Editorial Manager/ProduXion Manager
10.0 General Release Notification
3/19/2013
Draft – Subject to Change
## Document Change Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/2012</td>
<td>Beta Release</td>
<td>Beta version</td>
</tr>
<tr>
<td>01/23/2013</td>
<td>Gamma Release</td>
<td>Typographical errors</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>General Release</td>
<td>Include supplemental notes (Enhanced Password Security)</td>
</tr>
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Editorial Manager/ProduXion Manager 10.0 General Release Notification

GENERAL ENHANCEMENTS

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MERGE FIELD ENHANCEMENTS
GENERAL ENHANCEMENTS

Enhanced Password Security
In EM/PM v9.2, users can request to have their username and password sent to them via e-mail. Editors (with proper permission) can also send the username and password by clicking a button on a user’s People Record. When a user clicks the “Send Password” or “Send Username and Password” button on the Account Finder page, or an Editor clicks the “Send Username/Password” button on the Search People – Update Information page, the letter configured for the Author Role at the “Forgot Username or Password” event is sent. If the publication has included the password and/or username merge fields in the letter template, then the letter sent to the primary recipient will contain the corresponding information for their user record.

New in v10.0, Aries has taken steps to make the password notification process more secure by ensuring that only temporary passwords are included in e-mails. When a user requests that their username and/or password be sent to them (either by clicking a link or requesting the Editorial Office to send their password), EM/PM will reset the user’s password to a temporary password. The temporary password is a system-generated password that adheres to the publication’s current password profile. The user’s people record is updated with the new password with an accompanying flag signifying that the password must be reset upon the user logging into the system.

NOTE: If the publication is in a People Sharing Group, the user’s new password is propagated to the other publications in the group, along with the “must be reset” flag.

When a user clicks on either the Send Username/Password link or the Send Password link on the Login page, and the new setting is enabled, the system will issue a temporary password that will be included in the letter. The user will see a confirmation page letting them know that their password has been reset.

Sample page:

When an Editor clicks the “Send Username/Password” button on the Search People – Update Information page, and this new setting is enabled, the system also issues a temporary password that will be included in the letter sent to the user whose record is being viewed at the time the button is clicked. The Editor will see a slightly different confirmation page letting them know the password has been reset and an email has been sent to the user.
Sample page:

NOTE: An administrator may still change the user’s password manually by changing it in the Password field and submitting the page. However, if the administrator clicks the “Send Username/Password” button after changing the password but before submitting the page, the system will generate a temporary password before sending the letter.

When the publication is configured to generate a temporary password when sending the “Forgot Username or Password” letter, and when a user has logged in with a password that must be reset, she is brought to the Password Expired page, where she is asked to reset her password. The page displays a full set of the publication’s currently configured “Password rules”, including a message that the user must reset her password after it has been reset.

Sample page:

When the password reset succeeds, the user is brought to their main menu.

TO CONFIGURE:
NOTE: On implementation, this feature will be enabled/turned on.

To disable this new Password Security feature for your publication, go to PolicyManager, and click the Configure Send Username or Password Options link. Uncheck/unselect the ‘Reset password before sending’ box in the lower part of the page.
Configure Send Username or Password Options

Users attempting to login to the system may forget their Username and/or Password.

- If 'Send Username/Password' is selected, there is an action link displayed on the Login page entitled 'Send Username/Password'. If the user forgot his Username and/or Password, he would click this link, and enter First Name, Last Name, and E-mail Address. If the system finds a match, the person's Username and Password will be e-mailed to the E-mail Address in the system.

- If 'Send Password Only' is enabled, the action link 'Send Password' replaces the 'Send Username/Password' link on the Login page. If the user forgot his Password, he would click this link, and enter Username and E-mail Address. If the system finds a match, the person's Password will be e-mailed to the E-mail Address in the system. If the user forgot both the Username and Password, he must contact customer support outside of the system.

☐ Send Username/Password
☐ Send Password Only

Use the option below to reset the user's password to a temporary system-generated password before sending the E-mail. This setting applies to both 'Send Username/Password' and 'Send Password Only'. The user will then be forced to set a new password the first time they log in using the temporary password.

☐ Reset password before sending

Cancel   Submit
Additional Personal Identifier Functionality – ORCID

In EM/PM v9.2, publications may configure Personal Identifier fields as optional or required information for Registration or adding Co-Authors to a submission. There are five (5) Identifiers that may be requested: ORCID, PubMed Author ID, ISNI, ResearcherID, and Scopus Author ID.

New in EM/PM v10.0, users may now look up and/or confirm the ORCID for themselves or Co-Authors using a new ‘Fetch’ option. Clicking this link uses the ORCID API search feature to request a list of ORCID profiles that match people metadata on the calling page.

When the Fetch link is clicked, a search is run of the ORCID database using any of the following data if present on the current page:

- First Name
- Last Name
- Secondary First Name
- Secondary Last Name
- E-Mail Address
- Institution
- ORCID

A list of matching profiles is presented to the user with highest-ranked hits displayed first. The results are displayed 10 per page, however users may choose to display up to 100 on a page with the ‘Display’ dropdown. Each ORCID Identifier is shown as a link to the associated public...
ORCID Profile. When the user knows which record is the correct record, he clicks the Select link next to the desired record to retrieve the associated ORCID Identifier.

NOTE: This initial search is an “OR” search on all relevant fields that are present, returning records that match any term. This may result in a large set of matching records. Records that match the most fields will be ranked higher and displayed first, so in most cases the required record will appear in the first couple of pages.

Sample ORCID Search page:

If no matching profiles are found, a message displays to the user. He may then enter a new search in the ‘Search’ box to modify the criteria against which the search is executed.

NOTE: A Search that is triggered from the ORCID Search page is an “AND” search. Adding more terms in the ‘Search’ box will narrow the results to only those records that match all terms. This may be useful if the original search returned too many results.

The Fetch link displays wherever the ‘ORCID’ data entry field appears for users (when configured):

- Update My Information
• Add/Edit Other Authors
• Register
• Proxy Register New User

Additionally in 10.0, when an ORCID has been entered for a user, then the ORCID now displays as a hyperlink wherever it displays. Clicking the link opens the related ORCID profile in a new window.

TO CONFIGURE:
No additional configuration is necessary. When the ORCID personal identifier field is configured to be optional or required in areas in EM, the new ‘Fetch’ functionality will be made available.
Require Minimum Classifications on Submissions
In EM v9.2, Publications may configure both a minimum and maximum number of Personal Classifications a user may select. Publications may also configure a maximum limit for Submission Classifications by Article Type, but there is no minimum limit for Submission Classifications by Article Type; making classification selection ‘required’ on a submission means that the user must select at least one classification.

New in EM v10.0, a new setting is available on Edit Article Type to allow publications to require a minimum number of Submission Classifications. When an Article Type is configured to require Classifications, and a Minimum is set, then the Author will see text letting him know how many Classifications must be selected:

Sample page; Minimum number of Classifications set to 2:

NOTE: If an Editor (or Publisher Role) edits a submission where Minimum/Maximum Classifications limits are configured, she will not be restricted to those limits. You may wish to mark Classifications on Revisions as “Hidden” from the Author if Editors are likely to add Classifications under or over the configured amounts.

If an Author does not select the required number of Classifications, he will not be allowed to complete his submission until the required information is completed.
TO CONFIGURE:
To use the new Minimum Classifications feature on Submissions, go to PolicyManager, Edit Article Types, and Edit an existing Article Type or ‘Copy’ or ‘Add’ a new one. In the ‘Article Type Parameters’ section, select “Required” in the ‘New Submission’ column or ‘Revised Submission’ column for the ‘Set "Select Classifications" Preferences’ option.

In the ‘Field Size Limitations’ section, enter a number in the ‘Minimum’ box under ‘Number of Classifications’.
<table>
<thead>
<tr>
<th>Field Size Limitations - Leave blank for no limit on these fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit the Full Title to: □ 5 Words □ Characters</td>
</tr>
<tr>
<td>Limit the Short Title to: □ 5 Words □ Characters</td>
</tr>
<tr>
<td>Limit the Abstract to: □ 5 Words □ Characters</td>
</tr>
<tr>
<td>Limit the Comments to: □ 5 Words □ Characters</td>
</tr>
<tr>
<td>Maximum Number of Authors: □</td>
</tr>
<tr>
<td>Maximum Number of Keywords: □</td>
</tr>
</tbody>
</table>

Number of Classifications: □ 2 Minimum □ 5 Maximum

A Minimum applies only when the ‘Select Classifications’ preference is set to “Required”.

NOTE: A minimum applies only when the ‘Select Classifications’ preference is set to “Required”.

Missing Co-Author Information Notice
In EM v9.2, publications may configure what information Corresponding Authors need to provide when adding Co-Authors to a submission, and which pieces of information are required for the submission to be complete. Authors may add a Co-Author without completing all information should they need to gather the information for entry at a later time. An asterisk marks the Edit link for that Author in the Author grid. When Authors continue to the end of the manuscript submission process without completing all required information, a message asks them to go back and fill in the missing information. Because Co-Author information is entered via a pop-up interface, the asterisk in the Other Author Grid is not always obvious to the Corresponding Author, and the Authors often find it difficult to determine what is missing and how to enter it.

New in EM v10.0, an enhanced “missing author information” message is presented at the final step prior to building the PDF. This new message tells the Author exactly which Co-Authors are missing information and provides links to edit each Co-Author’s information.

TO CONFIGURE:
No configuration is required for this new feature. On upgrade to v10.0, Authors will see this new warning when they have forgotten to enter required Co-Author information on the ‘Add/Edit/Remove Authors’ step of the submission process.
Co-Author Verification and/or Registration on Revised Submissions

In EM v9.2, publications may configure Article Types to require Other (Co-) Authors to verify that they are a Contributing Author on a submission, or verify as a registered user (either by registering, or logging in using an existing account). When an Article Type has either option configured, then all Other Authors are sent a letter (if configured) when the Corresponding Author approves the submission and sends it to the publication.

Some publications find this feature useful, but would prefer that the Other Authors not be asked to verify until a submission is being revised and therefore has a better chance of being published. New in EM v10.0, two new options are made available for initiating the Other Author Notification process.

- **Co-Authors verify on revision** – When this option is selected, the first verification request is sent to all Other Authors when the first Revision of a submission (R1) is sent to the publication.
- **Co-Authors register and verify on revision** – When this option is selected, the first registration and verification request is sent to all Other Authors when the first Revision of a submission (R1) is sent to a publication.

Additionally, the existing three (3) options are re-named for clarity, though the functionality is unchanged:

- “Only Corresponding Author must be registered” is now “Corresponding Author Only”
- “Require Other Authors to verify that they are co-authors on the submission” is now “Co-Authors verify on new submission”
- “Require Other Authors to register and verify that they are co-authors on the submission” is now “Co-Authors register and verify on new submission”

**TO CONFIGURE:**

To select one of the new trigger points for the existing “Notify Other Authors” event, go to PolicyManager, Edit Article Types, and edit an existing Article Type, or add a new Article Type. In the new ‘Co-Author Parameters’ section, select the desired option from the ‘Register/Verify Other Authors’ drop-down. NOTE: Though the existing options are re-labeled, the existing (v9.2) settings are retained on upgrade to v10.0; just the labels of the existing options are changed.
**Partial Page Display – Edit Article Type:**

<table>
<thead>
<tr>
<th>Co-Author Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register/Verify Other Authors</td>
</tr>
<tr>
<td>Corresponding Author only</td>
</tr>
<tr>
<td>Corresponding Author only</td>
</tr>
<tr>
<td>Co-Authors verify on new submission</td>
</tr>
<tr>
<td>Co-Authors verify on new submission</td>
</tr>
<tr>
<td>Co-Authors verify on revision</td>
</tr>
<tr>
<td>Co-Authors verify on revision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invited Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select this box to require Co-Authors to respond to the Author Questionnaire in order to confirm contributing authorship. These settings affect any invitations generated from a submission with this article type, i.e. from a Proposal or Solicited Commentary.</td>
</tr>
<tr>
<td>Select &quot;Required&quot; if you wish to enforce the entry of a Target Publication Date for Invited Commentaries or Proposals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Publication Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
</tbody>
</table>

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Multi-part Custom Questions for Author and Co-Authors

In EM/PM v9.2, Publications may configure a series of Custom Questions to be asked of Corresponding Authors when submitting a manuscript (these questions are also available when using the ‘Create Submission’ feature from the Production Tasks menu). These questions may ask for responses in a variety of formats (text, date, integer, decimal, or a list type, including radio button, drop down menu, or checkboxes), and are combined to make Questionnaires that are then assigned to Article Types.

New in EM/PM v10.0, Custom Questions may now be configured to have multiple levels of questions, allowing for one or more follow-up questions to be asked depending on the answer selected for the initial question.

When the Author first goes to the ‘Additional Information’ step of the submission process, she will see the Top-Level questions, as currently displayed in v9.2.

Sample page; two questions configured for this submission

When the Author selects an answer that is configured to trigger a follow-up question, the page refreshes and the Follow-up Question(s) display. In this example, a Follow-up Question has been configured for a selected response of ‘Yes – There may be a conflict’ on the Primary Question of “Are you aware of any conflicts that may arise between your institute and this Publication?”
The Author may now provide additional information describing the potential conflicts. NOTE: If a Primary Question is configured as ‘Required’, all Follow-up Questions are also Required for the submission.

In this next example, a Follow-up Question is configured for an answer of ‘Yes – we received grant funding’ given for the Primary Question “Did you or your institution receive grant funding as part of the research that went into the creation of this submission?” A third level of Follow-up Questions is configured based on the number selected in the drop-down response for this Second Level Question. In this case, for a selected response of ‘Two’ on the Second Level Question “How many funding sources did you have?” additional Follow-up Questions appear asking the Author to identify the two funding sources and declare who received the funding; the Author directly, the Institution, or was the funding split between the two.
Three levels of questions; a Primary Question can have up to two levels of Follow-up Questions configured:

Once a manuscript has been successfully submitted to the editorial office, Editor Roles have read-only access to all Questions and Author responses on the default Details pages (if the Question is configured to be displayed).
Partial page display; Details:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you aware of any conflicts that may arise between your institute and</td>
<td>Yes - There may be a conflict.</td>
</tr>
<tr>
<td>this Publication?</td>
<td></td>
</tr>
<tr>
<td>Please elaborate on the potential issues, as follow-up to “Are you</td>
<td>There are potential issues.</td>
</tr>
<tr>
<td>aware of any conflicts that may arise between your institute and this</td>
<td></td>
</tr>
<tr>
<td>publication?”</td>
<td></td>
</tr>
<tr>
<td>Did you or your institution receive grant funding as part of the</td>
<td>Yes - We received grant funding</td>
</tr>
<tr>
<td>research that went into the creation of this submission?</td>
<td></td>
</tr>
<tr>
<td>How many funding sources did you have? as follow-up to “Did you or your</td>
<td>Two</td>
</tr>
<tr>
<td>institution receive grant funding as part of the research that went</td>
<td></td>
</tr>
<tr>
<td>into the creation of this submission?”</td>
<td></td>
</tr>
<tr>
<td>First Funding Source as follow-up to “How many funding sources did you</td>
<td>Federal Granting Agency</td>
</tr>
<tr>
<td>have?”</td>
<td></td>
</tr>
<tr>
<td>First Funding Recipient as follow-up to “How many funding sources did</td>
<td>Institution</td>
</tr>
<tr>
<td>you have?”</td>
<td></td>
</tr>
<tr>
<td>Second Funding Source as follow-up to “How many funding sources did you</td>
<td>State Granting Agency</td>
</tr>
<tr>
<td>have?”</td>
<td></td>
</tr>
<tr>
<td>Second Funding Recipient as follow-up to “How many funding sources did</td>
<td>Author</td>
</tr>
<tr>
<td>you have?”</td>
<td></td>
</tr>
</tbody>
</table>

Editors and Publishers with appropriate permission also have access to all Questions and Author responses on the Transmittal Form (when the Question is configured to display on the Transmittal Form):

- If a Question is not configured to be editable on the Transmittal Form from the Create Custom Questions page, Author responses are displayed as basic text under the ‘Value’ column.
- If a Question is configured to be editable on the Transmittal Form from the Create Custom Questions page, an Edit Response link displays next to the Primary Question. To Edit any responses of the connected Questions, the user must click this link to open a new Window. This allows for the possibility that changing an Author’s answer may change the Follow-up Questions that are configured to display.
Sample pop-up page; Edit Response link has been clicked:

"Demonstration of Follow-Up Questions"
Kermit the Frog (Corresponding Author)

Are you aware of any conflicts that may arise between your institute and this Publication?

- Please select a response
  - Yes - There may be a conflict.
  - No - There are no conflicts.

Please elaborate on the potential issues.

Character Count: 27
There are potential issues.

Limit 20000 characters
TO CONFIGURE:
To use this new feature, new questions will need to be created. You may not add follow-up questions to any questions that have already been used for your publication. To add new questions that use the new Multi-part functionality, go to PolicyManager and click the Create Custom Questions link in the ‘Submission Policies’ section. You will be taken to an enhanced version of the Create Custom Questions page; this is the “master list” of Questions. These questions can be used for both Submission Questionnaires and Author Questionnaires (see the “Additional Information / Author Questionnaire Enhancements’ section of these release notes for more information on Author and Submission Questionnaires).

On the Create Custom Questions page, click the ‘Add Question’ button to create a new Question in the ‘master list’. NOTE: You may click the Edit link to modify the answers available on a list-type question or click the Remove link to remove a question that has not yet been presented an Author. You may also click the Hide link to hide a question that has already been used, but is not currently on a Questionnaire.
The *Add Custom Question* page layout is modified to assist in a clear line-up of Questions and subsequent Questions:

1. ‘Question text’ – This area is where the Question is entered. This is the text that will appear to the Author on the Questionnaire. Text is required in this field; a Question cannot be saved without entering at least one non-space character in this box.

2. ‘Instructions for Author Response’ – Text entered here is available to the Author by clicking the Instructions hyperlink next to the Question at the ‘Additional Information’ submission step or on the *Author Questionnaire* page.

3. ‘Response Type’ – This indicates how the Author is expected to respond to the Questions at the Additional Information step (i.e. Will he choose an option from a drop-down list? Does he have to enter a date? Can he enter text?). This drop-down list allows you to choose from one of the following options:
   - ‘Text’ (selected by default) – If this Response Type is selected, the Author response entered on the Additional Information step can contain any combination of characters and numbers. A maximum number of characters may be set from 1-200.
   - ‘Date’ – Author response must be entered in an ‘mm/dd/yyyy’ format. The calendar icon feature is displayed to provide a convenient way for the user to adhere to this format.
   - ‘Integer’ – Author response must be a number.
   - ‘Decimal’ – Author responses can contain only numbers and a decimal point.
   - ‘Notes’ – Author response may contain any combination of characters and numbers. This is just like ‘Text’, except the Author has a larger area in which to type. A maximum number of characters may be set from 1-20,000.
‘List’ – Author response requires the Author to select from a list of choices pre-configured by the Administrator. This is described further below.

4. The ‘Display Options’ section at the bottom of the page is where administrators determine where these Questions and Answers will display (when they have been configured on a Questionnaire and assigned to an Article Type). Questions and Answers may be configured for three areas:
   a. PDF Cover Page – Questions are not displayed by default on the PDF Cover Page. To display, select/check the ‘display’ box under this header. You must also select ‘Additional Information’ in the PDF Cover Page configuration for any question to display on the PDF Cover Page.
   b. Manuscript Details – Questions are displayed on the Details page by default. If you do not want the Question and response to display on the Details page, deselect/uncheck the ‘Display’ checkbox under this heading at the bottom of the page. If this Question is configured to display, you may also enter ‘Help’ text that is available via a Help link located next to the Question and Answer on the Details page.
   c. Transmittal Form – Questions are displayed on the Transmittal Form by default. To remove it from the Transmittal Form, uncheck/deselect the ‘Display’ checkbox under this heading. If the Question is marked as ‘Editable’, users with appropriate RoleManager permission can edit the value on the Transmittal Form. 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, it will be available via a Help link on the Transmittal Form.
Selecting the ‘List’ option from the Response Type drop-down refreshes the page to display a ‘List Type’ drop-down with four Display options to specify how the Author is presented with the list of possible values at the Additional Information step or Co-Author Questionnaire.
When the ‘List’ Response Type option is selected, the page refreshes, allowing the administrator to customize the options available for Author responses directly on the page. You may select a Default value, and indicate the order in which the answer choices are displayed.

Sample section of List answers:

When the Response Type is ‘List’, new functionality is introduced in v10.0 to allow a Follow-up Question to be configured that depends on the response given by the Author. Below the ‘Update’ button (below the List Values), a section displays with the text ‘If user selects:’, and all configured List Options display. The way they display and function is dependent on the List Type selected.

1. ‘Drop-down list (Allows for a null or single value selection)’ – When this option is selected, the list displays as a Drop-Down in the lower portion of the page. Select the
desired trigger answer from the drop-down, and click the ‘Add Follow-up Question’.

2. ‘Radio Buttons (Allows for a single value selection; requires a default value)’ – When this option is selected, the list displays as Radio Buttons in the configured order in the lower portion of the page. Select the Radio Button for the desired trigger answer, and click the ‘Add Follow-up Question’.

3. ‘Checkboxes (Allows for multiple value selection; good for 1-5 values)’ – When this option is selected, the list displays as Check Box options in the configured order in the lower portion of the page. Check the box(es) for the desired trigger answer(s), and click the ‘Add Follow-up Question’. You can select multiple checkbox options to use the
same follow-up question for more than one answer.

4. ‘Scrolling Selector (Allows for multiple value selection; good for more than 5 values)’ – When this option is selected, the list displays as the scrolling selector options in the configured order in the lower portion of the page. Select the desired trigger answer(s), and click the ‘Add Follow-up Question’. You can select multiple menu options to use the same follow-up question for more than one answer.

To create a Follow-up Question triggered by a response, select the Response for which the question should be triggered, and click the ‘Add Follow-up Question’ button. In the pictured example, you may wish to prompt the Author to elaborate on what conflicts may exist between the Author’s institute and the publication. To capture this, the example has set the list type to Radio Buttons. Then in the lower portion of the page, the answer of ‘Yes’ is selected, and the ‘Add Follow-up Question’ button is clicked. The page refreshes to ‘collapse’ the Initial Question and expand a Follow-up Question area. This is where the follow-up question is configured.
You may configure as many Follow-up questions as you like for each of the two Primary responses. To have a Follow-up for each answer, you would next click the Radio Button next to the ‘No’ answer and click the ‘Add Follow-up Question’ button. The second Follow-up Question (in this case, the Follow-up to “No”, as opposed to the first Follow-up Question which is a Follow-up to “Yes”) will appear below Follow-up Question 1, with Follow-up Question 1 collapsed. NOTE: When Questions are collapsed on this page, they display as they will be shown to the Author.
Publications may configure up to 3 levels of Questions (Primary, Follow-up to the Primary, Second Follow-up to the First Follow-up). You may configure multiple Follow-Up questions for 1 response. This may be useful in gathering Grant-related information. For example, you may ask the Author how many Grants were received as funding for the research. If the Author selects ‘3’ from a list of options, you may configure 3 Follow-up Questions, and they may each ask ‘To whom was the Grant paid’. This question may be configured with the following answers; ‘You’ and ‘Your Institution’. A third level of questions may be configured triggered by one of those answers. An answer of ‘You’ may result in questions asking about the Grantor, the relationship between the Grantor and the Author, etc.

When the new multi-part questions are listed on configuration pages (such as the Create Custom Questions page), they are denoted with a section symbol ($) before the text of the question. The Initial Question is the one listed; when selected, all follow-on questions will also be included in the Questionnaire, appearing when the triggering answer is given by the Author.
Create Custom Questions

Listed below are the customized questions/fields which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (Transmittal Form, PDF Cover Page, Manuscript Details).

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Hide link. If the link does not appear for a question, then it is still included on a questionnaire and must first be removed from the questionnaire before it can be hidden.

Questions preceded by a "$" symbol are multi-part questions; note that the follow-up questions listed may only be asked if the user chooses a certain response to the original question.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Question</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>How many color figures in your manuscript?</td>
</tr>
<tr>
<td>Edit</td>
<td>Are you willing to pay for additional color figures?</td>
</tr>
<tr>
<td>Remove</td>
<td>Did you or your institution receive grant funding as part of the research that went into the creation of this submission?</td>
</tr>
<tr>
<td>Remove</td>
<td>Are you aware of any conflicts that may arise between your institute and this Publication?</td>
</tr>
<tr>
<td>Edit Restore</td>
<td>See the questions above.</td>
</tr>
<tr>
<td>Edit</td>
<td>Demonstration of HTML:</td>
</tr>
<tr>
<td></td>
<td>Bold Text</td>
</tr>
<tr>
<td></td>
<td>Underlined Text</td>
</tr>
<tr>
<td></td>
<td>Italicized Text</td>
</tr>
<tr>
<td></td>
<td>Hyperlinked Text</td>
</tr>
</tbody>
</table>

Add Question

Create Questionnaires

Return to PolicyManager

Return to Editor Main Menu
Additional Information / Author Questionnaire Enhancements

In EM v9.2, Publications may configure an ‘Author Questionnaire’ comprised of any number of Questions from a ‘master list’ of Custom Submission Questions. These questions may be used to gather Submission Information (such as questions on research) or Author Information (such as conflict of interest questions, etc.). When configured for a selected Article Type, the Corresponding Author is presented with the Author Questionnaire on the ‘Additional Information’ step of the Submit New Manuscript process.

New in EM v10.0, Publications can now configure an Article Type so that the questions associated with two different questionnaires are presented to the Corresponding Author during the ‘Additional Information’ step of the submission process; one questionnaire (a ‘Submission Questionnaire’) may contain submission-related questions that are only presented to the Corresponding Author during the submission process, and a second questionnaire (an ‘Author Questionnaire’) may contain author-related questions that are presented to the Corresponding Author during the submission process and may also be presented to Co-Authors during the verification process (see the “Co-Author Questionnaires” section of these Release Notes for more information). The Corresponding Author will see all questions on the existing Additional Information page as if they are part of a single questionnaire.

NOTE: On upgrade, any existing Questionnaire configured for an Article Type is set as the ‘Submission Questionnaire’ on the Edit Article Type page.

When an Article Type is configured with Questionnaires of both kinds (Submission and Author), all questions are displayed to the Corresponding Author on the Additional Information step. Questions associated with the questionnaire configured for the ‘Designate Submission Questionnaire’ option are displayed first, in the order defined on the Questionnaire, followed by questions associated with the questionnaire configured for the ‘Designate Author Questionnaire’ option.

NOTE: There is no visual separation of the questions pulled from the ‘Submission’ and ‘Author’ Questionnaires. They are displayed to the Corresponding Author as if they are part of a single questionnaire.

TO CONFIGURE:
To configure Custom Questions for use on the Author Questionnaire, go to PolicyManager and click the Create Custom Questions link in the ‘Submission Policies’ section (note, this link is re-named in v10.0). For more information on the enhanced Custom Question functionality, go to the “Multi-part Custom Questions for Authors and Co-Authors” section of these release notes.

To create a new Questionnaire, or edit an existing Questionnaire, go to PolicyManager and click the Create Questionnaires link in the ‘Submission Policies’ section (note, this link is re-named in v10.0), or click the Create Questionnaires link on the Create Custom Questions page.
To assign these separate questionnaires for an Article Type, go to Edit Article Type in PolicyManager, and Edit the desired Article Type. Scroll down the page to the ‘Article Type Parameters’ section and select the desired Questionnaires in the ‘Set “Additional Information” Preferences’ section. The Submission Questionnaire will be displayed on the ‘Additional Information’ step first, with the Author Questionnaire displayed second. NOTE: If configured, the Author Questionnaire will also be displayed to the Co-Authors of a submission (see the ‘Co-Author Questionnaires’ section of these Release Notes for more information).
<table>
<thead>
<tr>
<th>Article Type Parameters</th>
<th>New Submission</th>
<th>Revised Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Secondary &quot;Full Title&quot; Preferences:</td>
<td>Hidden</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set &quot;Short Title&quot; Preferences:</td>
<td>Optional</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set Secondary &quot;Short Title&quot; Preferences:</td>
<td>Hidden</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set &quot;Select Section/Category&quot; Preferences:</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Set &quot;Submit Abstract&quot; Preferences:</td>
<td>Optional</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set Secondary &quot;Submit Abstract&quot; Preferences:</td>
<td>Hidden</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set &quot;Enter Keywords&quot; Preferences:</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Set &quot;Enter Secondary Keywords&quot; Preferences:</td>
<td>Hidden</td>
<td>Hidden</td>
</tr>
<tr>
<td>Set &quot;Select Classifications&quot; Preferences:</td>
<td>Required</td>
<td>Optional</td>
</tr>
</tbody>
</table>

You may set Minimum and/or Maximum limits for the "Number of Classifications" under Field Size Limitations below.

Set "Additional Information" Preferences:

<table>
<thead>
<tr>
<th>Designate Submission Questionnaire:</th>
<th>Demonstration Questionnaire</th>
<th>Demonstration Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate Author Questionnaire:</td>
<td>Author Questionnaire</td>
<td>Author Questionnaire</td>
</tr>
</tbody>
</table>

Set "Suggest Reviewers" Preferences: | Hidden | Hidden |
Co-Author Questionnaires
In EM v9.2, publications may configure Article Types to request that Co-Authors listed on a submission by the Corresponding Author verify that they are Co-Authors on that submission. These Co-Authors Verify or Decline by clicking deep links sent in a confirmation e-mail.

New in EM v10.0, Publications may choose to ask Co-Authors to complete an Author Questionnaire, similar to that displayed to the Corresponding Author on the ‘Additional Information’ step of a New or Revised Submission. When an Article Type is configured to require Co-Authors to verify their contribution to a submission, they are sent an e-mail containing two deep links: One to decline and one to confirm. If the Co-Author clicks on the deep link to verify, and the Article Type of the submission has been configured to Display an Author Questionnaire to Co-Authors, then the Co-Author is now brought to a new page containing the configured Author Questionnaire.

The Co-Author must answer any required questions and click the ‘Submit to Publication’ button to complete their verification. He may click the ‘Save for Later’ button to complete the Questionnaire at a later time, though he must use the link displayed in the Instructional Text on the page, or click the ‘Confirm’ deep link in the e-mail to return to the page. The Co-Author may also use the ‘Print’ button on the left side of the page to print a copy of the Questionnaire for reference.
When an Article Type is configured to require Co-Authors to verify their contribution to a submission and register in the system (or log in using an existing registration), they are sent an e-mail containing two deep links: one to decline and one to confirm. If the Co-Author clicks on the deep link to verify and successfully logs into the system (either using an existing registration, or by completing a new registration), and the Article Type of the submission has been configured to display an Author Questionnaire to Co-Authors, then the Author is brought to a new page containing the configured Author Questionnaire.

The Co-Author must answer any required questions and click the ‘Submit to Publication’ button to complete their verification. She may click either the ‘Cancel’ or the ‘Save for Later’ button to complete the Questionnaire at a later time. Clicking either of these buttons will not complete the Co-Author confirmation process, but will place the submission in the Co-Author’s Submissions Being Processed or Revisions Being Processed folder (depending on if this is a new submission or a revision).
If the Co-Author doesn’t complete the Questionnaire upon first logging in she must either go to the appropriate folder and click on the new Submit Author Questionnaire link for that submission, or click the ‘Confirm’ deep link in the e-mail to return to the Co-Author Questionnaire page.

When Co-Authors have completed the Author Questionnaire as part of their verification process, then these responses can be accessed from a number of places in the system by users with proper permission.
Co-Authors who have verified their contribution through registration may view their own answers by clicking the new View Questionnaire Responses link in the Submissions Being Processed or Revisions Being Processed folder.

The Co-Author may view their responses on the View Questionnaire Responses page, but they may not edit their responses. If a Co-Author wishes to edit their responses, they must contact the Editorial Office and request their answers be changed, or have their confirmation status reset.

NOTE: Resetting the confirmation status will clear out all answers from this Co-Author.

For Editors, a new section appears on the default Editorial Details page when a submission has Co-Authors, the Article Type is configured to require either Co-Author verification or Co-Author verification and registration, and an Author Questionnaire is configured for either the Corresponding Author or Co-Authors. This section, labeled “Author Questionnaire Summary”, contains a View Author Questionnaire Summary link.
Clicking this link opens a new *Author Questionnaire Summary* page, where the user can see all Authors (Corresponding and Co-Authors) who have answered an Author Questionnaire. The questions are displayed in a grid containing all Author Questions and the associated Responses for each Author.
If a Question is not presented to a particular Author (if an Author is added on Revision, for example, and the Author Questionnaire is different), the ‘response’ area is shaded with dark gray.
If any responses are more than 500 characters, then (more…)/(less…) links display in that cell, allowing the answer to be expanded. Additionally, Expand All / Collapse All links are available above the grid to expand or collapse all answers greater than 500 characters.

Both the new View Questionnaire Responses and View Author Questionnaire Summary links are available on the Author Details page for Editors with ‘Manager Other Authors’ permission enabled. See the ‘Enhancements for Managing Other Authors’ section of these Release Notes for more information on the Author Details page enhancements.

When an Editor with ‘Manage Other Authors’ permission enabled clicks on an individual Co-Author’s View Questionnaire Responses link, he is brought to the View Questionnaire Responses pop-up page, but he has two additional options on this page that the Co-Author does not have:

- **Edit Other Author Responses** – This allows the Editor to edit the responses entered by the Co-Author. The Editor is warned that editing responses will completely overwrite the prior answers submitted.
- **View Author Details** – This opens the existing View Author Details pop-up
"Demonstration of Co-Author Questionnaires"
Original Submission

Joannie Cunningham  (Co-Author 2)
Edit Other Author Responses

<table>
<thead>
<tr>
<th>Custom Submission Question(s)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you had a hammer, when or what would you hammer?</td>
<td>A - Morning; B - Evening</td>
</tr>
<tr>
<td>If you had to choose, which choice would you make?</td>
<td>Yes - Affirmative</td>
</tr>
<tr>
<td>What was your favorite part of Electric Company?</td>
<td>I enjoyed the rhymes</td>
</tr>
<tr>
<td>How many roads must a man walk down?</td>
<td>15</td>
</tr>
</tbody>
</table>

View Author Details

Close
Sample Edit Co-Author Responses page:

TO CONFIGURE:
To display an ‘Author Questionnaire’ to all Other Authors (Co-Authors) on a submission, go to PolicyManager, Edit Article Type, and edit an existing Article Type or Add a new Article Type. On the Edit Article Type page, scroll to the new ‘Co-Author Parameters’ section, and select an option other than “Corresponding Author Only” from the drop-down. When one of these other options is selected, the new ‘Display Author Questionnaire to Co-Authors’ checkbox is available for selection.
Scroll down the page to the ‘Article Type Parameters’ section and select the desired Questionnaire in the ‘Designate Author Questionnaire’ section. The Author Questionnaire will be displayed to the Corresponding Author as well as all Co-Authors of a submission.

To configure instructions that will display to Co-Authors when they are presented with the Author Questionnaire, go to PolicyManager, and click the new Edit Co-Author Questionnaire Instructions link.
On upgrade, default text is entered into the ‘Instructions’ column on the *Edit Co-Author Questionnaire Instructions* page. Administrators may enter any custom text desired and save by clicking the ‘Submit’ button. Use the *Revert to Default Instructions* link to return to the default instructions.
Enhancements for Managing Other Authors
In EM v9.2, publications may configure Article Types to request Other (Co-) Authors on a submission to verify or decline their contribution to the submission. Editors (with proper permission) may view the Other Author status from Details and from Technical Check by clicking the Other Author Status link. The link displays for submissions where the Article Type has been configured to request Other Authors to register and/or verify their contribution to a submission and where there is at least one Other Author associated with the submission.

New in EM v10.0, this link is renamed Author Status, and the Other Author Details page now shows more information about all Authors of a submission.

The Other Author Details page is renamed Author Details and now shows Corresponding Author information as well as the Other (Co-) Author information. Editors may click the Author Status link from Details or Technical Check at any point in the process to see the current status of any Co-Authors of a submission.
For Editors with ‘Manage Other Authors’ permission enabled, the Author Details page is now modified in the following ways.

- The existing Action links are now located under a column heading of ‘Options’.
- The Other Author’s name in the ‘Author Name’ column is no longer a link to the View Author Detail page; instead a new View Author Details link is available in the ‘Options’ column in all cases (not just when a Co-Author is registered).
- When Authors have been asked to complete an Author Questionnaire, the Author’s responses can be seen by clicking the new View Questionnaire Responses link in the ‘Options’ column.
- The remaining options are still available in the ‘Options’ column, depending on the status of the confirmation:
  - Reset Confirmation Status – NOTE: If Co-Author Questionnaires are in use, resetting a confirmation status will clear out ALL previous responses; the Co-Author will be asked to complete the Author Questionnaire again.
  - Resend Letter
  - Request Confirmation
Sample Author Details page; not all options displayed here:

Also in EM v10.0, Editors may be given permission to update Co-Author E-mail Addresses directly from the Author Status page. When this permission is enabled, then the Editor will see an Edit link under the E-mail Addresses in the ‘E-mail Address’ column.

Clicking this link for any Other Author opens a text box displaying each e-mail address entered. The Editor may then edit the e-mail address, or add an additional address if desired without
having to Edit the submission. The Editor may click the Cancel link to “escape” the editing, or click Save to commit the changes to the system. NOTE: If the Co-Author is a registered user on the site, the-email address is only updated on the Submission record, not on the Co-Author’s People Record.

TO CONFIGURE:
To allow Editors to edit the e-mail addresses of Other Authors directly on the Author Status page rather than having to Edit a submission, set/check the new ‘Edit Other Author E-mail Address’ permission. NOTE: This permission is a sub-permission of the existing ‘Manage Other Authors’ permission; Editors must be able to Manage Other Authors in order to Edit E-mail Addresses.
Edit Role Definition

Role Name: Managing Editor

Check the functions that this role is permitted to perform. By holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking in the lists of decision terms, you may select or deselect multiple terms.

- New Submissions
- Editor Assignment
- Reviewer Invitations
- Editor Decisions
- Proposals/Commentaries
- System Conversion Tasks
- General Searching and Viewing
- Edit Submission
  - Edit Submission Before Decision
  - Edit Submission After Decision and Final Disposition
  - Download Source Files
    - Download Companion Files
    - Upload, Hide and Restore Companion files
  - Assign Manuscript Classifications
  - Manage Other Authors
    - Edit Other Author E-mail Address
Enhancements for Managing Other (Co-) Authors – Corresponding Author

In EM v9.2, publications that use the Co-Author Verification/Registration feature may also provide Corresponding Authors permission to “View Other Author Status”. When this permission is enabled, and at least one Co-Author on the submission has been sent the notification that verification of their contribution is required, then the Corresponding Author sees the Author Status Action Link (re-named in v10.0) in the Submissions Sent Back to Author, Submissions Being Processed, Revisions Being Processed, and Submissions With a Decision folders. The link leads to the Author version of the Other Author Status page.

New in EM v10.0, the Author Status Action Link is now available in the Revisions Sent Back to Author folder.

Additionally, publications may enable Corresponding Authors to manage the Co-Author process. Corresponding Authors may be given permission to Manage Co-Author verifications and update Co-Author E-mail Addresses directly from the Author Status page (re-named in v10.0). Publications may also now configure the letter sent at the ‘Notify Other Authors’ event to be sent “From” the Corresponding Author, which allows any “bounced” letters to be directed to the Corresponding Author, letting them know the e-mail address entered on the ‘Add/Edit/Remove Authors’ step is incorrect.

When the Author Role is given permission to ‘Manage Other Authors’, then an additional ‘Options’ column is displayed on the existing Author Details page when that page is available to Corresponding Authors. Authors may see the following links in this column:

1. View Questionnaire Responses – displays for Co-Authors who have submitted responses to the Author Questionnaire. Clicking on the link navigates the Corresponding Author to the new View Author Questionnaire page (see the “Co-Author Questionnaires” section of these Release Notes for more information).
2. “Questionnaire Not Completed” – displays if an Author Questionnaire is configured for the Article Type but the Co-Author has not yet submitted responses.
3. Resend Letter – sends the letter configured for the ‘Notify Other Authors’ event to that specific Co-Author.
4. Request Confirmation – displays for any Co-Author that has not yet been sent the letter configured for the ‘Notify Other Authors’ event.
Corresponding Authors with ‘Manage Other Authors’ permission will now see a ‘Send Letters’ button on this page. Clicking this button will send letters to all Co-Authors with a status of ‘No Response’ or ‘Confirmation Not Requested’.

*Sample Author Details page: Corresponding Author view:*

![Sample Author Details page](image)

*Sample View Questionnaire Responses page:*

![Sample View Questionnaire Responses page](image)

Authors may be given an additional permission that allows them to edit the e-mail addresses of Other Authors directly on the *Author Details* page. When this permission is enabled, then the Corresponding Author will see an *Edit* link under the E-mail Addresses in the ‘E-mail Address’ column.
Clicking this link for any Other Author opens a text box displaying each e-mail address entered. The Corresponding Author may then edit the e-mail address, or add an additional address if desired. This feature is particularly of use in cases where the Co-Author hasn’t received a notification due to an incorrect e-mail address.

The Corresponding Author may click the Cancel link to “escape” the editing, or click Save to commit the changes to the system. NOTE: If the Co-Author is a registered user on the site, the e-mail address is only updated on the Submission record, not on the Co-Author’s People Record.

TO CONFIGURE:
To allow Corresponding Authors to manage the Co-Author process, go to RoleManager, Author Role, and select/check the new ‘Manage Other Authors’ sub-permission located under the existing ‘View Other Author Status’ permission.
To further allow Authors to edit the e-mail addresses of Other Authors directly on the Author Status page rather than having to Edit a submission, set/check the new ‘Edit Other Author E-mail Address’ permission. NOTE: This permission is a sub-permission of the new ‘Manage Other Authors’ permission; Authors must be able to Manage Other Authors in order to Edit E-mail Addresses.

A new Letter Family is introduced in EM v10.0 called ‘Co-Author Communications’. On upgrade to v10.0, any letter currently associated with the existing ‘Notify Other Authors’ event for Author letters is automatically assigned to the new letter family; all existing settings are retained. To configure a letter in the ‘Co-Author Communications’ Letter Family to be sent “From” the Corresponding Author, go to an existing letter in this family, or Add a new letter.
Select the ‘Co-Author Communications’ letter family, and on the configuration page, select the radio button next to the ‘Use Corresponding Author’s E-mail address’ option in the ‘Sender’s E-Mail Address’ section of the page.

NOTE: If the letter is configured to use the Corresponding Author’s e-mail address as the sender of the letter, but the Corresponding Author does not have a valid e-mail address, the publication’s ‘Set E-mail From’ address is used.
Co-Author Reminder Report
In EM v9.2, publications can configure Article Types so that Other (Co-) Authors are requested to verify their contributing authorship or to verify and be registered users on the publication. New in EM v10.0, Editors with either ‘Produce Reports’ permission or ‘Send Author Reminders’ permission will now have a new ‘Co-Author Reminder Report’ listed in the ‘Author Reminder Reports’ section to allow publications to send reminders to those Other Authors that have not responded to their verification request.

Partial Reports page display:

Partial Send Reminder Letters page:
Clicking on the Co-Author Reminder Report link brings the Editor to the Co-Author Reminder Report page. Editors may run the report using one of two main criteria:

i. “Display outstanding requests for verification that were sent \( n \) or more days ago”, where a number entry box is displayed in place of the \( n \).
   - This option is selected by default on first loading the page.
   - The default value entered in the box is 1.

ii. “Display outstanding requests for verification that were sent between \{date\} and \{date\} (mm/dd/yyyy)”.

Results may additionally be limited by:
- First Assigned Editor
- Handling Editor
- Selected Article Types
- Selected Section/Categories (if used by your publication)

When the report is run, the results display one row per Co-Author who has received a notification letter but has either not responded, or has partially saved a questionnaire but has not completed the questionnaire, so has not yet completed the confirmation process. Additionally, if the Editor running the report has the ‘Restrict Reminder Reports to Assigned Submissions’ permission set, he will only see Co-Authors for submissions on which this Editor is in the Editor Chain.
Editors may select one or more Co-Authors to receive reminders by selecting/checking the box on the left and clicking the ‘Send Reminders’ button at the bottom of the page. The Editor may select a letter from the ‘Author Reminder’ letter family, displayed in the drop-down on the next page. After selecting a letter, the Editor may either ‘Send Reminders’, which will send the selected letter, or ‘Customize Reminders’, which will allow him to customize each reminder before sending.
TO CONFIGURE:
To enable Editors to send Co-Author Reminders, go to RoleManager, select the Editor role, and select/check the ‘Produce Reports’ permission and/or ‘Send Author Reminders’ permission.

To create a new Reminder Letter for this use, go to PolicyManager, Edit Letters, and Add a new letter to the ‘Author Reminder’ Letter Family.
Better Access to Reviewer Declined Reason

In EM v9.2, when an invited Reviewer declines a Reviewer Invitation, they are asked to provide a reason for declining in a text box. Editors may view these Decline reasons for information, or perhaps for alternate Reviewers suggested by the declining Reviewer, but the information is not readily available from the Reviewer Summary page.

New in EM v10.0, the Reviewer Selection Summary page is enhanced to include new hyperlinks to Reviewer decline reasons. For each Reviewer that has declined to review a submission, the ‘Selected Reviewers’ grid contains a Decline Reason link that, when clicked, will expand to display the Reviewer’s reason. If the Reviewer did not provide a Reason, the text ‘No Reason Entered’ is displayed. Additionally, an All Reviewer Decline Reasons link is displayed directly below the ‘Selected Reviewers’ grid that will expand/collapse all Reviewer Decline reasons.

Sample page; Decline Reasons collapsed (default setting):
Additionally, the *Search for Reviewer* pages are enhanced with a new hyperlink at both the top and bottom called *View All Decline Reasons*.

**Partial page display, Search for Reviewer All Reviewers; new link displayed:**

Clicking this link on any of the *Search for Reviewer* pages opens a pop-up window displaying all Declined Reviewers and Reasons for the current revision of the submission. The default sort order of this page is by the ‘Date Invited’ column in ascending order, though the results may be sorted by ‘Reviewer Name’ or ‘Date Declined’ as well.
TO CONFIGURE:
No configuration necessary to view the Reviewer Decline information. Editors with permission to Invite, Assign, Propose, or Invite Alternate Reviewers will see this information displayed.
Increased Access to Discussions

In EM v9.2, Editors may be given permission to Initiate Discussions on submissions parallel to the peer-review workflow. Any Editor may be invited to participate in a Discussion. To initiate a discussion, however, editors with ‘Manage Discussion’ permission must go to the Details page for the submission to initiate a discussion.

New in EM v.10.0, Editors with ‘Manage Discussion’ permission will now see the Initiate Discussion Action Link displayed in the following folders:

- New Submissions
- Revised Submissions
- New Submissions Requiring Assignment
- Revised Submissions Requiring Assignment
- Direct-to-Editor New Submissions
- Direct-to-Editor Revised Submissions
- New Invitations
- New Assignments
- Submissions with Rescinded Decision
- Submissions with X (0,1,2,3,4+) Reviews Complete
- Submissions Requiring Additional Reviewers
- Submissions with Required Reviews Complete
- Submissions with One or More Late Reviews
- Reviewers Invited - No Response
- Submissions Under Review
- Editors Invited - None Yet Assigned
- Search Submissions

When the Initiate Discussion Action Link displays in these folders, it displays below the Details link, though if the Details link is not available in the folder, the new link displays below View Submission.

Partial page display of sample folder:
When a Discussion has been initiated on a submission, the **Initiate Discussion** link is replaced by the **Discussion** link. This link displays for any Editor with ‘Manage Discussions’ or ‘View All Discussions’ permission, or for an Editor that does not have either permission but has been invited to participate in a Discussion on that submission.

**Sample page; Discussion link displays:**

<table>
<thead>
<tr>
<th>Manuscript Number/AV</th>
<th>Article Type/AV</th>
<th>Article Title/AV</th>
<th>Editor Name/AV</th>
<th>Initial Date Submitted/AV</th>
<th>Status Date/AV</th>
<th>Current Status/AV</th>
<th>Review Status/AV</th>
<th>Editor Decision/AV</th>
</tr>
</thead>
<tbody>
<tr>
<td>D02-03-000078</td>
<td>Letter to the Editor</td>
<td>A Sample Paper Used as an Example of a Review</td>
<td>Anthony Author, MD</td>
<td>Apr 23 2004</td>
<td>Jun 27 2012</td>
<td>Under Peer Review</td>
<td>Late</td>
<td>Minor Revision</td>
</tr>
</tbody>
</table>

**TO CONFIGURE:**

No additional configuration required. To allow Editors to Initiate a Discussion, go to RoleManager, select the Editor Role, and select/check the ‘Manage Discussions’ permission. To allow Editors to view any Discussion, select/check the ‘View All Discussions’ permission.
Streamlined Selection of Discussion Forum Participants

In EM v9.2, publications may use the ‘Discussion Forum’ feature to enable Discussions among Editors in the system, outside of the peer review workflow. When an Editor (with proper permission) initiates, re-opens, or adds participants to a discussion, he decides if each participant can be given access to ‘Download Files’ associated with the submission or can ‘View Reviews and Comments’ associated with a submission. When choosing many participants, it can be very time consuming for the Initiator to select the participant permissions for each person (requiring an additional two extra clicks for every Editor selected).

New in EM v10.0, publications may configure their Discussion Forum Settings so that either or both of these options are always selected by default when each new participant is selected. Editors may then choose to disable these options manually for individual participants at the time of initiation, re-opening, or adding new participants.

Sample page; ‘View Reviews and Comments’ are configured to be automatically selected when Participants are selected:

TO CONFIGURE:
Go to PolicyManager, and click the Configure Discussion Forum Settings in the ‘General Policies’ section. The new settings are located below ‘Custom Instructions’, in the ‘Participant Permission Checkboxes’ section.
Select/check the ‘View Reviews and Comments’ box on this page to have the corresponding ‘View Reviews and Comments’ box checked by default when adding participants to a discussion.

Select/check the ‘Download Files (source and companion)’ box on this page to have the corresponding ‘Download Files (source and companion)’ box checked by default when adding participants to a discussion.

Partial page displayed; new settings shown
Enhanced Publisher Permissions - Linked Submissions

In EM v9.2, Editor Roles may use the Linked Submissions feature to link submissions together for general reference (for example, those that are related by Author or topic) or to group Letters to the Editor together (this type of Linked Group allows additional functionality when inviting Authors to provide a commentary). Publisher Roles may be given permission to view the groups of submissions and view the Linked Submission information of a submission when that submission is in a linked group, but they do not have the ability to manage Linked Submission Groups.

New in EM/PM v10.0, Publisher Roles may be given the additional permissions (currently available for Editor Roles) to ‘Create/Edit Linked Submission Groups’, and/or ‘Set Active/Inactive Status on Linked Submission Groups’. As with Editor Roles, these permissions are sub-permissions of the existing ‘View Linked Submission Groups’ permission.

When Publisher roles have the ‘Create/Edit Linked Submission Groups’ permission enabled, Publishers with that role will now see the Linked Submissions link available for all submissions in the Accepted Submissions folder.

When the Publisher with this permission clicks the Linked Submissions link for a submission not in a Linked Submission group, he is taken to the Add to/Create Linked Submission Group page. He can select an existing group from the drop down (at the top of the page) and click the ‘Add to Group’ button, or he can click the ‘Create a New Group’ button to set up a new Group.
Additional options will also be available to Publisher Roles with either of the new permissions in the *Active Linked Submission Groups* folder. Submissions can be added to a group from this page (allowing multiple submissions to be added at once). For Publisher with ‘Set Active/Inactive Status on Linked Submission Groups’ permission enabled, Linked Submission Groups may be made ‘Inactive’, preventing additional submission from being added to the group, or re-activated from the *Inactive Linked Submission Groups* folder.

*Sample Active Linked Submission Groups page; Publisher Role with Set Active/Inactive Status on Linked Submission Groups permission:*
**Sample Inactive Linked Submission Groups page; Publisher Role with Set Active/Inactive Status for Linked Submission Groups permission:**

<table>
<thead>
<tr>
<th>Inactive Linked Submission Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page: 1 of 1 (1 total Linked Submission Group)</td>
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<tr>
<td><strong>Action</strong></td>
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<tr>
<td>View Linked Group</td>
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<tr>
<td>Set Active Status</td>
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<tr>
<th>Active Linked Submission Groups</th>
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<tr>
<td>Page: 1 of 1 (1 total Linked Submission Group)</td>
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**TO CONFIGURE:**

To enable the new permissions for Publisher Roles, go to RoleManager, select the appropriate Publisher Role, and go to the ‘General Searching and Viewing’ section. Two new sub-permissions are displayed under the existing ‘View Linked Submission Groups’ permission. These are:

- ‘Create/Edit Linked Submission Groups’ – This permission works in conjunction with the ‘View Linked Submission Groups’ permission. If enabled, the Publisher can create a new Linked Submission Group, as well as edit an existing one.
- ‘Set Active/Inactive Status for Linked Submission Groups’ – This permission works in conjunction with the ‘Create/Edit Linked Submission Groups’ permission. If enabled, the Publisher can set an inactive status on an active Linked Submission Group, or set an active status on an inactive one.
**Edit Role Definition**

Role Name: *Production Team*

Check the functions that this role is permitted to perform.

<table>
<thead>
<tr>
<th>System Conversion Tasks</th>
<th>General Searching and Viewing</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission</td>
<td>View Manuscript Details</td>
</tr>
<tr>
<td>Use Editorial Details Layout</td>
<td>Default Editorial</td>
</tr>
<tr>
<td>View Production Notes</td>
<td>Edit Manuscript Notes</td>
</tr>
<tr>
<td>View Manuscript Notes on Manuscript Details</td>
<td>Edit Manuscript Notes on Manuscript Details</td>
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<tr>
<td>View Editorial Correspondence History</td>
<td>View Additional Manuscript Details</td>
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<tr>
<td>View Additional Manuscript Details</td>
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<tr>
<td>Download Companion Files</td>
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<td>Initiate Similarity Check</td>
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<tr>
<td>New Linked Submission Groups</td>
<td>View Linked Submission Groups</td>
</tr>
<tr>
<td>Create/Edit Linked Submission Groups</td>
<td>Set Active/Inactive Status on Linked Submission Groups</td>
</tr>
<tr>
<td>Download Metadata</td>
<td>Turn On Manuscript Notes Flag</td>
</tr>
<tr>
<td></td>
<td>Turn Off Manuscript Notes Flag</td>
</tr>
<tr>
<td></td>
<td>Send Ad Hoc E-mail</td>
</tr>
<tr>
<td></td>
<td>Search Similar Articles in MEDLINE</td>
</tr>
</tbody>
</table>

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**Additional Features in Linked Submissions**

In EM v9.2, submissions can be linked together in user-defined groups of related submissions using the Linked Submissions functionality. Editors (with permission) may view the groups of submissions, and may see the View Submission Action Link or the Go to Submission Action Link when the Editor has an open Editor Assignment associated with the submission.

New in EM v10.0, Editor and Publisher Roles (with proper permission) may now see the Details link for a submission and associated Submission Flags from both the Linked Submissions for Manuscript page and the Edit Linked Submission Group page (for Active Linked Submission Groups only).

Editors will see the Details link for submissions on which they are not blinded when:

- The Editor has a pending assignment for the current revision and has 'View Linked Submission Groups' permission enabled,
  OR
- The Editor has both 'View All Submissions' and 'Create/Edit Linked Submission Groups' permissions enabled

Publishers will see the Details link for submissions when three permissions are enabled: 'View Manuscript Details', 'View All Accepted Submissions', and 'Create/Edit Linked Submission Groups'.

The Go to Submission Action Link is now displayed to Editors (who are not blinded to a submission) on both the Linked Submissions for Manuscript page and the Edit Linked Submission Group page (for Active Linked Submission Groups only) when:

- The Editor has a pending assignment for the current revision and has 'View Linked Submission Groups' permission enabled,
  OR
- The Editor has both 'View All Submissions' and 'Create/Edit Linked Submission Groups' permissions enabled.

NOTE: If the Editor clicks the Go to Submission link to navigate away from this page and has made any changes to the ‘Linked Submission Group Name’ or the ‘Linked Submission Group Type’ without clicking the ‘Submit’ button, the information is not saved.
Edit Linked Submission Group page

TO CONFIGURE:
To enable Editor Roles to view the additional Details or Go to Submission links (on appropriate submissions) on the Linked Submissions for Manuscript page and the Edit Linked Submission Group pages, go to RoleManager, select the Editor Role to have these permissions, and set/check the existing 'View Linked Submission Groups', 'Create/Edit Linked Submission Groups', and/or 'View All Submissions' as appropriate.
To enable Publisher Roles to view the Details link, on the Linked Submissions for Manuscript page and the Edit Linked Submission Group pages, go to RoleManager, select the Publisher Role to have permission, and select/check the existing permissions 'View Manuscript Details', 'View All Accepted Submissions', and 'Create/Edit Linked Submission Groups'. 
Additional Access to Assign Editor (Suggest Editor Feature)

In EM v9.2, publications may be configured to use the ‘Suggest Editor’ feature, in which Editors are added to an Invitation Queue rather than being invited directly to accept an assignment. When the list of Editors to invite has been exhausted (all Editors have been invited and have either not responded or have declined the invitation), the only way for an Editor to replenish the Editor Queue is by clicking the Assign Editor link. This link has not been available for these submissions via Search Submissions.

New in EM v10.0, the Assign Editor link is now also displayed in Search Submissions Results for any submissions where the logged in Editor has the ‘Assign Editor Using Suggested Editor Queue’ permission, and the submission has an open Suggest Editor Queue (no Editor has accepted an invitation to take the assignment).

TO CONFIGURE:
No additional configuration required. Publications configured to use Suggest Editor will now have this link available when there is an open Queue, and the logged in Editor has the ‘Assign Editor Using Suggested Editor Queue’ permission enabled.
Enhanced Editor Decline Functionality (Suggest Editor Feature)
In EM v9.2, Publications may be configured to use the ‘Suggest Editor’ method of inviting Editors to handle a submission. When this method is used, a queue of Editors can be created, and Editors are invited automatically until an Editor accepts (or is assigned) to handle a submission. An invited Editor may decline a Suggest Editor invitation by clicking the No I will not take this Assignment link in his New Invitations folder on the Editor Main Menu, or by clicking the Editor Decline deep link in an e-mail. After clicking the deep link or the Action Link in the folder, the declining Editor is navigated to the Decline Invitation page, containing customized instructional text and a free-text notes box in which he may enter his reason for declining, though he is not required to do so. Users (with proper permission) can access the invited Editor’s Reason for Decline on both the Editor Selection Summary page and People Information page if he has entered a reason, but because the reasons are text, the reasons for decline are not standardized.

This feature is enhanced in v10.0 with two new elements. First, Publications may now create a list of pre-configured Reasons for Decline. The invited Editor can be asked to select a reason from a pre-configured drop-down list when declining the invitation. The publication determines whether selecting a Reason for Decline from the drop-down is required or optional. The existing free text notes box on the Decline Invitation page is retained, and entering text into this box remains optional.

When Editors have declined the invitation to handle a submission, Editors now have many ways to view the Decline reasons. For each Editor that has declined to handle a submission, the ‘Invited Editors’ grid on the Editor Selection Summary page includes the Declined reason. If the Editors have chosen a reason from the drop-down menu, the selected Reason is displayed in bold, with a Declined link beneath that, when clicked, will expand to display the text of the Editor’s additional reason (if he entered more information). If the Editor did not provide a Reason, the text ‘Declined’ is displayed, but not as a link. Additionally, an All Editor Decline Reasons link is displayed directly below the ‘Invited Editors’ grid that will expand/collapse all Editor Declined reasons.
Additionally, the ‘Invited Editors’ grid has a new hyperlink at the bottom called View All Decline Reasons. Clicking this link opens a pop-up window displaying all Declined Editors and Reasons for the current revision of the submission. The default sort order of this page is by the ‘Date Invited’ column in ascending order, though the results may be sorted by ‘Editor Name’, ‘Date Declined’, or ‘Decline Reason’ as well.
A new merge field is included in v10.0 called %SUGGEST_EDITOR_DECLINE_REASON%. This merge field can be used in letters triggered by either the ‘Editor Declines Invitation from an Editor’ or ‘Editor Declines Invitation of New Submission’ ActionManager events. The %SUGGEST_EDITOR_DECLINE_REASON% pulls in the Reason selected from the drop-down (if one is chosen) and any text entered by the Editor on Declining the Invitation.

NOTE: This merge field is not available for use in “traditional” invitations, only Suggest Editor Invitations.

TO CONFIGURE:
To create a list of Reasons for Decline to be provided to Editors, go to PolicyManager, Suggest Editor Policies, and click the new Configure Editor Reasons for Decline link.
The **Configure Editor Reasons for Decline** page has two sections. The upper section is where the Administrator decides whether or not to use the ‘Editor Reason for Decline’ drop-down list by selecting/checking the checkbox. NOTE: Once this feature is enabled, all Declining Editors (invited via the Suggest Editor queue) will see the drop-down. It is recommended that you set up your list of Decline Reasons before enabling the feature.

When the feature is enabled, a sub-option is available for selection where the Administrator may Require Declining Editors to select an option from the ‘Reason for Decline’ drop-down list.

To add a new Reason to the list, click the Add button in the lower part of the page.

Clicking the ‘Add’ button navigates the Administrator to the new **Add/Edit Editor Reason for Decline** page. Decline Reasons may be up to 256 characters in length. When you are done, click the ‘Submit’ button to add the reason to the list of available Decline Reasons.

Once you have entered your Decline Reasons, they are listed on the main **Configure Editor Reasons for Decline** page. The order in which the Reasons display in the drop-down presented to Declining Editors may be updated by entering numbers in the fields in the ‘Order’ column and
clicking the ‘Update Item Order’ button. Click the Edit link next to a Reason to edit an option. The Remove option can be used for any Reason that hasn’t been used as a Reason by a Declining Editor.

Partial page display:

To use the new merge field, go to PolicyManager, Edit Letters, and edit an existing letter in the “invite/Assign/Unassign Editor” Letter Family or add a new letter to that Letter Family. Include the new %SUGGEST_EDITOR_DECLINE_REASON% merge field. Then go to ActionManager, Editor Roles, and select the letter in the appropriate event(s).
**Notify Author Refinements**

In EM v9.2, Publications may configure Editor Roles with permission to notify the Author after making a decision on a submission. This permission can be allowed for all Decision terms or only selected Decision terms. Editors may be further restricted to be able to only Draft a letter, requiring a higher level Editor to review and send the actual Author Notification letter.

Some publications have scenarios where certain Editor Roles are allowed to render an ‘Accept’ or ‘Revise’ decision on a submission and notify the Author without intervention from the Editorial staff, but those same Editor Roles are not allowed to notify an Author when they have made a ‘Reject’ decision (for example). New in EM v10.0, the Editor Decision and Notify Author permissions are enhanced with additional granularity by giving each decision term its own ‘Decision Only’, ‘Draft’ or ‘Draft and Send’ setting under RoleManager. This allows an Editor to Draft for all Decision Terms, Send for all Decision Terms, or only draft the decision letter for some terms, send the notification for other decision terms, or never enter the Notification workflow for still others.

**TO CONFIGURE:**

To take advantage of the new feature, go to RoleManager, Editor Role, and select the desired role and click the Edit link. On the Role Definition page, scroll to the ‘Editor Decisions’ section. When an Editor role has ‘Make a Decision’ permission enabled, they may also be given the ‘Notify Author after making a Decision’ permission. When this permission is enabled, one of the two sub-permission radio buttons must be selected:

- **Draft Notification letter for any decision** – when selected, the Editor will always be brought to the Notify Author page upon submitting a decision. The Editor will have the ability to Draft the letter and submit this with his decision to a higher level Editor for review and delivery.
  - A sub-permission of this Radio Button is ‘Send any Notification Letter’. When this sub-permission is enabled, the Editor will be able to send the Author Notification letter, or submit a draft with his decision to a higher level Editor.
- **Only Notify after selected decisions** – when this radio button is selected, the Administrator may choose options for each configured Decision term. For each Term, this Editor Role may be given one of the following options:
  - **Decision Only** – when selected for this term, the Editor will be able to submit a decision, but she will not be brought to the Notify Author page at any point in the decision process.
  - **Draft** – when selected for this term, the Editor will be able to submit a Draft version of the Author Notification letter. If a prior Editor in the chain saves a draft, this Editor will be able to make additional edits and submit the edited draft up to a higher level Editor for review and delivery.
  - **Draft and Send** – when selected for this term, the Editor will be able to either submit a draft Author Notification letter to a higher level Editor when this decision term is selected, or draft and send the letter to the Author with his decision.
Partial page displayed; Editor Role Definition:

On upgrade to v10.0:

- The ‘Draft Notification Letter for any decision’ radio button is selected for all Editor Roles with the existing ‘Notify after any Decision’ radio button selected AND the existing ‘Only draft the Notification (another Editor must ratify and send)’ checkbox selected.

- The ‘Send any Notification Letter’ checkbox is selected for all Editor Roles with the existing ‘Notify after any Decision’ radio button selected.

- If the existing ‘Only draft the Notification (another Editor must ratify and send)’ checkbox is selected/checked and the ‘Only Notify after a Decision of:’ radio button is selected, then the ‘Decision Only’ option is selected for any terms that were NOT previously selected.

- If the existing ‘Only draft the Notification (another Editor must ratify and send)’ checkbox is selected/checked and the ‘Only Notify after a Decision of:’ radio button is selected, then the new ‘Draft’ option is selected for any decision terms that WERE previously selected.
• If the existing ‘Only draft the Notification (another Editor must ratify and send)’ checkbox is NOT selected/checked and the ‘Only Notify after a Decision of:’ radio button is selected, then the new ‘Draft and Send’ option is selected for any selected decision term.
Automatically Add External Correspondence

In EM/PM v9.2, notifications are sent to users via e-mail letters generated at various points in the workflow. Letters may be configured to be sent “from” different options as configured on letter templates, such as from the Corresponding Editor or from the Publication configured default E-mail. When a letter recipient replies to an e-mail, the reply is sent to the e-mail address of the configured “sender”, but that communication occurs outside of the EM/PM system. Editors may be given permission to add External Correspondence to the system, allowing the user to manually add correspondence to the Submission History.

New in v10.0, publications may set up a “drop box” e-mail address in their publication, creating an e-mail address where users may send responses to EM-generated e-mail messages to be automatically inserted into History for a submission as if the Editor had used the existing ‘Add External Correspondence’ functionality.

Once the publication is configured with this new “drop box”, then any letter that is sent out from the system has an identifier code appended to the Subject of the e-mail. Any responses to this outgoing e-mail will normally retain this identifier in the subject line. Replies to that e-mail can be forwarded to the publication’s “drop-box” e-mail address, and the identifier code can be used by EM/PM to determine which submission this letter should be associated with.

Only e-mail messages that contain a valid identifier code generated by EM can be imported. EM identifier codes have the standard form [EMID: xxxxxxxxxxxxxxx]. Incoming e-mail messages are imported into the same submission’s Correspondence History as the original e-mail sent from EM.

NOTE: E-mail messages cannot be automatically imported without an identifier code, but these messages can still be manually added using the Add External Correspondence functionality.

NOTE: For security reasons, the Identifier Code is not appended to subject lines of letters containing %USERNAME% or %PASSWORD% merge fields.

When an Editor receives a letter (with a valid EM e-mail identifier in the subject line) that she wants to add to a submission’s Correspondence History, and she has the Drop Box E-mail Address, she can forward the e-mail to the Drop Box E-mail Address. When the letter is successfully imported into EM, the e-mail is added to the Correspondence History of the submission from which the original e-mail was sent, as if the Editor had manually added the external correspondence.
The information is further parsed on the *Edit External Correspondence* page.
If the letter forwarded to the drop-box contains attachments, these are run through a virus-scanner and uploaded as attachments to the letter.

**NOTE:** If multiple e-mail messages are contained within one letter (as attachments), these will not be parsed into individual messages, but rather added as attachments to the main letter.

**TO CONFIGURE:**
To configure a new Drop Box for your site, go to PolicyManager, and click the new Configure Email Import link located in the ‘E-mail and Letter Policies’ section.
On the Configure Email Import page, click the ‘Generate New Address’ button to have the system create the e-mail address to be used for sending e-mail to the system ‘Drop Box’.

NOTE: Only one drop-box address is active at a time for a publication. If the address needs to be changed for any reason, the system administrator of the publication must click the ‘Clear Address’ button first, then ‘Generate New Address’.

NOTE: Drop-box addresses stop working as soon as they are cleared; only the currently active drop-box address can be used to import e-mail messages. You should warn all Editors before generating a new address, and ask them not to import any e-mail messages until you send them the new drop-box address.
Once a Drop-Box Email Address has been created, authorized users (such as Editors) can forward e-mail messages to that address for importing into the system.

NOTE: It is recommended that you do NOT circulate the drop-box address to people outside of your Editorial team to decrease the chance of spam being directed to this address.

An e-mail address may be added to receive notices in the event an e-mail fails to be uploaded successfully.
Transfer Submissions to Non-Editorial Manager Systems

In EM v9.2, publications may be configured to transfer submissions between EM-publications using the Transfer Submissions feature. Some publications would like a method of transferring submissions to non-Editorial Manager systems.

New in EM v10.0, publications may now configure sites to use the Transfer Submissions feature to pass submissions to non-EM systems via FTP. Publications wishing to use the Transfer Submission feature must first enable the feature in AdminManager on the Configure Cross-Publication Submission Transfer page. Once this feature is enabled, Editors can transfer a submission by setting the Final Disposition to “Transfer” and selecting a recipient publication from a list of configured publications.

NOTE: This Final Disposition option is only available if there are no open assignments associated with the submission (including Reviewer or Editor assignments, Author invitations, or if production has been initiated).

When a publication enables the transfer to a non-EM publication feature, Publications may choose to include Reviewer Information as part of the transferred package of information. Review Forms must be configured to allow Reviewers who have submitted a review to agree or decline to transfer their identifying information or review, or agree to publish their review, at the time they submit their review for the current version of the submission. There are three (3) Review Questions that can be included on Review Forms that are presented to Reviewers at the time of their review:

1. If this submission is transferred to another publication, do we have your consent to include your identifying information?
2. If this submission is transferred to another publication, do we have your consent to include your review?
3. If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history?

If Reviewers answer ‘No’ to any questions, or if the Reviewers are not asked these questions at all, then some or all of their Review information will not be transferred with the submission to the non-EM publication.

NOTE: Reviews are never transferred with an EM-to-EM Submission Transfer, although the %DECISION_LETTER% merge field may be included in the Transfer Letter that is automatically sent to receiving EM sites, and the Decision Letter itself may include Reviewer information.

When a Review Form is configured to ask one or more of these Transfer Questions, the information displays on the Submit Recommendation and Comments page (the order of the section with regard to the other sections of the Form may be configured on the Review Form). NOTE: The third question is displayed only when ‘Yes’ is selected as the answer for both of the other two questions.

The instructions are available by clicking the Instructions link above the questions.
When a submission is transferred to a non-EM publication, a Zip file is sent to the designated FTP server containing:

1. An XML file containing:
   - Submission metadata
   - All Reviews where the Reviewer consented to the transfer by selecting ‘Yes’ on the question “If this submission is transferred to another publication, do we have your consent to include your review?!”
   - Reviewer Identifying Information, if the Reviewer consented (on the highest revision level of the submission for which he or she submitted a review) by selecting ‘Yes’ on the question “If this submission is transferred to another publication, do we have your consent to include your identifying information?!”

2. All submission items for all versions of the submission

3. The Submission PDF for all versions of the submission
If the transfer is successful, the sending publication will see transfer information on the Details page for the submission. The “Transferred” Final Disposition Term will display, and a ‘Transfer Information’ section will display at the bottom (on the default Editorial Detail layout) containing the name of the publication to which the submission was transferred. The submission now displays in the ‘All Submissions with Final Disposition: Transfer’ folder on the Editor Main Menu.

TO CONFIGURE:
To enable the submission transfer feature from your publication to a non-EM system, go to AdminManager, Configure Cross-Publication Submission Transfer, and select/check the box labeled ‘Enable cross-publication submission transfer to non-Editorial Manager publications’. Click the ‘Add’ button in this section to open the Add Publication for FTP Transfer page where you can add the following required information for the destination site:

- **Publication Name** - Enter the Journal Title/Publication Name of the target publication (maximum length is 256 characters). NOTE: When the name is displayed on the page, it is truncated after 120 characters followed by ellipses.
- **Publication URL** - Enter the target publication’s web site. This must be a complete URL, e.g. http://www.target_site.com.
- **Transfer Method** - Select the desired transfer method. Options include those that have been developed for non-EM submission transfers.
- **FTP Server address** - Enter the FTP site for the target publication. This must be a well-formed host name, and cannot contain any slashes, e.g. cannot begin with “ftp://”.
- **FTP Username** - Enter the username required to access the designated FTP server
- **FTP Password** - Enter the password required to access the designated FTP server
- **Subdirectory** - Enter the subdirectory on the ftp server of the target publication

Sample Add Publication for FTP Transfer pop-up:
To configure a Review Form to display one or all of the Transfer Questions, go to PolicyManager, Create/Edit Review Forms, and Edit an existing form or Add a new form. When at least one non-EM publication has been added to the Configure Cross-Publication Submission Transfer page, then a new section displays on the Add/Edit Review Form page called ‘Authorization to Transfer Review’. Three questions are available for inclusion on the Review Form:

- If this submission is transferred to another publication, do we have your consent to include your identifying information?
• If this submission is transferred to another publication, do we have your consent to include your review?
• If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history?

NOTE: The ability to select the third question is dependent on both of the other two questions being asked.

The text of the questions may be customized by clicking the Edit Questions link. If you choose to edit the questions, it is important that the basic meaning of the question be retained, as the Reviewer’s choice of ‘Yes’ or ‘No’ has an impact on functionality in conjunction with a non-EM submission transfer.

Below the questions is a corresponding ‘Instructions for Transfer Authorization’ section. These instructions will display to Reviewers via an Instructions link on the Review Form above the configured questions.

These Instructions may be customized by clicking the Edit Instructions link. NOTE: These instructions pertain to the transfer-related questions only, and not the general instructions for the Review Form.
Partial page display; new sections on Edit Review Form page:

[ ] Display Reviewer Instructions in popup

The Review Form has two components: Reviewer Instructions and Review Form. The Reviewer Instructions are displayed to Reviewers when the 'Reviewer Instructions' link is clicked on the Submit Reviewer Recommendation and Comments page.

The Review Form is displayed to Reviewers in the 'Reviewer Confidential Comments to Editor' box on the Submit Reviewer Recommendation and Comments page.

Authorization to Transfer Review

- If this submission is transferred to another publication, do we have your consent to include your identifying information? [ ]
- If this submission is transferred to another publication, do we have your consent to include your review? [ ]
- If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication History? [ ]

Instructions for Transfer Authorization

It is possible that this submission may be transferred to another publication at the conclusion of the peer review process. If the submission is transferred, we would like to include your review. We would also like to include your identifying information, so that the other publication can contact you if necessary. If you agree, we may transfer your name, degree(s), position, department, institution, address, phone number and e-mail address. Your review and identifying information will not be transferred unless you give your consent.

The following sections may be displayed to the Reviewer on the Reviewer Recommendation Page. Please select the order in which you would like them to appear. Note that Manuscript Rating Questions are configured elsewhere and do not appear for revisions. This setting determines where they will display on the Review Form only when applicable.

<table>
<thead>
<tr>
<th>Order</th>
<th>Review Form Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reviewer Instructions</td>
</tr>
<tr>
<td>2</td>
<td>Authorization to Transfer Review</td>
</tr>
<tr>
<td>3</td>
<td>Custom Review Questions</td>
</tr>
<tr>
<td>4</td>
<td>Manuscript Rating Questions</td>
</tr>
<tr>
<td>5</td>
<td>Comments to Authors and Editors</td>
</tr>
</tbody>
</table>

Update Order

[Cancel] [Submit]
Allow Authors to Authorize Transfer and Select Destination

In EM v9.2, publications may be configured to allow the transfer of a submission to another Editorial Manager site. In EM v10.0, this is further extended to allow publications to transfer submissions to non-EM publications. The transfer of a submission typically occurs when an Editor sets a Final Disposition of ‘Transfer’. The Author may be notified when a transfer occurs if a letter is configured for the ‘Final Disposition – Transfer’ event in ActionManager, but she may not be aware of the transfer prior to this notification.

New in EM v10.0, a new “Reject and Transfer” Decision Family is created. This Decision Family has specific functionality associated with it, giving the Corresponding Author the opportunity to Agree to the transfer, or Decline a transfer, resulting in the submission being ‘Rejected’. NOTE: Editors may still manually initiate a transfer using the Final Disposition term ‘Transfer’ even if the Decision term is in the new ‘Reject and Transfer’ family.

When an Editor makes a Final Decision on a submission of a Decision term in the new “Reject and Transfer” Decision Family, it is recommended that the Decision Letter sent to the Author contain the following new Merge Fields:

- `%AGREE_TO_TRANSFER%` - Generates a deep link that, when clicked, fully logs the Author in and delivers him to the new Transfer Submission to a Different Publication page, where he can select the publication to which he wishes to have his paper transferred.
- `%DECLINE_TO_TRANSFER%` - Generates a deep link that, when clicked, delivers the Author to the Decline to Transfer Confirmation page, and automatically sets the Final Disposition to ‘Reject’.
- `%TRANSFER_TARGETS%` - Displays a list of all publications to which this submission can be transferred, along with links to these websites. The Author will be able to choose which of these sites she wishes to transfer her submission to when she agrees to the transfer.
- `%TRANSFER_OFFER_EXPIRATION_DATE%` - Displays the date by which an Author must agree to transfer the submission before a Final Disposition of “Reject” is automatically set. This date is calculated at time the Author is notified of the Decision based on the number of days configured on the Configure Cross-Publication Submission Transfer page.

When the Author is notified of a Decision in the “Reject and Transfer” Decision family, the Author is given the option to Agree to Transfer, or Decline to Transfer. The Author may do this via Deep Links in the Notify Author letter (the template letter must include the `%AGREE_TO_TRANSFER%` and `%DECLINE_TO_TRANSFER%` merge fields), or in the new Submission Transfers Waiting for Author’s Approval folder. This folder displays in a new ‘Pending Submission Transfer Offers’ section of the Author’s Main Menu.
Sample Author Main Menu page with new folder:

Submission Transfers Waiting for Author’s Approval folder:

Submissions that are with an Author pending an Author’s Transfer Decision are displayed to Editors in one of two folders, located on the Editor’s Main Menu.

- **My Assignments Pending Transfer** – This folder, displayed as a sub-folder of the existing ‘My Assignments with Decision’, contains all submissions on which
  - The logged in Editor has made a Decision
The Corresponding Author has been notified of a decision in the ‘Reject and Transfer’ Decision Family and has neither Agreed to nor Declined the Transfer option, and
- The ‘Transfer Time Limit’ has not expired

- **All Submissions Pending Transfer** - This folder, displayed as a sub-folder of the existing ‘All Submissions with Editor’s Decision’, contains all submission on which
  - The Corresponding Author has been notified of a decision in the ‘Reject and Transfer’ Decision Family and has neither Agreed to nor Declined the Transfer option, and
  - The ‘Transfer Time Limit’ has not expired

*Sample Editor Main Menu displayed; two new folders shown:*

A new item is added to the default *Editorial Details* page called ‘Transfer Offer Expiration Date’. This row, displayed under the ‘Current Editorial Status’ item, only displays for submissions where the ‘Transfer Time Limit’ has not expired.
If an Author does not wish to have their submission transferred to any of the available publications (as displayed via the %TRANSFER_TARGETS% merge code when the code is contained in the Notify Author letter), then he can either click the deep link inserted by the %DECLINE_TO_TRANSFER% merge field, or click the Decline to Transfer Action Link on the submission in the Submission Transfers Waiting for Author’s Approval folder. Clicking either link brings the Author to a new Decline Transfer Submission Confirmation page.

A new event, “Author Declines to Transfer Submission” is triggered upon the Author declining the Transfer. The submission status changes to “Author Declines to Transfer”, and any letters configured for this Event are sent (see ‘To Configure’ below). The Final Disposition of the submission is automatically set to ‘Reject’, and any letters configured for the event “Final Disposition – Reject” are sent. If a status is configured for this Event, then the status is changed on the submission. The submission moves out of the Author’s Submission Transfers Waiting for Author’s Approval folder and the Editor’s My Assignments Pending Transfer and All Submissions Pending Transfer folders.
If an Author does agree to have their submission transferred to another publication, then she can either click the deep link inserted by the %AGREE_TO_TRANSFER% merge field, or click the Agree to Transfer Action Link on the submission in the Submission Transfers Waiting for Author’s Approval folder. Clicking either link brings the Author to a new Transfer Submission to a Different Publication page. This page displays the list of available Target Publications as configured in this Publication and a link to the site. An additional ‘DO NOT TRANSFER SUBMISSION’ option is listed; the Author can still decide at this point to decline the transfer.

When the Author selects a Transfer destination and clicks the ‘Submit’ button, a new event, “Author Agrees to Transfer Submission” is triggered. The submission status changes to “Author Agrees to Transfer”, and any letters configured for this Event are sent (see ‘To Configure’ below). The Final Disposition of the submission is automatically set to ‘Transfer’, and any letters configured for the event “Final Disposition – Transfer” are sent. The status is changed on the submission to ‘Submission Transferred’, and the appropriate transfer process is initiated (either existing EM-to-EM transfer, or the new EM-to-Non-EM Transfer, introduced in v10.0). The submission moves out of the Author’s Submission Transfers Waiting for Author’s Approval folder and the Editor’s My Assignments Pending Transfer and All Submissions Pending Transfer folders.

If an Author does not Agree to or Decline the Transfer offer, and the ‘Transfer Time Limit’ is reached on the submission, the system automatically sets the Final Disposition of the submission to ‘Reject’, and moves the submission out of the Author’s Submission Transfers Waiting for Author’s Approval folder and the Editor’s My Assignments Pending Transfer and All Submissions Pending Transfer folders. Note that in this scenario, the new “Author Declines to Transfer” event is not triggered, as the Author did not Decline the transfer, but rather the offer expired.

TO CONFIGURE:
To create a new Decision Term in the new ‘Reject and Transfer’ Decision Family, go to PolicyManager, Edit Editor Decision Terms, and click the ‘Add New Term’ button. Enter your new Decision Term, select the desired Author Notification Letter(s), a Reviewer Notification...
Letter (if desired), and the Document Status you wish to have displayed when this Decision term is selected. The Decision Family should be ‘Reject and Transfer’.

NOTE: A ‘Reject and Transfer’ Family Decision should only be created if there is at least one Target Publication configured on the Configure Cross-Publication Submission Transfer page in AdminManager. Even if a ‘Reject and Transfer’ Family Decision has been configured, the term will not be available for Editors to select on the Submit Editor’s Decision and Comments page if there are no confirmed Transfer Target publications.

To configure a “Transfer Time Limit”, a period of time during which the Corresponding Author may agree or decline to transfer his submission to one of the configured publications, go to AdminManager, Configure Cross-Publication Submission Transfer, and set a number between 1 and 90 in the “Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within \{n\} days” setting. On upgrade, \(n=30\).
To create new letters for use in notifying the Author of a ‘Reject and Transfer’ Decision, go to PolicyManager, Edit Letters, and Add a new letter in the ‘Decision’ Letter Family. The following new Merge Fields should be included in the letter:

- **%AGREE_TO_TRANSFER%** - Generates a deep link that, when clicked, fully logs the Author in and delivers him to the new Transfer Submission to a Different Publication page, where he can select the publication to which he wishes to have his paper transferred.
- **%DECLINE_TO_TRANSFER%** - Generates a deep link that, when clicked, delivers the Author to the Decline to Transfer Confirmation page, and automatically sets the Final Disposition to ‘Reject’.
- **%TRANSFER_TARGETS%** - Displays a list of all publications to which this submission can be transferred, along with links to these websites. The Author will be able to choose which of these sites she wishes to transfer her submission to when she agrees to the transfer.
- **%TRANSFER_OFFER_EXPIRATION_DATE%** - Displays the date by which an Author must agree to transfer the submission before a Final Disposition of “Reject” is automatically set. This date is calculated at time the Author is notified of the Decision based on the number of days configured on the Configure Cross-Publication Submission Transfer page.

Additionally, the new merge field **%ACTUAL_TRANSFER_PUBLICATION_TITLE%** can be added to a letter configured for the new ‘Author Agrees to Transfer Submission’ event. This
A merge field will display the name of the Publication to which the submission has been transferred.

On upgrade to EM v10.0, three new Document Statuses are added.
- Transfer Pending
- Author Agrees to Transfer
- Author Declines to Transfer

To edit the text of these terms, or create a different term, go to PolicyManager, Edit Document Status, and click the Edit link next to the desired status.

![Edit Document Statuses](image)

Two new Events, “Author Agrees to Transfer Submission” and “Author Declines to Transfer Submission”, are available for sending letters to the Corresponding Author and Editors with access to the submission (including the Special Relationship Editor). These Events are added with a pre-configured Event Status, though the text can be edited.
To add the new ‘Transfer Offer Expiration Date’ item to a custom Details layout, go to PolicyManager, Define Details Page Layouts, and Edit an existing layout, or Add a new layout. Click the Select Items to Display link, and select the new option, located in the ‘Key Workflow Dates and Status Information’ section.

**Partial page display** Select Items for Display:
Allow Editors to Limit Transfer Destination Options

In EM v9.2, publications may be configured to allow the transfer of a submission to another Editorial Manager site. In EM v10.0, this is further extended to allow publications to transfer submissions to non-EM publications. Additionally, Editors may choose to let the Corresponding Author decide whether to have their submission transferred to another publication, providing him or her with the list of publications configured as possible recipients. Some publications may have large lists of EM and non-EM sites they have configured as available Transfer Targets, which can be overwhelming to Authors.

Additional functionality introduced in v10.0 allows Editors to limit the number of possible Transfer Targets from which an Author may choose a destination. Further, Publications may define a maximum number of options an Editor can provide to the Corresponding Author when a decision of “Reject and Transfer” is made on a submission.

When this new feature is enabled, then when an Editor makes a decision in the ‘Reject and Transfer’ Decision family, and that Editor further has either ‘Draft’ or ‘Draft and Send’ permission on the selected Decision (see the “Notify Author Refinements” section of these Release Notes for information on the ‘Draft’ and ‘Draft and Send’ permissions), then when that Editor clicks the ‘Proceed’ button on the Draft Decision page (following the Submit Editor’s Decision and Comments), she is brought to a new interim Select Transfer Target Publication page. This page displays all configured Transfer Target publications from which the Editor may choose the desired target options for the Author to choose from.

Sample page: Editor can suggest only one (1) transfer target to the Author:
Sample *Transfer Target Publication* page, when the Editor may suggest up to 3 publications:

When Transfer Targets are selected and the Editor clicks the ‘Proceed’ button, he continues onto the *Notify Author* page. This page now includes a ‘Transfer Target Publications’ section that displays the publications selected by the Editor. If he wishes to change the selections, he can click the Edit Transfer Target Publication List link displayed below the list. Clicking this link saves any changes made to the page and brings the Editor back to the *Select Transfer Target Publications* page.

**Partial page display: Notify Author page:**

NOTE: If an Editor has made a decision that is not in the ‘Reject and Transfer’ family, he will not be given the option to select Transfer Targets. If the Decision term is subsequently changed on the *Notify Author* page, the Editor will be navigated to the new *Select Transfer Target Publications* page.
TO CONFIGURE:
To allow Editors to select transfer targets to suggest to the Corresponding Author, go to AdminManager, Configure Cross-Publication Submission Transfer, and select/check the new ‘Allow the Editor to suggest the transfer target publication(s)’ checkbox.

If you wish to limit the number of options the Editor can suggest, select/check the ‘Editors may suggest up to \(n\) publication(s)’ sub-option, and enter the desired number of publications to which the Editor should be limited.
Automated Author Transfer Reminder Report

To support the new feature allowing Authors to authorize a submission transfer (see the “Allow Authors to Authorize Transfer and Select Destination” section of these Release Notes), a new *Automated Author Transfer Reminder Report* is introduced for Editors with the new ‘Create Automated Author Transfer Reminders’ permission enabled. When created, this reminder will send automated reminders to Authors with pending Transfer requests. This permission is disabled/not selected on upgrade to v10.0.

Users with the existing ‘Produce Reports’ permission and the new ‘Create Automated Author Transfer Reminders’ permission will see the *Automated Author Transfer Reminder Report* link on the *Reports Menu* in the ‘Author Reminder Reports’ section.

Users with the existing ‘Send Author Reminders’ permission and the new ‘Create Automated Author Transfer Reminders’ permission will see the *Automated Author Transfer Reminder Report* link on the *Send Reminder Letters* page (accessible from the Editorial Main Menu).
Clicking the **Automated Author Transfer Reminder Report** link from either page takes the user to the new page of the same name, where reminder definitions can be set up to send e-mail reminders in the following scenarios:

- **Reminder Before Transfer Offer Expires** - Reminders will be sent to Authors where the Author was sent an offer to transfer the submission to another site but the Author has not taken action, and the offer is set to expire in \( n \) days (where \( n = \) the value entered in the box).

- **Reminder After Transfer Offer Sent** - Reminders will be sent to Authors where the Author was sent an offer \( n \) days ago to transfer the submission to another site but the Author has not taken action, and the offer has not expired (where \( n = \) the value entered in the box).

The selection criteria can be further refined by a particular Editor (First Assigned, or First Decision), Article Type or Section/Category. When creating an Automated Reminder definition, a Reminder Name is required, and the Reminder Letter that will be sent must be selected. All letters in the Author Reminder Letter Family are available for selection in the Reminder Letter drop-down list.
Once an Automated Reminder is created and saved, it is listed at the bottom of the page. All Editors can see the complete list of Automated Reminders that have been created on this page, including the Creator, Type, and Number of Days for the given report. Only the user who created the Automated Reminder can stop running that reminder (by clicking the Remove link) or edit the criteria. The order in which the saved reports display can be updated by using the ‘Order’ column and the “Update Order” button.

NOTE: The saved order displays for all Editors with access to the Automated Author Transfer Reminder Report page, not just for the current Editor.
A batch process runs all saved Automated Reminder definitions once in each 24 hour period. If the Publication wishes to send multiple reminders, multiple Automated Reminder Definitions can be saved (e.g. a reminder for 10 days before the Transfer Expiration Date and a separate reminder for 5 days before the Expiration Date). Each saved reminder can have its own letter associated with it.

NOTE: The nightly batch process runs between 12:00am and 4:00am US Eastern Time.

Some notes about Automated Author Transfer Reminders:

1. The reminder queries retrieve records that meet the criteria exactly. For example, a reminder that stipulates a reminder to be sent "to Authors whose transfer offers expire in exactly 5 days." does not generate a reminder when the transfer offer expires in 6 days, 4 days, etc.

2. Users that have the ‘Restrict Reminder Reports to Assigned Submissions’ permission enabled are also able to save automated reminder criteria, triggering the creation of batch automated reminders that are delivered only to Authors associated with their assigned submissions.

3. If the Editor who saved the reminder is ‘blinded’ to a submission that matches the Automated Reminder criteria, no automated reminder e-mail will be sent.

4. All automated reminder letters are written to the Correspondence History.

Two new merge fields are available for use in the Author Reminder Letters:

- \%AUTHOR_TRANSFER_REMIND_COUNT\% - Inserts the number of transfer reminders that have been sent to the Author for this submission.

- \%AUTHOR_TRANSFER_REMIND_DATE\% - Inserts the date that the last transfer reminder was sent to the Author for this submission.
TO CONFIGURE:
To allow Editor Roles to create new Automated Author Transfer Reminder Reports, go to RoleManager, select the Editor Role, and go to the ‘Administrative and Reporting Functions’ section. Select/check the new ‘Create Automated Author Transfer Reminders’ permission. Make sure the Editor Role also has either ‘Produce Reports’ permission or ‘Send Author Reminders’; otherwise they will not be able to access the Automated Author Transfer Reminder Report.

Editor RoleManager page; partial page displayed:

![Role Definition](image)

To create a new Author Reminder letter for use in the Automated Author Transfer Reminder Report, go to PolicyManager, Edit Letters, and Edit an existing letter, or add a new letter to the Author Reminders letter family. Include the new merge fields to send transfer reminder information.
PRODUCTION TRACKING ENHANCEMENTS

Expanded Linked Submissions Availability
In EM v9.2, publications may use the Linked Submissions feature to link submissions together for general reference (those that are related by Author or topic) or to group Letters to the Editor together (this type of Linked Group allows additional functionality when inviting Authors to provide a commentary). For example, the Editor can link a series of manuscripts submitted by the same Author. Or, the publication office can link a group of submissions that need to be processed together. For Editors, the Linked Submission information is only available on the Editorial Main Menu. For publications that use Production Tracking, there is no visibility to this information from the Production Tasks Menu.

New in EM/PM v10.0, users with permission to ‘View Linked Submission Groups’ will now see the ‘Linked Submission Groups’ header and corresponding Active Linked Submission Groups and Inactive Linked Submission Groups links on the Production Tasks Menu.
Additionally, the Linked Submissions Action Link will now display in the following Production Tasks Menu folders (based on the logged in user’s permissions):

- Incomplete Submissions
- Submissions Needing Approval
- 'At-Risk' Submissions
- Production Initiated – No Tasks Assigned
- View All Submissions In Production
- Production Status Grid
  - Traditional View
  - Interactive View
- View All Submissions with Production Completed
- Edit Schedule Group Details/Add Submissions
- Add Submissions to Schedule Group

NOTE: The Linked Submissions action link is not added to task-based folders or schedule group-based folders.

Additionally, Editor and Publisher Roles (with proper permission) may now see the Production Details link for a submission and associated Submission Flags from both the Linked Submissions for Manuscript page and the Edit Linked Submission Group page (for Active Linked Submission Groups only) when viewed from the Production Tasks menu.

Editors will see the Production Details link for submissions in production on which they are not blinded when:

- The Editor has both ‘View Production Details’ and
  - The Editor has a pending assignment for the current revision and has 'View Linked Submission Groups' permission enabled
  - OR
    - The Editor has both ‘View All Submissions’ and 'Create/Edit Linked Submission Groups' permission enabled

Publishers will see the Production Details link for submissions when three permissions are enabled: 'View Production Details', 'View All Accepted Submissions', and 'Create/Edit Linked Submission Groups'.
TO CONFIGURE:
Users with ‘View Linked Submissions’ permission and permission to view the Production Tasks menu will see the Linked Submissions information.

To enable Editor Roles to view the additional Production Details links (on appropriate submissions) on the Linked Submissions for Manuscript page and the Edit Linked Submission Group pages, go to RoleManager, select the Editor Role to have these permissions, and set/check the existing 'View Production Details', 'View Linked Submission Groups', 'Create/Edit Linked Submission Groups', and/or 'View All Submissions' as appropriate.

To enable Publisher Roles to view the Production Details link, on the Linked Submissions for Manuscript page and the Edit Linked Submission Group pages, go to RoleManager, select the Publisher Role to have permission, and select/check the existing permissions 'View Production Details', 'View All Accepted Submissions', and 'Create/Edit Linked Submission Groups'.
CUSTOM REPORTS ENHANCEMENTS

A new ‘Submissions & All Authors Questionnaires’ view is added to Custom Reports to allow publications to easily run reports against Author Questionnaires asked of Corresponding and Co-Authors. The information contained in this view represents Author information in the ‘Authors’ table, representing Author information at the time the manuscript was submitted.

Results return one row per Author per Question. The following fields are contained in the new view:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOI [DOCUMENT.DOI]</td>
<td>The Digital Object Identifier (DOI) is an emerging international standard in the publishing industry. This value uniquely identifies this submission to the rest of the world. See <a href="http://www.doi.org">http://www.doi.org</a> for more information about this standard. Hints: According to the standard referred to above, a digital object identifier must take the form 10.[string]/[string], where [string] is a list of one or more Unicode characters.</td>
</tr>
<tr>
<td>Article Title [DOCUMENT.DTITLE]</td>
<td>Title entered by Author when submitting a new manuscript.</td>
</tr>
<tr>
<td>Short Title [DOCUMENT.SHORT_TITLE]</td>
<td>Short Title entered by Author when submitting a new manuscript.</td>
</tr>
<tr>
<td>Article Type [DOCUMENT.CATEGORY]</td>
<td>Article Type is required for submission. Values are defined by the journal, and may include values such as Original Study, Rapid Communication, Case Study.</td>
</tr>
<tr>
<td>Initial Date Submitted [DOCUMENT.RECEIVED]</td>
<td>The date the Author approved his initial submission of the manuscript, and it was received by the journal office. This is the date that is used to calculate the elapsed time to decision for a submission. Hints: The Initial Date Submitted may be overwritten if the Editor edits the submission and sends it back to the Author for approval before another Editor is assigned (edited in New Submissions folder) or before any Reviewers have been invited (edited in New Assignments folder). In this case, the original Received Date is overwritten with the date the Author approved the edited submission.</td>
</tr>
<tr>
<td>Editorial Status [DSTATUS.NAME]</td>
<td>Editorial Status Term defined by the journal.</td>
</tr>
<tr>
<td>Editorial Status Date [DOCUMENT.STATUSDATE]</td>
<td>Date the Status changed in the Manuscript Status field. The journal defines the changes in status for each event in ActionManager. Hints: Note that some events are non-configurable by the journal.</td>
</tr>
<tr>
<td>Final Disposition Term [DDISPOSI.NAME]</td>
<td>Allowable values for a regular submission: Accept, Reject, Withdrawn. Allowable values for a Proposal: Completed Proposal, Withdrawn Proposal. Allowable values for a conference submission: Accept and Transmit, Accept for Extraction, Reject, Withdrawn. These terms are defined by Aries, and are not configurable by the journal. Only the &quot;Withdraw&quot; option is available for a regular submission until the Author has been notified of the Editor's decision. Hints: Value is null (blank) if the Final Disposition has not yet been set. To find all submissions Accepted for publication, user can enter criteria Final Disposition Term = 'Accept', or Final Disposition Term BEGINS WITH 'Acc'.</td>
</tr>
<tr>
<td>Date Final Disposition Set [DOCUMENT.DDISPOSIDATE]</td>
<td>Date the final disposition was set on the manuscript.</td>
</tr>
</tbody>
</table>
**Manuscript Number [DOCUMENT.PUBDNUMBER]**
Manuscript Number is assigned to a submission after it is received by the journal office. If the journal assigns Manuscript Numbers automatically, the system assigns the number when the submission is assigned to an Editor. If the journal assigns Manuscript Numbers manually, the Manuscript Number must be assigned before the submission can be assigned to an Editor. The value is null (blank) until this point (e.g. while Author is submitting his manuscript, while PDF is being built).

**Unique Document ID [DOCUMENT.DOCUMENTID]**
Unique identifier for each submission in the system. This is the number used in several other tables to specify data related to a particular submission.

**Final Decision Date [DOCUMENT.FINALDECISIONDATE]**
Most recent Editor's decision date, that is, date when the final decision was made by the Editor.

**Final Decision Term [SUBMISSIONS_ALL_AUTHORS_QUESTIONNAIRES_VIEW.FINAL_DECISION_TERM]**
The final editorial decision for the submission.
Hints: Please note that decisions in the 'Revise' decision family are not considered final decisions. Only decisions in the 'Accept' or 'Reject' families will appear in this field.

**Question Order [SUBMISSION_QUESTION_ANSWERS.RANK]**
The order in which the Custom Submission Question appeared on the questionnaire when it was asked

**Custom Submission Question ID [SUBMISSION_QUESTION_DEFINITION.SUBMISSION_QUESTION_DEFINITION_ID]**
Uniquely identifies each record in the Custom Submission Questions table

**Question Text [SUBMISSION_QUESTION_DEFINITION.QUESTION_TEXT]**
The text of the question as displayed to the author

**Author Response [SUBMISSIONS_ALL_AUTHORS_QUESTIONNAIRES_VIEW.RESPONSE]**
The author's response to a question associated with an Author Questionnaire.

**Asked at Initial Submission [SUBMISSIONS_ALL_AUTHORS_QUESTIONNAIRES_VIEW.ASKED_ON_ORIGINAL]**
Value is True/1 if the question appeared on the Author Questionnaire configured for New Submissions. Value is False/0 if not.

**Author's Address Line 1 [AUTHORS.ADDRESS1]**
First line of the Author's address, as entered during the submission process
Hints: This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

**Author's Address Line 2 [AUTHORS.ADDRESS2]**
Second line of the Author's address, as entered during the submission process
Hints: This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

**Author's Address Line 3 [AUTHORS.ADDRESS3]**
Third line of the Author's address, as entered during the submission process
Hints: This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

**Author's Address Line 4 [AUTHORS.ADDRESS4]**
Fourth line of the Author’s address, as entered during the submission process
Hints: This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

**Author's Affiliation [AUTHORS.AFFILIATION]**
Institution entered by the Author in Add/Edit/Remove Authors section of Submit New Manuscript or Edit Manuscript.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asked at Revision</td>
<td>Value is True/1 if the question appeared on the Author Questionnaire configured for Revised Submissions. Value is False/0 if not.</td>
</tr>
<tr>
<td>Author Type</td>
<td>Allowable values: 'on' (person is Corresponding Author for the manuscript) or 'off' (person is an Other Author for the manuscript)</td>
</tr>
<tr>
<td>Author's City</td>
<td>City of the Author's address, as entered during the submission process</td>
</tr>
<tr>
<td>Author's Country</td>
<td>This field stores the name of the country entered by the creator of the submission at the time of submission.</td>
</tr>
<tr>
<td>Date Production Was Initiated</td>
<td>Date the submission was put into production. Updated each time the submission (re)enters production. (See also Date First Entered Production.)</td>
</tr>
<tr>
<td>Author's Academic Degree</td>
<td></td>
</tr>
<tr>
<td>Author's Department</td>
<td>The Author's department, as entered during the submission process</td>
</tr>
<tr>
<td>Author's Institution</td>
<td>The Author's Institution, as entered during the submission process</td>
</tr>
<tr>
<td>Author's Last Name</td>
<td>Last name of the Author.</td>
</tr>
<tr>
<td>Author's Middle Name</td>
<td>Middle name of the Author.</td>
</tr>
<tr>
<td>Author's People ID</td>
<td>People ID for the author whose response is saved in this record.</td>
</tr>
<tr>
<td>Author's Order</td>
<td>This field indicates in what sequence the Authors are listed as contributors to the submission (e.g. First Author, Second Author, etc.)</td>
</tr>
</tbody>
</table>
### Revision Independent Author ID

**[AUTHORS.REVISION_INDEPENDENT_ID]**

Links this Author record to a Verification Status record in the AUTHOR_VERIFICATION table, without regard to the revision number of the submission.

### Author's State/Province

**[AUTHORS.STATE]**

The State/Province of the Author's address, as entered during the submission process.

**Hints:** This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

### Author's Title

**[AUTHORS.TITLE]**

The Author's title (e.g. Mr., Mrs., Dr., etc.) as entered during the submission process.

**Hints:** This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

### Author's Zip/Postal Code

**[AUTHORS.ZIPCODE]**

The Zip/Postal Code of the Author's address, as entered during the submission process.

**Hints:** This field may be configured as hidden, optional, or required by the publication and is stored in relation to a specific submission. If the Author also has a People record in the publication, the information in this field may differ from that record.

### Parent Question ID

**[SUBMISSION_QUESTION_DEFINITION.PARENT_QUESTION_DEFINITION_ID]**

If the question defined in this record is part of a multi-part question, this field identifies the question whose answer conditionally triggers this question to appear. If this question is not a follow-up question, this field will be blank.

---

**TO CONFIGURE:**

No configuration required. Editors with permission to run Custom Reports will have access to the new view on upgrade to EM v10.0.
MERGE FIELD ENHANCEMENTS

The following existing merge fields are enhanced with EM v10.0:

- **%AUTHOR_QUESTIONNAIRE%** - This merge field includes any question presented to the Corresponding Author on the ‘Additional Information’ step of the Submission process. These questions may be Submission Questions or Author Questions.

- **%OTHERAUTH_VERIFY_DEEP_LINK%** - when Co-Author Questionnaires are being used, expiration depends on the level of verification configured for the Article Type:
  - Verify only – the deep link expires after the Co-Author clicks on the [Submit to Publication] button on the Contributing Authorship Questionnaire page.
  - Register and Verify – the deep link expires after the Co-Author successfully logs in to the system from the login page presented after clicking on the deep link AND submits the questionnaire.

- **%OTHERAUTH_DECLINE_DEEP_LINK%** - the decline deep link expires after it is clicked.
  - NOTE: If a Co-Author clicks the deep link generated by the %OTHERAUTH_DECLINE_DEEP_LINK% merge field, and has previously saved responses to a Questionnaire, any saved responses are deleted.

The following new Merge Fields are added in v10.0:

**SUGGEST EDITOR FEATURE**

- **%SUGGEST_EDITOR_DECLINE_REASON%** - This merge field can be used in letters triggered by either the ‘Editor Declines Invitation from an Editor’ or ‘Editor Declines Invitation of New Submission’ ActionManager events. The %SUGGEST_EDITOR_DECLINE_REASON% pulls in the Reason selected from the drop-down (if one is chosen) and any text entered by the Editor on Declining the Invitation.
  - NOTE: This merge field is not available for use in “traditional” invitations, only Suggest Editor Invitations.

**TRANSFER SUBMISSION FEATURE**

- **%AGREE_TO_TRANSFER%** - Generates a deep link that, when clicked, fully logs the Author in and delivers him to the new Transfer Submission to a Different Publication page, where he can select the publication to which he wishes to have his paper transferred.

- **%DECLINE_TO_TRANSFER%** - Generates a deep link that, when clicked, delivers the Author to the Decline to Transfer Confirmation page, and automatically sets the Final Disposition to ‘Reject’.

- **%TRANSFER_TARGETS%** - Displays a list of all publications to which this submission can be transferred, along with links to these websites. The Author will be able to choose which of these sites she wishes to transfer her submission to when she agrees to the transfer.

- **%TRANSFER_OFFER_EXPIRATION_DATE%** - Displays the date by which an Author must agree to transfer the submission before a Final Disposition of “Reject” is automatically set. This date is calculated at the time the Author is notified of the
Decision based on the number of days configured on the *Configure Cross-Publication Submission Transfer* page.

- `%ACTUAL_TRANSFER_PUBLICATION_TITLE%` - This merge field can be added to a letter configured for the new ‘Author Agrees to Transfer Submission’ event. This merge field will display the name of the Publication to which the submission has been transferred.

Two new merge fields are available for use in the Author Reminder Letters:

- `%AUTHOR_TRANSFER_REMIND_COUNT%` - Inserts the number of transfer reminders that have been sent to the Author for this submission.
- `%AUTHOR_TRANSFER_REMIND_DATE%` - Inserts the date that the last transfer reminder was sent to the Author for this submission.