<input type="text" value="10"/>	Color Insert # of Pieces	📄 attention	Remove Edit

Additional Schedule Group Details Fields


Estimated Printed pp:	34
Revisions Edited pp:	34
<input type="checkbox"/> Additional Schedule Group Details	
Job #:	34
Special Author Needs/Requirements:	05/01/2017  (mm/dd/yyyy)
Special Art Requirements:	42
Special Page Makeup Requirements:	34.7
Special Indexing Requirements:	Yes ▼
Other Special Requirements	Notes field demo

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Article Title	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Es
Update TOC		Insert Header												

Additional Schedule Group Details Fields

[Open Special Character Palette](#)

Field Description:

Maximum 256 characters

Field Type:

Please Choose ▾

Maximum Field Length:

Default Value for Field:

If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None

Single Value (enter value below)

Options

Select the 'Hide' checkbox to suppress the field on a particular screen. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Hidden' box is checked for BITS Transmittals, the data in this field will be excluded in BITS transmittals when applicable. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens a pop-up containing the Help Text.

The 'Issue Schedule Group Family' and 'Book Schedule Group Family' options control whether or not the custom field is available for a Schedule Group. Enable the 'Hide' option to prevent a custom field from being associated with a Schedule Group Family.

Page	Hide	Editable	Help Text
Edit Schedule Group Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BITS Transmittals	<input type="checkbox"/>	N/A	
	Custom Metadata ID: ? <input type="text"/> Select Custom Metadata ID		
Issue Schedule Group Family	<input type="checkbox"/>	N/A	
Book Schedule Group Family	<input type="checkbox"/>	N/A	

Additional Schedule Group Details Fields

Flag Icon:

[Open Special Character Palette](#)

Flag Name:

Maximum 256 characters

Associate with ASGD Field



Global ID for Transferred Submissions

As cascading (transfer) workflows become more strategically important to publishers, there is a growing need to track and report on manuscripts as they travel from publication to publication.

SOLUTION: A “Global Manuscript ID” will be available so that a paper can be tracked.

The format of a Global MS ID will be “EM”+Journal Acronym+Unique Document ID

Global ID for Transferred Submissions

Paper submitted by Author:

Global MS ID assigned when the paper is submitted.

Paper transferred from one EM site to another EM site:

Global MS ID automatically assigned when paper first submitted to the sending site is used on receiving publication. Any submission received without an ID at this point has one assigned. Onward transfers use the original MS ID, unchanged.

Paper transferred from an EM site to a non-EM site:

Global MS ID assigned when paper first submitted to sending site is used to populate Global MS ID in XML file sent to FTP site.

Paper imported from non-EM site to EM site using “JATS Manuscript Import”:

Global MS ID from sending site is used, if one exists. If none exists, editorial office can generate an ID. A Global MS ID will be generated for the submission if it is transferred on, if none exists.

Paper manually submitted from a non-EM site to an EM site.

Global MS ID acronym can be entered/edited manually.

Paper entered in PM using Create Submission Interface:

Global MS ID automatically assigned using prefix of the site created in, but may be edited by an Editor with permission.

Version 14.1 and Beyond!

Beta to begin September/October 2017

Upgrades January/February 2018

Email Auto-fill

Editors have the ability to enter email addresses on some Ad Hoc letters sent from the system. It is never easy to remember everyone's email addresses. It would be useful if the system would remember the email addresses that an Editor's most frequently uses.

SOLUTION: A personalized email picklist will be added to Ad Hoc from Editor letters when those letter templates are configured to allow free form email entry.

Email Auto-fill

Customize Letter - Testing Auto Suggest Email Addresses

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

Cancel

Preview and Send

From: "William Penney" <trash1@ariessc.com>

To: w
wgpenney@gmail.com
wgpenney@live.com
William Landry <wlandry@zzz.com>
William Penney <wpenney@ariessc.com>

Letter Subject:

cc:

Attachments: Add/Change Attachments

Letter Body: [Insert Special Character](#) | [Add Formatting](#) [Open in New Window](#)

Email Auto-fill

The picklist will be Editor-specific. Each Editor will have a personalized list that is built over time.

Auto-complete technology will be used to automatically display email addresses as the Editor types into the email entry box.

The system will remember emails that are used previously and offer those emails during the auto-fill process.

Email addresses used most frequently will appear at the top of the list.

Email addresses do not have to be tied to People Records, but if they are, then the system will also add the first and last names to the entry in the picklist.

The function can be disabled.

Revision Due Dates

When an Editor requests “Minor Revisions” on a paper, there is an expectation that the Author will need less time to revise the paper than when an Editor requests “Major Revisions”. Currently in EM, all revisions share the same due date.

SOLUTION: The existing “Number of days Author has to Revise Submission” setting on the Article Type page will be split into separate settings for each decision term in the Revise decision family.

Revision Due Dates

Author Parameters	First Revision	Subsequent Revisions	
Number of days Author has to Revise Submission:			
<input checked="" type="radio"/> Same for all Revision Decisions:	<input type="text" value="30"/>	<input type="text" value="30"/>	<i>Set these values to zero if you do not want to use Revision Due Dates.</i>
<input type="radio"/> By Revision Term			
Minor Revision:	<input type="text" value="30"/>		
Major Revision:	<input type="text" value="30"/>		

Flags for Submission Questions

It is sometimes useful to have quick visibility to an Author's response to a Submission Question. For example, an Author might indicate that a paper would benefit from biostat review, or an Author has indicated some sort of special handling or consideration offered by the publication in the questionnaire.

SOLUTION: Flags can be associated with particular responses to custom questions. If a user selects a response that has a flag associated with it, the system automatically turns on the flag.

Flags for Submission Questions

Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

[Cancel](#) [Save and Close](#) [Save and Add Another Question](#) [Open Special Character Palette](#)

Question text:
Do you have any conflicts of interest?

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type: List **List Type:** Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default	Value	Description	
	<input checked="" type="radio"/>	Please select a response		
1	<input type="radio"/>	No		Remove Edit Associate with Flag
2	<input type="radio"/>	Yes		Remove Edit Associate with Flag
3	<input type="radio"/>	Maybe		Remove Edit Disassociate from Flag
4	<input type="radio"/>			Save Item

[Update](#)

Flags for Submission Questions

Technical Check

Complex Carbohydrates - DAHLIA

Original Submission

[View Submission](#)
[Technical Check History](#)
[Duplicate Submission Check \(45%\)](#)

There are the instructions for performing a Technical Check. Just do it! *I am customizable.*

Technical Check Incomplete
 Technical Check Complete

[Cancel](#) [Send Back to Author](#) [Save and Close](#)

Technical Comments to Author

Additional Information

[-] Questionnaire Responses

What color is your submission (submission questionnaire)? MOD 2
Lemon Yellow

[-] Questionnaire Responses (Dame Maney M. Alexander, Corresponding Author)

What is your cat's name?
Marshmallow

Author Details Page

Currently *Details* and *Author Details* pages display the “Affiliation” field for co-authors, but do not display the “Institution” field.

SOLUTION: A new configuration allows publications to decide if they want to display either or both of these fields on those pages.

Submission UX Redesign

Authors have become the “customer”. There is greater competition for papers, and making the submission process as easy and streamlined as possible is important

SOLUTION: A new and improved submit manuscript user experience, which includes extraction of meta data from the manuscript file.

Submission UX Redesign

Liquid Manuscript for Editorial Manager

- Automatic extraction of title, abstract, authors and affiliations from MS Word file
- No Word template needed – heuristic analysis
- Improved author submission experience
- Compatible with downstream JATS XML
- Precursor to full manuscript conversion, with WYSIWYG editing of XML – true “XML First”
- Faster time-to-market, substantial production cost reduction

Submission UX Redesign

The screenshot displays the Editorial Manager submission interface. At the top, the logo 'em Editorial Manager™' is on the left, and 'em Editorial Manager™' with a play button icon is on the right. Below the logo, a navigation bar contains links: HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW • MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS. The status 'Not logged in.' and a language dropdown set to 'English' are also visible.

A progress bar at the top shows two steps: 'Article Type Selection' (active, indicated by a blue circle with a downward arrow) and 'Attach Files' (inactive, indicated by a grey circle). A dashed line extends from the 'Attach Files' step across the page.

Below the progress bar, the text reads: *Choose the Article Type of your submission from the drop-down menu.*

The 'Select Article Type' dropdown menu is open, showing a blue header with a minus sign and the text 'Select Article Type'. The dropdown list contains a single option: 'None' with a downward arrow.

In the bottom right corner, there is a grey button labeled 'Proceed' with a right-pointing arrow.

Submission UX Redesign

The screenshot shows the Editorial Manager submission interface. At the top, the logo 'em Editorial Manager™' is on the left, and 'em Editorial Manager™' with 'Not logged in.' and a language dropdown set to 'English' is on the right. A navigation menu includes: HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS.

A progress bar below the navigation menu consists of eight circular icons connected by a horizontal line. The icons are: a green checkmark (Article Type Selection), a blue circle with a white downward arrow (Attach Files), and six empty blue circles (General Information, Review Preferences, Author Form, Comments, Manuscript Data, and Publication Charges).

Below the progress bar, the text reads: 'A Research Article is requested. Please upload your manuscript now.'

The file upload area contains a blue 'Browse...' button, the word 'OR', and a grey area with a document icon and an upward arrow, with the text 'Drag & drop files here' below it.

At the bottom right, there are two buttons: a blue 'Back' button with a left-pointing arrow, and a grey 'Proceed' button with a right-pointing arrow.

Submission UX Redesign

The screenshot displays the Editorial Manager submission interface. At the top, the logo 'em Editorial Manager™' is visible on the left, and 'em Editorial Manager™' with a play button icon and 'Not logged in.' are on the right. A navigation bar contains links: HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. A language dropdown menu is set to 'English'. Below the navigation bar is a progress indicator with eight steps: Article Type Selection, Attach Files, General Information, Review Preferences, Author Form, Comments, Manuscript Data, and Publication Charges. The first three steps are marked with green checkmarks, while 'Review Preferences' is marked with a blue circle containing a downward arrow, indicating the current step. Below the progress indicator, the text 'Please provide the requested information.' is displayed. The main content area features a 'Request Editor' section with a dropdown menu currently set to 'No Request' and a 'Next' button with a downward arrow. Below this are two expandable sections: '+ Suggested Reviewers' and '+ Opposed Reviewers'. At the bottom right, there are 'Back' and 'Proceed' buttons with arrows.

em Editorial Manager™

em Editorial Manager™

Not logged in.

English

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Article Type Selection

Attach Files

General Information

Review Preferences

Author Form

Comments

Manuscript Data

Publication Charges

Please provide the requested information.

Request Editor

No Request

Next

+ Suggested Reviewers

+ Opposed Reviewers

Back

Proceed

Submission UX Redesign



Title

Full Title (required) Limit 50 words

Short Title (required) Limit 250 characters

Next

+ Abstract

+ Authors

+ Funding Information

+ Request Waiver

Transferred Submission Refinement

Cascading workflows are strategically important for publishers, as they provide a mechanism to keep good articles within a publisher's family of journals.

Currently in EM, Transferred Submissions are delivered to the "Transferred Submissions" folder on the receiving publication's EM site.

Some publications prefer to have the submission go back to the author's *Main Menu*, where the author can provide additional data and files, before the editorial staff has to work with the submission.

A new feature allows all submissions, sent to a publication via Transfer, to first land in the author's Main Menu, where that author can provide any additional data and files required by the publication.

Transferred Submission

Transferred Submissions - mary mary

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the Author to do so. After the PDF is built and approved, the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the "Transfer Complete" action link in this folder to move the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Article Type	Section/Category	Article Title	Author Name	Transferred From	Initial Date Submitted	Status Date	Current Status
Details History File Inventory Edit Submission Send Back to Author Remove Submission			Dietary protein and amino acid levels affect serum concentration and expression of GH, IGF-1, IGF-1R, and myosin, and performance of pigs	Satyajit Rout, PhD, MD	Editage Author Services	Feb 2015	Feb 25, 2015	Transferred Submission Received

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Submissions Sent Back to Author Buzz Aldrin, PhD

These submissions have been sent back to you. The 'View Letter' link allows you to see the letter associated with the returned submission.

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	Transferred From	Title	Date Submission Began	Status Date	Current Status
View Submission View Letter Edit Submission Approve Submission Remove Submission Correspondence Send E-mail		Cold Spring Harbor Laboratory Press	SU Testing 12.2 Transfer	Aug 13 2015 12:20PM	Jun 2 2016 3:37PM	Sent Back to Author

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Transferred Submission Refinement

Configure Cross-Publication Submission Transfer

Cancel

Submit

Confirming submission transfer relationships is the responsibility of the publications involved.

Please select the box(es) below to enable the transfer of submissions to or from other Editorial Manager sites. You may also designate non-Editorial Manager publications as target sites for submissions transferred from your site. Please enter e-mail addresses to receive notification when a transferred submission is received or in the case of a transfer error.

- You may add other Editorial Manager publications that are not in a People Sharing Group, in the "Other Editorial Manager Publications" section. Please enter a publication's Editorial Manager acronym and click the "Add" button. Any publication to which you would like to transfer submissions must confirm this relationship by entering your publication's acronym on its site.
- You may also configure non-Editorial Manager publications as recipients of transferred submissions in the "Target Non-Editorial Manager" section.

Please click on the "Submit" button to save your changes.

Configure Automatic 'Send Back to Author' for Transferred Submissions

Select the checkbox below to automatically send submissions that are transferred from another publication to the Author's 'Submissions Sent Back to Author' folder. If the checkbox is not selected, submissions received from another publication will be sent to the 'Transferred Submissions' folder.

Transferred submissions received by this publication are automatically sent back to the Author

Configure Transfer Time Limit

If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time

EM Ingest

An alternative way to get submissions into your journals



Who are “submission partners”

- Language editing services
- Collaborative authoring tools
- Journal selectors
- Pre-review services
- QA services
- Publisher portals
- “Simple” submissions systems
- Preprint servers and services



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Manuscriptsapp.com are makers of an easy to use authoring tool Manuscripts, which supports a scholarly author from the beginning to the end of a writing project. Manuscripts assists an author in key steps in getting published, starting from a journal specific manuscript template and an outlining, editing and collaborating workflow designed for a scholar, and finishing with a submission ready manuscript entirely created in Manuscripts. The app automatically completes preflight checks, reducing chances of technical errors reaching a publisher’s peer review or production system. Finally, at the end of a writing project, the author can use Manuscripts to submit the outcome of the project for peer review directly from the app. Visit us right now at <http://www.manuscriptsapp.com>.



PubRef’s goal is to simplify the process of authoring and publishing scientific, medical, and technical content. The primary use case is that of preparing scientific research articles intended for publication in major university and commercial publishers.

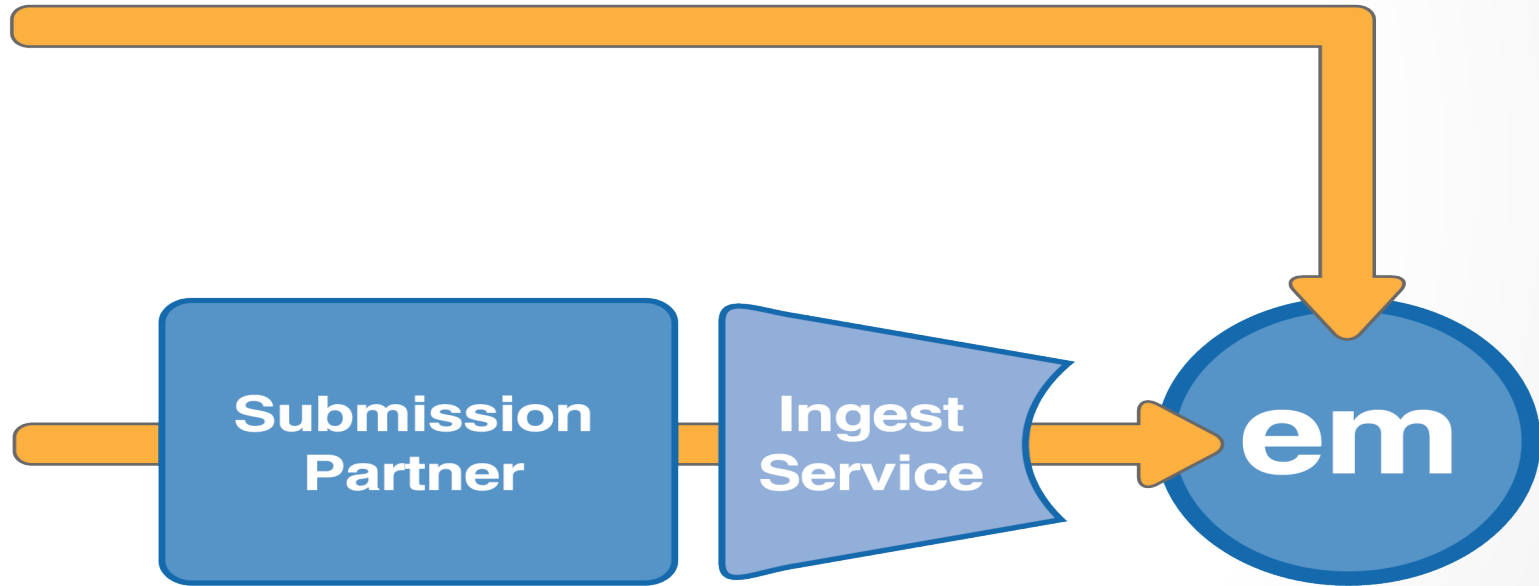
PubRef also serves as a hosting site for:

- articles you’d like to share (as pre-prints),
- datasets,
- documentation of scientific ideas or method.

You can use PubRef to prepare articles for peer-reviewed journals or use it as a professional scientific blogging service.

How does it work?

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

Ingest 2.0 – Error Notifications

Submission Partners will receive more informative error notifications that will include details about the nature of the failed ingest.

Submission Partners can receive this information via email or via an API so that the submission partner's system can automatically display these errors.

- To submission partner staff
- To an Author

Ingest 2.0 – Status Notification

Some Submission Partners provide author-centric services that researchers use as a 'portal' to prepare and submit manuscripts to various journals.

Submission Partners would like to display information about the status of a submission to the Author as the submission moves through the editorial workflow.

EM will send author-facing status terms configured in ActionManager via an API every time there is a status change on a submission.

Ingest 2.0 – Status Notification

Edit Document **Statuses**

Listed below are the text strings used to define Document Status and the Role Family that assumes responsibility for a document when the status is assigned. If an **Alternative Text for Authors** is defined, then this is what Authors will see when they are configured in RoleManager to view the Current Document Status; leave this blank if the Author should see the main Editorial Status Text term. Where you have several Main Status Terms that are configured to trigger consecutively in ActionManager, you can set them all to have the same Alternative text for Authors value so that the author will see no corresponding change in status during this time.

Editorial Status Text

No Change

Submitted to Journal

Accept

Accept and Transmit Conference Submission

Accept for Extraction Conference Submission

Author Declines to Review

Sent Back to Author

Submission Transferred

Transferred Submission Received

Unassign Editor

Unassign Editor Notification

Under Review

With Editor

Withdrawn Conference Submission

Withdrawn Proposal

Alternative Text for Authors (if Different)

Accept

Accept

You Declined to Review

Needs Your Attention

Transferred to Other Journal

With Journal

Under Review

Under Review

Under Review

Completed

Completed

Role Family

No Change

EDITOR

EDITOR

EDITOR

EDITOR

No Change

AUTHOR

EDITOR

EDITOR

EDITOR

No Change

REVIEWER

EDITOR

EDITOR

EDITOR

[Remove](#) [Edit](#)

[Remove](#) [Edit](#)

[Edit](#)

[Edit](#)

[Remove](#) [Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Remove](#) [Edit](#)

[Remove](#) [Edit](#)

[Edit](#)

[Edit](#)

[The rest of the page is unchanged]

Add New Status

Ingest 2.0 – Additional Data Allowed

Some Submission Partners provide author-centric services that researchers use as a ‘portal’ to prepare and submit manuscripts to various journals.

Frequently a publication will require specific and unique information from an Author before a paper can be processed. Often the Editorial Office must undertake significant additional work to get an “Ingested” submission into the workflow, OR they may have to send submissions back to the Author to get the information.

EM will now allow the Submission Partner to provide additional data points for the following submission steps:

- Submission Item Types
- Custom Questions – Submission and Author Questionnaire

Ingest 2.0 – Additional Data Allowed

Edit Submission Item Type

[Insert Special Character](#)

Item Type:

Maximum 256 characters

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

- Display with automatic line numbering in PDF
- Include this Item Type for Artwork Quality Checking
- Do Not Unpack Archive files (.ZIP, .tar) of this Type
- Include this Item Type for checkCIF
- Include this Item Type for Reference Checking
 - This Item Type will contain reference annotations. [Example](#)

Custom Metadata ID: 

[Select Custom Metadata ID](#)

Ingest 2.0 – Additional Data Allowed

Add Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel

Save and Close

Save and Add Another Question

[Open Special Character Palette](#)

Question text:

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type: **Maximum Field Length (1-200):**

Default Value

Value	Value
<input checked="" type="radio"/>	None
<input type="radio"/>	<input type="text"/>

[Open Special Character Palette](#)

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal

(applicable to specific transmittal methods)

Custom Metadata ID: [?](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

Display

Display
Help Text:

Display

Editable

Required

Ingest 2.0 – Corrections and Revisions

Some Submission Partners provide author-centric services that researchers use as a 'portal' to prepare and submit manuscripts to various journals.

Submission Partners and the Authors using these services would like to perform edits and prepare revisions within the Partner's environment.

Submissions sent back to the Author will be passed back to the Submission Partner, where the Author can then continue working on the submission.

- Send Back to Author
- Revise Decision

Ingest 2.0 – Transfers

Some Submission Partners provide author-centric services that researchers use as a 'portal' to prepare and submit manuscripts to various journals.

Submissions that have been rejected, with an offer to Transfer to another publication will be passed back to the Submission Partner, where the Author can prepare the submission for whatever publication has been suggested.

Ingest 2.0 – Author Main Menu

Some Submission Partners are repositories and preprint servers, and therefore author interaction is limited, with most interaction taking place on a journal's Editorial Manager site.

This means that the Author is likely to have significant additional work to do on the submission, such as provide journal-specific data, upload COI or Copyright Transfer forms, etc.

A new feature allows all submissions sent to a publication via a Submission Partner to first land in the author's Main Menu, where that author can provide any additional data and files required by the publication.

Ingest 2.0 – Author Main Menu

Configure Manuscript Service Providers for Ingest Service

Publications may authorize third party Manuscript Service Provider(s) to automatically submit manuscripts via the EM Ingest Service. If the Ingest Service is authorized, please select one or more Manuscript Service Provider(s) to automatically submit manuscripts on behalf of Authors. Submissions ingested in this manner are located in the 'Transferred Submissions' folder for further processing.

Authorize Manuscript Service Provider(s) to automatically submit manuscripts on behalf of Authors

Send manuscripts submitted by Manuscript Service Provider(s) to the Author's 'Submissions Sent Back to Author' folder

[Check All](#) [Clear All](#)

Select	Name	Website
<input checked="" type="checkbox"/>	Cold Spring Harbor Laboratory Press	http://www.cshlpress.com/
<input checked="" type="checkbox"/>	Editage Author Services	www.editage.com
<input checked="" type="checkbox"/>	Innovative Solutions for the Scholarly Research Community	openaccesskey.com
<input checked="" type="checkbox"/>	Manuscripts.app Limited	http://www.manuscriptsapp.com
<input checked="" type="checkbox"/>	Overleaf (WriteLatex Ltd)	www.writelatex.com
<input checked="" type="checkbox"/>	PubRef.org	pubref.org
<input checked="" type="checkbox"/>	Taylor & Francis Group (ingest)	http://www.tandfonline.com/

Cancel

Submit

Ingest 2.0 – MORE!

Submissions require a “PDF Build” on EM in order to move the paper into the workflow.

- **The system will automatically build the PDF when ingested!**

Email communication with Authors must take place via EM once the paper is submitted, which can confuse an Author who has been working with a Submission Partner.

- **An API will be developed that allows emails to Authors to flow through a Submission Partner’s system.**

Update ORCID with Peer Review Details

People want recognition for the work they do, including the peer review performed for research journals, grant applications, etc. This includes reviews for rejected papers.

Publishers are looking for ways to reward their reviewers.

The industry is looking for ways to get more people registering and authentication ORCID iDs.

SOLUTION: Provide a mechanism for recording peer review activity in scholars' ORCID records.

Update ORCID with Peer Review Details

Dear Dr Smith,

Thank you for your review on JXYZ-D-17-000123.

Note that we offer you the ability to update your ORCID profile with credit for completed reviews that meet our standards. To do so, we will need you to give us permission to update your ORCID profile, if you have not done so already.

If you do not see a link immediately below, we already have permission from you and you need do nothing more. Clicking the link will take you through the process of authorizing access to your ORCID profile.

<https://www.editorialmanager.com/jxyz/okm98uhb76yfc543uvuu677>

--
John MacJohn
Managing Editor

ORCID Laura A D Paglione
<http://orcid.org/0000-0003-3188-6273> (Not You?)

Grateful Journal has asked to become a trusted organization with the following permissions:

- Read your ORCID record
- Add/update activities in your ORCID Record

Allow this permission until I revoke it.
(You may revoke permissions on your account settings page. unchecking this box will grant the permission this time only.)

This application will not be able to see your ORCID password, or private info in your ORCID Record. See ORCID's [Privacy Policy](#).

Deny **Authorize**

ORCID Authorization Complete

Authorization Confirmed: Thank you - this will allow us to update your profile with review details in future.

[Log In to Editorial Manager](#)

Update ORCID with Peer Review Details

What *MIGHT* get deposited?

Person:

Role: reviewer (out of: 'reviewer', 'editor', 'member', 'chair', 'organizer')

Review:

Type: Review (out of: 'review', 'evaluation')

Completion Date? Year only, if allowed

Subject:

Journal-Title: Full name of publication

Organization:

Publisher: Description/full name

Identifier: (e.g. Ringgold ID)

Identifier Type: (e.g. Ringgold)

Thank You



Tony Alves

Director of Product Management

[ORCID.org/0000-0001-7054-1732](https://orcid.org/0000-0001-7054-1732)