


**CONFIDENTIAL AND PROPRIETARY**

# Release Notification

 **Editorial Manager<sup>®</sup>**

 **ProduXion Manager<sup>®</sup>**

 **Commerce Manager<sup>™</sup>**

**Editorial Manager/ProduXion Manager**

**11.1 General Release Notification**

**08/11/14**

**Draft – Subject to Change**

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## Document Change Log

| Date       | Version         | Change   |
|------------|-----------------|--|
| 05/14/14   | Beta Release    | Beta version   |
| 06/26/14   | Gamma Release   | Gamma Version  |
| 08/05/14   | General Release | General Release Version<br>*Added APC section        |
| 08/11/2014 | General release | *Added Institution Name Normalization<br>information |

## Editorial Manager/ProduXion Manager 11.1 General Release Notification

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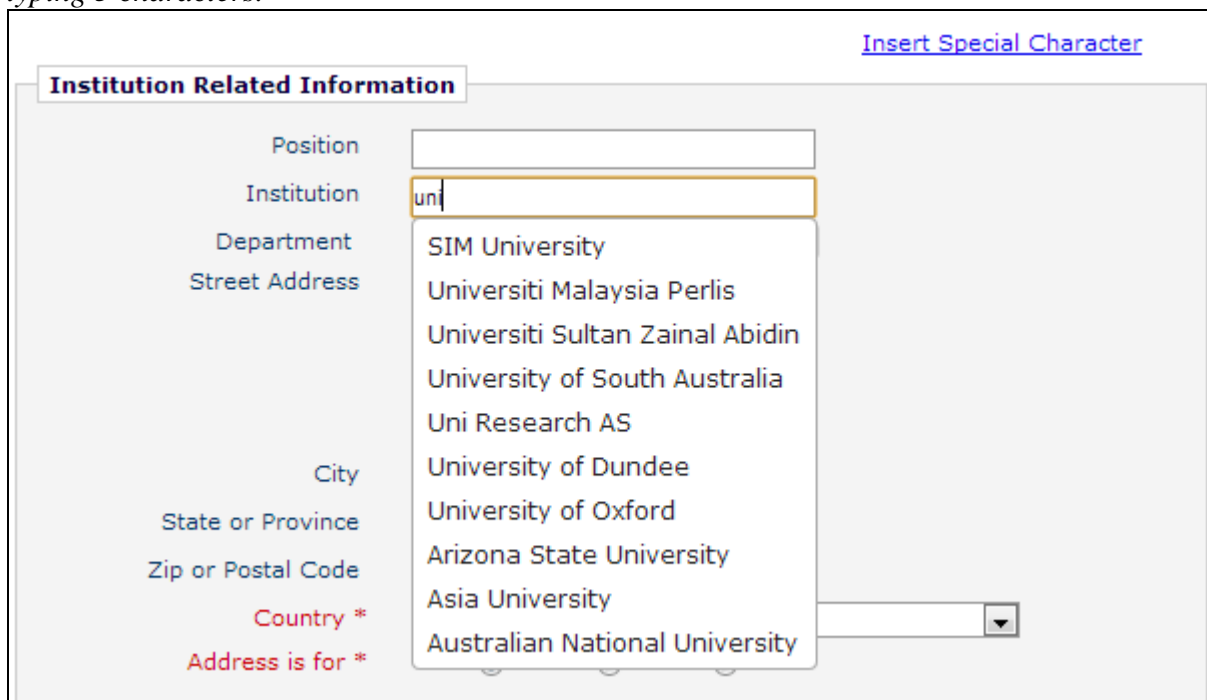
## GENERAL ENHANCEMENTS

### Institution Name Normalization

In EM version 11.0, when a user starts to enter Institution information, they may be presented with a list of suggested Institutions based on the characters entered matching an authoritative, standard list of Institutions. This normalized list will be available for use during Registration, Proxy Registration, Update My Information, Alternate Contact Information, Search People – Update Information, and Add/Edit Authors.

In EM version 11.1, this feature will be automatically enabled for all publications upon upgrade.

*Sample Enter More Contact Information page – Institution Auto-Complete list appears after typing 3 characters:*



The screenshot shows a web form titled "Institution Related Information" with a tabbed interface. The "Institution" field is active, containing the text "un". A dropdown menu is open below the field, displaying a list of suggested institutions: SIM University, Universiti Malaysia Perlis, Universiti Sultan Zainal Abidin, University of South Australia, Uni Research AS, University of Dundee, University of Oxford, Arizona State University, Asia University, and Australian National University. To the right of the dropdown is a "Country \*" dropdown menu. At the top right of the form area is a link labeled "Insert Special Character".

NOTE: Users may still enter a free-text Institution that is not in the list of authoritative Institutions suggested by the system. Over time, the most frequently entered Institutions may become “authoritative” in EM either by being validated/confirmed by a third party source or by being supplied by a critical mass of users.

Initially, the Department field will not suggest any values to the user. Over time, the system will also suggest a list of possible Departments within the corresponding Institution. The list of suggested Departments is accumulated as a critical mass of users select/enters the same Department belonging to the designated Institution.

Sample Update My Information page – List of Departments list is populated once the cursor is placed in the Department field and a critical mass of users have entered the same Department for the designated Institution:

NOTE: Once enabled upon upgrade, this feature will not clear any existing affiliation data.

**TO CONFIGURE:**

This feature will be turned on when the publication upgrades to version 11.1.

To disable Institution Name Normalization, go to PolicyManager and click the ‘Enable Institution Name Normalization’ link, located under the ‘General Policies’ section. On the ‘Enable Institution Name Normalization’ page, de-select the checkbox and click ‘Submit’:

## Open Peer Review: Author Access

In EM 11.0, authors may be given access to Reviews of their submission by using certain merge fields in the Author Decision Notification letter. In these situations, Reviewer names are replaced with a Reviewer Number so identifying information about Reviewers is not revealed.

New in EM 11.1, a new permission in Author RoleManager, ‘Allow Access to Reviewer Names and Reviews’, will grant an Author access to Reviewer names, degrees, and the reviewer comments to author via a new ‘View Reviewer Comments’ link in Author folders. Depending on publication configuration, a link to ‘View Reviewer Comments’ may be available from one or more of the following Author folders:


1. *Submissions Needing Revision*
2. *Revisions Sent Back to Author*
3. *Incomplete Submissions Being Revised*
4. *Revisions Waiting for Author’s Approval*
5. *Revisions Being Processed*
6. *Submissions with a Decision*

This new permission will allow access to the ‘View Reviewer Attachments’ link either after the First Decision or after the Final Decision.

*New ‘View Reviewer Comments’ link highlighted in a sample Submissions with a Decision Author folder*

| Submissions with an Editorial Office Decision for Author Stephen Malkmus  |                   |                 |                              |                              |                        |                              |                   |
|---|-------------------|-----------------|------------------------------|------------------------------|------------------------|------------------------------|-------------------|
| Page: 1 of 1 (3 total completed submissions)  |                   |                 |                              | Display 10 results per page. |                        |                              |                   |
| Action  | Manuscript Number | Title           | Initial Date Submitted       | Status Date                  | Current Status         | Date Final Disposition Set   | Final Disposition |
| <a href="#">View Submission R1</a><br><a href="#">View Reviewer Comments</a><br><a href="#">Author Status</a><br><a href="#">Author Response</a><br><a href="#">View Decision Letter</a><br><a href="#">View Attachments</a><br><a href="#">Correspondence</a><br><a href="#">Send E-mail</a> | Kristin129        | Let's Transfer! | Apr 28 2014<br>4:30:21:217PM | Apr 28 2014<br>5:59:08:360PM | Submission Transferred | Apr 28 2014<br>5:59:08:237PM | Transfer          |
| <a href="#">View Submission</a><br><a href="#">View Reviewer Comments</a><br><a href="#">View Decision Letter</a><br><a href="#">Correspondence</a><br><a href="#">Send E-mail</a>  | Kristin130        | Transfer Merge  | May 1 2014<br>5:07:32:003PM  | May 1 2014<br>5:19:07:393PM  | Submission Transferred | May 1 2014<br>5:19:07:220PM  | Transfer          |
| <a href="#">View Submission</a><br><a href="#">View Reviewer Comments</a><br><a href="#">View Decision Letter</a><br><a href="#">Correspondence</a><br><a href="#">Send E-mail</a>  | Kristin131        | Merge Test      | May 1 2014<br>5:23:39:453PM  | May 1 2014<br>5:32:16:610PM  | Submission Transferred | May 1 2014<br>5:32:16:483PM  | Transfer          |

Page: 1 of 1 (3 total completed submissions)      Display 10 results per page.

[<< Author Main Menu](#)  
 You should use the free Adobe Reader 10 or later for best PDF Viewing results.  


Once enabled for authors, each piece of the Review Form may be made available (or kept hidden) by new individual settings on their respective PolicyManager pages. ‘Custom Review

Questions', 'Manuscript Rating Questions', and 'Overall Manuscript Rating' may be made available to the Authors with the new permission enabled. These are accessed by clicking the Reviewer Decision link from the 'View Reviewer Comments' page.

If Reviewer Attachments are made available to the Author and the 'Allow Access to Reviewer Names and Reviews' permission has been enabled, Reviewer Names are added to the 'View Attachments' page.

*Sample 'View Reviewer Comments' page for Authors – the Reviewer Decision links take the author to the Individual Reviewer Comments page.*

Close

**View Reviewer Comments for Manuscript**  
**Kristin129R1**  
**"Let's Transfer!"**

---

Click the Reviewer recommendation term to view the Reviewer comments.

|                                       | Revision 1                          | Original Submission            |
|---------------------------------------|-------------------------------------|--------------------------------|
| Lester Bangs, Ph.D. (Reviewer 1)      | (None)                              | <a href="#">Accept</a>         |
| Candy Cane, Ph.D. (Reviewer 2)        | (None)                              | <a href="#">Minor Revision</a> |
| Jordan B. Catalano, Ph.D (Reviewer 3) | <a href="#">Accept</a>              | <a href="#">Major Revision</a> |
| Jarvis Cocker (Reviewer 4)            | <a href="#">Minor Revision</a>      | (None)                         |
| Author Decision Letter                | <a href="#">Reject and Transfer</a> | <a href="#">Revise</a>         |

Close

Sample Individual Reviewer Comments page – Manuscript Rating Question Responses & Overall Manuscript Rating have been made available to the Author in PolicyManager

Close

**View Reviewer Comments for Manuscript**  
**Kristin129R1**  
**"Let's Transfer!"**

**Jordan B. Catalano, Ph.D (Reviewer 3)**

|  |        |
|--|--------|
| <b>Reviewer Recommendation Term:</b>       | Accept |
| <b>Overall Reviewer Manuscript Rating:</b> | 79     |

| Manuscript Rating Question(s):                                    | Scale  | Rating |
|---|--------|--------|
| The subject addressed in this article is worthy of investigation. | [1-3]  | 3      |
| The information presented was new.                                | [1-5]  | 4      |
| The conclusions were supported by the data.                       | [1-10] | 3      |
| How would you rate the weather today?                             | [1-5]  | 5      |
| What is your favorite number?                                     | [1-10] | 4      |
| How many fingers do you have?                                     | [1-10] | 5      |

**Comments to Author:**

Great job! Please enjoy this attached picture of a kitten in a tiny sweater!

**Attachments:**

| Action                   | Description              | File Name         | Size    | Last Modified              |
|--------------------------|--------------------------|-------------------|---------|----------------------------|
| <b>Revision 1</b>        |                          |                   |         |                            |
| <a href="#">Download</a> | Kitten in a tiny sweater | kittensweater.jpg | 41.3 KB | Apr 28 2014 04:02:04:377PM |

Close



Sample 'View Attachments' page with Reviewer Names displayed and highlighted

| Action                     | Uploaded By                        | Description                  | File Name         | File Size |
|----------------------------|------------------------------------|------------------------------|-------------------|-----------|
| <b>Revision 1</b>          |                                    |                              |                   |           |
| <a href="#">Download</a>   | Jordan Catalano, Ph.D (Reviewer 3) | Kitten in a tiny sweater     | kittensweater.jpg | 41.3 KB   |
| <b>Original Submission</b> |                                    |                              |                   |           |
| <a href="#">Download</a>   | Candy Cane, Ph.D. (Reviewer 2)     | E-mail thread RE: references | emailthread.docx  | 24.3 KB   |
| <a href="#">Download</a>   | Lester Bangs, Ph.D. (Reviewer 1)   |                              | friday.jpg        | 39.9 KB   |

[Main Menu](#)

TO CONFIGURE: In Author RoleManager, enable the 'Allow Access to Reviewer Names and Reviews'. After selecting the permission, choose when to allow access: 'After Final Decision of Accept, Reject or Reject and Transfer' or 'After First Decision'.

Sample Author RoleManager page

### Edit Role Definition

Role Name: Author

Check the functions that this role is permitted to perform.

---

- View Status Date
- View Current Status
- View Other Author Status
  - Manage Other Authors
  - Edit Other Author E-mail Address
- Allow Access to Reviewer Names and Reviews:
  - After Final Decision of Accept, Reject or Reject and Transfer
  - After First Decision
- Send Ad Hoc E-mail
- View Author Related Correspondence History
- View Similarity Check Results
- Search Similar Articles in MEDLINE
- Bibliographic Search
  - AuthorMapper (with first initial at end)
  - Author Mapper (LASTNAME)
  - Author Mapper (Last First Middle)
  - 8044\_CORRAUTH\_SECINST
  - 8044\_SECKEY
  - 8044\_CORRAUTH\_SECINITEND
  - 8044\_CORRAUTH\_SECLAST
  - 8044\_SECKEYOR

To allow Author access to 'Custom Review Questions', select the 'Visible to Author' checkbox for each desired question on the 'Edit Review Form' page, accessed from 'Create/Edit Review Forms' in PolicyManager.

Sample portion of the 'Edit Review Form' page

**Custom Review Questions**

Select Questions

| Order | Question                    | Required for Submission  | Visible to Other Reviewers | Visible to Author                   | Actions                |
|-------|-----------------------------|--------------------------|----------------------------|-------------------------------------|------------------------|
| 1     | This is a decimal question  | <input type="checkbox"/> | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <a href="#">Remove</a> |
| 2     | Yes or no?                  | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            | <a href="#">Remove</a> |
| 3     | Yes, no, or not applicable? | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            | <a href="#">Remove</a> |
| 4     | Yes/no/Text? Trigger YES    | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            | <a href="#">Remove</a> |
| 5     | Drop down list              | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            | <a href="#">Remove</a> |

Update Item Order

To display Manuscript Rating Question responses to the Author with 'Allow Author Access to Reviewer Names and Reviews' permission, select the 'Display Responses to Author' checkbox on the 'Review Form and Manuscript Rating Configuration' page for the desired Article Type and corresponding Reviewer Role(s). This is accessed from 'Match Review Forms to Article Types and Reviewer Roles' in PolicyManager. To display the responses to authors for all Article Types and Reviewer Roles that are using Manuscript Rating Questions, click the 'Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types' button.

Sample 'Review Form and Manuscript Rating Configuration' page – 'Display Responses to Author' checkbox is ineligible for selection if 'Use Manuscript Rating Questions' is disabled

**Review Form and Manuscript Rating Configuration**

In the grid below, please specify the Review Form to use for each Article Type / Reviewer Role combination. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types. Use the "Select" link to choose which Manuscript Rating Questions to use for the associated Article Type and Reviewer Role.

| Article Type                    | Reviewer Role | Reviewer  | Statistical Reviewer   | Reviewer                            |
|---------------------------------|---------------|---|--|-------------------------------------|
| Original Study                  | New           | <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input checked="" type="checkbox"/> <b>Display Responses to Author</b> | <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input type="checkbox"/> <b>Display Responses to Author</b> | <input checked="" type="checkbox"/> |
|                                 | Revised       | Default Review Form   | Default Review Form  | Rev                                 |
| Editorial's                     | New           | <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input type="checkbox"/> <b>Display Responses to Author</b> | <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input type="checkbox"/> <b>Display Responses to Author</b> | <input checked="" type="checkbox"/> |
|                                 | Revised       | Special Form for 9.0-45   | Special Form for 9.0-45  | Rev                                 |
| Super Quick - Everything Hidden | New           | <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input type="checkbox"/> <b>Display Responses to Author</b>            | <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a><br><input type="checkbox"/> <b>Display Responses to Author</b> | <input type="checkbox"/>            |
|                                 | Revised       | Default Review Form   | Default Review Form  | Rev                                 |
|                                 | New           | Default Review Form   | Default Review Form  | New                                 |

To display the Overall Manuscript Rating to Authors with ‘Allow Reviewer Access to Reviewer Names and Reviews’ permission, select the ‘Display Reviewer Manuscript Rating to Author’ checkbox on the ‘Overall Manuscript Rating Question Settings’ page in PolicyManager.

*Sample ‘Overall Manuscript Rating Question Settings’ page*

### Overall Manuscript Rating Question Settings

Selecting these options allow Reviewers to enter a Manuscript Rating from 1-100 when submitting a review, and allow Editors to enter a rating from 1-100 when submitting a decision. If enabled, this rating is displayed for Editors on the Reviewer Selection pages and on some reports.

- Use Overall Reviewer Manuscript Rating
- Display Reviewer Manuscript Rating to Author
- Use Overall Editor Manuscript Rating

## Open Peer Review: Reviewer Access

In EM 11.0, Reviewers may have access to the names and reviews of other Reviewers of a submission under certain circumstances once a Review has been completed for a version of a submission. For example, sometimes Reviewers have permission to view un-blinded Reviewer Comments from their Completed Assignments folder or view identifying Reviewer Information in an un-blinded Author Decision Notification letter. Previous Reviews from other Reviewers of a submission may be included in the 'Reviewer Invitation/Assignment' letter. Attachments uploaded by other Reviewers may be made accessible to Reviewers who have completed a Review on a previous version of the submission.

New in EM 11.1, Open Peer Review is accommodated by enabling a permission for Reviewers that allows access to Reviewer names and reviews immediately after invitation. Reviewers with 'View Un-Blinded Reviews for Open Peer Review' permission will have access to other Reviewers' names, degrees, and reviews (for prior revisions and the current revision), the submission's Decision Letter, and any Reviewer Attachments made available to 'Other Reviewers' from the following places in EM:

1. The 'New Invitations', 'Pending Assignments', and 'Completed Assignments' folders
2. The 'Submit Recommendation and Comments' page (the Review Form)
3. The 'View Reviewer Comments' pop-up
4. The 'View Individual Reviewer Comments' pop-up

TO CONFIGURE: In RoleManager, enable 'View Un-Blinded Reviews for Open Peer Review' for any new or existing Reviewer Role.

Sample Reviewer RoleManager page:

### Edit Role Definition

**Role Name:\***   
Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform.

---

[Expand All](#)   [Collapse All](#)

**Permissions for New Reviewer Invitations**

- View Abstract Text
- Download Manuscript (Reviewer PDF)
- Download Submission Item
- View Corresponding Author and Affiliation
- View All Authors and Their Affiliations
- View Keywords
- View Document Classifications

**Permissions for Pending Assignments and Completed Assignments**

- View Status History
- View Correspondence History
- View Corresponding Author
- View Similarity Check Results
- View Reference Checking Results
- Upload Attachments on Reviewer Recommendation page

**Permissions for Completed Assignments Only**

- View Final Disposition
- View Un-Blinded Comments

**General Permissions (Applicable to All Reviewer Pages)**

- View Manuscript Number
- View Article Type
- View Article Title
- View Status Date
- View Current Status
- View Assigning Editor
- View Author Decision Letter
  - View Unblinded Version
  - View Blinded Version
- View Un-Blinded Reviews for Open Peer Review
- View Other Reviewer's Comments to Author
- View Other Reviewer's Comments to Editor
- View Author's Response to Reviewer Comments
- View Reviewer's Own Review History

[Rest of page unchanged]

## EM to EM Transfer Reviews and Files with Submission

In EM 11.0, there are three methods of submission transfer: Portal-connected EM to EM, non-Portal EM to EM, and EM to non-EM (via FTP). Submission transfers may be triggered by an Editor who sets the Final Disposition to 'Transfer' or by an Author who agrees to transfer the submission and selects a transfer target from a list provided following notification of an editorial decision in the 'Reject and Transfer' Decision Family.

An EM to EM submission transfer currently includes reviews in the Transfer Letter if the corresponding merge fields are used, but files associated with the submission as well as the Reviewer(s) identities are not included.

New in EM 11.1, submissions transferred using an EM to EM transfer method (Portal and non-Portal) may now include detailed Reviewer Information via a new 'View Transferred Information' action link available to editors, if the Reviewer agrees. Additionally, source files from previous versions of the submission, system PDF's from all versions of the submission, and Editor & Reviewer Attachments for all versions of the submission will now be available as companion files on the receiving site's *File Inventory* page.

The new 'View Transferred Information' page is accessible from the action links in the 'Transferred Submissions' folder, the *Details* page (if configured), the *Editor's Decision and Comments* page, and the *View Reviews and Comments* page on the receiving site. Separate, collapsible fields contain all transferred reviews for each version of the submission and are displayed with the oldest version of the submission at the top of the page. Links to view the transferred submission, to view the Transferred Submission Letter, and to download Editor & Reviewer Attachments are available on this page for each version of the submission.

Sample 'View Transferred Information' page – Reviews are collapsed, Editor Attachment displayed above the Reviews

## Transferred Information for "Let's Transfer!"

### Transferred from Kristin's 11.1 Testweb Site

Close Print

[Only Show Transferred Reviews](#)

[-] Original Submission

**Stephen Malkmus (Corresponding Author)**  
[View Transferred Submission](#)  
[View Transferred Decision Letter](#)

**Attachments:**

| Action                   | Description | File Name | Size   | Last Modified |
|--------------------------|-------------|-----------|--------|---------------|
| <a href="#">Download</a> | alpaca      | alp.jpg   | 320 KB | 04/28/2014    |

[-] Reviewer 1  

*(This Reviewer declined to transfer identifying information.)*

[-] Reviewer 2  

**Lester Bangs, Ph.D.**

[-] Reviewer 3  

*(This Reviewer declined to transfer identifying information.)*

[-] Revision 1

**Stephen Malkmus (Corresponding Author)**  
[View Transferred Submission](#)  
[View Transferred Decision Letter](#)

[-] Reviewer 1  

**Jarvis Cocker**

[-] Reviewer 2  

*(This Reviewer declined to transfer identifying information.)*

If a Reviewer agreed to transfer a review for a specific revision, the following review information is included, in the same order as defined on the Review Form:

- Recommendation Term
- Overall Manuscript Rating
- Date Reviewer Invited
- Date Review Completed



- Reviewer’s response to the Transfer Authorization Questions, if presented
- Custom Review Questions and Responses, if presented
  - These are transferred regardless of whether or not the questions are configured to be ‘Visible to Other Reviewers’ on the Review Form
- Manuscript Rating Questions – for the Original Submission only
- Reviewer Blind Comments to Author
- Reviewer Confidential Comments to Editor
- Reviewer Attachments – metadata and a Download link are displayed

NOTE: If a Reviewer was presented with the three Transfer Authorization Questions but declined to transfer identifying information, the Reviewer Number is listed with the text “*(This Reviewer declined to transfer identifying information)*”. The responses to the Transfer Authorization Questions are displayed. If a reviewer was not presented with the Authorization Questions, ‘*(This Reviewer was not presented with the Transfer Authorization Questions.)*’ displays with the Reviewer Number and no further information.

Sample of the 'View Transferred Information' page – a completed, transferred review with Reviewer Attachment

☐ Reviewer 1

**David Hasselhoff**

HEARD ISLAND AND MCDONALD ISLANDS  
kmahoney@ariessys.com

**Recommendation:** Accept

**Overall Reviewer Manuscript Rating:**

**Date Reviewer Invited:** 04/28/2014  
**Date Review Completed:** 04/28/2014

| Transfer Authorization Questions   | Response |
|--|----------|
| If this submission is transferred to another publication, do we have your consent to include your identifying information?                                     | Yes      |
| If this submission is transferred to another publication, do we have your consent to include your review?  | Yes      |
| 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? | Yes      |

| Manuscript Rating Questions                                       | Scale  | Rating |
|---|--------|--------|
| The subject addressed in this article is worthy of investigation. | [1-3]  | 3      |
| The information presented was new.                                | [1-5]  | 5      |
| The conclusions were supported by the data.                       | [1-10] | 8      |
| How would you rate the weather today?                             | [1-5]  | 3      |
| What is your favorite number?                                     | [1-10] | 5      |
| How many fingers do you have?                                     | [1-10] | 9      |

**Reviewer Blind Comments to Author:**  
Hello Author. Nice paper!

**Reviewer Confidential Comments to Editor:**  
Hello Editor. This was alright in my book.

---

**Attachments:**

| Action                   | Description | File Name | Size    | Last Modified |
|--------------------------|-------------|-----------|---------|---------------|
| <a href="#">Download</a> |             | best.jpg  | 69.7 KB | 04/28/2014    |

☐ Reviewer 2

*(This Reviewer declined to transfer identifying information.)*

NOTE: Information for Reviewers who were terminated or unassigned is not transferred.

NOTE: If the Reviewer did not agree to transfer identifying information when submitting a review for the highest revision, their name, address, and e-mail address are not displayed on this page for any version.

TO CONFIGURE: No configuration necessary if publications are configured for EM to EM Transfer.

A 'Transferred Information' link may be added as an item to a Custom Details page layout. To add the link to the Details page, go to 'Define Details Page Layouts' in *PolicyManager* and Add

or Edit an existing layout. Click 'Select Items to Display', select 'Transferred Information' in the Links section of the page, and click 'Submit'. The order may then be adjusted on the 'Add/Edit Details Page Layout' page.

*Sample 'Select Items to Display' page*

### Select Items to Display for Copy of Default Editorial

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

---

[Expand All](#)    [Collapse All](#)

- [-] **Links**
  - Blinded Editors \*
  - Technical Check \*
  - Additional Manuscript Details \*
  - Similarity Check \*
  - Select Submissions Flags \*
  - File Inventory \*
  - Publish Information
  - Transmittal Form \*
  - Fees and Payments \*
  - Discussion Forum \*
  - Reference Checking Results \*
  - Attachments \*
  - Author Questionnaire Summary (Responses for all Authors)
  - Transferred Information**
  - Transferred Decision Letter
- [+] **Information Submitted by Author**
- [+] **General Manuscript Information**
- [+] **Proposal Specific Information**
- [+] **Additional Manuscript Details**
- [+] **Key Workflow Dates and Status Information**
- [+] **Information for Invited Article Types**

## EM to EM Transfer Decision Letters

In EM 11.0, a ‘Transfer Letter’ may be sent along with a transferred submission and deposited in the Correspondence History for the submission on the receiving journal. Using appropriate merge fields, a copy of the Decision Letter text may be included within the Transfer Letter.

New in EM 11.1, If the submission is transferred EM to EM (Portal and non-Portal) following peer review, Decision Letters may be transferred and accessible from the Correspondence History on the receiving site (marked as External correspondence), similar to the Transfer Letter. Decision Letters from all versions of the submission will be transferred and made available both on the Correspondence History and the new ‘Transferred Information’ page.

*Sample Correspondence History on the receiving site – the Decision Letters from the Original Submission and Revision are available*

**History for Manuscript Number: Unassigned, DOI: Unassigned  
Malkmus Stephen (UNITED STATES): "Let's Transfer!"**

[Status History](#) [Correspondence History](#)  
[Switch to Status Type View](#)

---

**STATUS HISTORY**

| Status Date | Document Status                 | Production Status | Status Days | Role Family | Revision | Operator        |
|-------------|---------------------------------|-------------------|-------------|-------------|----------|-----------------|
| 04/28/2014  | Transferred Submission Received |                   | ----        | EDITOR      | 0        | Malkmus Stephen |

---

**CORRESPONDENCE HISTORY**

| Correspondence Date | Letter   | Recipient | Status | Revision | Operator |
|---------------------|--|-----------|--------|----------|----------|
| 04/28/2014          | <a href="#">Transfer Letter</a> (External) <a href="#">Remove</a> <a href="#">Edit</a>                         |           |        |          |          |
| 04/28/2014          | <a href="#">Editor Decision - Reject &amp; Transfer</a> (External) <a href="#">Remove</a> <a href="#">Edit</a> |           |        |          |          |
| 04/28/2014          | <a href="#">Editor Decision - Revise</a> (External) <a href="#">Remove</a> <a href="#">Edit</a>                |           |        |          |          |

[Status History](#) [Correspondence History](#)  
[Switch to Status Type View](#)

A link to ‘View Transferred Decision Letter’ is also added to the Action Links in the ‘Transferred Submissions’ folder below the new ‘View Transferred Information’ action link. Clicking this will display the Final Decision Letter that was sent to the Author from the sending EM site in a pop-up window. The link to ‘View Transferred Decision Letter’ may also be added to a Details page layout.

Sample portion of 'Transferred Submissions' page

Page: 1 of 1 (3 total submissions) Display 10 results per page.

| Action   | Article Type   | Section/Category      | Article Title                                  | Author Name                          | Transferred From                            | Initial Date Submitted | Status Date | Current Status                  |
|--|----------------|-----------------------|--|--------------------------------------|---|------------------------|-------------|---------------------------------|
| <a href="#">Details</a><br><a href="#">History</a><br><a href="#">File Inventory</a><br><a href="#">Edit Submission</a><br><a href="#">Send Back to Author</a><br><a href="#">Remove Submission</a><br><a href="#">Send E-mail</a>   |                |                       | Transfer Test w/ multiple choices for doubling | <a href="#">Walter White</a>         | AMYDEV102 - Amy's 10.2 Testweb Site         | 11/06/2013             | 11/06/2013  | Transferred Submission Received |
| <a href="#">Details</a><br><a href="#">History</a><br><a href="#">View Transferred Information</a><br><a href="#">View Transferred Decision Letter</a><br><a href="#">File Inventory</a><br><a href="#">Edit Submission</a><br><a href="#">Send Back to Author</a><br><a href="#">Remove Submission</a><br><a href="#">Send E-mail</a> | Original Study | Basic Science Section | Test Transfer                                  | <a href="#">Jeebies Heebie, Ph.D</a> | KRISTINDEV111 - Kristin's 11.1 Testweb Site | 04/28/2014             | 04/28/2014  | Transferred Submission Received |
| <a href="#">Details</a><br><a href="#">History</a><br><a href="#">View Transferred Information</a><br><a href="#">View Transferred Decision Letter</a><br><a href="#">File Inventory</a><br><a href="#">Edit Submission</a><br><a href="#">Send Back to Author</a><br><a href="#">Remove Submission</a><br><a href="#">Send E-mail</a> | Original Study |                       | Let's Transfer!                                | <a href="#">Malkmus Stephen</a>      | KRISTINDEV111 - Kristin's 11.1 Testweb Site | 04/28/2014             | 04/28/2014  | Transferred Submission Received |

Page: 1 of 1 (3 total submissions) Display 10 results per page.

A link to 'View Transferred Decision Letter' is also available on the 'View Transferred Information' page, if the submission was transferred following peer review.

### Transferred Information for "Transfer Merge"

#### Transferred from Kristin's 11.1 Testweb Site

[Only Show Transferred Reviews](#)

**Original Submission**

**Stephen Malkmus (Corresponding Author)**  
[View Transferred Submission](#)  
[View Transferred Decision Letter](#)

**Reviewer 1**

*(This Reviewer declined to transfer identifying information.)*

**Recommendation:** Major Revision  
**Overall Reviewer Manuscript Rating:** 54  
**Date Reviewer Invited:** 05/01/2014  
**Date Review Completed:** 05/01/2014

TO CONFIGURE: No configuration necessary if publications are already using EM to EM Transfer.

A 'View Transferred Decision Letter' link may be added as an item to a Custom Details page layout. To add the link to the Details page, go to 'Define Details Page Layouts' in *PolicyManager* and Add or Edit an existing layout. Click 'Select Items to Display', select 'Transferred Decision Letter' in the Links section of the page, and click 'Submit'. The order may then be adjusted on the 'Add/Edit Details Page Layout' page.

*Sample 'Select Items to Display' page*

**Select Items to Display for Copy of Default Editorial**

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

---

[Expand All](#)    [Collapse All](#)

**Links**

- Blinded Editors \*
- Technical Check \*
- Additional Manuscript Details \*
- Similarity Check \*
- Select Submissions Flags \*
- File Inventory \*
- Publish Information
- Transmittal Form \*
- Fees and Payments \*
- Discussion Forum \*
- Reference Checking Results \*
- Attachments \*
- Author Questionnaire Summary (Responses for all Authors)
- Transferred Information
- Transferred Decision Letter**

**Information Submitted by Author**

**General Manuscript Information**

**Proposal Specific Information**

**Additional Manuscript Details**

# EM to EM Destination Added to 'All Submissions with Final Disposition Transfer'

New in EM 11.1, a 'Transferred To' column is added to the 'All Submissions with Final Disposition Transfer' folder that displays the EM site to which a submission was transferred.

Sample 'All Submissions with Final Disposition Transfer' page

**All Submissions with Final Disposition Transfer - Mary Shelby Roman**

Contents: All Submissions for which a final disposition of "Transfer" has been set.

Page: 1 of 1 (9 total submissions)      Display 10 results per page.

| Action   | Manuscript Number | Article Type   | Section Category      | Article Title   | Author Name          | Transferred To                          | Initial Date Submitted    | Status Date               | Current Status         | Editor Name                 | Final Disposition | Editor Decision                     |
|--|-------------------|----------------|-----------------------|-----------------|----------------------|---|---------------------------|---------------------------|------------------------|-----------------------------|-------------------|-------------------------------------|
| <a href="#">View Submission</a><br><a href="#">Details</a><br><a href="#">History</a><br><a href="#">File Inventory</a><br><a href="#">View Reviews and Comments</a><br><a href="#">Rescind Decision</a><br><a href="#">Similar Articles in MEDLINE</a><br><a href="#">AuthorMapper WFIAE</a><br><a href="#">Author Mapper LASTNAME</a><br><a href="#">8044SecTitle</a><br><a href="#">Secondary Abstract</a><br><a href="#">CorrAuthor Secondary Name</a><br><a href="#">CorrAuth Secondary Institution</a><br><a href="#">CoAuthor Secondary Names</a><br><a href="#">CoAuthor Secondary Names with Initial</a><br><a href="#">CorrAuth Secondary First Initial</a><br><a href="#">CorrAuth Secondary Initial at End</a><br><a href="#">CorrAuth Last First Mid</a><br><a href="#">CorrAuth Secondary Last Name</a><br><a href="#">Secondary Keywords Search</a><br><a href="#">Secondary Keywords Search - Or</a><br><a href="#">Send E-mail</a><br><a href="#">Resend Transfer</a> | Kristin129R1      | Original Study |                       | Let's Transfer! | Stephen Malkmus      | JINGLEDEV111 - Jen Ingle's 11.1 TW Site | Apr 28 2014 4:30:21:217PM | Apr 28 2014 5:59:08:360PM | Submission Transferred | Thurston 一思少年 薛 Moore, Ph.F | Transfer          | <a href="#">Reject and Transfer</a> |
| <a href="#">View Submission</a><br><a href="#">Details</a><br><a href="#">History</a><br><a href="#">File Inventory</a><br><a href="#">View Reviews and Comments</a><br><a href="#">Rescind Decision</a><br><a href="#">Similar Articles in MEDLINE</a><br><a href="#">AuthorMapper WFIAE</a><br><a href="#">Author Mapper LASTNAME</a><br><a href="#">8044SecTitle</a><br><a href="#">Secondary Abstract</a><br><a href="#">CorrAuthor Secondary Name</a><br><a href="#">CorrAuth Secondary Institution</a><br><a href="#">CoAuthor Secondary Names</a><br><a href="#">CoAuthor Secondary Names with Initial</a><br><a href="#">CorrAuth Secondary First Initial</a><br><a href="#">CorrAuth Secondary Initial at End</a><br><a href="#">CorrAuth Last First Mid</a>  | Kristin128        | Original Study | Basic Science Section | Test Transfer   | Heebie Jeebies, Ph.D | JINGLEDEV111 - Jen Ingle's 11.1 TW Site | Apr 28 2014 3:47:59:533PM | Apr 28 2014 4:05:56:673PM | Submission Transferred | Lester Bangs, Ph.D.         | Transfer          | <a href="#">Accept</a>              |

**TO CONFIGURE:** No configuration necessary if publications are already using EM to EM Transfer.

## Custom Question Editing

In EM 11.0, the text of a Custom Question may not be edited once it has been used within EM. Currently, users must hide questions and create new ones if the information must be updated.

New in EM 11.1, the text of Custom Questions and corresponding multi-part questions may be edited. To preserve integrity of the data, it is recommended that this new functionality only be used to make minor changes, such as correcting typos or grammar. Response type setting and existing list values may not be edited, as per current functionality.

To edit the text of an existing Custom Question, go to 'Create Custom Questions' in PolicyManager. The text box for the question will now be editable. If there are follow-up questions, clicking the '+' icon will expand the question and the follow-up question text box will also be editable.

### Sample Edit Custom Question page

**Edit Custom Question**

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented to all Authors or to the Corresponding Author only.

[Cancel](#) [Save and Close](#) [Save and Add Another Question](#) [Open Special Character Palette](#)

**Question text:**

<i>Special</i> <b>QUESTION</b> <font color="red">TRANSMITTAL FORM TEST</font> |

**Instructions for Author Response:**

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

**Response Type:**  **Maximum Field Length (1-200):**

**Default Value**

None

BEEP.



## Sample Edit Custom Question page with follow-up question expanded for editing

### Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented to all Authors or to the Corresponding Author only.

[Open Special Character Palette](#)

---

Initial Question

---

Follow-up Question 1

If user selected "I like frozen yogurt." in response to "Compound question 2"

Question text:  
Which flavors?

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type:  List Type:

| Display Order              | Value                                     | Description  |
|----------------------------|---|--|
| <input type="checkbox"/> 1 | Chocolate                                 |  |
| <input type="checkbox"/> 2 | Chocolate Hazelnut                        | <a href="#">Hide</a>   |
| <input type="checkbox"/> 3 | Vanilla                                   |  |
| <input type="checkbox"/> 4 | Banana                                    | <a href="#">Hide</a>   |
| <input type="checkbox"/> 5 | Strawberry                                | <a href="#">Hide</a>   |
| <input type="checkbox"/> 6 | Coconut                                   | <a href="#">Hide</a>   |
| <input type="checkbox"/> 7 | Raspberry                                 | <a href="#">Hide</a>   |
| <input type="checkbox"/> 8 | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> <input type="button" value="Save Item"/> |

Require no fewer than  value(s) to be selected

Require no more than  value(s) to be selected

---

If user selects any of the following:

Chocolate  
Chocolate Hazelnut  
Vanilla  
Banana

Now editable!

## Single Sign-on via ORCID

In EM 11.0, users may link an ORCID to their Editorial Manager account (this ‘Authenticates’ their ORCID iD) when registering or updating their information (this requires them to log into their ORCID profile and Authorize EM to access their ORCID iD).

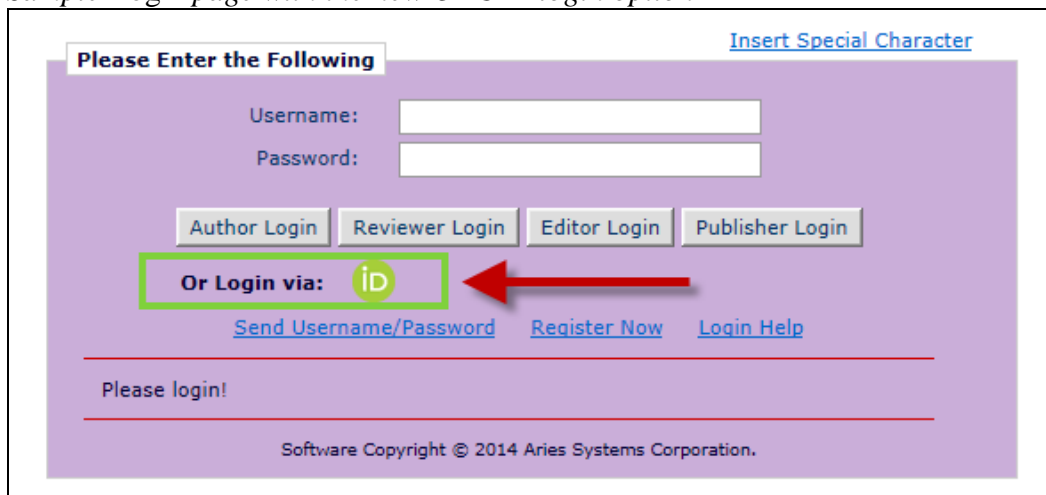
New in EM 11.1, users have the option to log in to Editorial Manager via the ORCID site, thereby using their ORCID username and password instead of their EM Password. If the user remains logged in to the ORCID site, they may not be asked to login again across multiple EM sites during that session.

Editorial Manager users who have already authenticated an ORCID with the EM user account will be able to login with their ORCID credentials immediately. First-time Editorial Manager users will have to first authenticate their ORCID iD before successfully logging into EM. Once Single Sign-on via ORCID enabled, an ORCID icon will display on the login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID iD to use for the login. Once verified, assuming they have previously Authenticated their ORCID iD, the user is logged into EM.

If they have not previously Authenticated their ORCID iD, EM will ask them to log in (or register) normally – this will automatically Authenticate their ORCID iD for that EM login, and they will be able to log in via ORCID in future.

NOTE: the user’s ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login, then the ORCID site provides EM with the ORCID iD to use via a secure channel.

*Sample Login page with the new ORCID login option*



The screenshot shows a login page with a purple background. At the top right, there is a link for [Insert Special Character](#). Below this, a box titled "Please Enter the Following" contains two input fields: "Username:" and "Password:". Below the input fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". Below these buttons is a button labeled "Or Login via: iD", where "iD" is in a green circle. A red arrow points to this button. Below the "Or Login via: iD" button are three links: [Send Username/Password](#), [Register Now](#), and [Login Help](#). At the bottom of the page, there is a red line, the text "Please login!", another red line, and the footer text "Software Copyright © 2014 Aries Systems Corporation."

Example ORCID login:

The screenshot shows the ORCID login and registration interface. On the left, under the heading "SIGN IN", there are two input fields: "Email or iD" and "Password". Below these is a blue "Sign in" button and a link for "Forgotten Password?". On the right, under the heading "DON'T HAVE AN ID? REGISTER", there are five input fields: "First name", "Last name", "Email", "Re-enter email", and "Password", followed by a "Confirm password" field. Each registration field has a red asterisk indicating a required field. Below the registration fields, there is a "Default privacy for new works" section with three icons (public, limited, private) and a "Notification Email" section with a checked checkbox for "Send me notifications about changes". A small green button labeled "iDea for ORCID site?" is located at the bottom right of the registration form.

Example ORCID authentication interaction after login


The screenshot shows the ORCID authentication interaction page. At the top, the ORCID logo and tagline "Connecting Research and Researchers" are displayed. Below this, the heading "CONNECTING Editorial Manager WITH YOUR ORCID RECORD" is shown. The main content area is divided into two columns. The left column, titled "Editorial Manager", states "has asked for the following access to your ORCID Record" and lists "Read limited info from your biography" in a yellow box. Below this, it says "This application will not be able to see your ORCID password, or other private info in your ORCID Record" and provides "Deny" and "Authorize" buttons. The right column, titled "Editorial Manager", describes it as an "Online Manuscript Submission and Peer Review system."

TO CONFIGURE: On the 'Configure Login Page' page in *PolicyManager*, select the 'Login via ORCID' checkbox.

## Sample Configure Login Page

### Configure Login Page


Please select any alternative, third party Login options you also wish to enable.

 Login via ORCID

If you want to customize various components of the publication's Login page, you can change the settings and modify the HTML in the text boxes below. We strongly suggest that you test the changes in a separate HTML editing tool (e.g. Dreamweaver), and preview the HTML and/or theme color in different browsers to ensure the page displays properly on all platforms. In other words, if you want to experiment with different theme colors, you should do so outside the system, and do not save a new theme color in Editorial Manager until you are satisfied with the appearance.

You can upload files to be referenced in the Login Header and Footer Text, by clicking the 'Manage Files for Login Page' link. Once you have uploaded the files (e.g. tutorials, PDFs, etc.), you can insert the file reference by clicking the 'Insert File Reference' link. Internet Explorer users should place the cursor at the appropriate spot in the box, then click the link.

You should also be sure to save a backup copy of your entry outside of Editorial Manager to ensure that no work is lost if there is a browser error when submitting the page. Once you submit this page, any changes are automatically visible to all users.

|   |  |
|---|--|
| <b>Theme Color</b><br><i>[Enter HEX color code or choose with the color picker]</i> | <input type="text" value="#CAAED9"/>    |
| <b>Login Header Text</b>  | <p style="text-align: right;"> <a href="#">Insert File Reference</a> <a href="#">Insert Special Character</a> <a href="#">Manage Files for Login Page</a> </p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">             Welcome to the journal! It's full of sentences.           </div> |
| <b>Thumbnail Image</b>  | <a href="#">Manage Thumbnail Images</a>  |

## Suspend Automatic Reviewer Promotion

In EM 11.0, there are a variety of ways in which a Reviewer may be automatically promoted if the 'Automatically Promote Reviewers' setting is enabled for the submission's article type:

1. An Editor may un-invite or un-assign a Reviewer, triggering the promotion of an Alternate Reviewer.
2. A Reviewer may decline an invitation, triggering the promotion of an Alternate Reviewer.
3. A Reviewer may be automatically un-invited by the nightly batch process if [X] days have elapsed since invitation without a responses.
4. A Reviewer may be automatically un-assigned by the nightly batch process if the Review hasn't been submitted within [Y] days after the due date.

In all of the above cases, the Alternate being promoted must either have the same Reviewer Role as the un-invited or un-assigned Reviewer, or must be explicitly linked to the Reviewer being un-invited or un-assigned.

Once the Article Type's minimum required number of Reviews have been submitted, the submission moves to the 'Submissions with Required Reviews Complete' folder and automatic promotion of Alternate Reviewers ceases.

New in EM 11.1, the automatic promotion of Alternate Reviewers may be suspended earlier in the workflow, when the Article Type's minimum required Number of Reviewers have *agreed* to submit Reviews.

**TO CONFIGURE:** Two new options are added underneath the 'Automatically Promote Alternate Reviewer' checkbox in the 'Reviewer Parameters' section of the 'Edit Article Type' page:

1. 'Continue promoting Alternates until there are no more Alternates in the queue.'
  - a. This is current functionality.
2. 'Only promote Alternate Reviewer when the combined number of Agreed and Completed Reviews is less than the current value of the Submission's own 'Required Reviews Complete' value.'
  - a. This is new functionality: When this option is selected, Alternate Reviewers will only be promoted if the 'Agreed to Review', 'Partial Review Saved', and 'Review Complete' values are less than the submissions Required Reviews Complete Value.

## Sample Edit Article Type page

(Select a Due Date Calculation Method):

Number of days prior to Submission Target Publication Date:

Number of days after Author has accepted invitation:

Automatically Un-Invite Authors:

Automatically Promote Alternate Authors:

**Reviewer Parameters:**

Submissions will move to the 'Submissions with Required Reviews Complete' folder as soon as this number of reviews have been completed.

Number of Days Reviewer has to Respond to Invitation:

Automatically Un-assign Reviewers n days after 'Date Review Due'

Automatically Un-assign late Reviewers with partial review saved.

Automatically Promote Alternate Reviewers:

Continue promoting Alternates until there are no more Alternates in queue

Only promote Alternate Reviewers when the combined number of Agreed and Completed Reviews is less than the current value of the Submission's own 'Required Reviews Complete' value

**New and Revised Submissions**

*Set the values required for a new and/or revised manuscript*

Days to Review This Article Type:

**New Submission**

PDF Cover Page Layout

Editor\Author Version

# Alphabetize Country List

In EM 11.0, a country list is presented to users on the following pages:

1. *Registration*
2. *Proxy Registration*
3. *Update My Contact Information*
4. *Alternate Contact Information*
5. *Select Region of Origin*
6. *Edit/Add/Remove Author*

On each of these pages, the standard ISO country list is alphabetized except for the United States, which is coded at the top of the list. In the case of Region of Origin, the custom entries appear at the top of the list followed by the standard ISO country list based on the configurations. New in EM 11.1, publications may elect to have the standard ISO countries displayed completely alphabetically. This is done by a new ‘Display Country List Alphabetically’ setting on the ‘Set ISO Country Standard’ page in PolicyManager.

TO CONFIGURE: Select the ‘Display Country List Alphabetically’ checkbox on the ‘Set ISO Country Standard’ page in PolicyManager:

**Set ISO Country Standard**

Select an ISO 3166-1 Newsletter version from the drop-down menu.

Choose ISO Standard: ISO 3166-1 Newsletter V-12 ▼

|  |  |
|--|--|
| <a href="#">View ISO 3166-1 Newsletter VI-14</a> | <a href="#">Download ISO 3166-1 Newsletter VI-14</a> |
| <a href="#">View ISO 3166-1 Newsletter VI-8</a>  | <a href="#">Download ISO 3166-1 Newsletter VI-8</a>  |
| <a href="#">View ISO 3166-1 Newsletter VI-7</a>  | <a href="#">Download ISO 3166-1 Newsletter VI-7</a>  |
| <a href="#">View ISO 3166-1 Newsletter VI-6</a>  | <a href="#">Download ISO 3166-1 Newsletter VI-6</a>  |
| <a href="#">View ISO 3166-1 Newsletter V-12</a>  | <a href="#">Download ISO 3166-1 Newsletter V-12</a>  |
| <a href="#">View ISO 3166-1 Newsletter V-11</a>  | <a href="#">Download ISO 3166-1 Newsletter V-11</a>  |
| <a href="#">View ISO 3166-1 Newsletter V-10</a>  | <a href="#">Download ISO 3166-1 Newsletter V-10</a>  |
| <a href="#">View ISO 3166-1 Newsletter V-9</a>   | <a href="#">Download ISO 3166-1 Newsletter V-9</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-8</a>   | <a href="#">Download ISO 3166-1 Newsletter V-8</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-7</a>   | <a href="#">Download ISO 3166-1 Newsletter V-7</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-6</a>   | <a href="#">Download ISO 3166-1 Newsletter V-6</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-5</a>   | <a href="#">Download ISO 3166-1 Newsletter V-5</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-4</a>   | <a href="#">Download ISO 3166-1 Newsletter V-4</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-3</a>   | <a href="#">Download ISO 3166-1 Newsletter V-3</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-2</a>   | <a href="#">Download ISO 3166-1 Newsletter V-2</a>   |
| <a href="#">View ISO 3166-1 Newsletter V-1</a>   | <a href="#">Download ISO 3166-1 Newsletter V-1</a>   |

This option will alphabetize, without exception, your elected ISO 3166-1 Newsletter country list which is used throughout Editorial Manager.

Display Country List Alphabetically

Cancel Submit

## Require E-mail for Proxy Registration

In EM 11.0, Editors are not explicitly required to add complete information about a user during Proxy Registration, except for selecting a country. This is because Editors registering on behalf of users may not have full or accurate information. However, when an e-mail address is not entered for a proxy registered user, the user may then have trouble logging into Editorial Manager or miss important notifications.

New in EM 11.1, publications may configure Editor roles with an additional setting that requires the Editor to enter a valid e-mail address during proxy registration.

TO CONFIGURE: New sub-permissions of 'Proxy Register New Users' are added to Editor RoleManager: 'E-mail Not Required (Warning Only) at Proxy Registration' (existing functionality) and 'Require E-mail at Proxy Registration' (new functionality). Once the new 'Require E-mail at Proxy Registration' sub-permission is selected, Editors will not be able to proceed with proxy registration without entering a valid e-mail.



Sample Editor RoleManager page

### Edit Role Definition

**Role Name:**   
*Maximum Role name is 40 characters.*

Check the functions that this role is permitted to perform. Note : in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

---

[Expand All](#)   [Collapse All](#)

- ⊞ New Submissions
- ⊞ Editor Assignment
- ⊞ Reviewer Invitations
- ⊞ Editor Decisions
- ⊞ Proposals/Commentaries
- ⊞ General Searching and Viewing
- ⊞ Edit Submission
- ⊞ Discussion Forums
- ⊞ Transmittal Form
- ⊞ Sending E-mail
- ⊞ Viewing and Editing People Data
- ⊞ Flag Icons
- ⊞ Proxy Activities
  - Proxy Power:
    - Proxy For Authors
    - Proxy For Reviewers
    - Proxy For Editors
    - Proxy For Publishers
  - Proxy Register New Users
    - E-mail Not Required (Warning Only) at Proxy Registration
    - Require E-mail at Proxy Registration
- ⊞ Administrative and Reporting Functions
- ⊞ Cross-Publication Login
- ⊞ ProduXion Manager

## Final Disposition Transmittal In-Progress Display

In EM 11.0, a user setting Final Disposition may accidentally navigate away from the page while a transmittal is in progress. Sometimes this can result in letters being sent to Publishers, but the Transmittal is never sent.

New in EM 11.1, an overlay is added to the Final Disposition page after clicking ‘OK’ on the page following ‘Notify Users of Final Disposition – Accept’ for publications configured with a transmittal method. The overlay disables access to buttons on the page as well as any actions on the Navigation bar while the Transmittal is in progress.

### Sample overlay during Transmittal

**Important Message: Site under development. Do not use for live manuscript submission.**

**You are about to send the following letters notifying of the Final Disposition - Accept Decision:**

After clicking the OK button, DO NOT NAVIGATE AWAY FROM THIS WINDOW. Please wait while your letters and transmittal are sent. This page will refresh automatically when the letters and transmittal have been sent. If you close this window by clicking the X on the browser window, or leave the page by clicking a location on the navigation bar, the letters may not be sent and the transmittal may not occur.

| Name                                | Letter  |                |
|-------------------------------------|---|----------------|
| Mary Shelby Roman (Publisher)       | Publisher Notification of Accepted Manuscript | Default Letter |
| Hall And Oates (Publisher)          | Publisher Notification of Accepted Manuscript | Default Letter |
| Vanilla Ice (Publisher)             | Publisher Notification of Accepted Manuscript | Default Letter |
| King Henry (Publisher)              | Publisher Notification of Accepted Manuscript | Default Letter |
| Arcade Fire (Publisher)             | Publisher Notification of Accepted Manuscript | Default Letter |
| Cinderella Fairytale (Publisher)    | Publisher Notification of Accepted Manuscript | Default Letter |
| Lester Bangs (Publisher)            | Publisher Notification of Accepted Manuscript | Default Letter |
| Cobra Commander (Publisher)         | Publisher Notification of Accepted Manuscript | Default Letter |
| Elliott NO E-MAIL Smith (Publisher) | Publisher Notification of Accepted Manuscript | Default Letter |
| Cross R. Publication (Publisher)    | Publisher Notification of Accepted Manuscript | Default Letter |
| Caroline Webber (Publisher)         | Publisher Notification of Accepted Manuscript | Default Letter |
| Mary Shelby Roman (Managing Editor) | Managing editor FD Accept                     | Default Letter |

Please wait while your letters are sent and the transmittal is performed.

After clicking the OK button, DO NOT NAVIGATE AWAY FROM THIS WINDOW. Please wait while your letters and transmittal are sent. This page will refresh automatically when the letters and transmittal have been sent. If you close this window by clicking the X on the browser window, or leave the page by clicking a location on the navigation bar, the letters may not be sent and the transmittal may not occur.

Back Cancel Final Disposition OK

Waiting for testweb.editorialmanager.com...

## Print Button Added to Ad Hoc Letter Preview

In EM 11.0, users may preview and send ad hoc letters but it may be difficult to print a hard copy of the letter from the page due to the lack of a toolbar in the pop-up.

New in EM 11.1, a 'Print' button is added to the ad hoc letter 'Preview and Send' page to allow convenient printing of hard copies. This page is accessed after clicking the 'Preview and Send' button after selecting and customizing any ad hoc letter. Clicking the 'Print' button will open the browser or operating system's print dialog box.



# Attachment Functionality for Letters

In EM 11.0, attachments may be enabled in templates for the Ad Hoc Letter family. This setting allows the user to attach files to letters during customization.

New in EM 11.1, attachments may be enabled for templates in all letter families, with the exception of Decision Letters. Once enabled, users may attach files to letters in the *Customize Letter* interface.

NOTE: Since file attachment is only available on the *Customize Letter* pages, some e-mail functions such as Batch E-mail and Automated Reminders will not be able to include attachments to letters.

Once Attachments are enabled for a letter template, an 'Add/Change Attachments' button will be available for use with the configured letter on the *Customize Letter* page.

*Sample Customize Reviewer Invitation Letter page – Attachments have been enabled for this letter template*

**Customize Reviewer Invitation Letter**  
**Cobra Commander (STATISTICAL REVIEWER)**

Cancel Preview Letter Save

From: "The Journal" <trash1@ariessc.com>  
To: [Cobra Commander](#)  
Letter Purpose: Reviewer Invitation  
Letter Subject: Reviewer Invitation for "This is checking notices to other editors"

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc: Editors Assigned to Manuscript

[Mary Shelby Roman \(Managing Editor\)](#)

cc:   
bcc:

Attachments: [Add/Change Attachments](#)

Letter Body: [Insert Special Character](#) [Insert Custom Merge Field](#) [Open in New Window](#)

Dear Mr. Commander,

You have been invited to review a manuscript for Kristin's 11.1 Testweb Site.

I would be grateful if you would review a paper entitled "This is checking notices to other editors" for this journal.

This is the abstract:  
Psittacosaurus is a genus of psittacosaurid ceratopsian dinosaur from the Early Cretaceous Period of what is now Asia, about 130 to 100 million years ago. It is notable for being the most species-rich dinosaur genus. Nine to eleven species are recognized from fossils found in different regions of modern-day China, Mongolia and Russia, with a possible additional species from Thailand. All species of Psittacosaurus were gazelle-sized bipedal herbivores characterized by a high, powerful beak on the upper jaw. At least one species had long, quill-like structures on its tail and lower back, possibly serving a display function. Psittacosaurus is not as familiar to the general public as its distant relative Triceratops but it is one of the most completely known dinosaur genera. Fossils of over 400 individuals have been collected so far, including many complete skeletons. Most different age classes are represented, from hatchling through to adult, which has allowed several detailed studies of Psittacosaurus growth rates and reproductive biology. The abundance of this dinosaur in the fossil record

Clicking the ‘Add/Change Attachments’ button brings the user to a ‘Select Files’ pop-up page. From here, users may drag files onto the page for upload (if the user’s browser supports this functionality) or click the ‘Browse’ button to search for files on their computer. Additionally, the ‘Add Files from Submission Inventory’ section may be expanded and allows users with permission to access the submission’s File Inventory to select already-uploaded files associated with the submission.

NOTE: Even if the user has permission to view the File Inventory, ‘Add Files from Submission Inventory’ is suppressed if the e-mail attachment upload page is accessed from the following places:

1. Assign Submission Production Task
2. Reassign Submission Production Task
3. Assign Schedule Group Production Task
4. Reassign Schedule Group Production Task
5. Batch Assign Submission Production Task
6. Submit Submission Production Task
7. Submit Schedule Group Production Task
8. Cancel Submission Production Task
9. Cancel Schedule Group Production Task
10. Merge Users
11. Proxy Register New User
12. Send Report by E-mail

*Sample Select Files pop-up window with progress bar shown for upload in-progress and Add Files from Submission Inventory section expanded*

Cancel Proceed

**Select Files**

To add a file from your computer, use the Choose Files button to browse your computer, or drag and drop the files onto the folder image below.

**Caution:** Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.

Browse your computer:

Choose Files

Or drag and drop files here:

**Files Uploaded for Attachment**

| File Name        | Size  | Last Modified | Actions |
|------------------|---|---------------|---------|
| business-cat.jpg | 100%<br><div style="width: 100%; height: 10px; background-color: #007bff;"></div> |               |         |

**Add Files from Submission Inventory**

Select the checkbox next to the file(s) you would like to attach. [Submission Files](#)

**System PDFs**

A System PDF is the copy of the submission when the "View Submission" link is clicked. Depending on configuration, the Reviewer version and Editor/Author version may not contain the same items.

| Select                   | Submission Revision | PDF Version           | Size     | Last Modified              |
|--------------------------|---------------------|-----------------------|----------|----------------------------|
| <input type="checkbox"/> | Original            | Editor/Author Version | 920.6 KB | Feb 07 2013 05:29:34:170PM |
| <input type="checkbox"/> | Original            | Reviewer Version      | 917.7 KB | Feb 07 2013 05:29:35:733PM |

**Submission Files** [Top](#)

| Select                   | File Name         | Description | Item       | Size    | Last Modified              |
|--------------------------|-------------------|-------------|------------|---------|----------------------------|
| <input type="checkbox"/> | 588References.doc | *Manuscript | Manuscript | 50.5 KB | Jan 21 2013 09:32:09:760AM |

After files are uploaded on the 'Select Files' page and the 'Proceed' button is clicked, the attachment(s) will be listed on the *Customize Letter* page above the 'Add/Change Attachments' button:

Cancel
Preview Letter
Save

**Customize Reviewer Invitation Letter**

**Cobra Commander (STATISTICAL REVIEWER)**

From: "The Journal" <trash1@ariessc.com>

To: [Cobra Commander](#)

Letter Purpose: Reviewer Invitation

Letter Subject:

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc: Editors Assigned to Manuscript

[Mary Shelby Roman \(Managing Editor\)](#)

cc:

bcc:

Attachments: [business-cat.jpg](#) ←

Letter Body: [Insert Special Character](#) [Insert Custom Merge Field](#)

Dear Mr. Commander,

You have been invited to review a manuscript for Kristin's 11.1 Testweb Site.

I would be grateful if you would review a paper entitled "This is checking notices to other editors" for this journal.

This is the abstract:

Psittacosaurus is a genus of psittacosaurid ceratopsian dinosaur from the Early Cretaceous Period of what is now Asia, about 130 to 100 million years ago. It is notable for being the most species-rich dinosaur genus. Nine to eleven species are recognized from fossils found in different regions of modern-day China, Mongolia and Russia, with a possible additional species from Thailand. All species of Psittacosaurus were gazelle-sized bipedal herbivores characterized by a high, powerful beak on the upper jaw. At least one species had long, quill-like structures on its tail and lower back, possibly serving a display function. Psittacosaurus is not as familiar to the general public as its distant relative Triceratops but it is one of the most completely known dinosaur genera. Fossils

TO CONFIGURE: Attachments are enabled by letter template on the 'Edit Letters' page in PolicyManager. An 'Allow Attachments' checkbox is available for selection, located right above the Letter Body.

Sample letter template

**Edit 'General' Letter**

Letter Purpose:

Subject:

Letter Family:  ▼

Sender's E-mail Address:  "The Journal" <trash1@ariessc.com>  
 Use Corresponding Editor's E-mail address  
 Use Corresponding Production Editor's E-mail address

**Additional Recipients**

- Recipients of a cc: copy will be revealed to and able to see the sender, the primary recipient(s) and any cc: recipients
- Recipients of a bcc: copy will not be revealed to any other recipients, but will be revealed to the sender and able to see the sender, the primary recipient(s) and any cc: recipients

**Automatically cc: bcc:**

All Co-Authors  
  Corresponding Editor  
  Corresponding Production Editor

Send copies to the following addresses:  
(Multiple addresses may be entered, separated by a semicolon)

cc:

bcc:

**Allow choice on 'Send Letter' page** The following options will allow the sender to choose whether to send carbon copies (cc:) or blind carbon copies (bcc:) to the designated group of people. Selecting these options does not automatically cc: or bcc: the indicated recipients.

cc: bcc:  
  Display checkbox for co-Authors

Allow attachments

Letter Body: [Insert Custom Merge Field](#)

```
# All lines beginning with a number sign (#)
# are comments and are not sent.
#
# This file must be in either DOS or
# Unix linefeed format, not MacOS.
#
# This is the template file for the
# E-Mail that is sent to a user
# when they register to use the system.

Dear %TITLE% %LAST_NAME%,

Thank you for registering for the Editorial Manager online
submission and peer review tracking system for %
JOURNALFULLTITLE%.

Here is your username and confidential password, which you
need to access the Editorial Manager at %JOURNAL_URL%.

Username: %USERNAME%
```



## Ad Hoc Sender Address Option

In EM 11.0, publications may configure most letters to use the Editorial or Production ‘E-mail From’ address as the sender on the letter template. Ad hoc letters automatically use the user triggering the letter as the sender.

New in EM 11.1, publications may now configure Ad Hoc letters to use the Editorial or Production ‘E-mail From’ address as the sender. When adding or editing any letter template in an Ad Hoc Letter Family, the additional ‘Sender’s E-mail Address’ options are available.

**TO CONFIGURE:** Add or edit any letter template in an Ad Hoc Letter Family on the ‘Edit Letters’ page in PolicyManager. Below the default ‘Use E-mail address of user triggering the Correspondence’, the publication’s Editorial and/or Production ‘E-mail from’ address will be available for selection.

Sample Edit Ad Hoc Letter template

**Edit 'Ad Hoc From Editor' Letter**

Custom Instructions: Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the

[View Default Instructions](#) [Revert to Default Instructions](#)

Letter Purpose:

Subject:

Letter Family:

Sender's E-mail Address:

- Use E-mail address of user triggering the Correspondence
- "Kristin's Journal - Editorial" <trash1@ariessc.com>
- "Kristin's Journal - Production" <trash2@ariessc.com>

Recipient:

- "Kristin's Journal - Editorial" [trash1@ariessc.com](mailto:trash1@ariessc.com)
- Corresponding Editor
- Corresponding Production Editor
- Display text box so sender can insert an e-mail address
- Display the following e-mail address for the recipient:  
(Multiple addresses may be entered, separated by a semicolon)
- First Assigned Editor
- Handling Editor
- Editor who made the first Editor assignment
- All Reviewers of the current revision of the submission
- Display all Reviewers of the current revision so sender can select recipient(s)
- Corresponding Author

## Article Processing Charges Integration

New in EM 11.1, Open Access publications may handle Article Processing Charges (APC) through an external payment system that is fully integrated with Editorial Manager.

Once enabled for a publication, APC's may be configured by Article Type as 'Required', 'Optional' or 'Hidden'. When an Author clicks the 'Build PDF for my Approval' button for a submission of the configured Article Type, a new 'Open Access Article' page is presented. From here, clicking the 'View APC Estimate' button opens the external payment system's 'Estimate' page in a pop-up window or new tab. After viewing the estimate, the Author may agree to submit to the Open Access Publication or decline. If Open Access publication submission is required, the Author will not be able to proceed from the page without selecting 'Yes'.

*Sample 'Required Open Access Article' page:*

**Required Open Access Article**

**This manuscript must be submitted for Open Access publication. An Article Processing Charge (APC) will be assessed if the paper is accepted for publication. Please click the 'View APC Estimate' button to see the estimated APC.**

If you agree to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for Open Access publication, please select the 'No' radio button below; your submission will be located in the 'Incomplete Submissions' folder and you may click the 'Remove Submission' link if you do not wish to submit the manuscript.

When you have made your selection, please click the 'Proceed' button.

[View APC Estimate](#)

**Do you agree to submit this manuscript for Open Access publication?**

Yes  No

[Cancel](#) [Proceed](#)


NOTE: If an Author does not wish to submit their manuscript for Open Access publication but the publication requires that an Article Processing Charge be applied, the Author may use the 'Remove Submission' link to terminate the submission.

Proceeding from the 'Required Open Access Article' or 'Optional Open Access Article' page brings the Author to the existing 'Building PDF' interface. The Author will then approve the built PDF to move the submission along in the workflow.

If the Author agrees to submit the manuscript for Open Access publication, a 'View Article Processing Charge' link will be available to the Author in the Action Links from the following folders, depending on the workflow trigger:

- *Revisions Being Processed*
- *Submissions Being Processed*
- *Submissions with a Decision*

An APC Payment Due request may be triggered upon Author Notification of a Decision or when the Final Disposition is set to 'Accept', 'Accept and Transmit', or 'Accept for Extraction'.



Once the payment is requested, a new ActionManager event is triggered – 'APC Payment Requested' - and letters may be sent to notify the Author and Editor Roles (if configured). An 'In-Process' icon  is displayed for the submission in the following places:

1. *Details* page (if configured)
2. *Transmittal Form* page (if configured)
3. 'All Submissions with Editor's Decision' folder
4. 'My Assignments with Decision' folder
5. 'All Submissions with Final Disposition: Accept' folder
6. 'Completed Conference Submissions' folder
7. *Search Submissions Search Results* page

A new deep link is added for use in APC Payment Due letters for Authors: **%APC\_EXTERNAL\_LINK%**. Clicking this link will send the Author to the external Payment System so the charge may be paid.

Additionally, the Author may complete the transaction by clicking the 'Pay Article Processing Charges' action link found in the following folders:

1. 'Revisions Being Processed'
2. 'Submissions Being Processed'
3. 'Submissions with a Decision'

When payment is complete, the APC status is set to 'Complete – Successful'  or 'Complete – Unsuccessful' . The 'Pay Article Processing Charges' link in Author folders changes to 'View APC Information'.

TO CONFIGURE: Please contact your Aries Account Coordinator to enable this feature.

Once enabled, publications may configure which event will trigger an 'APC Payment Due' request. This is done in a page in *PolicyManager*, 'Configure APC Processing'.

## PolicyManager Main Menu

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[Expand All](#)    [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊖ **Submission Policies**
  - [Edit Article Types](#)
  - [Edit Submission Items](#)
  - [Configure Color Codes for Companion Files](#)
  - [Edit Sections/Categories](#)
  - [Edit Classifications](#)
  - [Set Classifications Display Policy](#)
  - [Create Custom Questions](#)
  - [Create Questionnaires](#)
  - [Edit Co-Author Questionnaire Instructions](#)
  - [Define PDF Cover Page Layouts](#)
  - [Select Author's Reviewer Preferences](#)
  - [Set Request Editor or Assign Editor Display Options](#)
  - [Edit Manuscript Geographic Region of Origin](#)
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  - [Configure Manuscript Services Icon](#)
  - [Set Maximum Size of Uploaded File](#)
  - [Set Other Author Parameters](#)
  - [Set Revision File Selection Option](#)
  - [Configure Duplicate Submission Check](#)
  - [Configure Technical Check](#)
  - [Configure Similarity Check](#)
  - [Configure Office 2007 and Higher Support](#)
  - [Configure Author Accept Checkbox](#)
  - [Configure APC Processing](#)
- ⊕ **Additional Data Policies**

From the new 'Configure APC Processing' page, select an event to Trigger APC Payment Due: upon Author Notification or after the Final Disposition is set to 'Accept', 'Accept and Transmit', or 'Accept for Extraction'. Publications that wish to trigger payment upon Author Notification must select one or more decision terms from the corresponding selector box.

To prevent Authors from submitting a manuscript if the Payment System is unavailable or the author does not view the APC estimate, select the ‘Prevent submission if the Payment System is unavailable’ checkbox below the Event Trigger section of the page.

Instructions for the Author APC interface may be customized on this page as well.

## Sample Configure APC Processing page

### Configure APC Processing

Select the system event that will trigger an APC Payment Request.

You may customize the instructions to Authors to be displayed on the 'Optional Open Access Article' and 'Required Open Access Article' pages.

You must also select 'Optional' or 'Required' in the 'Apply Article Processing Charge' dropdown menu on the 'Edit Article Type' page in order for the Author to see either the 'Optional Open Access Article' or the 'Required Open Access Article' page.

#### Select an Event to Trigger APC Payment Due

Notify Author of selected decision(s):

|                                |
|--------------------------------|
| Please select Decision Term(s) |
| Accept                         |
| Revise                         |

Set the Final Disposition to 'Accept', 'Accept and Transmit' or 'Accept for Extraction'

#### Prevent Submission if the Author does not view the APC

Select this checkbox to prevent Authors from submitting a manuscript if the Payment System is unavailable or the Author does not view the APC. Authors will be able to continue editing the submission, but will not be able to submit the manuscript to the Editorial Office.

Prevent submission if the Payment System is unavailable

#### Customize APC Instructions for the Author

| Area   | Instructions  |
|--|---|
| Optional Open Access Article Page Instructions | <p><a href="#">Insert Special Character</a></p> <p>&lt;b&gt;You may choose to submit this manuscript for Open Access publication. Please click the 'View APC Estimate' button to see the estimated Article Processing Charge.&lt;/b&gt;&lt;p&gt;If you would like to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p>     |
| Optional Open Access Article Page Question     | <p><a href="#">Insert Special Character</a></p> <p>Would you like to submit this manuscript for Open Access publication</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p>   |
| Required Open Access Article Page Instructions | <p><a href="#">Insert Special Character</a></p> <p>&lt;b&gt;This manuscript must be submitted for Open Access publication. An Article Processing Charge (APC) will be assessed if the paper is accepted for publication. Please click the 'View APC Estimate' button to see the estimated APC.&lt;/b&gt;&lt;p&gt;If you agree to submit this manuscript for Open Access publication, please select the 'Yes' radio button</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p> |
| Required Open Access Article Page Question     | <p><a href="#">Insert Special Character</a></p> <p>Do you agree to submit this manuscript for Open Access publication?</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p>  |

Additionally, 'Optional' or 'Required' must be selected in the 'Apply Article Processing Charge' drop down menu in Edit Article Types for the Author to see the 'Optional Open Access Article' or 'Required Open Access Article' page. To prevent Authors from seeing the APC interface, 'Hidden' may be selected from the 'Apply Article Processing Charge' drop down menu for certain Article Types. This drop down list may be found in the 'Fees and Charges' section underneath the 'Article Type Parameters' section.

*Sample Edit Article Type page*

|  |   |   |
|--|---|---|
| PDF Cover Page Layout  | Editor/Author Version<br>Edited for 8.0-17  | Reviewer Version<br>Reviewer Layout 001                                 |
| Article Type Parameters  | New Submission  | Revised Submission  |
| Set Secondary "Full Title" Preferences:                            | Optional  | Optional  |
| Set "Short Title" Preferences:                                     | Optional  | Optional  |
| Set Secondary "Short Title" Preferences:                           | Optional  | Optional  |
| Set "Funding Information" Preferences:                             | Hidden  | Hidden  |
| Set "Select Section/Category" Preferences:                         | Optional  | Optional  |
| Set "Submit Abstract" Preferences:                                 | Optional  | Optional  |
| Set Secondary "Submit Abstract" Preferences:                       | Optional  | Optional  |
| Set "Enter Keywords" Preferences:                                  | Optional  | Optional  |
| Set "Enter Secondary Keywords" Preferences:                        | Optional  | Optional  |
| Set "Select Classifications" Preferences:                          | Optional  | Optional  |
| Set "Additional Information" Preferences:                          |   |   |
| Designate Submission Questionnaire:                                | Author Questionnaire  | Author Questionnaire  |
| Designate Author Questionnaire:                                    | Hidden  | Hidden  |
| Set "Enter Comments" Preferences:                                  | Optional  | Optional  |
| Set "Suggest Reviewers" Preferences:                               | Display   | Display   |
| Set "Oppose Reviewers" Preferences:                                | Display   | Display   |
| Set "Respond to Reviewers" Preferences:                            | Hidden  | Optional  |
| Set "Request Editor" Preferences:                                  | Optional  | Optional  |
| Set "Select Region of Origin" Preferences:                         | Optional  | Optional  |
| Fees and Charges   | <p>You may set Minimum and/or Maximum limits for the 'Number of Classifications' under Field Size Limitations below.</p> <p>You must also configure workflow triggers on the 'Configure APC Processing' page. Changes to the Article Type configuration for the 'Apply Article Processing Charge' setting affect papers going forward only. Submissions in process are held to the APC setting that was in place for the selected Article Type when the Author clicked the Approve Submission link. If an Author or Editor edits the submission, the current configuration for the 'Apply Article Processing Charge' setting is used.</p> |   |
| Apply Article Processing Charge                                    | Optional<br>Required<br>Hidden  |   |
| Field Size Limitations - Leave blank for no limit on these fields. |   |   |
| Limit the Full Title to:   | 98  | <input type="radio"/> Words <input checked="" type="radio"/> Characters |
| Limit the Short Title to:  |   | <input checked="" type="radio"/> Words <input type="radio"/> Characters |

To notify an Author or Editor of an APC Payment, a letter may be added APC and then associated with the events 'APC Payment Requested' or 'APC Payment Complete'.



Sample ActionManager page for Author

| ActionManager   |   |
|---|---|
| Registration  |   |
| Event   | Author Letters                          |
| New User Registers  | Welcome                                 |
| Forgot Username or Password                                     | Send Username and Password              |
| Forced Username Change  | NONE                                    |
| Merged Duplicate Users  | Merge Duplicate User Notice             |
| User is Made Inactive   | NONE                                    |
| Proxy Register New User   | Proxy Registration Notice to Registrant |
| <b>[REST OF PAGE UNCHANGED]</b>                                 |   |
| Editor Decision and Final Disposition                           |   |
| Event   | Author Letters                          |
| Editor Decision   | NONE                                    |
| Rescind Decision  | Editor Initiate Author Rebuttal         |
| APC Payment Requested   | APC Letter                              |
| APC Payment Complete  | APC Payment Complete                    |
| Final Disposition – Accept on Submission                        | NONE                                    |
| Final Disposition - Accept                                      | NONE                                    |
| Final Disposition - Reject                                      | NONE                                    |
| Final Disposition - Withdrawn                                   | NONE                                    |
| Author Agrees to Transfer Submission                            | NONE                                    |
| Author Declines to Transfer Submission                          | NONE                                    |
| Final Disposition - Transfer                                    | NONE                                    |
| Final Disposition - Completed Proposal                          | NONE                                    |
| Final Disposition - Withdrawn Proposal                          | NONE                                    |
| Final Disposition - Accept and Transmit Conference Submission   | NONE                                    |
| Final Disposition - Accept for Extraction Conference Submission | NONE                                    |
| Final Disposition - Reject Conference Submission                | NONE                                    |
| Final Disposition - Withdrawn Conference Submission             | NONE                                    |
| Final Disposition - Forced to Withdrawn                         | NONE                                    |
| Initiate Rebuttal   | Editor Initiate Author Rebuttal         |
| Publisher Edits Submission                                      |   |
| Event   | Author Letters                          |
| Incomplete Submission by Publisher                              | NONE                                    |
| Publisher PDF Build Error                                       | NONE                                    |
| Building PDF for Publisher                                      | NONE                                    |
| Original PDF Built by Publisher                                 | NONE                                    |
| Revised PDF Built by Publisher                                  | NONE                                    |
| Publisher Approve Edited Submission                             | NONE                                    |

To add APC information to a Custom Details page layout, select ‘APC Status’ in the ‘Key Workflow Dates and Status Information’ section on the ‘Select Items to Display’ page. This page is accessed by editing or adding a Details page layout from ‘Define Details Page Layouts’ in *PolicyManager*. Once selected, the order may be rearranged on ‘Add/Edit Details Page Layout’.

## Sample Select Items to Display' page while editing a Details page layout

**Select Items to Display for Editorial Details for Managing Editor**

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

[Expand All](#)   [Collapse All](#)

- Links
- Information Submitted by Author
- General Manuscript Information
- Proposal Specific Information
- Additional Manuscript Details
- Key Workflow Dates and Status Information
  - Current Editorial Status
  - Transfer Offer Expiration Date
  - Editorial Status Date
  - APC Status
  - Production Status
  - Initial Date Submitted
  - Last Revision Number
  - Date Last Revision Submitted
  - Final Decision Date
  - Final Decision Term
  - Final Disposition Date
  - Final Disposition Term
  - Date Entered Production
  - Date Production Completed
  - Days to Revise/Date Revision Due
- Information for Invited Article Types
- Assignments and Invitations
- Publishing and Production Information

[Expand All](#)   [Collapse All](#)

APC Status information may also be added to the Transmittal Form. Select 'APC Status' from the "Select Manuscript Metadata Fields" page in *PolicyManager*. Once selected, the order may be rearranged on 'Edit Transmittal Form Layout'.

Sample Select Manuscript Metadata Fields layout:

### Select Manuscript Metadata Fields

The following form contains the metadata information that the system stores for each Manuscript. Please select the information you would like transmitted to the production system for each Manuscript. If the field you are looking for is not in the list below, click the following link to [Add Manuscript Metadata Fields](#).

[Check All](#)
[Clear All](#)

| Select Field                        | Field Name                                  |                      |
|-------------------------------------|---|----------------------|
| <input type="checkbox"/>            | Unique Document ID                          | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Manuscript Number                           | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Article Title                               | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Secondary Full Title                        | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Short Title                                 | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Secondary Short Title                       | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Article Type                                | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Revision Number                             | <a href="#">Help</a> |
| <input type="checkbox"/>            | Funding Information                         | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Initial Date Submitted                      | <a href="#">Help</a> |
| <input type="checkbox"/>            | Date Final Disposition Set                  | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | APC Status                                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Schedule Group Description                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Submission Target Online Publication Date   | <a href="#">Help</a> |
| <input type="checkbox"/>            | Submission Target Publication Date          | <a href="#">Help</a> |
| <input type="checkbox"/>            | Submission Target Publication Volume        | <a href="#">Help</a> |
| <input type="checkbox"/>            | Submission Target Publication Issue         | <a href="#">Help</a> |
| <input type="checkbox"/>            | Target Table of Contents Position           | <a href="#">Help</a> |
| <input type="checkbox"/>            | Target Number of Pages                      | <a href="#">Help</a> |
| <input type="checkbox"/>            | Target Start Page                           | <a href="#">Help</a> |
| <input type="checkbox"/>            | Target End Page                             | <a href="#">Help</a> |
| <input type="checkbox"/>            | Black and White Image Count                 | <a href="#">Help</a> |
| <input type="checkbox"/>            | Color Image Count                           | <a href="#">Help</a> |
| <input type="checkbox"/>            | Actual Online Publication Date              | <a href="#">Help</a> |
| <input type="checkbox"/>            | Publication Date                            | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | DOI   | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Table of Contents Position                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Print Pages of Article                      | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Page Range                                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Publication Start Page                      | <a href="#">Help</a> |
| <input type="checkbox"/>            | Publication End Page                        | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Publication Volume Number                   | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Publication Issue Number                    | <a href="#">Help</a> |
| <input type="checkbox"/>            | Production Notes                            | <a href="#">Help</a> |
| <input type="checkbox"/>            | Comments to the Editor                      | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Keyword                                     | <a href="#">Help</a> |
| <input type="checkbox"/>            | Secondary Keyword                           | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Classification Description                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Classification Number                       | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Manuscript Geographic Region Of Origin      | <a href="#">Help</a> |
| <input type="checkbox"/>            | Abstract                                    | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Secondary Abstract                          | <a href="#">Help</a> |
| <input type="checkbox"/>            | Author Comments to Journal                  | <a href="#">Help</a> |
| <input type="checkbox"/>            | Section/Category ID Number                  | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Section/Category Name                       | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | All Authors                                 | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | All Authors Secondary Information           | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | First Author Degree                         | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | First Author First Name                     | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | First Author Last Name                      | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | First Author Middle Name                    | <a href="#">Help</a> |
| <input type="checkbox"/>            | Transmittal Form Production Tracking Number | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Final Decision Date                         | <a href="#">Help</a> |
| <input checked="" type="checkbox"/> | Date Revision Submitted                     | <a href="#">Help</a> |
| <input type="checkbox"/>            | Editor Comments to the Author               | <a href="#">Help</a> |

[Check All](#)
[Clear All](#)

## Sample Author Letters

For reference, here are some possible template letters that may be used for the new APC events in ActionManager:

### APC Payment Due

This letter may be sent to an author and associated with the 'APC Payment Requested' event in ActionManager for Author Letters:

Ref.: Ms. No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%

Dear %TITLE% %LAST\_NAME%,

Congratulations on the acceptance of your paper. Please click the link below to pay your Article Processing Charge.

%APC\_EXTERNAL\_LINK%

Warm regards,

%JOURNALACRO%

### APC Payment Complete

This letter may be sent to an author and associated with the 'APC Payment Complete' event in ActionManager for Author Letters:

Ref.: Ms. No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%

Dear %TITLE% %LAST\_NAME%,

Thank you for ensuring that the APC was completed for your submission. Please click the link below to view your Article Processing Charge.

%APC\_EXTERNAL\_LINK%

Warm regards,

%JOURNALFULLTITLE%

# MERGE FIELD ENHANCEMENTS

## Custom Merge Fields

In EM 11.0, merge fields may be used in letters sent from Editorial Manager to users that pull in various user and submission-related information.

New in EM 11.1, publications may configure merge fields that pull in customized text such as standard signatures, legal disclaimers, terms & conditions, as well as marketing messages. These custom merge fields may be inserted into letter templates for all letter families, added to customized letters, and used in all email contexts to all users. The fields may be edited by system administrators at any time, affecting only letters sent after the edits are submitted.

NOTE: Custom merge fields do not populate on the *Customize Letter* interface so information pulled in by the custom fields may not be edited once inserted into the letter.

If the content of a custom merge field is empty, nothing is merged into the letter. This allows the publication to include “seasonal” information or announcements.

NOTE: If a letter is resent, the content of any custom merge fields populated in the original letter and saved to the history are re-inserted into the letter. If the custom merge field is edited after the letter is sent, the new content is not merged into the letter.

After configuration, custom merge fields may be added manually to letters on the *Customize Letter* pages or in the letter templates on the ‘Edit Letters’ page in PolicyManager. A link similar to ‘Insert Special Character’ is added to these pages to allow the sender to select from a list of custom merge fields that have been configured. To insert a custom merge field from the pop-up list, click the cursor in the desired merge field location and then click the name of the merge field on the pop-up list. The order of the merge fields on the ‘Insert Custom Merge Field’ page may be rearranged by clicking the field and dragging to the desired location on the list. This can be done right on the ‘Insert Custom Merge Field’ page or on the ‘Define Custom Merge Fields’ page in PolicyManager.

Sample Edit Letter template showing 'Insert Custom Merge Field' link location

**Edit 'Decision' Letter**

HTML formatting tags may be used. It is not necessary to use the <HTML> or <BODY> tags.

Letter Purpose:

Subject:

Letter Family:  ▼

Sender's E-mail Address:
   
 "The Journal" <trash1@ariessc.com>
   
 Use Corresponding Editor's E-mail address
   
 Use Corresponding Production Editor's E-mail address

**Additional Recipients**

- Recipients of a cc: copy will be revealed to and able to see the sender, the primary recipient(s) and any cc: recipients
- Recipients of a bcc: copy will not be revealed to any other recipients, but will be revealed to the sender and able to see the sender, the primary recipient(s) and any cc: recipients

**Automatically cc: bcc:**

All Co-Authors
   
  Corresponding Editor
   
  Corresponding Production Editor

Send copies to the following addresses:  
(Multiple addresses may be entered, separated by a semicolon)

cc: 
  
 bcc:

**Allow choice on 'Send Letter' page** The following options will allow the sender to choose whether to send carbon copies (cc:) or blind carbon copies (bcc:) to the designated group of people. Selecting these options does not automatically cc: or bcc: the indicated recipients.

cc: bcc:

Display checkbox for co-Authors

Letter Body: [Insert Image](#) [Insert Custom Merge Field](#)

```

# All lines beginning with a number sign (#)
# are comments and are not sent.
#
# This file must be in either DOS or
# Unix linefeed format, not MacOS.
#
# This is the template file for the
# E-Mail that is sent to an author when
# the editor has made an Accept decision.

Secondary Author List: %SECONDARY_AUTHOR_LIST%
Reviewer Accept: %ACCEPT_REVIEW_INVITATION%
Reviewer Decline: %DECLINE_REVIEW_INVITATION%

Ref.: Ms. No. %MS_NUMBER%
%ARTICLE_TITLE%
%JOURNALFULLTITLE%

Dear %TITLE% %LAST_NAME%,
    
```

Sample Customize Reviewer Invitation Letter page showing 'Insert Custom Merge Field' location and corresponding selector pop-up

**Customize Reviewer Invitation Letter**

**Jordan B. Catalano (RECREATIONAL REVIEWER)**

Cancel Preview Letter Save

From: "The Journal" <trash1@ariesc.com>

To: [Jordan B. Catalano, Ph.D](#)

Letter Purpose: Reviewer Invitation

Letter Subject:

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc: Editors Assigned to Manuscript

[Mary Shelby-Kusan \(Managing Editor\)](#)

cc:

bcc:

Letter Body: [Insert Special Character](#) Insert Custom Merge Field [Open in New Window](#)

Dear Mr. Catalano,

**Insert Custom Merge Field**

To insert a custom merge field into a letter body or a "Subject" field, click in the letter body or "Subject" field, and then click the name on this page. [\(more...\)](#)

|                         |                              |
|-------------------------|------------------------------|
| ↕ %CUSTOM_SIGNATURE%    | <a href="#">View Content</a> |
| ↕ %CUSTOM_ANNOUNCEMENT% | <a href="#">View Content</a> |
| ↕ %CUSTOM_DEADLINE%     | <a href="#">View Content</a> |

adult, which has allowed several detailed studies of Psittacosaurus growth rates and reproductive biology. The abundance of this dinosaur in the fossil record

in's 11.1 Testweb Site.

ed "This is checking

n dinosaur from the Early

0 million years ago. It is

. Nine to eleven species

of modern-day China,

s from Thailand. All

erbivores characterized by

pecies had long, quill-

erving a display function.

c as its distant relative

dinosaur genera. Fossils

cluding many complete

from hatching through to


Cancel Preview Letter Save

TO CONFIGURE: A new 'Define Custom Merge Fields' link is added to PolicyManager:

### PolicyManager Main Menu

---

[Expand All](#)    [Collapse All](#)

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊖ E-mail and Letter Policies
  - [Edit Letters](#)
  - [Define Custom Merge Fields](#)
  - [Set "Email From" Address](#)
  - [Set Non-Email "Preferred Method Of Contact" Correspondence Email Address](#)
  - [Configure Email Import](#)
  - [Set Notify Author Blinding Policy](#)
- ⊕ General Policies
- ⊕ Discussion Forums
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊕  ProduXion Manager



Sample Define Custom Merge Fields page with three fields already configured

### Define Custom Merge Fields

These custom merge fields enable your publication to define standardized text that can be added to letters sent from your publication, such as signatures, marketing messages, announcements, and legal disclaimers.

To create a new custom merge field, click 'Add New Field'.

Click [View Content](#) to view the content that will be merged into a letter for a custom merge field.

Click [Edit Definition](#) to edit the definition of a custom merge field.

Click [Edit Letter Templates](#) to edit the letter templates that currently contain a custom merge field.

Click [Copy](#) to copy the content of a custom merge field into a new definition.

Click [Remove](#) to delete the definition of a custom merge field from the system. If any letter templates currently contain this custom merge field, they will be listed. Click each template name to edit it so that you can remove the token for the custom merge field from the template.

Click the 'Edit Image Files for HTML Letters' button to upload image files into the system that can then be inserted into the contents of custom merge fields, as well as into letter templates.

You can reorder the list by dragging an item to its new location or by using one of the 'Sort in Alphabetical Order' buttons. ([less...](#))

---

Add New Field

Sort In Alphabetical Order
Edit Image Files for HTML Letters

| Custom Merge Fields       | Actions  |
|---------------------------|--|
| ↑ ↓ %CUSTOM_SIGNATURE%    | <a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a> |
| ↑ ↓ %CUSTOM_ANNOUNCEMENT% | <a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a> |
| ↑ ↓ %CUSTOM_DEADLINE%     | <a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a> |

Sort In Alphabetical Order
Edit Image Files for HTML Letters

Add New Field

[Back to PolicyManager](#)

Click the 'Add New Field' button to create a new custom merge field. Once the name and content of the merge field are submitted, EM formats the merge field for system use by adding '%' at the beginning and end of the merge field as well as adding a 'CUSTOM\_' prefix to the entered name. System administrators do not need to manually add this formatting.

A 'Preview in HTML Format' link allows the user to view the content of the merge field as it will appear in HTML-formatted letters. An 'Insert Image' link will aid the user in selecting an existing picture uploaded from the 'Edit Images for HTML letters' link on the 'Edit Letters' page in PolicyManager.

## Sample Edit Custom Merge Field page

### Edit Custom Merge Field

To define a custom merge field, enter a name for it and define the content. When you submit your definition, the system appends a prefix and suffix to the name you entered. When a letter that contains a custom merge field name is sent, the content is merged into the letter.

To create a new custom merge field, click 'Add New Field'.

Click [View Content](#) that will be merged into a letter for a custom merge field.

Click [Edit Definition](#) to edit the definition of a custom merge field.

Click [Edit Letter Templates](#) to edit the letter templates that currently contain a custom merge field.

Click [Copy](#) to copy the content of a custom merge field into a new definition.

Click [Remove](#) to edit the letter templates that currently contain a custom merge field, and then delete the definition of the custom merge field from the system.

Click the 'Edit Image Files for HTML Letters' button to upload image files into the system that can then be inserted into the contents of custom merge fields, as well as into letter templates.

You can reorder the list by dragging an item to its new location or by clicking a 'Sort in Alphabetical Order' button. ([less...](#))

---

**Name:**

*Maximum 256 alphanumeric characters and underscores allowed, no spaces*

**Content:** [Insert Image](#) [Insert Special Character](#)

```
Kristin Mahoney  
Documentation Specialist & Outer Space Ranger  
Aries Systems Corporation  
kmahoney@ariessys.com
```

[Preview in HTML Format](#)

Custom merge fields may be removed by using the 'Remove' link on the 'Define Custom Merge Fields' page, though the custom merge fields must not be currently associated with any letter templates. The merge field may easily be removed from templates by clicking the link in either the 'Remove' warning pop-up or the 'Edit Letter Templates' link.

## Transferred Reviews Merge Code

New in EM 11.1, a **%TRANSFERRED\_REVIEWS%** merge code is available to use in letters associated with EM to EM Transfers (Portal and non-Portal) and will pull in all eligible reviews for all versions of the transferred submission.

This merge field may be used in the ‘Transfer Letter’ that is deposited in the sending and receiving journal site, in letters sent to any Editor in the Editor Chain on the receiving site, and in Reviewer Invitations on the receiving site. It will populate on the *Customize Letter* interface so changes may be made to the information pulled in prior to sending the letter.

The merge field is formatted as follows:

- a. The “Transferred Information” header is inserted following a blank line
- b. A section is displayed for each version of the transferred submission.
- c. Within each version, a section is displayed for every Reviewer who submitted a review, and a blank line is inserted.
- d. If the Reviewer agreed to transfer personal identifying information it is displayed as follows on the line beneath the blank line:
  - i. Title, First Name, Middle Name, Last Name, Suffix (Reviewer Number)
  - ii. Position, Department
  - iii. Institution
  - iv. Street Address lines 1-4
  - v. City, State, Zip code
  - vi. Country
  - vii. Primary Phone Number
  - viii. Email Address (may list multiple addresses, separated by a semicolon)
- e. If the Reviewer agreed to transfer the review but not identifying information, the following text is displayed:
  - i. (Reviewer Number)
  - ii. (This Reviewer declined to transfer identifying information.)
- f. If the Reviewer was not presented with the Transfer Authorization Questions the following text is displayed:
  - i. (Reviewer Number)
  - ii. (This Reviewer was not presented with the Transfer Authorization Questions.)
- g. A blank line is inserted beneath the Reviewer information
- h. If the Reviewer agreed to transfer the review, the following review information is displayed on separate lines:
  - i. Recommendation:
  - ii. Date Reviewer Invited:
  - iii. Date Review Completed:
  - iv. A subheading that reads, “Transfer Authorization Questions:”
    1. The text of each Transfer Authorization question presented to the Reviewer, followed by a colon.
    2. The Reviewer’s response to that question.
  - v. A subheading that reads, “Custom Review Question(s):”

1. The text of each Custom Review Question, followed by a colon, and then followed by the response on the same line.
2. Each Question/response is displayed on a separate line.
- vi. A subheading that reads, "Manuscript Rating Question(s):"
  1. The text of the question, followed by a colon, followed by the scale (e.g. [1-5]), followed by the numeric value of the response.
  2. Each question/scale/response is displayed on a separate line
- vii. A subheading that reads, "Reviewer Blind Comments to Author:"
  1. The contents of the Comments to Author field for that revision
- viii. A subheading that reads, "Reviewer Confidential Comments to Editor:"
  1. The contents of the Comments to Editor field for that revision
- i. A blank line is inserted
- j. After each review is listed for the version, the next version is displayed e.g. "-- Revision 1--"
- k. Reviews for the next version are displayed, and formatted as described above

## Deep Link to ‘View Reviewer Comments to Author’

In EM 11.1, an Author may be granted access to a new ‘View Reviewer Comments’ page via a new RoleManager permission, ‘Allow Author Access to Reviewer Names and Reviews’. This permission may be configured to display this information to an Author either after the First Decision or after the Final Decision.

For quicker access to this page, a **%VIEW\_REVIEWER\_COMMENTS\_TO\_AUTHOR%** deep link is added and available for use in Author letters. When clicked, the link brings the Author to the ‘View Reviewer Comments’ page and performs a full login.

If the Author has ‘Allow Author Access to Reviewer Names and Reviews’ permission with the ‘After First Decision’ option selected, the deep link will be accessible in the Notify Author Letter for the first and subsequent decisions. If the submission is in a state where the First Decision has been made, the deep link may also be used in Author Reminders and ad hoc e-mails where the author is the recipient.

If the Author has ‘Allow Author Access to Reviewer Names and Reviews’ permission with the ‘After Final Decision of Accept, Reject or Reject and Transfer’ option selected, the deep link will be accessible in the Notify Author letter for any decision other than ‘Revise’. If the submission is in a state where the Final Decision has been made, the deep link may also be used in Author Reminders and ad hoc e-mails where the author is the recipient.

Publications may specify how long the deep link remains active by setting an expiration (by number of clicks or number of days) on the ‘Set View Reviewer Comments for Author Deep Link Expiration’ page in PolicyManager.

*Sample PolicyManager page*

☐ **General Policies**

- [Set Manuscript Number Type](#)
- [Set Manuscript Number Revision Suffix](#)
- [Set Date Format](#)
- [Set Time Zone Display Policy](#)
- [Set ISO Country Standard](#)
- [Configure Unavailability Check and Instructions](#)
- [Configure General Due Date Preferences](#)
- [Set Reviewer Due Date Preferences](#)
- [Configure Electronic Calendar Due Date Preferences](#)
- [Set Editor Deep Link Expiration](#)
- [Set Enterprise Analytics Reporting Deep Link](#)
- [Set View Reviewer Comments for Author Deep Link Expiration](#)
- [Define Details Page Layouts](#)
- [Set Update Information Deep Link Expiration](#)
- [Create Customized Submission Flags](#)
- [Create Customized People Flags](#)
- [Edit Production Notes Instructions](#)
- [Edit Alternate Contact Notes Instructions](#)
- [Customize Author Main Menu Instructions](#)
- [Configure Personal Classification Rankings](#)
- [Enable Institution Name Normalization](#)
- [Enable Institution Name Normalization](#)

*Sample 'Set View Reviewer Comments for Author Deep Link Expiration' page*

### **Set View Reviewer Comments for Author Deep Link Expiration**

As a security measure, the publication should specify how long the View Reviewer Comments for Author deep link (%VIEW\_REVIEWER\_COMMENTS\_FOR\_AUTHOR\_DEEP\_LINK%) remains active. To keep the links active indefinitely, do not check either box. If both boxes are checked, the link expires when the first criterion is met.

Expires after  clicks

Expires after  days

Cancel

Submit

## Open Peer Review Merge Field Modifications

In EM 11.1, Reviewer Names and Reviews may be made available to Authors and Reviewers RoleManager permission. To accommodate this new transparency to Reviewer information, ten 'Open Peer Review' versions of existing Reviewer-related merge codes are added. The new merge codes described below pull the same data as the existing merge codes under in the same workflows but will include Reviewer Names and Degrees.

NOTE: If the Open merge fields are populated in the same workflow contexts as the non-open recipient, the Open version will also populate but will not pull in Reviewer Names/degrees. For example, the Open version of a merge code will behave as the non-open version for cc or bcc recipients of a letter.

For Corresponding Author recipients, Reviewer Names and degrees are populated only if the Author recipient of the letter has the RoleManager permission 'Allow Access to Reviewer Names and Reviews' and the submission is in the status corresponding to the sub-permission ('After First Decision' or 'After Final Decision of Accept, Reject or Reject and Transfer'). For Reviewer recipients, Reviewer Names and degrees are populated only if the Reviewer Recipient has the RoleManager permission 'View Un-Blinded Reviewers'. The new Open Peer Review merge fields are as follows:

1. **%OPEN\_INDIVIDUAL\_REVIEWER\_COMMENTS\_TO\_AUTHOR%** - Inserts the Individual Reviewer Comments to Author fields linked to an Editor assignment in Decision Letters and Reviewer Notifications of Editor Decisions. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
2. **%OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_AUTHOR%** - Inserts the Reviewer Comments to Author from selected completed reviews from Linked Submissions. Reviews are grouped by submission and identifying information from each submission is inserted. This merge field is used in Reviewer Invitations and Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
3. **%OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_EDITOR%** - Inserts the Reviewer Comments to Editor from the selected completed Reviews from Linked Submissions. Reviews are grouped by submission and identifying information from each submission is inserted. This merge field is used in Reviewer Invitations and Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
4. **%OPEN\_LINKED\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENT\_S\_TO\_AUTHOR%** - Inserts all Custom Reviewer Questions and Responses where the question is configured with the 'Available for Decision Letter Merging' option set plus the Comments to Author field from Review records selected for inclusion from the Linked Submission Groups. This field is used in Reviewer Invitations and Assignments.



Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).

5. **%OPEN\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** - Combines both Comments to Author and Responses to Custom Questions, and presents all information from a single reviewer together in a block. This merge field is used in Decision Letters and Reviewer Notifications of Editor Decisions. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
6. **%OPEN\_REVIEWER\_COMMENTS\_TO\_AUTHOR%** - Inserts any Reviewer's available Comments to the Author into a Reviewer Invitation Letter. This can be used to send previous comments from Reviewers back to the same Reviewers in the case of a revision or to send completed Reviews to a new Reviewer when the Editor selects the 'Previously Submitted Reviews' checkbox on 'Select Reviewers – Confirm Selections and Customize Letters' page. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
7. **%OPEN\_REVIEWER\_COMMENTS\_TO\_EDITOR%** - Inserts any Reviewer's available Comments to the Editor into a Reviewer Invitation Letter. This can be used to send previous comments from Reviewers back to the same Reviewers in the case of a revision or to send completed Reviews to a new Reviewer when the Editor selects the 'Previously Submitted Reviews' checkbox on 'Select Reviewers – Confirm Selections and Customize Letters' page. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
8. **%OPEN\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** - Combines both comments to authors and responses to custom questions in Reviewer Invitations or Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
9. **%OPEN\_REVIEW\_QUESTIONS\_AND\_RESPONSES%** - Inserts the selected Review Questions and Responses configured to be 'Available for Decision Letter Merging' sent to the Author. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
10. **%OPEN\_ALL\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** - Inserts all Review Questions and Responses and Comments to Authors from all completed Reviews submitted by Reviewers of the current revision, organized by Reviewer. This merge field is available for use in letters in the 'Ad Hoc from Editor' family. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).

## Completed Review Merge Field

In EM 11.1, a

**%COMPLETED\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** merge field is added for use in letters to Editors and Reviewers associated with the 'Review Assignment Completed' event in ActionManager. This merge field will pull in all Review Questions and Responses and Comments to Author for a single Reviewer when the Review is submitted.

*Sample text-formatted letter using the*

**%COMPLETED\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** merge field

Ref.: Ms. No. JANETDEV102-D-13-00052R1  
Balcony Bromide  
Dame Maney M. Alexander  
JANETDEV102

Dear Dr. Browdy,

The reviewer, Betsy Boxx Ross, has completed the review of this Manuscript.

Reviewer's Responses to Questions and Comments to Authors

Where there any problems with the References contained in the Manuscript?  
Reviewer 4: No

Please describe any problems with supplied figures:  
Reviewer 4: None, the figures were exceptionally good.

Please select all items that apply to this research:  
Reviewer 4:  
\* Original  
\* Solid experiment  
\* Innovative

How do you feel about this kind of research in general?  
Reviewer 4: (No response)

Will you review for us again?  
Reviewer 4: Yes: I look forward to it.

Reviewer 4 Comments to Author: Good solid research...

The Reviewer uploaded files related to his review. To access the file(s), please click the link below. You may also login to the system, click the 'View Reviews and Comment' link in the Action column, and either click the 'Attachments' link or click the Reviewer's recommendation term to access his Attachments.  
<http://devweb.editorialmanager.com/janetdev102/1.asp?i=7496&l=6AUBCSLW>

<http://devweb.editorialmanager.com/janetdev102/>  
username: Browdy  
password: Browdy

Kind regards,  
JANETDEV102

## All Responses and Individual Comments to Author Merge Field

In EM 11.1, an

**%ALL\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%** merge field is added to populate in letters in the 'Ad Hoc from Editor' family. This merge field will pull in all Review Questions and Responses and Comments to Author from all completed Reviews submitted by Reviewers of the current revision, organized by Reviewer.

Information about pending Reviews and Reviewer Invitations are displayed before submitted Reviews:

1. If any Reviewers have been invited to review the submission but have not agreed to review it yet, the following text is displayed:
  - a. “[X] Reviewer(s) have been invited but have not agreed to review yet”
2. If any Reviewers have agreed to review the submission but have not submitted their reviews yet, the following text is displayed:
  - a. “[X] Reviewers(s) have agreed to review, but have not submitted their reviews yet.”

Sample text-formatted letter using the

%ALL\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% merge field

Ref.: Ms. No. JANETDEV102-D-13-00053  
Quasars and Red Dust  
Dame Maney M. Alexander  
JANETDEV102

Dear Ms. Jonesey,

This manuscript remains under review and needs to be discussed. Please see the Reviews submitted so far.

Reviewer Responses to Questions and Comments to Authors

2 Reviewer(s) have been invited but have not agreed to review yet.  
1 Reviewer(s) have agreed to review, but have not submitted their reviews yet.

-----

Are you seeking CME credit?

Reviewer 1: Yes

Please describe any flaws in the experiment design.

Reviewer 1: Total lack of organization in the design...

Please select all terms that apply to this research.

Reviewer 1:

- \* Unoriginal
- \* Poorly designed experiment

Reviewer 1 Comments to Author: Your thesis is unoriginal and your experiment is so poorly designed, you should....

-----

Are you seeking CME credit?

Reviewer 2: No

Please select all terms that apply to this research.

Reviewer 2:

- \* Unoriginal

Reviewer 2 Comments to Author: Please see the articles that I have attached with my review as I believe your thesis has already been proven repeatedly and reported in the literature....

## Attachments for Editor Deep Link

In EM 11.0, deep links are available for use in letters to Reviewers and Authors that allow direct access to the *Attachments* page.

New in EM 11.1, an **%ATTACH\_FOR\_EDITOR\_DEEP\_LINK%** deep link is added so editors may have quick access to a Reviewer's Attachments from the letter associated with the 'Review Assignment Completed' event in ActionManager. A corresponding **%ATTACH\_FOR\_EDITOR\_DEEP\_LINK\_INSTRUCTIONS%** merge field is also added to pull custom Attachment Deep Link instructions to letters.

These merge fields will only populate if the Reviewer has uploaded attachments with a completed Review, the Editor recipient has 'Download Attachments' permission, and the Editor is in the Editor chain for the submission. Since this letter is triggered by a single Reviewer's completed Review, the Attachments page reached from this deep link will only contain attachments uploaded by that Reviewer.

Like other Attachments Deep Links, the deep link expiration and custom instructions are configured in PolicyManager on the 'Set Attachments Deep Link Policy' page.

Sample Set Attachments Deep Link Policy page in PolicyManager

### Set Attachments Deep Link Policy

Check the boxes below to set an expiration policy for %ATTACH\_FOR\_AUTHOR\_DEEP\_LINK%, %ATTACH\_FOR\_REVIEWER\_DEEP\_LINK%, and %ATTACH\_FOR\_EDITOR\_DEEP\_LINK%. If both boxes below are checked, the links expire as soon as the first criterion is met.

Expire link after  clicks  
 Expire link after  days

| Merge Code                                   | Instructions   |
|--|--|
| %ATTACH_FOR_AUTHOR_DEEP_LINK_INSTRUCTIONS%   | <a href="#">Insert Special Character</a><br><div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         There is additional documentation related to this decision letter. To access the file(s), please click the link below. You may also login to the system and click the 'View Attachments' link in the Action column.                     </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">View Default Instructions</a>    <a href="#">Revert to Default Instructions</a> </div>   |
| %ATTACH_FOR_REVIEWER_DEEP_LINK_INSTRUCTIONS% | <a href="#">Insert Special Character</a><br><div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         One or more reviewers have uploaded files related to their reviews. To access the file(s), please click on the link below. You may also login to the system and click the 'View Attachments' link in the Action column.                     </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">View Default Instructions</a>    <a href="#">Revert to Default Instructions</a> </div>   |
| %ATTACH_FOR_EDITOR_DEEP_LINK_INSTRUCTIONS%   | <a href="#">Insert Special Character</a><br><div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         The Reviewer uploaded files related to his review. To access the file(s), please click the link below. You may also login to the system, click the 'View Reviews and Comment' link in the Action column, and either click the 'Attachments' link or click the Reviewer's recommendation term to access his Attachments.                     </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">View Default Instructions</a>    <a href="#">Revert to Default Instructions</a> </div> |

## Corresponding Author Information Merge Fields

In EM 11.0, Corresponding Author information may be pulled into letters using merge fields such as %CORRAUTHOR% and %CORRAUTHOR\_INST%.

New in EM/PM 11.1, three merge fields are added to better convey Corresponding Author information in correspondence:

- **%CORRAUTHOR\_ADDRESS%** - Inserts a block address field of the Corresponding Author's primary address, which consists of the institution, department, address lines 1-4, city, state, postal code, and country of the Corresponding Author linked to the current version of the submission. This merge field may be used in any letter associated with the submission.
- **%CORRAUTHOR\_SECONDARY\_ADDRESS%** - Inserts a block address field of the Corresponding Author's secondary information for institution, department, address lines 1-4, city, and state of the Corresponding Author linked to the current version of the submission. This merge field may be used in any letter associated with the submission.
- **%CORRAUTHOR\_EMAIL%** - Inserts the e-mail address(es) of the Corresponding Author linked to the current version of the submission. If the Corresponding Author has more than one e-mail address configured, then they are all merged, separated by semicolons. This merge field may be used in any letter associated with the submission.

## Publication Email Merge Fields

In EM/PM, publications may configure 'E-mail from' addresses for Editorial Manager correspondence and ProduXion Manager correspondence. These addresses are configured on the "Set 'E-mail From' Address" page in PolicyManager.

New in EM/PM 11.1, two merge fields are added to pull the publication's 'E-mail from' address(es) into letters:

- **%PUBLICATION\_EMAIL\_EM%** - Inserts the e-mail address only from the "Editorial 'E-mail from' Address". This merge field is available for use in any e-mail sent from the publication.
- **%PUBLICATION\_EMAIL\_PM%** - Inserts the e-mail address only from the "Production 'E-mail from' Address". This merge field is available for use in any e-mail sent from the publication.



## REPORTING ENHANCEMENTS

### Transferred Reviews View

New in EM 11.1, a 'Transferred Reviews View' is added to Custom Reports and Enterprise Analytics Reporting to show information about reviews for submissions that have been transferred into the logged in Editor's site from another EM site.

The fields and their descriptions are as follows:

**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.

**Revision Number [DOCUMENT.REVISION]**

Revision Number - Value is '0' for Original Submissions, '1' for Revision 1, '2' for Revision 2, etc.

**Article Title [DOCUMENT.DTITLE]**

Title entered by Author when submitting a new manuscript.

**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).

**Transferred from Site [TRANSFERRED\_SUBMISSION\_DATA.SOURCE\_JOURNAL]**

The journal from which this submission was transferred, in the form [acronym]-[full title]

**Transfer Date [TRANSFERRED\_SUBMISSIONS\_VIEW.LAST\_TRANSFER\_DATE]**

The latest date on which this submission was transferred

**Triggering Role Family [AUTHOR\_TRANSFER\_OFFER.TRIGGERING\_ROLE\_FAMILY]**

The role family (author/editor) that triggered the transfer

**Transferred Reviewer Number**

[TRANSFERRED\_REVIEW\_DATA.TRANSFERRED\_RANK]

The order in which this review was performed (reviewer #1, #2 etc)

**Transferred Review Start Date [TRANSFERRED\_REVIEW\_DATA.RSTART]**

The date on which the reviewer started performing the transferred review

**Transferred Review Stop Date [TRANSFERRED\_REVIEW\_DATA.RSTOP]**

The date on which the reviewer finished performing the transferred review

**Allow Personal Info Transfer**

[TRANSFERRED\_REVIEW\_DATA.ALLOW\_PERSONAL\_INFO\_TRANSFER]

Whether or not the reviewer allowed the transfer of their personal info with their review

**Hints:** If a reviewer performed more than one review for a submission and changes their mind between revisions on whether or not to allow personal info transfer, we respect their most recent decision.

**Allow Review Transfer**

[TRANSFERRED\_REVIEW\_DATA.ALLOW\_REVIEW\_TRANSFER]

Whether or not the reviewer allowed the transfer of this particular review

**Allow Review Publication**

[TRANSFERRED\_REVIEW\_DATA.ALLOW\_REVIEW\_PUBLICATION]

Whether or not the reviewer allowed the publication of this particular review.

**Transferred Review Recommendation**

[TRANSFERRED\_REVIEW\_DATA.RRESULT]

The text of the transferred reviewer recommendation term

**Transferred Review Overall Manuscript Rating**

[TRANSFERRED\_REVIEW\_DATA.DOCRATE]

Overall manuscript rating from a transferred review

**Transferred Review Comments to Author**

[TRANSFERRED\_REVIEW\_DATA.AUTHORCOMMENT]

The comments to the author that the reviewer made for this transferred review

**Transferred Review Comments to Editor**

[TRANSFERRED\_REVIEW\_DATA.EDITORCOMMENT]

The comments to editor that the reviewer made for this transferred review

**Transferred Review Question Text**

[TRANSFERRED\_QUESTIONNAIRE\_ANSWER.QUESTION\_TEXT]

The text of the reviewer question

**Transferred Review Question Additional Question Text**

[TRANSFERRED\_QUESTIONNAIRE\_ANSWER.ADDITIONAL\_QUESTION\_TEXT]

If the question is a yes/no/text type where a value triggers an additional question, this is the extra question that was asked.

**Transferred Review Question Answers**

[TRANSFERRED\_QUESTIONNAIRE\_ANSWER.ANSWERS]

XML containing the answer(s) for the reviewer question

**Transferred Review Manuscript Rating Question**

[TRANSFERRED\_RATING\_QUESTION\_ANSWER.QUESTION\_TEXT]

The question that was asked of the reviewer

**Transferred Review Manuscript Rating Scale**

[TRANSFERRED\_RATING\_QUESTION\_ANSWER.SCALE]

The scale of question that was asked of the reviewer (1-2, 1-5, 1-10 etc)

**Transferred Review Manuscript Rating**

[TRANSFERRED\_RATING\_QUESTION\_ANSWER.RATING]

The rating that the reviewer gave for the manuscript rating question

**Transferred Reviewer Title** [TRANSFERRED\_REVIEWER.PTITLE]

Transferred reviewer's title

**Transferred Reviewer First Name** [TRANSFERRED\_REVIEWER.FIRSTNAME]

Transferred reviewer's first name

**Transferred Reviewer Middle Name** [TRANSFERRED\_REVIEWER.MIDDLENAME]

Transferred reviewer's middle name

**Transferred Reviewer Last Name** [TRANSFERRED\_REVIEWER.LASTNAME]

Transferred reviewer's last name

**Transferred Reviewer Last Name** [TRANSFERRED\_REVIEWER.LASTNAME]  
Transferred reviewer's last name

**Transferred Reviewer Degree** [TRANSFERRED\_REVIEWER.DEGREE]  
Transferred reviewer's degree

**Transferred Reviewer Position** [TRANSFERRED\_REVIEWER.POSITION]  
Transferred reviewer's position

**Transferred Reviewer Department** [TRANSFERRED\_REVIEWER.DEPARTMENT]  
Transferred reviewer's department

**Transferred Reviewer Institute** [TRANSFERRED\_REVIEWER.INSTITUTE]  
Transferred reviewer's institute

**Transferred Reviewer Address Line 1** [TRANSFERRED\_REVIEWER.ADDRESS1]  
Line 1 of the street address for a transferred reviewer record.

**Transferred Reviewer Address Line 2** [TRANSFERRED\_REVIEWER.ADDRESS2]  
Line 2 of the street address for a transferred reviewer record.

**Transferred Reviewer Address Line 3** [TRANSFERRED\_REVIEWER.ADDRESS3]  
Line 3 of the street address for a transferred reviewer record.

**Transferred Reviewer Address Line 4** [TRANSFERRED\_REVIEWER.ADDRESS4]  
Line 4 of the street address for a transferred reviewer record.

**Transferred Reviewer City** [TRANSFERRED\_REVIEWER.CITY]  
City for a transferred reviewer record.

**Transferred Reviewer State** [TRANSFERRED\_REVIEWER.STATE]  
State for a transferred reviewer record.

**Transferred Reviewer ZIP** [TRANSFERRED\_REVIEWER.ZIPCODE]  
ZIP code for a transferred reviewer record.

**Transferred Reviewer Country** [TRANSFERRED\_REVIEWER.COUNTRY]  
Country for a transferred reviewer record.

**Transferred Reviewer Primary Phone Number**  
[TRANSFERRED\_REVIEWER.PHONE]  
Phone number for a transferred reviewer record.

**Transferred Reviewer E-mail Address** [TRANSFERRED\_REVIEWER.EMAIL]  
Email address for a transferred reviewer record

**Transferred Reviewer Institute ID** [TRANSFERRED\_REVIEWER.INSTITUTEID]  
ID of the transferred reviewer's institute in the RINGGOLD database