

CONFIDENTIAL AND PROPRIETARY

Aries Systems Corporation



Release Notification

Editorial Manager/Preprint Manager

7.1 General Release Notification

8/31/2009

Draft – Subject to Change

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Document Change Log

Date	Version	Change
08/31/2009	General Release	Addition of 'Submission Production Tasks Custom Report View' section

Editorial Manager/Preprint Manager 7.1 General Release Notification

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GENERAL ENHANCEMENTS

Enhancements to Review Ratings by Editor

In EM v7.0, Editors can rate the quality of a review when submitting a decision on a manuscript. To do this, the Editor must click on a Reviewer Recommendation Term on the *Submit Editor's Decision and Comments* page, and enter a value (Rate Reviewer: 1-100) on the target page *View Individual Reviewer Comments*. This must be done separately for each review the Editor wants to rate. Also, there is no explanation of what the 1-100 scale means for the review rating, or the criteria by which the publication wants the Editor to evaluate the review.

NOTE: The Editor's Review Rating enhancements should not be confused with the existing Overall Reviewer Manuscript Rating and Overall Editor Manuscript Rating features in EM. Both of these ratings are enabled on the *Overall Manuscript Rating Question Settings* page in PolicyManager, and allow Reviewers and Editors to rate submissions from 1-100.

In EM v7.1, the publication can provide Editors with customized instructions to explain what the 1-100 scale means. The 'Rate Reviewer' label is changed to 'Rate Review', to more accurately reflect what the Editor is doing (i.e. the Editor is rating the *review*, not the person who performed the review).

Individual Reviewer Recommendation page

Cancel Save and Close

JBJS-D-03-01116
"Cartilaginous Avulsion of the Femoral Attachment of the Anterior Cruciate Ligament in a Three-Year-Old Child: A Thirteen-Year-Followup. A Case Report."
Original Submission

R. Dale Blasier, M.D. (Reviewer 1)
[Edit Reviewer Comments](#)

Reviewer Recommendation Term:	B
Overall Reviewer Manuscript Rating:	0
Rate Review:	<input type="text" value="90"/> Please rate the review from 1-100 below. You should be evaluating the review based on thoroughness and expertise. A value of 100 is the best, 0 is the worst.

Comments to Editor: This is an interesting and well-written report. It still needs some attention to language. It should be published after revision.

Comments to Author: The authors present an interesting case of an intraarticular avulsion fracture in a child which did not appear on plain radiographs.

The title is good, but could be improved by changing it to "Avulsion of the Cartilaginous Attachment..."

Page 1, paragraph 1, line 6: Change "insertion" to "origin". Change "lateral femoral condyle and its thirteen-year-followup" to "lateral femoral condyle, operative treatment, and its thirteen-year-follow-up".

Page 1, paragraph 3, line 2: Change "attachment" to "origin".

Page 2, paragraph 1, lines 2-5: This wording is confusing and does not seem to agree with what appears in the figure 5. It appears that two drill holes were started in the distal lateral femoral metaphysis, drilled distally across the physis and the epiphysis, and into the intracondylar notch. A stainless steel wire was looped around the cartilaginous fragment, passed through the drill holes, and tied over a button at the lateral femoral metaphysis.

Page 2, paragraph 2, lines 6-7. Change to "however, lateral stress radiographs revealed 1.5 mm additional laxity compared to the opposite knee."

The references are appropriate.

Figures: The figures are good, but there are too many. Figure 1 could be eliminated and simply state in the text that the radiographs are normal. Figure 2 - the stress radiographs are good and should be retained. Figure 3 can be eliminated because it is no better than figure 4 and does not show the location of the fragment. Figure 5 is good because it shows the operative procedure. Figure 6 is good because it proves there is no deformity. Figure 7 does not add anything and can be omitted. State in the text that the MRI at 13 years post op was normal. Figure 8 can be omitted. The text explains the laxity.

[More Reviewer Details](#)

Cancel Save and Close

To make the Review Rating process simpler for Editors, there is a new option to display Review Ratings directly on the *Submit Editor's Decision and Comments* page.

Editor-in-Chief Decision and Comments for Manuscript Number JBJS-D-03-01116

Cartilaginous Avulsion of the Femoral Attachment of the Anterior Cruciate Ligament in a Three-Year-Old Child: A Thirteen-Year-Followup. A Case Report.

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

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [Invite Reviewers](#) [View Manuscript Rating Card](#)

Original Submission	
R. Dale Blasier, M.D. (Reviewer 1)	B
James O. Sanders, M.D. (Reviewer 2)	C
George H. Thompson, M.D. (Deputy Editor)	C+-Revise
Gene Hackman, M.D. (Editor-in-Chief)	Assigned - No Decision
Author Decision Letter	
Kenji Kawate, M.D. (Author)	

Make sure this text is correctly inserted in Confidential Comments to Editor box for EIC Heckman.

Reviewer, R. Dale Blasier, M.D.: This is an interesting and well-written report. It still needs some attention to language. It should be published after revision.

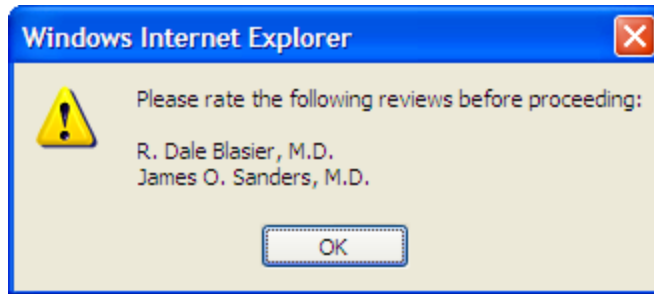
Reviewer #1:
The authors present an interesting case of an intraarticular avulsion fracture in a child which did not appear on plain radiographs.

- (1). The title is good, but could be improved by changing it to "Avulsion of the Cartilaginous Attachment..."
- (2). Page 1, paragraph 1, line 6: Change "insertion" to "origin". Change "lateral femoral condyle and its thirteen-year-followup" to "lateral femoral condyle, operative treatment, and its thirteen-year-follow-up".
- (3). Page 1, paragraph 3, line 2: Change "attachment" to "origin".
- (4). Page 2, paragraph 1, lines 2-5: This wording is confusing and does not seem to agree with what appears in the figure 5. It appears that two drill holes were started in the distal lateral femoral metaphysis, drilled distally across the physis and the epiphysis, and into the

These are my custom instructions.

Review Ratings	
Please rate the review from 1-100 below. You should be evaluating the review based on thoroughness and expertise. A value of 100 is the best, 0 is the worst.	
Current Revision	
R. Dale Blasier, M.D. (Reviewer 1)	<input type="text"/>
James O. Sanders, M.D. (Reviewer 2)	<input type="text"/>

There is also an option to require that all reviews for the current revision are rated *before* the Editor can submit his decision. If this option is enabled, and the Editor tries to submit his decision without entering Review Ratings for all reviews for the current revision, an alert is displayed.



It is important to note that there is only *one* Editor rating for each review, for each revision of the submission. So, if there are two or more Editors in the decision chain, they all share the single Review Rating. For example: The Associate Editor enters a rating of 85 when making his decision. The Editor-in-Chief can then change the rating to 50, but cannot add a separate rating of her own. This also means that the option requiring an Editor to rate all reviews before submitting a decision applies to the *lowest* Editor in the chain. In the example above, the Associate Editor would be required to rate all reviews for the current revision before submitting his decision. The Editor-in-Chief would be able to modify the Associate Editor's ratings, and would also be required to rate any new reviews that came in while the Editor-in-Chief was handling the paper. The system will not track the history of all ratings entered; only the ratings in place when the final decision is made will be stored in the system.

For consistency purposes, the term 'Reviewer Rating' on the Reviewers & Submissions Custom Reports View is changed to 'Review Rating'.

NOTE: This label is also changed to 'Review Rating' in General Data Export, in the Reviewer Assignments table [ROLEREVU.REVRATE].



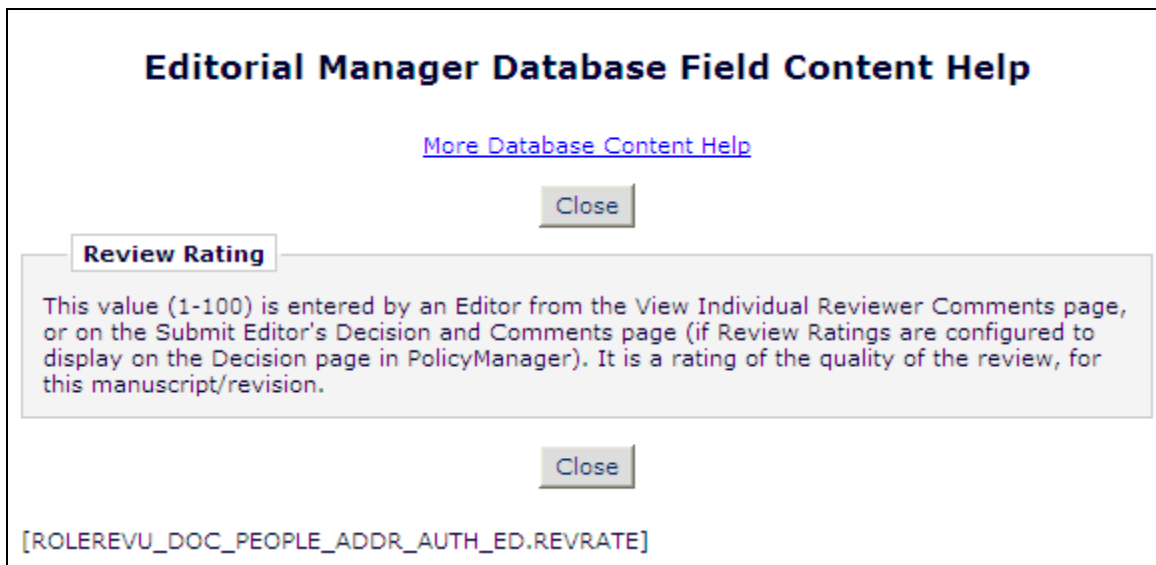
Custom Report - Reviewers & Submissions View

Select the fields to include in the report.

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

- [Date Reviewer Invited](#)
- [Reviewer Has Not Responded](#)
- [Agree Date](#)
- [Review in Progress](#)
- [Reviewer Declined Invitation](#)
- [Reviewer Terminated](#)
- [Reviewer Uninvited](#)
- [Alternate Reviewer](#)
- [Alternate Reviewer Selection Date](#)
- [Reviewer Promoted](#)
- [Date Review Due](#)
- [Date Last Reminder Sent](#)
- [Total Number of Reminders Sent](#)
- [Number of Invitation Reminders Sent](#)
- [Number of Reminders Sent Before Due Date](#)
- [Number of Reminders Sent After Due Date](#)
- [Review Complete](#)
- [Reviewer Stop Date](#)
- [Total Days with Reviewer](#)
- [Reviewer Recommendation](#)
- [Review Rating](#)

The help text displayed when the user clicks the Review Rating link above has also been clarified.



Editorial Manager Database Field Content Help

[More Database Content Help](#)

Close

Review Rating

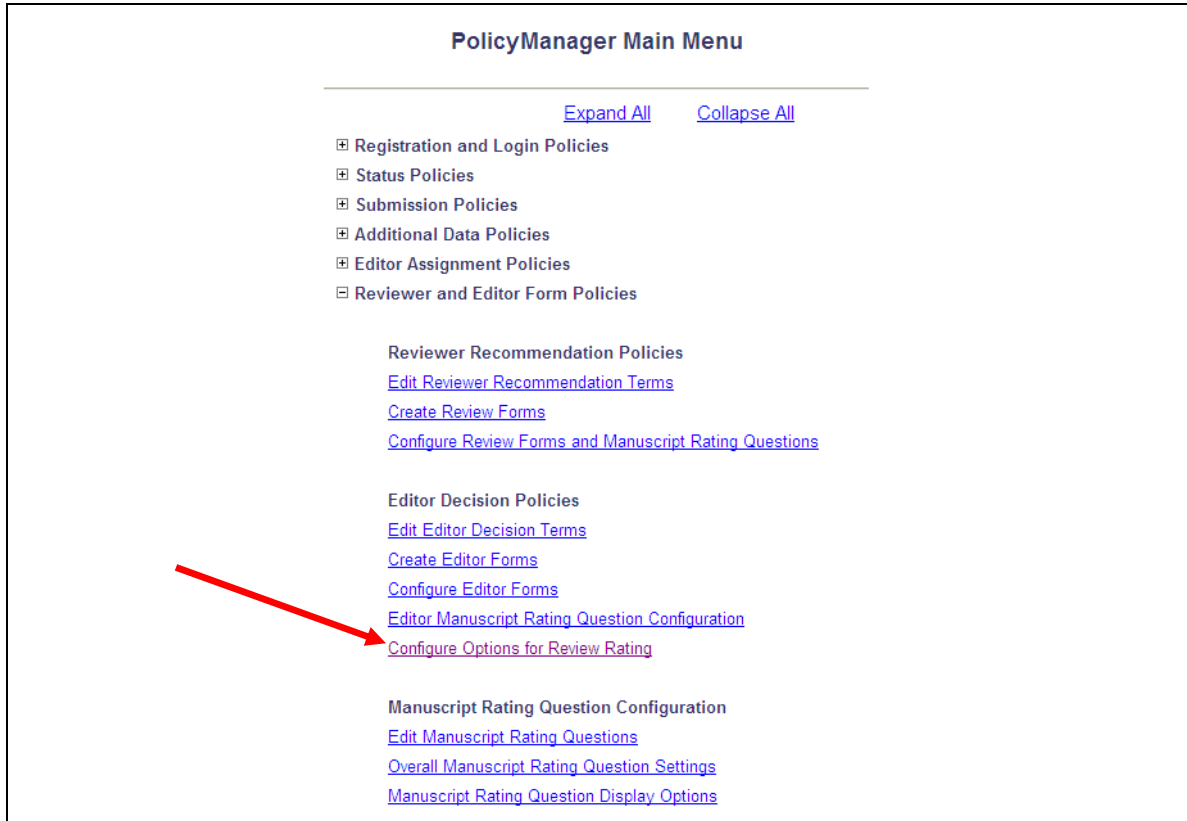
This value (1-100) is entered by an Editor from the View Individual Reviewer Comments page, or on the Submit Editor's Decision and Comments page (if Review Ratings are configured to display on the Decision page in PolicyManager). It is a rating of the quality of the review, for this manuscript/revision.

Close

[ROLEREVU_DOC_PEOPLE_ADDR_AUTH_ED.REVRATE]

TO CONFIGURE:

Go to PolicyManager and click the new Configure Options for Review Rating link.



Select the checkbox 'Display Review Ratings on the 'Submit Editor's Decision and Comments' page' to show the Review Ratings on the *Submit Editor's Decision and Comments* page. Once this box is selected, you can also select 'All reviews for the current revision must be rated before Editor's decision is made.' Finally, you can enter customized instructions, if desired. The default instructions are 'Please enter a number from 1-100.'

Configure Options for Review Ratings

Editors can rate each review (from 1-100) on the View Individual Reviewer Comments page. Additional options to display Review Ratings on the Submit Editor's Decision and Comments page, and require an Editor to rate all reviews for the current revision before submitting a decision, are displayed below. Customized instructions can also be entered (e.g. 1 is the lowest, 100 is the highest) that will be displayed to Editors on these pages.

Cancel

Submit

Rate Review Options

- Display Review Ratings on the 'Submit Editor's Decision and Comments' page.
- All reviews for the current revision must be rated before Editor's decision is made.

Customize Rate Review Instructions

[Insert Special Character](#)

Please enter a number from 1-100.

Cancel

Submit

New Option for Editing Submissions

In v7.0 of EM/PM, when Editors or Publishers click the 'Edit Submission' Action Link for a submission, a warning message is presented alerting the user to rebuild the PDF and approve the changes as quickly as possible if the submission is assigned to Editors or Reviewers. The submission is not removed from the workflow, but a PDF needs to be rebuilt and approved to move the submission out of the 'Incomplete Submissions' folder.

New in v7.1, when an Editor or Publisher clicks the 'Edit Submission' Action Link for a submission entered by an Author, they are brought to a new page allowing them to choose to edit the submission using the existing method (requiring that a PDF be rebuilt and approved), or using a new, shorter interface where they can edit metadata items and attach files without having to rebuild the PDF.

NOTE: If the submission is currently in the 'Incomplete Submissions' folder, then the submission can only be edited using the existing method.



If the user chooses the 'Edit the submission data only' option, they will see a new version of the Edit Submission interface, comprised of three steps:

- Enter Metadata: This page will display all fields as configured for the Article Type of the submission
- Add/Edit/Remove Authors: This is the same as the existing page of the same name
- Attach Files: This page allows Editors to add new files to the submission.
NOTE: These files will not be included in the Author/Editor or Reviewer versions of the PDF files, but will be available on the *File Inventory* page for the submission. These files can be included in the PDF at a later time by editing the submission using the 'Edit the submission' option and rebuilding the PDF for approval.

Edit Submission

- [Enter Metadata](#)
- [Add/Edit/Remove Authors](#)
- [Attach Files](#)

Edit Metadata

Enter submission metadata below. Required fields are marked with *.

*** Article Type:** Manual Submission ▾

*** Full Title:** [Insert Special Character](#)

The Full Title of the Submission Goes Here

Short Title: [Insert Special Character](#)

Section/Category: Please Choose: ▾

Keywords (separated by semicolons): [Insert Special Character](#)

First; second; third

Classifications:

1.02000: [Drug interactions plus](#)
1.02500: [Additional Classification](#)
1.04000: [drug toxicity](#)
1.06000: [antibiotics](#)
1.08000: [Antivirals](#)
2: [OPTICS](#)

[Select Manuscript Classifications](#)

Abstract: [Insert Special Character](#)

Author Comments: [Insert Special Character](#)

[any configured custom submission questions, listed one by one]

[Insert Special Character](#)

Region of Origin: North America ▾

Cancel Save Submit

TO CONFIGURE:

No additional configuration necessary. This option is available for all Editor and Publisher roles with the 'Edit Submission Before Decision' and/or 'Edit Submission After Decision and Final Disposition' permissions enabled.

Additional Manuscript Details for Specific Article Types

In EM v7.0, system administrators have the ability to specify Additional Manuscript Details fields (AMDs) to allow Editors to provide additional information related to a submission. This information is available from the *Details* pages for edit or for review, and can also be displayed on the Transmittal Form or used as a search criterion in *Search Submissions*. AMDs are then displayed for all submissions of a non-Proposal Article Type.

New in v7.1, the functionality of the AMDs is enhanced so that the system administrator may configure an AMD to display for all Article Types, or only selected Article Types.

On upgrade, all existing AMDs will continue to display for non-Proposal Article Types. After upgrade you may choose to edit the existing AMDs to display for a more specific sub-set of Article Types.

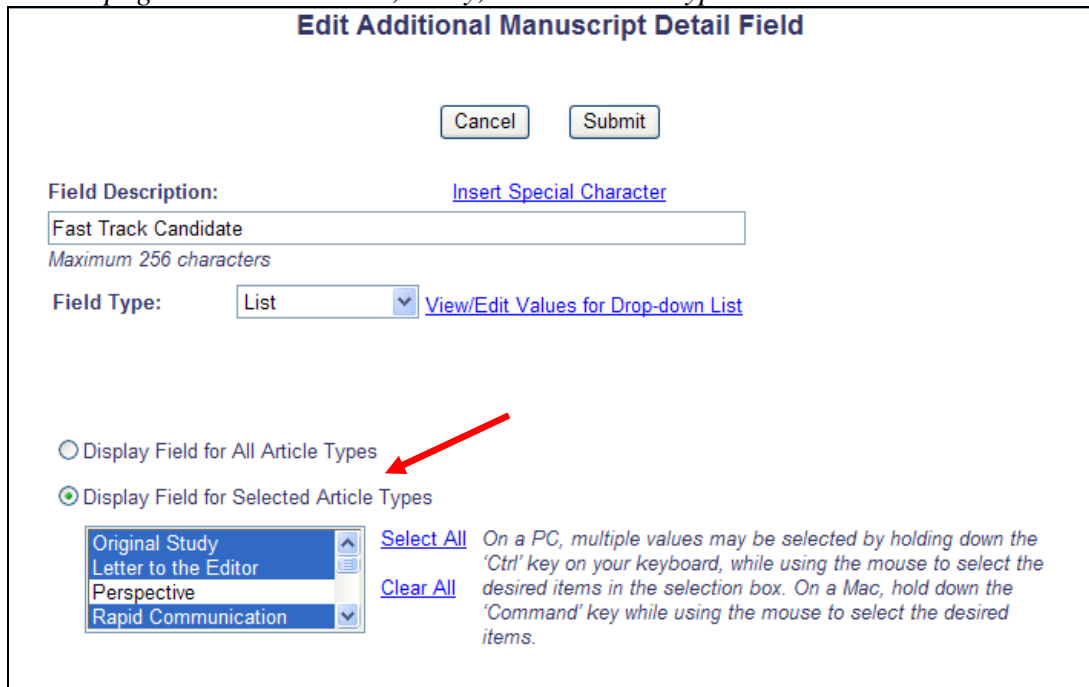
Any new AMDs added after upgrade will have the 'Display Field for All Article Types' option selected by default.

TO CONFIGURE:

In PolicyManager, navigate to the *Add/Edit Additional Manuscript Detail Fields* page in the 'Additional Data Policies' section. Edit an existing field, or Add a new field.

Select whether you would like this AMD to be displayed for all Article Types, or only a selected sub-set of Article Types.

Partial page view – select one, many, or all Article Types



Edit Additional Manuscript Detail Field

Cancel Submit

Field Description: [Insert Special Character](#)

Fast Track Candidate

Maximum 256 characters

Field Type: List [View/Edit Values for Drop-down List](#)

Display Field for All Article Types

Display Field for Selected Article Types

Original Study
Letter to the Editor
Perspective
Rapid Communication

[Select All](#) [Clear All](#)

On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.

‘Download Only’ Option for Custom Report Results

New in EM v7.1, custom report results may now be displayed in any of three ways:

- 1) Onscreen (either full results or summary results)
- 2) Onscreen with the option to download a tab-delimited file
- 3) With no onscreen results and only the option to download a tab-delimited file

While options 1 and 2 existed in EM version 7.0, they have been redesigned so that the checkboxes now appear under a radio button labeled ‘Show results onscreen’. Option 3 is a new feature in EM v7.1. This option allows users to generate reports and extract the data without the extra step of viewing it onscreen before download.

At upgrade, all existing reports retain their saved selections – ‘Create extraction data file for download’ or ‘Show Summary Only’.

Custom Report - Editors & Submissions View

Choose the criterion for selecting Editors & Submissions View Records:

[Insert Special Character](#) [Help with Searching](#)

Criterion	Selector	Value
Editor Start Date	CONTAINS	END
Editor Start Date	CONTAINS	END
Editor Start Date	CONTAINS	

First ORDER BY Editor Stop Date in ASCENDING order.

Then ORDER BY Editor Stop Date in ASCENDING order.

Exclude inactivated users

Show results onscreen

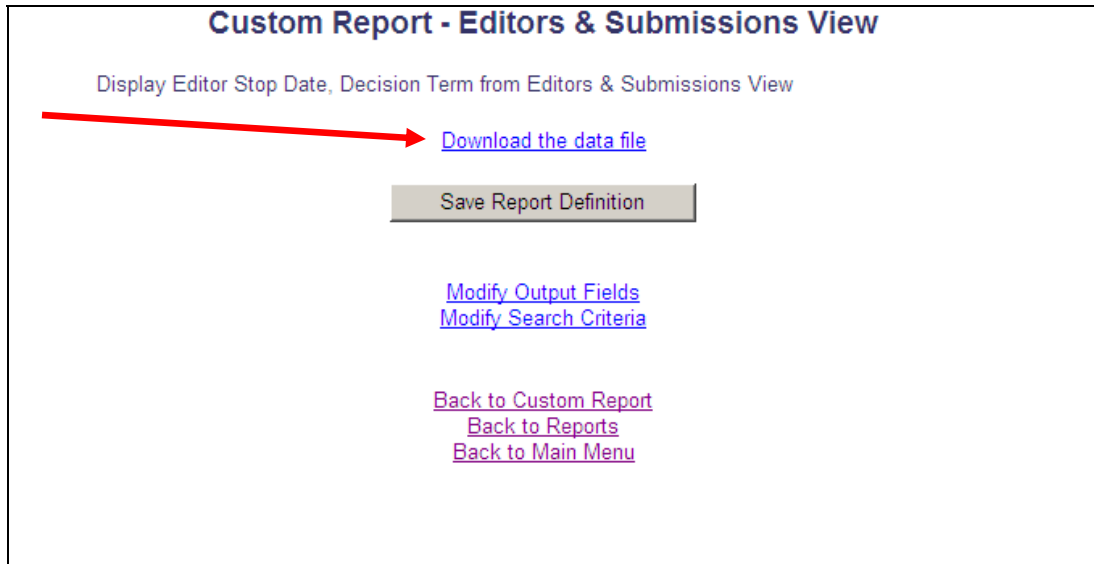
Create extraction data file for download

Show summary only

Download extraction data file only

Cancel Search

When 'Download extraction data file only' is selected, the Results screen now looks like this:



TO CONFIGURE:

No configuration is necessary. Editors must have 'Produce Reports' RoleManager permission to access Custom Reports.

CONFERENCE SUBMISSION ENHANCEMENTS

Search by Section/Category Now Available

The Search/Manage Conference Submissions tool is enhanced in v7.1 so that searching by Section/Category is now possible. The search results may now also be ordered by Section/Category.

'Section/Category' added to search criterion drop downs

The screenshot shows the 'Search Conference Submissions Selection Criteria' form. It features a table with columns for 'Criterion', 'Selector', and 'Value'. The 'Criterion' dropdown menu is open, showing a list of search criteria including 'Section/Category', which is highlighted by a red arrow. Other criteria include 'Article Type', 'Manuscript Number', 'Handling Editor Role', 'Handling Editor Last Name', 'Initial Date Submitted', 'Accept Decision Date', 'Conference Name', 'Presentation Type', 'Presentation Date', 'Session', 'Presentation Sequence', and 'Conference Submission Book Title'. The 'Selector' column contains 'CONTAINS' for all criteria. The 'Value' column has empty text boxes. There are 'AND' buttons between the rows and a 'Value Options' link. At the bottom, there are 'Clear' and 'Search' buttons, and links for 'Reports Main Menu' and 'Editor Main Menu'.

'Section/Category' added to 'ORDER BY' drop downs

The screenshot shows the 'Search Conference Submissions Selection Criteria' form. The 'Criterion' dropdown menu is closed. The 'ORDER BY' section is visible, with a checked box for 'First ORDER BY' and an unchecked box for 'Then ORDER BY'. The 'First ORDER BY' dropdown menu is open, showing a list of criteria including 'Section/Category', which is highlighted by a red arrow. Other criteria include 'Article Type', 'Manuscript Number', 'Handling Editor Role', 'Handling Editor Last Name', 'Initial Date Submitted', 'Accept Decision Date', 'Conference Name', 'Presentation Type', 'Presentation Date', 'Session', 'Presentation Sequence', and 'Conference Submission Book Title'. The 'ORDER BY' dropdown menu is set to 'ASCENDING' order.

The 'Value Options' pop-up (available via the link on the *Search/Manage Conference Submissions* page) has also been modified. The available Sections/Categories are now displayed, the Conference Metadata Field values are now listed in the publication-configured order, and the layout of the page has been enhanced.

New 'Search Criteria Value Options' page

Search Criteria Value Options

If you want to enter Initial Date Submitted, Accept Decision Date or Presentation Date in your Search Criteria, you must type the date in mm/dd/yyyy format. If the date is not entered in this format, the desired results may not be returned.

If you want to enter Article Type, Section/Category, Conference Name, Presentation Type, Presentation Sequence, Session, or Conference Submission Book Title in your Search Criteria, you must type the term in the Value box. Below is a list of all terms used by your journal. You can copy and paste the term into the Value box on the Search Criteria page, or you can simply type the term into the Value box.

[Article Types](#) [Sections/Categories](#) [Conference Names](#) [Presentation Types](#) [Sessions](#) [Conference Submission Book Titles](#)

Article Types
Conference Abstract
Conference Presentation

Sections/Categories
Learning Algorithms
Decision Algorithms
Mechanical Constraints
Electro-mechanical Interaction
Mechanical Balance
Sociological Implications

Conference Names
Advances in Step-Planning Algorithms and Mechanical Components of Bipedal Electro-mechanical Devices

Presentation Types
Dinner Presentation
Oral Presentation
Poster Presentation

Sessions
Thursday Sessions
Friday Sessions
Saturday Sessions

Conference Submission Book Titles
Conference Abstracts

TO CONFIGURE:

No additional configuration is required; this will appear for all Roles configured with the 'Search/Manage Conference Submissions' permission. Please note that the Conference Metadata Field values now appear on the 'Value Options' pop-up in the order configured in PolicyManager, where previously they appeared in alphabetical order.

PROPOSAL ENHANCEMENTS

Proposal Menu Changes

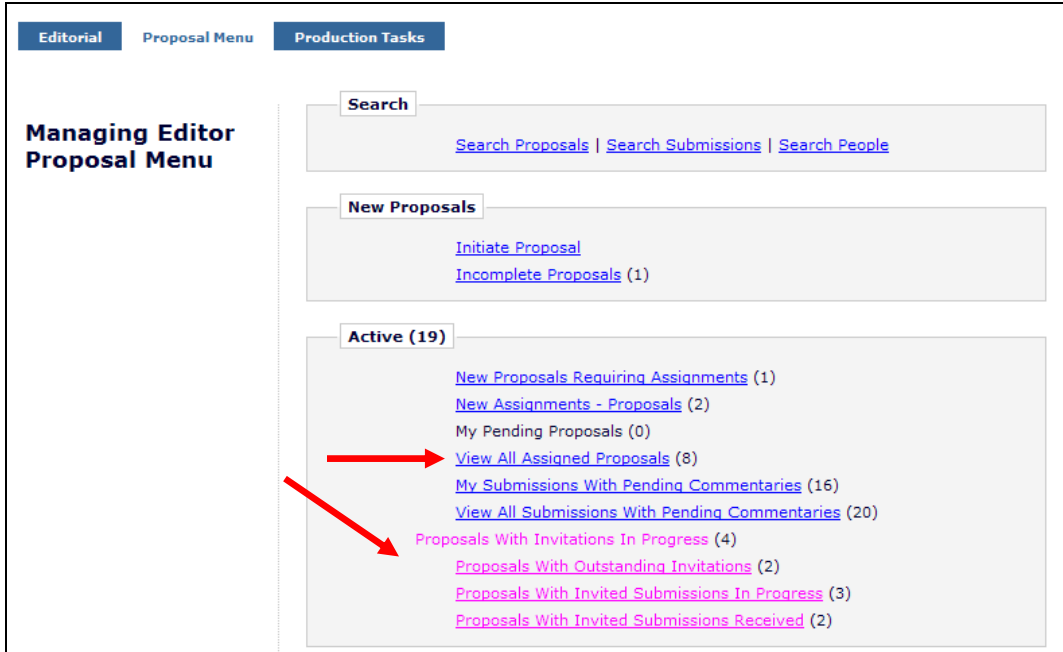
The existing *Proposal Menu* page is enhanced in v7.1 to include three new folders for viewing Proposals with Invitations in various states. Some existing folder links are also moved for clearer organization. The three new folders are displayed for Editors with ‘View All Proposals and Submissions with Commentaries’ permission enabled.

1. The View All Assigned Proposals folder link now displays directly under the existing My Pending Proposals folder link.
2. A new ‘Proposals With Invitations In Progress (x)’ subheading is displayed in the ‘Active’ proposals section, just beneath the View All Submissions with Pending Commentaries folder link. The ‘x’ is a count of the unique proposals that are displayed in the three new folders described below.
3. The three new folders displayed under the ‘Proposals With Invitations In Progress’ are:
 - Proposals With Outstanding Invitations (x): This folder displays a list of all open Proposals where an Editor has invited at least one Author to submit a manuscript based on the proposal and at least one Invited Author has yet to respond to the invitation. The (x) equals the number of proposals listed in the folder. The (x) equals ‘0’ and the link is inactive when there are no proposals that fit the criteria.
 - Proposals With Invited Submissions In Progress (x): This folder displays a list of all open Proposals with at least one associated invitation record which has been accepted by the Author but for which an invited submission has not been received. The (x) equals the number of proposals listed in the folder. The (x) equals ‘0’ and the link is inactive when there are no proposals that fit the criteria.
 - Proposals With Invited Submissions Received (x): This folder displays a list of all open Proposals with at least one associated invitation record which has been accepted by the Author and where the invited submission has been approved and submitted by the Author. The (x) equals the number of proposals listed in the folder. The (x) equals ‘0’ and the link is inactive when there are no proposals that fit the criteria.

If a proposal appears in more than one of the three new folders, the proposal only counts as ‘1’ in the total count listed beside the ‘Proposals With Invitations In Progress (x)’ subheading. For example:

- There is only one active proposal for a Publication, but it has three related invitations. The first Invited Author has not responded, the second Invited Author has accepted the invitation to submit but has not submitted yet, and the third Invited Author has submitted. The following counts show in this scenario:
 - Proposals With Invitations In Progress (1)
 - Proposals With Outstanding Invitations (1)
 - Proposals With Invited Submissions In Progress (1)

- Proposals With Invited Submissions Received (1)



TO CONFIGURE:

No configuration is necessary; these changes are made for all Editors with access to the Proposals menu.

Additional Manuscript Details can now be used with Proposals, including Search Proposal

In EM v7.0, system administrators have the ability to specify Additional Manuscript Details fields (AMDs) to allow Editors to provide additional information related to a submission. The AMDs are not available for Article Types in the Proposal family.

New in v7.1, AMDs may be available for Article Types in the Proposal family. System Administrators may choose to make AMDs available for all Article Types, or for specific Article Types chosen from a menu of all non-hidden Article Types.

When an AMD field is configured to display for an Article Type in the Proposal family, then the AMD field is available for edit or review (depending on configuration) for Editors on the *Details* page for a Proposal.

Also, new in 7.1, the AMD may now be available as a search criterion on *Search Proposals*.

At upgrade, all existing AMDs will be limited to display for non-Proposal family Article Types. Also, the AMD will be marked as 'Hide' on *Search Proposals* by default. Any new AMDs added after upgrade will be available for all Article Types by default, but will also be 'hidden' on *Search Proposals* unless configured otherwise at the time of creation.

TO CONFIGURE:

In PolicyManager, navigate to the *Add/Edit Additional Manuscript Detail Fields* page in the 'Additional Data Policies' section. Edit an existing field, or Add a new field.

Select whether you would like this AMD to be displayed for all Article Types to include those in the Proposal family, or only a selected sub-set of Article Types, for example, only those in the Proposal Family.

Partial page view – select one, many, or all Article Types

Edit Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Book Title Being Reviewed

Maximum 256 characters


Field Type:

Maximum Field Length:
(A value from 1 to 200)

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)

[Insert Special Character](#)

Display Field for All Article Types 

 Display Field for Selected Article Types

Original Study

Letter to the Editor

Perspective

Rapid Communication

[Select All](#) *On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.*

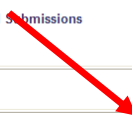
[Clear All](#)

In the 'Options' grid at the bottom of the *Add/Edit Additional Manuscript Detail Fields* page, de-select/uncheck the box in the 'Hide' column next to the 'Search Proposal' option to make this AMD a search criterion on the *Search Proposals* page.

Partial page view – hide or display AMD on Search Proposals

Options
 Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional Manuscript Details page, but not on the Transmittal Form. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens a pop-up containing the Help Text. Fields displayed for a submission or proposal may also be displayed for invited Authors whose invitations are generated from them. Select the 'Hide' checkbox for the 'Display for Invited Submissions' setting to suppress the field for invited Authors.

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="text"/>
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="text"/>
Transmittal Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Display for Invited Submissions	<input type="checkbox"/>	N/A	N/A	<input type="text"/>
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input type="checkbox"/>	N/A	N/A	N/A



Additional Manuscript Details Associated with a Proposal or an Article on which a Commentary has been Solicited can now be Displayed to Invited Authors

In EM v7.0, Additional Manuscript Details (AMDs) can be configured for Article Types in the 'Regular' or 'Conference Submission' Article Type Families, but not for the 'Proposal' Article Type Family. New in v7.1, AMDs may be associated with one, many, or all Article Types in any of the Families.

Also in v7.1, additional functionality is available for use with Proposals, or with submissions for which a Commentary is solicited (a 'Parent Submission'). AMDs may be configured to 'Display for Invited Submissions'. This means that, when an Editor initiates a Proposal using an Article Type for which the AMD is displayed, or solicits a Commentary on a submission of an Article Type for which the AMD is displayed, the Editor may provide additional information in these AMD fields that the Invited Author may then view when choosing to accept the invitation.

Example Workflow:

A publication would like to use Proposals to solicit book reviews from Authors, which will be published in a special edition. The Publication may choose to configure some Additional Manuscript Detail fields to capture supplemental information about the book being reviewed, such as the book title, the original publication date, the number of pages, etc. These AMDs would be added on the *Add/Edit Additional Manuscript Detail Field* page.

The top section of the page would be where the title of the AMD field is entered, including a default value (if desired). You would also select which Article Types this AMD will be available for (in this example, we have chosen 'Review' and 'Commentary'):

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:
(A value from 1 to 200)

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)

Display Field for All Article Types
 Display Field for Selected Article Types

News Item
Review
Commentary
Abstract

[Select All](#)
[Clear All](#)

On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.

Using the grid at the bottom of the page, you will de-select/uncheck the box next to the 'Display for Invited Submissions' option. This setting allows the information entered in this AMD field by the Editor to be displayed (read-only) to any Invited Authors for that submission/proposal.


Options
 Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional Manuscript Details page, but not on the Transmittal Form. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens a pop-up containing the Help Text. Fields displayed for a submission or proposal may also be displayed for invited Authors whose invitations are generated from them. Select the 'Hide' checkbox for the 'Display for Invited Submissions' setting to suppress the field for invited Authors.

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Display for Invited Submissions	<input type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input type="checkbox"/>	N/A	N/A	N/A

When an AMD is configured to display for Invited Submissions, the field is first displayed on the Proposal or submission for which a Commentary is being solicited ('Parent Submission') for Editors to enter information they wish to pass to the Authors they are inviting. In our example, the Editor would enter the title of the book they are inviting Authors to review.

Additional Manuscript Details pop-up for Proposal:

Additional Manuscript Details for Manuscript Number BETSYTEST71-D-09-00011
"Book Review for "Editorials and Society""

Book Title	<input type="text"/>	
Original Publication Date	<input type="text"/>  (mm/dd/yyyy)	

The information entered in this field will be available for Invited Authors to review. When there is data available in these fields, Invited Authors will have a new [View Invitation Information](#) link available in the following folders:

- [My New Invitations](#)
- [My Accepted Invitations](#)
- [Incomplete Submissions](#)
- [Submissions Waiting for Approval](#)

Truncated page – ‘View Invitation Information’ link available for invitation:

New Author Invitations for Andrew Author, MD							
You have been invited to submit a manuscript. Please Agree or Decline to							
Page: 1 of 1 (1 total submissions)							
Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	
View Invitation Information View Invitation Letter Agree to Submit Decline to Submit Send E-mail	BETSYTEST71-D-09-00011	Proposal Parent	Book Review for "Editorials and Society"	Apr 24 2009 11:29AM	Authors Invited	Apr 24 2009 11:29AM	
Page: 1 of 1 (1 total submissions)							

Clicking the new link will display the new *Additional Invitation Details* page to the Invited Author. The Author will see any AMDs that are configured to be displayed on Invited Submissions, and for which the Editor has entered data. If any fields are left blank by the Editor, they will not display to the Author on this page. These fields are not editable by the Author; they are for information only.

Publications may also add instructional text for the *Additional Invitation Details* page to provide Invited Authors with additional information about what they see on this pop-up. The instructional text is customizable by the publications system administrator.

Additional Invitation Details for Manuscript Number BETSYTEST71-D-09-00011 "Book Review for "Editorials and Society"		
The information displayed below is associated with your invitation to submit.		
Close		
Book Title	Editorials and Society	
Original Publication Date	Oct 24 2008 12:00AM	
Close		

TO CONFIGURE:

In PolicyManager, navigate to the *Add/Edit Additional Manuscript Detail Fields* page in

the 'Additional Data Policies' section. Edit an existing field, or Add a new field. Select whether you would like this AMD to be displayed for all Article Types, or only a selected sub-set of Article Types. Next, select whether you would like this AMD to be displayed for Invited Submissions.

Also in PolicyManager, navigate to the 'Edit Additional Invitation Details' page to customize the instructions that will display on the *Additional Invitation Details* page viewed by the Invited Author.

The screenshot shows the 'Edit Additional Invitation Details' page in Editorial Manager. The page header includes the Editorial Manager logo and navigation links: ROLEMANAGER, ACTIONMANAGER, POLICYMANAGER, ADMINMANAGER, and ADMINISTRATION HELP. The user's role is 'Managing Editor' and the username is 'mary'.

The main heading is 'Edit Additional Invitation Details'. Below this, there is a text area for instructions. A red arrow points to the text area, which contains the default instruction: 'The information displayed below is associated with your invitation to submit.' Above the text area are buttons for 'Cancel' and 'Submit'. Below the text area are links for 'View Default Instructions', 'Revert to Default Instructions', and 'Insert Special Character'.

Below the text area, there is a section for 'Invitations Notes to Author:' with two checkboxes: 'Display Invitation Notes to Author' comments box' (checked) and 'Make the Invitation Notes to Author' comments searchable using Search Submission' (unchecked). Below these checkboxes are buttons for 'Cancel' and 'Submit'.

‘Invitation Notes to Author’ now available

When an Author is invited to submit in response to a proposal, or to contribute a commentary on an existing submission, invitation-related notes may now be entered by the inviting Editor at the time of Author invitation. A new %INVITATION_NOTES_TO_AUTHOR% merge field allows these notes to be included in author invitation letters and author reminder letters.

Example:

A publication is doing a special issue on a topic (for example, Northeast Cooking), inviting Authors to write submissions for the special issue. The publication may also want to invite one Author for multiple submissions. A publication may then use the Proposal feature to create a Proposal of the special issue, and send Author Invitations to solicit submissions.

At the time the Author Invitations are created, Editors can use the ‘Invitations Notes to Author’ field to ask the Author to write on a specific topic for the issue, or to differentiate between multiple invitations and their topics: Invitation A is for Bread Recipes, and Invitation B is for Soup Recipes.

Partial page display: Invitation Notes to Author entered for invitations:

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due	Do Not Invite
Andrew Author, MD	Author Invitation Customize Insert Special Character Please submit a traditional Northeast bread recipe and accompanying article	05/15/2009 <input type="text"/> (mm/dd/yyyy)	20 <input type="text"/> Days After Author Accepts	<input type="checkbox"/>
Andrew Author, MD	Author Invitation Customize Insert Special Character Please submit a traditional Northeast soup recipe and accompanying article	05/15/2009 <input type="text"/> (mm/dd/yyyy)	20 <input type="text"/> Days After Author Accepts	<input type="checkbox"/>

Once the invitations have been sent, the ‘Invitation Notes to Author’ information can be viewed by Editors or the Invited Author.

The notes are accessible to Editors:

- On the *Details* page, in the Invited Authors section, with other invitation-related information.
- On the *Details* page for an invited submission, if there were invitation notes associated with the invitation the Author received.
- As a selection criterion on Search Submissions, for an invited submission, if

- there were invitation notes associated with the invitation the Author received.
- As a selection criterion on the Proposal Pipeline Report (for proposal-related invitations and invited submissions)

These notes are visible to Invited Authors:

- On the new ‘Additional Invitation Details’ page, accessed via the new [View Invitation Information](#) link. This page may also include Additional Manuscript Details associated with the proposal or the submission for which a commentary was requested.

Workflow:

Invitation Notes to the Author are initially entered on the *Select Authors - Confirm Selection and Customize Letters* page (during the Author invitation process):

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. [\(More...\)](#)

Target Publication Information: Date: Dec 31 2010 12:00AM Volume: 489 Issue: 12

Authors to Invite

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Abigail Author	Author invited to Submit Customize Insert Special Character Notes to Abigail	03/20/2009 <small>(mm/dd/yyyy)</small>	10/08/2010 <small>(mm/dd/yyyy)</small>	<input type="checkbox"/>
Anthony Author, MD	Author invited to Submit Customize Insert Special Character Notes to Anthony	03/20/2009 <small>(mm/dd/yyyy)</small>	10/08/2010 <small>(mm/dd/yyyy)</small>	<input type="checkbox"/>

Others Notified of Author Invitation

Name	Letter		Do not send
Ed J Editor, MD (EDITOR-IN-CHIEF)	Editor Notice - Author Invited to Submit Commen.	Customize	<input type="checkbox"/>
Ed J Editor, MD (EDITOR-IN-CHIEF)	Editor Notice - Author Invited to Submit Commen.	Customize	<input type="checkbox"/>

Invitation Notes can also be stored for Alternate Authors:

Select Alternate Authors - Invitation Letter

You have selected the following people as Alternate Invited Authors. They will receive the letter shown when they are promoted from Alternate Invited Author.

To change the letter sent to an individual Alternate Author, click the Letter drop-down box next to that Author's name and select a different letter. The letter may be customized by clicking the Customize link. If the letter is customized, an asterisk (*) appears next to the Alternate Author's name. When you are satisfied with your choices, click 'Confirm Letter Choices and Proceed' to confirm your choice and return to the Author Selection Page. The letter will not be sent until the Alternate Author is promoted.

Authors to Invite			
Name	Letter / Invitation Notes To Author		Do Not Use
Amy Authoress	Editorial/perspective invite Insert Special Character notes for amy	Customize	<input type="checkbox"/>
New Author, MD	Editorial/perspective invite Insert Special Character notes for author	Customize	<input type="checkbox"/>

Upon manual promotion of Alternate Authors, these notes can be entered or edited before promotion. NOTE: If automatic promotion occurs, they are not editable but will be pulled into the promotion letter if the %INVITATION_NOTES_TO_AUTHOR% merge field is used in the letter.

Promote Author

You are about to Promote Amy Authoress from Alternate Author to Author.

If you wish to promote this person, click 'Promote and Send Letter'.

Click **Customize** if you want to customize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

Note: If you customize a letter and then select a new letter, your customized text will be lost.









Click 'Cancel' if you do not want to promote the Alternate Author.

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date
Amy Authoress (Author)	Editorial/perspective invite Customize Insert Special Character notes for amy	03/20/2009 (mm/dd/yyyy)	10/08/2010 (mm/dd/yyyy)

The *Details* page for the Proposal or submission for which a commentary was solicited shows any Author invitation notes that were entered. The notes are not editable on the *Details* page.

Name:	Anthony Author, MD [Proxy]
Author Status:	Author Invited
Date Author Invited:	Mar 6 2009 11:34AM
Date Response Due:	<input type="text" value="03/20/2009"/> (mm/dd/yyyy)
Elapsed Days Since Invitation:	0
Date Submission Due:	<input type="text" value="10/08/2010"/> (mm/dd/yyyy)
Invitation Notes To Author:	<div style="border: 1px solid gray; padding: 2px;">Notes to Anthony</div>
<hr/>	
Name:	Amy Authoress [Proxy]
Author Status:	Author Invited
Date Author Invited:	Mar 6 2009 12:05PM
Date Response Due:	<input type="text" value="03/20/2009"/> (mm/dd/yyyy)
Elapsed Days Since Invitation:	0
Date Submission Due:	<input type="text" value="10/08/2010"/> (mm/dd/yyyy)
Invitation Notes To Author:	<div style="border: 1px solid gray; padding: 2px;">notes for amy</div>

The Proposal Pipeline Report selection criteria page allows searching on the Invitation Notes to Author. It will return any invitations or invited submissions with invitation notes containing the search term:

Proposal Pipeline Report	
This report displays all Author invitations and invited submissions associated with a proposal. If you select multiple criteria, the results returned will be limited to those invitations and manuscripts that fulfil all of the selected criteria. Incomplete proposals with unapproved PDFs and proposals with a final disposition of 'Withdrawn Proposal' are automatically excluded from the results.	
Proposal Handling Editor:	(All Editors) ▾
Proposal Status:	(All Statuses) ▾
Proposal Manuscript Number:	<input type="text"/>
Proposal Title (contains):	<input type="text"/>
Proposal Target Publication Volume:	<input type="text"/>
Proposal Target Publication Issue:	<input type="text"/>
Proposal Target Publication Date:	from <input type="text"/>  to <input type="text"/>  (mm/dd/yyyy)
Proposal Approved Date:	from <input type="text"/>  to <input type="text"/>  (mm/dd/yyyy)
Invitation Notes to Author (contains):	<input type="text" value="Notes to Anthony"/>
Author Submission Due Date:	from <input type="text"/>  to <input type="text"/>  (mm/dd/yyyy)
Invited Article Title (contains):	<input type="text"/>
Invited Article Editorial Status:	(All Statuses) ▾
Submission Actual Publication Volume:	<input type="text"/>
Submission Actual Publication Issue:	<input type="text"/>
Submission Actual Publication Date:	from <input type="text"/>  to <input type="text"/>  (mm/dd/yyyy)
Submission Target Publication Volume:	<input type="text"/>
Submission Target	<input type="text"/>

The Proposal Pipeline Report results contain all proposal/invitation combinations that have an invitation note containing the text entered into the search box. The invitation note itself is not displayed in the results, however it can be viewed by clicking the [Details](#) action link.

Proposal Pipeline Report

This report was run Mar 06 2009 02:05PM

Contents: Proposal Handling Editor is equal to All Editors and Proposal Status is equal to All Statuses and Invitation Notes to Author cont Status is equal to All Statuses

[Download the report results](#)

Page: 1 of 1 (1 total proposals)
Display results per page.

Proposal Manuscript Number ▲▼	Proposal Article Title ▲▼	Date Proposal Assigned to Handling Editor ▲▼	Proposal Handling Editor ▲▼	Invited Author Name ▲▼	Date Author Invited ▲▼	Date Author Agreed ▲▼	Date Author Declined ▲▼	Date Author Uninvited ▲▼	Total Author Reminders ▲▼	Author Initial Submission Date ▲▼
CAROLINETEST71-D-09-00003 Details ▶ History	This is a new proposal for perspective, the only article type available for selection can be a perspective.	Mar 6 2009 2:00PM	Ed J Editor	Anthony Author	Mar 6 2009 2:02PM				0	

Page: 1 of 1 (1 total proposals)
Display results per page.

[Download the report results](#)
[Back to Proposal Pipeline Report](#)
[Back to Reports](#)
[Editorial Menu](#)
[Proposal Menu](#)

The Author sees a View Invitation Information link in the *My New Invitations* folder on the Author Main Menu. This link is also displayed in the Author's *My Accepted Invitations* folder, and in the *Incomplete Submissions* and *Submissions Waiting for Author's Approval* folders:

New Author Invitations for Anthony Author, MD

You have been invited to submit a manuscript. Please Agree or Decline to submit.


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

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	Date Response Requested	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
View Invitation Information View Invitation Letter Similar Articles in MEDLINE Agree to Submit Decline to Submit Send E-mail	CAROLINETEST71-D-09-00003	Proposal for Perspective	This is a new proposal for perspective, the only article type available for selection can be a perspective.	Mar 6 2009 2:02PM	Authors Invited for Proposal	Mar 6 2009 2:02PM		0	Ed J Editor, MD		

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

<< Author Main Menu

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



Clicking this link brings up a pop-up window displaying the Invitation Notes entered by the Editor at the time of invitation:

**Additional Invitation Details for Manuscript Number
CAROLINETEST71-D-09-00003**

"This is a new proposal for perspective, the only article type available for selection can be a perspective."

The information displayed below is associated with your invitation to submit.

Close

Invitation Notes to Author

Notes to Anthony

Close

Once an invited submission has been received by the publication, the Invitation Notes related to the original invitation for the submission are searchable using *Search Submissions*. The Invitation Notes themselves do not appear in the results:

Search submissions selection criteria

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#).

Search Definition:

[Help with Searching](#)
[Insert Special Character](#)
[Value Options](#)
[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
▼	Invitation Notes to Author	is	Containing	Anthony	▼
<input type="button" value="Add"/>					

Help With Searching

- Use the [Value Options](#) link to view standard lists and classifications; you can copy and paste Values from there.
- The required format for date entry is mm/dd/yyyy. If the date is not entered in this format, you will be required to re-enter the date in the specified format.
- You must enter at least one set of criteria in the Value box to execute a search. We recommend entering as much criteria as you know. The more refined the criteria, the quicker your results will be returned.
- If you combine AND and OR relations, use the parentheses to ensure the evaluations are carried out in the right order. If you do not use parentheses, or combine AND and OR within parentheses, the AND relationship is evaluated first.
- Selections are case-insensitive. You may enter any mixed case value.
- You can check for empty (no value) fields by selecting the "Unspecified" Selector.

[Editorial Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Search Submissions - Search Results

Invitation Notes to Author is containing 'Anthony'

[Switch to Production View](#)

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

Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title	Keywords	Classifications	Current Status	Status Date	Initial Date Submitted	Reviewers	Handling Editor	Assigned Editors	Section/Category
View Submission Details History Technical Check File Inventory Split Commentary Classifications Remove Submission View Related Submissions Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions		Anthony Author	this is my invited submission	Perspective			40: PHARMACOLOGY 50: IMMUNOLOGY	Submitted to Journal	Mar 6 2009 2:21PM	Mar 6 2009 2:21PM				

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

[Switch to Production View](#)

[Editorial Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

The Invitation Notes also appear on the Details page of the invited submission.

TO CONFIGURE:

In PolicyManager:

For Editors with permission, there is a new Edit Additional Invitation Details link in the 'Additional Data Policies' section of PolicyManager.



Clicking this link brings up the new *Edit Additional Information Details* page. This page allows the user to:

1. Enter instructions that will appear to the Author on the new *Author Invitation Details* page.
2. Select the checkbox "Display 'Invitation Notes to Author' comments box" – if selected, an 'Invitation Notes to Author' text entry box will appear for each Author during the author invitation process, on the *Select Authors – Confirm Selection and Customize Letters* page.
3. Select the checkbox "Make the 'Invitation Notes to Author' comments searchable using 'Search Submissions'" – if selected, the invitation notes associated with an

invited submission are searchable using *Search Submissions*. Note that a result is returned only for an invited submission that has been received by the editorial office. A result is not returned for an outstanding invitation that is not yet associated with an invited submission.

Edit Additional Invitation Details

Enter any instructions that you would like to display for an invited Author on the *Additional Invitation Details* page. If you have not edited the instructions, the default instructions are in the text area below and will appear on the page.

Select the checkbox labeled 'Display Invitation Notes to Author comments box' if you want a text entry box to appear for each Author Invitation. Once text is entered into the box and the invitation is sent, the comments text is visible to the Invited Author on the Additional Invitation Details page, and to the Editor on the Details page. Also indicate whether you want these 'Invitation Notes to Author' to be searchable using Search Submissions.

Instructions on Author Invitation Details page:

[View Default Instructions](#) [Revert to Default Instructions](#) [Insert Special Character](#)

Here are some invitation notes that the Editor wants you to see, along with other information about the submission.

Invitations Notes to Author:

Display 'Invitation Notes to Author' comments box

Make the 'Invitation Notes to Author' comments searchable using 'Search Submission'

Pre-Select Invited Article Type

In EM v7.0, when an Author submits an invited submission, they are required to select the Article Type appropriate to their submission from those configured as 'Invited'. This sometimes creates complications when the Author does not know which Article Type to select. New in v7.1, Editors may pre-select the Article Type when inviting Authors through the 'Solicit Commentary' or 'Initiate Proposal' features.

When soliciting a Commentary, the Editor will be given the opportunity to select the Article Type for the invited submission from a drop-down menu when entering the Target Publication Schedule information. The drop-down menu will show all non-hidden Article Types (from the 'Regular' and 'Conference Submission' Article Type Families) that are configured as 'Invited'. The Editor may also choose to let the Author select the Article Type by selecting the "Author Will Select" option in the menu.

Target Publication Schedule Page for 'Solicit Commentary'

Target Publication Schedule

Enter a target publication date and other parameters. These values will apply to this submission and any invited submissions which are associated with it. In some cases, only the invited submissions will be published.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

Pre-select Article Type for Invited Submissions generated from this Proposal:		Author Will Select ▼
		Author Will Select
* Target Publication Date:		Commentary
		Birthday Issue
		<input type="text"/> (mm/dd/yyyy)
Target Publication Volume:		<input type="text"/>
Target Publication Issue:		<input type="text"/>
Author Response Due: Number of Days Author has to Respond to Invitation	<input type="text" value="0"/>	A value of zero indicates the Invitation due date feature is not being used.
Author Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="0"/>	A value of zero indicates the Submission due date feature is not being used.

* Required field

The same option displays when an Editor initiates a Proposal.

'Initiate Proposal' Page

Initiate Proposal

Select an Article Type for the proposal, then enter a Proposal Title and other information.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

Article Type:	Proposal Parent
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select
Title:	Author Will Select Commentary Birthday Issue
Insert Special Character	

*** Target Publication Date:** (mm/dd/yyyy)

Target Publication Volume:

Target Publication Issue:

Author Response Due: Number of Days Author has to Respond to Invitation: 0. A value of zero indicates the Invitation due date feature is not being used.

Author Submission Due: Number of Days prior to Target Publication Date: 0. A value of zero indicates the Submission due date feature is not being used.

* Required field

If the Editor has pre-selected an Article Type, then when the Author submits the invited submission, the 'Select Article Type' step is suppressed, but the pre-selected Article Type is set behind the scenes. All steps configured for the pre-selected Article Type will display for the Author to complete. The 'Select Article Type' step will also be suppressed for all subsequent edits to or revisions of that submission.

NOTE: When the Article Type is pre-selected for an invited submission, the Article Type for that invited submission can never be changed. Make sure you are pre-selecting the correct Article Type for this invited submission.

*Submission Interface for Invited Submission with a Pre-selected Article Type
(first step –Select Article Type– is suppressed, other steps appear as configured for the
pre-selected Article Type)*

New Submission

[Frequently Asked Questions](#)

[Enter Title](#)

[Add/Edit/Remove Authors](#)

[Enter Keywords](#)

[Select Classifications](#)

[Additional Information](#)

[Enter Comments](#)

[Suggest Reviewers](#)

[Oppose Reviewers](#)

[Request Editor](#)

[Attach Files](#)

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

[Next](#)

TO CONFIGURE:

No configuration required, although it should be noted that only non-hidden Article Types from the Regular and Conference Submission Article Type Families which are configured as 'Invited' will be available for selection in the drop-down menu.

Author Invitation Statistics

New in v7.1, Editors can see Author Invitation statistics when they are searching for Authors to invite for Commentaries or Proposals. Similar to the statistics displayed for Reviewers, the current and historical information regarding Author Invitations is displayed on the *Search for Author Results* and *Search for Alternate Author Results* pages, including the number of Author Invitations accepted by the Author, number of Author Invitations declined, and number of outstanding Author Invitations for the Author.

The following statistics associated with Author Invitations are now shown in the 'Author Statistics' column, in addition to the 'Agreed and Awaiting Submission' field already displayed:

1. Invited Submissions Received – Displays the total number of invited submissions the Author has submitted to date.
2. Un-invited Before Agreeing – Displays the total number of invited submissions where the invited Author was un-invited **before** having agreed to submit.
3. Un-invited After Agreeing – Displays the total number of invited submissions where the invited Author was un-invited **after** having agreed to submit.
4. Last Invited Submission Agreed – Displays the latest date that the Author agreed to submit an invited submission.
5. Last Invited Submission Received – Displays the latest date that the Author submitted an invited submission.
6. Last Invited Submission Declined – Displays the latest date that the Author declined an invitation.
7. Avg Days to Submit – Displays the average number of days that the Author has taken to submit the agreed submissions after accepting their Author Invitations, not including those that were subsequently un-invited.

Please note that the removal of a submission by either an Editor or the Author does not change the above statistics. The submission is still counted in these statistics.

The following statistics associated with Author Invitations are added to the 'Invitation Statistics' column under the 'Outstanding Invitations' field already displayed:

1. Agreed – Displays the total number of invitations where the Author agreed to submit, including those that have already been submitted and those where the author was subsequently un-invited.
2. Declined – Displays the total number of invitations where the Author declined to submit.
3. Un-invited – Displays the total number of times the Author was un-invited by an Editor **before responding to an invitation.**

4. Total Invitations – Displays the total number of Author Invitations sent to the Author. This total is equal to the sum of the four values above it in the ‘Invitation Statistics’ column.

‘Search for Authors by Name and Address’ results page display (partial)

Author Candidates																			
Check the box for each person you want to invite to submit, and then proceed with sending the default letter or a customized letter.																			
Page: 1 of 1 (1 total Authors)					Display results per page.														
Select	Number of Invitation Letters	Author Name	Board Member	Classifications *	Submissions Being Processed		Author Statistics			Invitation Statistics									
					Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Outstanding Invitations:	Agreed:	Declined:	Un-invited:	Total Invitations:
<input type="checkbox"/>		Jaeger Van den Brand, M.D.	No	0 Class matches with MS	2	0	1	16	2	1	Mar 03, 2008	Feb 21, 2008	Feb 17, 2008	9	2	17	2	2	23
(* indicates match between Author and Manuscript Classifications)																			
Page: 1 of 1 (1 total Authors)					Display results per page.														
Cancel					Proceed														

‘Search for Authors by Personal Classifications’ results page display (partial)

Author Candidates																			
Check the box for each person you want to invite to submit, and then proceed with sending the default letter or a customized letter.																			
Page: 1 of 1 (2 total Authors)					Display 10 results per page.														
Select	Number of Invitation Letters	Author Name	Board Member	Classifications *	Submissions Being Processed		Author Statistics			Invitation Statistics									
					Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Outstanding Invitations:	Agreed:	Declined:	Un-invited:	Total Invitations:
<input type="checkbox"/>		Anthony Author, MD	Yes	1 Personal Class found ANESTHESIA	0	1	0	15	1	0	Mar 04, 2008	Feb 22, 2008	Feb 16, 2008	7	1	15	1	1	18
<input type="checkbox"/>		David Eighth Author Invited - Jun 19, 2008 Author Invited - June 25, 2008	No	1 Personal Class found ANESTHESIA	2	1	0	17	0	0	Mar 03, 2008	Feb 21, 2008	Feb 17, 2008	9	2	17	2	0	21
Page: 1 of 1 (2 total Authors)					Display 10 results per page.														
Cancel					Proceed														

'Search for Alternate Authors' results page display (partial)

Alternate Author Candidates									
Check the box for each person you want to select as an Alternate Author.									
Page: 1 of 1 (1 total Authors)					Display results per page.				
Select	Number of Invitation Letters	Author Name	Board Member	Classifications *	Submissions Being Processed		Author Statistics	Invitation Statistics	
					Invited	Unsolicited		Agreed and Awaiting Submission:	Outstanding Invitations:
<input type="checkbox"/>		Paul Brand, M.D.	No	0 Class matches with MS	2	0	Agreed and Awaiting Submission: 1 Invited Submissions Received: 12 Un-invited Before Agreeing: 5 Un-invited After Agreeing: 2 Last Invited Submission Agreed: Mar 04, 2008 Last Invited Submission Received: Feb 20, 2008 Last Invited Submission Declined: Feb 18, 2008 Avg Days to Submit: 6	Agreed: 15 Declined: 2 Un-invited: 5 Total Invitations: 24	
(* indicates match between Author and Manuscript Classifications)									
Page: 1 of 1 (1 total Authors)					Display results per page.				
Cancel					Proceed				

'Search for Alternate Authors by Personal Classifications' results page display (partial)

Alternate Author Candidates									
Check the box for each person you want to select as an Alternate Author.									
Page: 1 of 1 (2 total Authors)					Display 10 results per page.				
Select	Number of Invitation Letters	Author Name	Board Member	Classifications *	Submissions Being Processed		Author Statistics	Invitation Statistics	
					Invited	Unsolicited		Agreed and Awaiting Submission:	Outstanding Invitations:
<input type="checkbox"/>		Anthony Author, MD	Yes	1 Personal Class found ANESTHESIA	0	1	Agreed and Awaiting Submission: 0 Invited Submissions Received: 15 Un-invited Before Agreeing: 1 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Mar 04, 2008 Last Invited Submission Received: Feb 22, 2008 Last Invited Submission Declined: Feb 16, 2008 Avg Days to Submit: 7	Agreed: 15 Declined: 1 Un-invited: 1 Total Invitations: 18	
<input type="checkbox"/>		David Eighth Author Invited - Jun 19, 2008 Author Invited - June 25, 2008	No	1 Personal Class found ANESTHESIA	2	1	Agreed and Awaiting Submission: 0 Invited Submissions Received: 17 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Mar 03, 2008 Last Invited Submission Received: Feb 21, 2008 Last Invited Submission Declined: Feb 17, 2008 Avg Days to Submit: 9	Agreed: 17 Declined: 2 Un-invited: 0 Total Invitations: 21	
Page: 1 of 1 (2 total Authors)					Display 10 results per page.				
Cancel					Proceed				

From any of the above pages (and many other pages in Editorial Manager), an Editor can also access the *People Information* page for a potential Author by clicking the Name link associated with candidates in the results set. Four new sections displaying Author Invitation Statistics now appear on the *People Information* page (when there are statistics available): a 'Current Author Invitation Statistics' section, a 'Historical Author Invitation Statistics' section, a 'Historical Author Invitation Performance Summary' section, and a 'Historical Author Invitation Averages' section. NOTE: The location of these new sections on the *People Information* page may change based on the page from which it was accessed.

'People Information' page as displayed when accessed from an Author Search page

People Information - Igor Van den Brand, M.D.

[Summary Statistics](#)
 [Detailed Statistics](#)
 [Invited Author Statistics](#)
 [Similar Articles in MEDLINE](#)

General Information

Permanent Address: <small>(Current Address)</small>	90125 Baker Street Vancouver, 002356 CANADA 617-999-0125 FAX: 617-999-0126 trash@ariessys.com
People URLs:	None
Unavailable Dates:	None
Role:	Author, Reviewer, Editor in Chief

People Notes

[Insert Special Character](#)

Personal Classifications (* indicates match with document)

None

Current Review Statistics

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Aug 08, 2007	0	0

Historical Invitation Statistics

Total Invitations	Agreed to Review	Declined to Review	Un-invited Before Agreeing to Review	Terminated Before Agreeing to Review
1	1	0	0	0

Historical Reviewer Performance Summary

Total Completed Reviews	Submitted on Time	Submitted Late	Un-invited After Agreeing to Review	Terminated After Agreeing to Review	Date Last Review Completed
1	1	0	0	0	Aug 08, 2007

Historical Averages

Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders	Manuscript Rating	Reviewer Rating
0	0	-1	0	87	0

Recommendation Summary

Accept:	1
Major Revision:	0
Minor Revision:	0
Reject:	0

[Screenshot continues on following page]

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating	Reviewer Rating	Action
JOURNAL-7	Aug 08, 2007	Aug 08, 2007	Aug 08, 2007	-1	0	Accept	87	0	View Submission Details History

Current Editor Assignments

MS Number	Date Editor Assigned	Elapsed Days	Status	Action
JOURNAL-0511	Jan 26, 2008	5	With Editor	View Submission Details History
JOURNAL-0515	Jan 26, 2008	5	With Editor	View Submission Details History
JOURNAL-0516	Jan 26, 2008	5	With Editor	View Submission Details History

Open Production Task Assignments

MS Number	Production Task	Date Task Assigned	Production Task Status	Date Task Due	Days Until Due	Action
JOURNAL-0550	Composition	Feb 07, 2008	Open	Feb 07, 2008	Due Today	View Submission Production Details History

Current Author Invitation Statistics

Date Last Agreed	Invited Submissions in Progress	Outstanding Invitations
Mar 30, 2008	1	2

Historical Author Invitation Statistics

Total Author Invitations	Agreed to Submit	Declined to Submit	Un-invited Before Agreeing to Submit
23	17	2	2

Historical Author Invitation Performance Summary

Total Invited Submissions Received	Submitted On Time	Submitted Late	Un-invited After Agreeing to Submit	Date Last Invited Submission Received
16	9	7	1	May 30, 2008

Historical Author Invitation Averages

Days to Respond to Author Invitation	Days to Submit Invited Submission	Days Late	# of Author Reminders
5	9	6	1

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
	Editorial - by the Editor-in-Chief	Feb 06, 2008	Submitted to Journal	Feb 06, 2008			View Submission Details History

The 'Current Author Invitation Statistics' section displays the following information:

1. Date Last Agreed - Displays the latest date that the user has agreed to any Author Invitation.
2. Invited Submissions in Progress - Displays the current number of submissions where the user has agreed to submit based on Author Invitations, but has yet to submit the invited submission to the editorial office and has not been un-invited. This field matches the 'Agreed and Awaiting Submission' field on the *Author Search Results* pages.
3. Outstanding Invitations - Displays the current number of Author Invitations that the user has not yet responded to. This field matches the 'Outstanding Invitations' field on the *Author Search Results* pages.

The 'Historical Author Invitation Statistics' section, displayed beneath the 'Current Author Invitation Statistics' section, shows the following historical information related to Author Invitations:

1. Total Author Invitations - Displays the total number of Author Invitations sent to the user. This field matches the 'Total Invitations' field on the *Author Search Results* pages.
2. Agreed to Submit - Displays the total number of invitations where the Author has agreed to submit, including those that have already been submitted and those where the author was subsequently un-invited. This field matches the 'Agreed' field on the *Author Search Results* pages.
3. Declined to Submit - Displays the total number of invitations where the Author has declined to submit. This field matches the 'Declined' field on the *Author Search Results* pages.
4. Un-invited Before Agreeing to Submit - Displays the total number of times that the user was un-invited by an Editor before responding to an Author Invitation. This field matches the 'Un-invited' field on the *Author Search Results* pages.

The 'Historical Author Invitation Performance Summary' section, displayed beneath the 'Historical Author Invitation Statistics' section, displays the following performance summary information related to Author Invitations:

1. Total Invited Submissions Received - Displays the total number of invited submissions received by the Editorial Office from the user. This field matches the 'Invited Submissions Received' field on the *Author Search Results* pages.
2. Submitted On Time - Displays the total number of invited submissions submitted by the user before their Author Submission Due Date has elapsed. *NOTE: Invited submissions with no due date are also included in this count.*
3. Submitted Late - Displays the total number of invited submissions submitted by the user after their Author Submission Due Date had elapsed.

4. Un-invited After Agreeing to Submit - Displays the total number of times that the user was un-invited by an Editor after agreeing to an Author Invitation.
5. Date Last Invited Submission Received - Displays the date that the user last submitted an invited submission. This field matches the 'Last Invited Submission Received' field added to the *Author Search Results* pages.

The 'Historical Author Invitation Averages' section, displayed beneath the 'Historical Author Invitation Performance Summary' section, displays the following averages calculated for Author Invitation statistics:

1. Days to Respond to Author Invitation - Displays the average number of days between the Author Invitation being sent and the Author clicking either the 'Agree to Submit' link or deep link or the 'Decline to Submit' link or deep link.
2. Days to Submit Invited Submission - Displays the average number of days that between the Author clicking the 'Agree to Submit' link or deep link and the Author approving the PDF for their invited submission. This field matches the 'Avg Days to Submit' field on the *Author Search Results* pages.
3. Days Late - Displays the average number of days past the Author Submission Due Date that the user has submitted any late invited submissions. NOTE: Only submissions which were submitted after their due date count toward this average.
4. # of Author Reminders - Displays the average number of Author reminder letters the user has received per Author Invitation.

TO CONFIGURE:

No configuration required. New sections will display automatically when Author Invitation statistics are available.

PRODUCTION TRACKING ENHANCEMENTS

Initiate Production without Assigning a Submission Production Task

In EM/PM v7.0, when initiating production on a submission, the user has the option of assigning the submission to a Schedule Group where they may or may not assign a Production Task immediately. If the user does not assign the submission to a Schedule Group, then they are navigated to the *Assign Production Task* page where they must assign a Production Task in order to complete the initiation of production.

New with v7.1, users are given the option of initiating production on a submission without having to assign the submission to schedule group or assigning a Submission Production Task. When a submission is not assigned to a Schedule Group, then the 'Assign Production Task' page now has a new 'Proceed Without Selecting a Task' button. Clicking the 'Proceed Without Selecting a Task' button moves the submission into production, and places the submission into the new 'Production Initiated – No Tasks Assigned' folder (see below for information on this new folder).

Assign Production Task for Manuscript Number: DEMO103, DOI: Unassigned Anthony Author (UNITED STATES): "TEST D"

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

To initiate production without assigning a production task, click the 'Proceed Without Selecting a Task' button.

Schedule Group: No Schedule Group Assigned

Production Task: Please Choose a Production Task

Cancel Proceed Without Selecting a Task

The addition of this functionality also allows publications to have Editor and Publisher roles that have the 'Initiate Production' permission enabled, but not the 'Assign Submission Production Task' permission enabled.

TO CONFIGURE:

No additional configuration necessary. This option is available for all Editor and Publisher roles with the 'Initiate Production' permission enabled.

New 'Production Initiated – No Tasks Assigned' folder

A new folder link is available on the Production Tasks menu for Editors and Publishers called Production Initiated - No Tasks Assigned. This link is displayed in the 'Overview' section of the Production Tasks Menu.

Editor Production Tasks Menu

The screenshot shows the 'Production Tasks' menu for an editor. It features a navigation bar with 'Editorial', 'Proposal Menu', and 'Production Tasks'. On the left is a sidebar titled 'Managing Editor Production Tasks Menu'. The main content area is divided into three sections: 'Search' with links for 'Search Submissions' and 'Search People'; 'To-Do List' with links for 'Submission Tasks Assigned to Me (1)', 'Schedule Group Tasks Assigned to Me (0)', and ''At-Risk' Submissions (4)'; and 'Overview' with a red arrow pointing to 'Production Initiated – No Tasks Assigned (7)', along with other links like 'Submission Tasks I Have Assigned (15)', 'Schedule Group Tasks I Have Assigned (1)', 'View All Submissions In Production (21)', 'View All Production Tasks With Authors (2)', and 'Production Status Grid'.

Publisher Production Tasks Menu

The screenshot shows the 'Production Tasks' menu for a publisher. It features a navigation bar with 'Main Menu' and 'Production Tasks'. On the left is a sidebar titled 'Production Team Production Tasks Menu'. The main content area is divided into two sections: 'To-Do List' with links for 'Incomplete Submissions (1)', 'Submissions Needing Approval (1)', 'Submission Tasks Assigned to Me (0)', and 'Schedule Group Tasks Assigned to Me (0)'; and 'Overview' with a red arrow pointing to 'Production Initiated – No Tasks Assigned (7)', along with other links like 'Submission Tasks I have Assigned (1)', 'View All Submissions in Production (22)', 'View All Production Tasks with Authors (2)', and 'Production Status Grid'.

The new 'Production Initiated – No Tasks Assigned' folder displays submissions where production has been initiated but no tasks have yet been assigned (or if all tasks have been cancelled), and the submission is still actively in production (i.e., the End Production link has not been clicked or the Schedule Group to which the submission has been assigned is not closed). Contents may include submissions entered via the new

'Create Submission' button in PM, or submissions entered in EM that have gone through the editorial process, and on which production has been initiated without an initial task being assigned. The folder contains Action Links allowing the user to assign a submission production task, view Details about the submission, or edit the submission.

NOTE: If there are no submissions in the folder, the folder name still displays as a label (not a link) with a (0) after the name.

TO CONFIGURE:

No configuration necessary. The new folder displays for all Editors and Publishers with the existing 'Initiate Production' permission enabled.

Input Submissions Directly Into Production Tracking

Some publications use the EM/PM system solely for production tracking, placing new submissions directly into production. To manually input the details of such a submission in v7.0, users need to log in as the Author of the submission and use the existing submission interface to submit a manuscript, then log in as an Editor (or Publisher) role to initiate production. V7.1 introduces a new method for entering a submission directly into Production Tracking.

A new Preprint Manager permission is created for Editors enabling them to enter a submission directly into Production by first searching for the Author record (from the [Search People](#) link on the Production Tasks menu), and then clicking a new 'Create Submission' button.

Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Saint Kris Kringle
Self-Registered: 05/15/2008
Last Modified: Thu May 15 12:09:39 EDT 2008

[Inactivate this User](#)

[Create Submission](#)

User Information [Insert Special Character](#)

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name:

Password *: [Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *:

Publisher Role *:

Editorial Role *:

Editor Description:

[Activity Details](#)

[Additional People Details](#)

The Editor is then brought to a streamlined submission entry form, displaying the set of fields configured for the selected Article Type as well as date fields required by the system for creating the submission record. Editors are asked to enter the metadata for the submission, any Other Authors associated with the submission, and are given an opportunity to upload files for the submission. No PDF is created using this submission method.

NOTE: When a submission is created using this streamlined entry method, there is no PDF created for the submission at any point in the lifecycle of the submission. If Editors believe there will be a need for a PDF at any point, they should proxy into EM/PM as the Author and enter the submission using that method.

Create Submission

[Enter Metadata](#)

[Add/Edit/Remove Authors](#)

[Attach Files](#)

Enter Metadata

Enter submission metadata below. Required fields are marked with *.

*** Article Type:** Manual Submission

*** Full Title:** [Insert Special Character](#)

Short Title: [Insert Special Character](#)

Section/Category: Please Choose

Manuscript Number:

Check to have number auto-assigned

Revision Number: 0 Select 0 if no revisions, or a number corresponding to the revision number

DOI:

Initial Date Submitted: 12/05/2008 (mm/dd/yyyy)

Date Revision Submitted: (mm/dd/yyyy) Enter the date a first revision or higher was received

Final Decision Date: 12/05/2008 (mm/dd/yyyy)

Date Final Disposition Set: 12/05/2008 (mm/dd/yyyy)

Final Disposition Term: Completed

Submission Target Online Publication Date: (mm/dd/yyyy)

Keywords (separated by semicolons): [Insert Special Character](#)

Classifications: Select Manuscript Classifications [Insert Special Character](#)

[any configured custom submission questions, listed one by one]

Region of Origin: Choose Region

Target Number of Pages:

Black and White Image Count:

Color Image Count:

Save Changes
Save and Proceed

Submissions entered via this new interface are automatically placed into Production (Production is Initiated) upon creation, and are placed in the new 'Production Initiated – No Tasks Assigned' folder.



NOTE: If your publication is configured to have an automatically generated DOI using the Manuscript Number, you must have a manuscript number entered (or automatically generated) before you navigate from the Create Submission/Enter Metadata page. The DOI field will not be editable once the record is created.

TO CONFIGURE:

A new RoleManager permission is available for Editor roles in the Preprint Manager section called 'Create Submission'. Enabling this permission allows Editors (with 'Search People' permission enabled) to search for the Author Record from the Production Tasks menu and create a new submission from that Author's record.



Submission Production Workflows

In v7.0 of EM/PM, system administrators are able to define a master set of Submission Production Tasks which are then available for use with all types of submissions. The user then decides which ones apply when assigning tasks for a submission. Although it is possible to limit the Production Tasks that a specific user can assign, it has not been possible to configure a subset of production tasks for use with a particular type of submission.

New in v7.1, system administrators can now define a subset of Submission Production Tasks. Each subset, called Submission Workflows, is given a unique name. Workflows may then be associated with specific Article Types, though you may also choose to not associate a Workflow with a given Article Type, allowing for all Submission Production Tasks to be available. Only one Workflow can be associated with each Article Type, though multiple Article Types may use the same Workflow. After applying a named Workflow to an Article Type, users will see the configured set of available Submission Production Tasks when assigning a task for a submission of that type, comprised of those tasks in the selected Workflow that are also available for the user to assign.

Without a Workflow linked to the Article Type (All configured Submission Production Tasks are shown):

Assign Production Task for Manuscript Number: JXYZ-D-03-00
John P MacJohn (UNITED KINGDOM): "Sa

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned the task will appear.

Schedule Group: [Physics Pool](#)

Production Task:

Production Task	Date Task Assigned	Date Task Due	Assigned To	Task	Date	CI
Status Hiding	Apr 25, 2007	Apr 30, 2007	John P MacJohn BSc			
Editing	Feb 23, 2006	Feb 28, 2006	John P MacJohn BSc			Ma
Editing	Feb 08, 2006		John P MacJohn BSc			Fe
Editing	Feb 08, 2006		Charlie Copy-Editor			Ma
Artwork from	Feb 01, 2006	Feb 04, 2006	John P MacJohn BSc			Ap

Please Choose a Production Task

- Please Choose a Production Task
- Request Artwork from Author
- Format manuscript
- Due Date Test Task
- Copy Editing**
- Pre-Proof to author
- Editing complete
- Typesetting
- Colour Imposition
- Prep for Web
- Printing
- Proof checking by Author
- Schedule test Task
- Correspondence Test Task
- Schedule test Task 2
- Test Status Hiding Task
- Test again
- FTP Test Task

With a Workflow linked to the Article Type (only the Submission Production Tasks associated with the Workflow assigned to the Article Type are shown):

**Assign Production Task for Manuscript Number: JXYZ57, D
John MacJohn (UNITED KINGDOM): "Submitting to a Journal;
on-line submission systems."**

Select the production task you wish to assign. After the task is selected, a list of people the task will appear.

Schedule Group: [4\(3\) - Sep 2007](#)

Production Task: Please Choose a Production Task

- Please Choose a Production Task
- Format manuscript
- Copy Editing
- Pre-Proof to author
- Prep for Web

DUCTION TASK HISTORY

uction	Date Task Assigned	Date Task Due	Assigned To	Assigned By	Task Status	De	Cl
<							

The Submission Workflow acts as an additional filter when assigning tasks, cutting down the full list of tasks that would otherwise be presented. You may still use the master list of tasks as a default for some Article Types, applying named Workflows only to those Article Types that need to follow a restricted set of tasks.

The Production Status Grid is modified to indicate which types of Submission Production Tasks are not applicable to each submission listed. As before, all Production Task Types that are configured with 'Show Task in Production Status Grid' appear here, but now any task type that is either Hidden, or not in the Workflow linked to the Article Type for a particular submission, will appear with darker background shading:

Production Status Grid

Show: Unassigned Submissions

Page: 1 of 1 (4 total submissions) Display: ALL results per page.

Grand Totals Download Grid

Action	Manuscript Number	DDI	Author Name	Article Title	Production Status	Date Production Started	Format manuscript	Copy Editing	Editing complete	Typesetting	Prep for Web	Printing	Submission Target Online Date	Schedule Group	Section/Category	Article Type	Target TOC Position	Target Number of Pages	Target Start Page	Target End Page	Black and White Image Count	Color Image Count
Production Details History Transmittal Form Assign Production Task File Inventory Search in PubMed Google Scholar Send E-mail	22-10-TestRedWarnings-001	Unassigned	Dr Anne Author (UNITED KINGDOM)	Testing red due date errors.	With Copy-Editor; [Not Copy-Edited]; [Not Web Prepped]	Jul 16, 2007	Submitted Oct 27, 2007 John MacJohn	Due Oct 28, 2007 Charlie Copy-Editor	Slip: 207 days	Must Start: Jul 10, 2007	Must Start: Jul 25, 2007	Slip: 212 days	Slip: 197 days	Jul 30, 2007		Normal MS	12			2	3	
Production Details History Transmittal Form Assign Production Task File Inventory Search in PubMed Google Scholar Send E-mail	23-10-TestRedWarnings-002	Unassigned	Dr Anne Author (UNITED KINGDOM)	Further testing of red warning text	[Not Copy-Edited]; [Not Web Prepped]	Jul 16, 2007				Must Start: Jul 10, 2007	Must Start: Jul 25, 2007	Slip: 212 days	Slip: 197 days	Jul 30, 2007		Front Matter	10			1	2	
Production Details History Transmittal Form Assign Production Task File Inventory Search in PubMed Google Scholar Send E-mail	23-10-TestMulti-001	Unassigned	Dr Anne Author (UNITED KINGDOM)	Test of multiple related production task assignments.	extyling in Progress; [Colour]; [Not Web Prepped]; **Test In Progress Status**	Jul 12, 2007	Due Jul 14, 2007 John MacJohn	Submitted Jul 16, 2007 Charlie Copy-Editor	Slip: 6 days	Submitted Jul 16, 2007 Technical Typesetting	Slip: 1 day	Due Nov 04, 2007 John MacJohn	Jul 25, 2007			Print Only	8			3	2	
Production Details History Transmittal Form Assign Production Task File Inventory Search in PubMed Google Scholar Send E-mail	JXY234	Unassigned	Dr Anne Author (UNITED KINGDOM)	Test tar uploads	[Not Copy-Edited]; [Not Web Prepped]	Jun 13, 2007	Due Jun 17, 2007 John MacJohn	Must Start: May 31, 2007	Slip: 252 days	Must Start: May 31, 2007	Must Start: Jun 17, 2007 John MacJohn	Slip: 252 days	Slip: 237 days	Jun 20, 2007		Normal MS	10			2	2	

Download Grid


Page: 1 of 1 (4 total submissions) Display: ALL results per page.

Grand Totals

	Number of Pages	Black and White Image Count	Color Image Count
Current	40	5	8

[Production Tasks Reminder Report](#)
[Production Tasks Menu](#)
[Editorial Menu](#)

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



In addition, only the Production Tasks in the Submission Workflow are used when the system builds the submission schedule used behind the scenes to determine ‘Must Start By’ and ‘Must End By’ dates, Schedule Slip values and At Risk status for a submission.

Note that submissions that are already in production when you apply a new Submission Workflow will continue to show existing ‘Must Start:’ values in the Production Status Grid. If a non-Workflow task has previously been assigned for a submission, that task’s dates will display in the grid, though the cell itself has a darkened background. The assigned Submission Workflow filtering will be seen when assigning tasks after the Workflow has been assigned to the Article Type.

TO CONFIGURE:

Under PolicyManager, click the new [Define Submission Workflows](#) link in the ‘Preprint Manager’ section:

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
- ☒ General Policies
- ☒ Conference Submission Policies
- ☒ Transmittal Policies
- ☒ **Preprint Manager**
 -  [Configure Artwork Quality Checking](#)
 -  [Configure Submission Production Tasks](#)
 -  [Define Submission Workflows](#) ←
 -  [Configure Schedule Group Production Tasks](#)
 -  [Set Author Production Task Deep Link Expiration](#)
 -  [Configure Identifiers Displayed in Production Tracking](#)
 -  [Configure Production Statuses](#)
 -  [Configure Reference Checking](#)
 -  [Edit WebFirst Referring URLs](#)
 -  [Edit WebFirst Table of Contents Custom Text](#)
 -  [Set Author and Commercial Reprint Pricing](#)
 -  [Set Cover Page for WebFirst PDFs](#)
 -  [Set Reviewer Attachments Deep Link Policy](#)

This takes you to the new *Define Submission Workflows* page. This page lists all previously defined Workflows.

Prior to any Workflows being defined:

Define Submission Workflows

Listed below are previously created Submission Workflows. You may Add, Edit or Remove Workflows. Each workflow contains a sub-set of Tasks selected from all Submission Production Tasks. To use a Workflow it must be associated with one or more Article Types via the *Edit Article Types* page; Task Assignment for submissions of these Types is then limited to tasks in the Workflow.

Submission Workflow

No Workflows have been defined.

[Insert Special Character](#)

New Workflow Name:

Maximum Workflow Name is 100 characters

[PolicyManager Main Menu](#)

After Workflows have been defined:

Define Submission Workflows

Listed below are previously created Submission Workflows. You may Add, Edit or Remove Workflows. Each workflow contains a shorter list of Tasks selected from all Submission Production Tasks. To use a Workflow, it must be associated with one or more Article Types via the *Edit Article Types* page; Task Assignment for submissions of these Types is then limited to tasks in the Workflow.

Submission Workflow	
Fast-Track	Edit
Front Matter Workflow	Edit
Normal Workflow	Edit
Web-Only Workflow	Remove Edit

[Insert Special Character](#)

New Workflow Name:

Maximum Workflow Name is 100 characters

[PolicyManager Main Menu](#)

Type a name for the Workflow in the ‘New Workflow Name’ field and click the ‘Add’ button. This will display the *Add/Edit Submission Workflow* page, which lists all non-hidden Submission Production Tasks as defined on the *Configure Submission Production Tasks* page. On this page, simply select those Submission Production Task Types to be included in this Workflow:

Add/Edit Submission Workflow

Listed below are previously created Production Tasks. Please select each task that you wish to use in this Workflow. Once this Workflow is linked to an Article Type, only these tasks will be available for assignment on submissions of that Type. Where a task is also configured to appear in the *Production Status Grid*, selected Task types will appear normally while unselected Task types will appear shaded-out for those submissions using this Workflow.

[Insert Special Character](#)

Workflow Name:

Maximum Workflow Name is 100 characters

[Select All](#) [Clear All](#)

Include	Submission Production Task	Role Family	Is Milestone	Used for Must Start Dates	Included in Status Grid
<input checked="" type="checkbox"/>	Format manuscript	Editor/ Publisher		✓	✓
<input type="checkbox"/>	Rework Artwork	Editor/ Publisher			
<input type="checkbox"/>	Request Artwork from Author	Author			
<input type="checkbox"/>	Copy Editing	Editor/ Publisher		✓	✓
<input type="checkbox"/>	Pre-Proof to author	Author			
<input type="checkbox"/>	Editing complete	Editor/ Publisher	✓		✓
<input checked="" type="checkbox"/>	Typesetting	Editor/ Publisher		✓	✓
<input checked="" type="checkbox"/>	Prep for Web	Editor/ Publisher			✓

[Select All](#) [Clear All](#)

NOTE: Although this page displays some configuration settings for your information, all due date functionality, task ordering and other configuration settings are defined on the *Configure Production Tasks* page as in version 7.0; each Submission Workflow is simply a list of tasks selected from the main list.

Once you have defined a Submission Workflow, it must be linked to an Article Type. Go to PolicyManager, [Edit Article Types](#) and click the [Edit](#) link by the Article Type which will use the new Submission Workflow.

A new 'Production Tracking Parameters' section has been added, containing a 'Use Submission Workflow' option. This option displays a drop-down list of all the currently defined Submission Workflows. On upgrade, the default selection in the drop-down list is "All Submission Production Tasks", which means no Workflow is selected.

New Production Tracking Parameters section:

Edit Article Type

Cancel Submit

Article Type:
Maximum Article Type name is 40 characters.

Family: Regular **Invited**

Hide When you **Hide** an Article Type, the Article Type will be deactivated (not available for new or revised manuscripts)

Production Tracking Parameters:
Use Submission Workflow:

Submission Item Parameters:

Abstract	New Submission	Revised Submission
Required for Submission: <input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text" value="Required"/>

This part of the page is unchanged

The rest of the page is unchanged

Select the newly-defined Submission Workflow from the drop-down. This will be applied immediately when assigning Submission Production Tasks, and on the Production Status Grid display. It will only be applied to ‘Must Start’ dates for submissions entering production after this point.

Note that each Article Type has a single Submission Workflow associated with it, but a specific Submission Workflow can be applied to multiple Article Types. At upgrade, the default setting is “All Submission Production Tasks”.

Production Task Transmittal can now include an XML metadata file and the system PDF file

PM v7.0 allows a user to send production task assignment files to an FTP server. The completed Production Task assignment can then be submitted back into PM by FTP.

This feature is enhanced in PM v7.1.

- The set of files FTP'ed out when a Production Task is assigned can now include the system PDF. [NOTE: This file is also available for assignment if the task is not FTP'ed].
- A metadata file in XML format can be included in the zip file of assignment files. [NOTE: This file is only available when the task is FTP'ed].
- The metadata file can be in a publisher-specific format, or can be in compliance with the National Library of Medicine (NLM) DTD. [NOTE: A partial set of metadata is included, not the full NLM set]. The receiving system can then read in metadata such as Article Title, Author names, etc. from the XML file.

The system-built PDF (Editor/Author version) is now available as an assignment file. As with other assignment files, its checkbox must be selected in order for it to be associated with the Production Task assignment:

**Assign Production Task for Manuscript Number: TEST-22
Duncan Samuel Webber (UNITED STATES): "My Article Title"**

Schedule Group: [Schedule Group for June 2009](#)

Production Task: Publish Ahead of Print

Due Date: None required (this is a Milestone Task)

Task Assigned to:

Assignment Letter: Additional recipients can be copied by typing their e-mail addresses into the blank boxes next to cc: Multiple e-mail addresses can be included, separated by semicolons(;).

From: "carolinetest61" <cswwebber@comcast.net>

To:

Letter Purpose: Assign Task: Publish Ahead of Print

Letter Subject:

cc:

Line Wrap:

Letter Body: [Insert Special Character](#)

Submission Files							
Item	Description	Item Family	File Name	Size	Last Modified	QC Results	Allow Download
PDF	PDF						<input type="checkbox"/>
Manuscript	Manuscript	Default	Submitted manuscript.doc	263.5 KB	04/28/2008	Tested	<input type="checkbox"/>
Supplemental Multimedia File	Supplemental File	Supplemental	multimediafile.wav	1036.2 KB	04/30/2008	Passed	<input type="checkbox"/>

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

Companion Files										
Color Code	Item	Description	Item Family	File Name	Size	Last Modified	Uploaded By	QC Results	Allow Download	Action
Change Color	Supplemental file	Supplemental	Supplement	sound.au	153 KB	10/20/2008	Ed J Editor, Editor-in-Chief		<input type="checkbox"/>	Hide
Change Color	Publish ahead of Print PDF	Copyedited PDF	Document	pap.pdf	254.3 KB	10/20/2008	Ed J Editor, Editor-in-Chief	N/A	<input type="checkbox"/>	Hide

[Upload New Companion File](#)

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

[Cancel](#) [Assign Task and Send Letter](#)

NOTE: The XML metadata file does not appear in the list of Submission Files or Companion Files. Instead, it is created ‘behind the scenes’ and added to the FTP’ed zip file if the Submission Production Task is configured to include an XML file. This configuration is done in PolicyManager, on a task-by-task basis.


TO CONFIGURE:

Under PolicyManager, click the [Configure Submission Production Tasks](#) link (available to Editors with appropriate permission). Clicking this link brings up the page of the same name. The ‘FTP Options’ section of the page is enhanced in PM v7.1.

- The ‘Submission Production Task Transmittal Method’ drop-down list now includes the ‘NLM’ method. Selecting this method causes an XML file formatted per the NLM DTD to be added to the FTP’ed zip file. The XML file is named [%JOURNALACRO%_%MS_NUMBER%].xml, and it is also listed in the FTP’ed ‘.go.xml’. file.
 - If no assignment files are selected when the task is assigned, and the task is configured with the NLM method, the only contents of the FTP’ed zip file will be the metadata file.
- Depending on the publication’s publisher, a publisher-specific method may also be available.
- The ‘General Production Task Export’ method remains available. This existing method is unchanged in PM v7.1. Using this method triggers an FTP to the configured server with assignment files FTP’ed in zipped format. This method does not include a metadata file in the zip file.

FTP Options

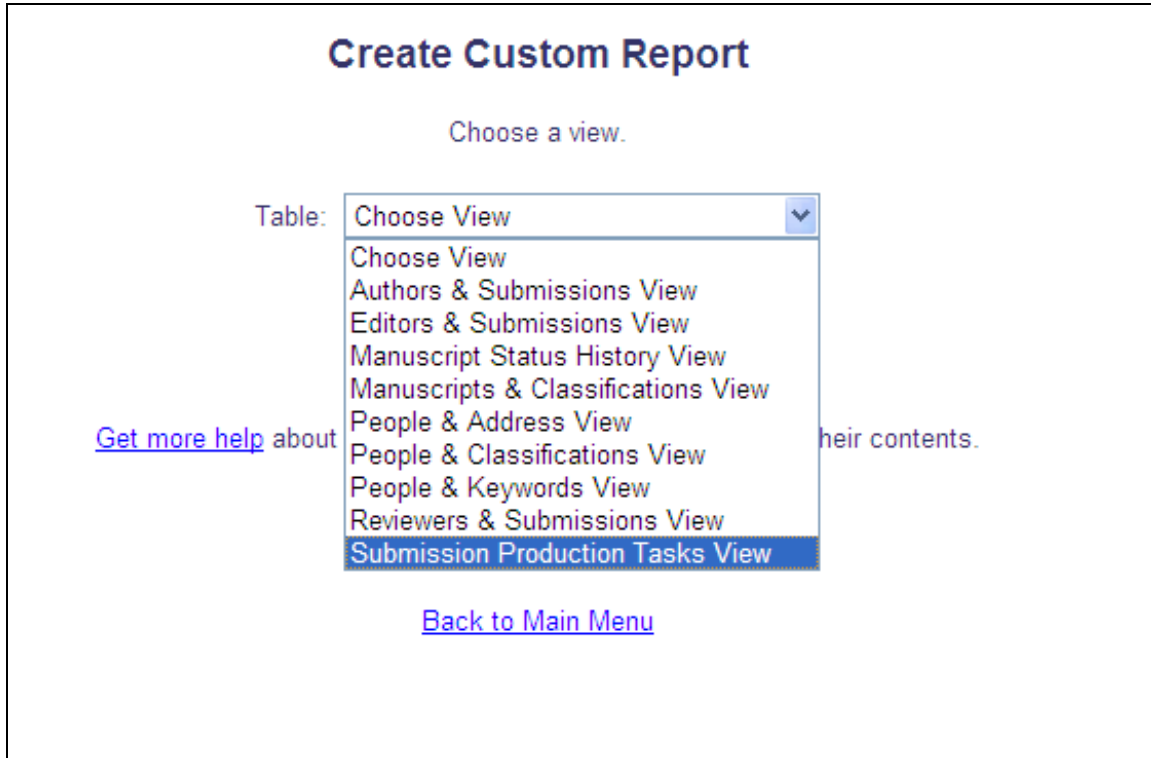
Submission Production Task Transmittal Method:	None
FTP Server address (e.g. ftp.ariessys.com):	None
Username:	General Production Task Export
Password:	NLM
Subdirectory:	
E-mail Address (for transmittal notification):	
Submission Production Task Import Profile:	None
E-mail Address (for transmittal notification):	



If a metadata file formatted to a specific DTD is required, please contact Aries' Customer Service to discuss the development of a custom Submission Production Task Transmittal Method.

Submission Production Tasks Custom Report View

A new custom report view is now added to the list of available views. This new view, called 'Submission Production Tasks View', is available to Preprint Manager Production Tracking customers. This view appears at the bottom of the 'Table' drop-down list on the *Create Custom Report* page.



The following editorial and production tracking related output fields are available in this new view:

Publication Code [SUBMISSION_PRODUCTION_TASKS_VIEW.JOURNAL_NAME] The acronym of the publication as used in the EM/PM system.
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.
DOI [DOCUMENT.DOI] The Digital Object Identifier (DOI) is an emerging international standard in the publishing industry. This value uniquely identifies this submission to the rest of the world. See http://www.doi.org for more information about this standard. Hints: According to the standard referred to above, a digital object identifier must take the form 10.[string]/[string], where [string] is a list of one or more Unicode characters.

<p>Manuscript Number [DOCUMENT.PUBNUMBER] 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).</p>
<p>Revision Number [DOCUMENT.REVISION] Revision Number - Value is '0' for Original Submissions, '1' for Revision 1, '2' for Revision 2, etc.</p>
<p>Parent Manuscript Number [ROLEAUTH_DOC_PEOPLE_ADDR.PARENT_MS_NUM] The manuscript number of a submission that generated an Author invitation for this submission. This will not have a value unless the submission in the results is an invited submission.</p>
<p>Article Title [DOCUMENT.DTITLE] Title entered by Author when submitting a new manuscript.</p>
<p>Short Title [DOCUMENT.SHORT_TITLE] Short Title entered by Author when submitting a new manuscript.</p>
<p>Article Type [DOCUMENT.CATEGORY] Article Type is required for submission. Values are defined by the journal, and may include values such as Original Study, Rapid Communication, Case Study.</p>
<p>Section/Category Name [ROLEAUTH_DOC_PEOPLE_ADDR.SECTIONNAME] Section Name</p>
<p>Corresponding Author First Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_AUTHOR_FIRSTNAME]</p>
<p>Corresponding Author Middle Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_AUTHOR_MIDDLENAME]</p>
<p>Corresponding Author Last Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_AUTHOR_LASTNAME]</p>
<p>Corresponding Author Country [SUBMISSION_PRODUCTION_TASKS_VIEW.COUNTRY] The country the Author selected at registration.</p>
<p>Corresponding Author E-mail Address [SUBMISSION_PRODUCTION_TASKS_VIEW.EMAIL] The e-mail address of the corresponding author</p>
<p>Manuscript Geographic Region of Origin [DOCUMENT_VIEW.REGION_NAME] Entered by the Author or Editor as a manuscript submission step. It may be a country or a custom-defined region.</p>
<p>Author Stop Date [ROLEAUTH.RSTOP] Date/time that the Author stopped working on this revision of the manuscript. The Author either approved the manuscript for submission or removed the manuscript.</p>
<p>Days with Author [ROLEAUTH.ROLEDAYS] The number of days the submission was with the Author. Hints: The difference in days between Author Start Date and Author Stop Date.</p>
<p>First Author First Name [AUTHOR_INFO.FIRSTAUTHOR_FIRSTNAME] First Author's first name.</p>
<p>First Author Middle Name [AUTHOR_INFO.FIRSTAUTHOR_MIDDLENAME] First Author's middle name.</p>
<p>First Author Last Name [AUTHOR_INFO.FIRSTAUTHOR_LASTNAME] First Author's last name.</p>

<p>First Author Degree [AUTHOR_INFO.FIRSTAUTHOR_DEGREE] Degrees held by the First Author of the article (e.g. Ph.D., MD, FACEP, FAC, DO).</p>
<p>All Authors [AUTHOR_INFO.ALLAUTHORS] This field contains a list of all the authors (including corresponding author) for the manuscript. The list contains first name, middle name, last name and degree for each author and the authors are separated by a ;</p>
<p>Corresponding Production Editor First Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_FIRSTNAME] The first name of the Corresponding Production Editor</p>
<p>Corresponding Production Editor Middle Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_MIDDLENAME] The middle name of the Corresponding Production Editor</p>
<p>Corresponding Production Editor Last Name [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_LASTNAME] The last name of the Corresponding Production Editor</p>
<p>Corresponding Production Editor Degree [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_DEGREE] The Degree of the Corresponding Production Editor</p>
<p>Corresponding Production Editor Role [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_ROLE] The Role of the Corresponding Production Editor</p>
<p>Corresponding Production Editor Description [ROLEAUTH_DOC_PEOPLE_ADDR.CORR_PROD_ED_DESCRIPTION] The Description of the Corresponding Production Editor</p>
<p>Initial Date Submitted [DOCUMENT.RECEIVED] The date the Author approved his initial submission of the manuscript, and it was received by the journal office. This is the date that is used to calculate the elapsed time to decision for a submission. Hints: The Initial Date Submitted may be overwritten if the Editor edits the submission and sends it back to the Author for approval before another Editor is assigned (edited in New Submissions folder) or before any Reviewers have been invited (edited in New Assignments folder). In this case, the original Received Date is overwritten with the date the Author approved the edited submission.</p>
<p>Editorial Status [DSTATUS.NAME] Editorial Status Term defined by the journal.</p>
<p>Editorial Status Date [DOCUMENT.STATUSDATE] Date the Status changed in the Manuscript Status field. The journal defines the changes in status for each event in ActionManager. Hints: Note that some events are non-configurable by the journal.</p>
<p>Technical Check Completion Date [REVHIST.TECHNICAL_CHECK_COMPLETE_DATE] Timestamp indicating when an Editor specified the Technical Check for a submission is complete.</p>
<p>Date Revision Submitted [REVHIST.REVISION_SUBMITTED_DATE]</p>
<p>Date First Editor Assigned [SUBMISSION_PRODUCTION_TASKS_VIEW.DATE_ASSIGNED] The date the first editor was assigned.</p>
<p>Date of First Decision [SUBMISSION_PRODUCTION_TASKS_VIEW.DATE_OF_FIRST_DECISION] The date the first decision was made on the submission.</p>
<p>Date Editor Making Final Decision Assigned [SUBMISSION_PRODUCTION_TASKS_VIEW.DATE_ED_FINAL_ASSIGNED] The date the Editor who made the final decision was assigned.</p>

<p>Final Decision Date [DOCUMENT.FINALDECISIONDATE] Most recent Editor's decision date, that is, date when the final decision was made by the Editor.</p>
<p>Date Final Disposition Set [DOCUMENT.DDISPOSIDATE] Date the final disposition was set on the manuscript.</p>
<p>Date First Entered Production [DOCUMENT.DATE_FIRST_ENTERED_PRODUCTION] Date the submission was put into production for the first time. Not updated if a submission reenters production. (See also Date Production Was Initiated.)</p>
<p>Date Production Was Initiated [DOCUMENT.DATE_PRODUCTION_WAS_INITIATED] Date the submission was put into production. Updated each time the submission (re)enters production. (Version 6.0+: See also Date First Entered Production.)</p>
<p>Date Production Was Completed [DOCUMENT.DATE_PRODUCTION_WAS_COMPLETED] Date production was completed for the submission.</p>
<p>Submission Target Publication Date [SUBMISSION_PRODUCTION.TARGET_PUB_DATE] This submission's individual target publication date.</p>
<p>Submission Target Publication Volume [SUBMISSION_PRODUCTION.TARGET_PUB_VOLUME] This submission's individual target publication volume.</p>
<p>Submission Target Publication Issue [SUBMISSION_PRODUCTION.TARGET_PUB_ISSUE] This submission's individual target publication issue.</p>
<p>Submission Target Online Publication Date [DOCUMENT.TARGET_ONLINE_PUB_DATE] Target Online Publication Date</p>
<p>Submission Target Number of Pages [SUBMISSION_PRODUCTION.TARGET_NUMBER_OF_PAGES] The target number of pages the submission will take up in the printed issue.</p>
<p>Submission Actual Online Publication Date [DOCUMENT.ACTUAL_ONLINE_PUB_DATE] Actual Online Publication Date</p>
<p>Submission Actual Publication Date [DOCUMENT.PUBDATE] Date the submission is to be published. Updatable on publisher information page and on the Transmittal Form.</p>
<p>Submission Actual Publication Volume [DOCUMENT.PUBVOLUME] Journal's Volume Number in which the submission is to be published. Updatable on publisher information page and on the Transmittal Form.</p>
<p>Submission Actual Publication Issue [DOCUMENT.PUBISSUE] Journal's Issue Number in which the submission is to be published. Updatable on publisher information page and on the Transmittal Form.</p>
<p>Submission Actual Publication Start Page [DOCUMENT.START_PAGE] Actual Start Page</p>
<p>Submission Actual Publication End Page [DOCUMENT.END_PAGE] Actual End Page</p>
<p>Actual Print Pages of Article [DOCUMENT.SETPAGES] Total number of pages the article occupies in the printed journal. Updatable on publisher information page and on the Transmittal Form.</p>
<p>Black and White Image Count [SUBMISSION_PRODUCTION.BLACK_AND_WHITE_IMAGE_COUNT] Black and White Image Count</p>

Color Image Count [SUBMISSION_PRODUCTION.COLOR_IMAGE_COUNT] Color Image Count
Publish With ID [DOCUMENT.PWID_ID] ID of the PUBLISH_WITH_ID record assigned to this submission.
Submission Created Using Short Interface [DOCUMENT.CREATED_USING_SHORT_INTERFACE] Set to 1 if this submission was created using the "Short" Submission Interface (via Search People from the Production Tasks menu). The "Short" Submission Interface allows editors with Create Submission permission to create new submissions using a simplified workflow. Submissions are placed directly into Production Tracking on behalf of authors, automatically initiating production on the submissions.
Import Date [DOCUMENT.IMPORT_DATE] Date that a submission was imported from a third-party system. This date is NULL by default, meaning that the submission was not imported from a third-party system.
Production Notes [DOCUMENT.PRODUCTION_NOTES]
Custom Production Status Term [SUBMISSION_PRODUCTION_TASKS_VIEW.PRODUCTION_STATUS_TEXT] The custom production status term. This will not have a value unless custom production status terms have been configured.
System Production Status Term [SUBMISSION_PRODUCTION_TASKS_VIEW.PRODUCTION_STATUS_NAME] The system production status term
Submission Schedule Slip Figure [SUBMISSION_PRODUCTION.SCHEDULE_SLIP] This is the schedule slip figure for a submission.
Schedule Group Description [SCHEDULE_GROUPS.SCHEDULE_GROUP_DESCRIPTION] Schedule Group Description
Schedule Group Unique Identifier [SCHEDULE_GROUPS.SCHEDULE_GROUP_ID] Unique key into the Schedule Groups table
Schedule Group Target Publication Date [SCHEDULE_GROUPS.SCHEDULE_GROUP_TARGET_PUB_DATE] Target Publication Date
Schedule Group Target Publication Volume [SCHEDULE_GROUPS.SCHEDULE_GROUP_TARGET_VOLUME] Target Publication Volume
Schedule Group Target Publication Issue [SCHEDULE_GROUPS.SCHEDULE_GROUP_TARGET_ISSUE] Target Publication Issue
Schedule Group Target Online Publication Date [SCHEDULE_GROUPS.SCHEDULE_GROUP_TARGET_ONLINE_PUB_DATE] Target Online Publication Date
Schedule Group Target Start Page [SCHEDULE_GROUPS_TOC.TARGET_START_PAGE] Target Start Page
Schedule Group Target End Page [SCHEDULE_GROUPS_TOC.TARGET_END_PAGE] Target End Page
Schedule Group Target Table of Contents Position [SCHEDULE_GROUPS_TOC.TABLE_OF_CONTENTS] Target Table of Contents Position
Submission Production Task Name [PRODUCTION_TASKS.PRODUCTION_TASK_NAME] Name of the Submission Production Task

<p>Submission Production Task ID [ROLEPROD.PRODUCTION_TASK_ID] The Submission Production Task associated with the Submission Production Task Assignment.</p>
<p>Submission Production Task Assignment Start Date [ROLEPROD.RSTART] Date/time when Submission Production Task was assigned</p>
<p>Submission Production Task Assignment Stop Date [ROLEPROD.RSTOP] Date/time when the Submission Production Task Assignment was cancelled or submitted.</p>
<p>Submission Production Task Assigned By First Name [SUBMISSION_PRODUCTION_TASKS_VIEW.FIRSTNAME] The first name of the person who assigned the Submission production task.</p>
<p>Submission Production Task Assigned By Middle Name [SUBMISSION_PRODUCTION_TASKS_VIEW.MIDDLENAME] The middle name of the person who assigned the submission production task.</p>
<p>Submission Production Task Assigned By Last Name [SUBMISSION_PRODUCTION_TASKS_VIEW.LASTNAME] The last name of the person who assigned the submission production task.</p>
<p>Submission Production Task Assigned by Role [SUBMISSION_PRODUCTION_TASKS_VIEW.ASSIGNED_BY_ROLE] The Editor/Publisher Role of the person who assigned the submission production task.</p>
<p>Submission Production Task Assigned To First Name [SUBMISSION_PRODUCTION_TASKS_VIEW.ASSIGNED_TO_FIRSTNAME] The first name of the person to whom the submission production task was assigned.</p>
<p>Submission Production Task Assigned To Middle Name [SUBMISSION_PRODUCTION_TASKS_VIEW.ASSIGNED_TO_MIDDLENAME] The middle name of the person to whom the submission production task was assigned.</p>
<p>Submission Production Task Assigned To Last Name [SUBMISSION_PRODUCTION_TASKS_VIEW.ASSIGNED_TO_LASTNAME] The last name of the person to whom the submission production task was assigned.</p>
<p>Submission Production Task Assigned To Role [SUBMISSION_PRODUCTION_TASKS_VIEW.ASSIGNED_TO_ROLE] The Role of the person to whom the submission production task was assigned. The Role can be an Author, Editor or Publisher Role. Reviewers cannot be assigned submission production tasks.</p>
<p>Days between Submission Production Task Assignment and Task Completion [SUBMISSION_PRODUCTION_TASKS_VIEW.DAYSBETWEENSUBMISSION] Days between Submission Production Task Assignment and Task Completion</p>
<p>Days Submission Production Task was Late [SUBMISSION_PRODUCTION_TASKS_VIEW.DAYSSUBMISSIONLATE] Number of Days Submission Production Task was late</p>
<p>Submission Production Task Assignment Due Date [SUBMISSION_PRODUCTION_TASKS_VIEW.DUE_DATE] Date the Submission Production task assignment is due</p>
<p>Submission Production Task Must Be Started By Date [SUBMISSION_PRODUCTION_TASKS_VIEW.MUST_START_BY] The date the submission production task must be started by to meet the configured production schedule.</p>
<p>Submission Production Task Must End Date [SUBMISSION_PRODUCTION_TASKS_VIEW.MUST_END_BY] The date the submission production task must end by to meet the configured production schedule.</p>

<p>Submission Production Task Date Last Reminder Sent [SUBMISSION_PRODUCTION_TASKS_VIEW.LAST_REMIND_DATE] The date the last reminder was sent for this submission production task. If no reminders have been sent, there will be no value for this field.</p>
<p>Submission Production Task Total Number of Reminders Sent [SUBMISSION_PRODUCTION_TASKS_VIEW.REMIND_COUNT] Total number of reminders sent for the submission production task.</p>
<p>Submission Production Task Cancellation Date [SUBMISSION_PRODUCTION_TASKS_VIEW.CANCELLATION_DATE] Date when the submission production task was cancelled.</p>
<p>Submission Production Task Slip [ROLEPROD.TASK_SLIP] This figure is calculated for this particular production task assignment if the submission is in production, and the production task calls for such calculation.</p>
<p>Submission Production Task Has Assignment Files [SUBMISSION_PRODUCTION_TASKS_VIEW.HAS_ASSIGNMENT_FILES] Whether or not the submission production task has assignment files associated with it.</p>
<p>Conference Name [DOCUMENT_CLASS.CONFERENCE_NAME]</p>
<p>Conference Presentation Type [DOCUMENT_CLASS.CONFERENCE_PRESENTATION_TYPE]</p>
<p>Conference Presentation Date [DOCUMENT_CLASS.CONFERENCE_PRESENTATION_DATE] Information related to a conference submission. Journals may send out requests for abstracts or full-length articles to be presented at a conference. These abstracts/articles are submitted via the existing manuscript submission pages as conference submissions, which may later be published in the journal or in a separate book.</p>
<p>Conference Session [DOCUMENT_CLASS.CONFERENCE_SESSION] Information related to a conference submission. Journals may send out requests for abstracts or full-length articles to be presented at a conference. These abstracts/articles are submitted via the existing manuscript submission pages as conference submissions, which may later be published in the journal or in a separate book.</p>
<p>Conference Presentation Sequence [DOCUMENT_CLASS.CONFERENCE_PRESENTATION_SEQUENCE] Information related to a conference submission. Journals may send out requests for abstracts or full-length articles to be presented at a conference. These abstracts/articles are submitted via the existing manuscript submission pages as conference submissions, which may later be published in the journal or in a separate book.</p>
<p>Conference Submission Book Title [DOCUMENT_CLASS.CONFERENCE_SUBMISSION_BOOK_TITLE]</p>

When a report is run using this View, results will include only submissions on which production has been initiated. Submissions remain in this view even after production has been ended, but can be excluded from the results using the selection criteria drop-down boxes if desired.

After running the report, the results will display one row for every production task associated with a submission. If a submission has one production task, one result row will be returned. If a submission has more than one production task, one row will be returned for each production task. NOTE: If a submission has no production tasks associated with it, a row will still be returned for the submission itself. You may use the selection criteria to filter out submissions with no production tasks if desired.

The view displays the current revision number of the submission. It does not return a row for each revision, but if a task was associated with an earlier revision, the task will be returned in the results set.

As with the other custom report views:

- The report results can be downloaded in a tab-delimited format, suitable for use by Excel or other reporting packages.
- The report can be saved, and will be accessible to the user who saved it.

TO CONFIGURE:

No configuration is necessary. The new report view will be automatically displayed on the 'Create Custom Report' page for PM users.