

CONFIDENTIAL AND PROPRIETARY

Aries Systems Corporation



Release Notification

Editorial Manager 2.1 Release Notification

Subject to Change

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Improved Proxy Registration

In the current implementation of EM (pre-EM version 2.1), journal office staff and Editors can register other people, but it is a multi-step process, and there is no way to track whether a person self-registered or was registered by proxy (by someone else). For example, the Editor must first register the person, and then go to the Search People - Update Information page to assign a role, or to change other pertinent information. Also, the default 'Welcome Letter' is sent, which does not necessarily make sense to the registrant who has no idea who has registered him, or why he has been registered for EM.

Proxy Registration can take place from three different areas of EM, for Editors with appropriate RoleManager permission. A 'Register New User' link can be found in the Administrative Functions section on the Main Menu. A 'Register New User' link can also be found on the Search People criteria and results pages. Additionally, a 'Register and Invite New Reviewer' link can be found on the Select Reviewer results pages.

The Proxy Registration feature is designed to be a quick and simple process, which includes the following functionality:

1. A new RoleManager permission controls access to the Proxy Registration functionality. Without this permission a user cannot register another person without first logging out of the EM system and going through the standard Registration process.
2. People can be registered for EM, even if the registrar does not know the registrant's e-mail address or other contact information. The Proxy Registration feature ignores the Required Fields so that journal staff and Editors with limited contact information can still register the user and get an assignment to that user.
3. Roles can be assigned immediately (without having to navigate to another page), so that the Registrant is immediately available to invite for review.
4. Upon successful completion of a Proxy Registration, the Registrar is returned to the page he was working on in EM.
5. A special Proxy Registration letter is available (associated with the new Proxy Register New User) event. The Registrar has the option of sending the default letter, customizing the letter, or sending no letter at all.
6. The Journal Office can generate a list of people based on whether they self-registered or were proxy-registered, or based on registration date. This is done through the Search People feature. This tool facilitates the pursuit of complete contact information for all people registered in EM.

Of special note is the Proxy Registration feature added to the Reviewer Selection functions. This is accessed by clicking on the 'Register and Invite New Reviewer' link found on the Select Reviewer results pages. In the current implementation of EM (pre-EM version 2.1), if the Editor wants to register a new user during the Select Reviewer process, the Editor must leave the Select Reviewer interface, and use the standard Register interface, which requires the Editor to have all the required contact information in order to complete the registration. Also, the letter sent to the registrant cannot be customized and may not be suitable for an Editor registering someone without his

knowledge. Additionally, the Editor would need to have access to Search People functionality to give the user a Reviewer Role, before returning to the Select Reviewer page to invite the new registrant.

Proxy Registration streamlines the process described above. The Editor can register a person, even if he has limited contact information, send a custom letter or no letter to the registrant, assign a Reviewer role, and immediately invite the registrant to review the submission, without leaving the Select Reviewer interface.

NOTE: The first time that a person who has been Proxy Registered logs into EM they will receive the following alert: ‘Someone at the journal has registered you for Editorial Manager. Please verify that your contact information is accurate before proceeding.’ When the user clicks ‘OK’ the user will be delivered to the Update My Information page to verify the contact information and complete any required fields that did not get filled in during the Proxy Registration process.

TO CONFIGURE ROLEMANAGER: Go to RoleManager, Editor Role, then choose the Editor roles that require these permissions. Click the checkbox next to the Proxy Register New Users permission located under the ‘Proxy Power’ permission.

TO CONFIGURE ACTIONMANAGER: A new event is added called ‘Proxy Register New Users’. This appears after ‘Forgot Username or Password’ in the Registration section of ActionManager. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission. It may require configuration in the Letters section of ActionManager.

TO CONFIGURE LETTERS: You should create a new letter for the Proxy Register New Users event. A letter can be sent to the person who has been Proxy Registered by configuring the letter in the Author Letters section of ActionManager.

NOTE: The Editor can opt not to send a letter during the Proxy Register process even if a letter is configured for this event. However, if no letter is configured for this event, then the Editor will not be able to send a default or custom letter.

To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, and then click on the Add New Letter button. It is recommended that the letter contain the journal’s EM URL and the merge fields for username and password. Remember, this letter can be customized before it is sent.

There are two new merge fields that can be used in the Proxy Registration letters.

`%PROXY_REGISTRATION_OPERATOR%` - This is the First and Last Name of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration.

%PROXY_REGISTRATION_EDITORROLE% - This is the Editor Role of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration.

A letter can be configured in ActionManager to go to the journal office or managing editor, if they want to be informed each time another Editor Proxy Registers a new user. Using the merge fields listed above will identify who did the Proxy Registration. In addition, the merge field %NEWUSER_NAME% will insert a new registrant's full name (Title, First, Middle, Last). This will help the journal office keep track of new registrants.

NOTE: Similar to the letters set up in the New User Registers event and the Forgot Username and Password event, this letter should ONLY be set up in the Author Letters section of Action Manager. Setting a letter up in any Reviewer role or Editor role will send all people who are assigned those roles a letter whenever duplicate records are merged. The Author role is the generic user role that everyone shares, and is therefore the place that any letters not associated with a submission should be configured.

Searching for Recent Registrants and Proxy Registrations

Using the Search People feature, the journal staff and Editors can search for people who have Registered, and/or were Proxy Registered, over a user defined time period.

New Criterion items have been added to the Search People feature:

1. 'Registration Date' will allow the user to search for people registered on, before, or after a specific date, or during a user defined time period.
2. 'Proxy Registration' will allow the user to search for people who self-registered, or were proxy registered.
 - To search for someone who has self-registered, use '0' in the Value box.
 - To search for someone who was Proxy Registered, but has not yet logged in and confirmed his/her contact information, use '1' in the Value box.
 - To search for someone who was Proxy Registered, and has confirmed his/her contact information, use '2' in the Value box.

TO CONFIGURE: No configuration is necessary.

Duplicate People Record Merging

There is a new tool to merge duplicate user records. This tool gives journal offices and Editors, with appropriate RoleManager permission, the ability to perform analysis and cleanup of duplicate user records in the EM database, instead of having to call and request a manual correction by Aries engineering staff.

This feature is sophisticated enough to support merging duplicate records in the following situations:

- One or both of the people records have historical activity
- One or both of the people records have current activity (e.g. a person with an outstanding Reviewer or Editor assignment, or Authored submission still in process)

The mechanism for identifying and resolving potential duplicate people records can be found on the Search People page. To find duplicate records, simply search for any name for which a duplicate record is thought to exist. (Alternatively, a Custom Report, or the General Data Export can be run to see if there are duplicate names in the people data.) Once the duplicate people are found on the Search People page, the Editor checks the checkboxes next to the two records that require merging, and then clicks the 'Merge People Records' button at the bottom of the page.

If the user checks more than two boxes the following alert is displayed: 'Please select EXACTLY two people records to merge'. If the user wishes to merge more than two records, then they must merge two at a time. For example, if there are three duplicate records that require merging, the user would select two of the three, merge those, then select the 'merged' record, and merge it with the third.

After the 'Merge People Records' button is pressed the user will be shown the two sets of data from each record side-by-side. Each set of data has a button labeled 'Combine and Keep this Record'. The user should click the button on the record they wish to preserve.

Following the merging of two records the following occurs:

- Person assumes Username, Personal Classifications, and all Contact Information for the surviving record.
- The old address is no longer available for the person, and the surviving address is the address of record for all submissions under both people records.
- All history and current assignments are copied to the surviving record.
- The non-surviving record becomes 'inactive' and cannot be accessed.

NOTE: Inactivated users cannot be 'reactivated'.

TO CONFIGURE ROLEMANAGER: Go to RoleManager, Editor Role, then choose the Editor roles that require these permissions. Click the checkbox next to the Merge Duplicate Users permission located under the 'Search Reviewers in Other Journals' permission.

TO CONFIGURE ACTIONMANAGER: A new event is added for 'Merged Duplicate Users'. This appears after 'Forced Username Change' in the Registration section of ActionManager. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission. It may require configuration in the Letters section of ActionManager.

TO CONFIGURE LETTERS: You should create a new letter for the Merged Duplicate Users event. A letter can be sent to the person whose duplicate records have been merged by configuring the letter in the Author Letters section of ActionManager.

To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, and then click on the Add New Letter button. This letter should inform the person that they had multiple records in EM and that those records have been merged. It should also include their ‘surviving’ username and password (this can be done by including the username and password merge fields in the letter). This letter can be customized before being sent.

NOTE: Similar to the letters set up in the New User Registers event and the Forgot Username and Password event, this letter should ONLY be set up in the Author Letters section of Action Manager. Setting a letter up in any Reviewer role or Editor role will send all people who are assigned those roles a letter whenever duplicate records are merged. The Author role is the generic user role that everyone shares, and is therefore the place that any letters not associated with a submission should be configured.

Inactivating People Records

The ‘Remove this Record’ functionality in Search People has been changed so that only Editors with RoleManager permission may use this function.

Also, the ‘Remove this Record’ button has been renamed to ‘Inactivate this User’, which more accurately represents the actual function.

Additionally, this function has been enhanced so that a person with an outstanding Reviewer or Editor assignment, or Authored submission still in process, cannot be inactivated.

TO CONFIGURE: Go to RoleManager, Editor Role, then choose the Editor roles that require these permissions. Click the checkbox next to the ‘Inactivate Users’ permission located under the ‘View Username and Password on Search People Page’ permission.

Prevention of Duplicate Manuscript Submission

There is concern that authors may accidentally (or deliberately) submit duplicate manuscripts. However, automatic duplicate submission checking is problematic because of the high risk of false positive matches.

Two features have been added to EM version 2.1 that help the journal identify potential duplicate submissions:

1. The Author’s name in each Editor folder (and on the Details screen) is a link to the Author’s information page (or People Information page), which lists a person’s

submissions and assignments. Thus, the Editor is able to check all prior submissions made by that Author and manually identify if the submission is a duplicate one.

2. The Editor can be warned, through a visual prompt (D), if the Author has submitted a manuscript in the past X number of days. A green 'D' indicates a potential Duplicate. This prompt appears to all Editors with access to the following folders: New Submissions Requiring Assignment, Direct-to-Editor New Submissions, and New Assignments. The prompt displays next to the Author name link. The Editor may click the Author's name to see other 'Authored Submissions' by the Author.

A PolicyManager option 'Set Number of Days for Duplicate Submission Check' allows the journal to define how far back they want the system to check. If the Number of Days is set to zero, no check is performed.

NOTE: The duplicate submission prompt only shows if the past submission was actually submitted (e.g., it would ignore submissions that were created by the Author and then abandoned without being submitted to the journal).

NOTE: The check occurs only when a NEW submission is received. It does not occur when revisions are received, and any revisions received are not counted as potential duplicate submissions.

TO CONFIGURE: Go to PolicyManager, then to Set Number of Days for Duplicate Submission Check. Enter the number of days the system should check to see if an Author has previously submitted a manuscript.

NOTE: Set the number of days to zero (0) if you do not want the system to perform the duplicate submission check.

Personal URLs can be part of People Record

'Personal URL' fields have been added to a user's People Record (Search People - Results) and are available from the People Information page, and from the Select Reviewer pages. There are three fields that can be populated with URLs. These URLs will display as active links that will open in a new browser window when clicked.

These new fields can be populated in two ways: 1) by data import during implementation; or 2) by manual input by the journal office or Editor on the Search People - Update Information page. These fields CANNOT be populated from the Registration Page, or from the Update My Information page.

When entering a URL the full URL must be entered (i.e., must start with http://...).

In accordance with two new Editor RoleManager permissions, the URL links are displayed when a person's record is accessed from Search People. They are also

displayed on the People Information page, which is accessed from several pages in EM including: Reviewer Selection Summary, Select Reviewer, Assign Editor, and Reports.

NOTE: Each person can have up to three Personal URLs.

NOTE: The Personal URL fields can be used to link to a website that contains information about the person, such as a person's private website, or a page that contains a person's review statistics from a previous tracking system.

TO CONFIGURE: For View People URLs permission, go to RoleManager, Editor Role, then choose the Editor roles that require this permission. Click the checkbox next to the 'View People URLs' permission located under the 'View Username and Password on Search People Page' permission.

For Edit People URLs permission, go to RoleManager, Editor Role, and then choose the Editor roles that require this permission. Click the checkbox next to the 'Edit People URLs' permission located under the 'View People URLs' permission.

Search Manuscript – Advanced Criteria changes

In pre-EM version 2.1, the Search Manuscript feature included a 'filter' that excluded submissions that were currently with the Author. This has been changed slightly, in that submissions and revised submissions that have been sent back to the author through the Edit Submission feature will now appear in the search results. Submissions and revisions that have not been submitted to the journal (are still with the Author) will continue to be excluded from the result set, unless the filter is turned off in the Advanced Criteria on the Search Manuscript page.

Search results will automatically exclude any submission, including a revision, that is with the Author, such as manuscripts not yet submitted to the journal, incomplete submissions, and submissions waiting for an Author's approval. Not excluded are submissions and revisions that were sent to the journal office, but were subsequently returned to the Author via the Edit Submission feature by the journal.

To turn off the filters that exclude submissions and revisions that are with the Author, click the Advanced Criteria link on the Search Manuscripts page.

The Advance Criteria page has four options that can be enabled by clicking on the corresponding checkboxes:

- Exclude Submissions with the Author (submission has not yet been submitted to the journal office). Not excluded are submissions that have been submitted to the journal, but have been sent back to the author through the Edit Submission feature.
- Exclude Revisions with the Author (revision has not yet been submitted to the journal office). Not excluded are revisions that have been submitted to the

journal, but have been sent back to the author through the Edit Submission feature.

- Exclude Submissions where Final Disposition has been set.
- Include only Submissions where Manuscript Notes flag is turned on.

NOTE: If you anticipate wanting to search for submissions that are currently filtered (submissions with the Author), then you should create and save a search strategy that will allow you to do this. Go into the search interface, choose 'Advanced Criteria' and uncheck the two top boxes (Exclude Incomplete Submissions, Exclude Incomplete Revisions). Go back and set up any search parameter you'd like and bring up the results. At the bottom of the results page, click the 'Save Search' button and name the search something like 'Unfiltered Search'. The next time you want to search, you can select this saved search from the 'Search Definition' pull-down menu at the top of the screen. If you choose 'Unfiltered Search' and then click 'Edit Search Definition', you will get the search interface with those boxes already unchecked for you. You can enter any values you like into the interface, and those boxes will remain unchecked.

NOTE: The user can search for Flagged Notes which means that all submissions that have the Manuscript Notes flag turned on will be displayed (see the Notes Field in Manuscript Details section).

Author Revision Due Dates

Journals can now set due dates for Authors to submit revised manuscripts. Each Article Type can have a default number of days that the Author is given to revise a submission, which means that different Article Types can have different due date settings. There is one setting for the first revision, and a second setting for all subsequent revisions. This setting is labeled 'Number of Days Author has to Revise Submission' on the Edit Article Type page in PolicyManager.

Journals do not have to use due dates. Entering zero (0) in the default 'Number of Days Author has to Revise Submission' setting in PolicyManager will disable the Revision Due Date functionality.

The default 'Number of Days Author has to Revise Submission' setting is displayed to Editors, and can be edited by Editors with RoleManager permission, from three other EM pages:

1. From the Editor's Submit Decision and Comments page. The setting is found at the bottom of the page. The number represents the number of days the Author will be given to submit a revision, starting from the day the Author is notified of the Editor's decision.
2. From the Notify Author of Editors Decision page, before the Author is sent the decision letter. The setting is displayed as the actual due date. This due date is found at the top of the page.

3. From the Manuscript Details page. If the Author has not yet been notified of the Editor's decision, then the setting is displayed as the number of days 'from Author notification'. If the Author has been notified of the Editor's decision then the setting is displayed as the actual due date.

NOTE: The Author is not sent a letter if the due date is changed. The author would have to be notified of the change of due date outside of the EM system.

NOTE: If an Author misses a Due Date, nothing happens to the submission (e.g. it is not taken away from the Author, and it is not moved from one folder to another). Rather, this functionality provides the journal office with a tool for tracking and chasing Authors who are taking too long to revise submissions. This is achieved through the use of Author Reminder Reports, where the journal office or Editor can remind the Author both before and after the Revision Due Date.

NOTE: Any submission that was submitted BEFORE the Revision Due Date was implemented will NOT have a Revision Due Date. It is not applied retroactively to existing submissions, and there is no way to assign a due date until after the Author has resubmitted the submission.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Types, then choose an Article Type and click Edit. Below the header 'Author Parameters' find the item that says, 'Number of Days Author has to Revise Submission'. Enter the number of days that an Author will be given to revise the initial submission. Then enter the number of days an Author will be given to revise all subsequent revisions.

NOTE: This setting can be changed on a manuscript-by-manuscript basis from the following pages (as described above): From the Editor's Submit Decision and Comments page; from the Notify Author of Editors Decision page; from the Manuscript Details page.

LETTERS NOTE: There is a new merge field that can be used in decision letters.

%DATE_REVISION_DUE% will insert the date on which the Author's revision is due, based on the number of days set in PolicyManager, Edit Article Types, or based on the new number of days if the Editor has overridden the default due date.

TO CONFIGURE: This new merge field can be added to the decision letter or any letter sent after the decision letter is sent (excluding Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Author Revision Reminder Letters

There are two reports that let the Editors track submissions that are out with the Author for revision. Both reports allow the user to send reminder letters to the Author, which can be individually customized.

The Author Revision Status Report: This report allows users to see all submissions that have been out for revision for ‘more than X days’, so that journals not utilizing Revision Due Date functionality will have visibility to submissions out for revision.

NOTE: The Author Revision Status Report is currently (pre-EM version 2.1) called the Late Revision Report in EM. The name is changed to more accurately reflect the result set, which may, or may not include revisions that are considered ‘late’.

The Author Revision Reminder Report: This report is only relevant for journals using Author Revision Due Date functionality. The purpose of the report is to expose submissions that are late (Revision Due Date has passed), and/or submissions whose due date are approaching (Revision Due Date is in the future). Users can also enter an explicit date range, which exposes submissions due within the specified timeframe; this may include both revisions that are late, and revisions that are not yet due.

NOTE: Any submission that was submitted BEFORE the Revision Due Date was implemented will NOT have a Revision Due Date and thus will not appear on the report. It is not applied retroactively to existing submissions. To give a submission a Revision Due Date, go to the Details page and type the Revision Due Date into the box provided.

TO CONFIGURE: No configuration is necessary, other than enabling ‘Produce Reports’ or ‘Send Author Reminder Letters’ permission in RoleManager.

LETTERS NOTE: There are three new merge fields that can be used in author reminder letters.

%DATE_REVISION_DUE% (also discussed in the Author Revision Due Dates section of this document) will insert the date on which the Author’s revision is due, based on the number of days set in PolicyManager, Edit Article Types, or based on the new number of days if the Editor has overridden the default due date.

%AUTHOR_REMIND_COUNT% will insert the number of reminder letters that the Author has been sent.

%AUTHOR_REMIND_DATE% will insert the date that the last reminder letter was sent to the Author.

TO CONFIGURE: These new merge fields can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Ability to cc: and bcc: on Customized Letters

The ability to cc (carbon copy) or bcc (blind carbon copy) Editors on letters has been added to EM. This functionality is included on all custom letters, as well as the decision letter and the letter tied to the Request Unregistered Reviewer event.

When the Editor clicks ‘Send Custom Letter’ from any screen where custom letter functionality is available, the Editor will see a list of all Editors assigned to the submission. The Editor role is shown followed by the Editor name. Checkboxes for cc and bcc appear next to each name. If checked, the letter is sent to those Editors, and the names and email addresses of those cc’d and bcc’d are recorded in Correspondence History. The sent email will reflect those users who are cc’d, but not bcc’d.

Reviewers can be cc’d and bcc’d on the decision letter (Notify Author of Editor’s Decision). In addition to the Editors names (as described above), all Reviewers who have completed a review of the current version of the manuscript will be displayed, with cc and bcc checkboxes. Reviewers who were Terminated, Uninvited, or Declined to review are not shown.

NOTE: Default letters do not have cc: or bcc: capability.

Additionally, the ability to enter email addresses, other than those of Editors and Reviewers assigned to the submission, has been added to EM. Two blank text boxes will appear on all Custom Letter forms, one for cc and one for bcc. The Editor can type one or more email addresses in these boxes. Multiple emails addresses must be separated by semicolons (;).

NOTE: The Letters in the Correspondence History will display the people who are cc’d and bcc’d.

The option to expand the size of the email message text box has also been added to EM. This will allow an Editor to see more of the email message (letter) and reduces the need to scroll. By clicking on the button labeled ‘Open in New Window’ a new browser window will open with a larger text box for easier viewing and editing.

TO CONFIGURE: No configuration is necessary.

New People Information Page

In some places in EM a person’s name is a link to a ‘People Information’ page that displays contact information, people notes, personal classifications, review statistics, review assignments, editor assignments, and authored submissions. This page has been enhanced so that sections are automatically suppressed if there is no data available. Also, some sections can be suppressed if the Editor viewing the page does not have specific RoleManager permissions.

This page is divided into two parts: Summary Statistics and Detailed Statistics. Summary Statistics include contact information, people notes, personal classifications, and review statistics. Detailed Statistics include lists of review assignments, editor assignments, and authored submissions.

Under Summary Statistics, People Notes are suppressed if an Editor does not have View People Notes permission in RoleManager. If a person has View People Notes and Edit People Notes permission in Role Manager, then the Editor will be able to add or edit People Notes on this page.

The entire Detailed Statistics section can be suppressed in an Editor does not have View People Activity Details permission in RoleManager. The reason a journal might want to suppress this section is because it can give an Editor visual access to submissions that are assigned to other Editors.

TO CONFIGURE: To configure View People Notes and/or Edit People Notes, go to RoleManager, click on Editor Role, and click on 'Edit' next to each Editor role that should have this permission. Click the checkbox next to the View People Notes permission and/or Edit People Notes permission (below the Turn Off Manuscript Notes Flag permission).

To configure View People Activity Details, go to RoleManager, click on Editor Role, and click on 'Edit' next to each Editor role that should have this permission. Click the checkbox next to the View People Activity Details permission (below the Request Unregistered Reviewer permission).

Blinding Editors on some Submissions

Journals can now hide (blind) submissions from an Editor that are authored or co-authored by that Editor.

The journal office and other Editors, with RoleManager permission, can select which Editors are blinded from a submission (not allowed access to any information about that submission record). This can be done at the time the submission is assigned to an Editor, or at anytime from the Manuscript Details page.

From the Assign Editor page: the journal office or Editor clicks the 'Blind Editor' link at the top of the Assign Editor page, this delivers the Editor to a list of all Editors in the system. A checkbox next to each name can be checked to blind Editors.

From the Manuscript Details page: a link labeled 'Blind Editor' appears on the Manuscript Details page, above the list of assigned Editors. This link delivers the Editor to a list of all Editors in the system. A checkbox next to each name can be checked to blind Editors.

Blinding an Editor does the following:

- Suppresses the submission from all Editor folders displayed for that Editor
- Suppresses the submission from being listed on the People Information page when that page is called up by a Blinded Editor
- Suppresses the submission from being listed on any Reports that have “Send Reminders” functionality such as: Author Reports (Author Revision Status, Author Revision Reminder); Reviewer Reports (Reviewers Invited – No Response, Reviewer Reminder); Editor Reports (New Assignments, Required Reviews Complete Report)
- Suppresses the submission from appearing in “Search All Manuscripts” results.

NOTE: the submission is still visible for this Editor from General Data Export or Custom Reports features.

TO CONFIGURE: Go to RoleManager, click on Editor Role, and click on ‘Edit’ next to each Editor role that should have this permission. Click the checkbox next to the Blind Editor permission (below the Assign Editor permission).

Automatic Assignment of Editors at time of Submission (Direct-to-Editor)

This enhancement allows new and/or revised submissions to be automatically pushed to Editors, bypassing the New Submissions Requiring Assignment folder or the Revised Submissions Requiring Assignment folder. This feature is designed for journals that do not have a central journal office, and is optimized for journals that have groups of Editors that work independently, without a journal staff. (See Appendix A for the suite of feature configurations for journals that do not have a journal staff.)

NOTE: This feature does not automatically ‘assign’ the submission to the Editor, but rather it pushes the submission to an Editor’s ‘Direct-to-Editor’ folder, which is only accessible by that Editor. From this folder the Editor can take on the assignment, or pass it along to a more appropriate Editor.

There are three methods by which submissions are sent directly to Editors.

1. The Author selects the Editor during the Submit New Manuscript process, from the ‘Request Editor’ step. Depending on how the journal has configured this feature, the Editors can be listed by Name, by Role, by Description (see ‘Editor Description is a new People Record field’ in this document), or any combination of these three.
2. The Author selects the Editor during the Submit New Manuscript process, from the ‘Select Section/Category’ step. The journal must first associate each Editor with a Section/Category term in PolicyManager, under Edit Section/Category. Only one Editor can be associated with each Section/Category term, though multiple terms can be assigned to one Editor.

3. Editors are automatically assigned based on who is next in line to receive a submission (rotation). This is done by selecting the participating Editors from a list in Policy Manager, under 'Set Editor Rotation Participants'. The first submission is directed to the first Editor in the list. The next submission is directed to the next Editor, and so forth, until the entire rotation is used up, at which point it starts again from the beginning of the rotation.

When an Author approves a submission (or revision), the submission does not appear in the folder 'New Submissions Requiring Assignments' or 'Revised Submissions Requiring Assignment' but rather it proceeds directly to a new Editor folder called 'Direct-to-Editor New Submissions' or 'Direct-to-Editor Revised Submissions'.

Once an Editor has received a new submission in his Direct-to-Editor New Submissions folder, the Editor will have the following Action links (some are dependent upon having appropriate RoleManager permission): View Submission, Edit Submission (which includes the ability to return the submission to the Author), Remove Submission, Redirect to Other Editor, Assign to Myself, Similar Article in MEDLINE, Details, and History.

When an Author submits a revision, the revision will automatically return to the first-assigned Editor of the previous revision.

Once an Editor has received a revised submission in his Direct-to-Editor Revised Submissions folder the Editor will have the following Action links (some are dependent upon having RoleManager permission): View Submission, Edit Submission (which includes the ability to return the submission to the Author), Redirect to Other Editor, Assign to Myself, View Reviewer and Editor Comments, Similar Article in MEDLINE, Details, and History.

If an Editor wishes to take the assignment, then the Editor must first click on the 'Assign to Myself' link. If the Editor does not want to take on the assignment (because of conflict of interest, not within area of expertise, etc.) then the Editor clicks 'Redirect to Other Editor' and selects a different Editor from the list. If the Editor wants to be involved in the submission, but wants to assign it to a lower level Editor, then he must first click 'Assign to Myself', then from the New Assignments folder click on 'Assign Editor'.

NOTE: Using 'Redirect to Other Editor' will allow the Editor, who currently has the submission in his Direct to Editor folder, to send the submission to a different Editor, thus removing himself from the 'Editor Chain' (the Editor Chain is the list of Editors responsible for making assignments and decisions on a submission). This is different than 'assigning' another Editor, which leaves the initial Editor in the Editor Chain.

TO CONFIGURE POLICYMANAGER: There are three PolicyManager items associated with this feature: 'Set Editor Assignment Options', 'Set Request Editor or Assign Editor Options', and 'Set Editor Rotation Participants'.

ITEM 1: The first item is called ‘Set Editor Assignment Options’. The Set Editor Assignment Options page allows a journal to identify whether new submissions should go into the New Submissions Requiring Assignment folder, or into an Editor’s Direct-to-Editor folder.

For the Set Editor Assignment Options page there are three top-level settings, one called ‘Submissions go to New Submissions Requiring Assignments folder’; one called ‘Assign to Editor by Rotation’; and one called ‘Revisions are automatically directed to the first-assigned Editor of the previous Revision’.

The first setting (Submissions go to New Submissions Requiring Assignments folder) has two lower-level settings that allow for exceptions to the rule that new submissions should go to the New Submissions Requiring Assignments folder. These exceptions are: 1) Submissions where Author has selected an Editor, and 2) Submissions where Author has selected a Section/Category. If either of these exceptions are selected, then submissions will move to the appropriate Editor’s Direct-to-Editor folder when the Author selects an Editor or a Section/Category during the Submit New Manuscript process.

NOTE: A submission will default to the New Submissions Requiring Assignments folder if an automatic Editor assignment is not available. If configured properly, submissions should always go to the Direct-to-Editor New Submissions folder. The only way that this will not happen is if:

1. The journal has not made the Request Editor option mandatory and the Author does not select an Editor from the Request Editor step of the Submit New Manuscript interface.
2. The journal has not made the Select Section/Category option mandatory and the Author does not select a Section/Category from the Select Section/Category step of the Submit New Manuscript interface.
3. The journal has not assigned all Section/Category terms to Editors, and the Author has selected one of these non-assigned Section/Category terms.

NOTE: A journal may still ask or require an Author to Request an Editor and/or Select Section/Category without using the Direct-to-Editor functionality. To do this, the journal should not enable either of the ‘exceptions’ described above. The Author will still have an opportunity to use the Request an Editor and/or Select Section/Category during the Submit Manuscript process, but the submission will not be automatically sent to an Editor.

The second setting, called ‘Assign to Editor by Rotation’, means that Editors will receive submissions in their Direct-to-Editor folders in rotation, and no submissions will ever go to the New Submissions Requiring Assignment folder. This setting relies on proper configuration of the PolicyManager item called, ‘Set Editor Rotation Participants’ (discussed below).

The third setting determines the behavior of Revisions when they are submitted. The setting is called ‘Revisions are automatically directed to the first-assigned Editor of the

previous Revision'. If the checkbox is checked, a revision will be automatically assigned to the first-assigned Editor of the Previous Revision. Otherwise, the Revision will go to the Revised Submissions Requiring Assignments folder.

NOTE: Even if an Editor is not configured to receive new submission in a Direct-to-Editor folder, if this checkbox is checked, then all Revisions WILL go to an Editor's 'Direct-to-Editor Revised Submissions' folder. This means that all Revisions will ALWAYS go to the 'Direct-to-Editor Revised Submissions' folder, even for first-assigned Editors who do not get the initial submission delivered to them in the 'Direct-to-Editor New Submissions' folder. If a journal has a mix of Editors, some of whom receive new submissions in a Direct-to-Editor folder and some of whom receive new submissions via the journal office assigning them, then the journal will have to expect that all Revisions are going to go directly to the first-assigned Editor, rather than through the journal office first.

ITEM 2: The second PolicyManager item is called 'Set Request Editor or Assign Editor Options'. This is used to identify which Editors may be requested by Authors. You must decide which Editor Roles will appear in the list that Authors choose from. You must then determine how the enabled Editor Roles will be displayed on the Request Editor Screen. Editors can be listed by Name, by Role, by Description (see 'Editor Description is a new People Record field' in this document), or any combination of these three.

NOTE: If you would like to use this feature to designate an Editor in a geographic location, then you should include the geographic location in the Editor's Description (found in the Editor's People Record). For example, if you have an Editor in Europe and an Editor in the US, the Description field for one could be European Editor, the other could be called US Editor.

NOTE: A journal may use the Request Editor feature independent of the 'Direct-to-Editor' functionality. The Set Request Editor or Assign Editor Options item in PolicyManager is configured in the same way. It is the settings in the PolicyManager item Set Editor Assignment Options that determines if a new submission goes directly to Editors.

ITEM 3: The third PolicyManager item is called 'Set Editor Rotation Participants'. The page displays a list of all people with an Editor Role. You must select the Editors who will participate in the Editor Rotation by clicking on the checkbox next to their name. New submissions will go directly to the editor who has the earliest date for the most recent assignment.

NOTE: Request Editor and Select Section/Category have no effect on Editor selection if the Assign to Editor by Rotation mode is active.

TO CONFIGURE ROLEMANAGER: Go to RoleManager, click on Editor Role, and click on 'Edit' next to each Editor role that needs to be configured. The RoleManager permission, 'Receive Assignments in New Assignments Folder (Receive Assignments

without Invitation)’, must be enabled in order for an Editor to receive submissions in the Direct-to-Editor folder.

To ‘redirect’ a submission to a different Editor, the permission ‘Redirect to Other Editor (and be removed from Editor Chain)’ must be enabled. This is used by an Editor when the Editor does not want to take on the assignment (because of conflict of interest, not within area of expertise, etc.).

NOTE: Redirect to Other Editor option only appears in the Direct-to-Editor folder.

TO CONFIGURE ACTIONMANAGER: A new event is added for when submissions are ‘redirected’ to another Editor’. The new event is called ‘Editor Redirected’ and appears after ‘Editor Invited for Assignment’ in the Editor Assigned section of ActionManager. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission. It may require configuration in the Letters section of ActionManager.

TO CONFIGURE LETTERS: You should create a new letter for the Editor Redirected event. A letter can be sent to the Editor to whom a submission has been redirected by configuring the letter in the appropriate Editor role’s Letters section of ActionManager.

To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, and then click on the Add New Letter button. This letter should inform the person that they have a new submission in their ‘Direct-to-Editor’ folder. This letter can be customized.

‘Editor Description’ is a new People Record field

This feature allows a journal to have a finer stratification of Editor Roles – for example, designating one person as Managing Editor (Europe), another as Managing Editor (North America), etc. without having to set up separate roles with the same permissions.

This new field is part of an Editor’s People Record. The journal can enter an Editor Description on the Update Other People’s Information page, for any users assigned to an Editor Role. The description is typed into a text box, below the Editor Role dropdown box.

If a description is added to a People record, it is available for display on the following pages where individual Editor names are displayed:

1. People Information Page - description added in parentheses after Editor Role Name
2. Manuscript Details page
3. Request Editor page (only if journal has selected ‘Display Editor Name, Role Title and Description’, ‘Display Editor name and Description’, ‘Display Role Title and

Description' or 'Description only' on 'Set Request or Assign Editor Display Options' in PolicyManager)

- 4. In the following Editor Reports:
 - Required Reviews Complete Report selection criteria page
 - Editor To-Do List selection criteria page
 - Editor Performance Report results page
 - Current Role Designation Report

- 5. In the following Custom Report views:
 - Authors and Submissions
 - Editors and Submissions
 - People and Address
 - People and Classifications
 - Reviewers and Submissions

TO CONFIGURE: No configuration is required.

Select Section/Category Designation

This is included here because of the expanded use of Section/Category in the 'Direct-to-Editor' functionality described above.

'Section/Category' is a list that is predefined by the journal. The Section/Category list is used to group submissions together and can be used to indicate that a submission belongs to a particular 'Section' of the journal or belongs to a particular 'category'. This information becomes part of the submission metadata and is displayed on the submission's Details page. Section/Category is also part of the Search Manuscript criteria.

Editors can be associated with one or more Section/Category terms. This setting is used by the Direct-to-Editor functionality that allows Authors to identify which Editor should handle their submission. In the case of Select Section/Category, the Author would be selecting the Editor indirectly, by selecting the Section/Category term, rather than the specific Editor by name.

TO CONFIGURE: To build a list of Sections or Categories that can be selected by Authors, go to PolicyManager, and then to Edit Sections/Categories. Enter the name of each Section/Category into the textbox and click the Add button. The list can be re-sequenced by clicking on the up and down arrows to the left of each term. Sections/Categories no longer in use can be 'Hidden'. To do this, click on the Edit link to the right of the term and then check the Hide checkbox.

If you would like to associate an Editor with each Section/Category term, select the Editor's name from the dropdown box. This is optional. An Editor can be associated

with more than one Section/Category, but each Section/Category can have no more than one Editor responsible for that Section/Category.

NOTE: Section/Category can be 'Hidden' from the submission process, but any previously submitted manuscripts that use the Hidden Section/Category are not affected.

There is a merge field called %SECTION_CATEGORY% that will identify the submission's Section/Category that the Author chose.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Corresponding Editor Designation

The Corresponding Editor designation can be used for the following purposes:

1. The EM system allows a journal to configure a single email address to appear in the 'From' line in emails being sent out from the system (by configuring the 'Set E-mail From Option' in PolicyManager). This means the journal staff can manage replies and bounced emails from users. By identifying an Editor as 'Corresponding Editor, the system will use an individual Editor's email address as the 'from' email address (and 'reply to' email address) on certain letters sent from the EM system (rather than the general Editorial Office email address as previously described).
2. EM also provides the option of configuring an email address to receive e-mails sent to users who have a preferred method of contact other than email. The journal staff receiving these emails can then contact the user by other means. This option is configured on the PolicyManager page "Forward Non-E-mail "Preferred Method of Contact" E-mail Address". By identifying an Editor as 'Corresponding Editor, the system will use an individual Editor's email as the 'Non-email Preferred Method of Contact' email recipient (rather than the general Editorial Office email address as previously described). This means an individual Editor can handle the emails that need to go to those users who have designated that they do not want to be contact by email (the email needs to be turned into a phone call, fax or needs to be sent by mail).
3. By identifying an Editor as 'Corresponding Editor, the system will include an Editor's name in the signature of a letter when the actual 'sender' is someone other than the Editor. For example, when a journal staff person sends a decision letter to the Author, the Corresponding Editor's name can be inserted in the decision letter, rather than the name of the journal staff person. Special merge fields must be included in the letters. The list of merge fields is below.

The "Corresponding Editor" designation is displayed and can be (manually) modified in the manuscript "Details" page. The Corresponding Editor is always the first 'assigned' Editor. The ability to modify the Corresponding Editor is based on the RoleManager

permission 'Change Corresponding Editor'. A dropdown box displays all assigned Editors. To select a Corresponding Editor different than the first-assigned Editor, select the appropriate Editor from the dropdown box.

NOTE: Any person with an Editor Role that is not assigned to the submission will NOT appear in the Corresponding Editor dropdown box list.

NOTE: Only one Editor can serve as the Corresponding Editor.

NOTE: For a Revision, the Corresponding Editor is always the Corresponding Editor of the previous Revision, unless manually changed on the Details page.

NOTE: If the Corresponding Editor's email address is selected as the letter's "from" address, the system uses the first email address listed in the People record for that Editor.

NOTE: If the Corresponding Editor's email address is selected as the 'Non-email Preferred Method of Contact' email recipient, any letters sent to a user who does not get email will be sent to all the email addresses listed in the Editor's People record.

To enable the functionality described in item 1 above, letters must be configured to use the Corresponding Editor email address. This is done on a letter-by-letter basis in PolicyManager, Edit Letters. Each letter has two radio buttons. One radio button (default setting) shows the address set in the 'Set Email From Option' page of PolicyManager. The other says "Use Corresponding Editor's E-mail Address". If this button is selected, the letter should be sent "From" the Corresponding Editor, rather than the default editorial office email address in the system.

NOTE: If there is no Corresponding Editor for a manuscript, the code pulls in the 'Set E-mail From' address by default.

To enable the functionality described in item 3 above, the following merge fields need to be included in all applicable letters. The following merge fields pull in the name, role and contact information of the "Corresponding Editor":

%CORR_ED_REALNAME% - Inserts the Corresponding Editor's full name; it does not use the nickname. Format is Title, first name, middle name, last name.

%CORR_ED_TITLE% - Inserts Corresponding Editor's Title.

%CORR_ED_FIRST_NAME% - Inserts Corresponding Editor's First Name.

%CORR_ED_MIDDLE_NAME% - Inserts Corresponding Editor's Middle Name.

%CORR_ED_LAST_NAME% - Inserts Corresponding Editor's Last Name.

%CORR_ED_DEGREE% - Inserts Corresponding Editor's Degree.

%CORR_ED_GREETING% - Inserts the greeting (nickname) field if it is not blank. If blank, it inserts the concatenation of title and last name. (Example: Bob or Dr. Smith)

%CORR_ED_POSITION% - Inserts the Corresponding Editor's Position

%CORR_ED_ADDRESS% - Inserts a block address field consisting of the institution, address lines 1-4, city, state, postal code, country.

%CORR_ED_DEPARTMENT% - Inserts Corresponding Editor's Department.
%CORR_ED_INSTITUTION% - Inserts Corresponding Editor's Institution.
%CORR_ED_ADDRESS1% - Inserts Corresponding Editor's Address1.
%CORR_ED_ADDRESS2% - Inserts Corresponding Editor's Address2.
%CORR_ED_ADDRESS3% - Inserts Corresponding Editor's Address3.
%CORR_ED_ADDRESS4% - Inserts Corresponding Editor's Address4.
%CORR_ED_CITY% - Inserts Corresponding Editor's City.
%CORR_ED_STATE% - Inserts Corresponding Editor's State.
%CORR_ED_ZIP_CODE% - Inserts Corresponding Editor's Postal Code.
%CORR_ED_COUNTRY% - Inserts Corresponding Editor's Country.
%CORR_ED_EMAIL% - Inserts Corresponding Editor's E-Mail address.
%CORR_ED_PHONE% - Inserts Corresponding Editor's telephone number.
%CORR_ED_FAX% - Inserts Corresponding Editor's FAX number.
%CORR_ED_EDITOR_ROLE% - Inserts the Role name of the corresponding Editor
%CORR_ED_DESCRIPTION% - Inserts the Editor Description (if any) of the Corresponding Editor.

NOTE: Even if the letter that is sent does not have the 'Use Corresponding Editor's E-mail address' radio button turned on, the Corresponding Editor merge fields will still pull the correct Corresponding Editor information into the letter. The 'Use Corresponding Editor's E-mail address' setting is used to insert the Corresponding Editors email address in the 'from' line of outgoing emails and to use the Corresponding Editors email as the 'Non-email Preferred Method of Contact' email recipient (rather than the general Editorial Office email address).

TO CONFIGURE ROLEMANAGER: To change the Corresponding Editor a user must have RoleManager permission turned on. Go to RoleManager, Editor Role, and then choose the Editor roles that require these permissions. Click the checkbox next to the Change Corresponding Editor permission located under the Assign Editor permission. Users with this permission can modify the corresponding editor on the Details page via the drop-down menu. Users without this permission do not see the menu, but see the name, role and description of the Corresponding Editor as a label (not editable).

TO CONFIGURE POLICYMANAGER: Go to PolicyManager then to "Non-email Preferred Method of Contact Correspondence Email Address". There are two radio buttons. Click the one labeled "Use Corresponding Editor's E-mail address". If this option is selected, it means that any correspondence sent to a user who has selected non-email communication will be sent to the Corresponding Editor for further processing. This applies to any letters that are sent to a user and associated with a manuscript, including email generated from reports such as the Late Revision Report. If the Corresponding Editor has multiple email addresses, the letter is sent to all the email addresses. If no Corresponding Editor has been assigned, the letters default to the designated address in the text box on this page (typically a journal office address).

TO CONFIGURE LETTERS IN POLICYMANAGER: Go to PolicyManager and click on the link called 'Edit Letters'. Select the appropriate letter. Find the 'Sender's E-Mail

Address' heading and click on the radio button next to 'Use Corresponding Editor's E-Mail address' label.

TO CONFIGURE MERGE FIELDS IN LETTERS: Go to PolicyManager and click on the link called 'Edit Letters'. Select the appropriate letter. Add the appropriate merge fields to the text of the letter.

NOTE: These merge fields can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Expanded 'Undo Editor Assignment' functionality

In pre-EM version 2.1, an Editor who was mis-assigned to a submission had to ask the Editor who assigned them to 'undo' that assignment. For example, the Managing Editor assigns the Editor-in-Chief, and the Editor-in-Chief assigns an Associate Editor. If the Associate Editor has a conflict of interest (or some other reason for not taking the assignment), then the Editor-in-Chief (if he has the permission turned on in RoleManager) can click on the Undo Editor Assignment link in the Action column of either the View All Assigned Submissions folder or the Group by Editors with Current Responsibility folder, to take the submission back. The Editor-in-Chief would then assign a different Editor.

In version 2.1, an Editor can be given permission in RoleManager to 'undo' an assignment from his own 'New Assignments' folder.

NOTE: An Editor assignment CANNOT be undone if the assigned Editor has invited Reviewers or made a decision. Also it cannot be undone if the assigned Editor has assigned another Editor, without first undoing the other Editor's assignment.

TO CONFIGURE: To give an Editor Role the permission to undo an assignment, go to RoleManager, click on the appropriate Editor Role, find the item Undo My Assignment, and click the checkbox.

Editors can use Reminder Reports

In pre-EM version 2.1, Editors can be given access to the Reviewer Reminder Report, but not to other reports in the EM system. This is useful for Editors who want to manage Reviewers themselves. However, some journals do not want Editors using this report because the Editor can access submissions that are being handled by other Editors, as well as their own.

In EM version 2.1, the Author, Editor and Reviewer Reminder Reports can be made accessible to the Editor through RoleManager permissions, and the results may be limited to the assigned Editor's assignments only. For example, the Author, Editor and Reviewer Reminder reports, which provide important day-to-day management functionality, can

display only those submissions that an Editor has been assigned to, and not all submissions in process.

NOTE: If the Editor is restricted to his/her own assignments: the Editor doesn't see the handling editor dropdown menu on the Select Criteria page for the report; the result set includes only submissions to which the Editor is assigned; the Editor may be anywhere in the Editor Chain. If there is an Editor Chain, then the Editor should be able to access all of the submissions that he is assigned to, even if a subordinate Editor is handling the submission. The handling editor column appears on the report results page, and is sortable, but does not appear on the Selection Criteria page.

TO CONFIGURE: To give an Editor Role the permission to access and send Reviewer, Editor or Author reminders, go to RoleManager, click on the appropriate Editor Role, find the items Send Reviewer Reminders, Send Editor Reminders, Send Author Reminders, and click the checkboxes next to each permission that you want to turn on. To restrict access to just those submissions that the Editor is assigned to, find the Restrict Reports to Assigned Submissions, and click on the checkbox.

NOTE: Restricted access is only available on the Reviewer, Editor and Author Reminder Reports. If an Editor has access to all reports (RoleManager permission 'Produce Reports'), the Restrict Reports to Assigned Submissions permission will NOT restrict access to data on any of the Reports, other than the Reviewer, Editor and Author Reminder Reports.

Proxy Restrictions for Editors

Granting proxy power in pre-EM version 2.1 is a global Editor permission, allowing an Editor to proxy for other Editors and thus allowing access other Editor's confidential information. For this reason, RoleManager proxy permission power has been enhanced to limit proxying power by Role Family. Editors may now be granted the power to proxy each Role family individually.

TO CONFIGURE: To give an Editor Role the ability to Proxy as another Editor, or as a Reviewer, Author or Publisher, go to RoleManager, click on the appropriate Editor Role, and find the items: Proxy for Authors, Proxy for Reviewers, Proxy for Editors and Proxy for Publisher. Click the checkbox next to each permission that you want to turn on.

NOTE: Proxy power is restricted by Role Family, not by individual Role. For example, an Editor cannot be given proxy power for one type of Editor Role, but be restricted from proxying as a different type of Editor.

Adding Editor Comments to Reviewer Comments Page

The journal office and Editors can access all submitted Reviewer comments at anytime by clicking the 'View Reviewer Comments' link in Action column of any manuscript folder. This link has been renamed 'View Reviewer and Editor Comments' and all

assigned Editors and submitted recommendations have been added to this page. This means that submitted Editor comments are more accessible to journal staff after the Author has been sent the decision letter.

NOTE: The grid only appears for the Editor Role. The Reviewer Role continues to see the blinded reviewer comments grid.

TO CONFIGURE: No configuration is required.

Reviewer Due Date calculated from Date Assigned or Date Agreed

In the current implementation of EM (pre-EM version 2.1), the amount of time a Reviewer has to complete a review before being considered late begins at the time the Reviewer is invited to review. This enhancement lets journals identify that the Reviewer due date should be calculated from the time the Reviewer agrees to review, so that Reviewers are not ‘penalized’ by taking too long to respond to the invitation.

Journals will have the option of operating in one of two modes:

1. ‘Invitation Mode’ - Reviewer deadlines and statistics are calculated from the time the Reviewer is invited to review. This is how EM functions today.
2. ‘Agreed Mode’ - Reviewer deadlines and statistics are calculated from the time the Reviewer agrees to do the review.

Invitation Mode

This is the current (pre-EM version 2.1) functionality of EM. As soon as a Reviewer is invited, the clock starts ticking, and the calendar Reviewer Due Date is calculated using the default Article Type value. This value can then be overridden on the Select Reviewer and Manuscript Details pages at any point until the review is complete, or the Reviewer is terminated, un-invited, or declines to review.

Agreed Mode

If the journal is operating in ‘Agreed Mode’, it is not possible to determine a calendar Due Date at the time the Reviewer is invited (since the clock doesn’t start ticking until the Reviewer agrees to do the review). Therefore, when a Reviewer is invited to review a submission, and is given 14 days to complete the review (as defined in PolicyManager, Edit Article Types), the system will not calculate or display a calendar Due Date until that person agrees to do the review.

When the Reviewer is invited, the Editor with ‘Override Reviewer Due Date’ permission can override the number of days on the Select Reviewer pages. The Editor can also override the number of days on Manuscript Details.

The number of days will persist in the EM page display until the time that the Reviewer agrees to review, at which time the system can calculate the Due Date. From this point forward, the calendar Due Date is displayed, and can be overridden on the Manuscript Details page (just like the current implementation of EM (pre-EM version 2.1)).

NOTE: There is no user visibility to which method the journal is using. A journal must operate in one mode or the other, not in both at once.

NOTE: Journals are not expected to change the mode once it is set, though it is possible to do so.

NOTE: For journals that switch from Invited Mode to Agreed Mode, any outstanding Review Invitations (Reviewer has not yet 'agreed' or 'declined'), the due date will be recalculated when the invited Reviewer agrees to do the review. The new due date will be calculated from the day the Reviewer 'agrees' to do the review. The due date will NOT change for Reviewers who have already 'agreed' to do the review.

NOTE: For journals that switch from Agreed Mode to Invited Mode, any outstanding Review Invitations (Reviewer has not yet 'agreed' or 'declined'), the due date will be automatically calculated from the day the Reviewer was invited to do the review. The due date will NOT change for Reviewers who have already 'agreed' to do the review.

TO CONFIGURE: Go to PolicyManager and click on the link called 'Set Reviewer Due Date Preferences'. Select either Invitation Mode or Agreed Mode by clicking the radio button next to your choice.

NOTE: If you choose 'Invitation Mode', all Reviewer calculations (e.g. Days Until Review Due, Days Taken, Elapsed Days, Average Days Outstanding, etc.) are based on the date the Reviewer was invited to review the submission. If you choose 'Agreed Mode', all calculations are based on the date the Reviewer agreed to do the review

LETTERS NOTE: There is a new merge field called %REVIEW_DAYS_TO_REVIEW% that will insert the number of days the Reviewer has to Review the manuscript, based on the number of days set in PolicyManager, or based on the new number of days if the Editor has overridden the default due date at the time the Reviewer was invited.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events) such as a review invitation.

Select Reviewer Changes

The following major improvements have been made to the Select Reviewer interface of EM:

1. Enhanced criteria when searching for potential Reviewer candidates - In the current implementation of EM (pre-EM version 2.1), Last Name is the only free-form criteria available to find Reviewers. The new feature will more closely resemble the Search People functionality, which allows users to enter multiple criteria, including First Name, Institution, City, and many others.
2. Search by Personal Classifications - In the current implementation of EM (pre-EM version 2.1), there is no way to search for reviewers by Classification, unless the Reviewers Classifications match those of the manuscript. A new Search by Personal Classifications feature allows the Editor to select Reviewers based on areas of expertise, without being restricted to Manuscript Classification matches only. This means that an Editor can search for a Reviewer using Classifications to find a Reviewer with expertise in a specific area.
3. Ability to search all people in the journal for potential Reviewer candidates - In the current implementation of EM (pre-EM version 2.1), only people who have been designated a Reviewer Role by the journal office are available on the Reviewer Selection screens. This enhancement provides additional visibility to all people in the database if the Editor chooses to expand the search beyond those people who already have a Reviewer role. This means that an Editor can search through the entire people database to find possible 'Reviewers', such as Authors who do not have Reviewer roles, without having to go to Search People. Editors can then give people a Reviewer role if they do not already have one.
4. Suggest Reviewer Preferences sort items have changed - In the sort list, two sort items are new to version 2.1, 'Average number of days reviews are outstanding' and 'Date last review completed'. In previous versions of EM the 'Average turnaround days' sort item did not work. It will now display Reviewers with the lowest turnaround time first in the list if selected. The label is changed to 'Average number of days reviews are outstanding'. Similarly, the 'Date of most recent review assignment' did not work correctly in EM, nor was the value particularly meaningful. This value is changed to 'Date last review completed'. The result set lists Reviewers with the oldest completion date first in the list if selected (e.g. a Reviewer whose most recent review was completed 06/01/2002 is displayed before a Reviewer whose most recent review was completed 11/01/2002).
5. Personalized Reviewer Display and Sort preferences - In the current implementation of EM (pre-EM version 2.1), the Reviewer Selection pages display all of the Classification terms associated with each person, with matches designated with an asterisk (*). Editors may now opt to display all Classifications, only the matching Classifications, or suppress Classifications altogether. In addition, the Reviewer Selection pages are currently sorted in alphabetical order by Reviewer last name. Editors may now opt to sort the results

- by the number of Classification matches with the manuscript, or with Board Members listed first, or by last name. Users will be able to choose a default sort for all of the Reviewer Selection pages (except for Suggest Reviewer, which has its own set of sort criteria) on the My Reviewer Display Preferences page.
6. Ability to Register new Reviewers from the Select Reviewer screen - In the current implementation of EM (pre-EM version 2.1), if the Editor wants to register a new user during the Select Reviewer process, the Editor must leave the Select Reviewer interface, and use the standard Register interface, which requires the Editor to have all the required contact information in order to complete the registration. Also, the letter sent to the registrant cannot be customized and may not be suitable for an Editor registering someone without that person's knowledge. Additionally, the Editor would need to have access to Search People functionality to give the user a Reviewer Role, before returning to the Select Reviewer page to invite the new registrant. A new feature has been added to the Select Reviewer interface called 'Register and Invite New Reviewer', which streamlines the process described above. The Editor can register a person, even if he has limited contact information, send a custom letter or no letter to the registrant, assign a Reviewer role, and immediately invite the registrant to review the submission, without leaving the Select Reviewer interface.
 7. Ability to search other journals for Reviewers - This feature relies on the technology implemented for Inter-Journal Resource Sharing feature described in Appendix B. In a resource-sharing scenario, small groups of topically related journals join together and can pull from each other's Reviewer pools.
 8. Improved performance - A new Reviewer Statistics table in the database provides significantly faster response times when querying Reviewer candidates. This enhancement is most apparent for journals with large people databases. An improvement to the way EM handles pagination also enhances performance.

Following is a detailed description of the Reviewer selection/invitation functionality that includes new and current features.

Reviewer Selection Summary screen

The Reviewer Selection Summary screen is used by journal staff and Editors to manage the Reviewer selection process. The Reviewer Selection Summary screen is the starting point for the Reviewer selection process, including the selection of Alternates (if selecting Alternates is permitted), also it displays the list of Reviewers invited to review the submission, and it shows the status of each invitation.

From a submission record, the Editor clicks Invite Reviewer and is delivered to the Reviewer Selection Summary screen that lists the following Reviewer Selection modes: Search for Reviewers; Search by Personal Classifications; Search by Classification Matches; Suggest Reviewer; and Select from Previous Reviewers.

Other functions available from the Reviewer Selection Summary page include: access to the Manuscript Details page; changing the Required Number of Reviewers setting; changing the number of days a Reviewer has to respond to an invitation to review; Un-

invite Reviewers; Promote Alternate Reviewers; Request Unregistered Reviewers; Register and Invite New Reviewer; My Suggest Reviewer Preferences; and My Reviewer Display Preferences.

Reviewer Selection modes

The Editor starts at the Reviewer Selection Summary screen, and chooses the Reviewer selection mode from a set of dropdown boxes. One dropdown box lists the five primary Reviewer selection modes:

- Search for Reviewers
- Search by Classification Matches
- Search by Personal Classifications
- Suggest Reviewer
- Select from Previous Reviewers (available for revisions only).

The second dropdown box lists:

- The different Reviewer roles (if more than one Reviewer role has been created in Reviewer RoleManager)
- An option to select from the entire Reviewer database (all roles)
- An option to search the entire people database (not restricted to just Reviewer roles)

The Editor would first select the selection mode, and then select the Reviewer role, then click 'Go'. The same functionality exists for selecting both first-choice Reviewers and Alternate Reviewers.

Search for Reviewers Mode

When 'Search for Reviewers' is selected from the search mode dropdown box the Editor is delivered to a search interface. The user can enter up to three sets of criteria.

The following fields are included in the criteria drop-down box:

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

Search by Classification Matches Mode

When 'Search by Classification Matches' is selected the Editor can search for Reviewers based on matches between the Manuscript Classifications and Reviewers' Personal

Classifications. The Editor is delivered to a page that lists all Classifications associated with the manuscript and the number of Reviewers associated with each Classification.

The Editor may select one or more Classification. A list of Reviewers associated with the selected Classifications is returned. The list can be ordered by number of matching Classifications (see My Reviewer Display Preferences section). The Manuscript Classifications are listed at the top of the page for reference purposes.

NOTE: The list is organized by Classification Term, with associated Reviewers listed below each term. A Reviewer may appear multiple times if they have multiple Classification matches. When the Editor selects a Reviewer's name by clicking the checkbox, that Reviewer is displayed as 'selected' throughout the list, under each Classification Term that they are associated with. However, they will only receive one invitation.

NOTE: If no classifications have been chosen for the submission, then no Reviewers will be listed. An Editor can assign classifications to a submission and then use this Reviewer selection feature. To do this, an Editor must have permission to Classify Documents enabled in RoleManager. The Classify Documents link is found in the Action column of the submission record.

NOTE: You can make Classifications mandatory for the Author when the Author is submitting the manuscript.

Search by Personal Classification Mode

When 'Search by Personal Classifications' is selected the Editor can search for Reviewers based on the Personal Classifications associated with each Reviewer. The Editor is delivered to a page that lists all of the Classifications that are assigned to people in the system with a checkbox next to each term. The Editor can select a maximum of 5 Classification Terms. A list of Reviewers associated with the selected Classifications is returned. The list can be ordered by number of matching Classifications (see My Reviewer Display Preferences section).

NOTE: The Manuscript Classifications are listed at the top of the page for reference purposes.

NOTE: The list of Classifications may appear incomplete because it is a list of all Classifications assigned to people, it is not a complete list of Classifications. If a Classification term does not appear in the list, that means no one in the system has selected that term as a Personal Classification.

NOTE: Unlike the Search by Classification Matches, which identifies matches between the Reviewer's Personal Classifications and the submission's Manuscript Classifications, this mode allows the user to search for Reviewers by Classification, independent of the Manuscript Classifications.

NOTE: A Reviewer's Personal Classifications that match the Classifications selected by the Editor will display in the retrieved record, as will any Classifications that match the Manuscript Classifications.

NOTE: The Classification display preferences in My Reviewer Display Preferences DO NOT affect the Classification display in this Reviewer selection mode. The sort preferences on the My Reviewer Display Preferences DOES affect the sort order.

Suggest Reviewers Mode

When 'Suggest Reviewers' is selected the Editor can search for Reviewers based on pre-determined criteria configured in 'My Suggest Reviewer Preferences' (see My Suggest Reviewer Preferences section). The Editor is delivered to a page that lists all of the possible Reviewers who match the Editor's preferences.

NOTE: The Classification display preferences in My Reviewer Display Preferences DO affect the Classification display in this Reviewer selection mode. The sort preferences on the My Reviewer Display Preferences DO NOT affect the sort order (these are determined in 'My Suggest Reviewer Preferences' (see My Suggest Reviewer Preferences section).

Select from Previous Reviewers Mode

This enhancement facilitates the reassignment of the same Reviewer(s) to a new revision of a manuscript. However, it does not automatically perform the assignment of those Reviewers.

EM will display the previously assigned Reviewers on the Select Reviewer screens, so that the Assigning Editor is aware of the people who have already participated in the peer review process. The Assigning Editor can then make an informed decision regarding whether or not the same Reviewers should be reassigned.

Reviewer selection screens display information indicating whether a person has already reviewed the manuscript. The exact syntax is as follows: "This person reviewed the previous version as Reviewer X", where X is the order in which the Reviewers were assigned. Only the Reviewers from the most recent version are displayed.

NOTE: It is possible to include Previous Reviewers' comments from prior versions of the manuscript in the invitation letter (see Reviewer Comments can be Sent to Other Reviewers section).

Register and Invite New Reviewer

If an Editor cannot find a potential Reviewer in the database, or if the Editor knows that a particular person is not currently registered on the EM site, the Editor can Proxy Register that person.

The Proxy Registration feature (described elsewhere in this document) is accessed by clicking on the ‘Register and Invite New Reviewer’ link, found on the Reviewer Selection Summary page and on the Select Reviewer results pages.

The Editor can: register a person, even if he has limited contact information; send a custom letter or no letter to the registrant; assign a Reviewer role; and immediately invite the registrant to review the submission. This can all be done without leaving the Select Reviewer interface.

TO CONFIGURE: Go to RoleManager, Editor Role, then choose the Editor roles that require these permissions. Click the checkbox next to the Proxy Register New Users permission located under the ‘Proxy Power’ permission.

Editor can request an unregistered Reviewer

This feature allows an Editor, in the process of assigning Reviewers, to send an email message to the journal office requesting that someone track down Reviewer-contact-information for a Reviewer not already registered in the EM system.

For example an Editor might find appropriate Reviewers while looking through a submission’s references or from a MEDLINE search; this feature allows the Editor to send the potential Reviewer’s name to the journal office where the staff can then research that potential review and add them to the system.

NOTE: The recipient of this request can only be the Editor Role that assigned the first Editor in the Editor Chain. This would be the person (usually a journal staff person) who went to the New Submissions Requiring Assignment folder (or Revisions Requiring Assignment folder) and assigned the first Editor.

TO CONFIGURE: Go to RoleManager, Editor Role, then choose the Editor roles that require these permissions. Click the checkbox next to the Request Unregistered Reviewer permission located under the ‘Un-invite Reviewers’ permission.

You must also create a letter in PolicyManager, under Edit Letters. The letter may contain merge fields such as %ARTICLE_TITLE%, %MS_NUMBER%, and %EDITOR_NAME%. These merge fields will help identify the paper and assigned Editor. When the letter is created go to ActionManager and then to the role that will be receiving this request from the Editor. Click on the dropdown box next to the event Request Unregistered Reviewer and choose the appropriate letter.

My Suggest Reviewer Preferences

The Suggest Reviewer feature in EM allows an Editor to ask the EM system to ‘suggest’ qualified Reviewers based on a predetermined set of criteria defined in the My Suggest Reviewer Preferences.

There are two parts to configuring the My Suggest Reviewer Preferences page: identifying what kind of people should be excluded from the list of possible Reviewers, and identifying how the people in the list of possible Reviewers are sorted and displayed.

Part 1, Excluding:

Do you want to exclude people from the same institution as the Corresponding Author?

Do you want to exclude people from the same city as the Corresponding Author?

Do you want to exclude people with unavailable dates within 'x' number of days?

Do you want to exclude people with more than 'x' number of pending reviews?

Do you want to exclude people with fewer than 'x' number of matches between their personal classifications and the manuscript classifications?

Do you want to limit the statistical results of each person's performance in the result set to a specified time period?

Part 2, Sorting:

Board membership

Number of matches to manuscript classifications

Number of pending reviews

Average number of days reviews are outstanding

Date last review completed

TO CONFIGURE: Each Editor has his or her own Suggest Reviewer Preferences. Each Editor can configure their preferences by going to the Reviewer Selection Summary page, accessible through the Invite Reviewers link, scrolling to the bottom of the page, and clicking on the My Suggest Reviewer Preferences link. Also, the Suggest Reviewer results page will allow an Editor access to their My Suggest Reviewer Preferences.

My Reviewer Display Preferences

Editors configure how Reviewers' Classification data should be displayed when viewing a list of potential Reviewers on the Select Reviewer screen. Editors also configure an initial sort preference.

Classification Display:

- Display all Classifications
- Display only the matching Classifications
- Suppress Classification display

Sort Preference:

- Sort the results alphabetically by last name
- Sort the results by the number of matches between Reviewer Personal Classification matches and Manuscript Classification matches
- Sort the results with Board Members listed first

Users will be able to choose a default sort for all of the Reviewer Selection pages (except for Suggest Reviewer, which has its own set of sort criteria) on the My Reviewer Display Preferences page.

TO CONFIGURE: Each Editor has his or her own Reviewer Display Preferences. Each Editor can configure their preferences by going to the Reviewer Selection Summary page, accessible through the Invite Reviewers link, scrolling to the bottom of the page, and clicking on the My Reviewer Display Preferences link. Also, the Select Reviewer results page will allow an Editor access to their My Reviewer Display Preferences.

Required Number of Reviewers

Journals can indicate a journal policy for the required number of Reviewers before a submission is ready for a decision by the Editor. This is identified onscreen as, 'This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as X review(s) have been completed'. The purpose of this number is to expose manuscripts that may need additional attention: either by 1) moving the submission to the Submissions Requiring Additional Reviewers folder; or 2) moving submissions to the Submissions with Required Reviews Complete folder and prompting a letter to be sent (set in the ActionManager event 'Required Reviews Complete').

A default required number of Reviewers is set in PolicyManager, under Edit Article Types; each Article Type can have its own required number of Reviewers. This number may be overridden on a per-submission basis on the Reviewer Selection Summary screen.

Failure to complete the required number of reviews does not prevent Editors from being able to make a decision on a submission. Rather, this number serves to expose submissions that may need additional attention.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Types, then choose an Article Type. Find the item that says, "Submissions will move to the 'Submissions with Required Reviews Complete' folder as soon as this number of reviews have been completed." Enter the number of reviews that should be completed before an Editor makes a Decision. Submissions will move into the Editor's 'Submissions with Required Reviews Complete' folder as soon as the entered number of reviews are complete, regardless of how many Reviewers are assigned.

NOTE: The required number of Reviewers setting has no relevance to the promotion of Alternates. If the required number of Reviewers is set to 2, and the Editor assigns 3 Reviewers, the system will promote Alternates so that there are always 3 Reviewers invited/assigned, until the Alternates run out. In this example, if the list of Alternates is depleted, and there are only 2 Reviewers invited or assigned, the submission will NOT move to the Submissions Requiring Additional Reviewers folder because the required number of Reviewers is set to 2. If the Editor 'requires' 3 Reviewers, then the Editor should set the required number of Reviewers setting to 3 on the Reviewer Selection Summary screen for that submission.

Number of Days Reviewer Has to Respond to an Invitation Setting

Journals can indicate a journal policy for the number of days Reviewers are given to respond to an invitation to review a submission. This is identified on screen as 'Automatically un-invite Reviewers who do not respond within X day(s). Set this number to 0 to turn off the automatic un-invitation process for this submission'.

This setting is used to automatically 'un-invite' a Reviewer if the Reviewer has not responded to the invitation to review within a predetermined number of days. This is primarily used in conjunction with the Alternate Reviewer functionality described below.

A default required number of days to respond to an invitation is set in PolicyManager, under Edit Article Types; each Article Type can have its own setting. This number may be overridden on a per-submission basis on the Reviewer Selection Summary screen. (Specific configuration instructions can be found below.)

NOTE: The automatic un-invite process can be disabled by entering a '0' in the Article Type setting in PolicyManager, or on an individual submission basis on the Reviewer Selection Summary page.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Types, then choose an Article Type. Find the item that says, 'Number of Days Reviewer has to Respond to Invitation'. Then enter the number of days a Reviewer is allowed to respond to the invitation before they are automatically un-invited. Set the value to zero to turn off the automatic un-invitation process for all new submissions of that Article Type.

Selecting Reviewers and Alternate Reviewers

The EM system will allow Editors and journal staff to MANUALLY manage the Reviewer selection process, or AUTOMATE the Reviewer selection process.

MANUAL: In the EM system, Reviewers are invited to review submissions, and may Agree to do the review, or they may Decline the invitation. If the Reviewer declines the invitation, the Editor and/or journal staff will receive an email notification and must go back and select an additional Reviewer(s), and start the process over again. In other cases, the Reviewer may not respond to the request at all, and the journal staff and/or Editor must use the report called 'Submission with Reviewers Invited but Have Neither Agreed nor Declined' to track down outstanding review requests and, after some pre-determined length of time, assume the Reviewer is not going to perform the review. At this point the journal staff would notify the Editor to select more Reviewers, or the journal staff would do so themselves. Reviewers can be un-invited, and new Reviewers can be selected.

NOTE: Editors have a folder called 'Submissions Requiring Additional Reviewers' that displays all submissions that have fewer Reviewers, either invited or 'agreed', than the 'Required Number of Reviewers' setting.

AUTOMATED: The process described above can be automated if the Editor or journal staff also selects Alternate Reviewers when they are inviting first-choice Reviewers to review a submission. The Alternate Reviewer will be automatically promoted to take the place of a Reviewer who declines to do the review, or if the invitation to review expires (see below). This means that Editors and journal staff do not have to intervene whenever a Reviewer either declines the invitation or is non-responsive.

An Alternate Reviewer is 'promoted' to Reviewer status in one of four ways:

1. Reviewer initiated - if a Reviewer declines an invitation, an Alternate Reviewer is automatically promoted as a replacement.
2. Time initiated - if the Reviewer does not respond to the invitation within X days (as defined by the journal), the Reviewer will automatically be un-invited and an Alternate will automatically be promoted as a replacement. The automatic un-invite and promotion takes place at midnight, US Eastern time.
3. Editor initiated - the journal staff or an Editor with permission can 'un-invite' a Reviewer by clicking Un-invite on the Reviewer Selection Summary screen. Reviewers are un-invited by users on the new Reviewer Selection Summary screen. Any Alternates in the queue (with the same Reviewer Role as the un-invited Reviewer) are automatically promoted as a replacement.
4. Manual promotion - the Editor manually promotes an Alternate Reviewer by clicking Promote on the Reviewer Selection Summary screen.

Automatic promotion relies on the setting of Reviewer Invitation Deadlines. By identifying a number of days that a Reviewer has to respond to an invitation, the system will automatically un-invite Reviewers who do not respond in time. E-mail notifications are sent to un-invited Reviewers, and any Alternates are promoted. For automatic un-inviting and promoting of Reviewers, a nightly batch process (at midnight, US Eastern time) will un-invite Reviewers who did not respond in time, and promote Alternates to Reviewer status. The batch process will send the default Un-invite Reviewer letter to the non-responsive Reviewer notifying them that their services are no longer needed. The batch process will send the default Invite Reviewer letter to the promoted Reviewer notifying them of the invitation.

NOTE: Reviewers are not given any indication by Editorial Manager that they are or were originally an Alternate Reviewer.

NOTE: Journals may effectively 'turn off' various pieces of Alternate Reviewer functionality through various settings in RoleManager and PolicyManager.

1. Select Alternate Reviewers (Editor RoleManager) - If this option is disabled, the Select Alternate Reviewers capability is suppressed on Editor screens.
2. Un-invite Reviewers (Editor RoleManager) - If this option is disabled, the Un-invite link is suppressed on the Reviewer Selection Summary.

3. Number of Days Reviewer has to Respond to Invitation (PolicyManager - Edit Article Type) - If this value is set to 0, the automatic 'un-invite' of Reviewers does not take place.

4. Promote Reviewer (Editor RoleManager) - If this option is disabled, the Promote link is suppressed on the Reviewer Selection Summary and Alternates cannot be manually promoted, though they will be automatically promoted, unless the Number of Days Reviewer has to Respond to Invitation setting is 0.

NOTE: Automatic un-inviting and promotion of Alternates can be turned off by setting the Number of Days Reviewer has to Respond to Invitation to 0. The Editor may still assign Alternates, but the un-invite and promotion process will have to be manual. The default setting for this is 0, which means the automatic un-invite and promotion is turned off until you turn it on.

NOTE: If Automatic un-invite and promotion is allowed, then Alternate Reviewers may only be promoted as a replacement for someone with the same Reviewer Role (e.g. a Biostat Reviewer cannot replace a 'regular' Reviewer).

NOTE: If an Editor manually un-invites a Reviewer, an Alternate will always get promoted immediately. The only way to un-invite without promoting an Alternate is to have no Alternates selected.

NOTE: If a Reviewer is manually un-invited, the Editor has the option of customizing the e-mail before it goes out. If a Reviewer is automatically un-invited, because the invitation deadline has expired, the default e-mail will be sent.

NOTE: This feature allows the Editor to un-invite Reviewers before they respond to an invitation and after they respond to an invitation. In both cases the Reviewer can receive an e-mail notification.

NOTE: Alternate Reviewers will be displayed in a list on the Manuscript Details screen. Only the names will be displayed, since no other statistics are relevant until the Alternate is promoted.

TO CONFIGURE POLICYMANAGER: Number of Days Reviewer has to Respond to an Invitation

Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Find the item that says, "Number of Days Reviewer has to Respond to Invitation". Enter the number of days that a review invitation is allowed to be outstanding.

NOTE: Set this value to zero if you want to turn off the batch process that automatically promotes Alternate Reviewers after a Reviewer's invitation has expired.

TO CONFIGURE ROLEMANAGER: An Editor's ability to Un-invite Reviewers, Select Alternate Reviewers, Promote Alternate Reviewers and Remove Alternate Reviewers is controlled in Editor RoleManager.

Go to RoleManager, Editor Role, and choose the Editor roles that require these permissions. Click the checkbox next to each of the following actions that the Editor role will be able to perform: 1) Un-invite Reviewers will allow the Editor to un-invite a reviewer before or after they have agreed to do the review; 2) Select Alternate Reviewers will allow the Editor to access the Alternate Reviewer selection screens and select Alternates; 3) Promote Alternate Reviewers will allow the Editor to promote Alternate Reviewers manually; 4) Remove Alternate Reviewers will allow the Editor to remove Alternate Reviewers from the list of selected Alternates.

TO CONFIGURE LETTER: Letters (e-mail notifications) should be set up to go to all Reviewer roles for the Un-invite Reviewers event, and for the Promote Reviewers event.

You should create a letter for the Un-invite event. To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, and then click on the Add New Letter button.

For the Promote Alternate Reviewers event, you should configure the same letter that is configured in the Invite Reviewer event.

NOTE: For the Un-invite Reviewers event, notification is sent to the Reviewer who was un-invited, as long as that Reviewer has a letter assigned to his/her role in ActionManager.

NOTE: For the Un-invite Reviewers event, notification can be sent to the Editor who is currently assigned to the manuscript and the Editor (journal staff person) who assigned the first Editor, as long as those Editors have letters assigned to their roles in ActionManager.

NOTE: For the Promote Alternate Reviewer event, notification is sent to all Reviewers who were promoted or invited at the same time, as long as those Reviewers have letters assigned to their roles in ActionManager.

NOTE: For the Promote Alternate Reviewer event, notification can be sent to the Editor who is currently assigned to the manuscript and the Editor (journal staff person) who assigned the first editor, as long as those Editors have letters assigned to their roles in ActionManager.

Reviewer Comments can be sent to Other Reviewers

The EM system allows Editors to send completed Reviewer comments to other Reviewers. For example, if two conflicting reviews are returned, the Editor might like to get a third opinion. Also, this feature can be used when sending a revised paper back to the original Reviewers.

For example: when a third Reviewer is being asked to break a tie between two Reviewers, there is now a way to send the comments of Reviewers 1 & 2 to the third Reviewer. Also, this feature provides the Editor with the opportunity to edit the Reviewers' comments before sending them to Reviewer 3.

To do this in the EM system the Editor goes to Pending Assignments, then to the appropriate manuscript, then clicks on Select Reviewer, then either Suggest Reviewer or Select Reviewer by Name.

When the Editor is presented with a list of potential Reviewers, a list of Reviewers who have completed their reviews can be found at the bottom of the page. The Editor can click on the name of the Reviewer to view the comments. If the Editor wishes to send those comments on to the third Reviewer, the Editor clicks the check box next to the name. The Default Letter option will immediately become inactive, allowing the Editor to send only a Custom Letter, which contains the completed review. The Editor then chooses the desired Reviewer from the list of potential Reviewers (the Editor can choose multiple names) and clicks on the Send Custom Letter button.

When the Send Custom Letter button is clicked, the Editor will be able to view the standard Reviewer invitation letter with the selected Reviewer comments appended to it. They can make and desired edits and send the letter to the chosen Reviewers. An invitation letter will be sent to the chosen Reviewers with the previous reviews appended.

TO CONFIGURE: The administrator must configure their Reviewer assignment letter by adding the following merge fields: %REVIEWER_COMMENTS_TO_AUTHOR% and %REVIEWER_COMMENTS_TO_EDITOR%

The %REVIEWER_COMMENTS_TO_AUTHOR% will insert each selected Reviewer's comments that were intended to go to the author. These comments are blinded; each Reviewer appears as Reviewer #1, Reviewer #2, etc.

%REVIEWER_COMMENTS_TO_EDITOR% will insert each selected Reviewer's Confidential Comments that were intended to go to the Editor.

You do not have to put both of these merge fields in the letter. For example, if it is your policy to send only the comments to authors to other Reviewers, then you would only include the %REVIEWER_COMMENTS_TO_AUTHOR% in the standard letter.

NOTE: You must put these merge fields in your standard letter used to invite Reviewers. The merge fields will not activate if the Editor does not choose to send any comments and the merge fields will not show in the letter.

NOTE: This feature also allows Editors to send comments back to the original Reviewer when that person is asked to review a revision.

Inviting Reviewers After an Editor Makes a Decision

Currently in the EM system (pre-EM version 2.1), once an Editor initiates the Decision-making process (either by starting a Decision and saving his comments for later submission, or by submitting a Decision), existing Reviewer assignments must be closed and no more Reviewers can be invited.

Example 1: an Editor has received two reviews and has begun editing those reviews. The Editor clicks 'Save and Submit Later', and then decides that a third review is required; however, the Invite Reviewer function is not available because the Editor has already saved a draft of a Decision.

Example 2: a submission is assigned to the Editor-in-Chief, and the Editor-in-Chief assigns the submission to an Associate Editor. The Associate Editor invites two Reviewers, the reviews are submitted, and the Associate Editor makes a Decision. The Editor-in-Chief decides that a third review is required before he can make his Decision; however, the Invite Reviewer function is not available because the Associate Editor has already submitted a Decision.

This restriction has been eliminated to allow an Editor to invite Reviewers after the Editor has begun a Decision (has clicked Save and Submit Later) or after other assigned Editors (lower on the decision chain) have submitted their Decisions.

NOTE: If an upper level Editor decides to invite additional Reviewers on a submission that was passed to him by a lower level Editor, it is advised that the Editor change the 'Required Reviews Complete' setting, accessible from the Reviewer Selection Summary screen (if the Editor has appropriate RoleManager permission). If the Editor does not change this setting, then the submission will remain in the Editor's Submissions with Required Reviews Complete folder.

NOTE: As in current functionality (pre-EM version 2.1), before an Editor initiates the Decision-making process (either by starting a Decision and saving his comments for later submission, or by submitting a Decision), the Editor must Terminate (or Un-invite) any open review assignments at that time. However, the next Editor in the decision chain may re-invite a Terminated or Un-invited Reviewer, as well as invite additional Reviewers.

NOTE: Consideration was given to not Terminating the Reviewers at this point. The problem is that if a review is submitted during the time an Editor is editing comments and submitting a decision then there is a possibility that the Editor will not see the new review, or that the new Reviewer's comments might be overwritten when the Editor saves edited comments. Therefore the Editor must continue to Terminate or Un-invite reviewers when the decision-making is initiated.

NOTE: In some cases an Editor must Terminate a subordinate Editor's assignment. If this happens, any comments entered and saved by the Terminated Editor will not be carried forward and will not be seen by higher level Editors.

TO CONFIGURE: No configuration is necessary.

Un-blinding Reviewers

In the current implementation of EM (pre-EM version 2.1), Reviewers have access to other Reviewers' Comments to the Author and Comments to the Editor through RoleManager permissions. These comments are automatically 'blinded' (e.g. the Reviewer's name is suppressed), so that Reviewers cannot learn the identity of the other Reviewers on the submission.

This enhancement allows the user to 'un-blind' the Reviewer names once the Editor makes the decision and the decision letter has been sent to the Author. This is controlled with a new Reviewer RoleManager permission.

If the Reviewer Role is allowed to 'View Un-Blinded Comments', once the Author Notification letter is sent to the Author, the actual Reviewer names will appear in the Reviewer Comments grid and individual Reviewer Comments pages.

NOTE: Editors always have access to the Reviewers' names; this applies solely to the information people see when logged into EM with a Reviewer Role.

TO CONFIGURE: Go to RoleManager, click on Reviewer Role, and click on 'Edit' next to each Reviewer role that should have this permission. Click the checkbox next to the View Un-Blinded Comments permission (below the View Final Disposition permission) in the Permissions for Completed Assignments Only section.

Submission Item Families

A new setting specific to Submission Items has been added for the purposes of allowing different Submission Items to have individualized characteristics so that when the Submission Item is passed on to the Transmittal Form and/or an automated production system, the recipient (person or program) in production will know what to do with that Item.

Submission Item Families are already defined (hard coded) in EM and cannot be changed or edited. Each Submission Item can be assigned one of four families. The Families are 'Default', 'Figure', 'Document', and 'Supplemental'.

For example, because journals do not always use specific file extensions for figures, and because different journals may set up different Submission Item names that relate to figures (Color Images, Radiographs, Gels, etc.), EM cannot definitively identify which Submission Items are figures. However, figures may need to be treated differently by an

automated production system, or specific information about the figures (like figure numbers) needs to be identified. Therefore, the journal can now assign the Figure Family to specific Submission Item types (family assignments are done on the “Edit Master Submission Item Types” page in PolicyManager). In the example above, the Figure Family would be configured to prompt the journal to fill in the required information (e.g., figure number, Author will pay for color, etc.) before the transmittal to production can take place.

NOTE: Each Family can be treated differently by the scripts that take the information on the Transmittal Form and change it into a production-ready format (if an automated Production System is set up).

NOTE: This feature is not required for editorial workflow, manuscript submission, or any other part of Editorial Manager. This feature is used to assign specific metadata fields to each Submission Item for the purpose of passing information onto the production department or an automated production system.

TO CONFIGURE: Setting up the Submission Item Families is a three-part process:

1. Assigning a Family to a Submission Item
2. Creating a master list of fields that can be associated with any Submission Item Family and the rules for each field
3. Identifying which fields are associated with the specific Submission Item Families

1. To assign a Submission Item Family to each Submission Item, go to PolicyManager, Edit Submission Item, and click the Edit link next to each Item. All Items are set to Default unless changed to another Family. To change the Family, select the appropriate Submission Item Family from the dropdown box. The only time a Submission Item needs to have a Family assigned to it, other than the Default Family, is when the Submission Item requires additional description fields for transmittal into production.

2. To create a master list of fields that can be associated with each Submission Item Family go to the ‘Edit Transmittal Form’ page in PolicyManager, then to the ‘Add/Edit Submission Item Metadata’. Enter the name of the new field in the textbox next to the label ‘New Transmittal Field Description’ and click ‘Add’. The journal then has an opportunity to define parameters for this new field such as ‘Required for Transmittal’, ‘Editable on Transmittal Form’, ‘Field Type’ (text, date, integer, decimal), ‘Maximum Field Length’, ‘Default Value’ for the field, and any Help text associated with the new data field.

NOTE: The purpose of these pages is to allow the journal to add data fields that are specifically related to Submission Items (source files) and may be required by a production system, but are not stored in EM. An example is a field indicating whether a figure is in color or black and white. This level of detail is not stored in EM and must be input by the user.

3. To choose which fields (from the master list built in the previous step) that belong to each Submission Item Family, go to the 'Edit Transmittal Form' page in PolicyManager, then to the 'Edit Submission Item Family Metadata' link. This brings up the 'Edit Submission Item Family Metadata' page containing a list of Family names (Default, Figure, Document and Supplemental) and a link to 'Edit Metadata Field Selections'. Clicking 'Edit Metadata Field Selections' brings up the 'Edit Individual Submission Item Family Metadata' page. From here, the journal selects the metadata fields (from the master list built in the previous step) that relate to the specific Family.

NOTE: The fields that have been set up using the process described above are displayed on the Transmittal Form when the Editor or Publisher clicks the 'Item Metadata' link displayed next to a Source File name. The Editor or Publisher can enter the requested (or required) data on the 'Edit File Metadata' page. This data is sent to the production system (along with the rest of the data on the Transmittal Form) via scripts and/or through the %TRANSMITTAL_FORM% merge field inserted into the letter to the Publisher Role at Final Disposition Accept. It is also written to the Transmittal Form history file.

Decision Families

This enhancement changes the method EM uses to determine which folders a submission should move to after the Author is sent the decision letter. This is a system change that does not require any configuration by journals already using EM. The following description is provided for those who would like to better understand the use of Decision Family.

NOTE: You may want to check your Decision Family settings to be sure the correct Decision Family has been applied to each Decision Term. To do this, go to PolicyManager, and click on Edit Decision Terms.

The current implementation (pre-EM version 2.1) of EM relies on a text string of *REVIS* or *ACCEPT* in the Document Status Term associated with each Decision Term to push the submission through the system. Instead of continuing to rely on this text string in the Document Status Term, the system will now look at 'Decision Family' to determine if a decision is an Accept, Revise, or Reject decision. Each Decision Term, configured by the journal, will map to an Accept, Reject or Revise Decision Family.

Because Editor Decision Terms are configurable by the journal, there is any number of various terms a journal might use to indicate that a submission should be sent back to the Author for revision (e.g. Major Revision, Minor Revision, Accept with Minor Revision, Accept with Major Revision, Revise, etc.). There might also be various accept terminology to indicate if the submission is accepted for print, for online, for a supplement, etc. The same situation exists with rejected papers.

Each individual Decision Term is linked to a specific Decision Letter, and a specific Document Status Term. When an Editor selects a Decision Term, from the dropdown

box on Submit Editors Decision and Comments page, the Editor is also identifying which Decision Letter will be sent to the Author, and what the status of the submission will be once the Decision Letter is sent.

Although there can be any number of Decision Terms, and corresponding Decision Letters and Decision Statuses, the EM system only needs to recognize three different TYPES of decisions, Accept, Revise, and Reject. These three types of Decisions are called Decision Families. An Accept submission does not go back to the Author, but rather it will eventually be given a Final Disposition of Accept and will be sent to production for publishing. A Reject submission does not go back to the Author and will eventually be given a Final Disposition of Reject. A Revise submission will go back to the Author for revision, and will eventually be resubmitted to the journal.

In order to allow for complete customization of Decision Terms, Letters and Statuses, each unique Decision Term must be associated with one of the three Decision Family terms so that the EM system will know what options need to be provided for each submission following the Author notification of the decision.

TO CONFIGURE: Configuration is part of the process of setting up Decision Terms in PolicyManager, under Edit Decision Terms.

NOTE: A Decision Term can be assigned a new Decision Family, though such an action is unlikely. This can be done in PolicyManager, under Edit Decision Terms.

NOTE: There are three Decision Families, no additional Decision Families can be created by the user, and the Decision Family names cannot be changed. Decision Families are not displayed in the main user interface, they are only found in the System Administration area.

Decision Date

The Decision Date is a new merge field in EM that can be inserted in letters that are sent after an Accept or Reject decision is made on a submission, such as a decision letter.

`%FINAL_EDITOR_DECISION_DATE%` will insert the date that the final decision of Accept or Reject (not Final Disposition) was made. This is the date of the last Editor's decision before the Author is notified. This merge field can only be used in decision letters, or other letters sent after the Author is notified of the Editor's decision.

NOTE: If this merge field is being used in a decision letter, the merge field code (`%FINAL_EDITOR_DECISION_DATE%`) will be displayed, rather than the date. This is because the Decision Date is not captured until the Editor clicks the Send button on the decision letter (Notify Author) page. The date will be inserted AFTER the send button is clicked.

TO CONFIGURE: This merge field will only work in the Author Notification of Decision letter if it is an Accept or Reject decision, or in letters that are sent after a submission has had an Accept or Reject decision, and the Author has already been notified. Also the letter must be associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Preprint Manager

Preprint Manager is a new product from Aries Systems that is designed to handle journal processes that relate to production and distribution of the manuscript rather than peer review. Preprint Manager is a companion product to Editorial Manager that will initially include the ability to publish “accepted” manuscripts to the Web, and allows for the upload of supplementary materials such as video and audio files. Future releases of Preprint Manager will include automated artwork checking and author proofing options.

Traditionally, manuscript production tracking and distribution tasks have taken place downstream from peer review. While this made sense in paper-based systems, the advent of electronic manuscript submission and peer review has enabled selected production and distribution tasks to take place in parallel to traditional print workflows.

For example, some journals may wish to offer Web access to newly accepted manuscripts immediately following acceptance in the Editorial Manager environment, rather than waiting for completion of the traditional print production cycle. Preprint Manager offers a way for online subscribers to view and download PDFs of accepted manuscripts prior to print publication.

Because Preprint Manager provides new functionality involving the upload and download of much larger production-related files it is licensed separately, and includes transaction charges to cover the cost of additional storage and bandwidth.

Additional Preprint Manager features will be rolled out over the next several months. Currently, Preprint Manager contains the features described in Appendix C.

If Editorial Manager is provided to you by your publisher, please contact your publisher concerning Preprint Manager. If you have licensed Editorial Manager directly from Aries Systems, please contact your Account Coordinator.

TO CONFIGURE PREPRINT MANAGER: The Preprint Manager product must be licensed. The journal will then receive a code to enter on the Enable Preprint Manager page in AdminManager. Once this code is entered, Preprint Manager functionality and links will be available.

Editor RoleManager Additions

The following is a list of the 2.1 Editor RoleManager permissions. Each new item is identified below. The purpose and configuration details for each new item are described in the above enhancements.

- Receive New Submissions in ‘New Submissions Requiring Assignments’ Folder (NEW LABEL – was Receive New Submissions)
- Receive Assignments in ‘New Assignments’ Folder (NEW LABEL – was Receive Assignments)
 - Receive Assignments without Invitation (NEW LABEL – was Receive Assignments Automatically)
 - Receive Invitations for Assignments
- Assign Editor
- Change Corresponding Editor (NEW ITEM)
- Redirect to Other Editor (and be removed from Editor Chain) (NEW ITEM)
- Undo Other Editors’ Assignments (MOVED FROM LOWER IN LIST)
- Undo My Assignments (NEW ITEM)
- Blind Editor (NEW ITEM)
- Search Similar Articles in MEDLINE
- Classify Documents
- Edit Submission
- Edit Reviewer Comments
- Edit Submission After Decision and Final Disposition
- Send Batch E-Mail
- Invite Reviewers
- Override Reviewer Due Date (NEW LABEL – was Modify Reviewer Deadlines)
- Select Alternate Reviewers
- Promote Alternate Reviewers
- Remove Alternate Reviewers
- Un-invite Reviewers
- Request Unregistered Reviewers
- View People Activity Details (NEW ITEM)
- Make a Decision
- Notify Author of Editor's Decision
- Modify Editor's Decision
- Override Author Revision Due Date (NEW ITEM)
- Set Final Disposition
- View Transmittal Form
- Edit Transmittal Form Fields
- Release Transmittal Form and Source Files to Production System
- Initiate Rebuttal
- View Completed Reviews in Grid in Main Menu
- View Notes on Manuscript Details

- Edit Notes on Manuscript Details
- Turn On Manuscript Notes Flag
- Turn Off Manuscript Notes Flag
- View People Notes
- Edit People Notes
- View Status History
- View Correspondence History
- View All Submissions
- Produce Reports
- Send Reviewer Reminder Letters (NEW ITEM)
- Send Editor Reminder Letters (NEW ITEM)
- Send Author Reminder Letters (NEW ITEM)
- Restrict Reminder Reports to Assigned Submissions (NEW ITEM)
- Search All Manuscripts
- Search Only Assigned Manuscripts
- System Administration Functions
- Search People
- Search Reviewers in Other Journals (NEW ITEM)
- Proxy Power
- Proxy for Authors (NEW ITEM)
- Proxy for Reviewers (NEW ITEM)
- Proxy for Editors (NEW ITEM)
- Proxy for Publishers (NEW ITEM)
- Proxy Register New Users (NEW ITEM)
- View Username and Password on Search People Page
- View People URLs (NEW ITEM)
- Edit People URLs (NEW ITEM)
- Inactivate Users (NEW ITEM)
- Merge Duplicate Users (NEW ITEM)

‘Change Corresponding Editor’ – this refers to the Editor’s ability to change the Corresponding Editor designation on a submission’s Details screen.

‘Redirect to Other Editor (and be removed from Editor Chain)’ – this refers to an Editor’s ability to send a submission from his ‘Direct-to-Editor’ folder to another Editor’s Direct-to-Editor folder.

‘Undo My Assignments’ – this refers to an Editor’s ability to undo an assignment in the Editor’s New Assignment folder, and return responsibility to the assigning Editor.

‘Blind Editor’ – this refers to an Editor’s ability to identify other Editors at the journal who should not be allowed to access a particular submission record. The blinding can be done at the time of Editor Assignment, on the Assign Editor page, or at anytime from the Details page.

View People Activity Details – this refers to an Editor’s ability to see each submission record displayed on the People Information page (the page that shows contact information, reviewer statistics, and lists all of the submissions a person has worked on as an Author, Editor or Reviewer). If this permission is NOT checked, then the Editor will be able to see contact information and review statistics, but not the individual submission record for each submission the person worked on.

Override Author Revision Due Date – this refers to an Editor’s ability to change a due date for the Author to submit a revision. The change can be made on the Submit Decision page, the Notify Author page, and on the Details page.

Send Reviewer Reminder Letters – this refers to an Editor’s ability to run the Reviewer Reminder Reports (Reviewer Invited – No Response Report; Reviewer Reminder Report). The Editor would also be able to send reminder letters to Reviewers.

Send Editor Reminder Letters – this refers to an Editor’s ability to run the Editor Reminder Reports (New Assignments Report; Required Reviews Complete Report). The Editor would also be able to send reminder letters to Editors.

Send Author Reminder Letters – this refers to an Editor’s ability to run the Author Reminder Reports (Author Revision Status Report; Author Revision Reminder Report). The Editor would also be able to send reminder letters to the Author.

Restrict Reminder Reports to Assigned Submissions – this restricts an Editor’s ability to run the Reviewer, Editor and Author Reminder Reports so that the result set only displays that Editor’s assignments.

Search Reviewers in Other Journals – this permission is only valid for journals that share their people data. This refers to an Editor’s ability to search the people database of each journal in the sharing group, and to import a people record.

Proxy for Authors – this allows an Editor to proxy for someone as an Author.

Proxy for Reviewers – this allows an Editor to proxy for someone as a Reviewer.

Proxy for Editors – this allows an Editor to proxy for someone as an Editor.

Proxy for Publishers – this allows an Editor to proxy for someone as a Publisher.

Proxy Register New Users – this refers to an Editor’s ability to register a new user using the ‘proxy register’ functionality.

View People URLs – this refers to an Editor’s ability to view the three People URL fields on the Update Other People’s Information page, and the People Information page.

Edit People URLs – this refers to an Editor’s ability to edit the three People URL fields on the Update Other People’s Information page.

Inactivate Users – this refers to an Editor’s ability to inactivate a user on the Update Other People’s Information page.

Merge Duplicate Users – this refers to an Editor’s ability to merge duplicate user records on the Search People page.

ActionManager Additions

The following is a list of the new 2.1 ActionManager events. Each new item is identified below. The purpose and configuration details for each new item are described in the above enhancements.

Registration Events

Unless otherwise indicated letters configured for any of the Registration Events should ONLY be set up in the Author Letters section of Action Manager. Setting a letter up in any Reviewer role or Editor role will send all people who are assigned those roles a letter whenever the event is triggered. The Author role is the generic user role that everyone shares, and is therefore the place that any letters not associated with a submission should be configured.

FORCED USERNAME CHANGE – This event only pertains to journals that are using the ‘Inter-journal Resource Sharing’ feature. This event is triggered when a user registers or logs into a journal’s EM site that is sharing people data with other journals’ EM sites. If the user has a username that already exists on another journal in the group, then the user will be issued a new username. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission.

A journal should create a new letter for this event. A letter can be sent to the person whose username has been changed by configuring the letter in the Author Letters section of ActionManager.

MERGED DUPLICATE USERS – This event is triggered when an Editor role uses the Merge Duplicate User feature. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission.

A journal should create a new letter for this event. A letter can be sent to the person whose duplicate records have been merged by configuring the letter in the Author Letters section of ActionManager.

PROXY REGISTER NEW USERS – This event is triggered when an Editor role uses the Proxy Register feature. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission.

A journal might want to create a new letter for this event. A letter can be sent to the person who has been Proxy Registered by configuring the letter in the Author Letters section of ActionManager. Also a letter can be configured in ActionManager to go to the journal office or managing editor, if they want to be informed each time an Editor Proxy Registers a new user.

The Editor can opt not to send a letter during the Proxy Register process even if a letter is configured for this event. However, if no letter is configured for this event, then the Editor will not be able to send a default or custom letter.

Editor Assigned Events

EDITOR REDIRECTED – This event only pertains to journals that are using the ‘Direct-to-Editor’ configuration. This event is triggered when a submission is ‘redirected’ to another Editor. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission. It may require configuration in the Letters section of ActionManager.

A journal should create a new letter for this event. A letter can be sent to the Editor to whom a submission has been redirected by configuring the letter in all appropriate Editor roles’ Letters section of ActionManager.

New Merge Fields

Several new merge fields have been added to EM:

%JOURNALFULLTITLE% will insert the name of the journal into any letter in the EM system.

%JOURNALACRO% will insert the journal code, abbreviation or acronym in the URL used to access the journal’s EM site. For example, a journal with the EM URL ‘xyz.editorialmanager.com’, ‘xyz’ is the journal code, abbreviation or acronym. This can be used in any letter in the EM system.

The following merge fields are also discussed in the applicable feature descriptions above:

%REVIEW_DAYS_TO_REVIEW% will insert the number of days the Reviewer has to Review the manuscript, based on the number of days set in PolicyManager, or based on the new number of days if the Editor has overridden the default due date at the time the Reviewer was invited. This new merge field can be added to any letter that is associated

with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

`%DATE_REVISION_DUE%` will insert the date on which the Author's revision is due, based on the number of days set in PolicyManager, Edit Article Types, or based on the new number of days if the Editor has overridden the default due date. If a journal is in Agreed Mode, no date will be available until after the Reviewer agrees to take the assignment. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

`%AUTHOR_REMIND_COUNT%` will insert the number of reminder letters that the Author has been sent. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

`%AUTHOR_REMIND_DATE%` will insert the date that the last reminder letter was sent to the Author. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

`%FINAL_EDITOR_DECISION_DATE%` will insert the date that the final decision (not Final Disposition) was made. This is the date of the last Editor's decision before the Author is notified. This merge field can only be used in decision letters, or other letters (such as revision reminder letters) that are sent after the Author is notified of the Editor's decision.

`%PROXY_REGISTRATION_OPERATOR%` will insert the First and Last Name of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration. This merge field should only be included in letters that are NOT connected to a submission.

`%PROXY_REGISTRATION_EDITORROLE%` will insert the Editor Role of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration. This merge field should only be included in letters that are NOT connected to a submission.

The "Corresponding Editor" designation is displayed and can be (manually) modified in the manuscript "Details" page. A dropdown box displays all assigned Editors. The Corresponding Editor is always the first 'assigned' Editor. To select a Corresponding Editor different than the first-assigned Editor, select the appropriate Editor from the dropdown box. The following merge fields pull in the name, role and contact information of the "Corresponding Editor":

%CORR_ED_REALNAME% - Inserts the Corresponding Editor's full name; it does not use the nickname. Format is Title, first name, middle name, last name.

%CORR_ED_TITLE% - Inserts Corresponding Editor's Title.

%CORR_ED_FIRST_NAME% - Inserts Corresponding Editor's First Name.

%CORR_ED_MIDDLE_NAME% - Inserts Corresponding Editor's Middle Name.

%CORR_ED_LAST_NAME% - Inserts Corresponding Editor's Last Name.

%CORR_ED_DEGREE% - Inserts Corresponding Editor's Degree.

%CORR_ED_GREETING% - Inserts the greeting (nickname) field if it is not blank. If blank, it inserts the concatenation of title and last name. (example: Bob or Dr. Smith)

%CORR_ED_POSITION% - Inserts the Corresponding Editor's Position

%CORR_ED_ADDRESS% - Inserts a block address field consisting of the institution, address lines 1-4, city, state, postal code, country.

%CORR_ED_DEPARTMENT% - Inserts Corresponding Editor's Department.

%CORR_ED_INSTITUTION% - Inserts Corresponding Editor's Institution.

%CORR_ED_ADDRESS1% - Inserts Corresponding Editor's Address1.

%CORR_ED_ADDRESS2% - Inserts Corresponding Editor's Address2.

%CORR_ED_ADDRESS3% - Inserts Corresponding Editor's Address3.

%CORR_ED_ADDRESS4% - Inserts Corresponding Editor's Address4.

%CORR_ED_CITY% - Inserts Corresponding Editor's City.

%CORR_ED_STATE% - Inserts Corresponding Editor's State.

%CORR_ED_ZIP_CODE% - Inserts Corresponding Editor's Postal Code.

%CORR_ED_COUNTRY% - Inserts Corresponding Editor's Country.

%CORR_ED_EMAIL% - Inserts Corresponding Editor's E-Mail address.

%CORR_ED_PHONE% - Inserts Corresponding Editor's telephone number.

%CORR_ED_FAX% - Inserts Corresponding Editor's FAX number.

%CORR_ED_EDITOR_ROLE% - Inserts the Role name of the corresponding Editor

%CORR_ED_DESCRIPTION% - Inserts the Editor Description (if any) of the Corresponding Editor.

APPENDIX A

Autonomous Editor

For a journal that does not have a central journal office, but does have multiple Editors who work independently (often in geographically dispersed areas), the following features can be used together to configure an EM site that will allow the Editors to control and monitor most aspects of the submission and peer review process on their own.

The basic assumption is that the Author will submit directly to the Editor, not through a journal office. The Editor can then assign himself, or redirect the submission to another Editor. The Editor can manage all correspondence on their own, and manage the peer review process, including the reminder letters. Also, Editors can be blocked from accessing other Editors' assignments and statistics.

Editors will still share the Reviewer database, and will be exposed to Reviewer performance statistics calculated across all Editors. Journal statistics will be calculated across all Editors, so that reports on the journal as a whole can be harvested. Also many journal polices will be common across all Editors. For example: Article Types, Reviewer deadlines, the Classification list, Reviewer Recommendation Terms, Decision Letters, and all other EM functions not discussed below will be the same for all Editors.

Following is a discussion of how several features can be configured to enable the 'Autonomous Editor' model.

Automatic Assignment of Editors at time of Submission (Direct-to-Editor)

This enhancement allows new and revised submissions to be automatically pushed to Editors, bypassing the New Submissions Requiring Assignment folder. This feature does not automatically 'assign' the submission to the Editor, but rather it pushes the submission to an Editor's 'Direct-to-Editor' folder, which is only accessible by that Editor. From this folder the Editor can take on the assignment, or pass it along to a more appropriate Editor.

There are three methods by which submissions are sent directly to Editors.

1. The Author selects the Editor during the Submit New Manuscript process, from the 'Request Editor' step. Depending on how the journal has configured this feature, the Editors can be listed by Name, by Role, by Description, or any combination of these three.
2. The Author selects the Editor during the Submit New Manuscript process, from the 'Select Section/Category' step. The journal must first associate each Editor with a Section/Category term in PolicyManager, under Edit Section/Category. Only one Editor

can be associated with each Section/Category term, though multiple terms can be assigned to one Editor.

3. Editors are automatically assigned based on who is next in line to receive a submission (rotation). This is done by selecting the participating Editors from a list in Policy Manager, under 'Set Editor Rotation Participants'. The first submission is directed to the first Editor in the list. The next submission is directed to the next Editor, and so forth, until the entire rotation is used up and starts again from the beginning of the rotation.

When an Author approves a submission (or revision), the submission does not appear in the folder 'New Submissions Requiring Assignments' (or Revised Submissions Requiring Assignment) but rather it proceeds directly to a new Editor folder called 'Direct-to-Editor New Submissions' or 'Direct-to-Editor Revised Submissions'.

Once an Editor has received a new submission in his Direct-to-Editor New Submissions folder, the Editor will have the following Action links (some are dependent upon having appropriate RoleManager permission): View Submission, Edit Submission (which includes the ability to return the submission to the Author), Remove Submission, Redirect to Other Editor, Assign to Myself, Similar Article in MEDLINE, Details and History.

When an Author submits a revision, the revision will automatically return to the first-assigned Editor of the previous revision.

Once an Editor has received a revised submission in his Direct-to-Editor Revised Submissions folder the Editor will have the following Action links (some are dependent upon having RoleManager permission): View Submission, Edit Submission (which includes the ability to return the submission to the Author), Redirect to Other Editor, Assign to Myself, View Reviewer and Editor Comments, Similar Article in MEDLINE, Details and History.

If an Editor wishes to take the assignment, then the Editor must first click on the 'Assign to Myself' link. If the Editor does not want to take on the assignment (because of conflict of interest, not within area of expertise, etc.) then the Editor clicks 'Redirect to Other Editor' and selects a different Editor from the list. If the Editor wants to be involved in the submission, but wants to assign it to a lower level Editor, then he must first click 'Assign to Myself', then from the New Assignments folder, click on 'Assign Editor'.

NOTE: Using 'Redirect to Other Editor' will allow the Editor, who currently has the submission in his Direct to Editor folder, to send the submission to a different Editor, thus removing himself from the 'Editor Chain' (the Editor Chain is the list of Editors responsible for making assignments and decisions on a submission). This is different than 'assigning' another Editor, which leaves the initial Editor in the Editor Chain.

TO CONFIGURE POLICYMANAGER: There are three PolicyManager items associated with this feature: 1) 'Set Editor Assignment Options'; 2) 'Set Request Editor or Assign Editor Options'; and 3) 'Set Editor Rotation Participants'.

ITEM 1: The first item is called 'Set Editor Assignment Options'. The Set Editor Assignment Options page allows a journal to identify whether new submissions should go into the New Submissions Requiring Assignment folder, or into an Editor's Direct-to-Editor folder.

For the Set Editor Assignment Options page there are three top-level settings, one called 'Submissions go to New Submissions Requiring Assignments folder'; one called 'Assign to Editor by Rotation'; and one called 'Revisions are automatically directed to the first-assigned Editor of the previous Revision'.

The first setting (Submissions go to New Submissions Requiring Assignments folder) has two lower-level settings that allow for exceptions to the rule that new submissions should go to the New Submissions Requiring Assignments folder. These exceptions are: 1) Submissions where Author has selected an Editor, and 2) Submissions where Author has selected a Section/Category. If either of these exceptions are selected, then submissions will move to the appropriate Editor's Direct-to-Editor folder when the Author selects an Editor or a Section/Category during the Submit New Manuscript process.

NOTE: A submission will default to the New Submissions Requiring Assignments folder if an automatic Editor assignment is not available. If configured properly, submissions should always go to the Direct-to-Editor New Submissions folder. The only way that this will not happen is if:

1. The journal has not made the Request Editor option mandatory and the Author does not select an Editor from the Request Editor step of the Submit New Manuscript interface.
2. The journal has not made the Select Section/Category option mandatory and the Author does not select a Section/Category from the Select Section/Category step of the Submit New Manuscript interface.
3. The journal has not assigned all Section/Category terms to Editors, and the Author has selected one of these non-assigned Section/Category terms.

The second setting, called 'Assign to Editor by Rotation', means that Editors will receive submissions in their Direct-to-Editor folders in rotation, and no submissions will ever go to the New Submissions Requiring Assignment folder. This setting relies on proper configuration of the PolicyManager item called, 'Set Editor Rotation Participants' (discussed below).

The third setting determines the behavior of Revisions when they are submitted. The setting is called 'Revisions are automatically directed to the first-assigned Editor of the previous Revision'. If the checkbox is checked, a revision will be automatically assigned to the first-assigned Editor of the Previous Revision. Otherwise, the Revision will go to the Revised Submissions Requiring Assignments folder.

ITEM 2: The second PolicyManager item is called ‘Set Request Editor or Assign Editor Options’. This is used to identify which Editors may be requested by Authors. You must decide which Editor Roles will appear in the list that Authors choose from. You must then determine how the enabled Editor Roles will be displayed on the Request Editor Screen. Editors can be listed by Name, by Role, by Description (see ‘Editor Description is a new People Record field’ in this document), or any combination of these three.

NOTE: If you would like to use this feature to designate an Editor in a geographic location, then you should include the geographic location in the Editor’s Description (found in the Editor’s People Record). For example, if you have an Editor in Europe and an Editor in the US, the Description field for one could be European Editor, the other could be called US Editor.

ITEM 3: The third PolicyManager item is called ‘Set Editor Rotation Participants’. The page displays a list of all people with an Editor Role. You must select the Editors who will participate in the Editor Rotation by clicking on the checkbox next to their name. New submissions will go directly to the editor who has the earliest date for the most recent assignment.

NOTE: Request Editor and Select Section/Category have no effect on Editor selection if the Assign to Editor by Rotation mode is active.

TO CONFIGURE ROLEMANAGER: Go to RoleManager, click on Editor Role, and click on ‘Edit’ next to each Editor role that needs to be configured. The RoleManager permission, ‘Receive Assignments in New Assignments Folder (Receive Assignments without Invitation)’, must be enabled in order for an Editor to receive submissions in the Direct-to-Editor folder.

To ‘redirect’ a submission to a different Editor, the permission ‘Redirect to Other Editor (and be removed from Editor Chain)’ must be enabled. This is used by an Editor when the Editor does not want to take on the assignment (because of conflict of interest, not within area of expertise, etc.).

TO CONFIGURE ACTIONMANAGER: A new event is added for when submissions are ‘redirected’ to another Editor’. The new event is called ‘Editor Redirected’ and appears after ‘Editor Invited for Assignment’ in the Editor Assigned section of ActionManager. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission. It may require configuration in the Letters section of ActionManager.

TO CONFIGURE LETTERS: You should create a new letter for the Editor Redirected event. A letter can be sent to the Editor to whom a submission has been redirected by configuring the letter in the appropriate Editor role’s Letters section of ActionManager.

To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, then click on the Add New Letter button. This letter should inform the person that they have a new submission in their 'Direct-to-Editor' folder. This letter can be customized.

Prevention of Duplicate Manuscript Submission

There is concern that authors may accidentally (or deliberately) submit duplicate manuscripts to two different Editors, especially if there is no central manuscript-receiving center.

Two features described below will help Editors identify potential duplicate submissions:

1. The Author's name in each Editor folder (and on the Details screen) is a link to the Author's information page (or People Information page). Thus, the Editor is able to check all prior submissions made by that Author and manually identify if the submission is a duplicate one.
2. The Editor can be warned, through a visual prompt (D), if the Author has submitted a manuscript in the past X number of days. The "D" indicates a potential Duplicate. This prompt appears to all Editors with access to the following folders: New Submissions Requiring Assignment, Direct-to-Editor New Submissions, and New Assignments. The prompt displays next to the Author name link. The Editor may click the Author's name to see other 'Authored Submissions' by the Author.

A PolicyManager option 'Set Number of Days for Duplicate Submission Check' allows the journal to define how far back they want the system to check. If the Number of Days is set to zero, no check is performed.

NOTE: The duplicate submission prompt only shows if the past submission was actually submitted (e.g., it would ignore submissions that were created by the Author and then abandoned without being submitted to the journal).

NOTE: The check occurs only when a NEW submission is received. It does not occur when revisions are received, and any revisions received are not counted as potential duplicate submissions.

TO CONFIGURE: Go to PolicyManager, then to Set Number of Days for Duplicate Submission Check. Enter the number of days the system should check to see if an Author has previously submitted a manuscript.

NOTE: Set the number of days to zero (0) if you do not want the system to perform the duplicate submission check.

Corresponding Editor Designation

The Corresponding Editor designation can be used for the following purposes:

1. The EM system allows a journal to configure a single email address to appear in the 'From' line in emails being sent out from the system (by configuring the 'Set E-mail From Option' in PolicyManager). The journal staff can manage replies and bounced emails from users. If NO JOURNAL STAFF EXISTS to perform this task, then by identifying an Editor as 'Corresponding Editor, the system will use an individual Editor's email address as the 'from' email address (and 'reply to' email address) on certain letters sent from the EM system (rather than a general Editorial Office email address).
2. EM also provides the option of configuring an email address to receive e-mails sent to users who have a preferred method of contact other than email. The journal staff receiving these emails can then contact the user by other means. This option is configured on the PolicyManager page "Forward Non-E-mail "Preferred Method of Contact" E-mail Address". If NO JOURNAL STAFF EXISTS to perform this task, then by identifying an Editor as 'Corresponding Editor, the system will use an individual Editor's email as the 'Non-email Preferred Method of Contact' email recipient (rather than the general Editorial Office email address). So that the individual Editor can handle the emails that need to go to those users who have designated that they do not want to be contact by email (the email needs to be turned into a phone call, fax or needs to be sent by mail).
3. There are several merge fields (listed below) that can be used in EM Letters that will always pull in the name of the 'Corresponding Editor'. These merge fields can be used in all letters related to submissions.

%CORR_ED_REALNAME% - Inserts the Corresponding Editor's full name; it does not use the nickname. Format is Title, first name, middle name, last name.

%CORR_ED_TITLE% - Inserts Corresponding Editor's Title.

%CORR_ED_FIRST_NAME% - Inserts Corresponding Editor's First Name.

%CORR_ED_MIDDLE_NAME% - Inserts Corresponding Editor's Middle Name.

%CORR_ED_LAST_NAME% - Inserts Corresponding Editor's Last Name.

%CORR_ED_DEGREE% - Inserts Corresponding Editor's Degree.

%CORR_ED_GREETING% - Inserts the greeting (nickname) field if it is not blank. If blank, it inserts the concatenation of title and last name. (Example: Bob or Dr. Smith)

%CORR_ED_POSITION% - Inserts the Corresponding Editor's Position

%CORR_ED_ADDRESS% - Inserts a block address field consisting of the institution, address lines 1-4, city, state, postal code, country.

%CORR_ED_DEPARTMENT% - Inserts Corresponding Editor's Department.

%CORR_ED_INSTITUTION% - Inserts Corresponding Editor's Institution.

%CORR_ED_ADDRESS1% - Inserts Corresponding Editor's Address1.

%CORR_ED_ADDRESS2% - Inserts Corresponding Editor's Address2.

%CORR_ED_ADDRESS3% - Inserts Corresponding Editor's Address3.

%CORR_ED_ADDRESS4% - Inserts Corresponding Editor's Address4.

%CORR_ED_CITY% - Inserts Corresponding Editor's City.

%CORR_ED_STATE% - Inserts Corresponding Editor's State.
%CORR_ED_ZIP_CODE% - Inserts Corresponding Editor's Postal Code.
%CORR_ED_COUNTRY% - Inserts Corresponding Editor's Country.
%CORR_ED_EMAIL% - Inserts Corresponding Editor's E-Mail address.
%CORR_ED_PHONE% - Inserts Corresponding Editor's telephone number.
%CORR_ED_FAX% - Inserts Corresponding Editor's FAX number.
%CORR_ED_EDITOR_ROLE% - Inserts the Role name of the corresponding Editor
%CORR_ED_DESCRIPTION% - Inserts the Editor Description (if any) of the Corresponding Editor.

NOTE: Even if the letter that is sent does not have the 'Use Corresponding Editor's E-mail address' radio button turned on, the Corresponding Editor merge fields will still pull the correct Corresponding Editor information into the letter. The 'Use Corresponding Editor's E-mail address' setting is used to insert the Corresponding Editors email address in the 'from' line of outgoing emails and to use the Corresponding Editors email as the 'Non-email Preferred Method of Contact' email recipient (rather than a general Editorial Office email address).

The "Corresponding Editor" designation is displayed and can be (manually) modified in the manuscript "Details" page. The Corresponding Editor is always the first 'assigned' Editor. The ability to modify the Corresponding Editor is based on the RoleManager permission 'Change Corresponding Editor'. A dropdown box displays all assigned Editors. To select a Corresponding Editor different than the first-assigned Editor, select the appropriate Editor from the dropdown box.

NOTE: Any person with an Editor Role that is not assigned to the submission will NOT appear in the Corresponding Editor dropdown box list.

NOTE: Only one Editor can serve as the Corresponding Editor.

NOTE: For a Revision, the Corresponding Editor is always the Corresponding Editor of the previous Revision, unless manually changed on the Details page.

NOTE: If the Corresponding Editor's email address is selected as the letters "from" address, the system uses the first email address listed in the People record for that Editor.

NOTE: If the Corresponding Editor's email address is selected as the 'Non-email Preferred Method of Contact' email recipient, any letters sent to a user who does not get email will be sent to all the email addresses listed in the Editor's People record.

TO CONFIGURE ROLEMANAGER: To change the Corresponding Editor a user must have RoleManager permission turned on. Go to RoleManager, Editor Role, and then choose the Editor roles that require these permissions. Click the checkbox next to the Change Corresponding Editor permission located under the Assign Editor permission. Users with this permission can modify the corresponding editor on the Details page via

the drop-down menu. Users without this permission do not see the menu, but see the name, role and description of the Editor as a label (not editable).

TO CONFIGURE POLICYMANAGER: Go to PolicyManager then to “Non-email Preferred Method of Contact Correspondence Email Address”. There are two radio buttons. Click the one labeled “Use Corresponding Editor’s E-mail address”. If this option is selected, it means that any correspondence sent to a user who has selected non-email communication will be sent to the Corresponding Editor for further processing. This applies to any letters that are sent to a user and associated with a manuscript, including email generated from reports such as the Late Revision Report. If the Corresponding Editor has multiple email addresses, the letter is sent to all the email addresses. If no Corresponding Editor has been assigned, the letters default to the designated address in the text box on this page (typically a journal office address).

TO CONFIGURE LETTERS IN POLICYMANAGER: To enable the functionality described in item 1 above, letters must be configured to use the Corresponding Editor email address. This is done on a letter-by-letter basis in PolicyManager, Edit Letters. Each letter has two radio buttons. One radio button (default setting) shows the address set in the ‘Set Email From Option’ page of PolicyManager. The other says “Use Corresponding Editor’s E-mail Address”. If this button is selected, the letter should be sent “From” the Corresponding Editor, rather than the default editorial office email address in the system.

NOTE: If there is no Corresponding Editor for a manuscript, the code pulls in the “Set E-mail From” address by default.

TO CONFIGURE MERGE FIELDS IN LETTERS: Go to PolicyManager and click on the link called ‘Edit Letters’. Select the appropriate letter. Add the appropriate merge fields to the text of the letter.

NOTE: These merge fields can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Expanded ‘Undo Editor Assignment’ functionality

An Editor can be given permission in RoleManager to ‘undo’ an assignment from his own ‘New Assignments’ folder. This would send the assignment back to the Editor’s ‘Direct-to-Editor’ folder, where it can be redirected to another Editor.

NOTE: An Editor assignment CANNOT be undone if the assigned Editor has invited Reviewers or made a decision. Also it cannot be undone if the assigned Editor has assigned another Editor, without first undoing the other Editor’s assignment.

TO CONFIGURE: To give an Editor Role the permission to undo an assignment, go to RoleManager, click on the appropriate Editor Role, find the item Undo My Assignment, and click the checkbox.

Blinding Editors on some Submissions

An Editor can hide (blind) submissions from other Editors. An Editor would do this if he wants to keep details of his assignments completely hidden from other Editors at the journal, or if the submission is authored or co-authored by other Editors at the journal.

An Editor with RoleManager permission can select which Editors are blinded from a submission (not allowed access to any information about that submission record). This can be done at the time the submission is assigned to an Editor, or anytime from the Manuscript Details page.

From the Assign Editor page: the Editor clicks the ‘Blind Editor’ link at the top of the Assign Editor page, this delivers the Editor to a list of all Editors in the system. A checkbox next to each name can be checked to blind Editors.

From the Manuscript Details page: a link labeled ‘Blind Editor’ appears on the Manuscript Details page, above the list of assigned Editors. This link delivers the Editor to a list of all Editors in the system. A checkbox next to each name can be checked to blind Editors.

Blinding an Editor does the following:

- Suppresses that submission from all Editor folders displayed for that Editor
- Suppresses that submission from being listed on the People Information page when that page is called up by a Blinded Editor
- Suppresses that submission from being listed on any Reports that have “Send Reminders” functionality such as: Author Reports (Author Revision Status, Author Revision Reminder); Reviewer Reports (Reviewers Invited – No Response, Reviewer Reminder); Editor Reports (New Assignments, Required Reviews Complete Report)
- Suppresses that submission from appearing in “Search All Manuscripts” results.

NOTE: the submission is still visible for this Editor from General Data Export or Custom Reports features.

TO CONFIGURE: Go to RoleManager, click on Editor Role, and click on ‘Edit’ next to each Editor role that should have this permission. Click the checkbox next to the Blind Editor permission (below the Assign Editor permission).

Editors can use Reminder Reports

The Author, Editor and Reviewer Reminder Reports can be made accessible to an Editor through RoleManager permissions, and the results may be limited to the assigned Editor’s assignments only. For example, the Author, Editor and Reviewer Reminder reports, which provide important day-to-day management functionality, can display only those submissions that an Editor has been assigned to, and not all submissions in process.

NOTE: If the Editor is restricted to his/her own assignments: the Editor doesn't see the handling editor dropdown menu on the Select Criteria page for the report; the result set includes only submissions to which the Editor is assigned; the Editor may be anywhere in the Editor Chain. If there is an Editor Chain, then the Editor should be able to access all of the submissions that he is assigned to, even if a subordinate Editor is handling the submission. The handling editor column appears on the report results page, and is sortable, but does not appear on the Selection Criteria page.

TO CONFIGURE: To give an Editor Role the permission to access and send Reviewer, Editor or Author reminders, go to RoleManager, click on the appropriate Editor Role, find the items Send Reviewer Reminders, Send Editor Reminders, Send Author Reminders, and click the checkboxes next to each permission that you want to turn on. To restrict access to just those submissions that the Editor is assigned to, find the Restrict Reports to Assigned Submissions, and click on the checkbox.

NOTE: Restricted access is only available on the Reviewer, Editor and Author Reminder Reports. If an Editor has access to all reports (RoleManager permission 'Produce Reports'), the Restrict Reports to Assigned Submissions permission will NOT restrict access to data on any of the Reports, other than the Reviewer, Editor and Author Reminder Reports.

Proxy Restrictions for Editors

From time to time, Editors will need to do some work for the Authors, Editors, Reviewers or the Publisher in proxy for that person. For example, a Reviewer might click "reply" in the e-mail invitation to review a submission, instead of going to the EM website and clicking Decline himself. This would require that the Editor log in as that Reviewer and click the Decline button in proxy for that Reviewer.

The ability to work in proxy as another user is controlled through RoleManager permissions. Proxy power can be limited by Role Family. Editors may be granted the power to proxy each Role family individually. For example, an Editor can be given the power to proxy as an Author or a Reviewer, but not as an Editor or Publisher.

Proxying can be done in two ways: 1) through the Search People feature (see Search People) and 2) through the Details page of each submission record.

In Search People, after executing a search and finding the desired person's record, the user can click an Author, Reviewer, Editor, or Publisher Proxy link next to the person's name. The user is then automatically logged in as that person and selected role, and brought to that person's Main Menu. A bold yellow line on the navigation bar informs the user he is operating in 'proxy mode'.

In Details the user can click a Proxy link next to an Author, Reviewer, or Editor name. The Editor is automatically logged in as that person and role, and brought to that person's Main Menu. A bold yellow line on the navigation bar informs the user he is operating in 'proxy mode'.

To get out of Proxy mode, click the Log Out button on the top navigation bar. This will take the user out of Proxy mode, and will return the user to their own role.

TO CONFIGURE: To give an Editor Role the ability to Proxy as another Editor, or as a Reviewer, Author or Publisher, go to RoleManager, click on the appropriate Editor Role, and find the items: Proxy for Authors, Proxy for Reviewers, Proxy for Editors and Proxy for Publisher. Click the checkbox next to each permission that you want to turn on.

NOTE: Proxy power is restricted by Role Family, not by individual Role. For example, an Editor cannot be given proxy power for one type of Editor Role, but be restricted from proxying as a different type of Editor.

Autonomous Editor RoleManager settings

The following is a list of the Editor RoleManager permissions that should be either **ENABLED** or **DISABLED** for the recommended Autonomous Editor configuration. This is intended as a guide only, and some variations are possible depending on individual journal policies.

- Receive New Submissions in ‘New Submissions Requiring Assignments’ Folder (DISABLED – though one Editor might have this enabled just in case a mis-configuration allows a submission to go to this folder)
- Receive Assignments in ‘New Assignments’ Folder (ENABLED)
 - Receive Assignments without Invitation (ENABLED)
 - Receive Invitations for Assignments (DISABLED)
- Assign Editor (ENABLED)
- Change Corresponding Editor (ENABLED)
- Redirect to Other Editor (and be removed from Editor Chain) (ENABLED)
- Undo Other Editors’ Assignments (ENABLED)
- Undo My Assignments (ENABLED)
- Blind Editor (ENABLED)
- Search Similar Articles in MEDLINE (ENABLED)
- Classify Documents (ENABLED)
- Edit Submission (ENABLED)
- Edit Reviewer Comments (ENABLED)
- Edit Submission After Decision and Final Disposition (ENABLED)
- Send Batch E-Mail (DISABLED)
- Invite Reviewers (ENABLED)
- Override Reviewer Due Date (ENABLED)
- Select Alternate Reviewers (ENABLED)
- Promote Alternate Reviewers (ENABLED)
- Remove Alternate Reviewers (ENABLED)
- Un-invite Reviewers (ENABLED)
- Request Unregistered Reviewers (ENABLED)
- View People Activity Details (DISABLED)

- Make a Decision (ENABLED)
- Notify Author of Editor's Decision (ENABLED)
- Modify Editor's Decision (ENABLED)
- Override Author Revision Due Date (ENABLED)
- Set Final Disposition (ENABLED)
- View Transmittal Form (ENABLED)
- Edit Transmittal Form Fields (ENABLED)
- Release Transmittal Form and Source Files to Production System (ENABLED)
- Initiate Rebuttal (ENABLED)
- View Completed Reviews in Grid in Main Menu (ENABLED)
- View Notes on Manuscript Details (ENABLED)
- Edit Notes on Manuscript Details (ENABLED)
- Turn On Manuscript Notes Flag (ENABLED)
- Turn Off Manuscript Notes Flag (ENABLED)
- View People Notes (ENABLED)
- Edit People Notes (ENABLED)
- View Status History (ENABLED)
- View Correspondence History (ENABLED)
- View All Submissions (DISABLED)
- Produce Reports (DISABLED)
- Send Reviewer Reminder Letters (ENABLED)
- Send Editor Reminder Letters (ENABLED)
- Send Author Reminder Letters (ENABLED)
- Restrict Reminder Reports to Assigned Submissions (ENABLED)
- Search All Manuscripts (DISABLED)
- Search Only Assigned Manuscripts (ENABLED)
- System Administration Functions (DISABLED)
- Search People (ENABLED)
- Search Reviewers in Other Journals (DISABLED)
- Proxy Power (DISABLED)
- Proxy for Authors (ENABLED)
- Proxy for Reviewers (ENABLED)
- Proxy for Editors (DISABLED)
- Proxy for Publishers (DISABLED)
- Proxy Register New Users (ENABLED)
- View Username and Password on Search People Page (ENABLED)
- View People URLs (ENABLED)
- Edit People URLs (ENABLED)
- Inactivate Users (DISABLED)
- Merge Duplicate Users (DISABLED)

APPENDIX B

Inter-journal Resource Sharing

The Inter-journal Resource Sharing (IJRS) feature is designed for organizations wishing to share resources between groups of related journals. Individual journals can create and maintain a resource-sharing relationship with other journals. This is referred to as a “journal-group”. People information (Username, Password, Contact Information, etc.) subsequently passes between journals subject to the cooperation rules defined by the journals. Exceptions can be made at the individual journal level, if a person wants to maintain different contact information at different journals in the group.

The following functionality is enabled when this feature is activated in AdminManager:

- Share User Data – Journals can establish cooperative relationships with other journals for the purposes of establishing a single login across all journals in the group. This means that a user has a single login (username and password) for multiple EM journals in the journal-group.
- Share Reviewer Data – Once the Share User Data relationship is confirmed, journals then have the option of sharing their Reviewer data with one or more of the journals in the group. This means that Editors have the ability to select Reviewers from other journals in the journal-group. This also means that Editors have visibility to Reviewer statistics from other journals in the group (e.g. How busy is this Reviewer with other journals? How has this Reviewer performed for other journals?).

NOTE: Journals are not required to participate in Reviewer Data sharing, even if a User Data Sharing relationship exists.

NOTE: The use of the IJRS feature does NOT merge each journal’s people database into one common database. This means that journals continue to maintain journal-specific people data (e.g. people ‘notes’, areas of expertise ‘Classifications’, Role names, Role powers, Role designations).

On-the-fly De-duplication and Sharing of People

The IJRS feature enables journals with pre-existing people data to be integrated without any need for prior de-duplication. (i.e. it performs “On the fly” de-duplication). Since the de-duplication process occurs as people login or register for EM, duplicates are resolved on a case-by-case basis and no bulk data cleaning effort is required.

IJRS is “self healing”. Journals can be dynamically added or removed from the group with minimal interruption. This means that journals can be removed from a journal-group with their people data intact so that they can continue to operate independently if necessary.

When journals share people, they are agreeing to Share User Data. This means that usernames and passwords are always synchronized (e.g. the user is not given the option of synchronizing) for the purposes of creating a single login and unique usernames for all journals in the group. Usernames and passwords are synchronized when a user logs into a journal in the journal-group, or when a new person registers on a journal in the journal-group. Most of the synchronization process occurs ‘behind the scenes’ with minimal disruption to the user. Over time, as more users register or login to any single journal in the group, the User Data is synchronized and propagated to all journals in the group.

Protected Contact Information

Each individual journal in a group has the option of flagging a person’s contact information on a particular site as ‘protected’ contact information, so that it is never overwritten by other journals in the group. For example, a person who serves as an Editor for Journal A, and as a Reviewer for Journal B, may use his office address and e-mail for Journal A, and his home address and e-mail for Journal B.

NOTE: In the absence of this explicit indication, contact information will be synchronized among all journals in the group. The user (or journal office) can always go back to a particular site and change the contact information if desired.

NOTE: Username and password could still be changed even if the setting is configured.

TO CONFIGURE: Go to the person’s people record in Search People. Check the checkbox labeled ‘Do not allow this contact information to be overwritten during synchronization with other journals in the group’ below the Alternate Contact Information button.

Creating a Journal Group and Sharing Reviewer Data

To create a journal-group (allow a common login among journals), go to PolicyManager, AdminManager, and click on ‘Share People’. Go to the Share User Data section and enter the journal code in the box labeled ‘Add journal’, and click ‘Submit’. The journal code is the code, abbreviation or acronym in the URL used to access the journal’s EM site. For example, a journal with the EM URL ‘xyz.editorialmanager.com’, ‘xyz’ is the journal code.

To allow Reviewer sharing, go to PolicyManager, AdminManager, and click on ‘Share People’. Go to the Share Reviewer Data section and check the boxes next to the journals in the group with which you would like to share Reviewers. Only those journals with a confirmed ‘sharing’ relationship (as configured in the Share User Data section of the page) will appear in this list.

NOTE: The process of creating a group is partly done outside of the EM system. If a journal wants to create a journal group, the journal should first contact the other journals outside of the EM system and get mutual agreement. Each journal should then enter the journal codes of each journal in the proposed group into the Share User Data setting.

For example, if Journals A, B and C plan to form a group, then each journal would enter the other two journals' journal codes into the Share User Data setting. Journal A would enter the codes for Journals B and C. When Journal B enters the codes for A and C, then both Journal A and B will see that they have a 'confirmed' sharing relationship with each other, and a 'non-confirmed' sharing relationship with Journal C. When Journal C enters the codes for A and B, then all relationships will be confirmed.

Share User Data relationships require sharing with all other journals in the group (e.g. 'all in or all out'). For example, assume Journals A and B are in a confirmed group, and are currently Sharing User Data. If Journal C adds Journal B to his Share User Data list, Journal A is also added automatically. Journal C cannot share solely with B. Because B is sharing with A, C must also share with A if he wants to share with B.

NOTE: Reviewer data sharing can be done unilaterally (e.g. Journal A can share its Reviewers with B, but not with C, but Journal B does not necessarily have to share its Reviewers with A).

Following is another example of how journal-groups are changed when a new journal(s) attempts to join. Assume Journals A and B have a confirmed sharing relationship, and Journals C & D have their own confirmed sharing relationship. Journal C wants to join A and adds A to his Share User Data list. This action creates an unconfirmed relationship with A and B. The relationship remains unconfirmed until A (or B) says Yes (i.e. A or B adds C or D to their list), at which time C and D have confirmed relationships with A AND B (i.e. all 4 journals are now sharing).

Leaving a Journal Group

To leave a journal-group (stop user and reviewer sharing), go to PolicyManager, AdminManager, and click on 'Share People'. Go to the Share User Data section and find the link called 'Stop Sharing User Data'. If you click on this link all sharing will end, and your journal will no longer be part of the journal-group. All other journals in the group will continue to share with each other.

NOTE: Terminating a Share User Data relationship means you can no longer share with any other journals in the group.

NOTE: All Share Reviewer Data relationships are also terminated if the Share User Data relationship is removed.

NOTE: Reinstating a Share User Data relationship will result in users being forced to re-synchronize their data. This may force some users to change their usernames.

Forced Username Change

If a user registers with a username that is already being used, then the system will automatically offer that user a new username. The Registrant may take the new username or go back and enter another username.

The first time an already-registered user logs into a journal that is part of a journal-group (the first time the user has logged-in since the journal has joined the group), that user's data is propagated to all other journals in the group. If that user's username is already taken by someone in one of the other journals, then that user will be issued a new username.

TO CONFIGURE: An ActionManager event called 'Forced Username Change' is triggered when a user registers or logs into a journal that is part of a journal-group. If the user has a username that already exists on another journal in the group, then the user will be issued a new username. This event does NOT require any configuration in the Document Status section of ActionManager, as it has no effect on the status of a submission.

A journal should create a new letter for the Forced Username Change event. A letter can be sent to the person whose username has been changed. This letter should ONLY be set up in the Author Letters section of Action Manager. Setting a letter up in any Reviewer role or Editor role will send all people who are assigned those roles a letter whenever the event is triggered. The Author role is the generic user role that everyone shares, and is therefore the place that any letters not associated with a submission should be configured.

Classification Sharing

Each journal's Classification list may or may not match others' in the journal-group, depending on individual circumstances. If journals do share a common Classification list (code numbers and text descriptions must be exactly the same), then users' Personal Classification can be synchronized across journals.

If a person's username and contact information is synchronizing from one journal to another, and an exact Classification match exists between the person's Personal Classifications and the journal's Classification list (i.e., code number and text description are the same), then that person will be able to carry the matching Classifications to the second journal (in the case of a new registration), or that person's record in the second journal will be updated to include the Personal Classification (if the user was already registered on the second journal). Personal Classifications that do not match will not synchronize.

Journals in a group are allowed to have non-identical Classification schema and there is no need to maintain a master list of Classifications across journals in a group. If journals want to maintain totally synchronized schema across all journals in the group, then they can set this up manually. If individual journals want to add local variants to the Classification schema, they can do so.

NOTE: Locally unique Classifications do NOT copy to other journals, since the absence of the Classifications in the other journals reflects that the codes do not pertain to those journals, and it would make no sense to carry them over.

NOTE: Synchronizing may remove a user's shared Classification in another journal. For example, if a user deselects a Personal Classification on Journal A, then the exactly matching Classification would also be deselected for that person on other journals in the group. Non-matching Classifications are not deleted.

TO CONFIGURE: No configuration is required.

Selecting Reviewers from Journals in the Group

When a journal is in a sharing relationship that includes sharing Reviewers, the Reviewer Selection Summary page is modified to allow the Editor to search other journal's people data. With appropriate RoleManager permission, the Editor can choose to search in his own journal, or can select another journal in the group by selecting the journal by name from a dropdown box.

Once the Editor has identified which journal he is searching, the Editor then selects which mode he wants to use. When searching another journal the Editor can choose either 'Search for Reviewer' mode or 'Search by Personal Classification' mode. These are described below.

Search for Reviewers Mode

When 'Search for Reviewers' is selected from the search mode dropdown box the Editor is delivered to a search interface. The user can enter up to three sets of criteria.

The following fields are included in the criteria drop-down box:

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

Search by Personal Classification Mode

When 'Search by Personal Classifications' is selected the Editor can search for Reviewers based on the Personal Classifications associated with each Reviewer. The Editor is delivered to a page that lists all of the Classifications that are assigned to people in that journal, with a checkbox next to each term. The Editor can select a maximum of 5 Classification Terms. A list of Reviewers associated with the selected Classifications is returned.

When an Editor selects a Reviewer from another journal, that person will need to be given a Reviewer Role in the Editor's journal. The Editor is prompted to do this once he has selected the Reviewer, before sending the invitation.

NOTE: When searching in other journals, the Reviewer's review statistics, Reviewer role, and Classifications for the journal being queried are displayed.

NOTE: When an Editor accesses a people record on another journal, only statistics and contact information is displayed. Information on specific submissions or assignments that the person is associated with does not display. Also the People Notes field does not display.

NOTE: If an Editor selects a Reviewer from another journal that is already in his own journal, then the Editor will be notified of this onscreen and the import of that Reviewer will not take place.

NOTE: When an Editor is searching another journal, the Editor has access to the entire people database, not just those with Reviewer Roles. This is because a person from another journal in the group may not have a Reviewer role, but does have a record. If the Editor is only searching for people with Reviewer roles, then the Editor might unnecessarily Proxy Register people unnecessarily.

NOTE: Alternate Reviewers cannot be selected from other journals in the group.

TO CONFIGURE: To give an Editor permission to search another journal in the journal group, go to RoleManager, Editor Role, then choose the Editor roles that require this permission. Click the checkbox next to the Search Reviewers in Other Journals permission located under the Search People permission.

Upgrade Process for Journal Groups

When journals in a journal-group are upgraded to a new version of Editorial Manager all journals in the group must be taken offline for the duration of the upgrade. This is because no user synchronization or Reviewer selection from other journals can take place while a journal is being upgraded.

If one of the journals in a group encounters an error during the upgrade process, all journals will be rolled back to the previous version of EM while the error is investigated. This is because all journals in a group must be using the same version of EM.

APPENDIX C

Preprint Manager

Preprint Manager is a new product from Aries Systems that is designed to handle journal processes that relate to production and distribution of the manuscript rather than peer review. Preprint Manager is a companion product to Editorial Manager that will initially include the ability to publish “accepted” manuscripts to the Web, and allows for the upload of supplementary materials such as video and audio files. Future releases of Preprint Manager will include automated artwork checking and author proofing options.

Traditionally, manuscript production tracking and distribution tasks have taken place downstream from peer review. While this made sense in paper-based systems, the advent of electronic manuscript submission and peer review has enabled selected production and distribution tasks to take place in parallel to traditional print workflows.

For example, some journals may wish to offer Web access to newly accepted manuscripts immediately following acceptance in the Editorial Manager environment, rather than waiting for completion of the traditional print production cycle. Preprint Manager offers a way for online subscribers to view and download PDFs of accepted manuscripts prior to print publication.

Because Preprint Manager provides new functionality involving the upload and download of much larger production-related files it is licensed separately, and includes transaction charges to cover the cost of additional storage and bandwidth.

Additional Preprint Manager features will be rolled out over the next several months. Currently, Preprint Manager contains the features described below.

If Editorial Manager is provided to you by your publisher, please contact your publisher concerning Preprint Manager. If you have licensed Editorial Manager directly from Aries Systems, please contact your Account Coordinator.

TO CONFIGURE PREPRINT MANAGER: The Preprint Manager product must be licensed. The journal will then receive a code to enter on the Enable Preprint Manager page in AdminManager. Once this code is entered, Preprint Manager functionality and links will be available.

WebFirst

The first feature of Preprint Manager is “WebFirst”, which enables the journal to publish an accepted manuscript online prior to the hard-copy publication. The online full-text PDF can be viewed from within EM or from a link on the journal’s non-EM web site. The PDF can be configured to be a free download, or a pay-per-view download.

WebFirst includes the following functionality:

WebFirst PDF Access

WebFirst PDFs appear on a WebFirst Table of Contents (TOC) page that can be accessed from within EM or from a journal's non-EM web site. This means that a journal can offer users with Author, Reviewer, Editor, and Publisher roles access to the PDFs posted on WebFirst on each role's EM Main Menu. This also means that a journal or publisher can offer access to the WebFirst PDFs on a web site that is external to EM, like a society or publisher web page.

Editor, Author and Reviewer users can be given permission to 'View WebFirst TOC' from within EM. They may also be given permission to download the WebFirst PDF for no charge, or download the WebFirst PDF as a pay-per-view (using Aries Systems DocuRights technology). The View WebFirst TOC link appears on these users' EM Main Menu.

The WebFirst TOC can also be presented in a frame on a journal's main (non-EM) web site. Journal Subscribers can be given a link to the Subscriber (no-charge) WebFirst TOC. Journal non-Subscribers can be presented with a link to the Pay-per-View version of the WebFirst TOC.

An Order Electronic Reprint link appears on the WebFirst TOC page. Reprint orders will be fulfilled by Aries Systems. The journal can set pricing levels via a Set Author and Commercial Reprint Pricing feature in PolicyManager.

WebFirst Management

Management of the WebFirst TOC and inventory is done through the Publisher role. Someone with a Publisher role can be given permission to 'Manage WebFirst Inventory' in RoleManager. This permission allows the user to create, publish or remove the WebFirst full-text PDF from the system via the Accepted Manuscripts folder and the WebFirst Table of Contents link on the Publisher Main Menu.

The user can 'Create WebFirst PDF' or 'Re-Create WebFirst PDF'. When a WebFirst PDF is created, the user must view it and approve it before it is listed in the TOC. Once the PDF is approved, it automatically appears on the WebFirst TOC page.

NOTE: WebFirst PDFs are not built automatically upon Final Disposition of "Accept" – the user controls the timing of the WebFirst PDF build.

The Submission Items to be included in the WebFirst PDF are configured in PolicyManager, Edit Article Types (similar to configuring the Reviewer PDF). The WebFirst PDF can be made up of Submission Items different than the Editor or Reviewer PDFs. It can also be different than the files that will go to the Publisher for the print version of the article.

A custom WebFirst PDF cover page may also be created. This cover page may be uploaded using the 'Set Cover Page for WebFirst PDFs' link in PolicyManager.

TO CONFIGURE ROLEMANAGER FOR EDITORS, AUTHORS AND REVIEWERS: Go to RoleManager, select a Role Family (Author, Editor or Reviewer), then choose the roles that require this permission. Click the checkbox next to the 'View WebFirst Pages' permission. The sub-permission 'View Subscriber Version of WebFirst' is automatically selected. It can be retained or changed to 'View Pay-per-View Version of WebFirst'.

NOTE: These permissions affect the WebFirst TOC view within EM. They do not affect the way users coming from the journal's main web site view the WebFirst TOC page.

TO CONFIGURE ROLEMANAGER FOR PUBLISHER ROLES: Go to RoleManager, Publisher Role, then choose the Publisher roles that require the 'Manage WebFirst Inventory' permission. Click the checkbox next to this permission and click 'Submit' at the bottom of the page. This permission should be given to any user who will be creating or managing WebFirst PDFs.

TO CONFIGURE ACTIONMANAGER: Seven new events are added as described below in a new Preprint Manager section of ActionManager. These events do NOT require any configuration in the Document Status section of ActionManager, as they have no effect on the status of a submission. They may require configuration in the Letters section of ActionManager.

The seven new events added to ActionManager are: WebFirst PDF Build Error, Publication to WebFirst, Removal From WebFirst, WebFirst PDF Built, WebFirst PDF Building, WebFirst PDF Approved, WebFirst PDF Declined. Letters triggered by each event may be set up using the Edit Letters page in PolicyManager, and associated with specific EM Roles using ActionManager.

TO CONFIGURE LETTERS: You may create a new letter for any of the Preprint Manager events. The 'Publication to WebFirst' and 'Removal from WebFirst' letters may be of interest to Authors, Reviewers and Editors. Other letters would be of interest to Publisher users only, since they deal with the creation of the WebFirst PDF.

TO CONFIGURE THE WEBFIRST PDF COVER PAGE: Go to PolicyManager, to the Preprint Manager section and click 'Set Cover Page for WebFirst PDFs'. A file may then be uploaded and will be built into the WebFirst PDF when it is created via the Accepted Manuscripts folder.

NOTE: This cover page will apply to all WebFirst PDFs, and is not manuscript-specific.

NOTE: Standard EM merge fields cannot be used on the cover page.

TO CONFIGURE REPRINT PRICING: Go to PolicyManager, Preprint Manager section and click the Set Author and Commercial Reprint Pricing link. Two text areas are shown with default pricing. The pricing is a text block and may be changed as needed.

TO CONFIGURE REFERRING URLS: A Subscriber must come from a valid referring URL to be allowed to view the Subscriber version of the page. Go to PolicyManager, Preprint Manager section and click Edit WebFirst Referring URLs. Enter the URL in the form name.domain.extension (e.g. www.journalname.com). It is not necessary to include http:// in front of the name. The URL must be the site where the subscriber link is located. It is not necessary to include the page name (i.e. not necessary to have www.journalname.com/subscriber.htm).

TO CONFIGURE WEBFIRST TOC CUSTOM TEXT: Go to PolicyManager, Preprint Manager section and click the ‘Edit WebFirst Table of Contents Custom Text’ link. A page appears which allows you to add instructions to the top and bottom of the WebFirst TOC page, and to select whether a Close button appears on the page. If you do not enter any text, there will be no text shown at the top or bottom of the WebFirst page.

TO CONFIGURE THE WEBFIRST PDF SUBMISSION ITEMS: Go to PolicyManager, Edit Article Types, and Edit the desired Article Type. Check the box “Include in WebFirst PDF” for each Submission Item Type that should appear in the WebFirst PDF.

Assigning a Digital Object Identifier (DOI) to a WebFirst PDF

A DOI can be assigned to WebFirst PDF’s by the Editor (before and at the time Final Disposition is set), or by the Publisher (after Final Disposition is set).

The DOI is assigned on the Transmittal Form:

1. Before Final Disposition, by an Editor, the Transmittal Form can be accessed via a submission’s Details page.
2. At the time of Final Disposition, by an Editor, the Transmittal Form is accessed when disposition is set.
3. After Final Disposition, by a Publisher, the Transmittal Form is accessed via the Action links on a submission record in the Accepted Manuscripts folder.

WebFirst Reports

Two reports can be used to track WebFirst activity – WebFirst Summary Report and WebFirst Detail Report. The WebFirst Summary Report shows detailed statistics about the WebFirst PDFs published, removed, and downloaded during the selected time period. The WebFirst Detail Report shows detailed statistics about the WebFirst PDFs published, removed, and downloaded during the selected time period.

For users with an Editor Role, and RoleManager permission for ‘Produce Reports’, these reports are found in the Reports section of EM, accessible from the Main Menu. These reports are available for standard or custom date ranges, similar to other EM reports.

For users with a Publisher Role, these Reports are found on the Publisher’s Main Menu.

Authors may Submit Supplementary Material like Video and Audio

Preprint Manager allows Authors to submit audio, video, movie and other files that are not possible to build into a PDF format. These files will be accessible via a link in the PDF, similar to the ‘download high-resolution image’ link that exists in the current version of EM.

A checkbox is added to the ‘Edit Master Submission Item Types’ page in PolicyManager and to the ‘Edit Submission Item Type’ page (where the journal can edit the properties of each Submission Item) to indicate that the Submission Item should appear as a hyperlink in the PDF. This means that the PDF builder does not attempt to build the file into the PDF, but instead, displays a link so that the file can be downloaded.

NOTE: All uploaded files must pass a virus check, whether or not they are built into the PDF, or accessed via a link in the PDF.

A Submission Item that is accessible via a link in the PDF must also be configured for each Article Type (in PolicyManager, Edit Article Type) just like all other Submission Items. For example, a Submission Item called ‘Video’ might be included in the list of Submission Items for an Article Type called ‘Case Study’. The Video item might be ‘Optional’, offline submission might be ‘Optional’, the item might be included in the Reviewer PDF, the Publisher might get the file, and the item might be included in the WebFirst PDF.

Because journals will be charged a transaction fee based on the size of the uploaded and downloaded files, the journal can configure a file upload size limit. An Author and Editor will not be able to upload a file larger than the configured size limit. This limit applies to all files uploaded, whether or not they are built into the PDF, or accessed via a link in the PDF.

The journal can run a report that will display file upload and download statistics. This report is found in AdminManager. It is called ‘View File Upload/Download Statistics’. This report will show the number and total size for all uploaded files and all downloaded files over a specified time period.

TO CONFIGURE: To create a Submission Item that builds a link in the PDF instead of displaying the file (or to modify an existing Submission Item for this purpose), go to PolicyManager, Edit Submission Items and either create a new Submission Item or select an existing one. Check the box labeled, ‘Build Hyperlink to the Item into the PDF (Item not displayed in PDF)’ to turn on the functionality.

To set a file upload limit, go to PolicyManager, Set Maximum Size of File Upload, and enter a whole number (integer) of megabytes in the text box. For example: for a 30 MB limit, enter the number 30. If no limit is desired, leave the text box blank.

Editor RoleManager Additions

Editor RoleManager

The following is a list of the 2.1 Editor RoleManager permissions related to Preprint Manager product. The purpose and configuration details for each new item are described in the above enhancements.

- View WebFirst Pages
 - View Subscriber Version of WebFirst
 - View Pay-per-View Version of WebFirst

‘View WebFirst Pages’ – this refers to an Editor’s ability to view the WebFirst Table of Contents and WebFirst enabled articles from the Main Menu.

‘View Subscriber Version of WebFirst’ – this refers to an Editor’s ability to view the WebFirst PDFs for free.

‘View Pay-per-View Version of WebFirst’ – this refers to an Editor’s ability to view WebFirst PDFs on a pay-per-view basis.

Reviewer RoleManager

The following is a list of the 2.1 Reviewer RoleManager permissions related to Preprint Manager features. The purpose and configuration details for each new item are described in the above enhancements.

- View WebFirst Pages
 - View Subscriber Version of WebFirst
 - View Pay-per-View Version of WebFirst

‘View WebFirst Pages’ – this refers to a Reviewer’s ability to view the WebFirst Table of Contents and WebFirst enabled articles from the Main Menu.

‘View Subscriber Version of WebFirst’ – this refers to a Reviewer’s ability to view the WebFirst PDFs for free.

‘View Pay-per-View Version of WebFirst’ – this refers to a Reviewer’s ability to view WebFirst PDFs on a pay-per-view basis.

Author RoleManager

The following is a list of the 2.1 Author RoleManager permissions related to Preprint Manager features. The purpose and configuration details for each new item are described in the above enhancements.

- View WebFirst Pages
 - View Subscriber Version of WebFirst
 - View Pay-per-View Version of WebFirst

‘View WebFirst Pages’ – this refers to an Author’s ability to view the WebFirst Table of Contents and WebFirst enabled articles from the Main Menu.

‘View Subscriber Version of WebFirst’ – this refers to an Author’s ability to view the WebFirst PDFs for free.

‘View Pay-per-View Version of WebFirst’ – this refers to an Author’s ability to view WebFirst PDFs on a pay-per-view basis.

Publisher RoleManager

The following is a list of the 2.1 Author RoleManager permissions related to Preprint Manager features. The purpose and configuration details for each new item are described in the above enhancements.

- Manage WebFirst Inventory

‘Manage WebFirst Inventory’ – this refers to a Publisher’s ability to create or manage WebFirst PDFs.

ActionManager Additions

The following is a list of the new 2.1 ActionManager events related to the Preprint Manager product. Seven new events are added as described below. These events do not require any configuration in the Document Status section of ActionManager, as they have no effect on the status of a submission. They may require configuration in the Letters section of ActionManager.

Preprint Manager Events

WebFirst PDF Build Error – This event is triggered when an error occurs when a Publisher role tries to build a WebFirst PDF.

Publication to WebFirst – This event is triggered when a Publisher role successfully builds a WebFirst PDF, and that PDF is posted to the WebFirst Table of Contents.

Removal From WebFirst – This event is triggered when a Publisher removes a WebFirst PDF from the WebFirst Table of Contents.

WebFirst PDF Built – This event is triggered when a Publisher role successfully builds a WebFirst PDF, but that PDF has not yet been posted to the WebFirst Table of Contents.

WebFirst PDF Building – This event is triggered when a Publisher role clicks the ‘Create WebFirst PDF’ action link on an Accepted manuscript.

WebFirst PDF Approved – This event is triggered when a Publisher role successfully builds a WebFirst PDF, and the Publisher clicks the ‘Approve WebFirst PDF’ action link to post the submission to the WebFirst Table of Contents.

WebFirst PDF Declined – This event is triggered when a Publisher role clicks the ‘Don’t Approve WebFirst PDF’ action link, after determining that the article should not be posted to the WebFirst Table of Contents.

TO CONFIGURE LETTERS: You may create a new letter for any of the Preprint Manager events. The ‘Publication to WebFirst’ and ‘Removal from WebFirst’ letters may be of interest to Authors, Reviewers and Editors. Other letters would be of interest to Publisher users only, since they deal with the creation of the WebFirst PDF.