Editorial Manager®

Editor/Editorial Staff Functionality Checklist

- ✓ The functionality and content available to Editors is configured and controlled by the Editorial Office using web-based administration tools.
- ✓ Journal office can select security rules for log-in and user record editing based on publisher policy.
- ✓ Editor role names and functional capabilities can be configured by the Editorial Office.
- ✓ Users can switch between Reviewer, Editor, and Author roles without having to log out of the system.
- ✓ Editor role can be selected as the default log-in role for Editor convenience.
- ✓ For convenience, Editors can use their ORCID username and password as a single-sign-on (SSO) option to log into multiple journals.
- ✓ Editors can view and manage contributor identifiers such as ORCID, ISNI, Researcher ID, PubMed Author ID and Scopus ID. Editors can "fetch" ORCIDs.
- ✓ Personal identifiers such as ORCID can be required or optional for specific article types; and can be solicited from Authors, Co-Authors, Reviewers and Editors. Editorial Office can also hide ORCID solicitation.
- ✓ Editorial Office can configure which user registration fields are mandatory or optional. Users can be forced to respond to new questions upon login.
- ✓ Editorial Office can prompt users to register with multiple email addresses to minimize the chances of spam blocking.
- ✓ Editorial Office can easily register new users. Editorial Office has tools to identify and merge duplicate user records.
- ✓ Editorial Office can customize the instructions displayed for Authors when they first register on the system and can post a customized message on the Author home page.
- ✓ Editorial Office can control the Editor's Reviewer search experience with customized instructional text and limited search options and criteria.
- ✓ Editorial Office can configure line numbering overlay on Author submitted items by uploaded item type.
- ✓ Editorial Office can configure article types that are only used internally by Editors for expedited submission and processing without peer review.
- ✓ Different workflow parameters can be configured based on article type. Editors can be granted limited access to system configuration options.
- ✓ Editors working on multiple journals can use one click to automatically log-in to other authorized journals.
- ✓ Editors can be granted access to reports and statistics with the system's robust Enterprise Analytics Reporting (EAR) suite. Editors can use standard or custom reports to easily surface relevant publication data and performance.
- ✓ Reports can be emailed to Editors according to a configurable schedule (e.g. weekly). Editors and Editorial Office can easily modify and save standard reports.
- ✓ Editorial tasks are sent to Editors by immediate assignment or by invitation. Editors are notified of assignments by email and by configurable menu folder options.
- ✓ Editors can select a group of candidate Section Editors based on keyword matching and can automatically invite them to handle the submission according to configured schedule and preference.

- ✓ Early decisions ("desk reject") can be made without Editor assignment.
- ✓ Editors can easily sort lists of displayed manuscripts. The number of manuscripts displayed per page is user-defined.
- ✓ Editors can be granted the power to assign a manuscript to other Editor roles.
- ✓ Editorial Office can determine what submission items (e.g. images, tables, supplementary item, video, etc.) can be uploaded by the user for each article type.
- ✓ Editors can review CRediT contributor role information for Authors and Co-Authors. Editorial Office can configure CRediT taxonomy to be optional or required for corresponding Authors.
- ✓ Editors can quickly and easily access Co-Author institutional information from Details and Author Details pages.
- ✓ Editorial Office can determine that some items (e.g. data sets, videos, etc.) are submitted as URL/URIs pointing to files on external repositories such as Dryad or FigShare.
- ✓ Editorial Office can configure uploaded compressed (ZIP) files to be automatically unpacked, or to remain compressed.
- ✓ Appropriately authorized Editors can delete spurious/test submissions prior to assignment and no charge is made for deleted submissions.
- ✓ Editors can quickly determine which folders and submissions require attention based on color-coded indicators with Editor Signposting.
- ✓ Editors can have access to additional manuscript and user data fields customized by the Editorial Office.
- ✓ Manuscript PDFs generated by the system and viewed by Editors can include HTML display and linked in journal-configured text.
- ✓ Editorial Office can customize manuscript PDF watermarks with logos and other information.
- ✓ Editorial Office can customize which manuscript data, including submission questions and Author responses, appears on the PDF version of the manuscript cover page. Different article types can have different cover pages at submission and revision.
- ✓ Editors can view secondary fields used to store international Author name and address variations. Selected secondary fields are searchable.
- ✓ Editorial Office can configure their own classification (keyword) terms used to identify manuscripts and Reviewer expertise. Keywords can be organized into an unlimited number of levels and ordered by number or alphabetically.
- ✓ Editorial Office can permit Authors and Reviewers to enter free-form keywords.
- Editors can send submissions back to Authors for revision and resubmission. Editorial Office can edit submission prior to assignment to an Editor.
- ✓ Editors can search for candidate Reviewers by creating custom searches that combine name, address, institution, classifications, manuscript keywords, or other criteria including available dates.
- ✓ Editors can search and invite qualified Reviewer candidates from the integrated Web of Science Reviewer Locator database.
- ✓ Editors can view manuscript data fields including secondary submission fields used (for example) to store translated versions of submission titles.
- ✓ Editors can assign Reviewers and Authors (without an invitation step) to new and revised manuscripts.
- ✓ Editors can quickly and conveniently invite Reviewers who have been suggested or opposed by the submitting Author. Appropriate warnings appear during Reviewer searching and selection.
- ✓ Editors have convenient access to Reviewer decline reasons.
- ✓ Editors can "propose" Reviewers for subsequent invitation by staff.
- ✓ Reviewers suggested by Editors can be ranked by the order the Reviewer should be invited.
- ✓ Editors can customize the Reviewer invitation letter(s) in real time.
- ✓ Editors can optionally re-open submitted reviews so that Reviewers can correct or update previously submitted comments.
- ✓ Editors can modify Reviewer due date. Editors can specify the number of reviews required for a particular manuscript (if permitted by the Editorial Office).
- ✓ Editors can easily identify manuscripts where Reviewers have not yet responded to their invitation, reviews in progress, and reviews completed and ready for decision.
- ✓ Editors can select "alternate" Reviewers who will be automatically "promoted" and invited if primary Reviewers decline the Reviewer invitation (configurable option). Alternate Reviewers can be designated to replace specific Reviewers, or set to 'role-based' replacement.
- ✓ Letters used to invite alternate Reviewers can be pre-configured and edited by authorized Editors.
- ✓ Editors can increase the number of reviews required for submissions in progress.

✓ Editors can search for Reviewers by linking to an External Reviewer Database (such as a third-party or in-house database).

✓ "Submit as an Editor" functionality allows Editors to quickly upload manuscripts intended for publication without peer review.

✓ Editors can view and assign customized "flags" that provide visual alerts associated with each manuscript (e.g. urgent manuscript, possible cover artwork, etc.). Submission "flags" can be associated with specific metadata entries. Editors can create and save searches for submissions with specific "flags."

✓ Editors can view and search by submission flags associated with Author responses to submission questions.

✓ Editors can see when a particular flag was turned on or off within history.

✓ Editors can be granted access to manuscript details (metadata) including notes added by the Editorial Office.

✓ Editors can be granted access to Reviewer "people" information including notes added by the Editorial Office.

✓ Editors can search and edit granular people notes, including Author and note entry date, providing an audit trail.

✓ Editors of journals in 'people sharing groups' can view detailed people notes cross-journal.

✓ Editors can be granted access to the correspondence history, including the text of any standard and customized letters. Editors can conveniently add externally received emails to the manuscript correspondence record.

✓ Editors can conveniently reassign revised manuscripts to all the Editors who handled the prior version of the manuscript.

✓ Editors can make decisions concerning manuscripts at any time regardless of Reviewer status.

✓ The list of Editor decision terms displayed is configured and controlled by the Editorial Office. Any number of decision terms can be configured and modified at any time using web-based administration tools.

✓ Editors can select from multiple decision email letters templates for each decision term and revision. Editor decision letters can include attached files as a link *or* directly as an email attachment. Draft decision letters can be shared between Editors.

✓ Editors can maintain a consistent voice by quickly inserting publication-defined decision phrases into letters.

✓ The Editor Decision Form includes all the information needed by the Editor to make a decision about the manuscript, including all manuscript revisions, all Reviewer comments, comments from other Editors, Author letters, and prior decision letters.

✓ Editors are presented with PDFs that include revision number in file name to identify relevant revision.

✓ Editors can save their comments for later submission and can display and print a complete layout of their comments prior to submission.

✓ Editors can edit Reviewer comments that will be displayed to the Author (the original unedited version remains stored and available in the system).

✓ Editors can enter confidential internal comments and comments for the Author.

✓ Editor comments and customized decision terms can be merged into standard Author decision letters.

✓ All letters (including decision letters) can be CC'd or BCC'd to specific email addresses.

✓ Editors can rate Reviewer performance.

✓ Editors can optionally allow "open peer review" where Author and Reviewer identities are visible.

✓ Editors have the option to "terminate" or "uninvite" Reviewers who have not submitted their review prior to decision. Appropriate warnings are displayed if Reviewers have saved a partially completed review.

✓ Editors can be given permission to send customized reminder letters to Reviewers (configured by the Editorial Office). Email letters sent by Editors can include automatic calendar entries.

✓ Editors can set up automated reminders to send to Reviewers who have not responded or sent in their review, or have only partially completed a review.

✓ Editors can view completed Reviewer forms. Reviewer forms can be customized to contain unlimited questions in multiple format options. Reviewer forms are appropriate to submission article type and revision.

✓ If an Editor has assigned a manuscript to another Editor(s), they can group those manuscripts by Editor name.

✓ Editors can be "unassigned" from a submission so that the submission can be "rolled back" to an earlier Editor, or entirely switched to a new Editor along with in-process reviews.

✓ Editors can view manuscripts with their prior decisions, grouped by decision (accept, reject, withdrawn, transferred).

✓ Editors can access key performance data when selecting Reviewers, such as the average time to complete a review, number of times the Reviewer has declined assignments, number of outstanding assignments and unavailable dates.

✓ Appropriately authorized Editors can "proxy" for Authors and Reviewers. System includes an audit trail of "proxied" transactions. Editorial Office can prevent proxy registration of anonymized users.

- ✓ Appropriately authorized Editors can upload and download submission and "companion" files from the manuscript file inventory folder.
- ✓ Emails sent by the system can be configured to come "from" a default publication email address or the Editor's personal email address.
- ✓ Editor can add production notes to an accepted manuscript.
- ✓ Manuscript metadata and Author source files can be automatically transmitted to a third-party production tracking system (or print vendor) in XML format.
- ✓ A publication-customized transmittal form displays all relevant metadata to be transmitted to production system upon final acceptance of a manuscript.
- ✓ Editors are alerted to potential duplicate submissions based on Author name(s), title matches and abstract matches. Duplicate submissions can be checked within a single journal or across multiple journals.
- ✓ Editorial Office can configure a "technical check" workflow to ensure a manuscript meets minimum technical criteria before assignment to a content Editor.
- ✓ Editors can be prevented from seeing Reviewer comments that pertain to manuscripts that they (the Editor) have Authored.
- ✓ Editors can easily register and invite unregistered users to review a particular manuscript.
- ✓ Upon resubmission, a revised manuscript can be (optionally) automatically assigned to the Editor who handled it previously.
- ✓ Appropriately authorized Editors can run Author reminder reports to identify Authors who are late in submitting manuscript revisions. Reminder letters can be sent and customized.
- ✓ Editors can allow "late" reviews to be added to the manuscript record.
- ✓ Editors can release an accepted manuscript to an online journal site for pre-print publication.
- ✓ Editors can initiate manuscript proposals and invite one or more Authors to respond to the invitation.
- ✓ Authors can be easily invited to submit a manuscript using configurable invitation letters that can be edited in real time. Author invitation letters can include deep links so that Authors can respond to the invitation without needing to log into the system.
- ✓ Editors can send automated reminders to invited Authors before and after due dates, and notify Authors of abandoned submissions requiring action
- ✓ Editors can invite Authors to submit commentaries based on existing submissions.
- ✓ Editors can select "alternate Authors" who will be automatically invited to make a submission if earlier invited Authors decline invitation.
- ✓ Editors can track proposals and commentaries through submission and peer review workflow. Relevant submissions are "linked". Linked submissions can share prior Reviewers.
- ✓ Editors can view test results for Author artwork checking against publication-defined requirements. Artwork testing results can be incorporated into email letters using merge fields.
- ✓ Editors can view a manuscript rating card that aggregates the Reviewers' responses to questions on the Reviewer form.
- ✓ Editors can select specific Reviewer question responses to include in decision letters.
- ✓ Editors can download and edit Reviewer attachments, and optionally display Reviewer attachments to Authors upon revision.
- ✓ Editors can upload, download and edit submission attachments. Attachments can be optionally displayed to other workflow participants. "Deep links" provide a convenient way to access attachments directly from within email.
- ✓ Editors can attach external or manuscript files to ad hoc email letters.
- ✓ Editors can send formatted letters with images and logos using Rich Text. Editors can edit and resend email letters.
- ✓ Editors can be granted access to search a variety of third party bibliographic databases (such as PubMed, Google Scholar, etc.). Search queries can be configured to automatically use manuscript title, keywords or Author names as the search criteria.
- ✓ Editorial Office can configure an unlimited number of ad hoc emails to be sent by Authors, Reviewers and Editors. Ad hoc emails are automatically recorded in the system and can be configured to include merge fields that automatically import useful data such as manuscript number and title.
- ✓ Editors can automatically deposit accepted manuscript into the PubMed NIHMS system (PMPT).
- ✓ Editors have access to ad hoc emails sent to Editorial staff that are automatically recorded in the system. Editorial Offices can configure an unlimited number of Editor ad hoc emails that include merge fields to automatically import useful data such as manuscript number and title.
- ✓ Editors can easily address ad hoc emails with autofill of regularly used email addresses.
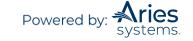
- ✓ Editors can see Author bibliographies that have been automatically linked to PubMed and Crossref, and formatted to the publication's preferred bibliographic style.
- ✓ The system automatically detects and corrects some errors in Author submitted bibliographies. (For example: insufficient Authors listed before "et al" or missing volume numbers).
- ✓ Editors can send a thank you letter to Reviewers following manuscript decision that includes publication-selected merge fields (such as the Editor's comments to the Author and the decision term). This functionality can be configured to exclude Author names for publications running a "double blind" workflow.
- ✓ Editors can trigger an automatic Author name search to view a list of the Author's prior publications.
- ✓ At key points in the workflow, Editors can select (and edit) from a list of appropriate publication-defined template email letters. For example, this means that Reviewers can be sent different invitation letters based on article type or revision number.
- ✓ Editors can receive periodic (e.g. daily, weekly) automated reminders of their "to do" list with convenient color-coded signposting indicators and "deep links" to undertake actions.
- ✓ Customized merge fields allow Editors to automatically populate email letters with preferred text and graphics.
- ✓ Editors can perform assigned tasks simply by clicking secure deep links sent to them by email, without having to log into the system.
- ✓ Editors can choose to "save and submit later" in-process decisions and letters.
- ✓ Email letters can be re-sent from the manuscript's correspondence history.
- ✓ Email content can be in unicode format.
- ✓ Editors can view status history and correspondence history of submissions.
- ✓ Editors can uninvite or terminate Reviewers and subordinate Editors.
- ✓ Editors can be granted access to an assignment status report that clearly shows the peer review status for each manuscript that is active in the Editorial workflow. From the report, Editors can take appropriate actions such as inviting additional Reviewers or sending email reminders.
- ✓ Editors can be granted access to a Reviewer performance report that shows detailed performance for each Reviewer in the system. This data can be extracted for further manipulation in a desktop application such as Microsoft Excel.
- ✓ Editors can quickly surface review status as an expandable column that includes detailed information and color coding.
- ✓ Editors can submit Author manuscripts to Similarity Check for plagiarism checking and view results (Additional charges apply). Publication can configure optional Author and Reviewer access to results.
- ✓ Editors can review the results of checkCIF for materials science and crystallography content.
- ✓ Editors can view Author responses to publication-defined submission questions configured by article type and revision. Editorial Office can configure Author questionnaires by article type and make questions optional or required.
- ✓ Submissions can be "linked" during workflow to ensure that they are edited, reviewed and published together. Submissions designated for joint publication can be linked with a unique group ID.
- ✓ Letter-to-the-Editor functionality facilitates processing of multiple submitted letters and trafficking of comments to Authors, Reviewers and production.
- ✓ A system-generated unique DOI (Digital Object Identifier) can be assigned to the submission and individual submission items during workflow. Editors with proper permissions can manually edit assigned DOIs.
- ✓ Editors can convene a discussion forum to discuss a particular submission with Reviewers and other Editors and permit shared access to relevant submission components; visual prompts indicate unread posts. Editorial Office can configure discussion forum templates that are triggered automatically.
- ✓ Editors can transfer or offer transfer of submissions between co-operating publications. Authors can confirm transfer option thereby initiating automatic transfer of files and data to recipient journal.
- ✓ Editors can grant Author access to submission correspondence history from the Author home page.
- ✓ Journal office can collect fees from Authors, including submission fees, color charges, open access fees, page charges, etc. Fees can be collected by credit card, bill me or waiver request option as determined by the publisher.
- ✓ Editor home page can include "quick links" to Editor's preferred list of actionable submissions. Quick links can be shared with other authorized users.
- ✓ Authorized Editors can independently configure and edit manuscript metadata and/or submitted files.
- ✓ When inviting Authors to submit manuscripts or book chapters, Editors can easily view past invitation statistics and can add invitee specific notes.
- ✓ Editors can assign Authors for invited manuscripts and book chapters.

- [x] When searching for Reviewers, Editors have visibility into Reviewer activity on other co-operating journals.
- [x] Automatic linking to database of 2,500,000 Author biographical profiles.
- [x] Editors can CC emails received outside of the system to a peer review "inbox" that will automatically file the email with the correct manuscript "history."
- [x] Editors can recommend transfer of a manuscript to a third-party journal and permit the Author to Authorize the transfer during configurable "transfer window."
- [x] Editors can utilize MECA-compliant import/export transmittal, enabling standard transfer across major submission systems.
- [x] Editors can view Reviewer Authorization to transfer their review and identity with transferred manuscript.
- [x] Editors can view Ingested/transferred submissions directly in the editorial menu (no need to send files back to Author).
- [x] Editors can direct Authors and Co-Authors to a publication-customized web form to complete multi-part questions. This can be used to obtain compliance with ICMJE and similar forms for each individual Author.
- [x] Editors can manage the Author/Co-Author form process to check for completeness and compliance, including automatic reminders.
- [x] Editors have access to Crossref's Funder Registry standardized funder information for the manuscript.
- [x] Editors have access to Ringgold's standardized database of institutional names for accurate metadata.
- [x] Editorial Offices are warned if contributor lists have been changed between revisions.
- [x] Editorial Offices are able to comply with General Data Protection Regulation (GDPR) standards using forced privacy policy registration questions, mandatory notification of proxy and opt-out links. Editorial Offices can anonymize user data upon request.
- [x] If Authors are using an Author Portal or Manuscript Service provider for submission, Editors can send communications to Authors for display directly in the provider interface.
- [x] Editorial Office can work with third-party manuscript service providers (MSPs) via EM Ingest, such as Overleaf, allowing automation of the manual manuscript submission workflows MSPs already employ. Editorial Office can choose to deactivate an MSP they opt not to work with.
- [x] Editorial Office can save editors time by directing ingested submissions to Author's "Submissions sent back to Author" folder for completion of additional information before officially submitting to the journal.
- [x] Editorial Office can facilitate revision decision and resubmission, and transfer offers, through third party Author services and tools and Publisher portals.
- [x] Editors can view an Identity Confidence Check rating for users to help determine reliability and reduce academic fraud. Confidence factors are selected and configured based on journal office preferences.
- [x] Editors can assign and perform editorial tasks without initiating production in parallel to peer review with Task Manager.
- [x] Editors can utilize third-party, "Early Proof" editing systems with two-way communication and sync between a third-party system and EM.
- [x] Editorial Office can configure Editor chains, thereby allowing assignment to multiple Editors in a single step. Configurable by article type.
- [x] For journals operating with large numbers of Editors, the system can be configured to suggest and manage Editor assignment in an automated manner.
- [x] When assigning a manuscript to an Editor, the Editorial Office can see the Editor's current assignments and subject matter expertise.
- [x] Editorial Office can undo erroneous Editor assignments. In-process submissions can be "rolled back" to prior Editors or switched to alternative Editors.
- [x] Editorial Office can organize accepted articles into issues and tables-of-contents.
- [x] Authors can be required to explicitly agree to configurable Editorial Office policies and terms via an "I accept" checkbox.
- [x] When assigning manuscripts to Editors, the Editorial Office can see information about the Editor's availability and current assignments.
- [x] Editorial Office can configure submission steps to capture Author recommended and/or opposed Reviewers. Different submission steps can be defined for a new or revised manuscript per article type.
- [x] Editorial Office can track submissions using a Global MS ID field for transferred submissions. Unique IDs travel with submissions through the peer review lifecycle.
- [x] Editorial Office can select from a variety of manuscript numbering options (automatic or manual). Manuscript numbers can be assigned at new submission, or at time of first Editor assignment.
- [x] Editorial Office can configure the terms used to describe the manuscript status. These terms can be configured to be different depending on Author vs. internal view.

- ✓ Editorial Office can configure [Co-Author verification emails](#) that include deep links allowing Authors to confirm their participation, authenticate or provide their ORCID iD, and/or review the CRediT roles assigned to them by a corresponding Author.
- ✓ Editorial Office can configure submission metadata (e.g. abstract, title, short title, etc.) to be limited by number of characters or words.
- ✓ Emails sent by the system are from a publication-configured email address or from a designated "corresponding Editor" email address.
- ✓ Reporting can reflect a single journal or include cross-publication data; reports can be sent via SFTP, email attachment, and XML file format.
- ✓ Editorial Office can customize and send batch emails to registered users.
- ✓ Editorial Office can initiate Author rebuttals, even after a final decision has been made.
- ✓ Editorial Office can configure final disposition to automatically set to 'Withdrawn' after a set number of days passes on a submission where Author not responded to a revision request.
- ✓ Editorial Office can configure colors to be associated with each submission item type, thereby facilitating file management.
- ✓ Editorial Office can test and correct users' country registration information against the ISO 3166 country standard.
- ✓ Editorial Office can [group template letters into "letter families."](#) At key points in the workflow, Editors can select (and edit) from a list of appropriate publication-defined template email letters. For example, Editors can select from a list of Reviewer invitation letters based on article type or revision number.
- ✓ Editors who receive an external letter sent to them in response to EM-generated emails can forward the external correspondence to the EM drop box, and the letter is automatically added to the correspondence history record of the related submission or Schedule Group.
- ✓ Editorial Office can create and configure custom questionnaires to be added to the Editor Decision form.
- ✓ Editors can upload an Author List File (ALF) of names and contact information when preparing to invite Authors, so Editors do not need to search and invite each Author individually.
- ✓ Editors can access all relevant correspondence associated with a particular person via the Update My Information page within the system.
- ✓ Editors can view Co-Author verification statuses ingested from third-party services.
- ✓ Editorial Office can validate URLs provided by Authors during submission for files hosted on external systems/repositories.
- ✓ Editorial Office can configure Additional People Details (APD) fields to appear to new users at registration, allowing publications to ask more complex questions. APD data is stored to the owner of the people record. Editorial Office has the option to hide APDs from specific Editor roles.
- ✓ Open assignments can be transferred/reassigned to another Editor (or multiple Editors) in batch. Editors can also select multiple submissions and assign to a specific Editor simultaneously in batch.
- ✓ Editors can view item type metadata assigned to companion files that are not built into the submission PDF.
- ✓ Editors with proper roles editing a submission can view the APC estimate provided to Authors. Editorial Office can customize instructional text displayed to Authors within integrated payment processing tool's interface.
- ✓ Editorial Office can edit configurations for multiple article types in batch.
- ✓ Editorial Office can generate a Auxiliary PDF option for additional purposes, such as preprint PDF.
- ✓ Editorial Office can establish one-way transfer relationships, allowing one publication to transfer submissions to a second publication, but not receive submissions from that publication, and vice versa.
- ✓ Editors can view results from SciScore's evaluation of submitted manuscripts, an auto-generated report and reproducibility score for enhanced transparency and rigor of scientific research.
- ✓ Editors can view results from scite's Reference Check evaluation of submitted citations, validating references and claims against published supporting or disputing evidence.
- ✓ Editorial Office can allow Authors to submit conflict of interest disclosures to AAMC's Convey repository and configure access to disclosure data for Authors and Reviewers.
- ✓ Editorial Office can assign editorial tasks in batch via the Task Manager feature.
- ✓ Editorial Office can define consortia and their participating organizations for Read & Publish processing on a publication site, matching the Corresponding Author's institution with one in an active Read & Publish consortium.
- ✓ Editorial Offices with a WeChat account can allow Authors using the WeChat application to check the status of their submitted manuscript.