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EMUG 2023

Courtyard Boston Downtown Hotel

June 14-15, 2023

Aries systems®

EMUG 2023

Supporting Authors I

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Agenda

Welcome to
EMUG 2023: Day 1

- Author-Supporting Functionality
  - Gradual Engagement
  - Custom Questionnaires
  - Persistent Identifiers
  - Manuscript Status Terms
  - Visibility to Reviewer Commentary
- Configurations
- Resources
- Questions from Attendees

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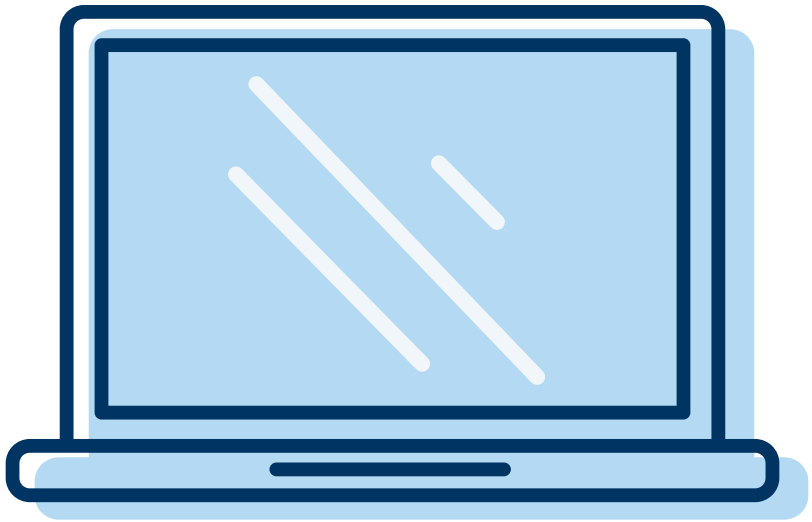

Gradual Engagement

Simplifying submission

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Gradual Engagement Defined

A user experience (UX) practice that allows use of, or access to, all or parts of an application prior to users providing all the required information needed for long-term use

In Editorial Manager

Simplifying and streamlining the Author submission process by eliminating or minimizing non-essential data steps upfront

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Gradual Engagement: Addressing Early Pain Points

- Submissions often require a large amount of files and supplemental data for publication, but not all are really needed for initial review and triage stage
- High percentage of submissions get desk rejected or transferred
- Burden for Authors if submission does not pass triage
- Burden for Editors to perform required technical checks

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Why Gradual Engagement in EM?

Benefits

- Streamlined process at different levels
- Reduced workload for Authors and Editors
- Saves time upfront
- Improved Author user experience

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Gradual Engagement Techniques

Techniques to take advantage of:

- Display only certain Article Types at initial submission
- Customize Instructions displayed at submission and revision which include different requirements
- Limit shown or required Submission Item Types for initial submission and revision stages
- Shorten or hide lengthy custom Questionnaires displayed to Authors at initial submission
- Enable metadata extraction of co-Author information

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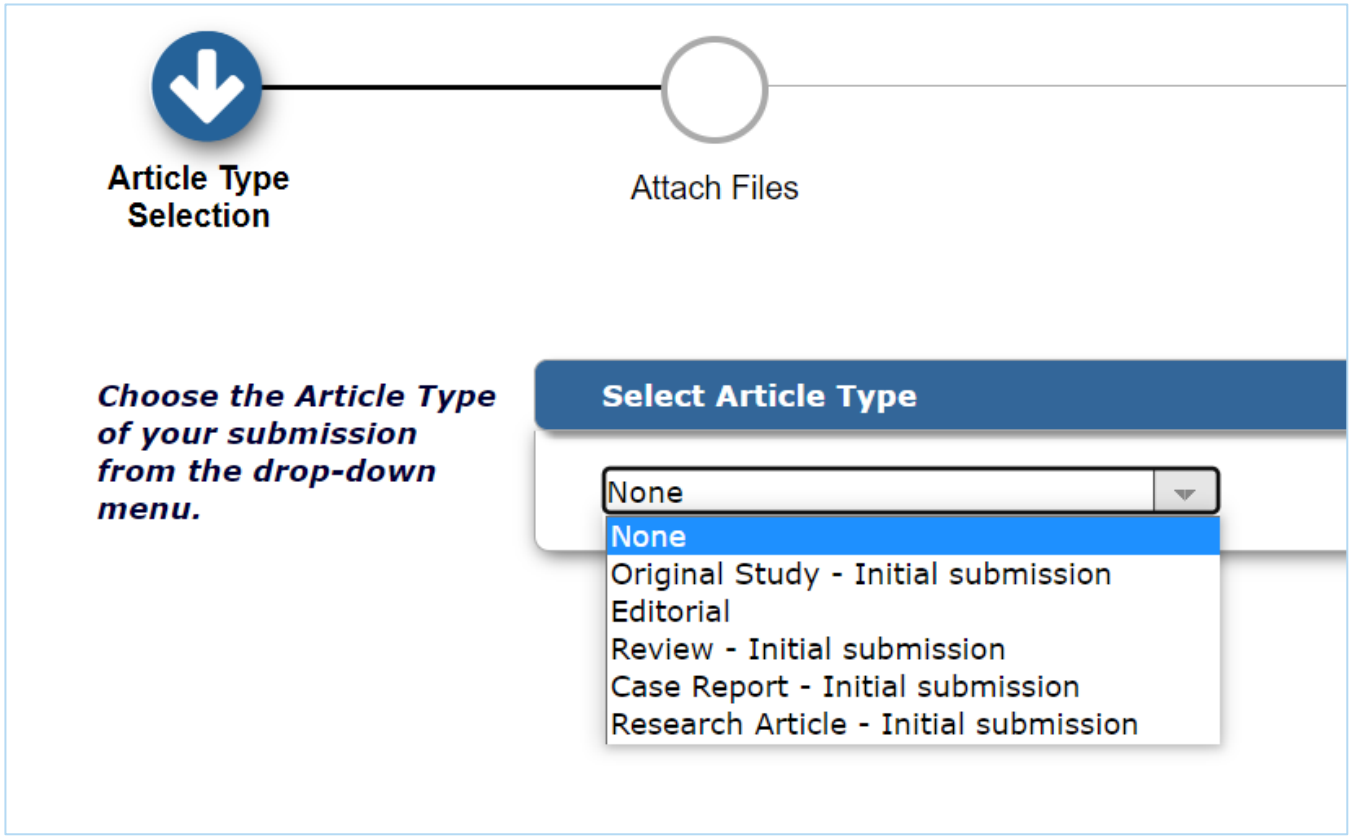
Gradual Engagement: Article Type Selection

- Configure to make only certain Article Types visible to Authors at initial submission



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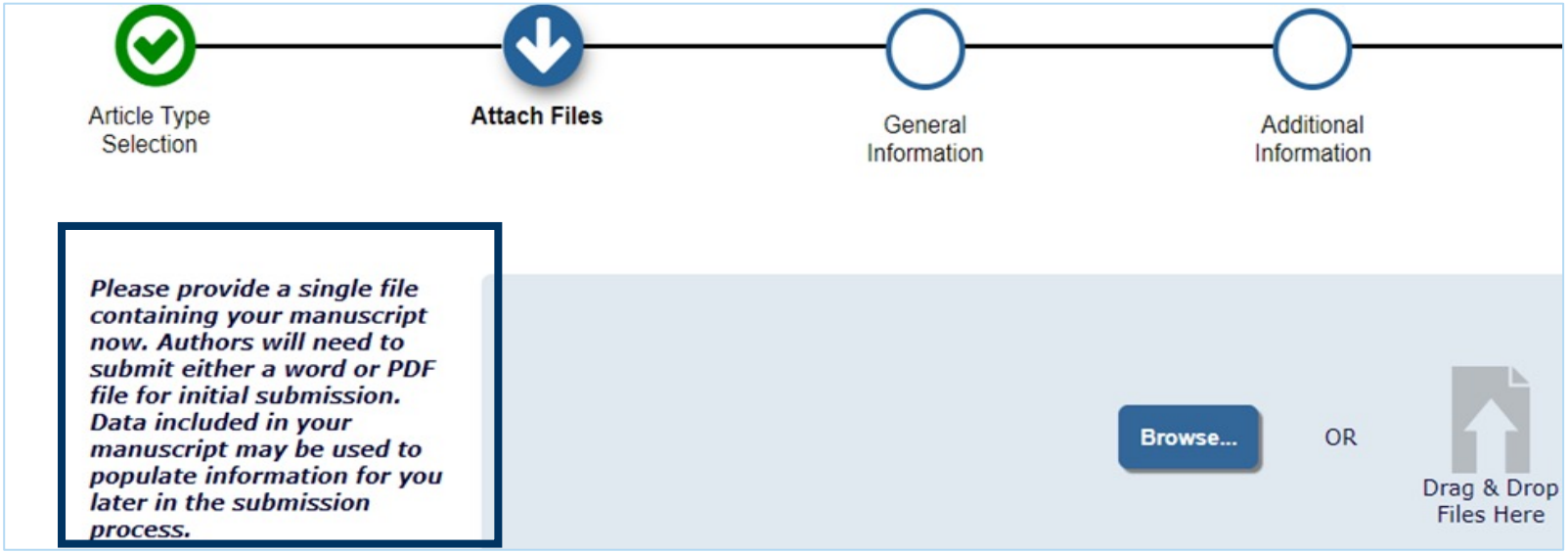
Gradual Engagement: Custom Instructions

- Inform requirements and publication policies during initial submission as well as revision



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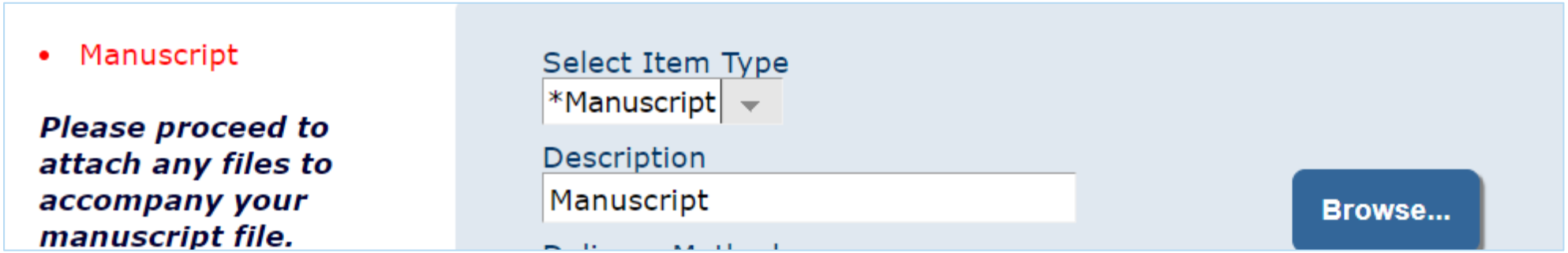
Gradual Engagement: Submission Item Types

- "Submission Item Types" can be configured differently at submission and revision
- Author is required to submit a manuscript file or any other file options during submission



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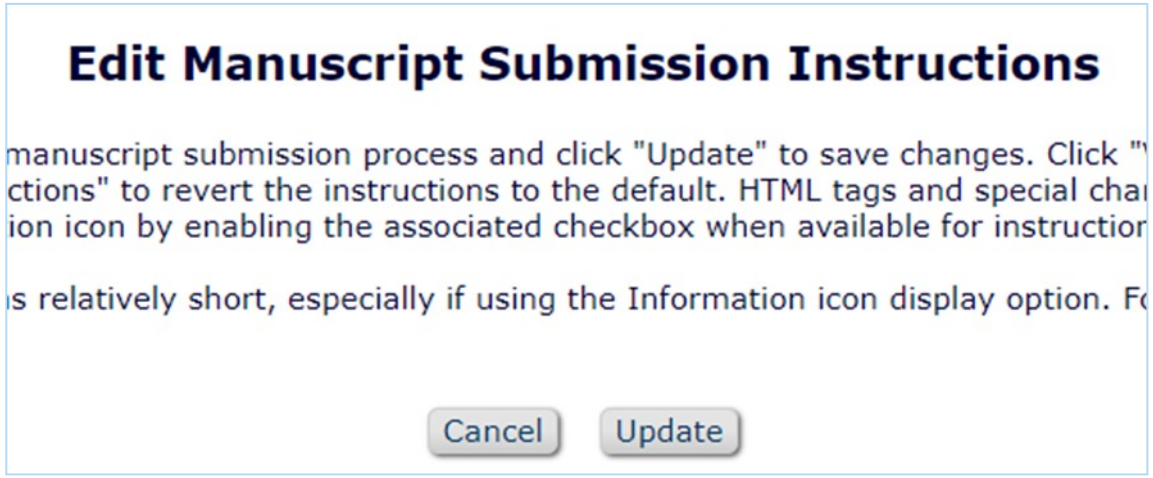
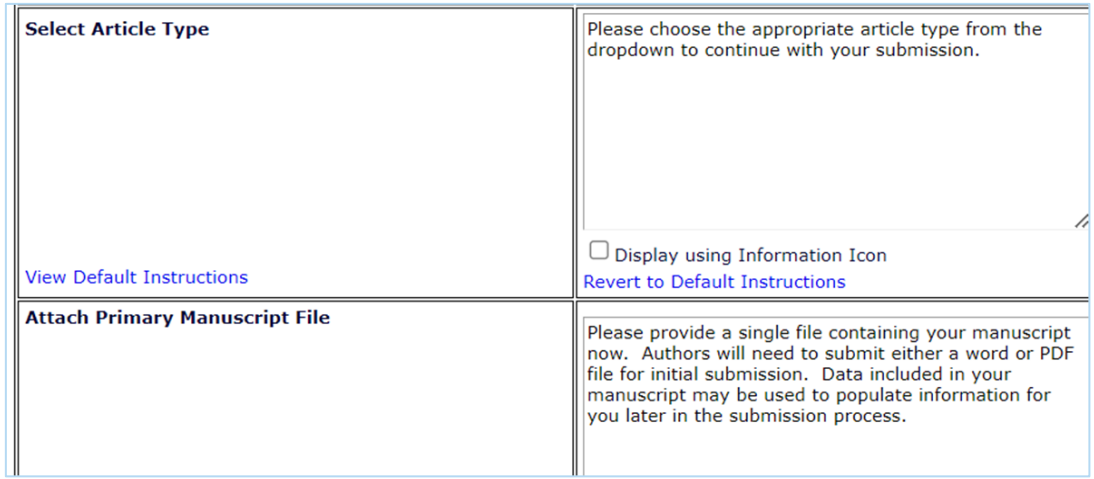
Configuration: Custom Instructions

- PolicyManager > Submission Policies > Edit Manuscript Submission Instructions





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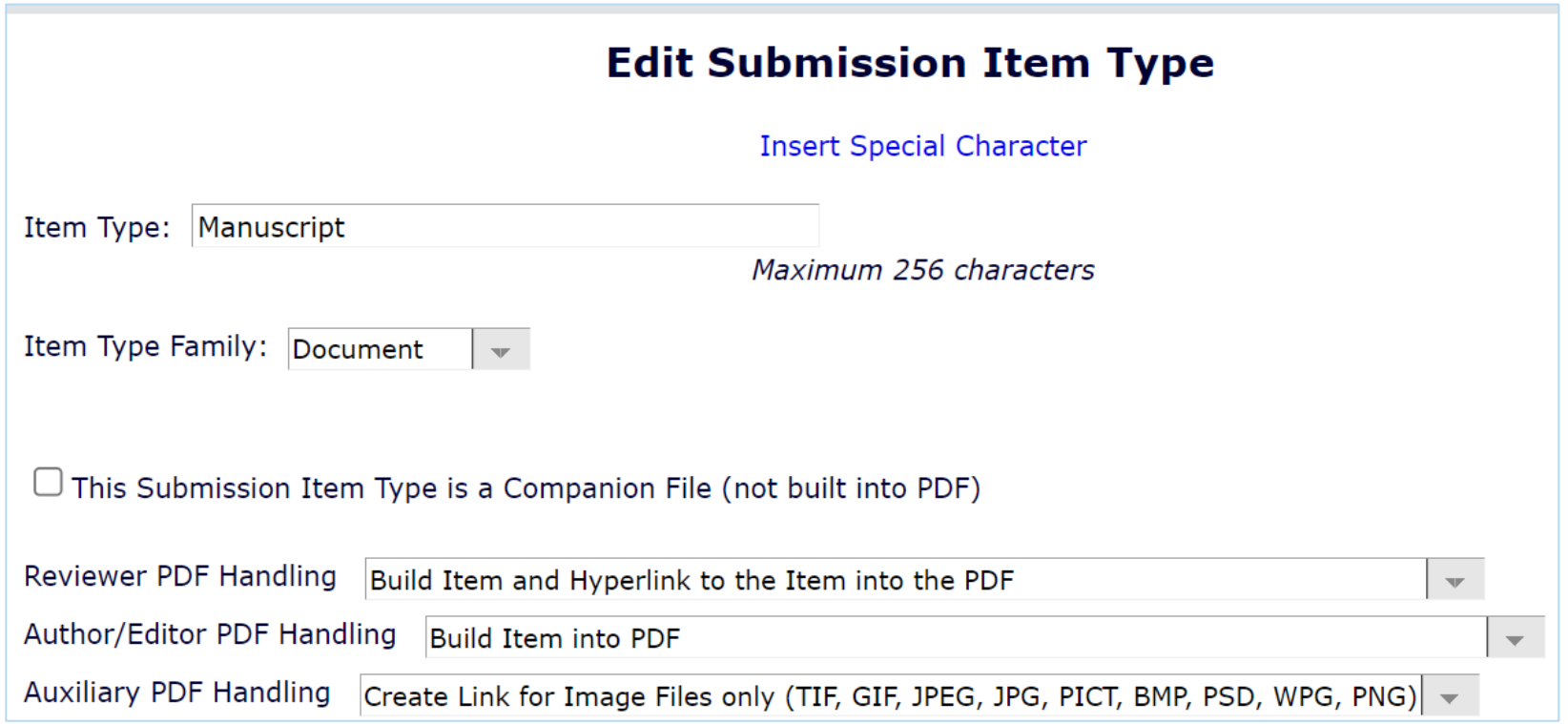
Configuration: Submission Item Types

- PolicyManager > Submission Policies > Edit Submission Items



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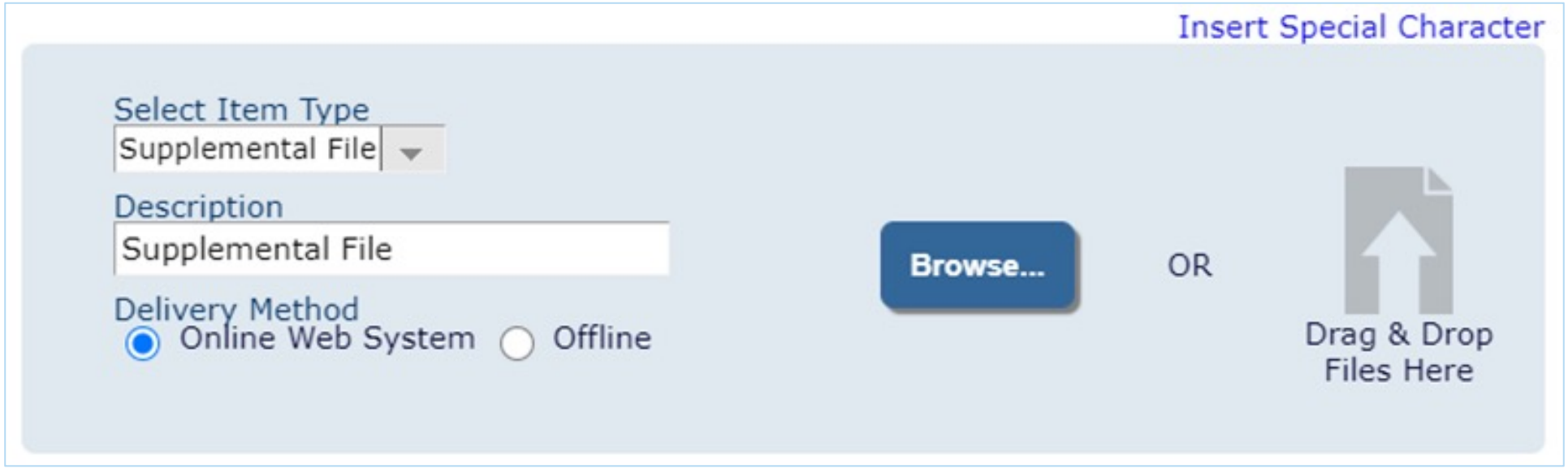
Gradual Engagement: Submission Item Metadata

Supplementary files can be included as required, optional or hidden at submission or revision



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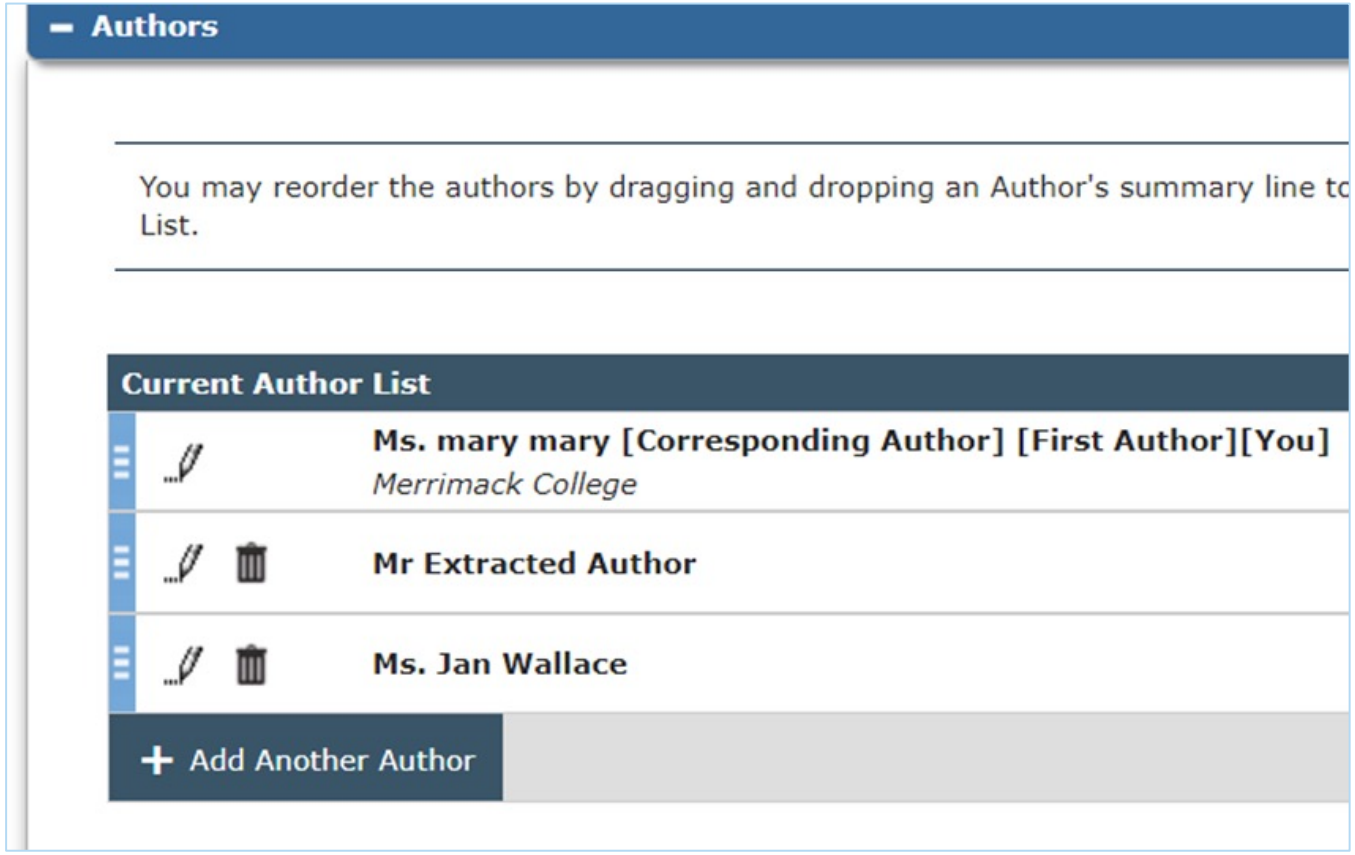
Gradual Engagement: Metadata Extraction

- Saves the submitting corresponding Author time when EM extracts the co-Author data from the manuscript at the Build PDF for approval step

- Also extracts other fields like title keyword and abstract



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Configuration: Co-Author Metadata Extraction

PolicyManager >

Submission Policies >

Edit Article Type >

Submission Item Parameters

Submission Item Parameters:

Primary Manuscript File:

Select a Submission Item Type to be assigned to the file uploaded at the initial step of the Attach File process. The selected Submission Item Type will be automatically configured as follows (in the settings below): Required for Submission – Required. Allow Offline Submission – Hidden.

New Submission	Revised Submission
Manuscript	None
☐ *Exclude PDFs from metadata extraction*	☐ *Exclude PDFs from metadata extraction*
☑ *Do not extract Co-Author metadata*	☐ *Do not extract Co-Author metadata*

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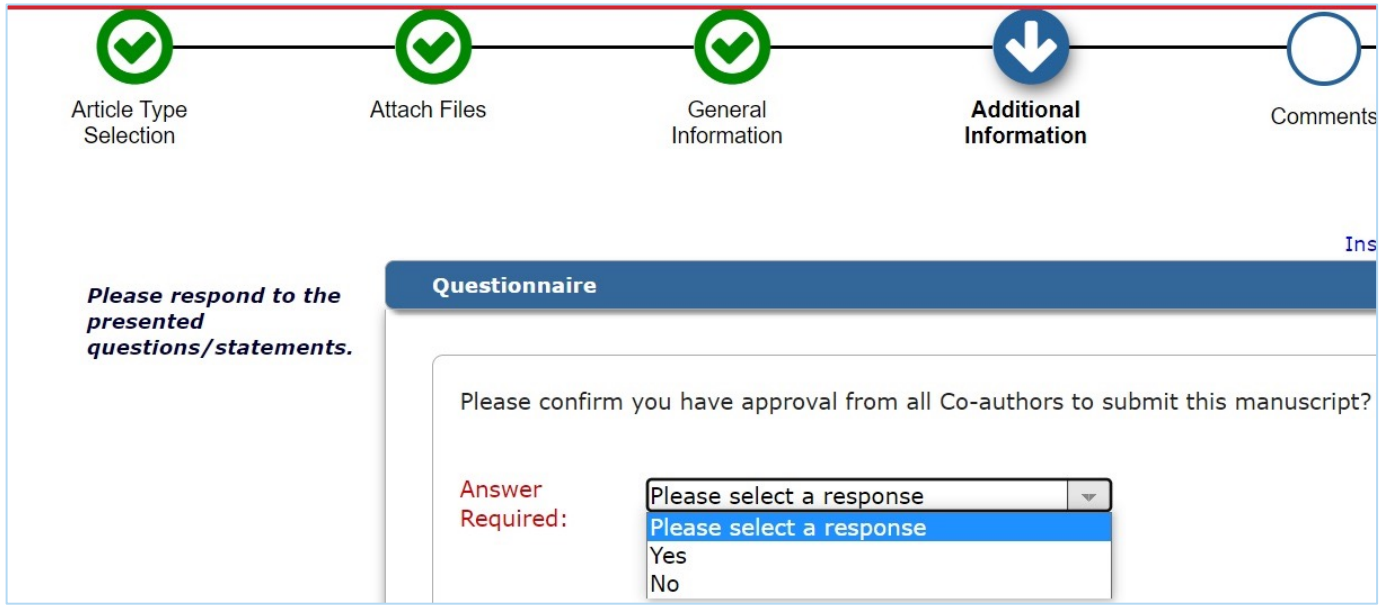
Gradual Engagement: Questionnaires

- Custom questionnaires are displayed at the Additional Information step
- Option to pose fewer questions to Authors at initial submission and a more detailed questionnaire at revision
- Option to make the Additional Information step hidden at initial submission and only visible at revision
- Questionnaires can also be presented to all Authors on the paper



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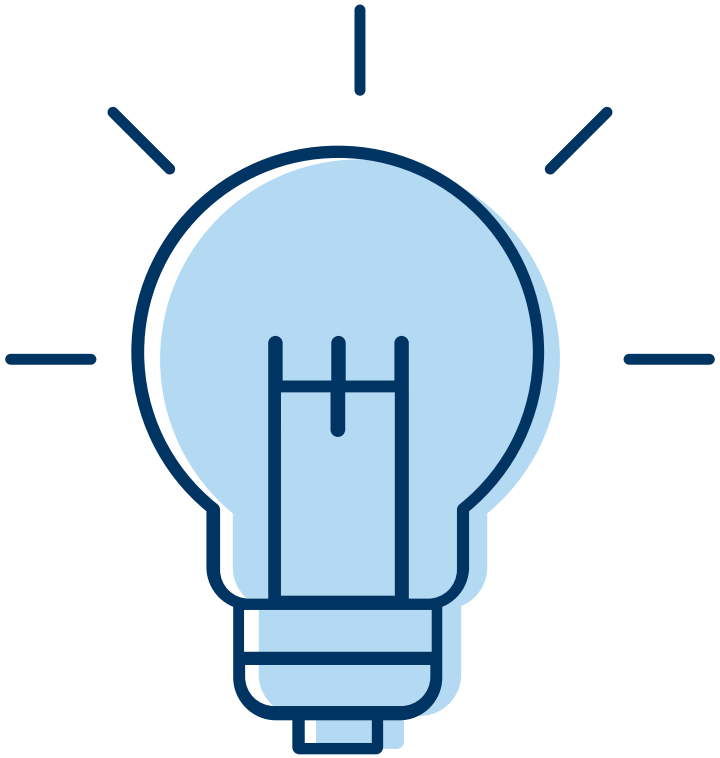

Custom Author Questionnaires

Soliciting strategic information

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Benefits of Custom Questionnaires

- Solicit strategic information from Authors
- Build at different workflow stages (submission, revision, after decision, etc.)
- Gather data like disclosures, compliance documents, funding agreements, COIs, diversity info
- Collect other Contributor roles that might not be listed in the taxonomy
- Ask Authors for their social media handles to promote published articles
- Displaying questions pertaining to Author publication charges

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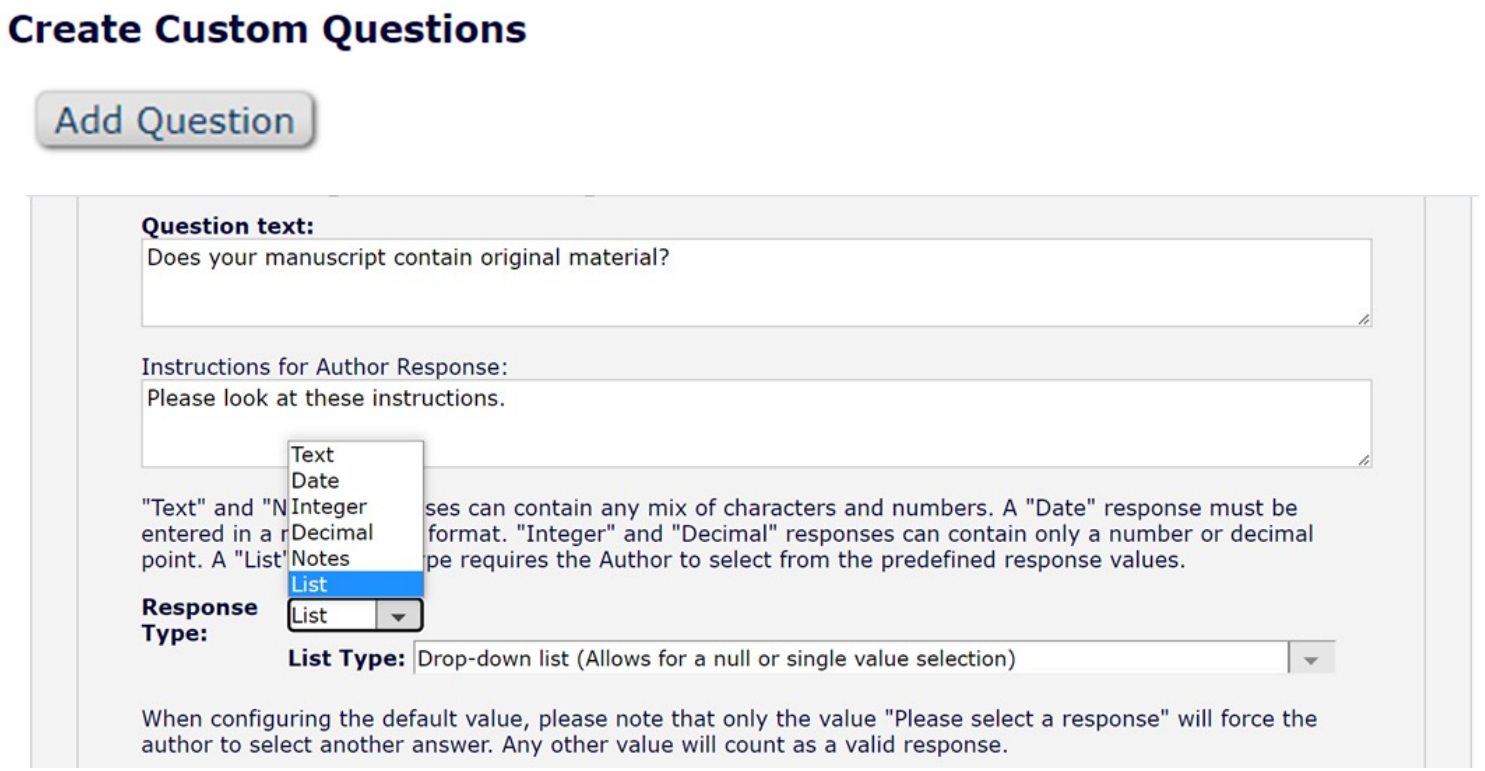
Configuration: Questionnaire

- PolicyManger > Questionnaire Policies > Create Custom Questions



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Configuration: Questionnaire

- PolicyManger > Questionnaire Policies > Create Custom Questions

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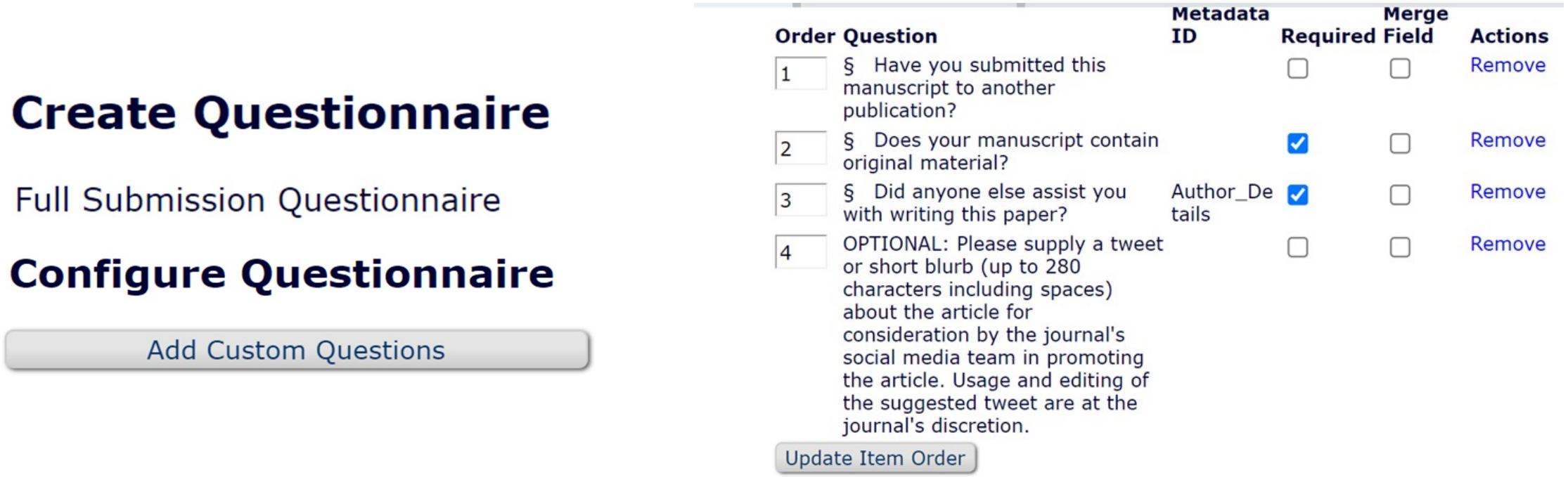
Configuration: Questionnaire

- PolicyManager > Questionnaire Policies > Create Questionnaires



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Configuration: Questionnaire

- PolicyManager > Submission Policies > Edit Article Types > Set Additional Information Preferences

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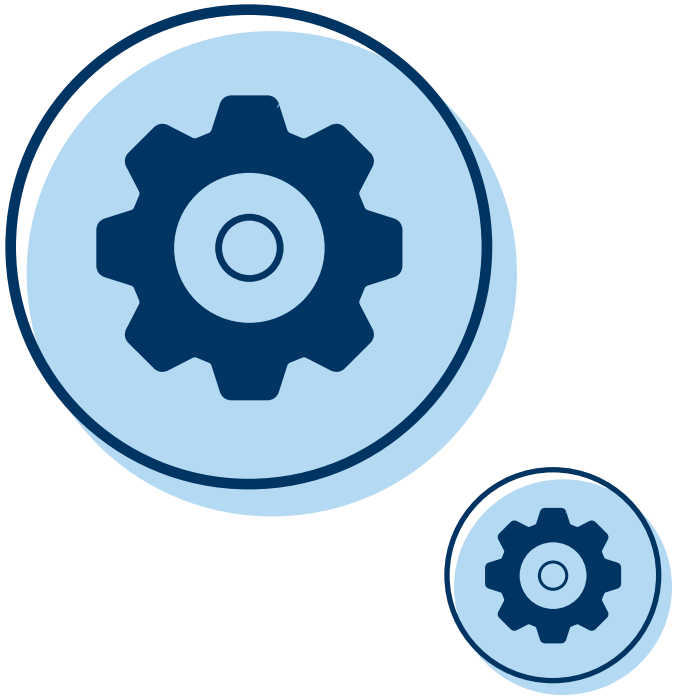

Utilizing Identifiers

Standardizing metadata

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Standard Identifiers Integrated in EM

- Increase confidence and trustworthiness of data
- A user should only need to enter data once
- Empowers stronger reporting and accurate use of metadata downstream
- Often collected upfront during Author submission

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Collection of ORCID IDs

- Upon registration for new users
- Upon update of their user profile
- Upon submission
- Upon Co-Author verification
- Leverage ORCID credentials for SSO

ORCID
Connecting research and researchers

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ORCID Single Sign On

Pre-registration Page

To register to use the Editorial Manager system, please enter all the required 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:

Please Enter the Following

Username: mary

Password: ••••

Author Login | Reviewer Login | Editor Login | Publisher Login

Or Login via: What is ORCID?

Send Login Details | Register Now | Login Help

This will display registration instructions for new authors coming to your site

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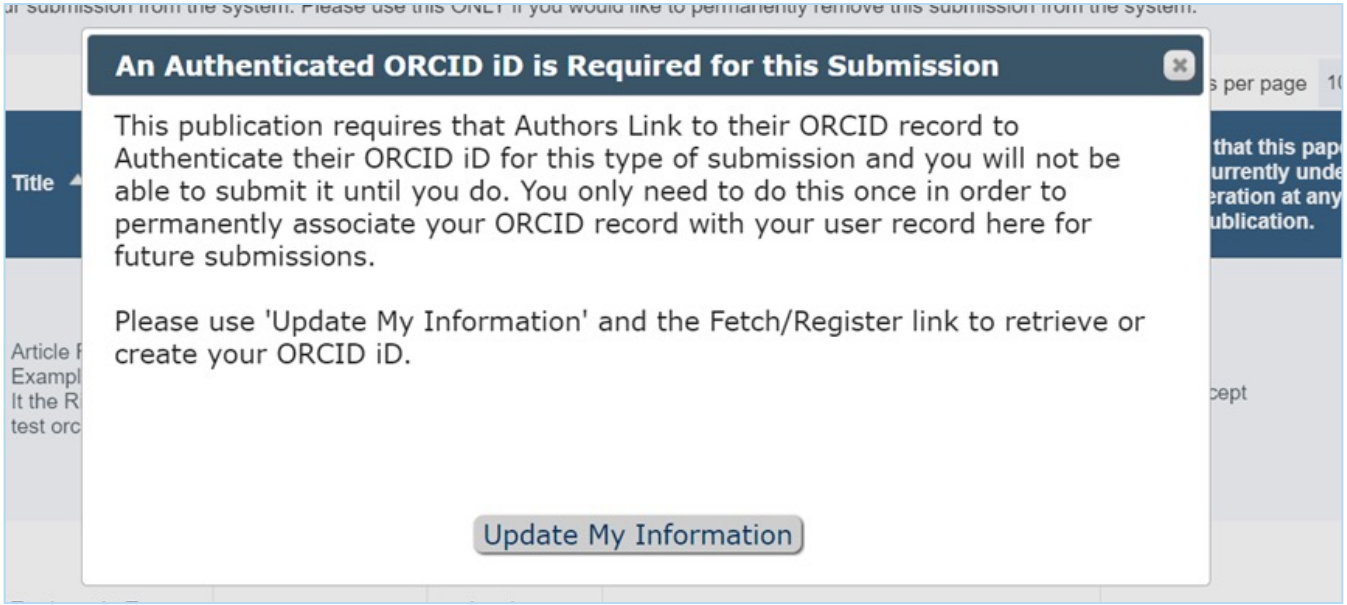
Corresponding Author ORCID Request

- Corresponding Author ORCID update required or optional to approve submission



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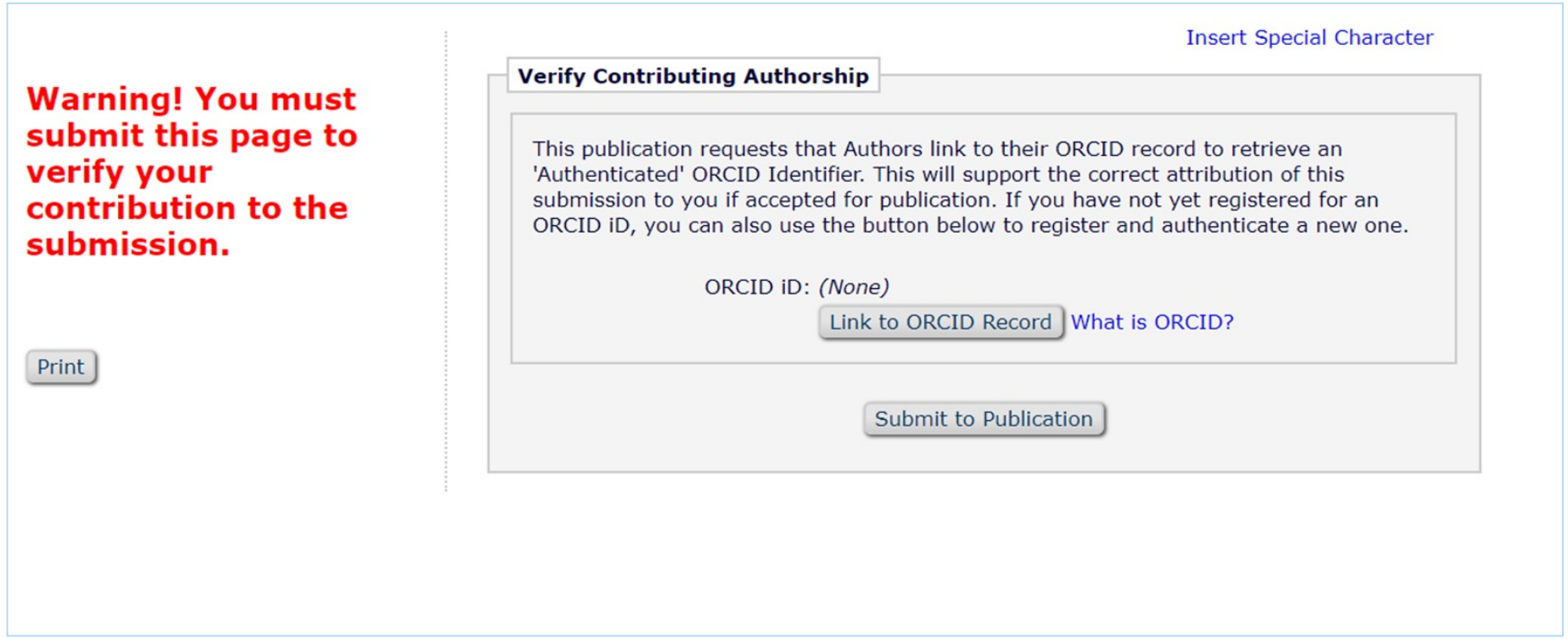
Co-Author ORCID Verification

- Co-Authors verify their contribution by linking their ORCID ID



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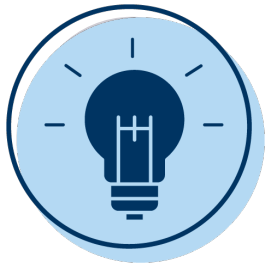
Author Benefits – ORCID

Alleviates mistaken identity and reliably connects Authors to their contributions

Allows Authors to obtain credit for their work, awards, and affiliations

Ensure transparency and recognition of prior publications



Simplifies login process, saving time

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Configuration: ORCID IDs

System Admin > PolicyManager

- PolicyManager > Registration and Login Policies > Configure Login Page
- PolicyManager > Registration and Login Policies > Edit Registration Fields
- PolicyManager > Submission Policies >Edit Article Types > Author Parameters > Authenticated ORCID ID request/Co-Author Parameters > Register and Verify other Authors
- PolicyManager > Submission Policies > Edit Request Authenticated ORCID ID Instructions
- Merge Field > %ORCID_AUTHENTICATE_DEEP_LINK%

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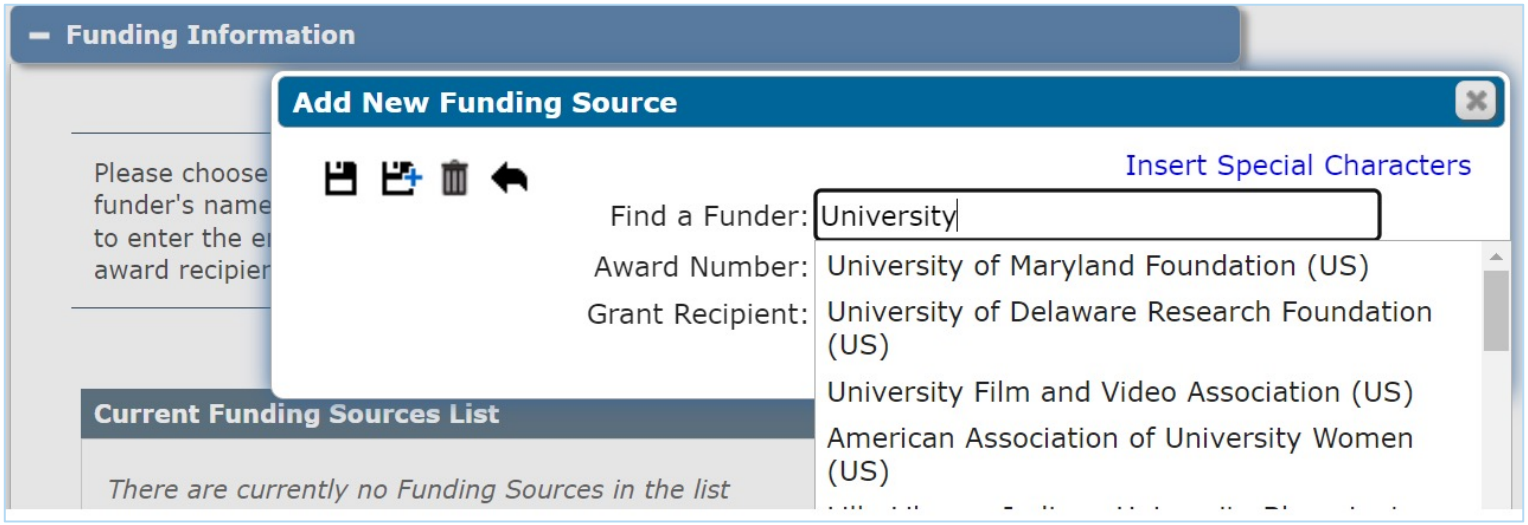
CrossRef Funder Registry iD

- Taxonomy of research funders
- Select from a funding agency picklist
- Configure as required or optional during submission process



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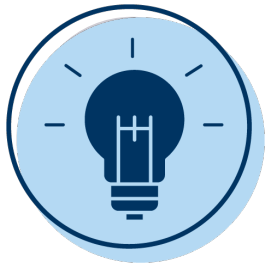
Author Benefits – CrossRef Funder Registry

Helps Authors uniquely identify funding sources using a taxonomy of research funders

Facilitates clear, transparent and measurable information

Aids in accurate funding metadata which is associated with Author's papers



Good practice for Authors to acknowledge support for their contributions to research in their published articles

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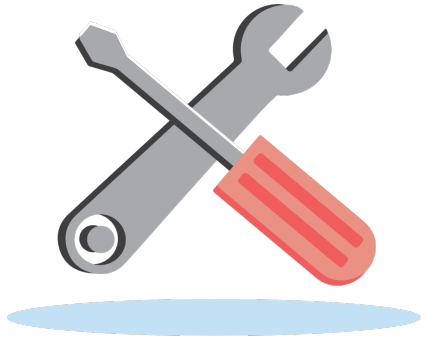
Configuration: CrossRef Funder Registry

System Admin > PolicyManager

- PolicyManager > Submission Policies > Edit Article Type > Article Type Parameters
- PolicyManager > Submission Policies > Define PDF Cover page layout
- PolicyManager > General Policies > Define Detail page layout
- PolicyManager > Transmittal Policies > Select manuscript metadata fields



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RINGGOLD iD Database

- Database of standardized institutional names
- Collected upon registration, proxy registration and submission
- Collected when users update their profile
- Allows for picklist selection

RINGGOLD

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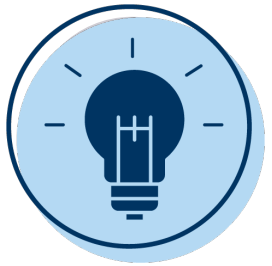
Author Benefits – RINGGOLD iD

Enforce Uniqueness/Consistency

Enable linking of data

APC discount eligibility



Ability to exchange information more effectively

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Configuration: Ringgold iD

- PolicyManager > General Policies > Enable Institution Name Normalization

General Policies

Enable Institution Name Normalization

Enable Institution Name Normalization

Select this option to present users with an auto-complete picklist of institutions to choose from wherever Institution and Department are entered in the system (at registration and proxy registration, on Update My Information, when adding authors at submission, etc.).

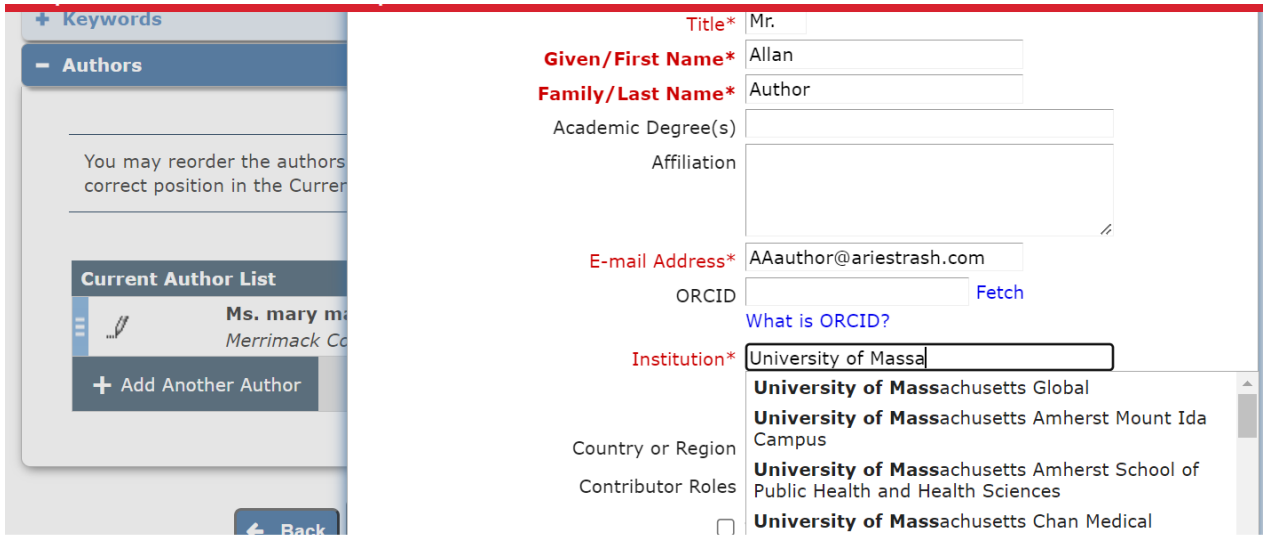
To facilitate collecting institutional IDs for users, the Institution field should be configured as Required on the following pages when Institution Name Normalization is enabled:

- Edit Registration Fields
- Configure Proxy Registration
- Set Other Author Parameters
- Select Author's Reviewer Preferences

☑ Enable Institution Name Normalization

Tooltip guidance text is displayed on cursor hover over the information icon shown next to the Institution field throughout EM when INN is enabled. This text is intended to encourage selection from the Institution list (rather than free text entry) and may be customized for more specific context.

◉ Display default instructional hover text for information icon next to Institution field (View default text)
○ Display customized hover text for information icon next to Institution field:



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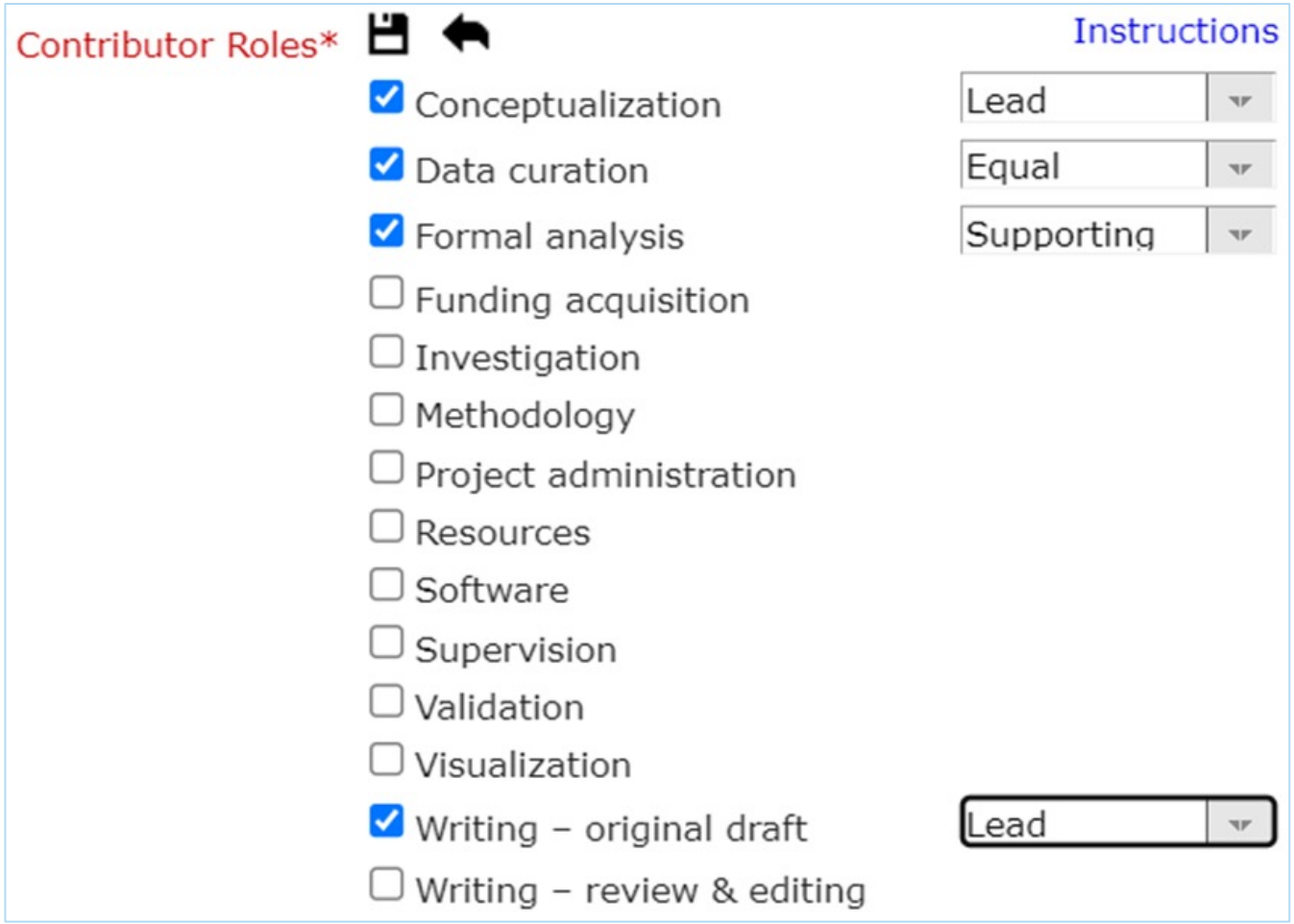
CRediT Taxonomy



- Allows Authors to designate their relation to the research done on a paper
- Includes 14 contributor roles and 3 degrees of participation: Lead, Supporting, or Equal

CRT Contributor Roles Taxonomy

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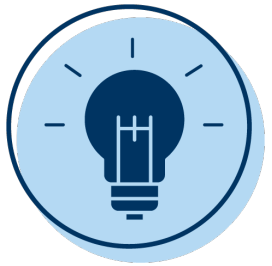
Benefits of CRediT for Authors

Reduce potential Author disputes

Easily identify potential collaborators and opportunities for research networking

Enable visibility and recognition of different levels of contribution across all aspects of research



Improved ability to track contributions of individual research specialist

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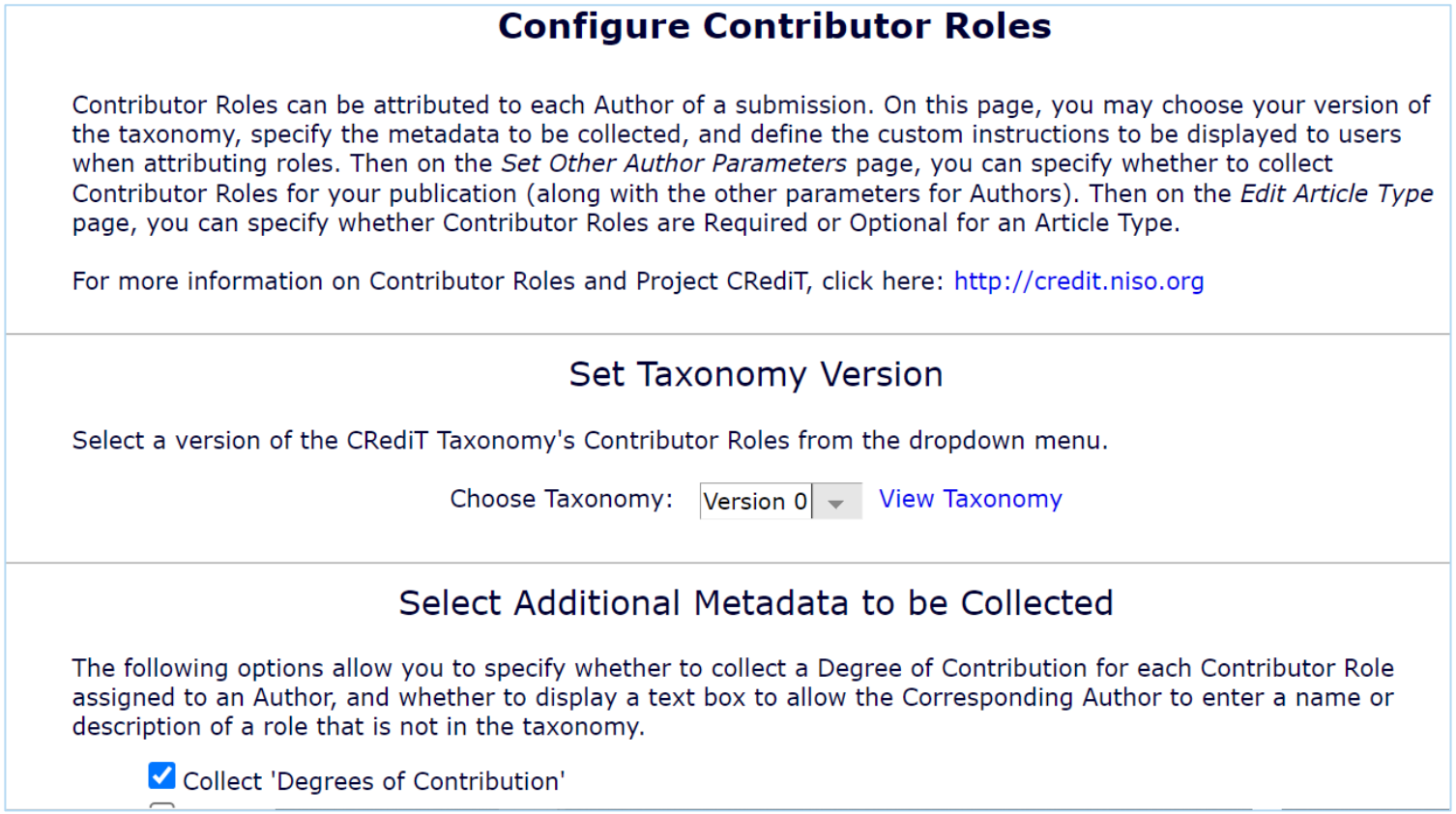
Configuration: CRediT Contributor Roles

- PolicyManager > Configure Contributor Roles



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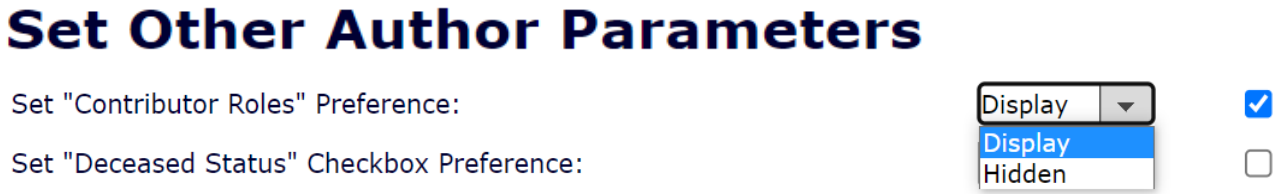
Configuration: CRediT Contributor Roles

PolicyManager >

Edit Article Type >

Contributor roles



PolicyManger >

Set other Author parameters

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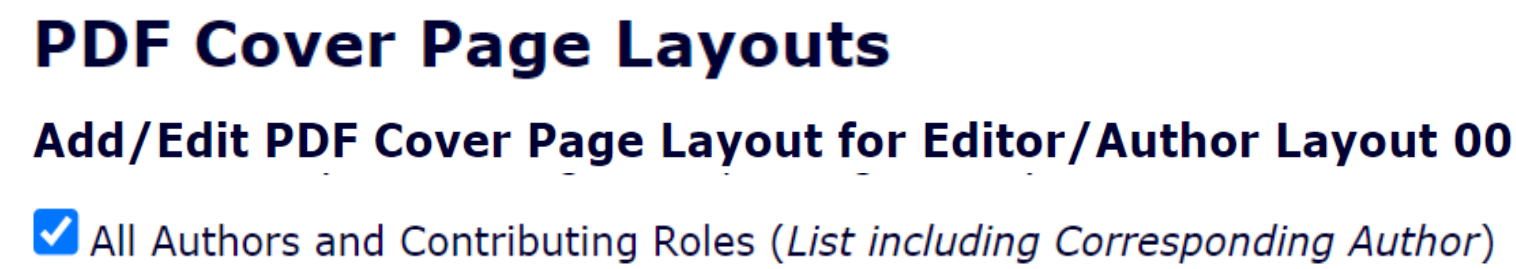
Configuration: CRediT Contributor Roles



PolicyManger >

Define PDF cover page layout

PolicyManger >

Transmittal Policies >

Select Corresponding Author Metadata Fields

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Manuscript Status Terms

Configurable levels of visibility for pending papers

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Customize Submission Status Terms

- Keeps Authors informed on the status of their manuscript if permissioned
- Default status terms: Incomplete, Needs Approval, Manuscript Submitted, With Editor, or Under Review
- Status terms can be created and customized by the journal

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Submission Status Terms

- Authors with permission will see a column in several folders labeled Current Status along with a status date
- Authors have the option to send an email – to contact the journal office via an ad-hoc email to request an extension or ask for more information

Action	Manuscript Number	Title	Date Submitted	Date Revision Due	Status Date	Current Status	View Decisio
View Submission View Reviewer Comments File Inventory View Reference Checking Results View Attachments Similar Articles in MEDLINE Revise Submission Decline to Revise Send E-mail	DemoJL-D-0100	Example submission	Apr 27 2023 3:19PM	Jun 26 2023 11:59PM	Apr 27 2023 3:35PM	Revise	Revise

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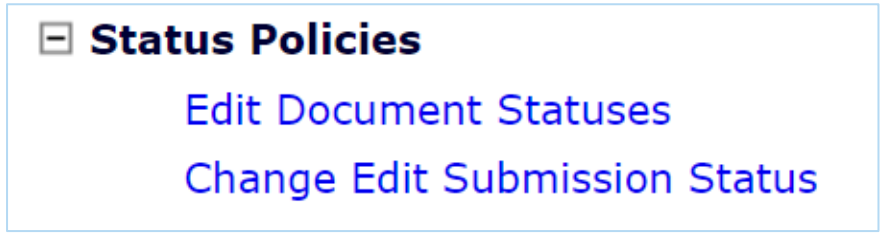
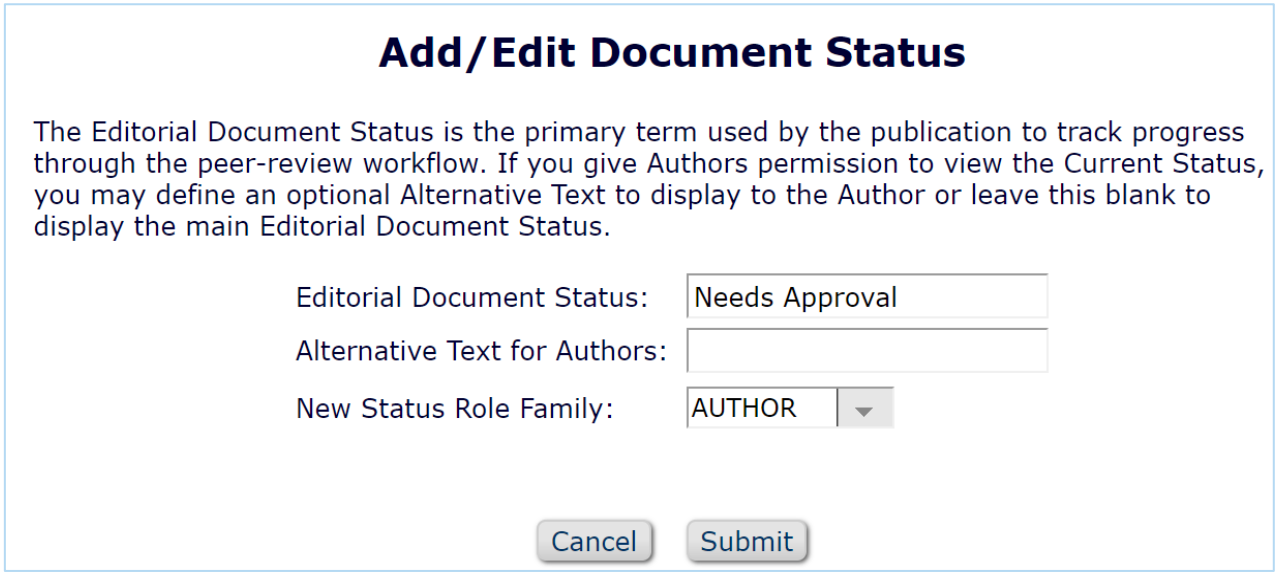
Configuration: Status Terms

- PolicyManager > Status Policies > Edit Document Status





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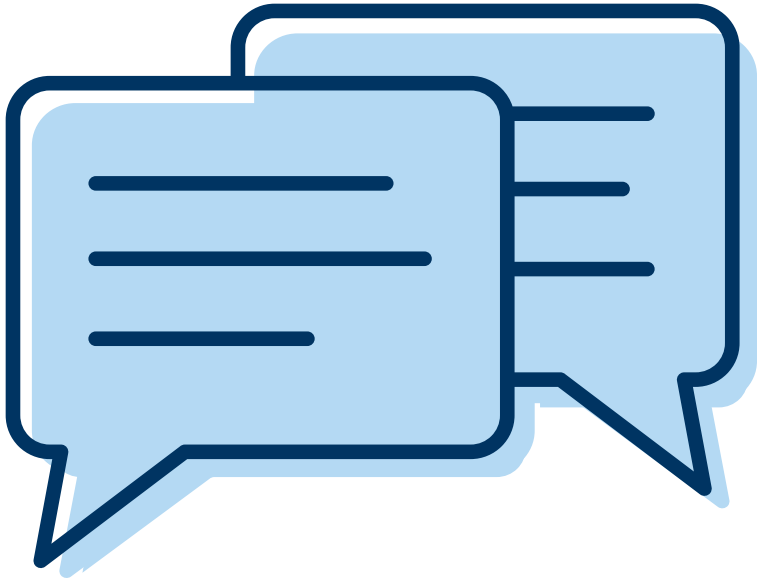

Visibility to Reviewer Commentary

Promoting transparency for Authors during peer review

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Open Peer Review for Authors

- Publications using an open peer review workflow allow for greater transparency for Authors to view Reviewer comments
- Publications can also make Reviewer comments visible at first decision or final decision
- Authors can also see unblinded attachments and Reviewer forms

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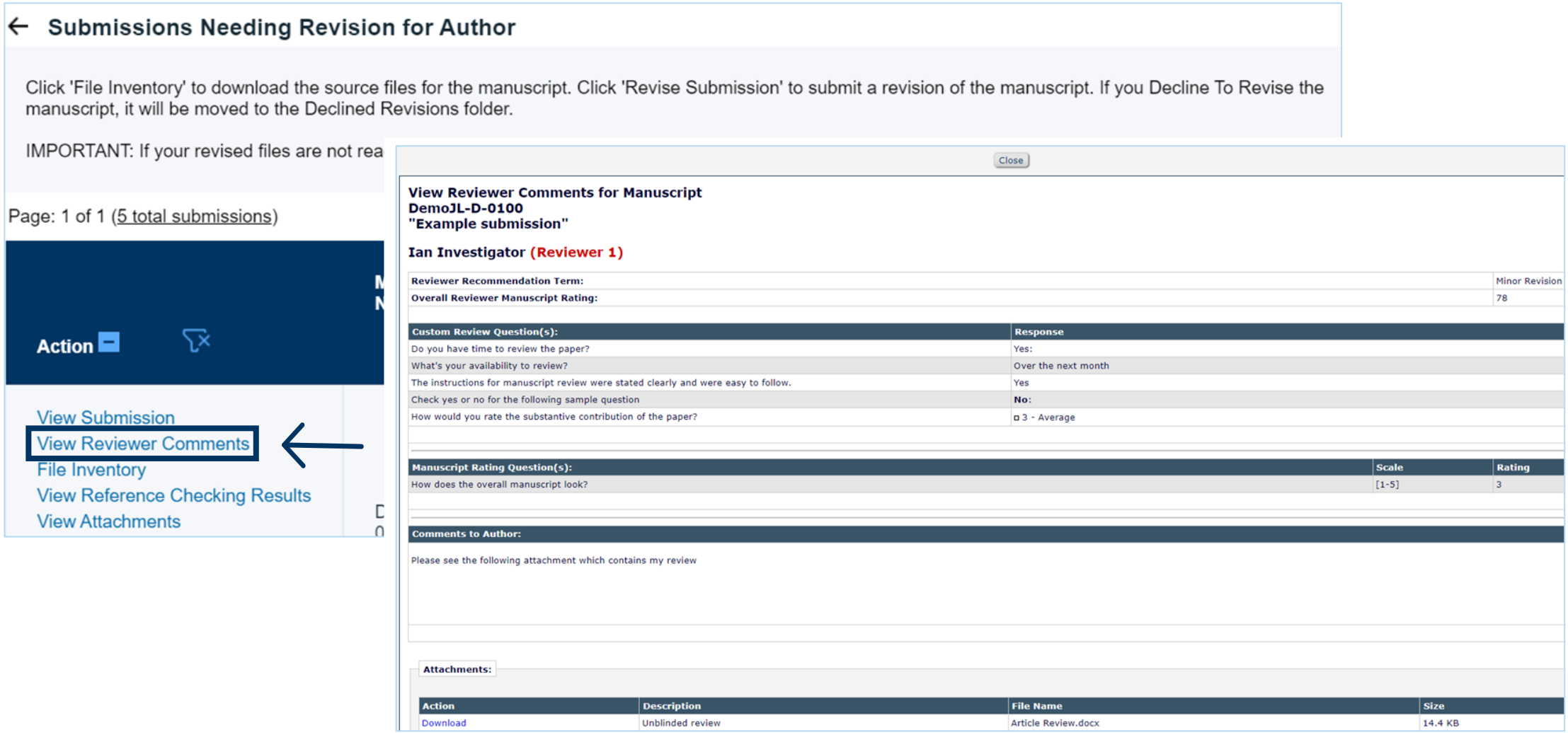
Transparency for Authors During Peer Review



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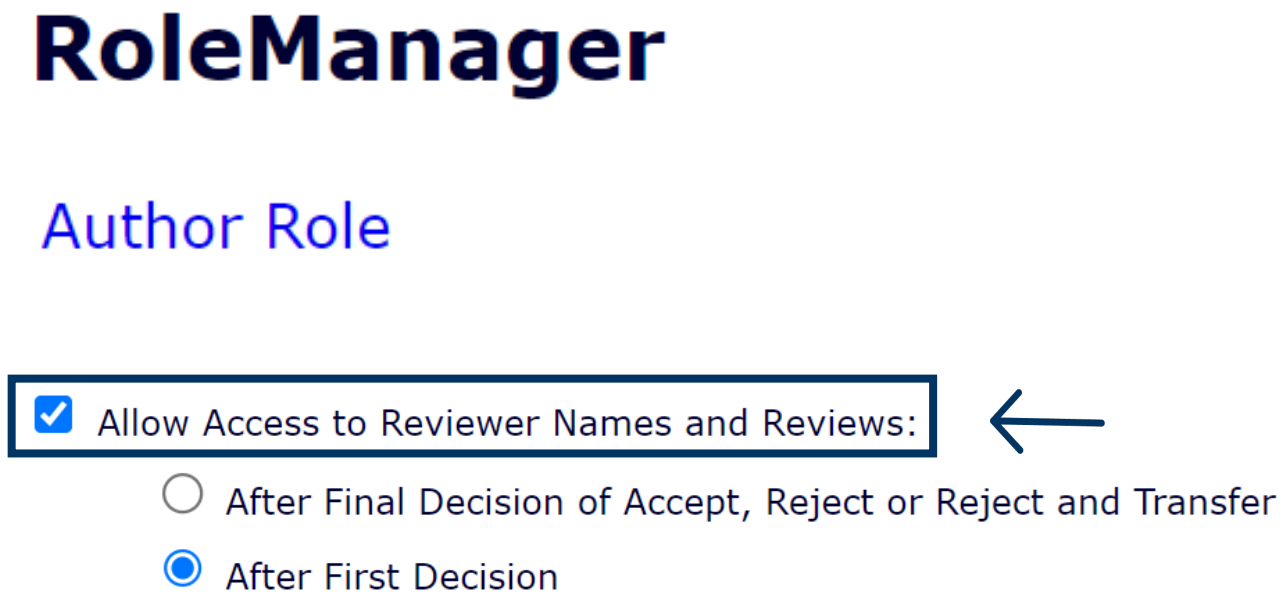
Configuration: Open Peer Review for Authors

- RoleManager > Author > Allow Access to Reviewer Names > Choose Sub Permissions



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Configuration: Open Peer Review for Authors

- PolicyManager > Reviewer Recommendation Policies > Create/Edit Review Form

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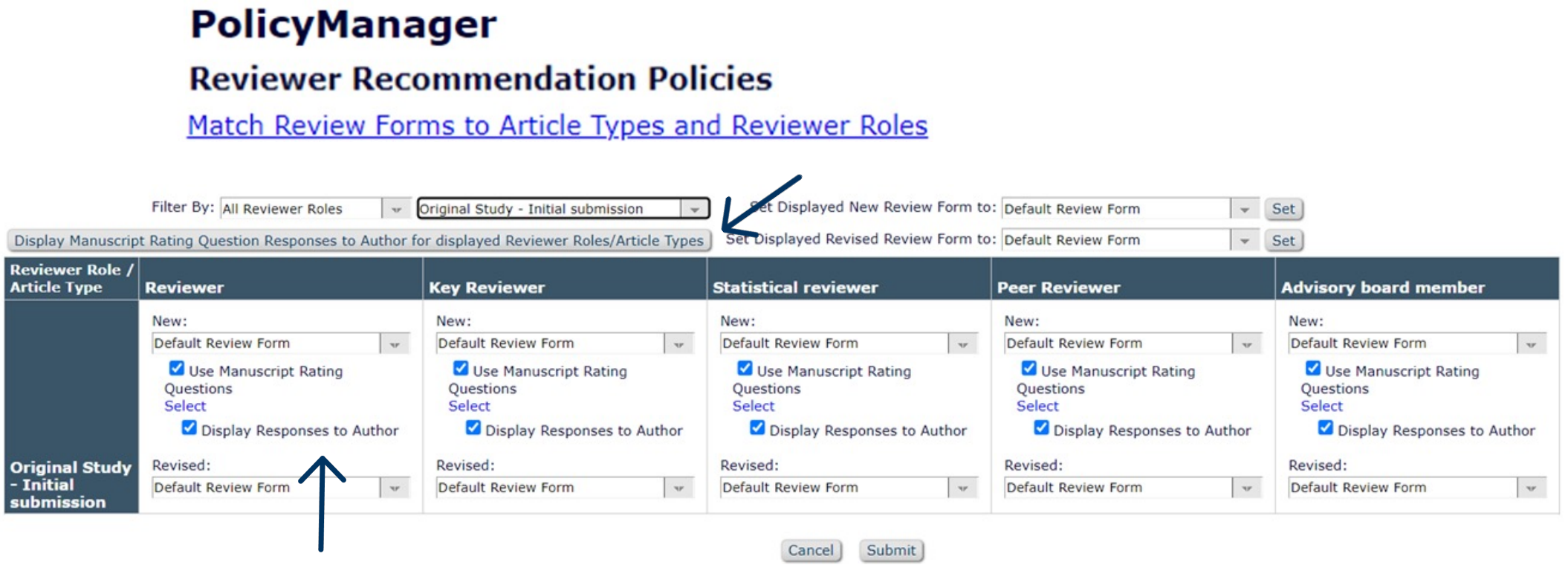
Configuration: Open Peer Review for Authors

- PolicyManager > Reviewer Recommendation
- Policies > Match Reviewer Form to Article Types and Reviewers



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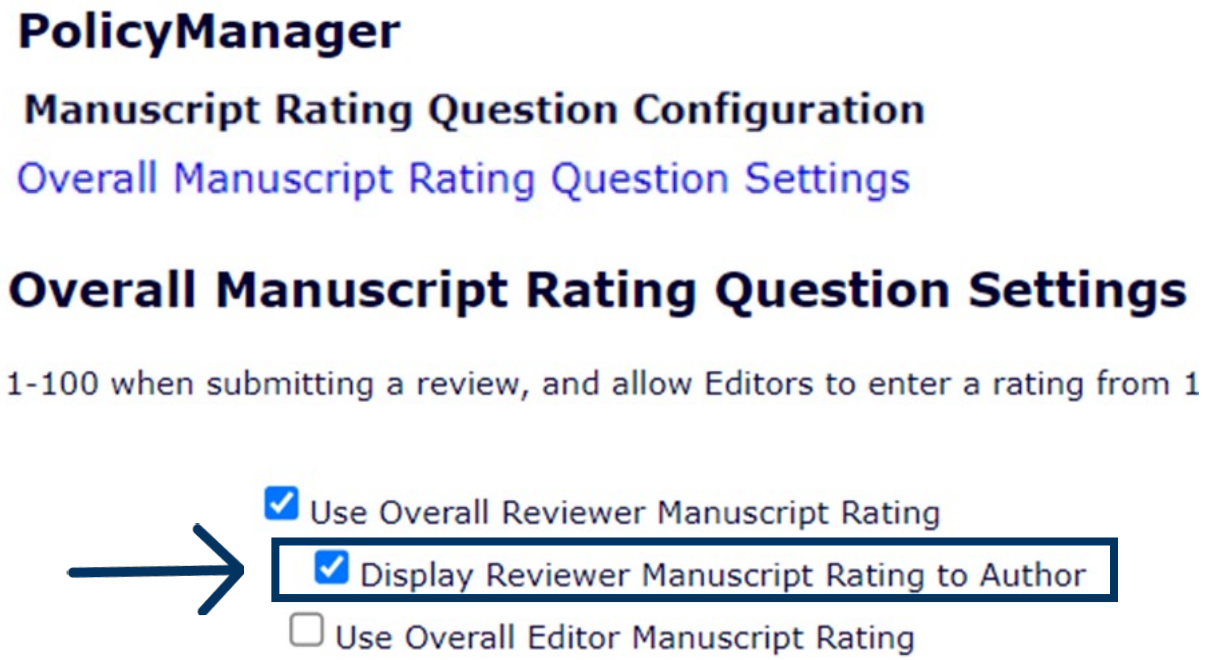
Configuration: Open Peer Review for Authors



- PolicyManager > Manuscript Rating Question Configuration > Overall Manuscript Rating Question Settings

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Resources

- EM System Help
- Aries Video Library
  - Checking the Status of Submitted Manuscripts in EM
  - Videos on PIDs (ORCID, CRediT, Ringgold, Crossref Funder Registry)
- Aries Webinar Catalog
  - Gradual Engagement
  - Power of Identifiers
- Aries Blog
  - Gradual Engagement Workflows for Simplified Submission
  - Making the Most of Custom Questions for Authors
- Your Aries Account Coordinator

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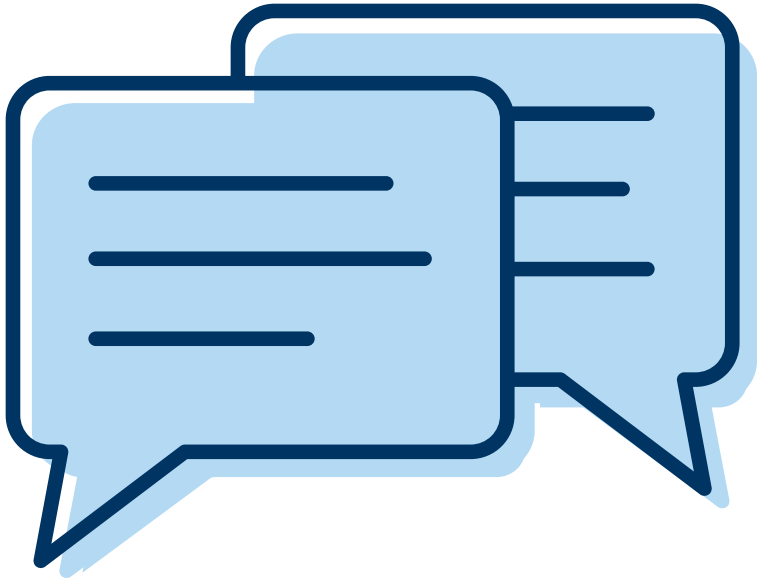

Questions?

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Thank you!

Stay Connected

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