CONFIDENTIAL AND PROPRIETARY

Aries Systems Corporation

Release Notification

Editorial Manager 5.0 Release Notification
Subject to Change

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New Look Interface for Editor and Publisher Pages

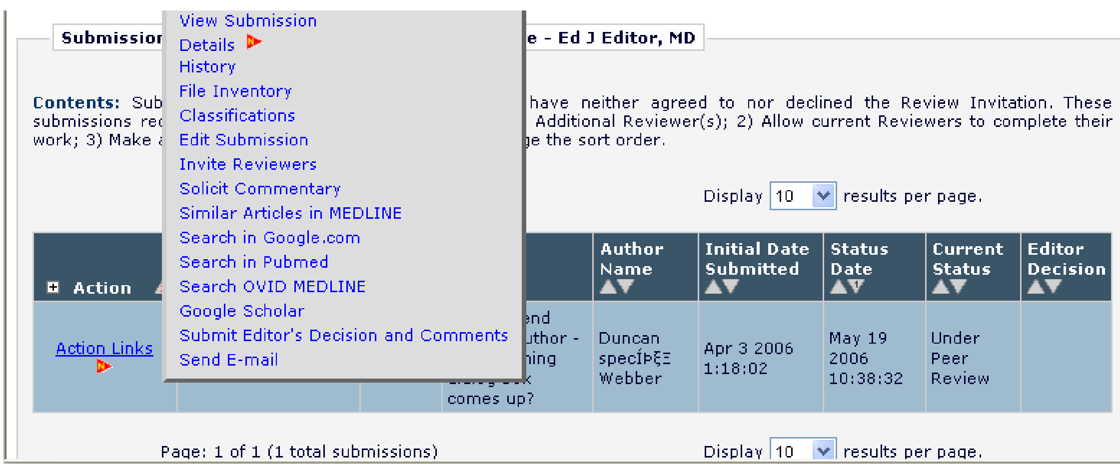
The new page style applied to Author and Review pages in EM version 4.0 has been extended to Editor and Publisher pages. Care has been taken not to depart from familiar screen layouts (so user retraining is not required). However, the new style is more pleasing to the eye and more professional looking. Future versions of EM will apply the updated design to System Administration pages and Publisher Role pages.

The new interface has been implemented using a Browser technology called CSS (Cascading Style Sheets). Although the benefits of this technology may not be immediately apparent, from a technical point of view it provides the foundation for significantly greater journal/publisher branding in future versions.

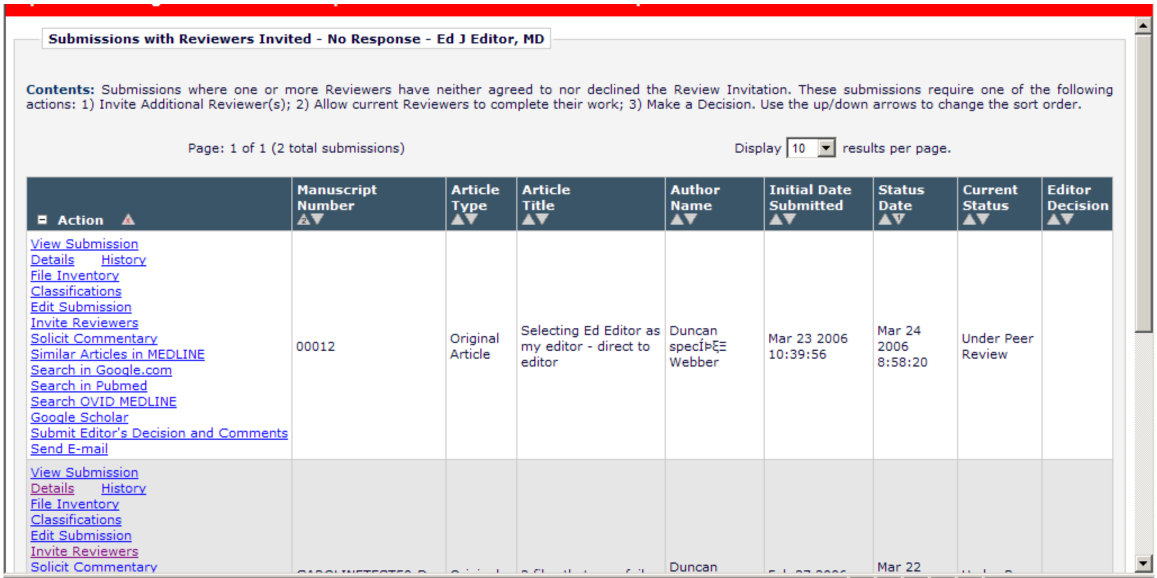
The Action column can now display the links either as a popup menu or as a list of links (as in 4.0). Upon 5.0 upgrade, the default selection will be as a popup menu. To see the popup menu, hover the mouse over the words 'Action Links'. The entire row highlights. Then slide the mouse to the side (without clicking or holding down any buttons) over the link you want to use and then left click the mouse. You can expand the list by clicking the ⊞ sign on the left of the word 'Action' in the column header. To return to using a popup menu of links (collapse the list), click the ⊟ sign next to the word Action in the column header.

NOTE: When you expand or collapse the list, this setting is remembered and in every folder in EM.

Here is a screen shot with Action Links shown in a popup window.



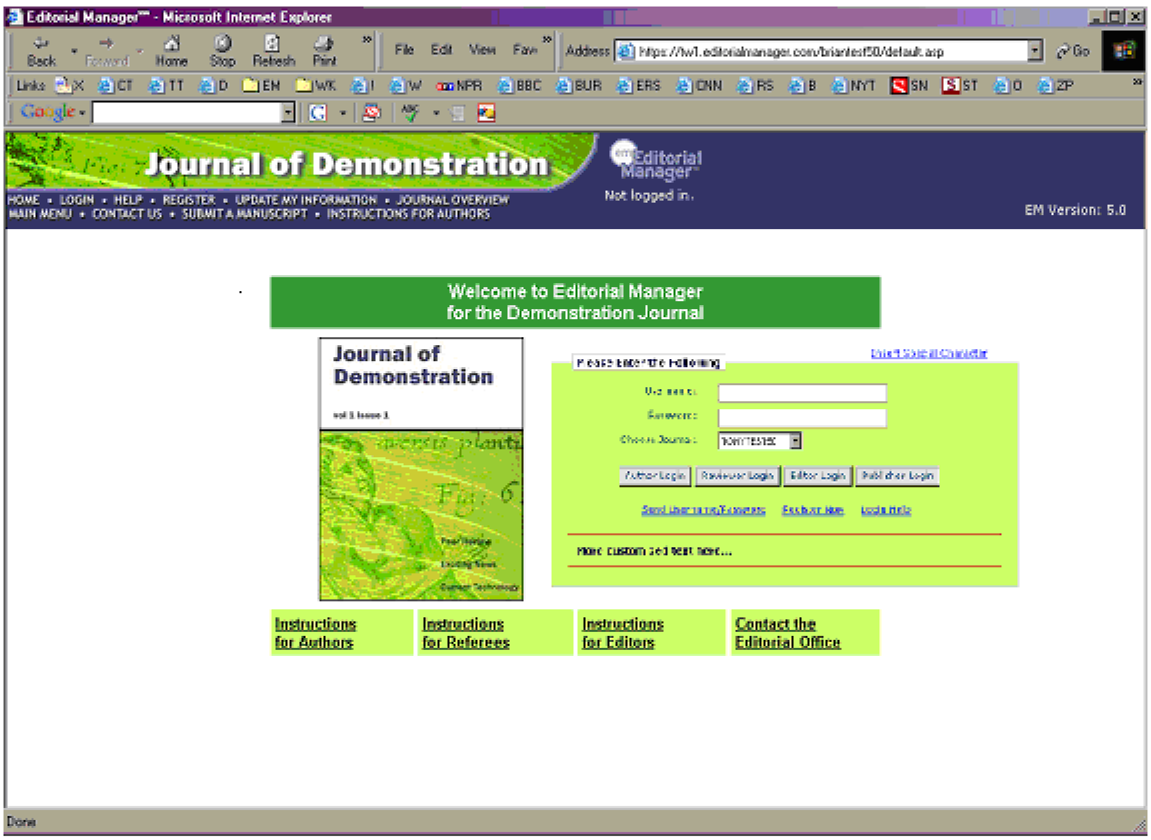
Here is a screen shot with Action links shown in a list:



Login on Welcome Page

Users can modify the Editorial Manager Welcome page to their specifications, which may include a variety of information, such as links to related sites and the publication's submission policies. The Welcome page is accessed when a user enters the publication's EM URL into the browser or when "Home" is clicked on the navigation bar.

In version 5.0 of Editorial Manager, the Login function is available for inclusion on the Welcome page. This eliminates the need to click on the "Login" button on the navigation bar, and provides quicker access to the system.



If a publication wants to include the Login function on their Welcome page, they must provide space for a "frame" (e.g. iframe) to include HTML coding that would call up the Login functions. The code required to insert a login box on an HTML page is: <iframe frameborder="0" style="height: 300px; width: 600px; border-style: none; border-width: 0px;" name="login" src="login.asp"></iframe>.

NOTE: You must contact your Publisher or your Aries' Account Coordinator to upload your new Welcome page.

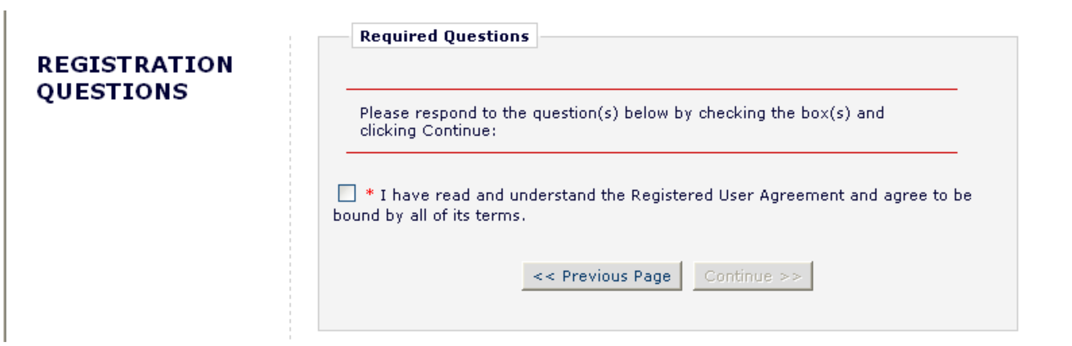
Special Offers, Terms and Conditions

EM can now be configured so that users are directed to read and accept user agreement terms and conditions before submitting or reviewing manuscripts for the journal. Journals can also solicit offers for marketing or promotional materials, which users could agree or decline to receive. Users would be asked to check a box indicating their preference when they register and/or login to the system. Journals can specify whether the user is required to check the box (in the case of accepting user agreement terms), or if it is optional (the user may decline to receive promotional materials). These are referred to as 'Registration Questions' in the system.

Existing users may be presented with a required question - indicated with an asterisk - when they login to the system.

NOTE: The Continue button is disabled until the user checks the box for the required question(s).

NOTE: If a question is required, the journal is advised to include special instructions explaining that the user cannot proceed until the box has been checked.


REGISTRATION QUESTIONS

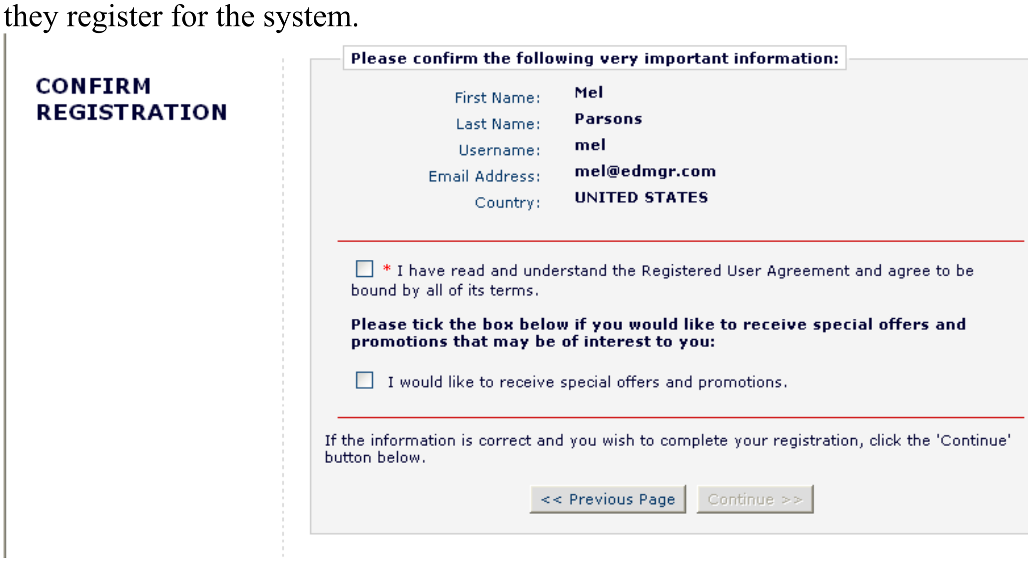
Required Questions

Please respond to the question(s) below by checking the box(s) and clicking Continue:

☐ * I have read and understand the Registered User Agreement and agree to be bound by all of its terms.

<< Previous Page | Continue >>

New users may be presented with required statements and/or optional statements when they register for the system.


CONFIRM REGISTRATION

Please confirm the following very important information:

First Name: Mel
Last Name: Parsons
Username: mel
Email Address: mel@edmgr.com
Country: UNITED STATES

☐ * I have read and understand the Registered User Agreement and agree to be bound by all of its terms.

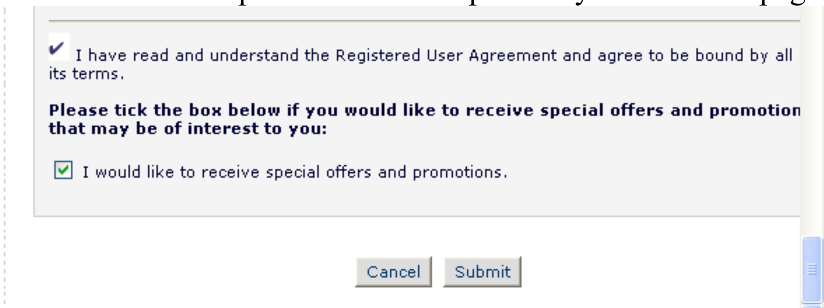
Please tick the box below if you would like to receive special offers and promotions that may be of interest to you:

☐ I would like to receive special offers and promotions.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page | Continue >>

Users can also see the questions on the Update My Information page.



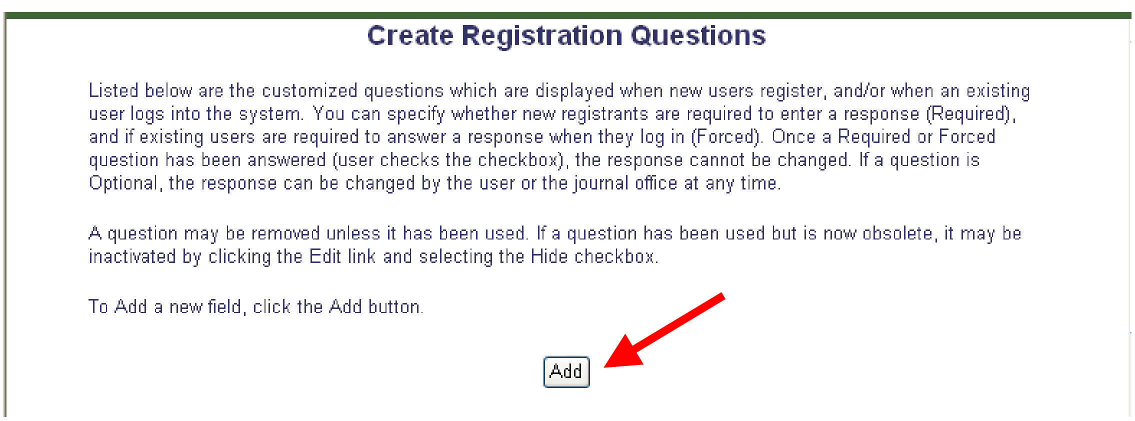
NOTE: Optional questions are editable (box can be checked or unchecked).

NOTE: Required/forced questions are un-editable (box cannot be unchecked) once the box has been checked.

Administrators can also see the questions on the Search People - Update Information page.

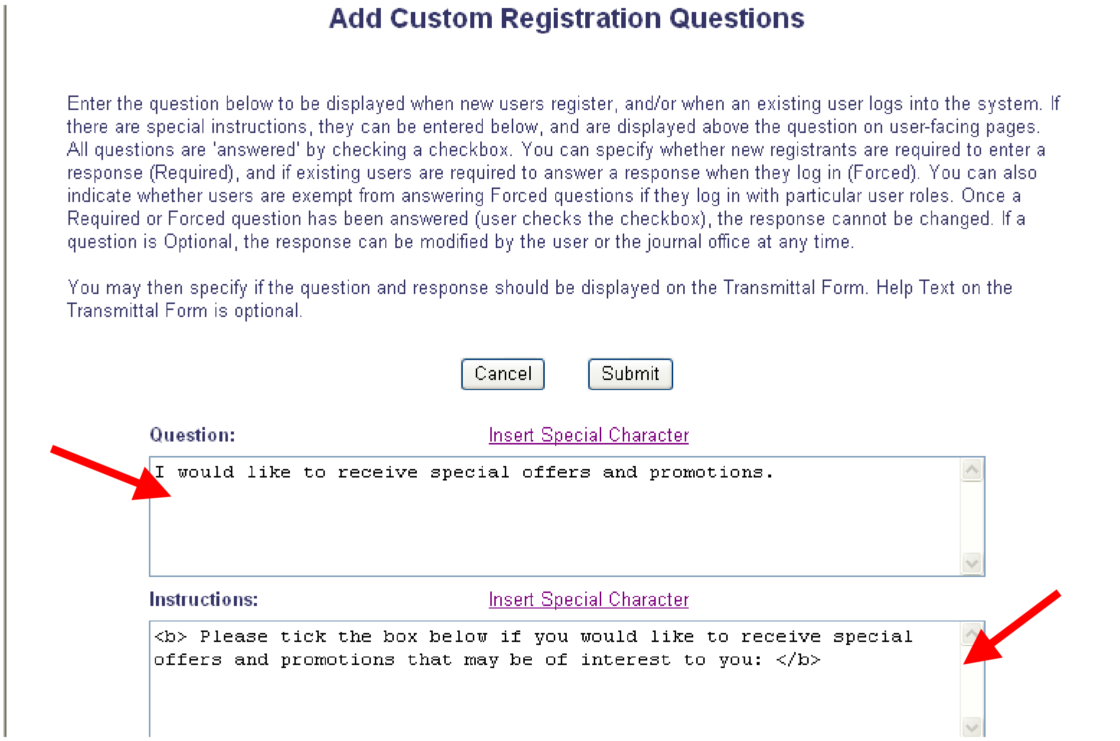
TO CONFIGURE:
Go to PolicyManager, then to the Registration and Login Policies section, and click the 'Create Registration Questions' link. Special offers, terms and conditions are referred to as 'Registration Questions' in the system, because the functionality is intentionally 'generic' so that journals could create questions/statements for purposes other than agreeing to special offers, terms and conditions.

Click the 'Add' button to create a registration question.



Enter the question/statement you want the user to see in the Question text box, and any special Instructions you would like the user to see. NOTE: Instructions are optional. Some explanatory text is displayed by default on pages where the questions are displayed.

NOTE: The question can be entered in HTML format. This allows hyperlinks (e.g. to a user agreement or privacy policy) to be embedded in the question displayed to the user.



The next step is to specify where the question/statement will be displayed, and whether or not users are required to check the box before proceeding.

1. 'Optional' - For new user registrations and existing users. Optional questions are displayed for both new user registrations, and on the People Information pages, where the user or the journal staff can change the answer at any time (i.e. the user may agree to receive promotional materials, but later decide they do not want to receive promotional materials). If a question is Optional, it is displayed on the following pages:
   - Registration Verification (when a new user successfully registers for the system)
   - Update My Information
   - Search People – Update Information (when a people record is accessed by the journal staff)

   NOTE: Optional questions are not displayed when the user logs into the system.

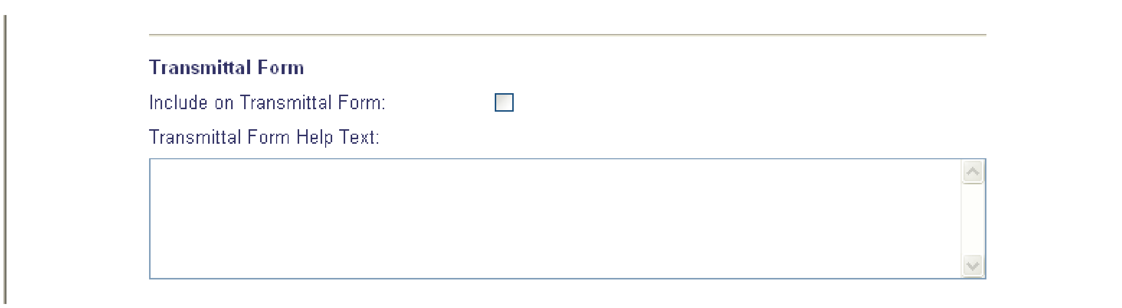
2. 'Required' – Displayed for new user registrations only. If this option is selected, a person cannot register for the system without checking the box. Once the box is checked (i.e. new user Joe agrees to the terms and conditions of the User Agreement), it cannot be unchecked by the user or the journal office. Required questions are displayed on the following pages:
   - ➢ Registration Verification

- ➢ Update My Information Search People – Update Information: Note that the question and answer are read-only on this page, as the journal office should not be answering Required questions on behalf of the user, but should have visibility to the question and response.

3. ‘Forced’ - A Required question could also be ‘Forced’, indicating that an answer is also required for existing users when they login to the system. This checkbox and label are disabled (grayed out) unless the ‘Required’ radio button is selected. Since a Forced question is a ‘subset’ of a Required question, a Forced question is displayed on the Registration Verification page, AND when the user logs in, and the user cannot proceed without entering a response (checking the box). Once the box is checked, the question and an un-editable response (i.e. box cannot be unchecked) are also displayed on the Update My Information page. Note the question and response are displayed read-only on the Search People – Update Information page, as the journal office should not be answering Forced questions on behalf of the user, but should have visibility to the question and response. Once the box is checked (i.e. existing user Mary agrees to the terms and conditions of the User Agreement), it cannot be unchecked by the user or the journal office.
4.

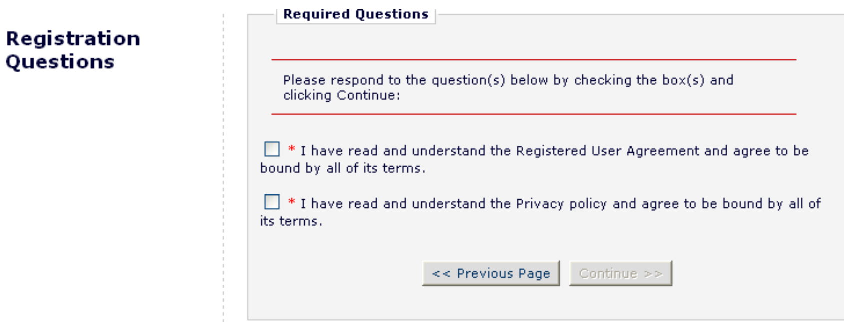
The next step is to indicate whether any user roles are exempt from answering forced questions when they login to the system. Journals may want to let users logging in with certain user roles bypass Forced questions. For example, a person logging into the system as an Editor may not be required to agree to the User Agreement terms. However, when that same person logs in as an Author to submit a manuscript, he would be forced to agree to the terms. The default state of all three checkboxes (Reviewer, Editor and Publisher) is unchecked.

Questions can be included on the Transmittal Form, if desired. To include a question on the Transmittal Form, check the box. You may also enter Help Text which would be accessible from the Transmittal Form.



NOTE: Transmittal Scripts must be modified to pick up all new registration questions and answer fields if the question is marked 'Include on Transmittal Form' on the Add/Edit Custom Registration Question page.

Once questions have been added, the list of questions is displayed on the Create Custom Registration Questions page. You may click the 'Edit' link to hide the question, or change the parameters. If a question is hidden, the text is suppressed on all user-facing pages. Not only are questions hidden for new registrations and/or logins, but the question AND answer (if it has already been answered) are also both suppressed on the Update My Information and Search People – Update Information pages. If a question is hidden, the question and answer are also hidden on the Transmittal Form.



Expedited Reviewer Login

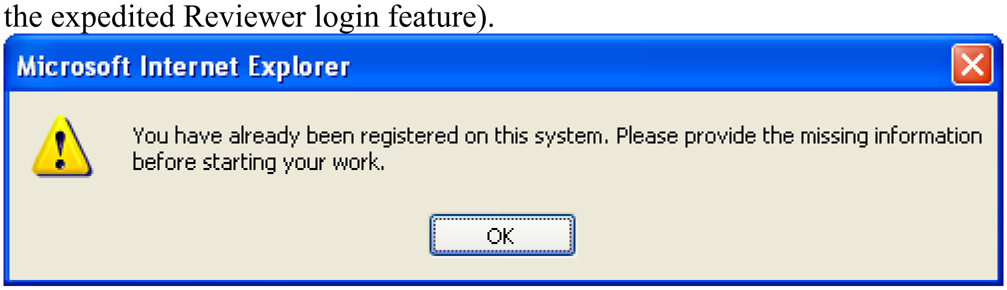
In EM version 4.0 and below, users who are Proxy Registered (registered by an Editor or staff) are forced to update and/or confirm their complete personal information the first time they log in to the system. This can be cumbersome for a Reviewer who is simply trying to agree to or decline a review assignment, and in some cases, the additional information that a Proxy Registered user is required to provide is not necessary for someone who will only be performing Reviewer tasks.

The administrator can define a separate (abridged) set of required registration fields applicable only to Reviewers logging in after being Proxy Registered. The purpose of having different required registration fields for Reviewers is to make working with the system as simple as possible for Reviewers.

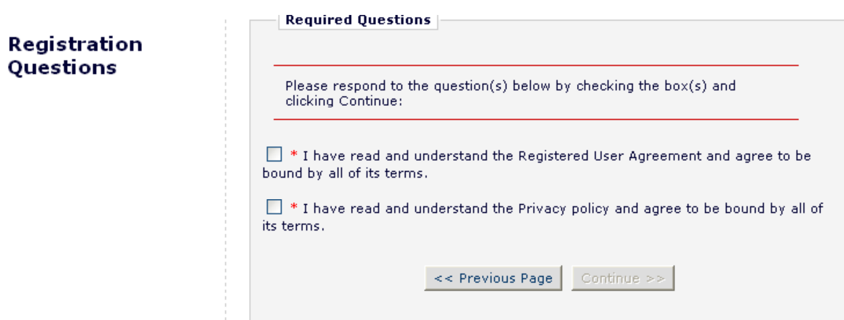
As some journals may not wish to allow the Expedited Reviewer Login, the feature is controlled on a new PolicyManager page.

NOTE: If all required fields are populated during the Proxy Registration process, the Reviewer will proceed directly to the Reviewer Main Menu when he logs in. If one or more required fields are not filled in, the Reviewer will be forced to enter the missing fields when he logs in.

When a Reviewer who has been proxy registered logs into the system for the first time, the following alert is displayed (if required information is missing). Note this alert is displayed for all users logging into the system for the first time (i.e. it is independent of the expedited Reviewer login feature).

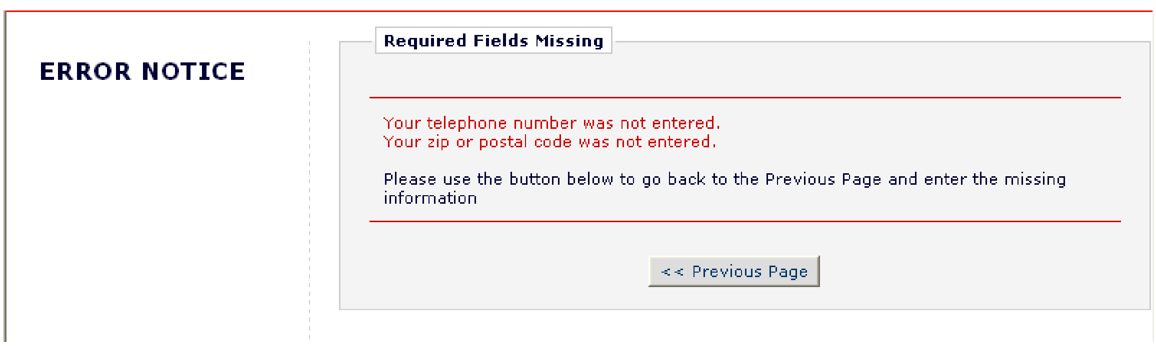


When the user clicks ‘OK’, he may be asked journal-specific Registration Questions before being able to continue:

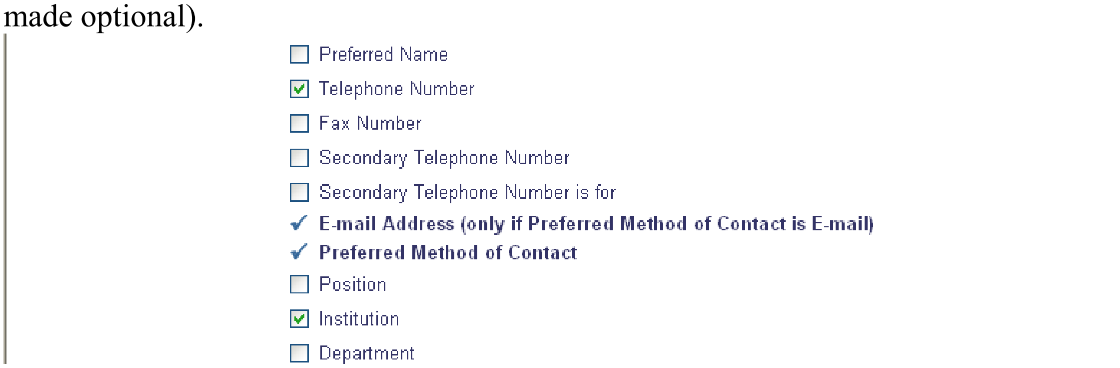


Once the questions are answered, the User proceeds to the Update My Information page, where he must fill in all required fields.

If he clicks the 'Proceed' button without filling in all required fields, the following error notice is displayed. The user must return to the Update My Information page and enter the missing information.

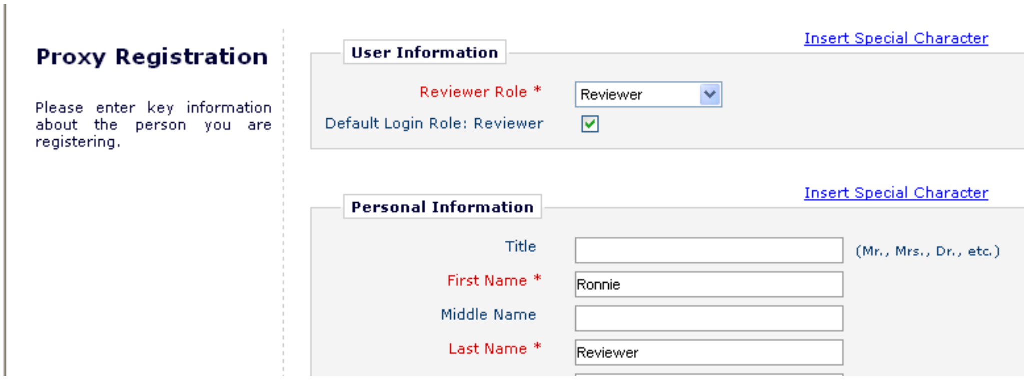


For the purposes of this example, let us assume that the journal office has enabled the Expedited Reviewer Login feature in PolicyManager, and has specified the typical configuration that 'Telephone Number', 'Institution' and 'State' are required fields for expedited Reviewer login (in addition to the system-required fields which cannot be made optional).

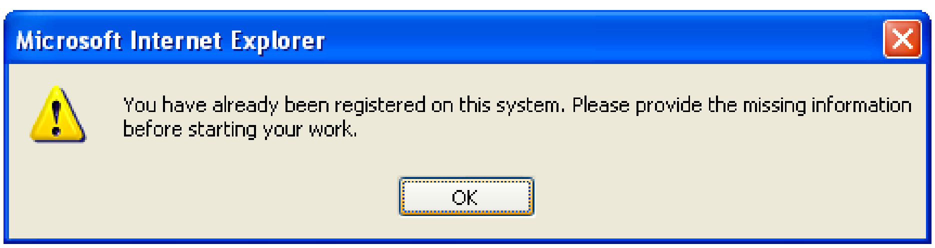


The journal Proxy Registers Ronnie Reviewer, but does not fill in Telephone Number, State or Institution. Ronnie is assigned a Reviewer Role, and is immediately invited to review a submission.

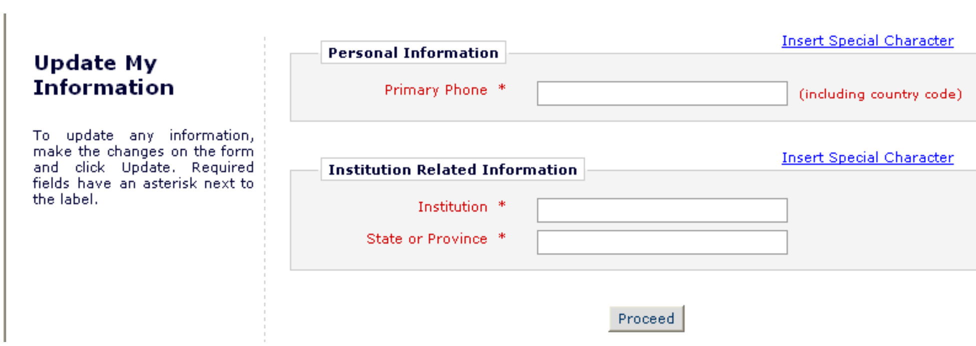
NOTE: It is advisable that the Editor proxy registering the Reviewer check the box 'Default Login Role: Reviewer', thus reducing the likelihood that a Reviewer mistakenly logs in as an Author by clicking 'Enter' (and is therefore forced to the full Update My Information page).



Ronnie receives a letter from the journal office indicating that he has been Proxy Registered, and has been invited to review (perhaps in a separate e-mail).
Ronnie goes to the journal's URL and logs in as a Reviewer using the Username and Password sent to him by the journal office. He sees the alert and clicks 'OK'.



Ronnie then proceeds to a 'mini' Update My Information page, where Telephone Number, Institution and State are the only items displayed. Ronnie must complete this information before proceeding with the login.

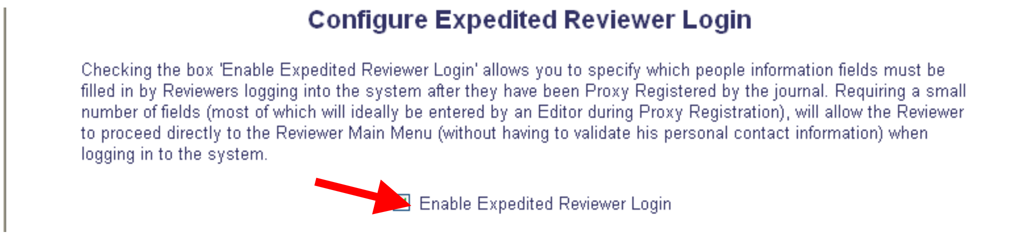


NOTE: If all of the required fields for expedited Reviewer login are filled in before the user logs in for the first time, he will proceed directly to the Reviewer Main Menu.

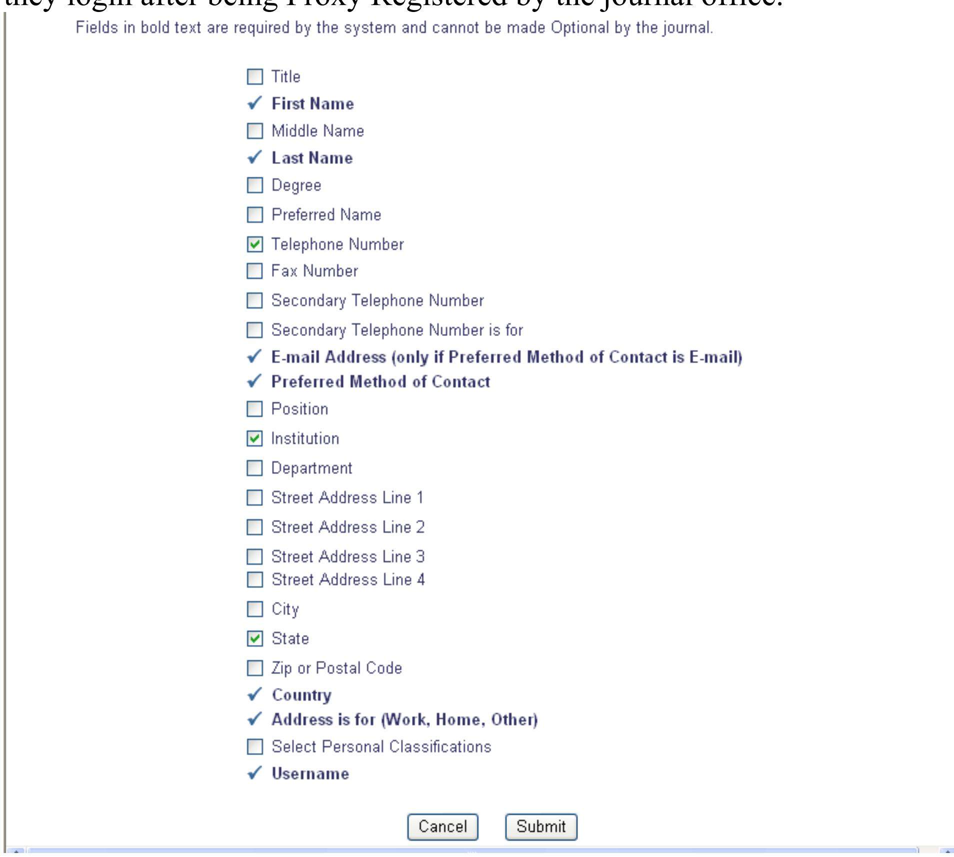
NOTE: There is no change in behavior for Authors, Editors and Publishers logging into the system after being proxy registered. The expedited login applies to people logging in with a Reviewer Role only.

NOTE: If a user's first login is via a Reviewer deep link (URL provided in the body of an e-mail which takes the user directly to the appropriate Reviewer page), the user will proceed directly to the appropriate Accept Invitation or Decline Invitation page. The user is not required to verify their personal information until the next time they log into the system.

TO CONFIGURE: Go to PolicyManager, then to Registration and Login Policies and click on the link labeled 'Configure Expedited Reviewer Login'. The first step is to check the box 'Enable Expedited Reviewer Login'.



The second step is to select the fields you would like to require Reviewers to fill in when they login after being Proxy Registered by the journal.



Enhanced Security

Password Encryption

EM now has additional security and limited visibility for the Usernames and Passwords used to access the Editorial Manager system. In versions 4.0 and below, Passwords are visible to any Editor who has access to General Data Export and Custom Reports. Passwords are also visible to any Editor who has both 'Search People' and 'View Username and Password RoleManager' permissions. Additionally, Passwords can be included in e-mails using the merge field %PASSWORD% or %BLINDED_PASSWORD%.

The following potential security risks are addressed by this enhancement:

1. An Editor with full Reports permission can access Passwords via Custom Reports and General Data Export.
2. An e-mail containing a Password could be sent to another user using the 'cc' function in many EM Letters.
3. An Editor with 'Search People' permission could change their Editor Role to another Editor Role that has System Administration permission, and access RoleManager to enable 'View Username and Password RoleManager' permission for himself. Note that this is a rare occurrence, because the Editor Role cannot be changed while the Editor has current assignments.
4. An Editor with 'Search People' permission can change another user's e-mail address, in order to receive that person's 'Send Username and Password' e-mail.
5. An Editor with 'Proxy as Editor' permission could proxy as someone with 'View Username and Password RoleManager' permission to access Passwords.
6. An Editor with Proxy permission could proxy as another user and access that user's Update My Information page to access the Password.

The security concerns are addressed with the following enhancements:

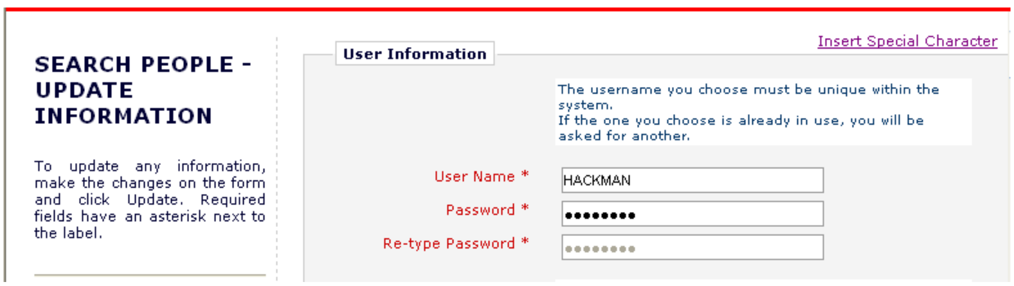
1. A new setting at the hosting administration level determines whether Password Encryption is enabled for the journal (i.e. this is determined outside of Editorial Manager).
2. Bi-directional Encryption is used to store and retrieve Passwords in the system. This allows certain functions to decrypt Passwords at the application level, while keeping Passwords encrypted in the database.
3. If encryption is enabled, all Passwords will be displayed as asterisks and will always display with the same number of asterisks (8), no matter the length of the actual Password. This means that if a user (Editor Role) has access to Passwords via any of the methods described above, they will not be able to see the actual Passwords. However, appropriate functionality will decrypt the Password for appropriate use.
4. If encryption is enabled, when a user changes a Password (e.g. Update My Information or Search People – Update Information), the characters will display as asterisks. The actual characters will never display. A new 'Confirm Password'

function forces the user to type the Password twice when the Password is being changed, to ensure that there was no mistyping by the user.

5. The system is enhanced to automatically blind the username and password on ALL versions of an e-mail except for the e-mail that goes to the primary recipient. This means that those cc'd on an e-mail will see a blinded Password AND Username.

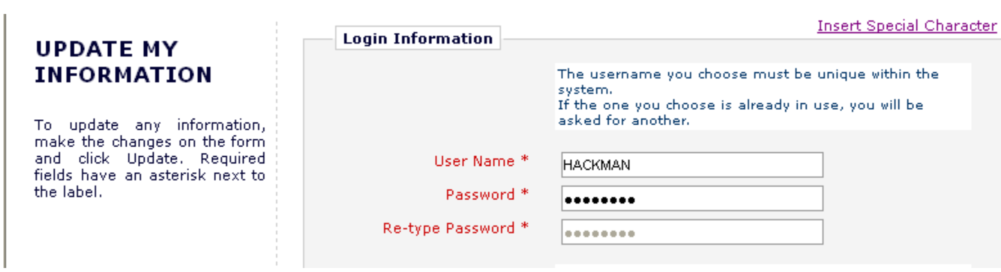
Note that Password Encryption includes a lot of complex technical 'behind-the-scenes' logic, but remains largely transparent to users. If encryption is enabled for the journal, users would see asterisks - instead of the actual characters – wherever passwords are displayed in the system. A few examples are shown below.

NOTE: Journal staff (with appropriate RoleManager permission) can change another person's password on the Search People – Update Information page, even though he cannot see the actual password. There is also a Re-type Password function, which is activated when the user begins typing in the Password field.



NOTE: If Password Encryption is not enabled for the journal, Editor Roles would continue to see the actual password, and the Re-type Password feature is suppressed.

Passwords are also displayed on the Update My Information page. If Password Encryption is enabled for the journal, the user would see asterisks in the Password field, but can still change the Password, if desired. Just like the Search People – Update Information page, the Re-Type Password field is displayed if Password Encryption is enabled for the journal.



NOTE: If Password Encryption is not enabled for the journal, users continue to see the actual password, and the Re-type Password feature is suppressed.

All letters (whether or not Encryption is Enabled) that include Passwords (%PASSWORD% or %BLINDED_PASSWORD% merge fields) will display the actual (unencrypted) Password for the letter recipient (i.e. password is never blinded for the letter recipient).

In order to support password blinding, the %PASSWORD% merge field will no longer merge for Preview Letter, Author Decision Letter, or Custom Letter.
Hosting partners will ensure that Password is only included in desired letters via administrative policies and procedures.

Passwords included in Correspondence History (View Letter) will be displayed as asterisks, whether or not the journal has Password Encryption enabled. This is a general added security measure that is beneficial to all journals.

NOTE: It is not possible to encrypt passwords for letter contents that were sent prior to the journal upgrading to version 5.0.

Increased Security in Proxy Mode

As an additional security measure, Editors operating in proxy mode will no longer have access to select administrative functions while in proxy mode. The following functions are inaccessible to Editors operating in proxy mode:

1. System Administrator Functions
2. Search People Functions
    - View/Change Username and Password
    - Change E-mail Address
    - Change Preferred Method of Contact
    - Change Editor Role Designation
    - Inactivate Users
    - Merge Duplicate Users
    - View People Activity Details
    - View People Notes
    - Edit People Notes
    - View People URLs
    - Edit People URLs
3. Update My Information

In the current version of the system, Username and Password can be exposed to a user who has been cc'd on an e-mail that contains a Username and a Password (either the %PASSWORD% or %BLINDED_PASSWORD% merge field). For example, when inviting a Reviewer, the Editor can elect to cc other users on the Reviewer Invitation e-mail. If the Reviewer Invitation e-mail includes the merge fields for Username and Password, then anyone cc'd on the e-mail will see the Username and Password of the Reviewer.

In 5.0, the system is enhanced to automatically blind the username and password on ALL versions of the e-mail except for the e-mail that goes to the primary recipient. This applies to letters associated with all ActionManager events. Note that this is slightly different than simply displaying the encrypted Password; for cc'd e-mails, all other recipients will see a blinded Password AND Username. Note this feature applies to all journals; not just those with Password Encryption enabled.

When the user sends the e-mail, before the merge fields are populated, the merge fields %USERNAME% and %PASSWORD% (or %BLINDED_USERNAME% and %BLINDED_PASSWORD%) should be replaced by 8 asterisks in all 'cc' versions of the e-mail. (Note that the blinded versions of the merge fields are actually short phrases that include the Username and Password.). All Usernames and Passwords will be displayed as asterisks and will always display with the same number of asterisks (8) no matter the length of the actual Username or Password.

TO CONFIGURE PASSWORD ENCRYPTION:
All passwords are encrypted at time of upgrade. However, the policy at the publisher level (i.e. outside of Editorial Manager) will determine whether or not passwords are displayed in Editorial Manager. No further configuration is required in Editorial Manager.

Send Username/Password Options

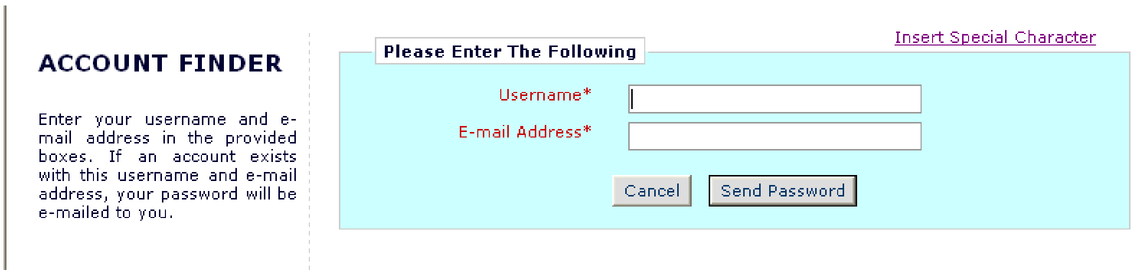
In EM version 4.0 and below, if the user forgets his Username and/or Password, he can click the Send Username/Password link on the Login page. After entering First Name, Last Name and E-mail Address, the system will automatically send the user an e-mail containing the Username and Password (IF the system finds a match, and IF the journal has configured a letter containing both of these merge fields).

Journals now have the option of configuring a more secure method (i.e. not sending username and password in the same e-mail), whereby the user who has forgotten his password would click the 'Send Password' link on the Login page. After entering Username and E-mail Address, the system will automatically send the user an e-mail containing the Password (if the system finds a match on both username and e-mail address, and if the journal has configured a letter containing the password merge field).

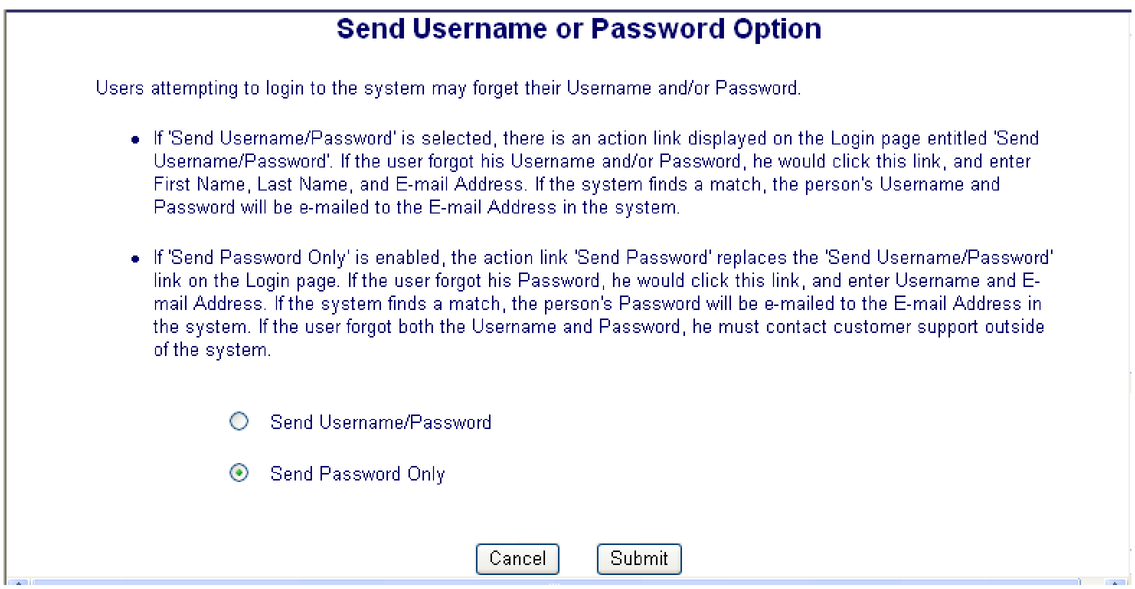
NOTE: It is up to the journal to ensure that the letter associated with the 'Forgot Username or Password' event in ActionManager includes password (and not username).

If the letter includes both the username and password merge fields, the letter sent to the user would include both username and password.

NOTE: With the ‘Send Password Only’ implementation, the user would have to contact customer support outside of the system if he also forgot his username.



TO CONFIGURE: Go to PolicyManager, then to the Registration and Login Policies section, click the ‘Select Send Username or Password Option’ link, and select the desired option.



More Secure Permissions for Editing People Data

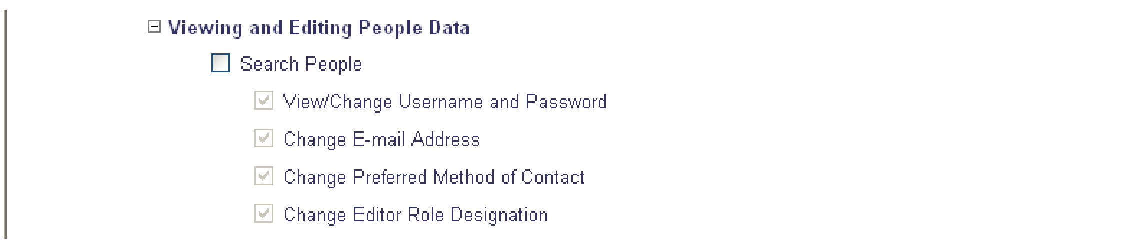
New Editor RoleManager permissions let journals have greater control over the permissions granted for editing people information (e.g. Change E-mail Address, View/Change Username and Password, Change Preferred Method of Contact and Change Role Designation). The ‘Search People’ permission has been expanded to include the following ‘sub-permissions’:

1. The existing ‘View Username and Password on Search People Page’ permission is renamed ‘View/Change Username and Password’. This permission is indented beneath the ‘Search People’ permission, and is disabled (grayed out) unless ‘Search People’ is enabled.

2. ‘Change E-mail Address’ – If this permission is not enabled, an Editor with ‘Search People’ permission cannot change an e-mail address on another person’s people record. This safeguards against an Editor changing the e-mail to his own e-mail address, which would allow that Editor to receive the Forgot Username and Password e-mail.
3. ‘Change Preferred Method of Contact’ – If this permission is not enabled, the Editor cannot change another person’s Preferred Method of Contact. This would prevent the Editor from redirecting e-mail to the “Non-E-Mail Preferred Method of Contact Correspondence E-Mail Address”.
4. ‘Change Editor Role Designation’ – If this permission is not enabled, the Editor cannot change another person’s Editor Role. This would prevent an Editor from changing his own Role to that of an Editor with broader permissions.

NOTE: At time of upgrade, users with ‘Search People’ already enabled will automatically have the sub-permissions enabled. This is to ensure that we do not take away functionality that Editors with ‘Search People’ permission currently have.

NOTE: Since all of the new permissions are performed on the Search People – Update Information page, the sub-permissions are disabled (grayed out) unless the ‘Search People’ permission is enabled.



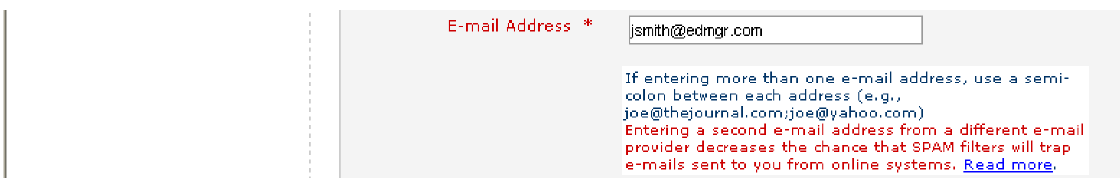
Multiple E-mail Address Request

Some publications have reported that some users are not receiving key e-mails from the Editorial Manager system. For example, some Reviewers are not receiving Reviewer Invitation e-mails from the system. These e-mails may be getting trapped in SPAM filters, and are therefore not reaching the intended destination.

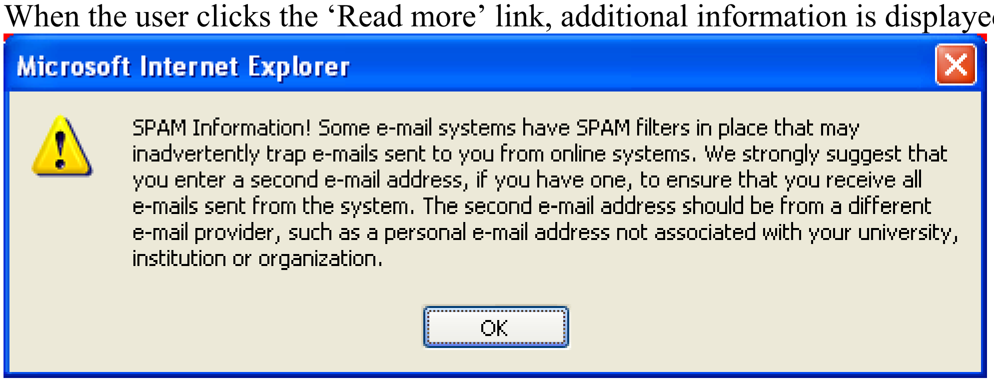
A new SPAM information warning next to the e-mail address field on all people data pages (New User Registration, Proxy Registration, Search People-Update Information, Update My Information and Alternate Contact Information), strongly urges users to enter a second e-mail address. If, for some reason, the system e-mails get caught in a SPAM filter for one e-mail address, the user should receive the e-mail at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).

NOTE: For any user who already has more than one e-mail address entered in their people record, all e-mails are already going to all e-mail addresses.
While this feature does not "SPAM-proof" e-mails coming from the system, it does mitigate the likelihood of e-mails not reaching the intended recipient.

The new SPAM information warning is displayed on the following pages:
1. New User Registration
2. Proxy Registration
3. Search People-Update Information
4. Update My Information and Alternate Contact Information



When the user clicks the 'Read more' link, additional information is displayed:



TO CONFIGURE: No configuration is required.

User Defined Fields for Submissions and People

The ability to create customized (user defined) fields associated with submission records or with people records has been added to Editorial Manager.

User Defined Fields might be used for different types of Notes, or for any other purpose deemed appropriate by the publication.

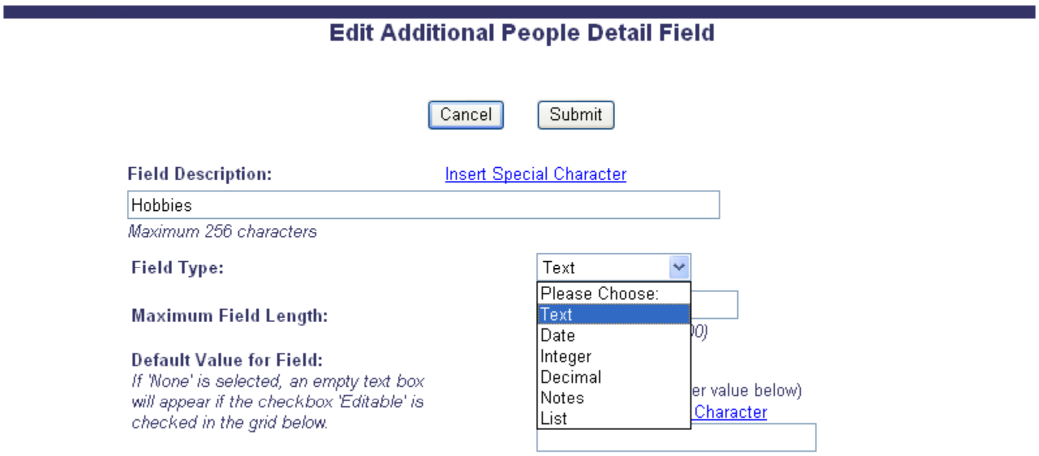
Editors and staff with appropriate permission can create new fields, and also indicate whether these fields are viewable and/or editable on relevant EM pages, and/or are included on the Transmittal Form.

User defined Submission Fields and People Fields may serve a dual purpose:

- Supports the creation of customized submission-related and people-related database fields, which can be populated by manually entering (typing, or cutting and pasting) information directly into EM (e.g. birthdates, supplemental people notes fields, etc.).
- Allows "carry over" of submission-related and people-related data from a legacy system that does not necessarily fit into the EM database structure (e.g. Legacy Reviewer Statistics, Legacy People Notes, List of Reviewers, etc.). This information could be populated manually in EM, or loaded into EM as part of the system conversion process. Note: This would be arranged separately between the journal and Aries.

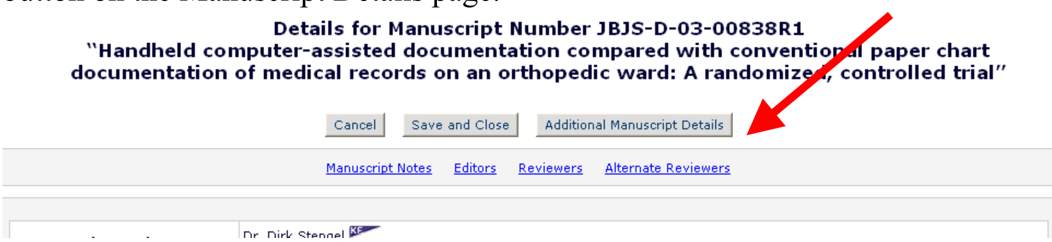
If the journal has configured user-defined people fields (and the Editor or journal staff has appropriate RoleManager permission(s)), the 'Additional People Details' button is displayed on the Search People – Update Information page.

Clicking the 'Additional People Details' button opens a new pop-up window, where the user can view the Additional People Details fields. If the user has permission to change the values, and PolicyManager states that the field is editable, the user can modify the values. Note the different field types available.

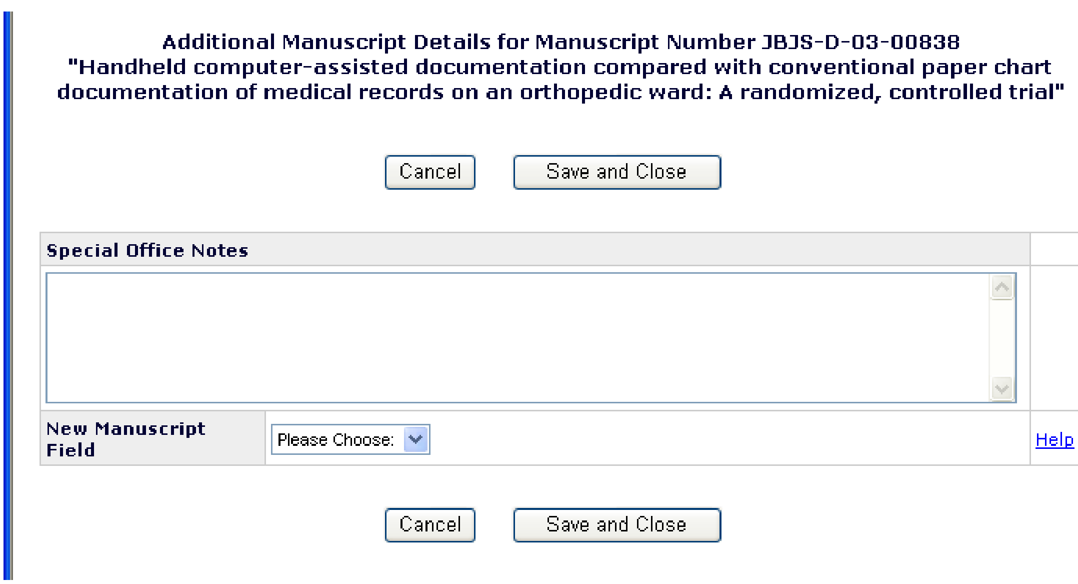


User-defined people fields are also available on the People Activity Details page.

User defined submission fields are very similar to User defined people fields, except that the custom fields are associated with submissions, instead of with people records. User defined submission fields are accessible from a new 'Additional Manuscript Details' button on the Manuscript Details page.

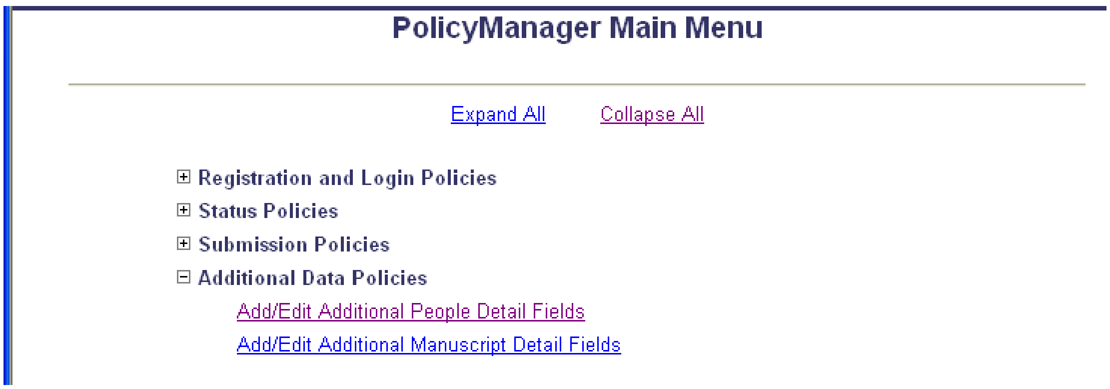


Clicking the 'Additional Manuscript Details' button opens the new Additional Manuscript Details page.

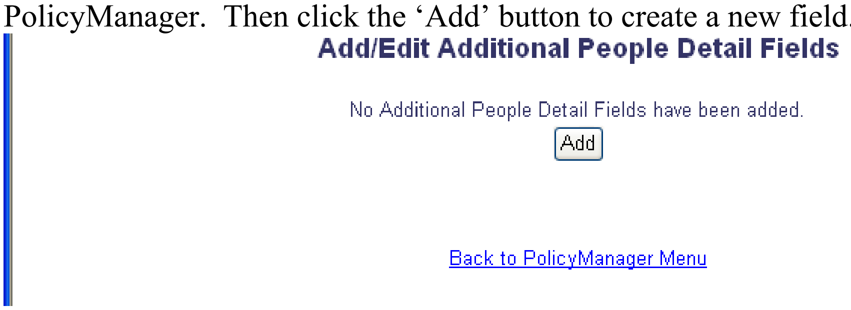


The Additional Manuscript Detail Fields are also displayed/editable (according to PolicyManager) on the Transmittal Form.

TO CONFIGURE USER DEFINED PEOPLE FIELDS: A new section called 'Additional Data Policies' is added to PolicyManager.

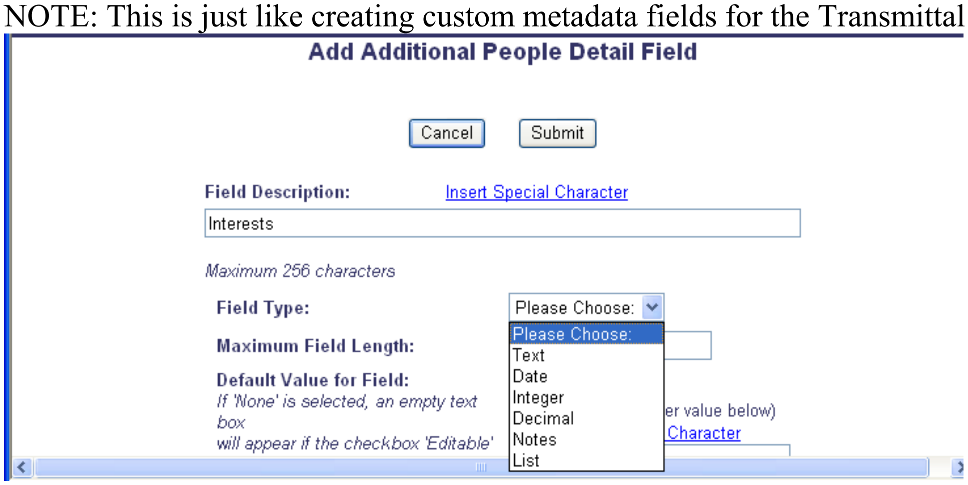


To create Additional People Detail Fields, click the link of the same name in PolicyManager. Then click the 'Add' button to create a new field.



Enter a Field Description, and then choose a Field Type. Most of the field types are self-explanatory. However, there are two new field types: 'List' and 'Notes'. Special configuration for 'List' is described further below.

NOTE: This is just like creating custom metadata fields for the Transmittal Form.

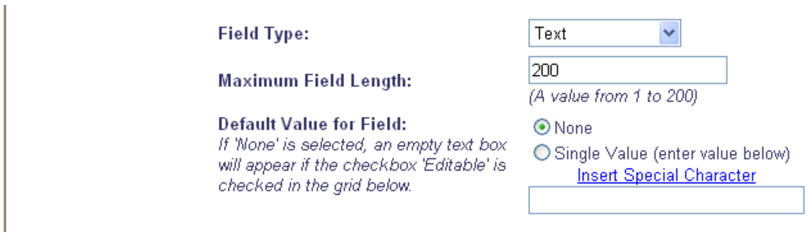


After you have selected a Field Type, enter the Maximum Field Length. The Maximum Field Length dictates how large the text box will appear on the user-facing pages.

NOTE: The allowable value for Maximum Field Length varies, depending on the Field Type:

- Text = 200 characters
- Notes = 20,000 characters
- Date, Integer, Decimal = maximum does not apply

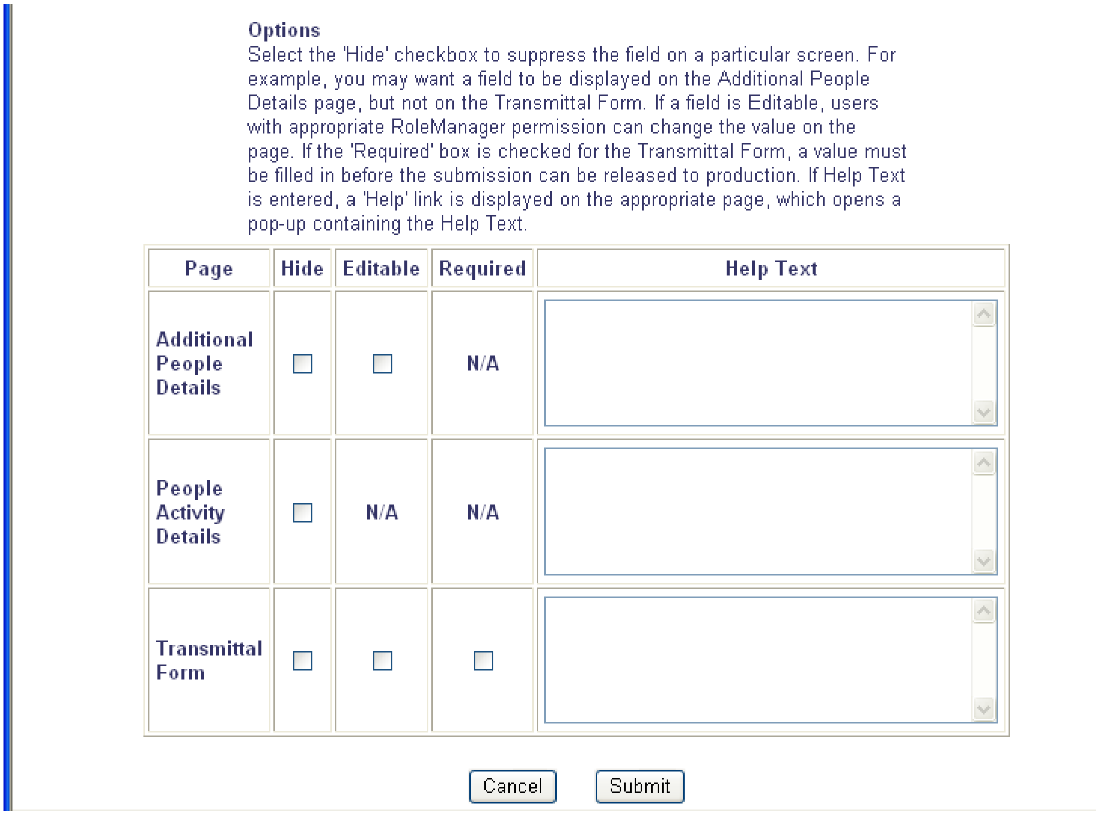
The next step is to specify a default value for the field. If you do not want users to see a default value, leave 'None' selected. If you want users to see a default value, select 'Single Value' and enter the default value in the text box.



You must now specify the pages on which the field will be displayed, and enter any Help Text (optional) that would be available to the user on that page.

- Checking the 'Hide' checkbox suppresses the field on the specified page.
- Checking the 'Editable' checkbox allows users with 'Edit Additional People Details' RoleManager permission to change the value on the specified page. Note that all fields are read-only on the People Activity Details page; therefore, the 'Editable' checkbox is not applicable.
- Checking the 'Required' checkbox for the Transmittal Form means that the submission cannot be released to production unless the value is filled in. Note that fields are never 'Required' on the Additional People Details or People Activity Details pages.

NOTE: Additional People Detail Fields would not actually be transmitted to a production system unless the transmittal script is updated to pick up the appropriated field(s).

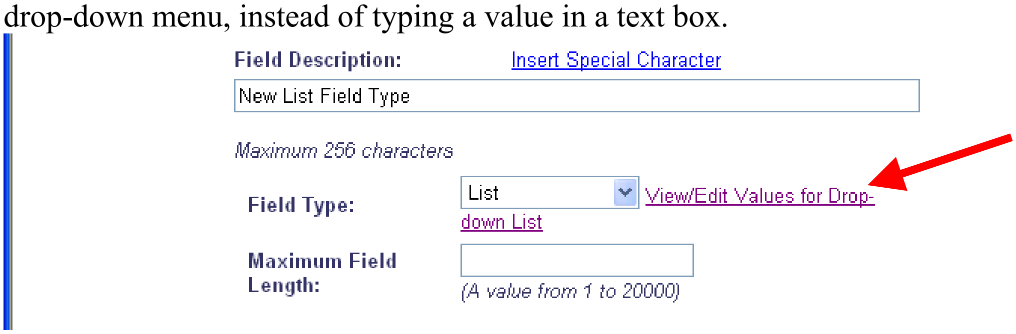


Options
Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional People Details page, but not on the Transmittal Form. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens a pop-up containing the Help Text.

Page	Hide	Editable	Required	Help Text
Additional People Details	☐	☐	N/A	
People Activity Details	☐	N/A	N/A	
Transmittal Form	☐	☐	☐	

Cancel Submit

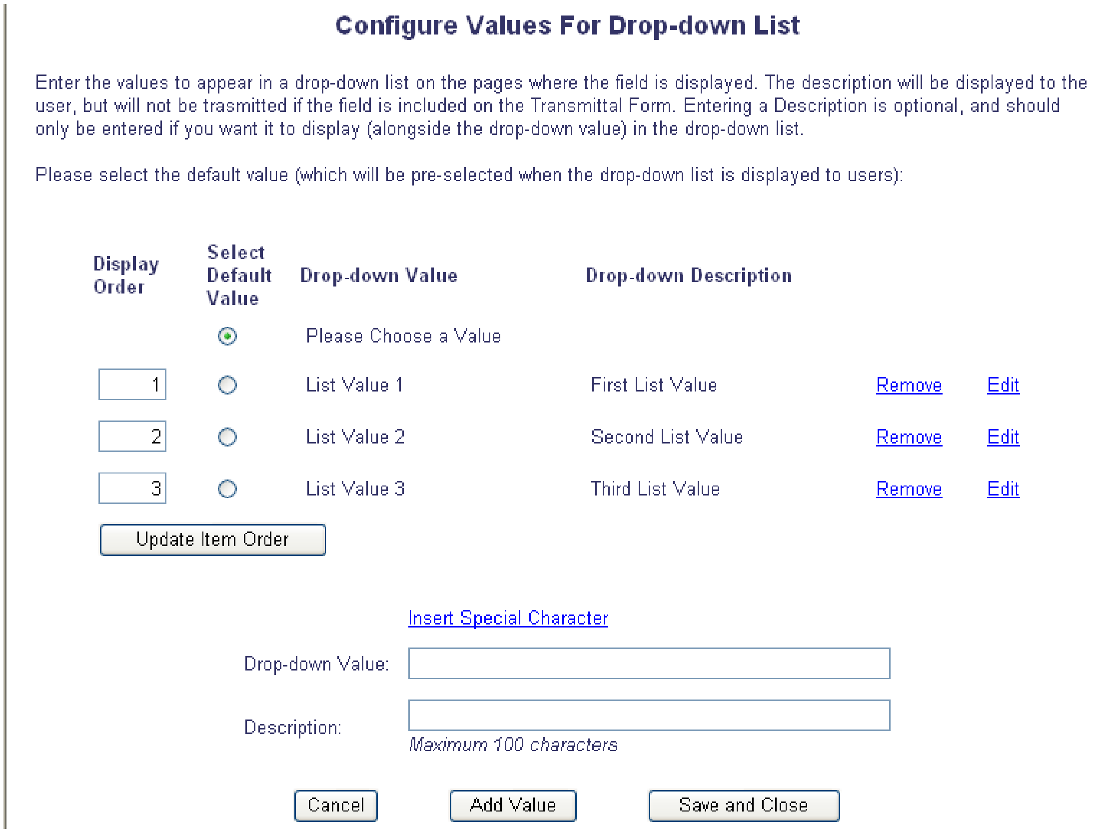
As mentioned previously, there is special logic if 'List' is selected for Field Type. When 'List' is selected the page is refreshed with a 'View/Edit Values for Drop-down List' link. The user can click this link to create a list of values the use would choose from a drop-down menu, instead of typing a value in a text box.



NOTE: If the journal changes a field from any Field Type to 'List', and there is already a default value configured, that default value will be retained as the default value for the drop-down list. You can then change to another default value, if desired, on the Configure Values for Drop-down List page.

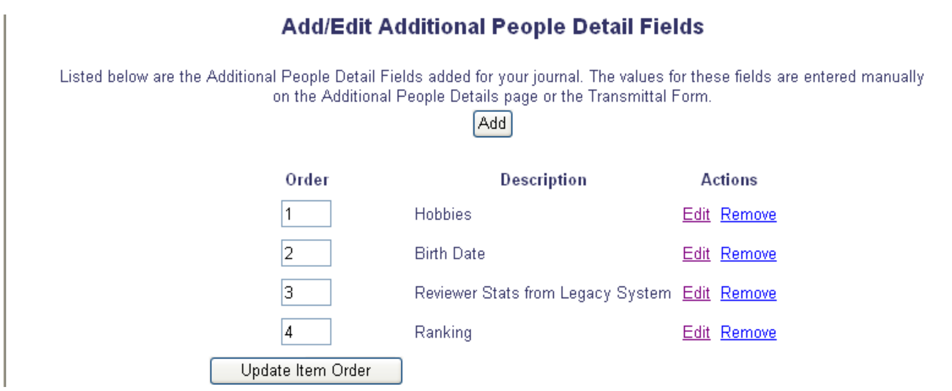
NOTE: If you want to change a 'List' field to another Field Type, you must hide the field and create another one.

On the Configure Values for Drop-down List page, enter the Drop-down Value and Description (optional). You may re-order the items, and select which value should be the default value when the user sees the drop-down list. If you do not want any default value, ‘Please Choose a Value’ should be selected (this is what the user would see as the default value).



Once the Additional People Detail Fields have been created, they are listed on the Add/Edit Additional People Detail Fields page. You can change the order in which the fields are displayed on user-facing pages, by changing the order and clicking the ‘Update Item Order’ button. You can click the ‘Edit’ link to change the parameters for a particular field, or to Hide a field that should no longer be used.

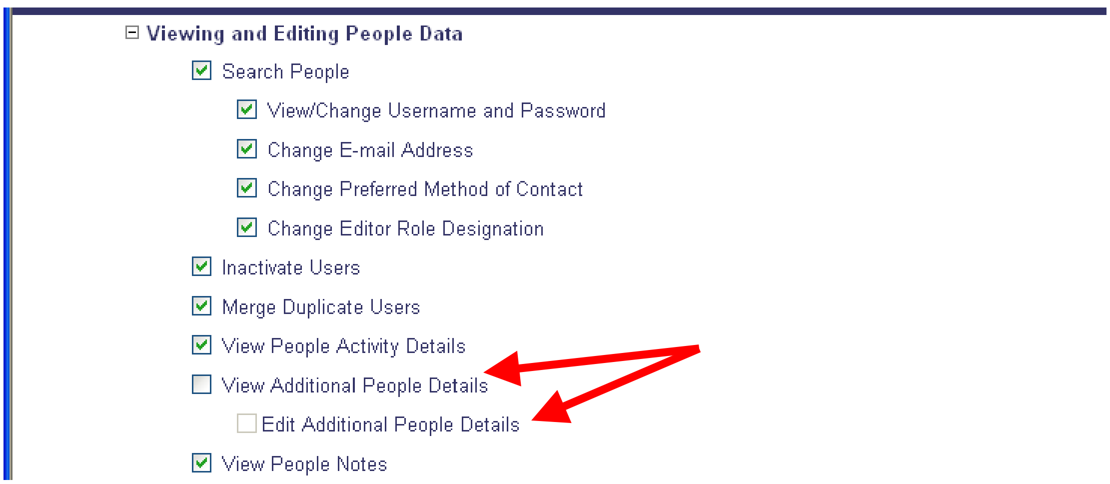
NOTE: A field can be removed by clicking the Remove link, as long as it has never been used (i.e. no people records contain a value in the field).



The final configuration step for user defined people fields is to set the Editor RoleManager permissions. Go to Editor RoleManager and click the 'Edit' link for the appropriate Editor Role. Go to the 'Viewing and Editing People Data' section of Editor RoleManager and check the boxes to enable the Additional People Detail Field permissions.

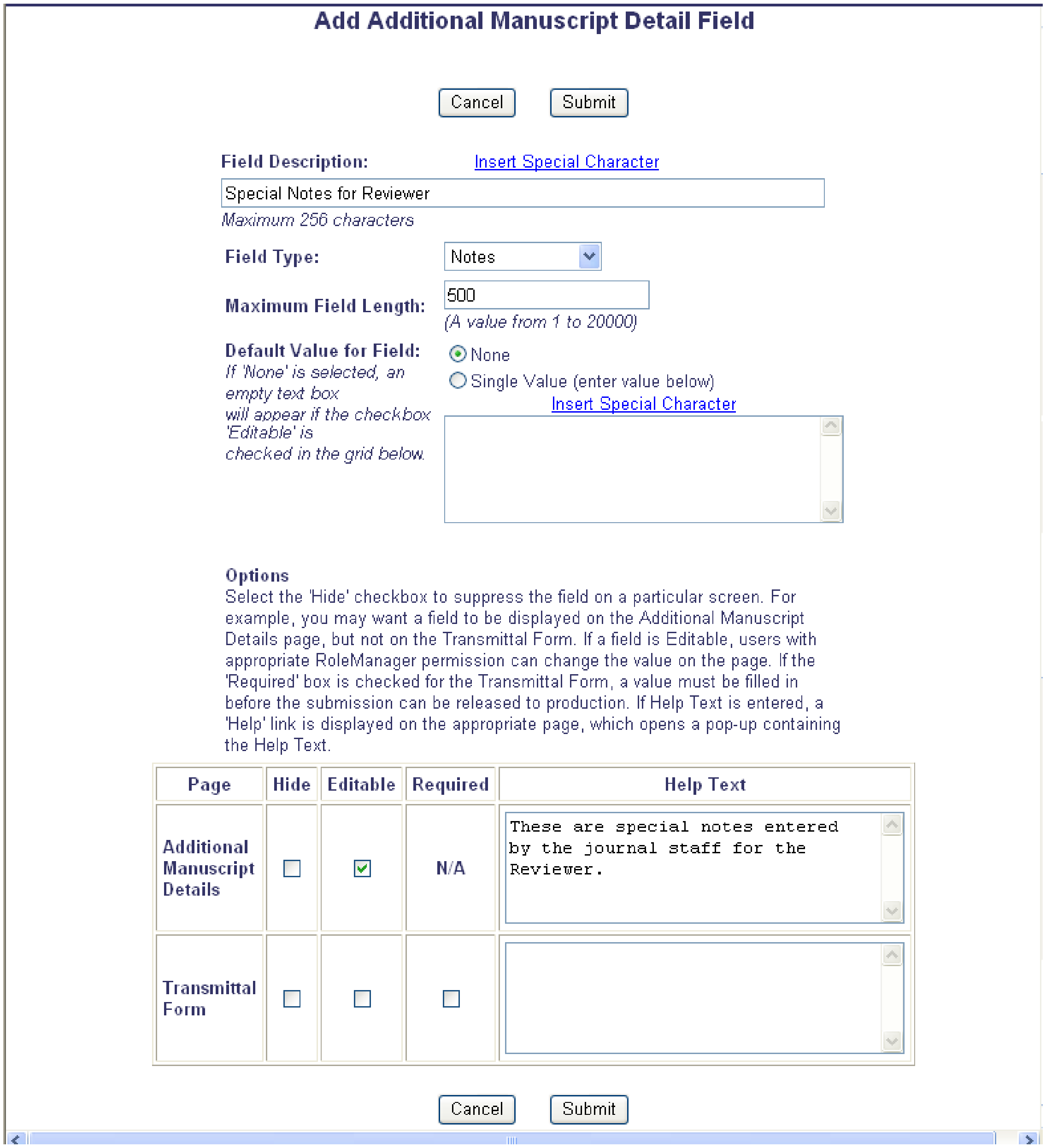
NOTE: The 'Edit Additional People Details' permission is disabled until the 'View Additional People Details' box is checked.

NOTE: Even if the 'Edit Additional People Details' permission is enabled, the Editor Role cannot modify the values unless the particular field is also marked 'Editable' in the Options Grid in PolicyManager.



TO CONFIGURE USER DEFINED SUBMISSION FIELDS: The configuration is very similar to Additional People Detail Fields. Go to the new Additional Data Policies section in PolicyManager and click the 'Add/Edit Additional Manuscript Detail Fields' link. Click the 'Add' button to create a new field(s).

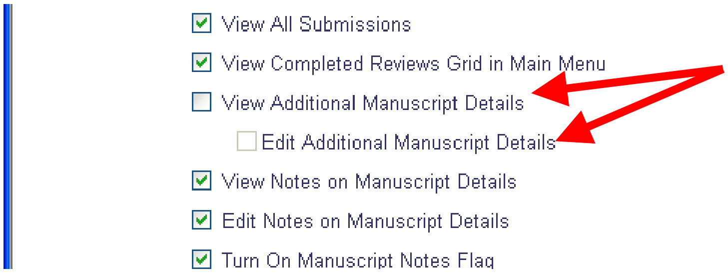
Fill in all the necessary information, and submit the page. If you choose a 'List' Field Type, be sure to enter the drop-down values on the 'Configure Values for Drop-down List' page. Check the appropriate boxes in the Options Grid, to specify the pages that should display the new field.



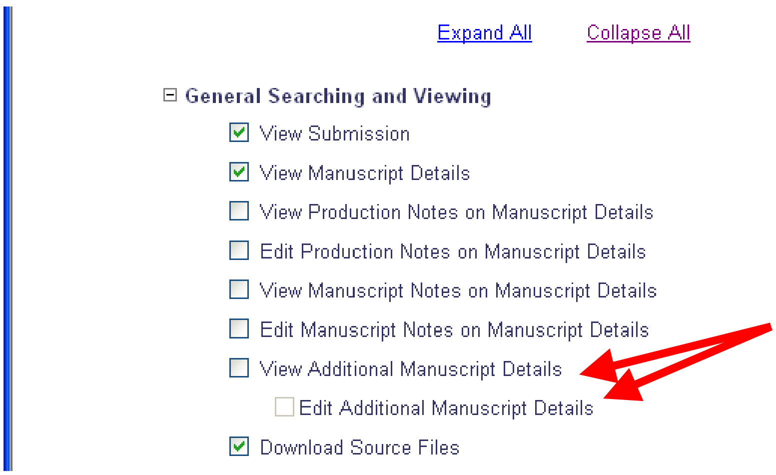
The final configuration step for user defined manuscript fields is to set the Editor and Publisher RoleManager permissions. Go to Editor RoleManager and click the 'Edit' link for the appropriate Editor Role. Go to the 'General Searching and Viewing' section of RoleManager and check the boxes to enable the Additional Manuscript Detail Field permissions.

NOTE: The 'Edit Additional Manuscript Details' permission is disabled until the 'View Additional Manuscript Details' box is checked.

NOTE: Even if the 'Edit Additional Manuscript Details' permission is enabled, the Editor Role cannot modify the values unless the particular field is also marked 'Editable' in the Options Grid in PolicyManager.



Go to Publisher RoleManager and click the 'Edit' link for the appropriate Publisher Role. Go to the 'General Searching and Viewing' section and check the boxes to enable the Additional Manuscript Detail Field permissions.



Submit Manuscript Enhancements

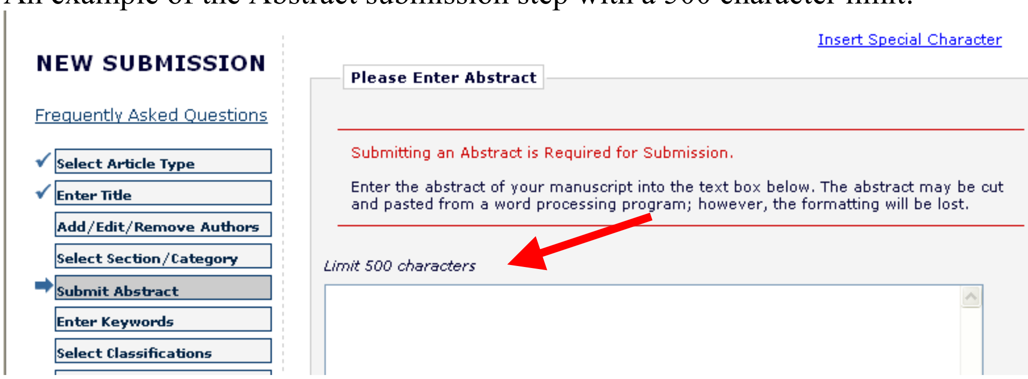
Submission Step Limits

The Journal Office can now set limits on certain Submission Steps within the Submit Manuscript interface. Authors have visibility to the restrictions on the appropriate manuscript Submission Steps.

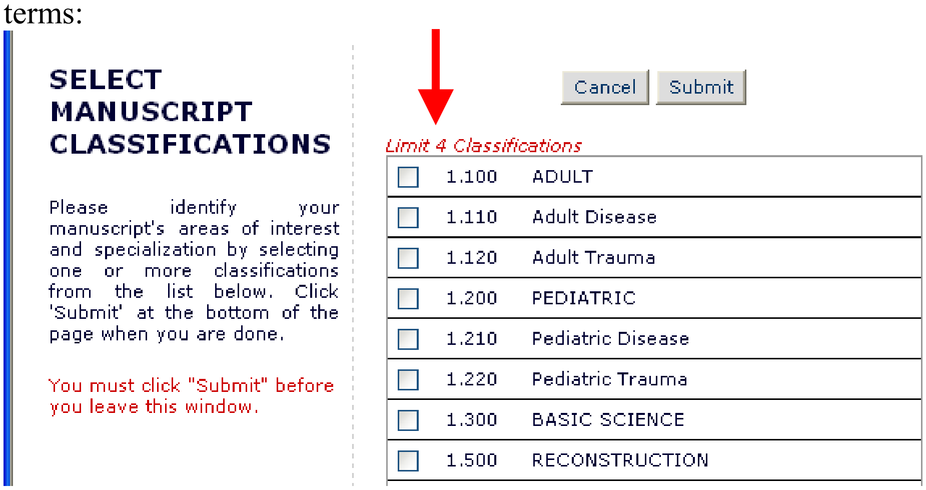
All of the additions are configurable by Article Type, and include the following enhancements:

1. Limit size of Full Title by word or character count.
2. Limit size of Short Title by word or character count.
3. Limit size of Abstract by word or character count.
4. Limit size of Comments by word or character count.
5. Limit number of Authors associated with the manuscript.
6. Limit number of Keywords related to the manuscript.
7. Limit number of Classifications associated with the manuscript.

An example of the Abstract submission step with a 500 character limit:

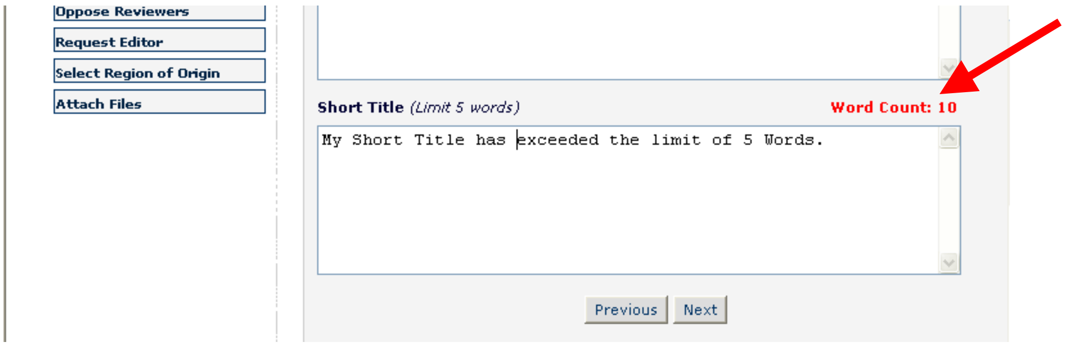


An example of the Select Classifications submission step with a limit of 4 classification terms:

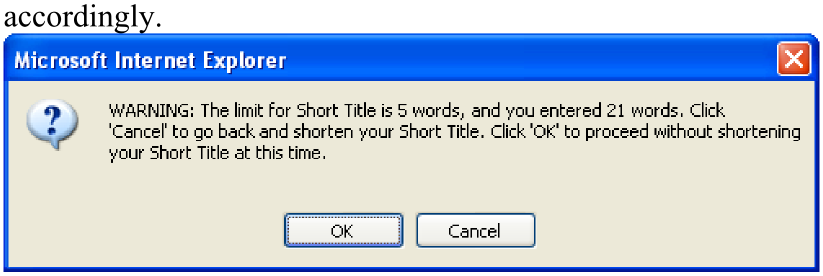


A dynamic counting feature is added to the four submission steps that allow limits by words or characters: Short Title, Full Title, Abstract, and Comments. The counter is dynamically adjusted as the user enters information into the text boxes for relevant submission steps. It is extremely helpful for the Author to see the word count while he is working, so he can easily identify when the submission information is within the allowable limits.

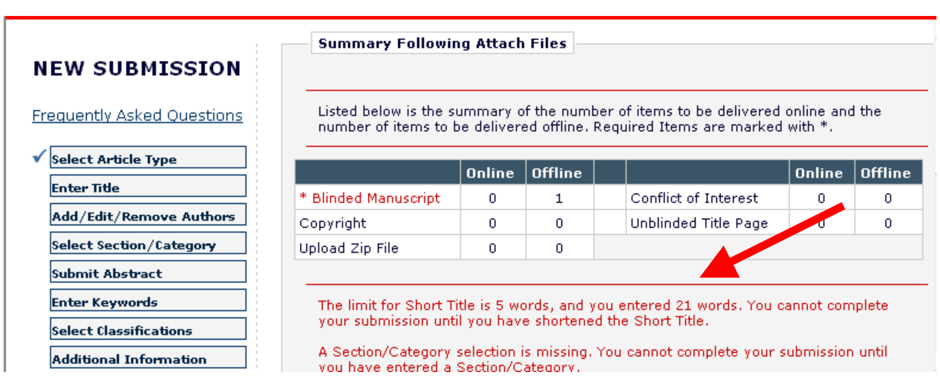
NOTE: The character counter includes spaces and punctuation.



In addition to displaying the field size limit and current word or character count, the user is allowed to type or copy and paste values in excess of the limits into the text boxes, so they can manipulate the data in the system (e.g. pare down a lengthy title to a suitable short title). When the page is submitted (Author clicks 'Next' or selects another submission step), the words/characters are counted, and the Author will be alerted accordingly.

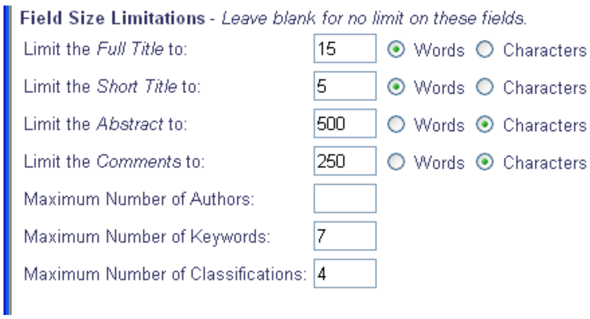


The Author is permitted to proceed to other submission steps, but cannot build the submission PDF until all steps are within the appropriate limits.



TO CONFIGURE: In PolicyManager, go to the Submission Policies section and click the 'Edit Article Types' link. You may then enter the number of Words or Character limit for the relevant submission steps.

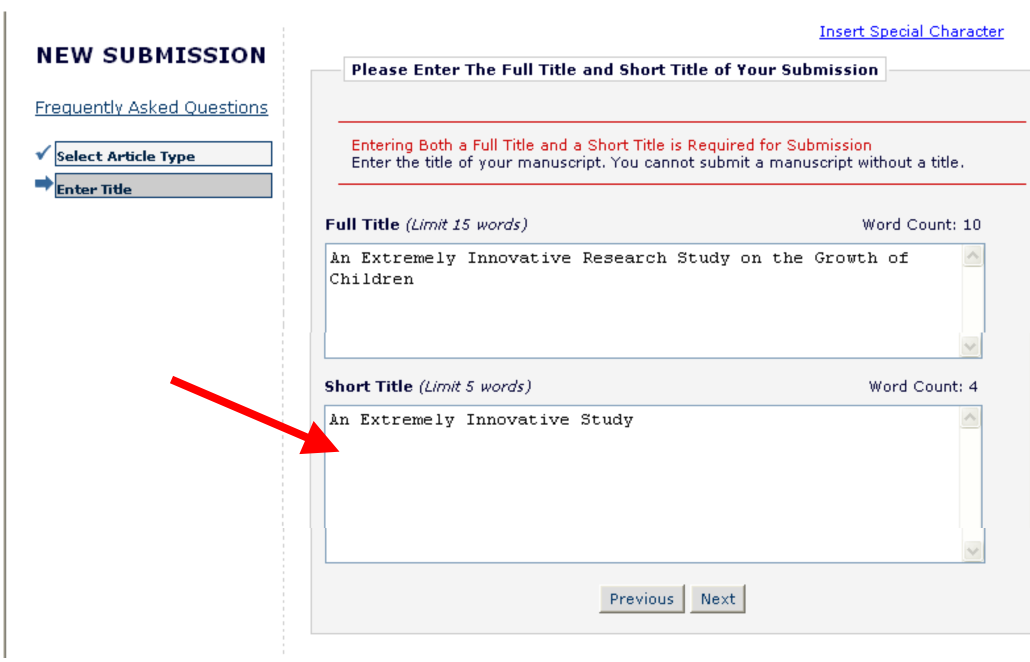
NOTE: If you do not want to impose a limit for a particular submission step(s), simply leave the boxes empty. In the example below, there is no limit for Maximum Number of Authors.



Short Title Submission Field

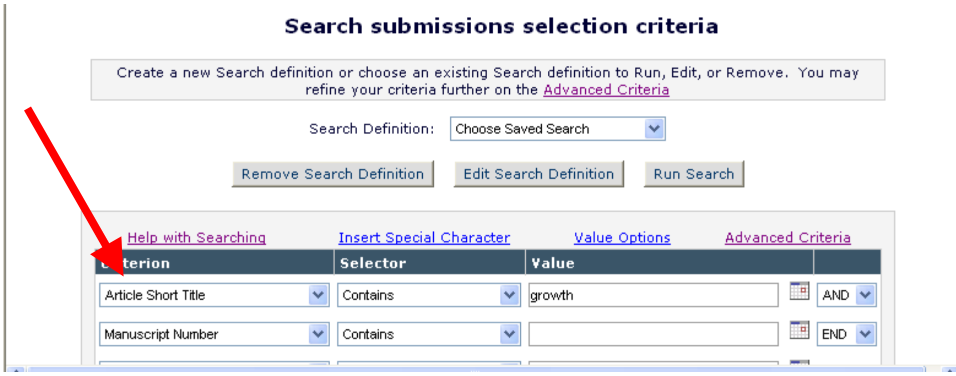
There is a new submission field that allows the Author to enter a 'Short Title'. If enabled, this field appears on the Enter Title Submission Step.

The publication can specify whether Short Title is Required, Optional or Hidden for manuscript submission (similar to other submission steps). The Short Title field also supports a (optional) limit for the maximum number of words or characters that can be entered.



A new merge field, %ARTICLE_SHORT_TITLE% allows the Short Title to be included in letters and third party bibliographic searches.

Short Title is also added to Search Submissions selection criteria:



Short Title is visible on Manuscript Details:

Other Authors:	Reggie Bush, USC Matt Leinhart, USC
Short Title:	NFL Draft
Article Type:	Original Study
Keywords:	keyword; fun; draft; football

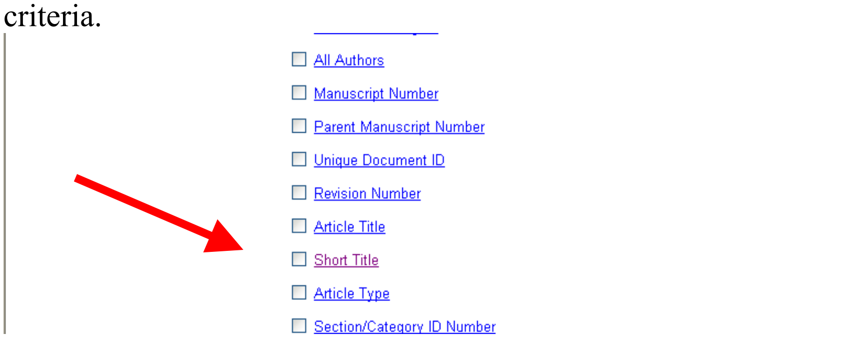
Short Title is available for inclusion on the Transmittal Form.

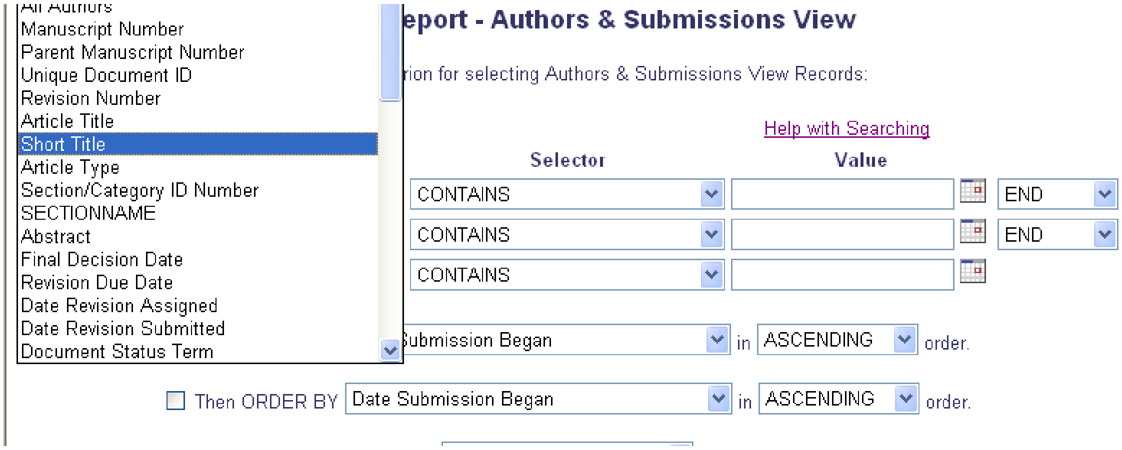
Item Description	Value		
Manuscript Number	MT5-046		Help
Revision Number	0		Help
Article Title	NFL Draft is this week		Help
Short Title	NFL Draft		Help

Short Title is also added to the following Custom Report Views:

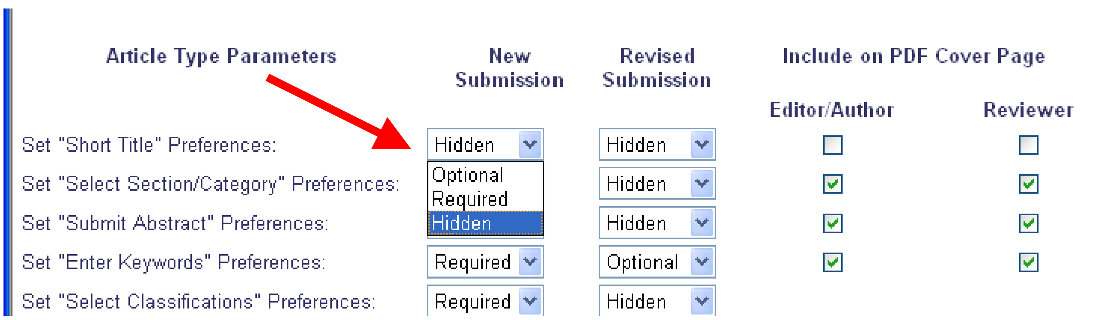
- Authors & Submissions
- Editors & Submissions
- Reviewers & Submissions
- Manuscript Status History
- Manuscripts & Classifications

Short Title can be selected for display in the results, and is also available in the selection criteria.

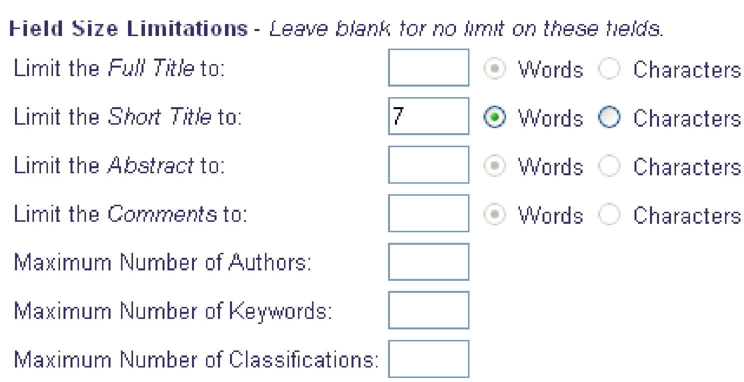




TO CONFIGURE: In PolicyManager, go to the Submission Policies section and click the 'Edit Article Types' link. Then click the 'Edit' link for the Article Type you want to configure. If 'Optional' is selected, the Author is not required to enter Short Title (he is still required to enter Full Title). If 'Required' is selected, the Author must enter a Short Title before building the submission PDF. The journal can also select whether the Short Title is included on the PDF cover page by checking the appropriate boxes.



Within Edit Article Type, the journal may also specify a limit for the maximum number of words or characters for Short Title.



New Submission Step: Suggest/Oppose Reviewers

In EM version 4.0 and below, Authors may use the general “Comments” Submission Step to suggest preferred Reviewers for their submission, or to identify Reviewers who Authors would prefer not review the submission.

Some publications would like an explicit Submission Step for the Author to suggest potential Reviewers or identify Reviewers who should not review the submission. This is achieved with the following enhancements:

Two new Submission Steps (configurable by Article Type) can be displayed on the Submit Manuscript interface:

- “Suggest Reviewers”
- “Oppose Reviewers”

The publication specifies (on the new “Select Author’s Reviewer Preferences” page) the required fields if the Author is entering a suggested or opposed Reviewer. The journal indicates (on the “Edit Article Type” page) the minimum number of Suggested Reviewers the Author must enter.

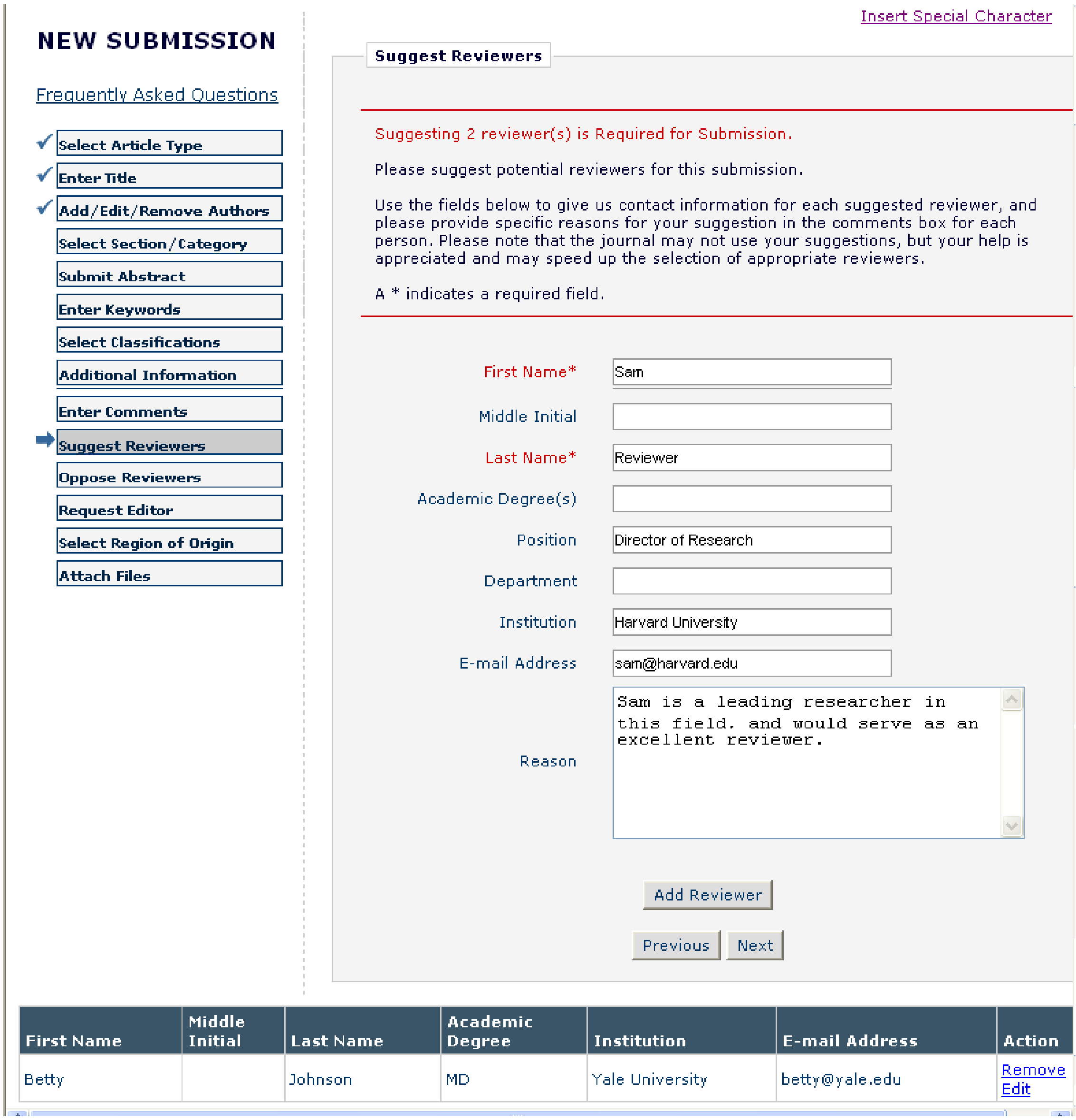
Authors are able to enter Reviewer Names, as well as contact information and reasons why the person is being cited, when submitting a new or revised manuscript (according to PolicyManager configuration). This information can be entered in a similar fashion to the existing Add/Edit/Remove Authors submission step.

Editors are able to see the Author’s Reviewer Preferences in a pop-up available from the “Reviewer Selection Summary” page and from the “Select Reviewer” pages in all selection modes. Editors can refer to this information when inviting Reviewers for the submission.

When searching for Reviewers, Editors will see text indicating that the potential Reviewer candidate may possibly be a match with the suggested or opposed Reviewer(s) entered by the Author.

Suggest Reviewers Submission Step

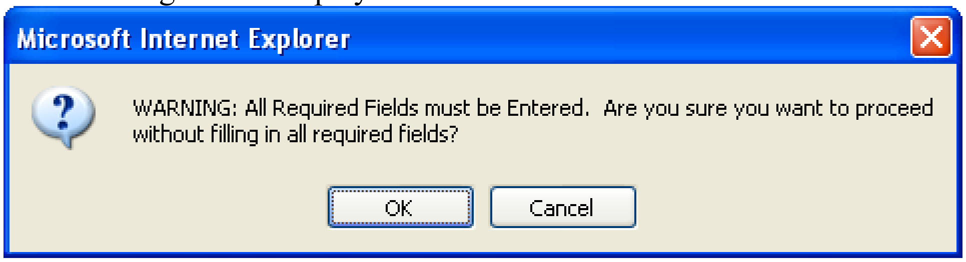
When suggesting a Reviewer, the Author must fill in all required fields. In the following example, the journal has also specified (on the Edit Article Type page) that a minimum of 2 Reviewers must be suggested for this Article Type. The Author should enter as much information as possible, and click the 'Add Reviewer' button.



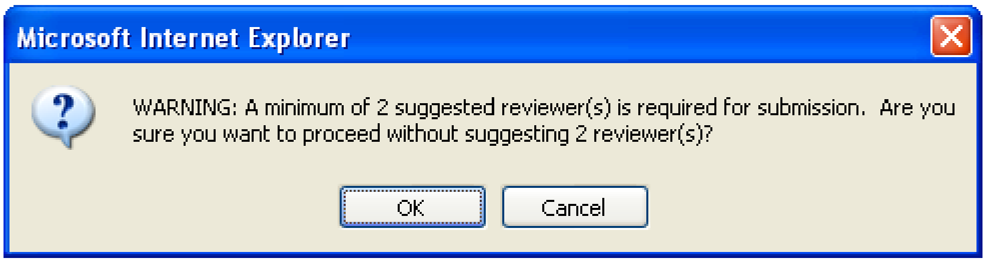
If the Author makes a mistake and wants to remove a suggested reviewer, he would click the 'Remove' link.

If the Author wants to change the information entered for a suggested reviewer, he would click the 'Edit' link and update the information.

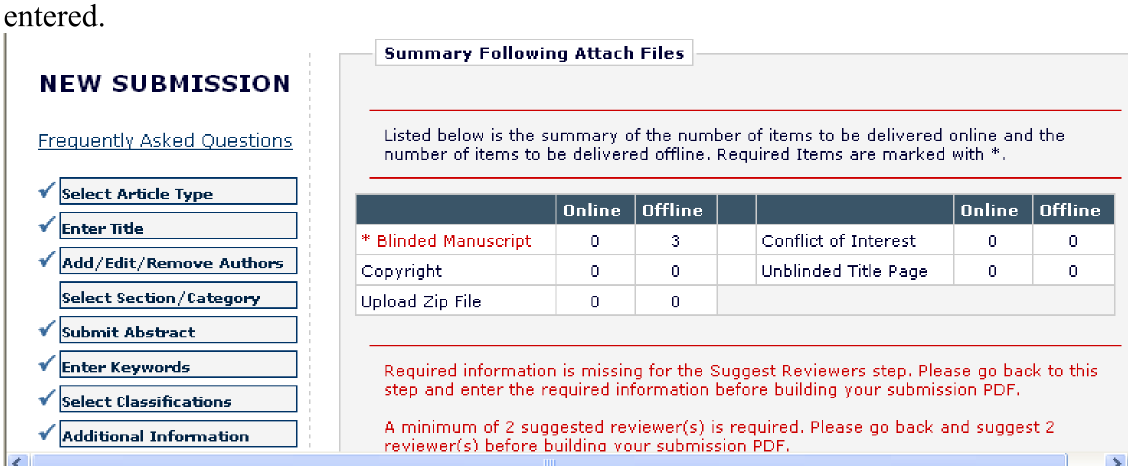
If the user tries to proceed to another submission step without filling in all required fields, the following alert is displayed.



If the user tries to proceed to another submission step without entering the minimum number of required suggested reviewers, the following alert is displayed.

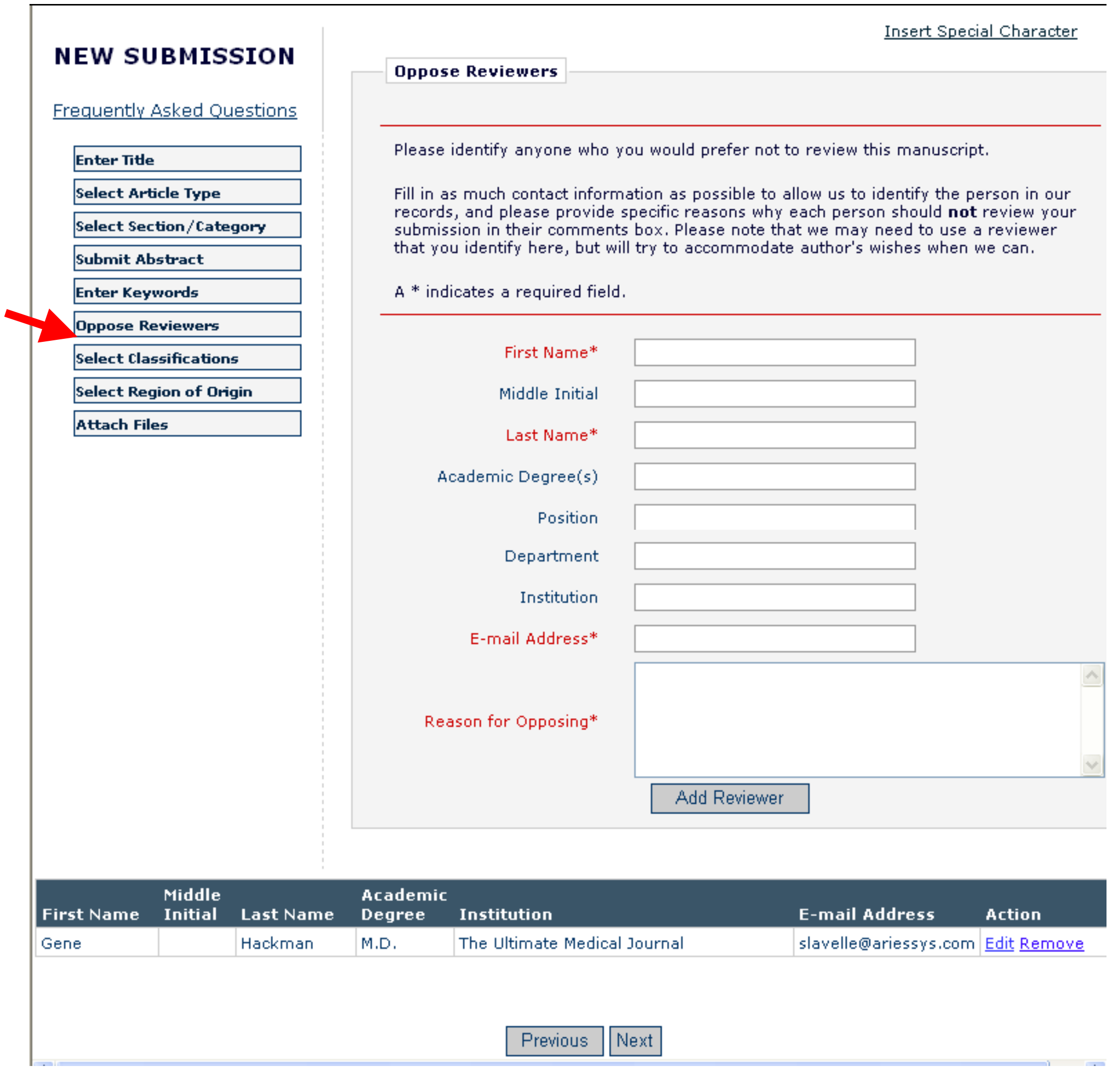


If the user doesn't fill in all required fields and/or enter the minimum number of suggested reviewers, he cannot build the submission PDF until the minimum has been entered.

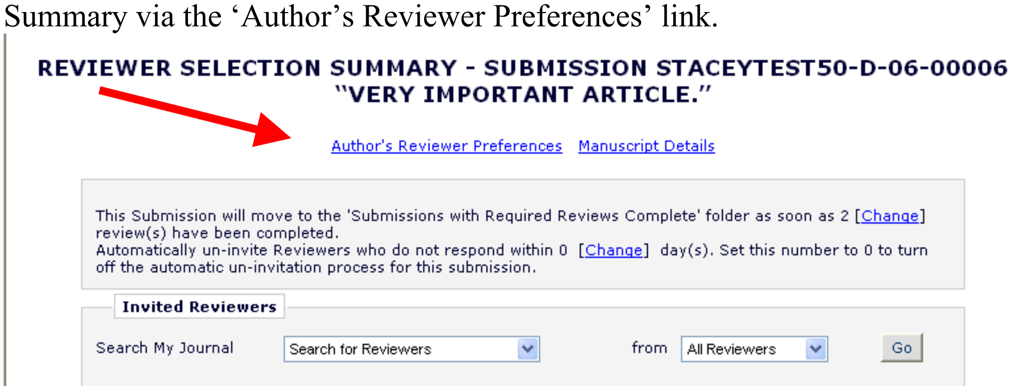


Oppose Reviewers Submission Step

The Oppose Reviewers submission step is similar to the Suggest Reviewers step, except that there is no setting for the minimum number of Opposed Reviewers.



Editors have access to suggested and opposed reviewers on the Reviewer Selection Summary via the 'Author's Reviewer Preferences' link.



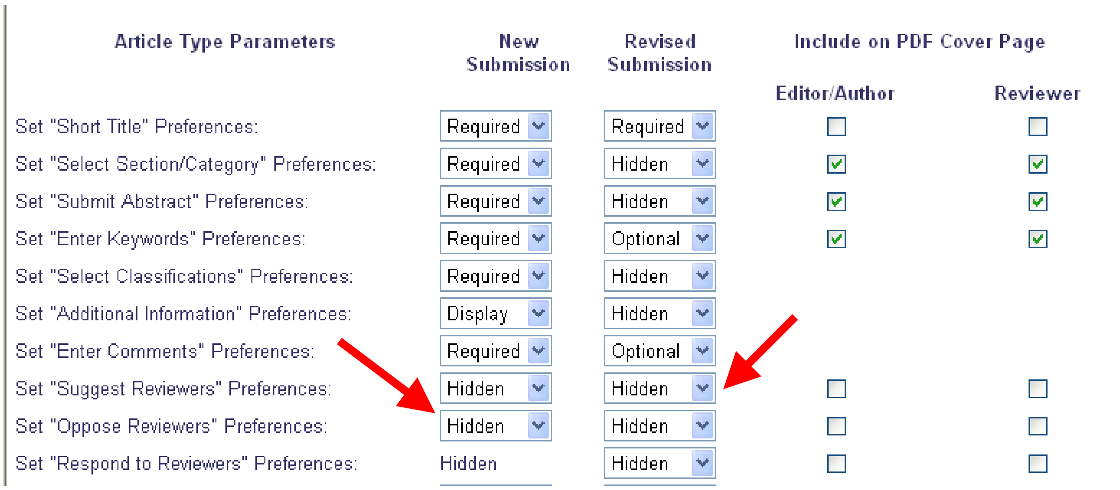
Clicking the 'Author's Reviewer Preferences' link opens a pop-up window with the Suggest/Oppose Reviewers information.

The Editor can also see on the Reviewer selection pages that an Author has suggested or opposed a Reviewer.

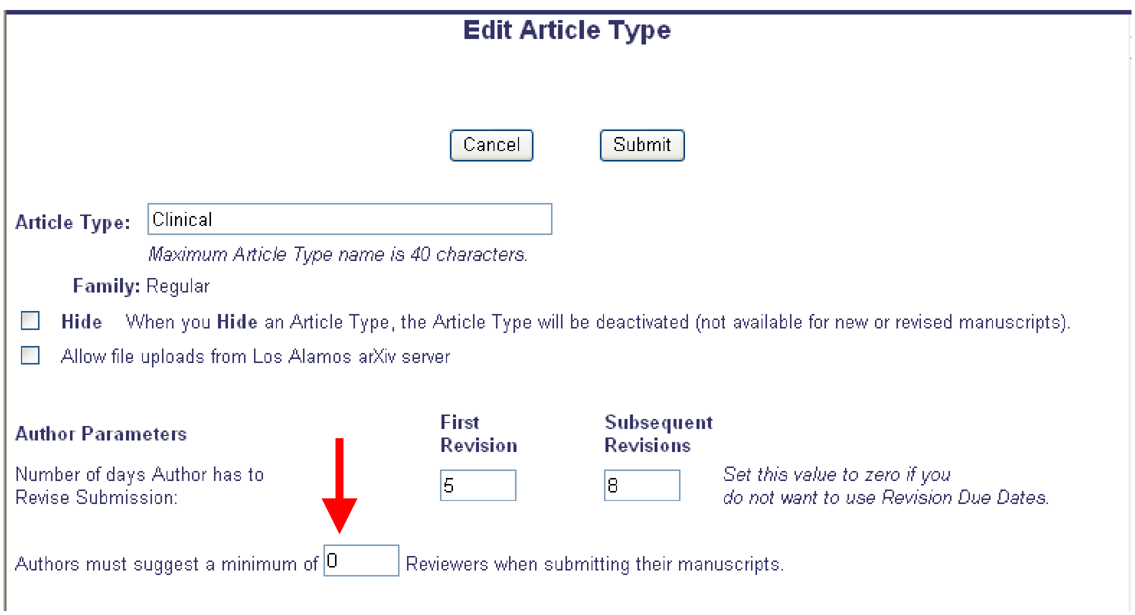
NOTE: This is based on an exact match of First and Last Name only. If Henry James is registered in EM as 'H. James', or 'Hank James', he would not be located as a possible suggested reviewer match with the name 'Henry James'.

TO CONFIGURE: In PolicyManager, go to the Submission Policies section and click the 'Edit Article Types' link. Then click the 'Edit' link for the Article Type you want to configure. Select 'Display' to activate these submission steps. The journal can also select whether the suggested/opposed Reviewers are included on the PDF cover page by checking the appropriate boxes.

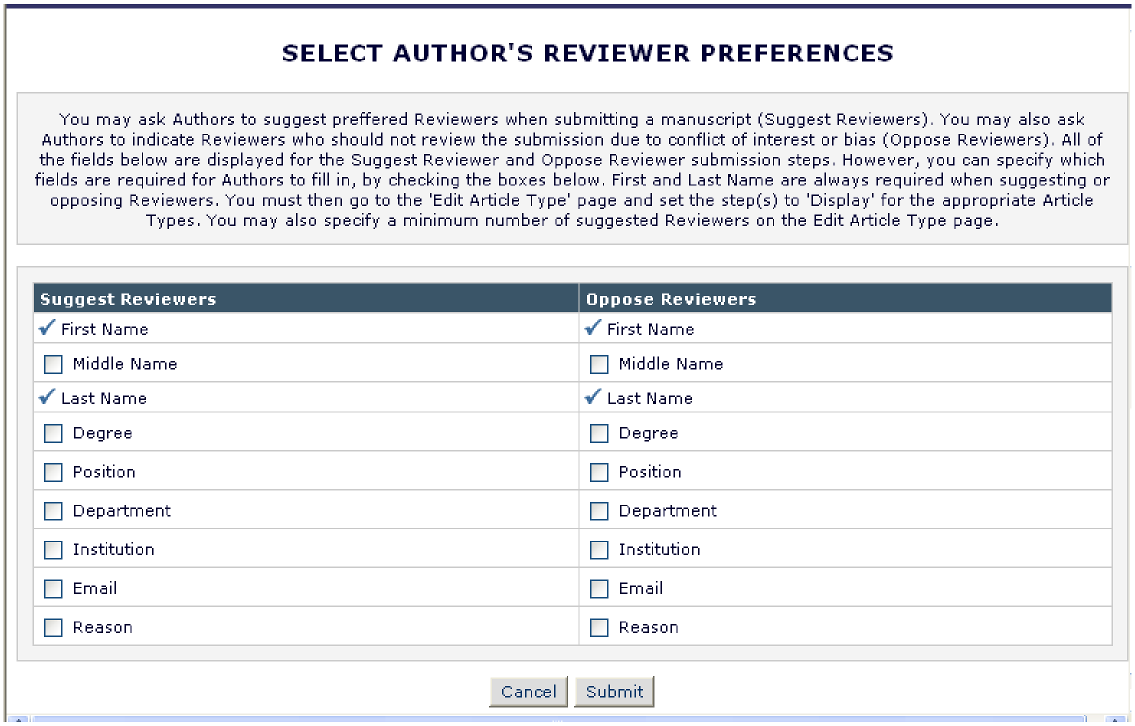
NOTE: The journal can effectively make these steps 'required' by specifying required fields on the Select Author's Reviewer Preferences page.



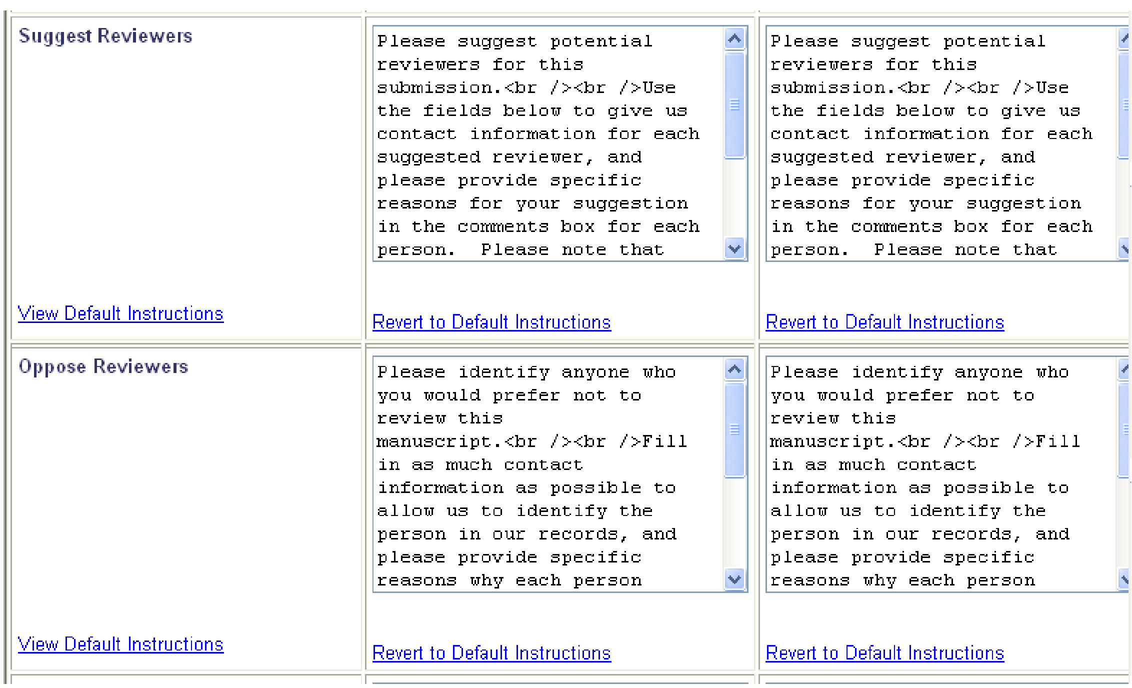
On the Edit Article Type page, you may also specify the minimum number of Reviewers the Author must suggest when submitting a manuscript with this Article Type. If you do not want to require a minimum number, leave the value set to 0.



The next configuration step is to specify which fields are required when Authors suggest or oppose reviewers. To do this, go to PolicyManager, Submission Policies, and click on the Select Author's Reviewer Preferences link. The First and Last Name are always required. If the Author decides to suggest or oppose a reviewer, he cannot build the submission PDF without filling in all of the required fields.



The last step of configuration is to customize the instructions that Authors will see for the Suggest Reviewers and Oppose Reviewers submission steps. In PolicyManager, go to the Submission Policies section and click the 'Edit Manuscript Instructions' link. If you do not wish to customize the instructions, the default instructions will be displayed.

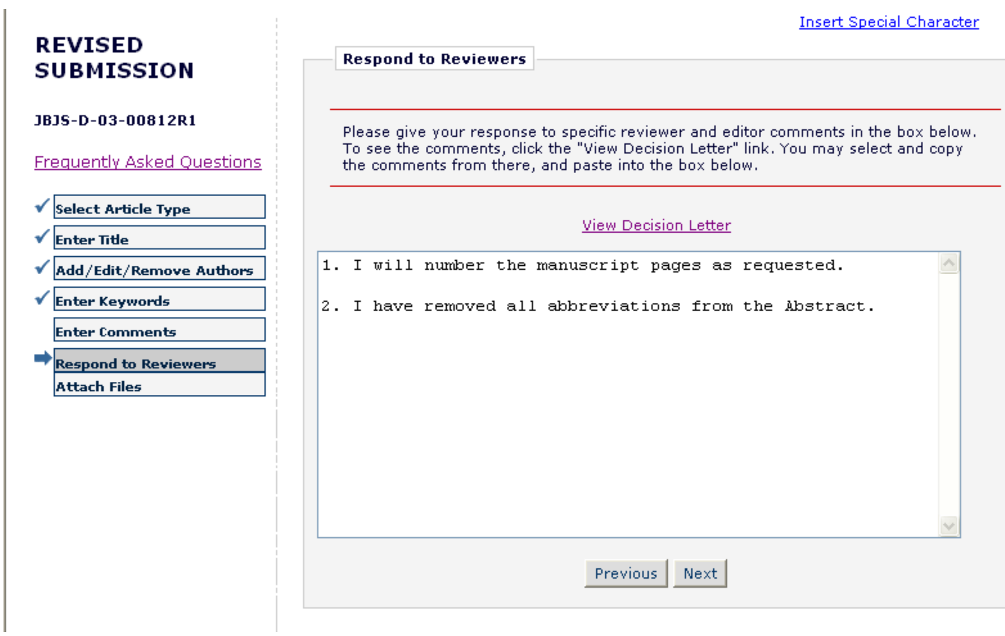


New Submission Step: Respond to Reviewers

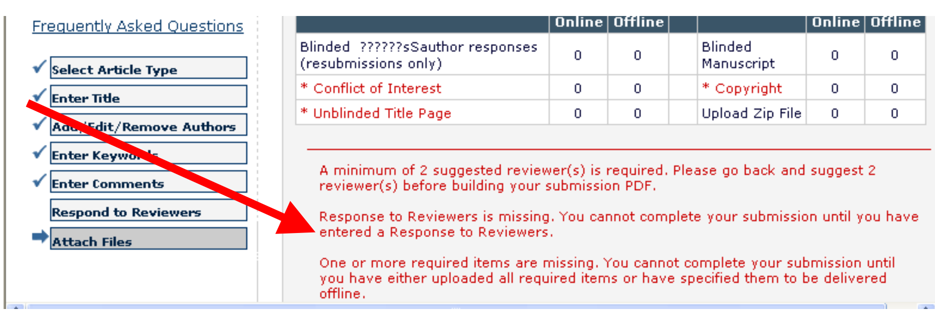
In EM version 4.0 and below, Authors "respond" to Reviewer comments by typing their responses in a Word document (or some other format) and uploading the file as part of the submission. The responses are then built into the PDF, but are not explicitly stored in the database for further viewing in the system.

Some publications would like the Author's response to Reviewer comments to be explicitly stored in the database instead of solely being built into the PDF. This is achieved with the following enhancements:

A new 'Respond to Reviewers' Submission Step (configurable by Article Type) can be displayed on the Submit Revision interface. The Author can click the 'View Decision Letter' link to view the decision letter, which includes the blinded comments from each Reviewer. The Author can then respond to each Reviewer's comments, by typing (or copy and pasting) responses into the text box.



If the 'Respond to Reviewers' step is 'Required' on the Edit Article Type page, the Author cannot build the revision PDF until text has been entered in the 'Respond to Reviewers' text box.

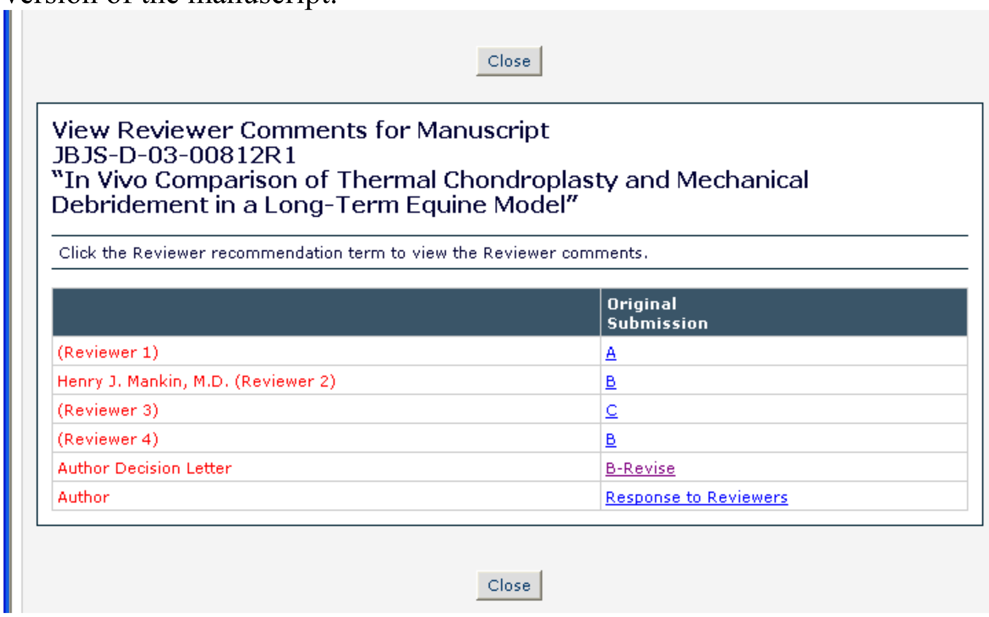


NOTE: The Author's response to Reviewers is only available for the first revision (R1) or greater (R2, R3, etc).

The Author has access to his own responses to Reviewer Comments in the "Revisions Being Processed" and "Submissions With Decision" folders.

Reviewers with appropriate RoleManager permission will have access to the (blinded) responses to all Reviewers on the "View Reviewer Comments" and "View Decision Letter" pages.

NOTE: The Reviewer must have permission, and he must have reviewed the previous version of the manuscript.


Close

View Reviewer Comments for Manuscript
JBJS-D-03-00812R1
"In Vivo Comparison of Thermal Chondroplasty and Mechanical Debridement in a Long-Term Equine Model"

Click the Reviewer recommendation term to view the Reviewer comments.

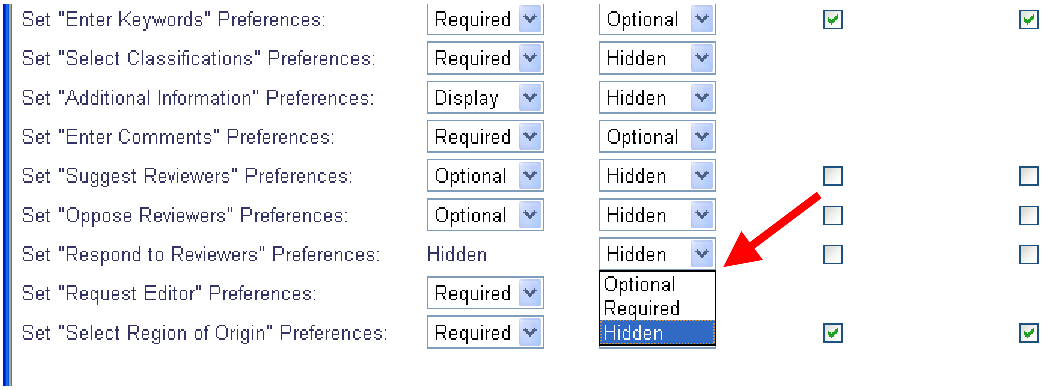
	Original Submission
(Reviewer 1)	A
Henry J. Mankin, M.D. (Reviewer 2)	B
(Reviewer 3)	C
(Reviewer 4)	B
Author Decision Letter	B-Revise
Author	Response to Reviewers

Close

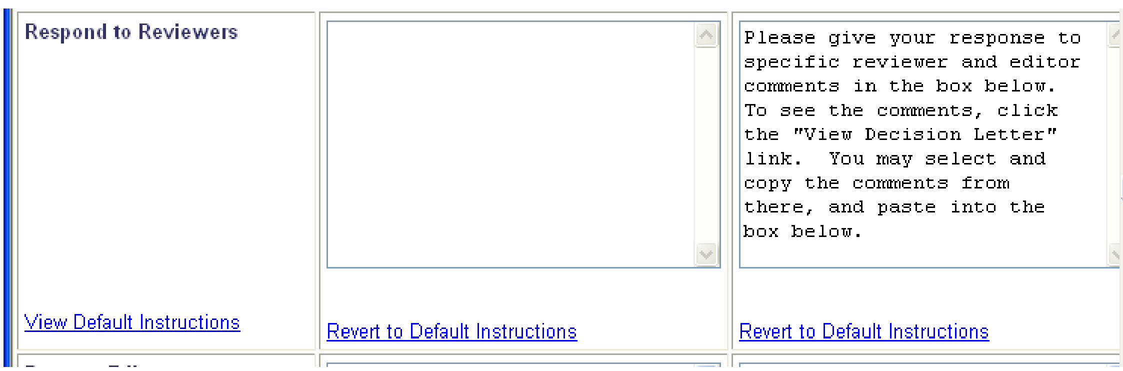
Editors will have access to the Author's responses to Reviewers on the "View Reviewer and Editor Comments" page (renamed "View Reviews and Comments" in this specification), and the "Submit Editor's Decision and Comments" page. Further, the existing "View Reviewer and Editor Comments" action link in Editor folders is renamed "View Reviews and Comments", to reflect the additional information available on this page.

TO CONFIGURE: In PolicyManager, go to the Submission Policies section and click the 'Edit Article Types' link. Then click the 'Edit' link for the Article Type you want to configure. If 'Optional' is selected, the Author is not required to respond to the reviewer comments. If 'Required' is selected, the Author must respond to the reviewer comments before building the revised submission PDF. The journal can also select whether the Author Response is included on the PDF cover page by checking the appropriate boxes.

NOTE: The Respond to Reviewers submission step cannot be displayed for new submissions (since there are no reviewer comments at that time).

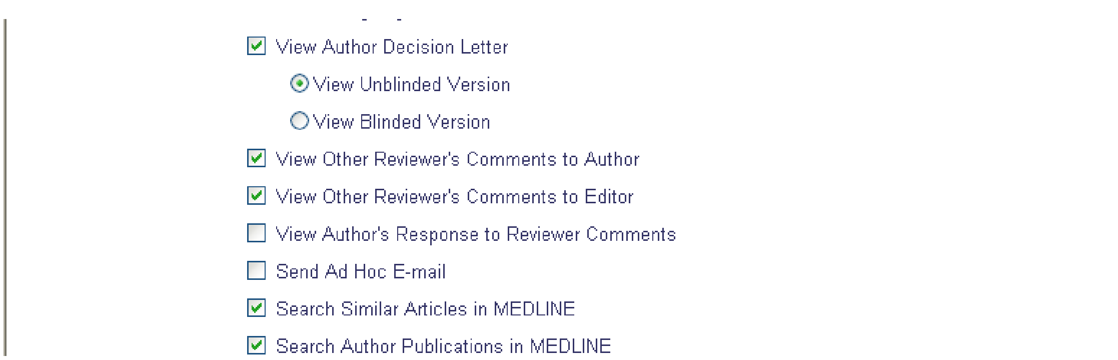


The next step of configuration is to customize the instructions that Authors will see for the Respond to Reviewers submission step. In PolicyManager, go to the Submission Policies section and click the 'Edit Manuscript Instructions' link. If you do not wish to customize the instructions, the default instructions will be displayed.



If you want reviewers to have access to the author's response to reviewer comments, go to the General Permissions section of Reviewer RoleManager and check the box 'View Author's Response to Reviewer Comments'.

NOTE: There are no special RoleManager permissions for Authors or Editors to view the Author's Response.



Submission Item Metadata Fields Available on Submit Manuscript

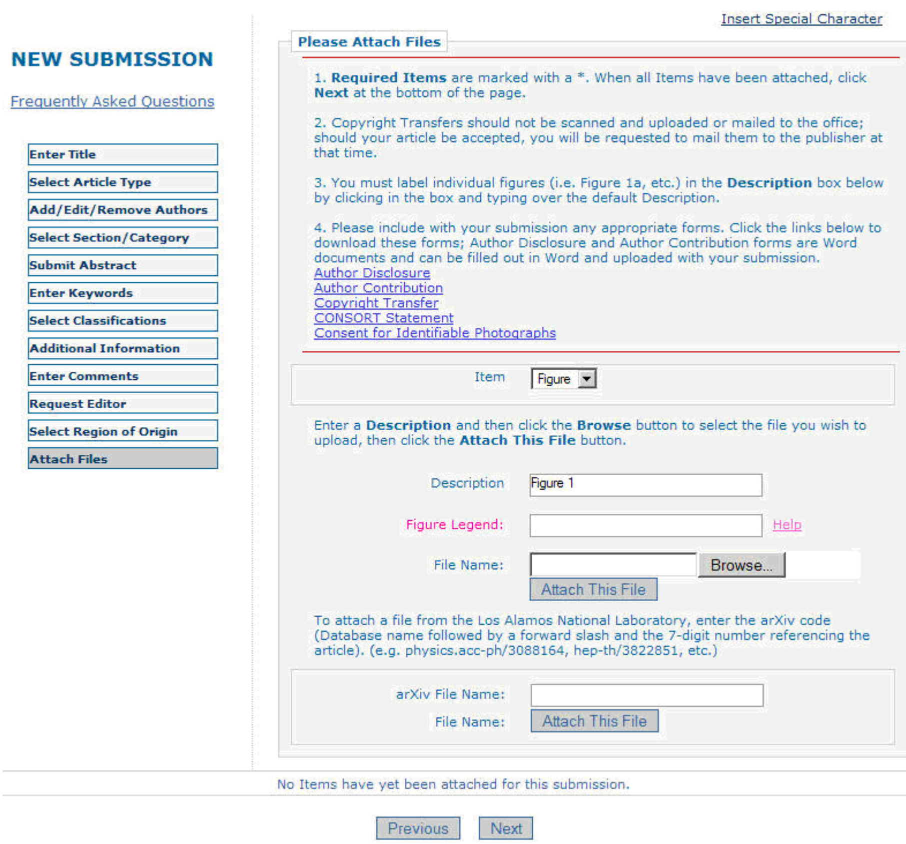
In EM version 4.0 and below, the Editor or editorial staff can create metadata fields and associate them with a specific Submission Item Family (e.g. the "Figure Number" field can be created and be associated with the "Figure" Submission Item Family). Data can be entered on the Transmittal Form for these fields.

These metadata fields can now be exposed to the Author so that the Author can enter data for these fields.

For example, metadata fields for Figure Number, Figure Legend, etc. can be created and exposed to the Author at the time the Author uploads the figure file. Any time a specific Submission Item is selected on the "Attach Files" page of manuscript submission, any Submission Item metadata fields which have been configured to be displayed will also be shown, and the Author or Editor who is editing the submission can enter appropriate data.

An "Edit" link next to a previously attached Submission Item allows entry of metadata for Submission Items that have already been attached to the submission.

NOTE: This is controlled by Article Type, so the journal must expose the Submission Item metadata fields for each Article Type desired. In the following example, "Figure Legend" is an Item Metadata field that has been exposed to the Author.



TO CONFIGURE: Go to PolicyManager, Transmittal Policies section, then Add/Edit Submission Item Metadata. Add a new field, or edit an existing field. At the bottom of the page is an ‘Options’ grid. Uncheck the ‘Hide’ box next to ‘Edit Article Type’. This allows the metadata field to appear on the Edit Article Type page. Then go to the Edit Article Type page, and set the Item Metadata field to be ‘Required’ or ‘Optional’ for the New and/or Revised Submission, for each desired Article Type.

NOTE: You must also be sure that the Submission Item Metadata field belongs to a Submission Item Family. To check this, or to assign a family, go to the Transmittal Policies section, then Edit Submission Item Family Metadata, and then click the Edit Metadata Field Selections link next to the appropriate Metadata Family. For example, if the Submission Item Metadata is related to figures (i.e., Figure Legend, Figure Number) be sure that the item belongs to the Figure Family.

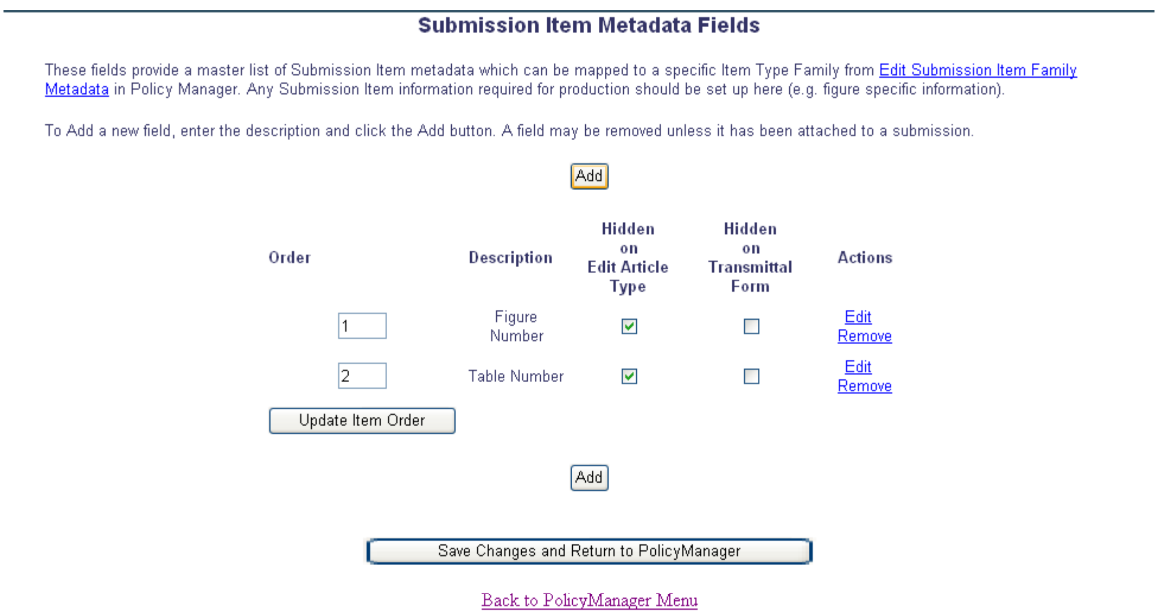
Submission Item Enhancements

Submission Item Metadata Fields can be Ordered

In EM version 4.0 and below, the Editor or editorial staff can create metadata fields and associate them with a specific Submission Item Family (e.g. the “Figure Number” field can be created and be associated with the “Figure” Submission Item Family). Data can be entered on the Transmittal Form for these fields. These fields are displayed in the order they were created.

These fields can now be ordered, so that when they are displayed to the Editor or Author, they are shown in the desired order. In addition, the page listing the fields now indicates whether the field is Hidden on the Edit Article Type page or the Transmittal Form.

TO CONFIGURE: Go to PolicyManager, Transmittal Policies section, Add/Edit Submission Item Metadata. The ‘Submission Item Metadata Fields’ page will be displayed. Re-arrange the order if desired, by typing new numbers into the ‘Order’ boxes, and clicking the ‘Update Order’ button.


Submission Item Metadata Fields

These fields provide a master list of Submission Item metadata which can be mapped to a specific Item Type Family from Edit Submission Item Family Metadata in Policy Manager. Any Submission Item information required for production should be set up here (e.g. figure specific information).

To Add a new field, enter the description and click the Add button. A field may be removed unless it has been attached to a submission.

Add

Order	Description	Hidden on Edit Article Type	Hidden on Transmittal Form	Actions
1	Figure Number	☑	☐	Edit Remove
2	Table Number	☑	☐	Edit Remove

Update Item Order

Add

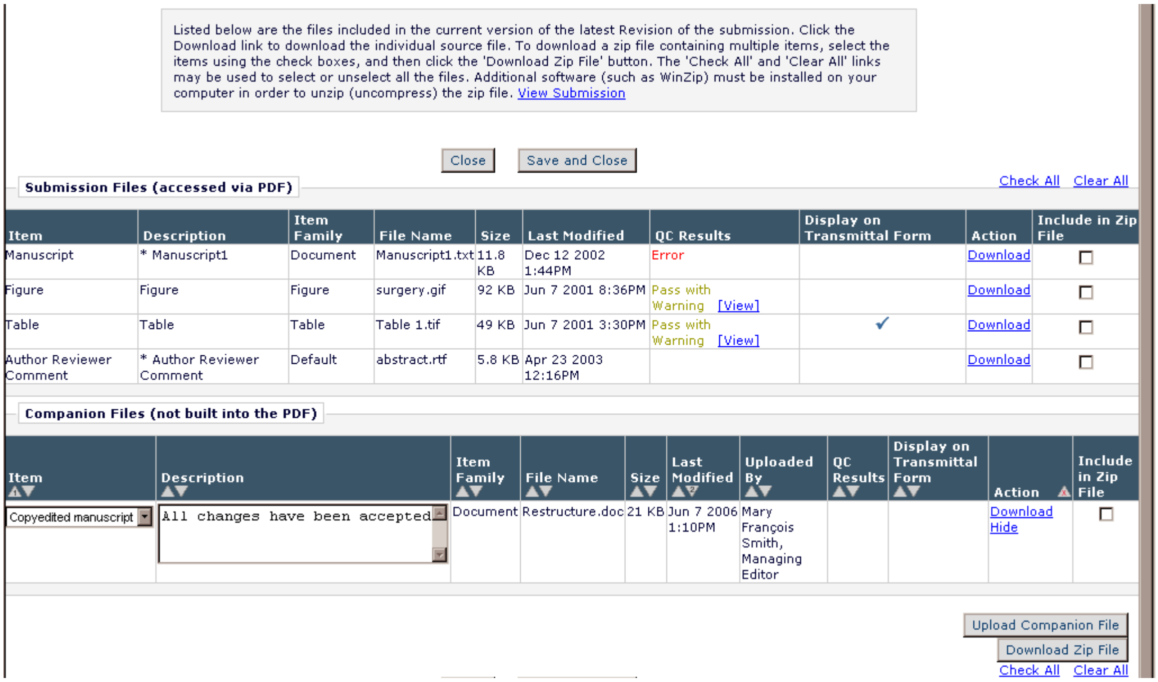
Save Changes and Return to PolicyManager

Back to PolicyManager Menu

Submission Item Companion Files

Companion Files are files that can be uploaded at time of submission, during Edit Submission, or directly to the File Inventory page (was Download Files page). Companion Files are meant to be ancillary files and are not accessible from the submission PDF.

This is an example of the File Inventory page with both Submission Files and a Companion File.



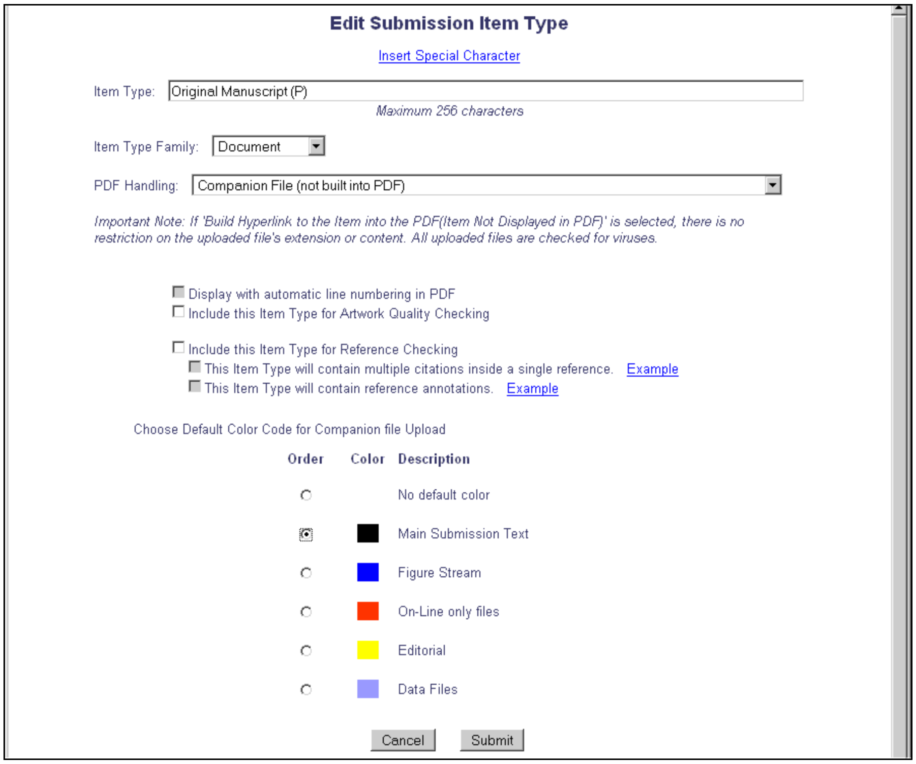
NOTE: You can configure the system so that an Author can upload a Companion File, but Companion Files are never built into the PDF that is approved by the Author, or the PDF that is sent for peer-review. Any type of file that needs to be peer-reviewed should not be configured as a Companion File.

NOTE: Companion files will be processed through Artwork AQC and Reference Checking if these options are turned on.

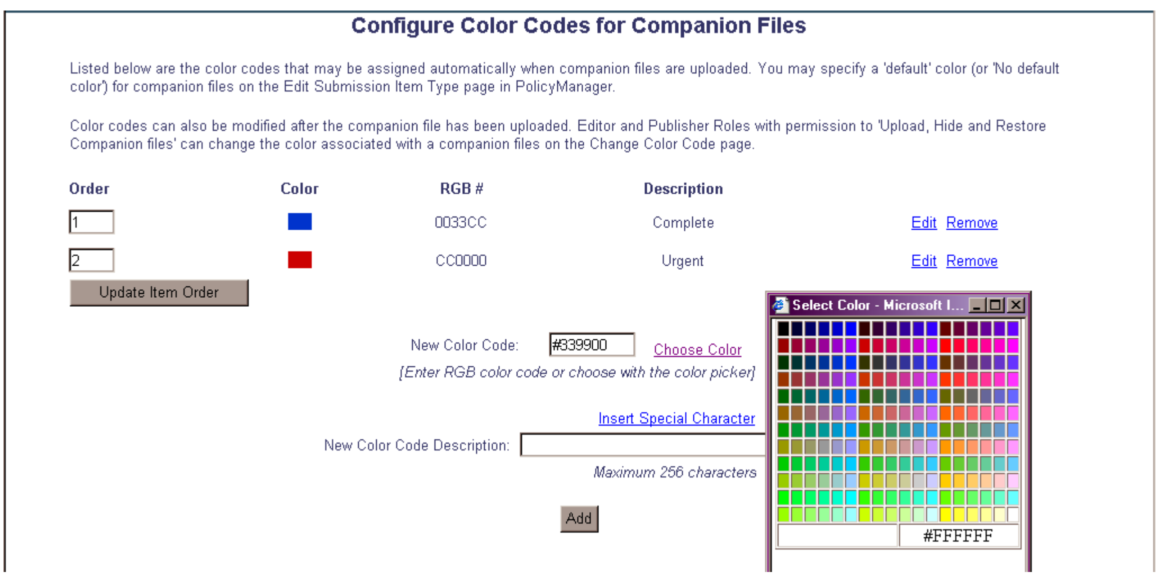
NOTE: Companion Files can have color codes associated with them. This can be used for version control, or as a way to identify different types of Companion Files when the Submission Item label is not sufficient.

TO CONFIGURE: Use PolicyManager, Submission Policies, Edit Submission Items. To define a Submission Item as a Companion File, set the PDF Handling to "Companion File (not built into PDF)".

You may also choose a default color code for each Companion File. When a file of this type is initially uploaded, the color code for that file will be set to this value.



To configure color codes for Companion Files go to PolicyManager, Submission Policies, Configure Color Codes for Companion Files. Here you can build a list of color codes that can be selected on the Edit Submission Item page.



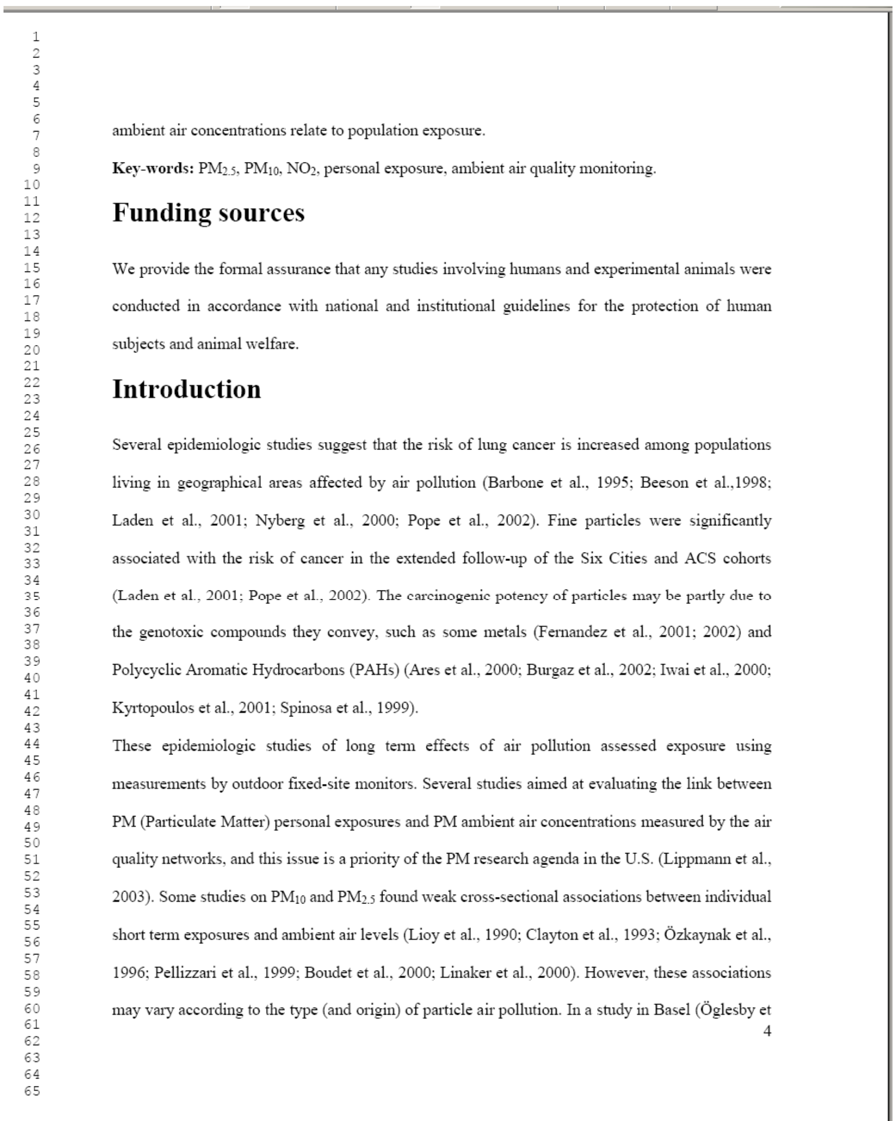
PDF Enhancements

Line Numbers included in PDF

This feature will allow the Reviewer and Author/Editor PDF to be line numbered. The line numbering is configured by Submission Item. If a Submission Item is configured to display line numbers, then the PDF pages where this Submission Item appears will be numbered from 1-66 (for portrait layout) and 1-50 (for landscape layout).

This means that the Reviewers and Editors can refer to specific line numbers when submitting comments.

Here is an example of a PDF with line numbers:


ambient air concentrations relate to population exposure.

Key-words: $PM_{2.5}$, PM_{10}, NO_2, personal exposure, ambient air quality monitoring.

Funding sources

We provide the formal assurance that any studies involving humans and experimental animals were conducted in accordance with national and institutional guidelines for the protection of human subjects and animal welfare.

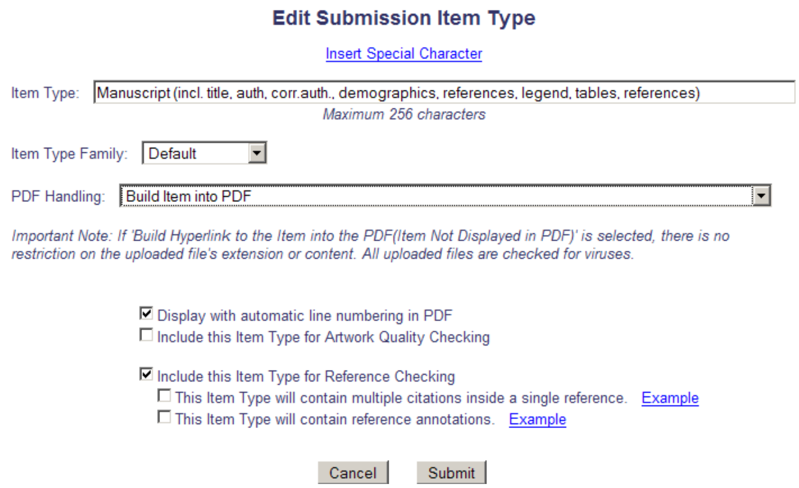
Introduction

Several epidemiologic studies suggest that the risk of lung cancer is increased among populations living in geographical areas affected by air pollution (Barbone et al., 1995; Beeson et al.,1998; Laden et al., 2001; Nyberg et al., 2000; Pope et al., 2002). Fine particles were significantly associated with the risk of cancer in the extended follow-up of the Six Cities and ACS cohorts (Laden et al., 2001; Pope et al., 2002). The carcinogenic potency of particles may be partly due to the genotoxic compounds they convey, such as some metals (Fernandez et al., 2001; 2002) and Polycyclic Aromatic Hydrocarbons (PAHs) (Ares et al., 2000; Burgaz et al., 2002; Iwai et al., 2000; Kyrtopoulos et al., 2001; Spinosa et al., 1999).

These epidemiologic studies of long term effects of air pollution assessed exposure using measurements by outdoor fixed-site monitors. Several studies aimed at evaluating the link between PM (Particulate Matter) personal exposures and PM ambient air concentrations measured by the air quality networks, and this issue is a priority of the PM research agenda in the U.S. (Lippmann et al., 2003). Some studies on PM_{10} and $PM_{2.5}$ found weak cross-sectional associations between individual short term exposures and ambient air levels (Lioy et al., 1990; Clayton et al., 1993; Özkaynak et al., 1996; Pellizzari et al., 1999; Boudet et al., 2000; Linaker et al., 2000). However, these associations may vary according to the type (and origin) of particle air pollution. In a study in Basel (Öglesby et

4

TO CONFIGURE: Go to PolicyManager, then to Edit Submission Items, and click 'Edit' next to an existing Submission Item (or add a new one). Check the box 'Display with automatic line numbering in PDF'.



Hyperlinks Included in PDF

This feature allows hyperlinks, included in source files, to remain as hyperlinks in the Reviewer and Author/Editor PDFs.

In particular, manuscript PDFs can be re-built by Editors to include eXtyles generated links to PubMed and Crossref. This means that the PDF created by EM can more closely approximate to a final manuscript with a linked bibliography. Prior to this enhancement, the links were visible, but were not active hyperlinks.

CONFIGURATION: No configuration is necessary to enable hyperlinks in PDF.

Technical Check for New/Revised Submissions

For some publications, the staff performs a "technical check" for all new submissions and revisions. The technical check involves ensuring that the submission conforms to the standards set by the publication, and includes all the information the publication requires. To accommodate this need, Editorial Manager is enhanced with a "Technical Check" feature.

The feature is implemented as follows:

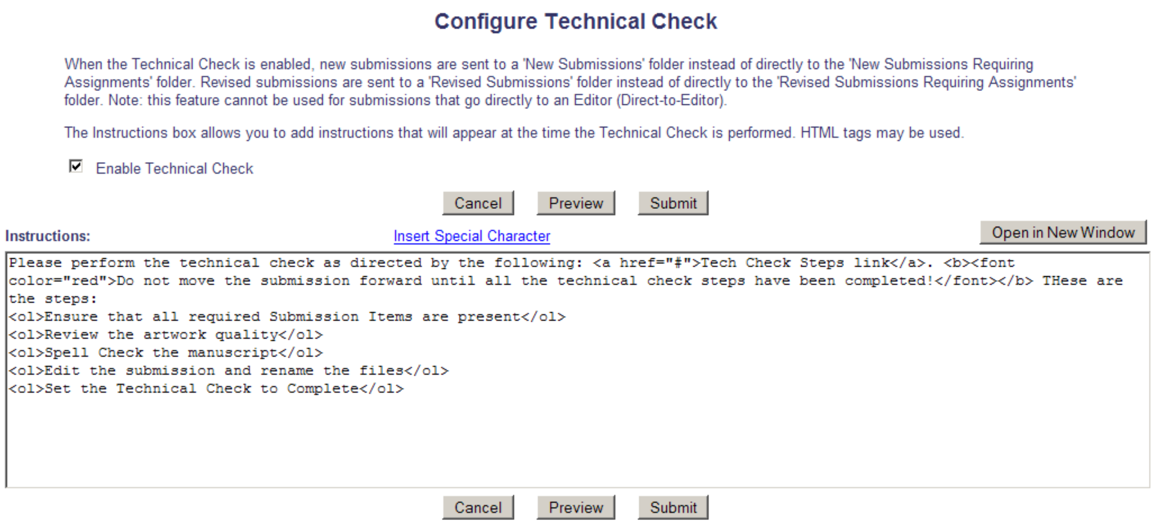
- PolicyManager is enhanced with a 'Configure Technical Check' page. This page allows the journal to enable technical checking, and create customized instructions or a checklist.
- If Technical Checking is enabled, new submissions are initially sent to a new folder entitled "New Submissions". The Editor or staff can then perform the technical check and either send the submission back to the Author (existing functionality), or forward the submission to the existing folder "New Submissions Requiring Assignments". For revisions, a "Revised Submissions" folder is created. This allows the journal office to perform the technical check and then send the revision back to the Author, or forward to the "Revised Submissions Requiring Assignments" folder. These new folders are visible for those Editors who have the RoleManager permission "Perform Technical Check" (a sub-permission of "Receive New Submissions in the 'New Submissions Requiring Assignments' Folder").
- The Manuscript Details, Production Details, and Search Submission pages are enhanced to allow the viewing/entry of the Technical Check information.
- New merge fields are added:
    - %TECHNICAL_COMMENTS_TO_AUTHOR% - pulls in the latest entry in the Technical Comments to Author field for the latest revision.
    - %TECHNICAL_NOTES % - pulls in the 'Technical Notes to Editor' (from the DOCUMENT table).
- Fields are added to the custom report view 'Manuscript Status History View'
    - Date Technical Check Completed – gives most recent technical check completion date.
    - Technical Notes – displays the Technical Notes to Editor
    - Manuscript Notes – displays the existing field 'Manuscript Notes'.
- Fields are added to the custom report views 'Authors and Submissions View' and 'Editors and Submissions' view
    - Date Technical Check Completed – gives most recent technical check completion date.
    - Technical Notes – displays the Technical Notes to Editor
    - Note: these views already include the 'Manuscript Notes' field.
- Additional items are added to the Journal Accountability report, to allow the journal to measure the time interval between submission and the technical check completion date, and the technical check completion date and Editor assignment date.

- New Manuscripts Submitted but Technical Check not yet complete
- Revisions Submitted but Technical Check not yet complete
- Submission to Technical Check Complete (average number of days)
- Technical Check Complete to Editor Assignment (average number of days)

If a journal is using the “Direct-to-Editor” function, the Technical Check feature is not available for those Editors, and the Editor continues to receive new submissions in the “Direct-to-Editor” folders.

Perform Technical Check popup window:

TO CONFIGURE: Go to PolicyManager, Submission Policies section, ‘Configure Technical Check’. Select the ‘Enable Technical Check’ checkbox, and type any instructions into the Custom Instructions box, and click the ‘Submit’ button.


Configure Technical Check

When the Technical Check is enabled, new submissions are sent to a 'New Submissions' folder instead of directly to the 'New Submissions Requiring Assignments' folder. Revised submissions are sent to a 'Revised Submissions' folder instead of directly to the 'Revised Submissions Requiring Assignments' folder. Note: this feature cannot be used for submissions that go directly to an Editor (Direct-to-Editor).

The Instructions box allows you to add instructions that will appear at the time the Technical Check is performed. HTML tags may be used.

☑ Enable Technical Check

Cancel | Preview | Submit

Instructions: Insert Special Character | Open in New Window

```
Please perform the technical check as directed by the following: <a href="#">Tech Check Steps link</a>. <b><font
color="red">Do not move the submission forward until all the technical check steps have been completed!</font></b> THese are
the steps:
<ol>Ensure that all required Submission Items are present</ol>
<ol>Review the artwork quality</ol>
<ol>Spell Check the manuscript</ol>
<ol>Edit the submission and rename the files</ol>
<ol>Set the Technical Check to Complete</ol>
```

Cancel | Preview | Submit

Go to RoleManager and give the desired Editors the permission to ‘Perform Technical Check (submission received in ‘New Submissions’ folder)’.

NOTE: The Editor must also have (or be given) permission to ‘Receive New Submissions in the New Submissions Requiring Assignments’ folder.

Send Back to Author Changes

The “Send Back to Author” feature is enhanced as follows:

- The Editor or staff person can choose from multiple letters when sending the submission back to the Author. The letters may be customized before sending. A new “Communications to Author” Letter Family is established to support this feature. At upgrade, the letter currently associated with the ‘PDF Sent to Author for Approval by Editor’ event (for the Author) is automatically classified into this new family.
    - A new merge field %TECHNICAL_COMMENTS_TO_AUTHOR% is available for this letter and pulls in the latest entry in the Technical Comments to Author field for the latest revision.
    - NOTE: The Technical Comments to Author field may be populated as part of the new ‘Technical Check’ feature.
- The Author Main Menu is enhanced with two new folders for submissions sent back to the Author: “Submissions Sent Back to the Author” and “Revisions Sent Back to the Author”.

NOTE: The ActionManager event “Submission Sent to Author for Approval by Editor” in the Editor Edits Submission section has been changed. The new name for this event is “Submission Sent Back to Author” and the status expression is “Sent Back to Author”. This event no longer has a configurable status, however, the text of the status (status expression) can be edited in PolicyManager, Edit Document Status.

E-mail Notifications for Proposals and Commentaries

When a new submission or new revision is submitted to Editorial Manager, the editorial staff person who receives the new submission must assign an Editor to handle that submission. The act of assigning the Editor creates a 'special relationship' between the journal staff person and the submission. The special relationship means that the journal staff person is "attached" to the submission, even if they are not "assigned" to the submission.

This journal staff person (who assigned the first Editor) is now able to receive correspondence allowing them to monitor the progress of the submission through the peer review process. This correspondence includes any letters configured in ActionManager for their role for the following events:

- Editor Invited for Assignment
- Editor Agree to Assignment
- Editor Declines Invitation of New Submission
- Editor Declines Invitation from an Editor
- Editor Assigned (Not Invited)
- Editor Assigned Notification
- Undo Editor Assignment Notification
- Request Unregistered Reviewer
- Reviewer Invited
- Reviewer Agree
- Reviewer Decline
- Review Assignment Completed
- Required Reviews Complete
- Editor Decision

Even if the assigned Editor assigns another (subordinate) Editor, the journal staff person who assigned the first Editor will continue to have the 'special relationship' with the submission. This sort of special relationship does not exist for any events other than those listed above.

In EM version 5.0, this 'special relationship' has been extended to certain ActionManager events related to Proposals and Commentaries.

Proposals

If a letter is set up to go to the Editor Role of the person who assigned the first Editor on a Proposal, only that person will receive the letter, not everyone assigned to the Editor Role. This correspondence includes any letters configured in ActionManager for their role for the following events:

- Invite Authors for Proposal
- Un-Invite Authors
- Author Agrees to Invitation
- Author Declines Invitation
- Final Disposition – Completed Proposal

- Final Disposition –Withdrawn Proposal

EXAMPLE: There are 2 people with the Editor Role 'Journal Staff' at journal XYZ: "Bob" and "Sue". "Sue" creates the proposal and assigns the first Editor – "Ed" to the proposal. In ActionManager, a letter is configured to go to the 'Journal Staff' at the Author Invited event. When "Ed" invites an author, "Sue" is the only journal staff person to receive the letter, because she is the person who assigned the first editor. "Bob" does not receive the letter.

Commentaries

Both the Editor who assigned the first Editor (usually the journal staff person) and the handling Editor on the parent submission (the submission on which the commentary is being requested) should be able to receive letters configured for their Role for the following events:

- Solicit Commentary on Submission
- Un-Invite Authors
- Author Agrees to Invitation
- Author Declines Invitation

EXAMPLE: There are 2 people with the Editor Role 'Journal Staff' at journal XYZ: "Bob" and "Sue". "Bob" assigns the first Editor "Ed" to a regular submission. "Ed" then clicks the Solicit Commentary link, to invite some Authors to comment on the paper. "Bob" receives the e-mail configured for 'Journal Staff' for the 'Solicit Commentary' event (if a letter was configured for this event). "Sue" does not receive the email because she does not have a special relationship with this submission.

Customizable Flags for Submission Records

In EM version 4.0 and below, small icons ("flags") may be used in particular situations to indicate different things. The following flags are currently used in the system:

1. KF flag ( ) - This icon is displayed next to people names on various pages. Clicking the KF icon launches a Knowledge Finder search in a new pop-up window using the person's name.
2. Manuscript Notes flag ( ) – This flag can be turned on/turned off by Editors with appropriate RoleManager permission. It allows Editors to enter Manuscript Notes for a particular submission, and turn on the flag to alert other Editors so they will be sure to read the notes. When the other Editor has read the notes, the flag can be turned off.
3. Duplicate Submission Check ( ) – If the journal uses the Duplicate Submission Check feature, and an Author has submitted a new manuscript within the set number of days (specified in PolicyManager), this symbol appears next to the Author's name in the Editor folders "New Submissions Requiring Assignments", "Direct-to-Editor New Submissions" and "New Assignments".

The system now supports customizable flags, allowing publications to configure their own flags for any number of uses. Following are some practical examples of how a Submission Flag might be used:

- When a manuscript is ready for an Editor's decision, the journal office might attach a 'Ready for Decision' flag, so the Editor is prompted visually that all reviews are in, and it's time to make a decision.
- An Editor in the process of entering his comments on the Submit Decision page may need to leave his computer and come back later. He might set the 'Decision in Progress' flag to remind himself that he has already started working on this decision, and needs to finish it later.

To achieve this objective, the following enhancements are added to Editorial Manager:

1. The publication can create Submission Flags by customizing the name and choosing a flag from a matrix of nearly 400 flags in PolicyManager.
2. A Submission Flag is 'set' manually by users (with 'Turn On Submission Flags' permission) on the new Submission Flags pop-up, accessible from the Details pages (Manuscript Details, Production Details and Proposal Details).
3. Once a Submission Flag is displayed, Editors and Publishers with permission to 'View Submission Flags' will see the icon(s) next to the Details link in the Action column of all Editor and Publisher pages where the Details link (or Manuscript Details or Production Details) is currently displayed.
4. The flag is displayed for a particular submission until another user (with 'Turn Off Submission Flags' permission) manually unsets the flag on the Submission Flags pop-up page.

NOTE: The Custom Flag enhancement requires that your browser have an installed font that includes Unicode characters (Arial Unicode MS). Most Windows and Macintosh machines have this font installed. Windows installations that have an older version of Office (e.g., Office 2002) may not have the necessary Unicode font installed. Without this font some of the flag characters will appear as square boxes. An alternative shareware font that you can install is available at the following URL: http://home.att.net/~jameskass/code2000_page.htm. The package available from the site has clear installation instructions. Note that this is shareware, and that any transaction is strictly between you and the Author of the shareware.

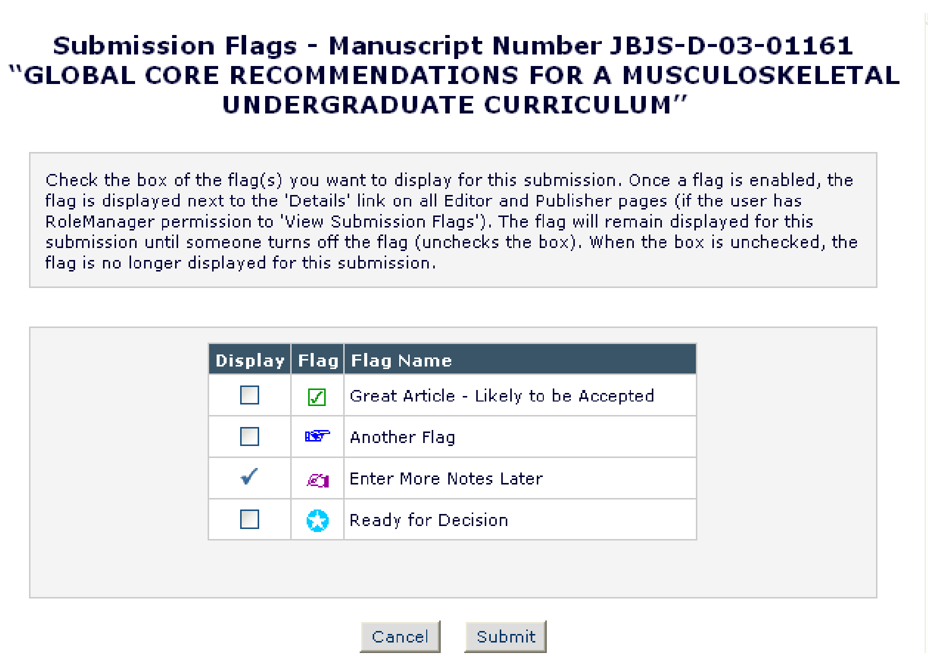
NOTE: Since flags are displayed for Editor and Publisher Roles only, improper flag display is not an issue for the 'general' population (Authors and reviewers).

The Manuscript Details page is enhanced with a 'Link to Submission Flags' action link, which is displayed under the following conditions:

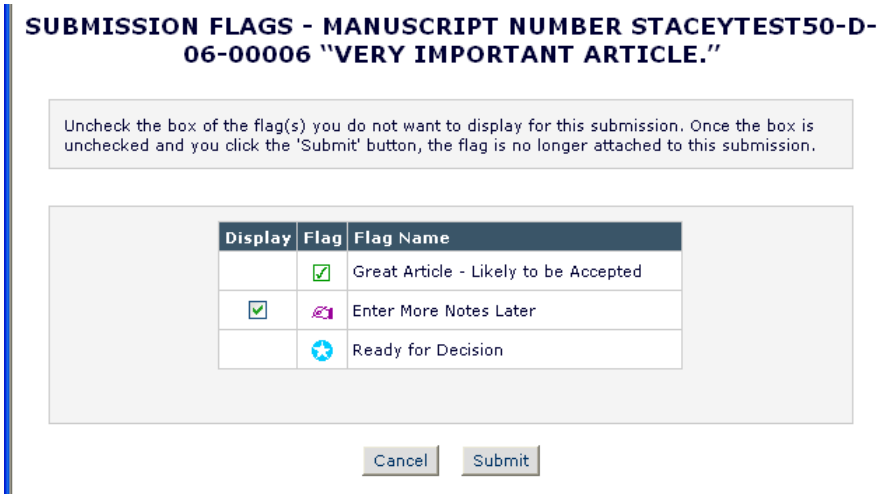
- User has permission to 'Turn On Submission Flags' OR One or more flags are currently displayed for the submission, and the user has permission to 'Turn Off Submission Flags' OR
- User has BOTH permissions ('Turn On Submission Flags' and 'Turn Off Submission Flags').

NOTE: The 'Link to Submission Flag' link is also displayed on the Proposal Details page and Publisher Details page, according to the above permissions.

Clicking the 'Link to Submission Flags' link opens the new Submission Flags pop-up. The instructions and options available on this page vary, depending on the user's RoleManager permissions. If the user has permission to 'Turn On Submission Flags' only, he can check off one or more boxes to display the flag for the submission. Flags already displayed on for the submission are listed with a checkmark gif.



If the user has permission to ‘Turn Off Submission Flags’ (but not permission to ‘Turn Off Submission Flags’), he can uncheck (turn off) any flags that are currently displayed for the submission.



SUBMISSION FLAGS - MANUSCRIPT NUMBER STACEYTEST50-D-06-00006 "VERY IMPORTANT ARTICLE."

Uncheck the box of the flag(s) you do not want to display for this submission. Once the box is unchecked and you click the 'Submit' button, the flag is no longer attached to this submission.

Display	Flag	Flag Name
		Great Article - Likely to be Accepted
☑		Enter More Notes Later
		Ready for Decision

Cancel Submit

If the user has both permissions (‘Turn On Submission Flags’ and ‘Turn Off Submission Flags’), he can display or turn off flags for the submission.

SUBMISSION FLAGS - MANUSCRIPT NUMBER STACEYTEST50-D-06-00006 "VERY IMPORTANT ARTICLE."

Check the box of the flag(s) you want to display for this submission. Once a flag is enabled, the flag is displayed next to the 'Details' link on all Editor and Publisher pages (if the user has RoleManager permission to 'View Submission Flags').

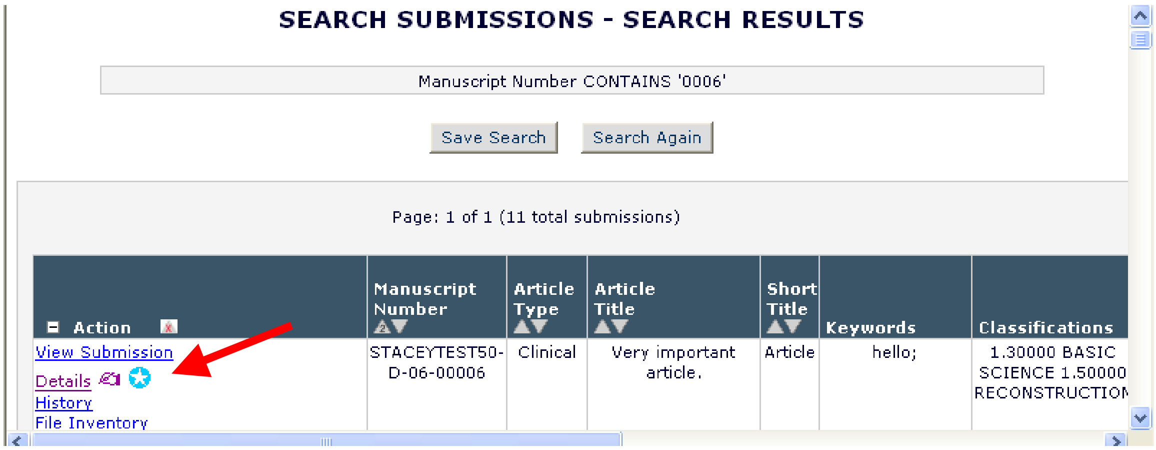
Uncheck the box of the flag(s) you do not want to display for this submission. Once the box is unchecked and you click the 'Submit' button, the flag is no longer attached to this submission.

Display	Flag	Flag Name
☐		Great Article - Likely to be Accepted
☑		Enter More Notes Later
☑		Ready for Decision

Cancel Submit

NOTE: One or more flags can be displayed for a single submission.

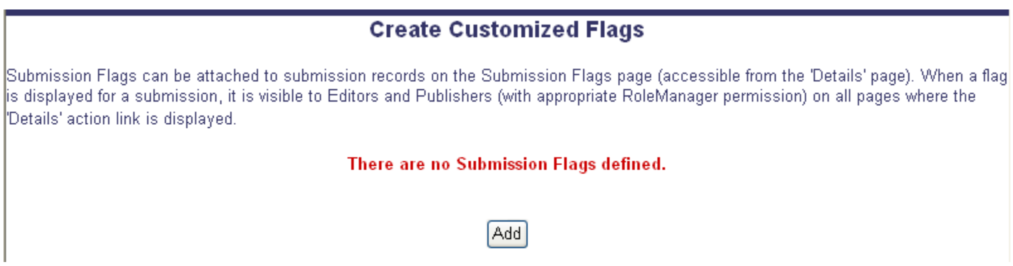
Once a flag is displayed for a submission, it is displayed next to the ‘Details’ link on all Editor pages where the ‘Details’ link is displayed.



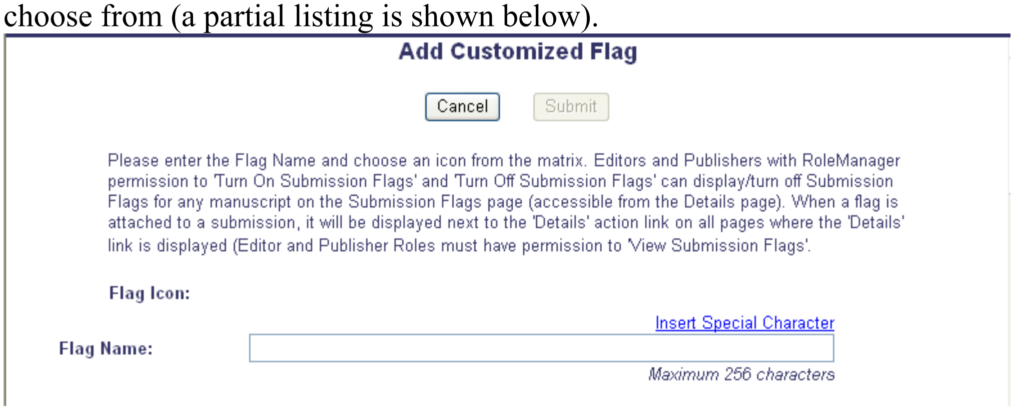
NOTE: Flags are also displayed next to the 'Proposal Details' link (in the Proposals Menu) and the 'Production Details' link (in the Production Tracking Menu).

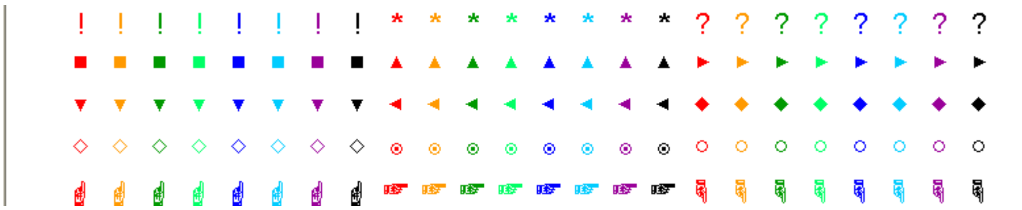
NOTE: There is no history captured in the database of when a flag is turned on or turned off for submission records.

TO CONFIGURE: Go to PolicyManager, then to the General Policies section, and click the 'Create Customized Flags' link. Click the 'Add' button to create a new flag.



Enter the Flag Name, and then select the desired icon. There are nearly 400 flags to choose from (a partial listing is shown below).

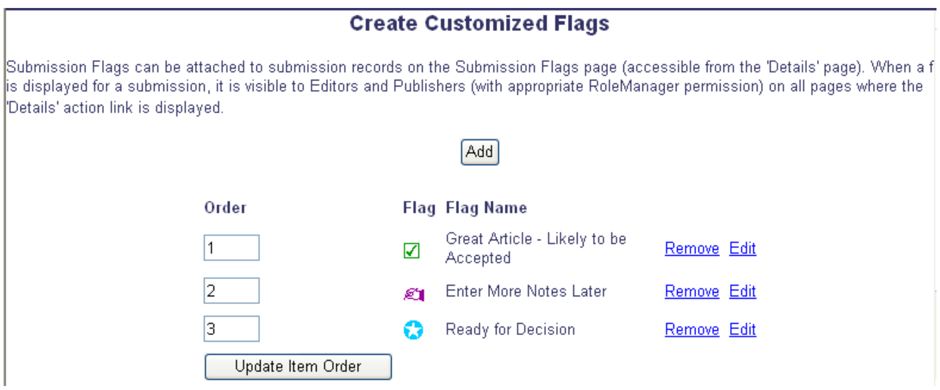




Once the flags have been created, they are listed on the Create Customized Flags page. You may update the item order to change the order in which the flags are displayed on the Submission Flags page.

You can Remove a flag, as long as it is not currently displayed for any submissions.

NOTE: If you remove a flag (e.g. purple exclamation point for ‘Time to Make a Decision’), that particular icon can be re-used for another flag in the future.



You can click the ‘Edit’ link to change the Name of a flag, or change the icon associated with a particular Flag Name.

NOTE: If you change the icon associated with a Flag Name (e.g. change ‘Ready for Decision’ from a blue star to a green checkmark), the icon will immediately be visible on submissions that are currently displaying the ‘Ready for Decision’ flag.

You can also ‘Hide’ a flag or ‘Turn off flag throughout the system’ on the Edit Customized Flag page. When a flag is hidden, it can be viewed and turned off, but cannot be displayed for any new submissions. Once the flag is turned off (but it is still hidden), it cannot be displayed for any new submission records. If the journal ‘un-hides’ the flag, it can be displayed, turned off and viewed once again.

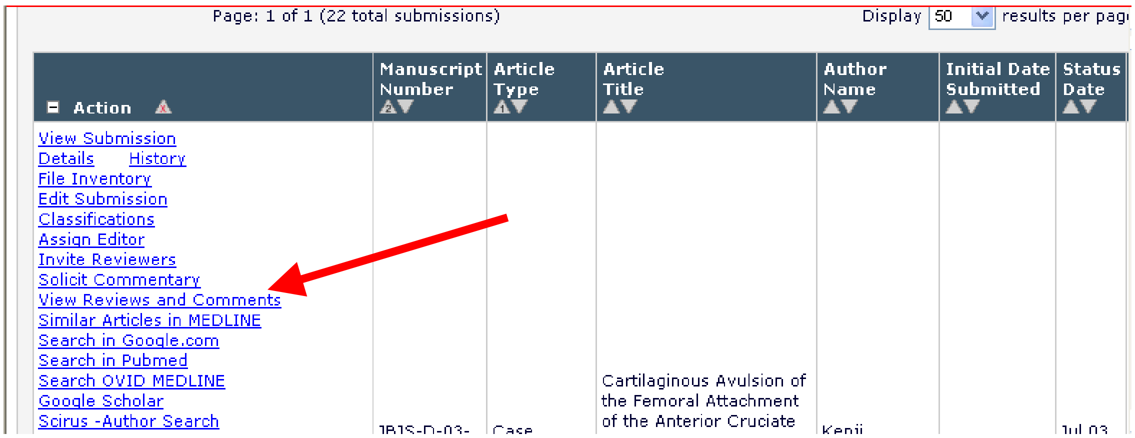
If you ‘Turn off flag throughout the system’, the flag is removed from all submissions to which it is currently attached. If the journal wants to remove the flag from all submissions AND not allow the flag to be attached to new submissions, the user should check both the ‘Turn off flag throughout the system’ checkbox and the ‘Hide’ checkbox. Note there are some circumstances where the journal might want to turn off the flag throughout the system, but not necessarily hide it for new submissions. Hence, there are two separate checkboxes.

The next step is to grant Editor and Publisher Roles permission to View, Turn On, and/or Turn Off submission flags. To do this, go to the new Flag Icons section of Editor RoleManager and Publisher RoleManager, and check the appropriate boxes for the roles you wish to grant these permissions to.

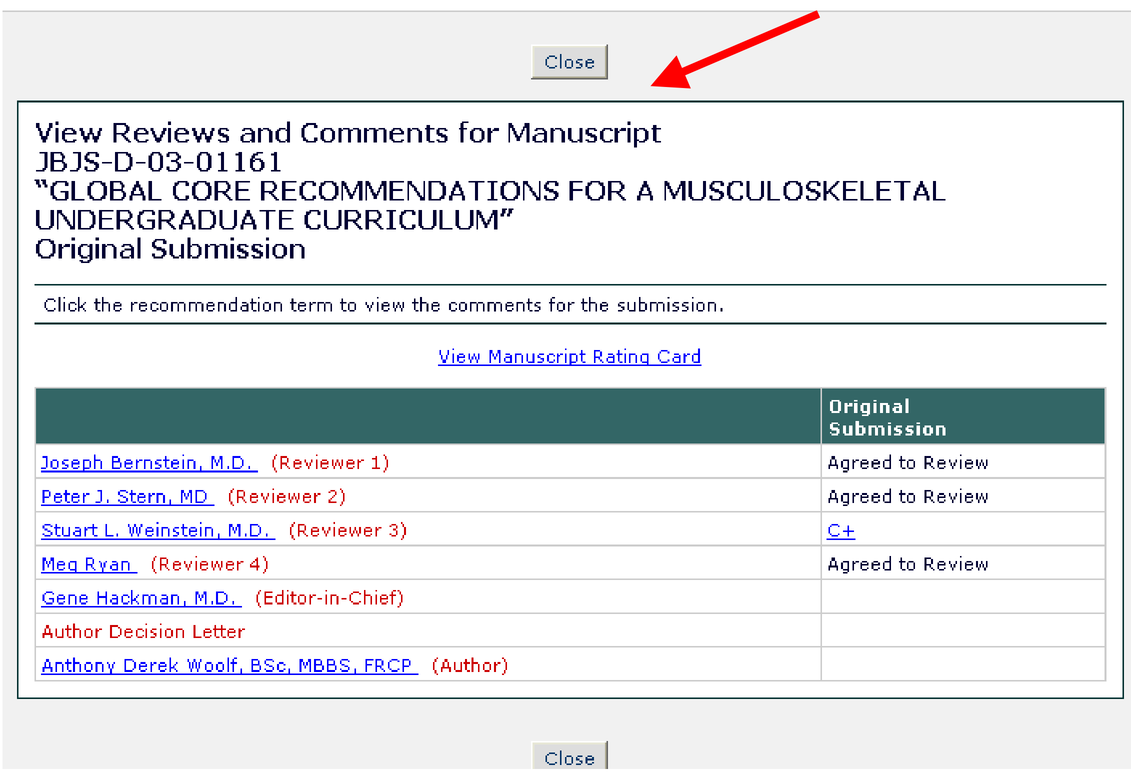
Action Link Changes

View Reviews and Comments

In EM version 4.0 and below, the action link to 'View Reviewer and Editor Comments' is extremely lengthy. This link is renamed 'View Reviews and Comments' on all pages where this link is displayed.

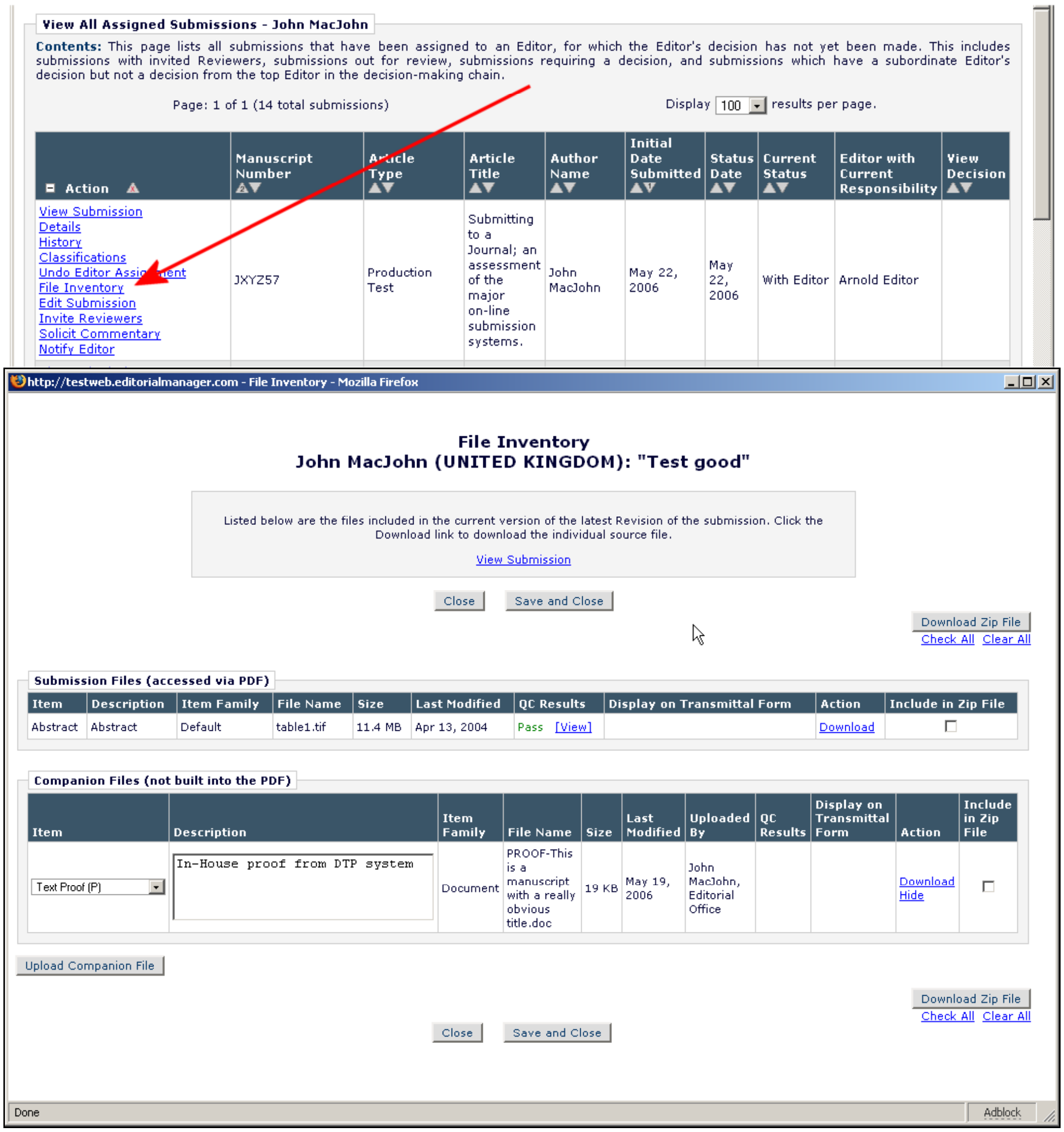


The page header is also renamed, to reflect the more concise name.

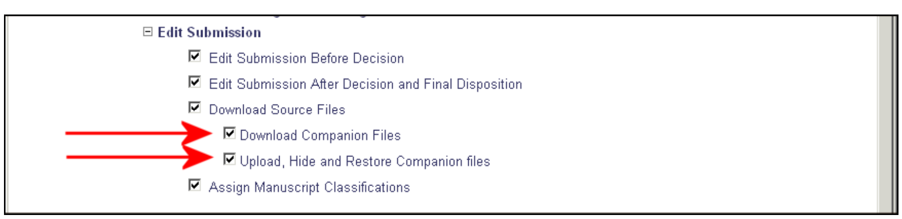


File Inventory

The current “Download Files” link has been renamed “File Inventory” and can be configured to show both Submission files and the new Companion Files.



TO CONFIGURE: Use RoleManager, and edit the desired Editor or Publisher role. Set either of the permissions “Download Companion Files” or “Upload and Remove Companion files”.

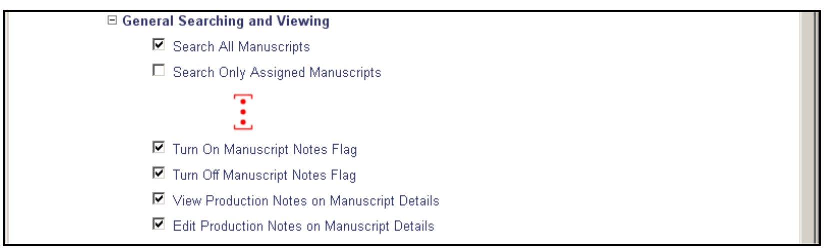


Production Notes Field on Details

A new “Production Notes” field can be displayed on the Details page for Editor and Publisher roles. This notes field can be used to enter instruction or other notes that might be of interest to the production department.

NOTE: The Production Notes field is not yet available for inclusion on the Transmittal Form.

TO CONFIGURE: To allow a user to view the “Production Notes” field, use RoleManager, and edit the desired Editor or Publisher role. Set the permissions “View Production Notes on Manuscript Details” and “Edit Production Notes on Manuscript Details”.

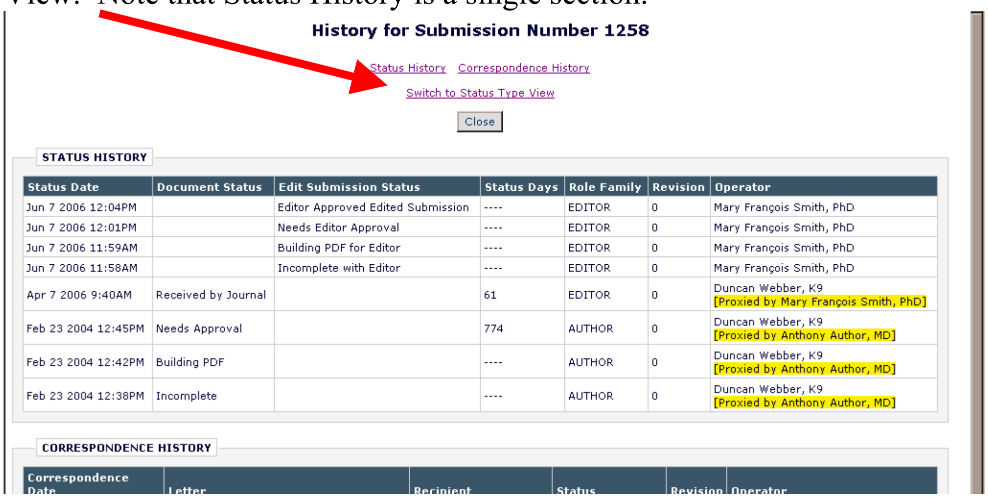


New View Option on History

In version 4.0 History has two sections, Status History and Correspondence History. Status History shows a timeline progression of the submission as it moves from status to status, with Document Status and Edit Submission Status displayed in chronological succession.

A new view is added to the standard History view. This new view, called Status Type View, separates the Document Status from the Edit Submission Status (and Production Status if Production Tracking is enabled).

This example shows the Timeline View with the option to switch to the Status Type View. Note that Status History is a single section.



History for Submission Number 1258

Status History   Correspondence History

Switch to Status Type View

Close

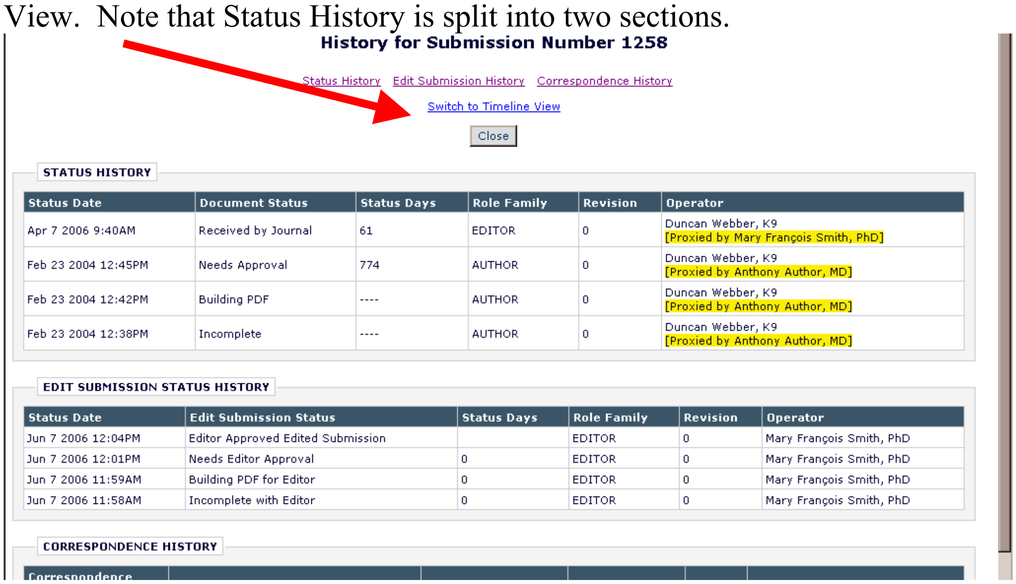
STATUS HISTORY

Status Date	Document Status	Edit Submission Status	Status Days	Role Family	Revision	Operator
Jun 7 2006 12:04PM		Editor Approved Edited Submission	----	EDITOR	0	Mary François Smith, PhD
Jun 7 2006 12:01PM		Needs Editor Approval	----	EDITOR	0	Mary François Smith, PhD
Jun 7 2006 11:59AM		Building PDF for Editor	----	EDITOR	0	Mary François Smith, PhD
Jun 7 2006 11:58AM		Incomplete with Editor	----	EDITOR	0	Mary François Smith, PhD
Apr 7 2006 9:40AM	Received by Journal		61	EDITOR	0	Duncan Webber, K9 [Proxied by Mary François Smith, PhD]
Feb 23 2004 12:45PM	Needs Approval		774	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]
Feb 23 2004 12:42PM	Building PDF		----	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]
Feb 23 2004 12:38PM	Incomplete		----	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]

CORRESPONDENCE HISTORY

Correspondence Date	Letter	Recipient	Status	Revision	Operator

This example shows the Status Type View with the option to switch to the Timeline View. Note that Status History is split into two sections.



History for Submission Number 1258

Status History   Edit Submission History   Correspondence History

Switch to Timeline View

Close

STATUS HISTORY

Status Date	Document Status	Status Days	Role Family	Revision	Operator
Apr 7 2006 9:40AM	Received by Journal	61	EDITOR	0	Duncan Webber, K9 [Proxied by Mary François Smith, PhD]
Feb 23 2004 12:45PM	Needs Approval	774	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]
Feb 23 2004 12:42PM	Building PDF	----	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]
Feb 23 2004 12:38PM	Incomplete	----	AUTHOR	0	Duncan Webber, K9 [Proxied by Anthony Author, MD]

EDIT SUBMISSION STATUS HISTORY

Status Date	Edit Submission Status	Status Days	Role Family	Revision	Operator
Jun 7 2006 12:04PM	Editor Approved Edited Submission		EDITOR	0	Mary François Smith, PhD
Jun 7 2006 12:01PM	Needs Editor Approval	0	EDITOR	0	Mary François Smith, PhD
Jun 7 2006 11:59AM	Building PDF for Editor	0	EDITOR	0	Mary François Smith, PhD
Jun 7 2006 11:58AM	Incomplete with Editor	0	EDITOR	0	Mary François Smith, PhD

CORRESPONDENCE HISTORY

Correspondence

Terminate Reviewer and Editor Changes

In EM version 4.0 and below, an Editor can make a decision without waiting for the subordinate Editor to submit his decision, and without waiting for outstanding review assignments to be completed. The Editor "terminates" these parties by clicking the 'Terminate Outstanding Assignments and Proceed' button on the "Submit Editor's Decision and Comments" page.

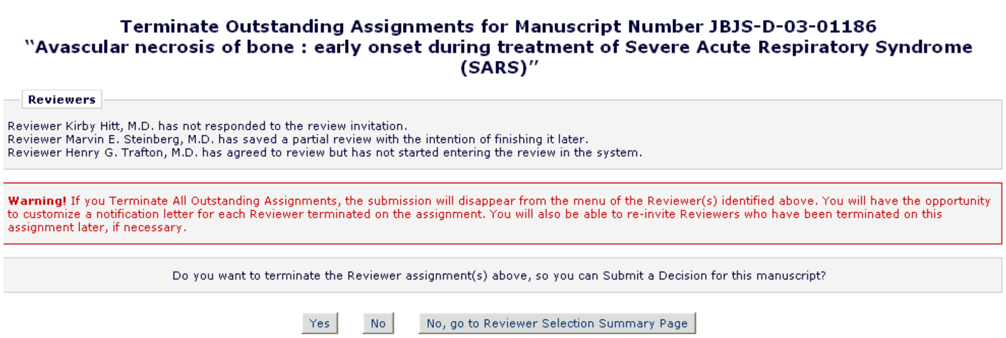
In EM version 4.0 terminated parties are not notified by the system, and are often not aware that they have been terminated. A Reviewer might log in to submit his recommendation, or an Editor might log in to submit his decision, and discover that the assignment has 'vanished' from his folders.

NOTE: It is important for journals to understand the difference between un-inviting a Reviewer, and terminating a Reviewer from a review assignment. The system maintains separate statistics for 'un-invitations' and 'terminations'. These statistics are captured for every assignment for which a Reviewer is invited, and are visible on the person's people record and in reports permanently.

In general, it is recommended that an Editor trying to make a decision (while a Reviewer still has an outstanding assignment) should un-invite the Reviewer first. This 'closes out' the open review assignment, and the un-invited statistic is captured in the database. Journals would likely want to un-invite a Reviewer who is taking too long to complete an assignment, and it is generally deemed 'friendlier' than terminating a review assignment.

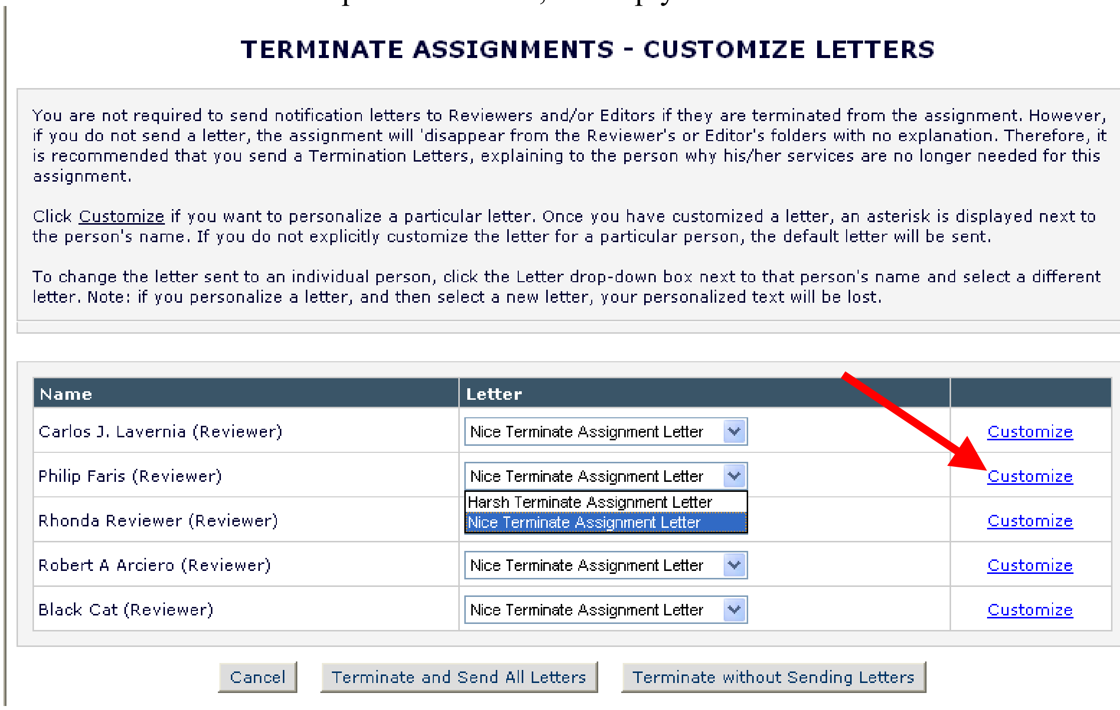
Terminate represents a 'harsher' termination method, as opposed to un-inviting. In either case, journal staff should be aware that the statistics are captured, and are used to calculate performance statistics for individual Reviewers and the overall journal.

In this enhancement, a new RoleManager permission allows journals to control which Editor Roles have permission to terminate outstanding Reviewer and Editor assignments. When an Editor attempts to terminate an assignment with a Partial Review Saved or a Partial Decision Saved, an alert will be displayed, further noting that the Editor should seriously consider whether or not he wants to terminate a recommendation or decision that has already been started.



NOTE: The Editor is not prohibited from terminating a Reviewer or Editor assignment; even if the person has a Partial Review Saved or a Partial Decision Saved, there is simply a warning.

If the Editor decides to proceed with the termination, he is prompted to send a letter to the Reviewer(s) and/or Editor being terminated. He can personalize the letter(s) by clicking the 'Customize' link for a particular letter, or simply send the default letter.



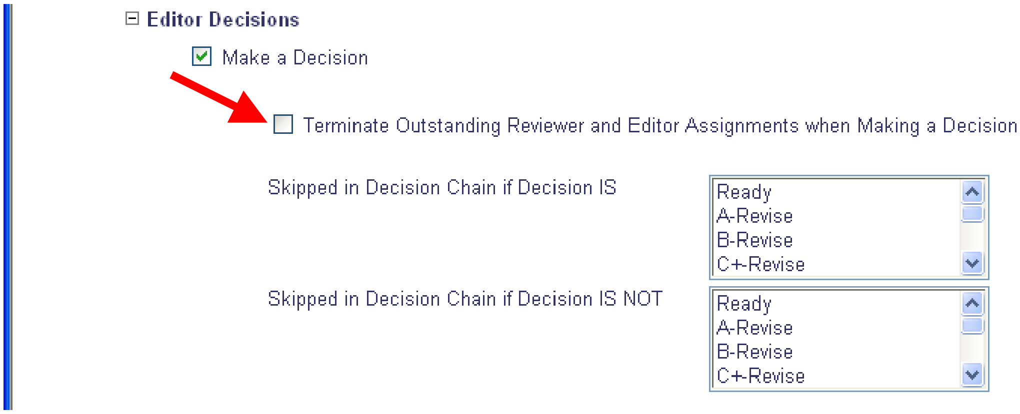
The Editor may also decide to terminate the outstanding assignments without sending any letters, by clicking the 'Terminate without Sending Letters' button.

NOTE: If the journal has not created/modified any letters in the Terminate Assignments letter family in PolicyManager, this entire page is skipped (no letters will be sent) and the Editor will proceed with his decision.

TO CONFIGURE: To grant an Editor with decision-making privileges permission to terminate outstanding assignments, go to Editor RoleManager and check the box 'Terminate Outstanding Reviewer and Editor Assignments when Making a Decision'.

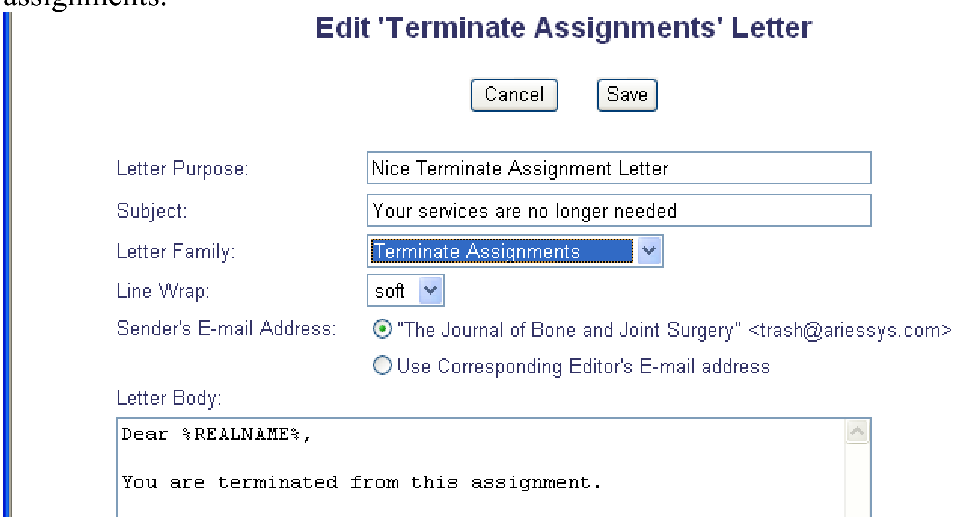
NOTE: This checkbox is disabled unless the 'Make a Decision' box is checked.

NOTE: At time of upgrade, all Editor Roles with permission to 'Make a Decision' will automatically have the permission 'Terminate Outstanding Reviewer and Editor Assignments when Making a Decision' enabled. Traditionally, new permissions are disabled at time of upgrade, to avoid introducing new features without the journal's knowledge. This case is different; since all Editors with permission to 'Make a Decision' can already terminate outstanding assignments, they should continue to have the same privilege when the site is upgraded.



The journal may opt to modify or create new letters applicable to termination. To do this, go to the E-mail and Letter Policies section of PolicyManager, and click the 'Edit Letters' link. You can create a new letter(s), or change existing letters to be associated with the new 'Terminate Assignments' letter family.

NOTE: If you do not have any letters associated with the 'Terminate Assignments' letter family, the Editor will not be able to send any letters when terminating outstanding assignments.



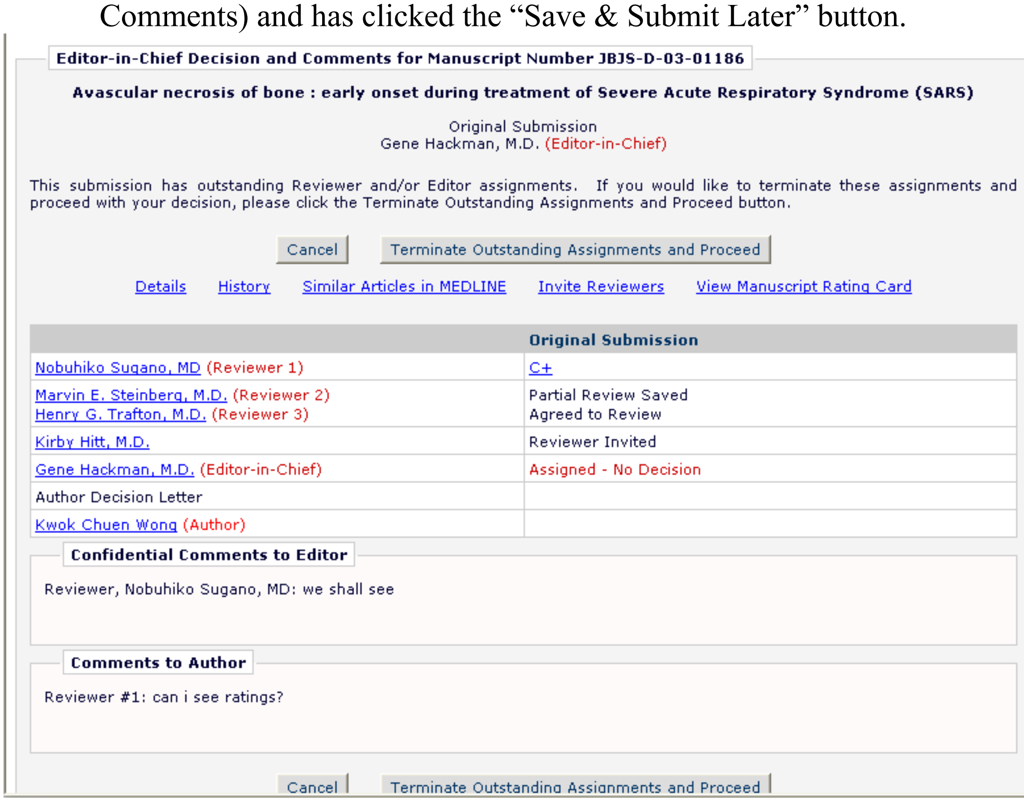
Enhanced Information for Editors Making Decisions

In EM version 4.0 and below, the descriptions of outstanding assignments on the Submit Editor's Decision and Comments page are as follows:

- Outstanding Reviewer assignments are designated as 'Reviewer Invited' or 'Agreed to Review' (unless a review has been submitted).
- Outstanding Editor assignments are designated as 'No Decision' (unless a decision has been made).

A new enhancement provides more descriptive information about the outstanding assignments, so the Editor has more thorough information when deciding whether to move forward with a decision. The following additional information is now provided on the Submit Editor's Decision and Comments page:

1. Partial Review Saved – This new designation indicates that the Reviewer has already started entering his recommendation in the system, has clicked the "Save & Submit Later" button. This new status is displayed on the Reviewer Selection Summary page and the Assignment Status Report.
2. Editor Invited – The Editor has been invited to be an Editor for the manuscript, but has not yet agreed or declined to take on the assignment.
3. Assigned - No Decision – Editor agreed to take on the assignment or was automatically assigned to a manuscript, but has not yet started entering his decision in the system.
4. Partial Decision Saved - An Editor has started making his decision (e.g. entering Comments) and has clicked the "Save & Submit Later" button.



Editor-in-Chief Decision and Comments for Manuscript Number JBJS-D-03-01186

Avascular necrosis of bone : early onset during treatment of Severe Acute Respiratory Syndrome (SARS)

Original Submission
Gene Hackman, M.D. (Editor-in-Chief)

This submission has outstanding Reviewer and/or Editor assignments. If you would like to terminate these assignments and proceed with your decision, please click the Terminate Outstanding Assignments and Proceed button.

Cancel | Terminate Outstanding Assignments and Proceed

Details | History | Similar Articles in MEDLINE | Invite Reviewers | View Manuscript Rating Card

	Original Submission
Nobuhiko Sugano, MD (Reviewer 1)	C+
Marvin E. Steinberg, M.D. (Reviewer 2) Henry G. Trafton, M.D. (Reviewer 3)	Partial Review Saved Agreed to Review
Kirby Hitt, M.D.	Reviewer Invited
Gene Hackman, M.D. (Editor-in-Chief)	Assigned - No Decision
Author Decision Letter	
Kwok Chuen Wong (Author)	

Confidential Comments to Editor

Reviewer, Nobuhiko Sugano, MD: we shall see

Comments to Author

Reviewer #1: can i see ratings?

Cancel | Terminate Outstanding Assignments and Proceed

Reviewer Names Removed from Notify Author Page

Starting with EM version 4.0, a "Reviewer Notification" letter can be configured for thanking Reviewers and informing Reviewers of the Editor's Decision. During the Notify Author Step, the Editor has the option to send out a Reviewer Notification to the Reviewer(s) of that manuscript. After the Author Notification Letter is set up, EM moves directly to the Reviewer Notification Letters screen.

Since this feature is now available, it is no longer necessary to allow Reviewers to be carbon copied (cc:'ed) on the Notify Author (Decision) letter. This specification removes the following items from the Notify Author page:

- The subheading "Reviewers Assigned to Manuscript".
- The list of Reviewer Names.
- The Reviewer-related instructions: "These Reviewers are NOT automatically copied on this Decision Letter. You may copy them by entering the e-mail addresses into the 'cc' box below. NOTE: This is NOT a Blind Carbon Copy function. Copying the Reviewers will reveal the identity of the Reviewers to the Author, and vice versa."
- The cc: text box, that allows entry of an e-mail address, is retained.

TO CONFIGURE: No configuration is necessary.

Reviewer Notification Letters

A Reviewer can be sent a custom letter when a Decision Letter is sent to the Author. During the Notify Author Step, the Editor has the option to send out a Reviewer Notification to the Reviewer(s) of that manuscript. After the Author Notification Letter is set up, EM moves directly to the Reviewer Notification Letters screen.

A setting in PolicyManager, Edit Editor Decision Terms, allows the journal to configure a Reviewer Notification Letter to be associated with each Author Notification Letter (Editor Decision Letter). A different Reviewer Notification Letter can be configured for each Editor Decision Term.

The Reviewer Notification Letter is displayed immediately after the Editor sends the Author Notification Letter (Decision Letter) to the Author, and can be customized before being sent.

Reviewer Notification Letters

The following Reviewers have submitted reviews for this manuscript. Click the link in the Reviewer Notification Letter column if you want to customize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

If there is a person in the list to whom you do not want to send a letter, check the "Do Not Send Letter"box next to that person's name. When you click "Send All Letters", that person will not be sent a letter.

Continue Without Sending Any Reviewer Letters | Send All Letters

Reviewer	Manuscript Number	Revisions Reviewed	Article Title	Reviewer Notification Letter	Do Not Send Letter
Erwin Schrödinger (Reviewer)	TARATEST50-D-06-00008	Original Submission	Cats, Boxes and Change: A Study	Reviewer Notification of Decision	☐

Continue Without Sending Any Reviewer Letters | Send All Letters

The Author Notification Letter (Decision Letter) can be inserted into the Reviewer Notification Letter and can be blinded before it is sent to the Reviewer. A new merge field is created for use in the Reviewer Notification letters: %DECISION_LETTER%. This merge field %DECISION_LETTER% pulls in the blinded or unblinded version of the decision letter, depending on the permission of the Reviewer recipient in Reviewer RoleManager.

TO CONFIGURE LETTERS: The configuration process for this function is very similar to that of the Editor Decision-Author Notification Letters.You must first create Reviewer Notification Letters in PolicyManager. Go to PolicyManager, then to the Email and Letter Policies submenu and click on Edit Letters. Click on the 'Add New Letter' button. From the Add New Letter page, enter the 'Letter Purpose' and 'Subject', and then select the 'Reviewer Notification' Letter Family.

If you already have a Letter that you would like to use for this purpose, then click on the Edit link next to that Letter. On the 'Edit Letter' page, go to the Letter Family dropdown box and select the 'Reviewer Notification' Letter Family.

By assigning the Letter to the 'Reviewer Notification' Letter Family you will make the Letter available for selection on the Edit Editor Decision Terms page.

After one or more Reviewer Notification Letters are created, go to the Reviewer and Editor Form Policies submenu, and under the Editor Decision Policies heading click the 'Edit Editor Decision Terms' link.

Different Reviewer Notification Letters can be associated with different Decision Terms, or you can associate one Reviewer Notification Letter with all Decision Terms. To select which Reviewer Notification Letter goes with which Decision Term click on the Edit link associated with the desired Decision Term.

On the Add/Edit Decision Term page, click the dropdown box labeled 'Reviewer Notification Letter'. The dropdown box will display all letters in the Reviewer Notification Letter Family. Select the letter that you wish to associate with the specific Decision Term you are working with.

NOTE: Journals can use this feature to simply thank reviewers for their participation or to let reviewers know of decisions made on manuscripts they have reviewed.

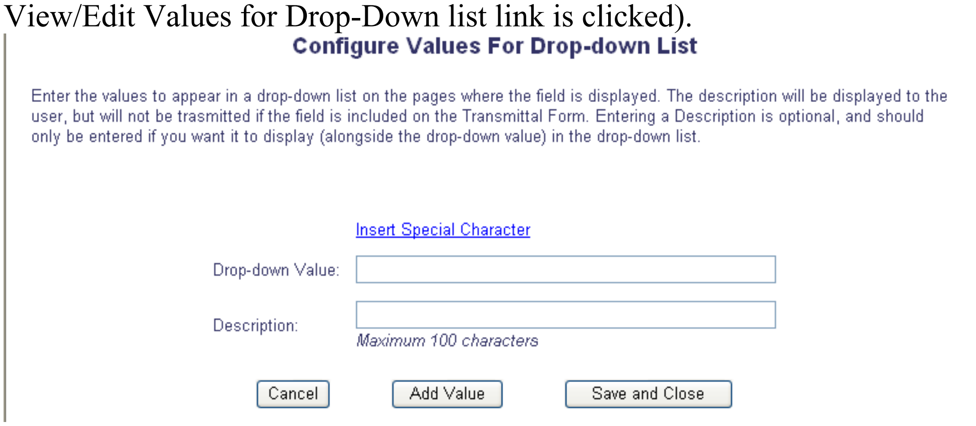
Transmittal Form Enhancements

Two minor enhancements have been made to the Transmittal Form configuration:
- Drop-down menus and scrollable text boxes can now be included as user defined fields on the Transmittal Form.
- The checkbox "Include Metadata in release to production" may now be suppressed on the Transmittal Form. If this checkbox is suppressed, the default behavior is to include metadata in the release to production.

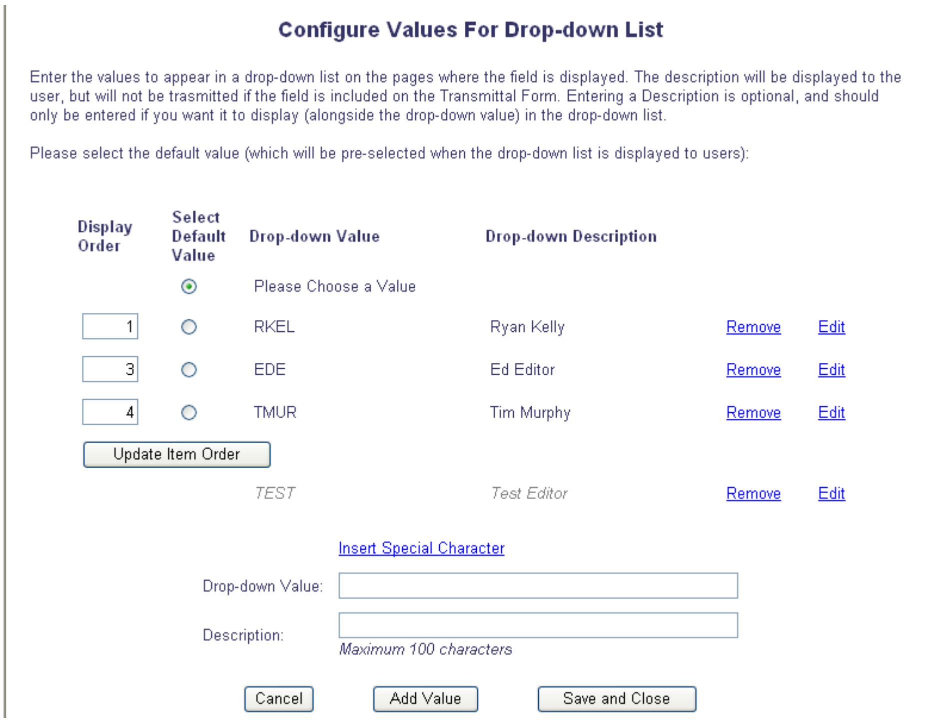
TO CONFIGURE: Go to PolicyManager, Transmittal Form section. Click one of the 'Add/Edit' links (e.g. Add/Edit Manuscript Metadata Fields). Then click the 'Edit' link to edit a specific field (or click the 'Add' button to add a new field). To add or change a field to a Notes field (text area), select 'Notes' for the Transmittal Field Type. To add or change a field to a drop-down field, select 'List' from the Transmittal Field Type drop-down box, then click the 'View/Edit Values for Drop-down list' link. This brings up the 'Configure Values for Drop-Down List' page, where values can be added and re-ordered, and the default value selected. Values which have been attached to submissions but are no longer needed can be hidden by clicking the Edit link next to a particular value.

Example of Edit Metadata page with 'Notes' selected from the drop-down menu:

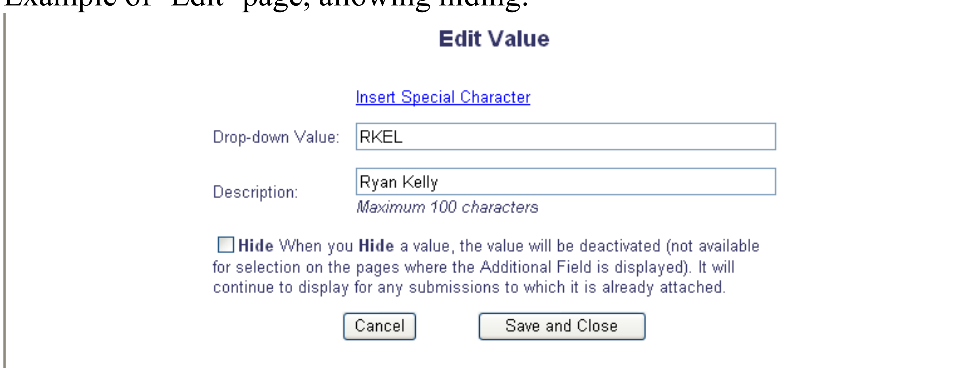
Example of the ‘Configure Values for Drop-down List’ page (appears when the View/Edit Values for Drop-Down list link is clicked).



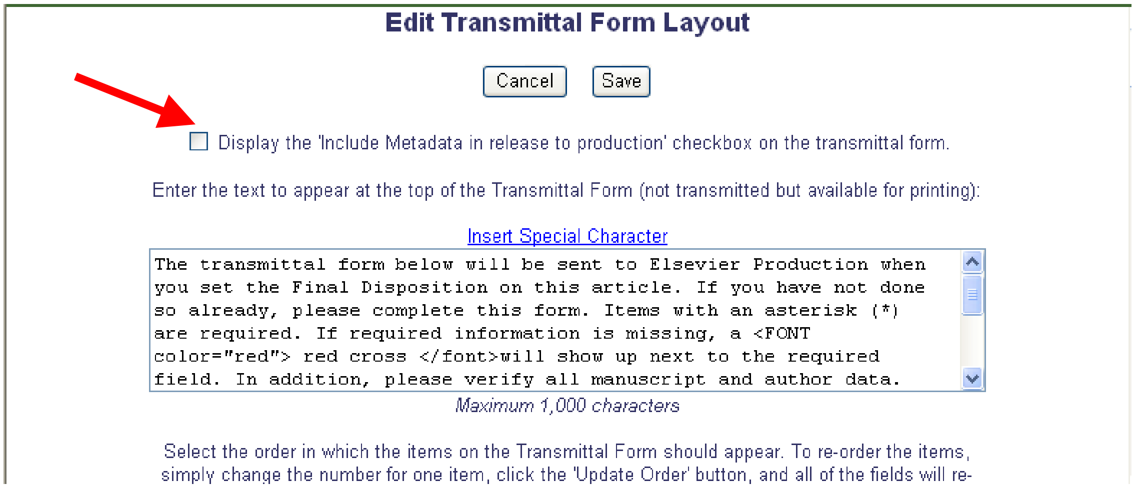
Example after one or more values are configured.



Example of 'Edit' page, allowing hiding:



TO CONFIGURE REMOVAL OF THE METADATA CHECKBOX: Go to PolicyManager, Transmittal Form section, Edit Transmittal Form Layout page. Uncheck the box "Display the 'Include Metadata in release to production' checkbox on the transmittal form". This checkbox will then be removed from the transmittal form.

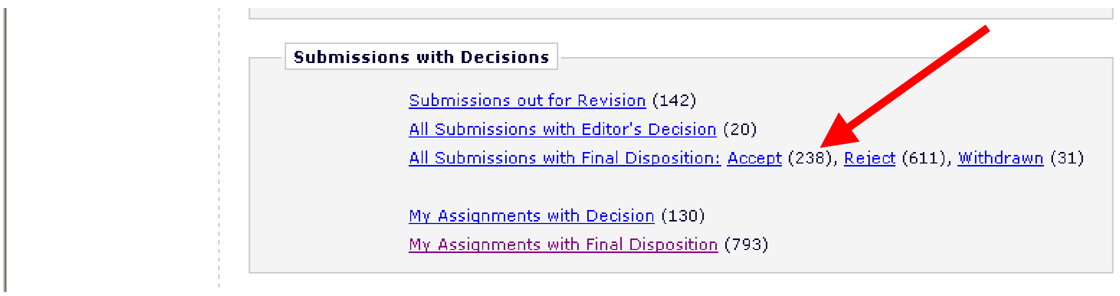

Edit Transmittal Form Layout
Cancel
Save
Display the 'Include Metadata in release to production' checkbox on the transmittal form.
Enter the text to appear at the top of the Transmittal Form (not transmitted but available for printing):
Insert Special Character
The transmittal form below will be sent to Elsevier Production when you set the Final Disposition on this article. If you have not done so already, please complete this form. Items with an asterisk (*) are required. If required information is missing, a <FONT color="red"> red cross will show up next to the required field. In addition, please verify all manuscript and author data.
Maximum 1,000 characters
Select the order in which the items on the Transmittal Form should appear. To re-order the items, simply change the number for one item, click the 'Update Order' button, and all of the fields will re-

Streamlined Folders for Submissions with Final Disposition

In EM version 4.0 and below, the All Submissions with Final Disposition folder on the Editor Main Menu contains manuscripts with all final disposition terms: Accept, Reject and Withdrawn. Over time, this folder can become extremely large and therefore difficult to manage.

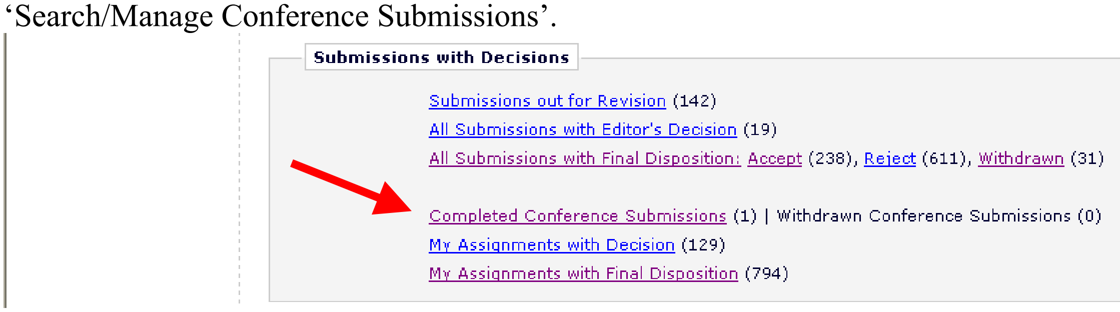
In version 5.0, this folder is divided into three ‘sub-folders’: Accept, Reject, and Withdrawn. This allows Editors to view only accepted submissions, and not be hindered by rejected and withdrawn submissions.

NOTE: The entire folder (with all final disposition terms) is still available by clicking the ‘All Submissions with Final Disposition’ link.



For journals that use Editorial Manager for conference submissions, there are also two new folders on the Editor Main Menu: Completed Conference Submissions and Withdrawn Conference Submissions.

NOTE: These links are only displayed for users with Editor RoleManager permission to ‘Search/Manage Conference Submissions’.

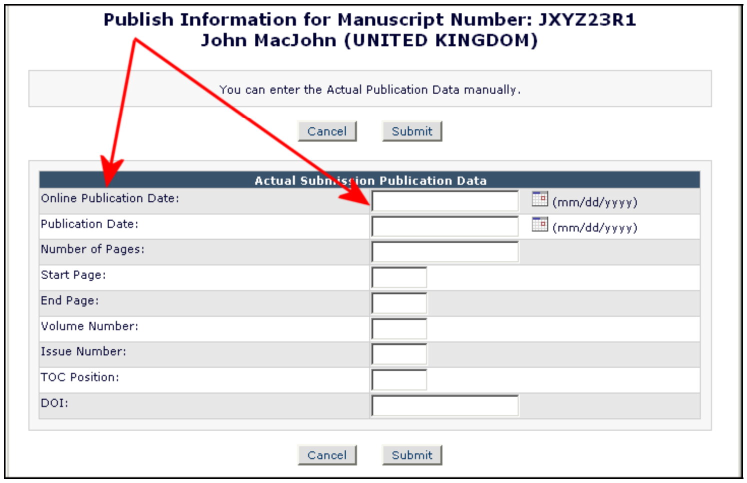


TO CONFIGURE: No configuration is required.

Online Publication Date Added to Publish Information Page

A new field called "Online Publication Date" has been added to the Publish Information page.

The Publish Information page is accessed once a submission is given a Final Disposition of Accept. The data on the Publish Information page is entered manually.



TO CONFIGURE: No configuration is necessary.

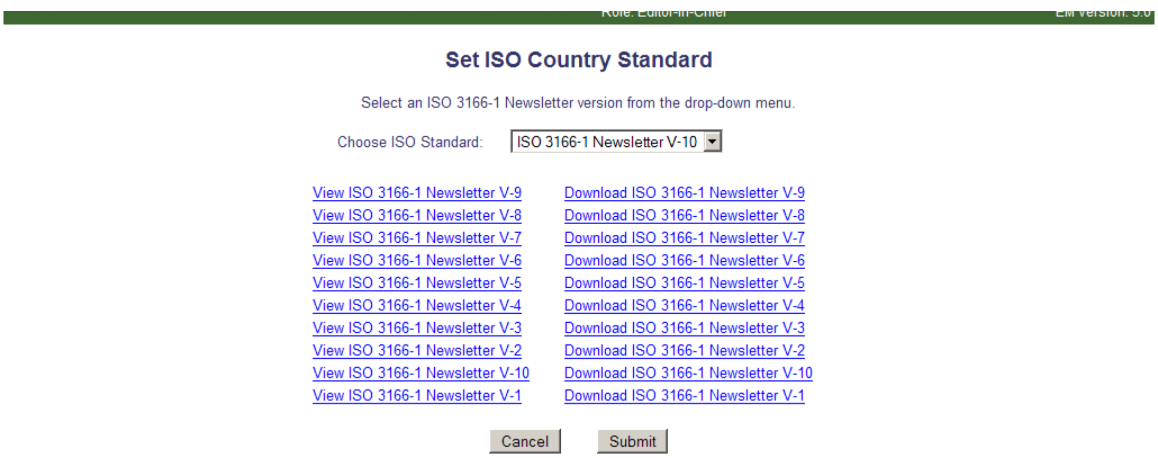
Support for ISO-3166 Newsletter Versions 9 and 10

The International Organization for Standardization (ISO) has issued versions 9 and 10 of the ISO country list (ISO standard 3166). These lists are now available for use by Editorial Manager users.

Changes include:

- Version 9 adds the country name Åland Islands.
- Version 10 changes the name 'Islamic State of Afghanistan' to 'The Transitional Islamic State of Afghanistan'.

TO CONFIGURE: Go to PolicyManager, General Policies, And Set ISO Country Standard. The currently selected newsletter is shown in the drop-down menu. To select a different newsletter, use the drop-down menu and click the 'Submit' button. Newsletter versions can be viewed and downloaded from this page as well.



File Archiving

Some publishers may want to encourage and/or require that journals implement a data archiving policy. The benefit of archiving old or abandoned data is increased storage capacity and optimal performance of the ‘primary’ database servers (those servers accessed by EM users). There are essentially two options for data archiving:

1. Delete files (after a pre-determined length of time)
2. Archive files – move the data to a ‘secondary’ server, or store on some sort of media (CD, tape, etc.). Note there may be additional costs associated with this service, which would be negotiated and administered at the hosting partner level.

The archive policy allows submissions with different final disposition terms and file types to be archived at different time intervals. For example, a journal might archive accepted submissions after 2 years, but archive rejected and withdrawn submissions after 90 days. The journal might want to keep the submission PDFs around for a whole year, but delete the figures, tables and other source files after 90 days.

The archive policy also allows the journal to specify the number of days after which incomplete submissions with the Author will be deleted. There is also an opportunity to send a letter to the Author, notifying him both before and after the submission has been deleted.

NOTE: The metadata for the submission (Article Title, Author, etc.) is retained permanently in EM for all submissions, regardless of the archive policy. Archiving applies solely to the source files and PDFs associated with the submission.

TO CONFIGURE: The primary configuration (creation and assignment of an archive policy for the publication) is performed outside of Editorial Manager. Once an archive policy has been established for a publication, the journal would be able to customize the text users would see in EM if they tried to access a file that has been archived (in PolicyManager).

New Merge Fields

Four new merge fields that can be used in Letters have been added to EM.

%ARTICLE_SHORT_TITLE%. Inserts the Short Title in Letters and in third party bibliographic searches.

%TECHNICAL_COMMENTS_TO_AUTHOR%. Inserts the latest entry in the Technical Comments to Author box for the latest revision. This merge field can be inserted into any Author letter that is associated with a manuscript.

%TECHNICAL_NOTES%. Inserts the contents of the 'Technical Notes to Editor' box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.

%PROD_NOTES%. Inserts the contents of the 'Production Notes' box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.

%SUGGESTED_REVIEWERS%. Inserts the names of the reviewers suggested by the author of the manuscript, if that submission step is enabled.

%OPPOSED_REVIEWERS%. Inserts the names of the reviewers to which the Author would be opposed to for his manuscript, if that submission step is enabled.

%RESPONSE_TO_REVIEWERS% Inserts the Author's response to the Reviewer's comments. This merge field is only applicable with revised manuscripts.