



Editorial Manager/ProduXion Manager  
Version 16.0 General Release Notification

 **Editorial Manager**<sup>®</sup>

 **ProduXion Manager**<sup>®</sup>

 **Commerce Manager**<sup>™</sup>

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## Editorial Manager/ProduXion Manager 16.0 Release Notification

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# General Enhancements

## Additional People Details Enhancements

EM version 16.0 introduces several enhancements to Additional People Details (APD) functionality.

### Use APDs as registration questions

In previous versions of EM, registration questions (displayed when new users registered or when existing users logged in) could be configured only with a checkbox response type. This limited the kind of questions that publications could ask.

New in EM version 16.0, APD fields can be configured to appear to new users at registration, allowing publications to ask more complex questions. APD functionality is also extended to show APDs to the owner of the people record (rather than just to Editor roles) on the Update My Information page.

The APD field description can serve as instructional text in the user interface, and, if needed, additional Help text (accessible via an information icon in the UI) can be configured. Questions can be configured to solicit these response types: text, date, integer, decimal, notes, and list.

The user interface is enhanced to display both existing standard registration questions and any APDs configured to appear in the new context. This allows the APDs to be used in the same way that registration questions have been used, while offering the expanded response options specific to APDs.

### Registration process displays both existing registration questions (top) and APDs configured to appear at registration (bottom)

Sample registration question.

Please click on the privacy policy links below and then check the box.

\* I have read and accept the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

---

List your hobbies.*	<input type="text" value="spelunking"/>	
Pick a card.*	<input type="text" value="Four of clubs"/>	
When did you answer this question?	<input type="text" value="At registration - (Select this if you registered yourself)"/> Please Choose a Value At registration - (Select this if you registered yourself) When confirming proxy registration - (Select this if you were registered and invited to accept a role) As an existing user - (Select this if you responded on your Update My Information page)	

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

Users may view their responses (and edit them, if APD field is configured as editable) on their Update My Information page in the Additional Information section: In this example, all three AMD response fields are configured as editable for the owner of the user record

Existing settings allow APD fields to be displayed to Editors on Additional People Details pop-up window, People Activity Details pop-up window, and the transmittal form. Now APD fields can also be set to display on the Search People – Update Information page. Help text can be included (accessible via a Help link in the Editor’s UI). If an APD field is configured as editable, its response can be edited on *either* Search People – Update Information *or* the Additional People Details pop-up window, not both. This prevents an Editor from unintentionally overwriting data on one screen with updates from the other.

**On Search People – Update Information page, Registration Questions section displays both standard registration questions and APDs configured to appear at registration (highlighted): Fields as configured are not editable (by Editor) on this page**

List your hobbies.	spelunking		
Pick a card.	Four of clubs		
When did you answer this question?	At registration		

The Additional People Details pop-up window displays all APDs for the user record, which the Editor has permission to view (see description below). This list may include APDs not displayed on Search People – Update Information (and Update My

Information), if the publication has configured APDs for Editor use only (i.e., Hidden in the registration process and on Update My Information). The order of items on the Additional People Details popup is configured in PolicyManager > Add/Edit Additional People Details Fields (existing functionality).

**On Additional People Details pop-up window, APDs used as registration questions appear below APDs used only by Editors: Two APDs used as a registration questions are configured as editable (by Editor) on this window; the last is not editable**

Additional People Details - Coretta Cave		
<input type="button" value="Cancel"/> <input type="button" value="Save and Close"/>		
<b>For Editor use only</b>	<input type="text" value="Text entered here"/>	<a href="#">Help</a>
<b>List your hobbies.</b>	<input type="text" value="spelunking"/>	<a href="#">Help</a>
<b>Pick a card.</b>	<input type="text" value="Four of clubs"/> ▼	
<b>When did you answer this question?</b>	<input type="text" value="At registration"/>	

APD fields configured to appear on the Update My Information page are not displayed to Editors viewing this page in proxy mode. Nor are APDs configured to appear at registration shown to Editors during proxy registration.

### Option to hide APDs from specific Editor roles

EM version 16.0 also introduces the option to hide individual APD fields from selected Editor roles (e.g., questions and responses that reveal personal information may be disclosed to editorial staff but concealed from editors or associate editors).

Configuration per APD allows the system administrator to select Editor roles for which that APD will be hidden. Although this new functionality is particularly relevant to APD information collected at registration, it will apply to all pages on which existing APDs currently appear.

### TO CONFIGURE:

Go to **PolicyManager** > Additional Data Policies > Add/Edit Additional People Detail Fields. The page includes several new settings related to these enhancements:

- Search People – Update Information is added to the list of pages where an APD can be displayed to Editors with permission to view.

**Note:** An APD can be configured as editable on *either* Search People – Update Information *or* Additional People Details page, not both. When one box is checked, the other is grayed out.

**Search People – Update Information is added to the table of pages where an APD can be displayed to Editors with permission to view**

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	Help text may provide additional information about when to edit a field.
Search People - Update Information	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
People Activity Details	<input type="checkbox"/>	N/A	N/A	
Transmittal Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- A new table contains settings for APDs related to a user’s own people record. An APD can be configured for presentation to users on two pages: Confirm Registration and Update My Information. (Settings for these pages are similar to those for existing standard registration question functionality.)
  - Select option for Confirm Registration: Hidden, Optional, Required, or Enforced at Login
  - Select option for Update My Information: Hidden, Editable, Not Editable

**A new table enables system administrators to set conditions for displaying APDs to the owner of a user record**

The settings below affect the pages related to a user’s own people record. Additional People Detail Fields can be configured for Optional or Required responses at registration (as with Registration Questions) or be Hidden. 'Enforced at Login' requires users to enter a response the first time they log in after the field was added. Responses to Additional People Detail Fields on the Update My Information page may be configured as Hidden, Editable, or Not Editable. These settings affect only the people record owner’s view. Editors cannot ever see Additional People Details on another user’s Update My Information page in proxy mode.

Page	Options	Help Text
Confirm Registration	Hidden Hidden Optional Required Enforced at Login Hidden	
Update My Information		

- A multi-selector box containing all configured Editor roles allows the system administrator to specify roles for which an APD should be hidden. Select any roles that should not be allowed to see the APD.

**Note:** This setting takes precedence over the Additional People Details permissions in RoleManager. Selecting a role in the multi-selector box will hide the APD from the role, even if that role has permission in RoleManager to view or edit APDs.



To access APDs, Editor roles must have one or both of the **RoleManager** permissions:

- View Additional People Details
- Edit Additional People Details

## Custom Questions for Editor Forms

In previous versions of EM, Review Forms could be configured to present a range of question types to Reviewers, enabling publications to customize the information solicited and received during the peer review process. In contrast, Editor Forms were limited in the kind of information they could solicit and receive.

New in EM version 16.0, the Custom Review Question functionality used for Review Forms is extended to Editor Forms, enabling publications to gain better information from Editors. All question types (Text, Date, Integer, Decimal, Notes, List, Yes/No, Yes/No/NA, and Yes/No/Text) currently available for use on Review Forms are now available for use on Editor Forms. If appropriate, the same questions can even be used on both Editor and Review Forms.

Custom questions configured to appear on an Editor Form are displayed on the Editor's Decisions and Comments page to be answered when the Editor submits a decision. Questions associated with a form are available for both new and revised submissions. (Responses are stored by revision.)

In addition, custom questions and Editor responses to them may be merged into Decision (Notify Author) letters. Two new merge fields are introduced for this purpose:

- %EDITOR\_QUESTIONS\_AND\_RESPONSES% is available for use in Decision (Notify Author) letters. This merge field inserts Custom Review Questions (configured as available to merge into the decision letter sent to the Author) and responses from Editors. The field pulls selected questions and responses into the draft Notify Author letter, where Editors may edit the information directly in the letter draft before sending.
- %EDITOR\_RESPONSES\_AND\_COMMENTS\_TO\_AUTHOR% is available for use in Decision (Notify Author) letters and Ad Hoc from Editor letters. This field inserts all Custom Review Questions (configured as available to merge into the decision letter sent to the Author) and responses from Editors *and* all Editor Comments to Author for decisions that have been submitted for the current version/revision of the submission.

## Custom questions are displayed in a new section of the Editor Form

Editor Review Questions Insert Special Character

When you select the checkbox next to the question, the question and answer can be merged into the decision letter.

---

\*Can you answer this question in 100 characters or less? (Limit 100 Characters) [\[Instructions\]](#)

Character Count: 0

---

Did you answer this question? [\[Instructions\]](#)

If an Editor has responded to questions, then saved or submitted a decision, and is then replaced by another Editor, the replacement Editor inherits the previous Editor's responses.

Editor responses to Custom Review Questions are transferred using EM-to-EM Submission Transfer (like Reviewer responses) and are displayed on the View Transferred Information page. Editor responses to Custom Questions are also added to the external transfer method of EM-to-non-EM Submission Transfer.

**Note:** Responses to Custom Review Questions submitted by Editors are not added to the MECA export.

Two new reporting views are added:

- Editor Questions and Responses View (accessible from Custom Reports and Enterprise Analytics Reporting)
- Cross-Publication Editor Questions and Responses View (accessible from Cross-Publication Enterprise Analytics Reporting)

For details, see the Reporting Enhancements section of these release notes.

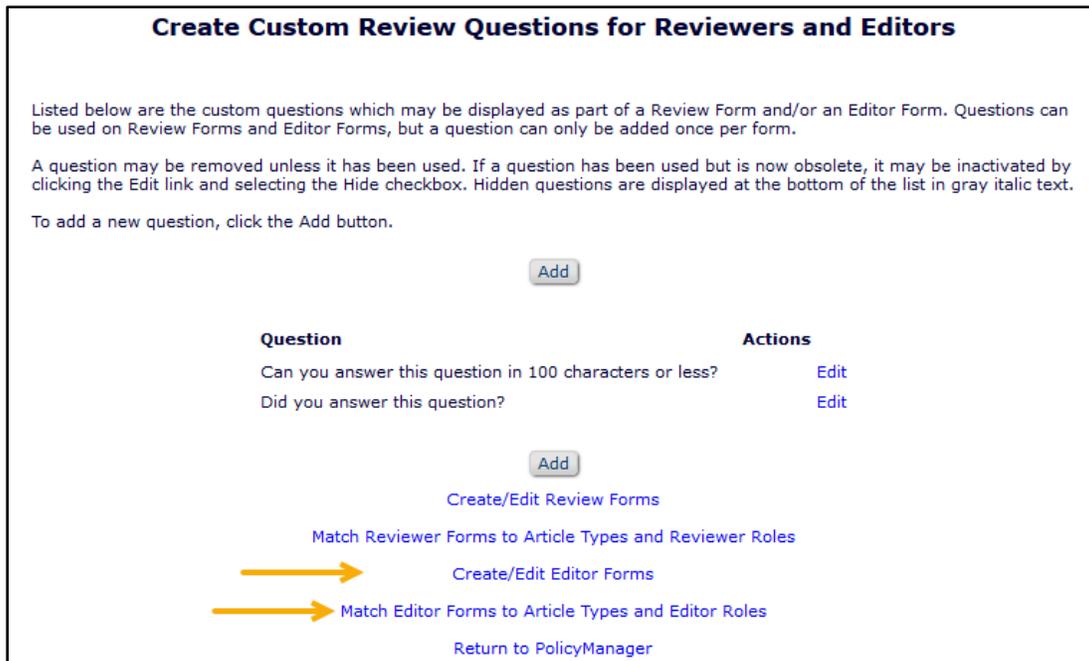
### TO CONFIGURE:

Go to **PolicyManager** > Reviewer and Editor Form Policies. The Reviewer and Editor Form Policies section of the **PolicyManager** main page includes a new sub-section: Custom Review Questions for Editors and Reviewers. The existing Create/Edit Custom Review Questions link is moved to this sub-section, because the review questions can now be configured for use by both Editors and Reviewers.



The main Create Custom Review Questions page is renamed: Create Custom Review Questions for Reviewers and Editors to emphasize that the questions can be used on forms for both role families. The page also has additional links, enabling a system administrator to move efficiently from creating questions to configuring both Review Forms and Editor Forms.

**Existing Create Custom Review Questions page is renamed and displays additional links**



The Add/Edit Custom Review Question page includes this update: The checkbox setting, Available for Decision Letter Merging, enables the question and response to be merged into decision letters using existing merge fields (for Reviewer responses) as well as the two new merge fields for Editor responses.

**Note:** Remember to add new merge fields to Decision (Notify Author) letter templates.

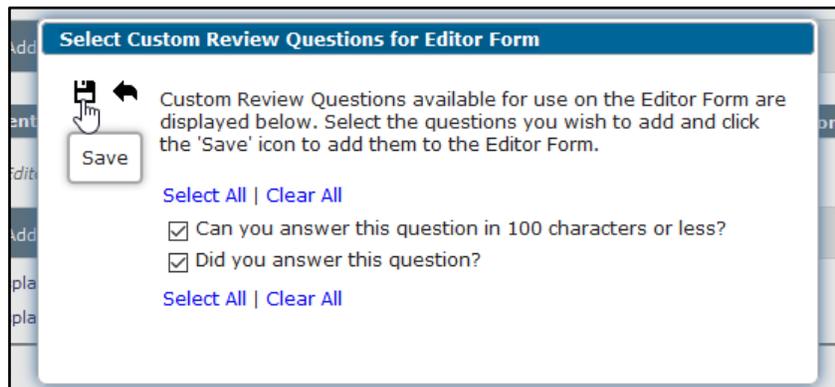
To configure an Editor Form, go to **PolicyManager** > Reviewer and Editor Form Policies > Editor Decision Policies > Create/Edit Editor Forms (formerly Create Editor Forms). Click the Edit link next to an existing form or click the Add New Editor Form button.

A new section is added to the Add/Edit Editor Form page: Current Custom Review Question List. (At upgrade, this list will be empty for all existing forms.)

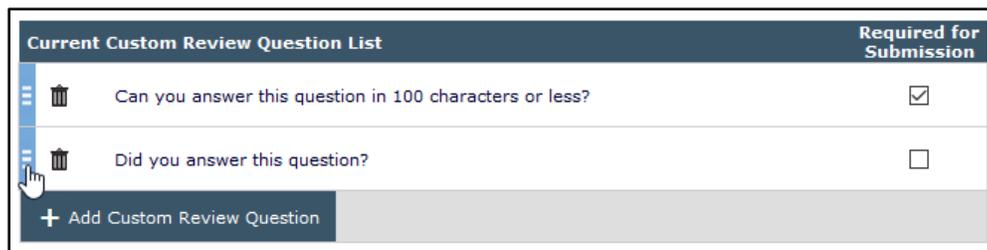
Click +Add Custom Review Question to open a pop-up overlay.



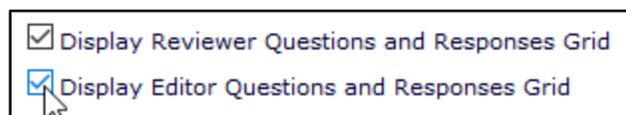
The popup lists all questions available for use on the Editor Form. Check the box next to a question to select it (or click Select All) and click the Save icon.



Select questions and click the Save icon to close the popup. Selected questions appear in a list on the Add/Edit Editor Form page. A checkbox setting allows the system administrator to mark a question as required. The list can be reordered using the grip tool, and a question can be deleted using the trashcan icon.



The new checkbox setting, Display Editor Questions and Responses Grid, is similar to the existing setting, Display Reviewer Questions and Responses Grid. If the checkbox is selected, this new grid appears on the Submit Editor's Decision and Comments page; the grid displays responses from Editors in the Editor Assignment Chain.



Finally, the Order section has been modified. This section enables the system administrator to designate the order items are displayed on the Editor's Decision and Comments page. Two items are added to the list: Editor Review Questions (these are the

questions presented to the Editor completing the Editor's Decision and Comments page) and Editor Questions and Responses (these are the questions and responses provided by other Editors in the decision chain). One item is renamed: Reviewer Questions and Responses (formerly called Custom Review Questions and Responses).

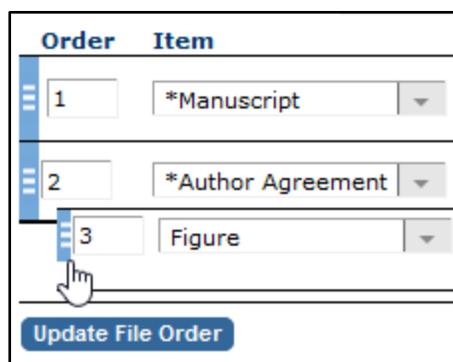
(If necessary, match Editor Forms to the appropriate roles and Article Types. Go to PolicyManager > Reviewer and Editor Form Policies > Editor Decision Policies > Match Editor Forms to Article Types and Editor Roles (formerly Configure Editor Forms).

## Drag & Drop to Reorder Files – Attach Files

In previous versions of EM, Authors could reorder submission files they had uploaded on the Attach Additional Files step of the submission interface. They could enter the preferred numbered order in text boxes in the Order column and then click Update File Order. New in EM version 16.0, Authors may enter numbers or use new drag-and-drop functionality to change the file order.

A grip tool (  ) with drag-and-drop functionality appears next to each item in the list. By clicking and holding the tool, a user can drag the item to a new position in the list. When the item is dropped into the new position, list number order is updated automatically.

The grip tool enables the user to click and drag an item to a new position in the file list



**Note:** If a user changes the numbering using the text boxes and does not click Update File Order, and then uses the grip tool, a warning message indicates that the text changes have not been saved and will be lost. The user can click Update File order and then continue.

### TO CONFIGURE:

No configuration is required.

## Publications May Configure Drop Box for Email Import

External correspondence (that is, email sent outside the EM system) can be added to a submission's correspondence history by importing the email via an EM drop box. Editors who receive an external letter sent to them in response to EM-generated emails can forward the external correspondence to the EM drop box, and the letter is automatically added to the correspondence history of the related submission or Schedule Group.

In previous versions of EM, the drop-box email address could only be generated by the system. The address was not easy to identify or remember. This could be confusing, especially for Editors working on multiple publications.

New in EM version 16.0, publications have the option to configure the unique portion of the email address to make it more user friendly.

Examples:

System-generated address: em.demo160-2574eec872bdc1a9@editorialmanager.com

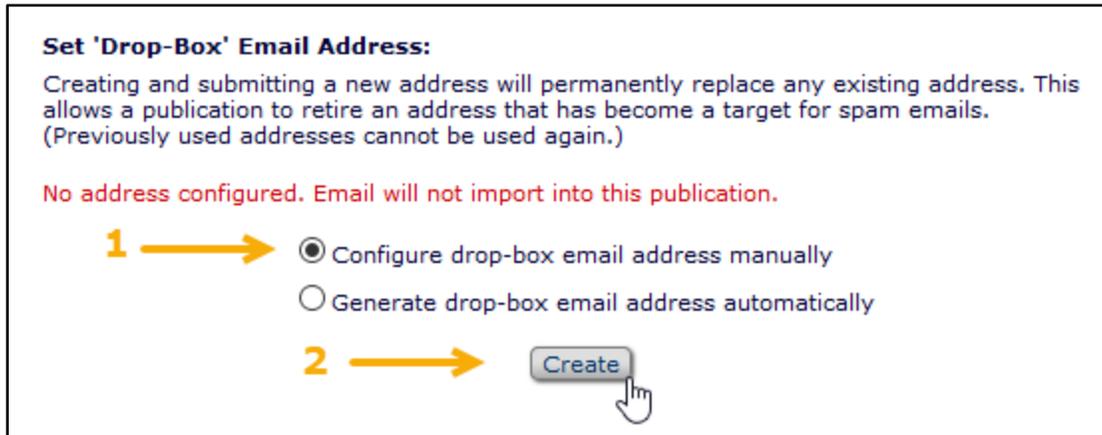
Manually configured address: em.demo160-TestJournal@editorialmanager.com

As with system-generated addresses, manually configured addresses may be cleared and replaced. (This allows a publication to retire an address that has become a target for spam emails.) Once an address has been retired, it cannot be used again.

### TO CONFIGURE:

Go to **PolicyManager** > Email and Letter Policies > Configure Email Import. Select the option to configure drop-box email address manually, and click Create. In the pop-up overlay, enter the customized portion of the address in the text box and click Save. Click Submit on the Configure Email Import page to save all changes.

### Steps to configure drop-box email address (three images)



**Drop-Box' Email Address:**

### Configure Drop-Box Email Address

Enter the configurable portion of the drop-box email address in the box below. The prefix and suffix cannot be changed. The drop-box email address:

- Can only include letters, numbers, periods (.) and dashes (-).
- Cannot be reused once it has been cleared.
- Becomes active when the Submit button is clicked on the Configure Email Import page.

emdev.samdev160-  @editorialmanager.com

3     4

## Configure Email Import

Users whose email address appears in system-generated emails as the "email from" address may receive responses to those system-generated emails outside the system. These external responses may be forwarded to the drop-box address configured below, and the system will import and add the forwarded email to the submission's Correspondence History.

If the import fails (and the original email subject line contains a valid import identifier code created by the system), then the system can forward the email to a designated contact address as notification of the failure.

Changes made below to the drop-box address or the failure notification address are not saved until you click Submit.

### Set 'Drop-Box' Email Address:

Creating and submitting a new address will permanently replace any existing address. This allows a publication to retire an address that has become a target for spam emails. (Previously used addresses cannot be used again.)  
Click the Clear Address button to remove a drop-box address and disable the import feature.

emdev.samdev160-TestJournal@editorialmanager.com

Click the Submit button to save changes.

- Configure drop-box email address manually  
 Generate drop-box email address automatically

**(portion of page not shown)**

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[Return to PolicyManager](#)

## Display Subject Line of Imported Email

In previous versions of EM, external correspondence (that is, email sent outside the EM system) could be added to a submission's correspondence history either manually on the Add/Edit External Correspondence page or by email import to an EM drop box. Any email added by the import method appeared in the Correspondence History grid with the generic description "Imported Email" in the Letter column. The description could be edited manually, but that could be time consuming.

New in EM version 16.0, a new configuration option allows publications to import external correspondence and use the email's subject line as the description (instead of "Imported Email").

**Correspondence History grid displaying subject line of imported external email (Editor role with permission to Add/Edit External Correspondence sees Remove and Edit links)**

Correspondence Date	Letter
Jan 29 2019 4:36PM	Submit Production Task
Jan 22 2019 1:31PM	RE: Request for additional proofs for Manuscript Number DEMO-D-18-04468 (External) <a href="#">Remove</a> <a href="#">Edit</a>
Jan 15 2019 11:11AM	Assign Production Task

### TO CONFIGURE:

Go to **PolicyManager** > Email and Letter Policies > Configure Email Import. Check the box next to the setting: Display imported email subject in Correspondence History. Click Submit.

A drop-box email address must be configured before this feature can be enabled. If an address has not been configured, this setting appears grayed out and cannot be selected.

### Configure Email Import

Users whose email address appears in system-generated emails as the "email from" address may receive responses to those system-generated emails outside the system. These external responses may be forwarded to the drop-box address configured below, and the system will import and add the forwarded email to the submission's Correspondence History.

If the import fails (and the original email subject line contains a valid import identifier code created by the system), then the system can forward the email to a designated contact address as notification of the failure.

Changes made below to the drop-box address or the failure notification address are not saved until you click Submit.

**Set 'Drop-Box' Email Address:**  
Creating and submitting a new address will permanently replace any existing address. This allows a publication to retire an address that has become a target for spam emails. (Previously used addresses cannot be used again.)  
Click the Clear Address button to remove a drop-box address and disable the import feature.

emdev.samdev160-1e4e9d336564d914@editorialmanager.com [Clear Address](#)

(portion of page not shown)

Display imported email subject in Correspondence History - This option displays the subject line of an imported email in the Letter column.

[Cancel](#) [Submit](#)

## People-based Correspondence History

EM system correspondence is stored in multiple database tables and presented to users in multiple locations in the interface. Correspondence related to a particular submission can be accessed through that submission's History page. Correspondence related to a particular Schedule Group (for PM users) can be accessed through that Schedule Group's History page.

In previous versions of EM, correspondence that was not associated with a submission or Schedule Group (e.g., batch emails, registration welcome letters, or reminders) were not available in the user interface, except via custom reporting. Editors and editorial staff had to query one or more database tables to find what they were looking for, making it difficult for them to resend letters and investigate issues in the system. In addition, Authors and Reviewers had to look up emails sent to them in each submission record, and there was no single place in the system where they could access all their received email.

EM version 16.0 introduces People-based Correspondence History, which includes most emails related to a particular person. Users may access their own correspondence history via the Update My Information page (a Correspondence History button appears in the left section of the page). Editors with permission can access another user's correspondence history via the Search People – Search Results page (a Correspondence History link appears next to each name in the results list) and on the Search People – Update Information page (a Correspondence History button appears in the User Information section of the page).

The Correspondence History button and link open a pop-up window that displays all EM correspondence received by the person. Text in the Letter column appears as a hyperlink; this link opens the View Letter page (the same functionality as the submission or Schedule Group Correspondence History page). A user can filter what displays in the Correspondence History window in several ways:

1. Select a fixed date range: month, quarter, or year (last or current) to limit emails displayed OR
2. Enter a customized start and end date to limit emails displayed.
3. Adjust the number of results per page displayed.
4. In addition, the user can set grid options by clicking the gear icon. This opens a pop-up overlay, where the user can select which columns to display in the grid.

**Personal correspondence history window provides settings for filtering and customized display**

**Correspondence History for Rebecca Reef**

1 →  Choose Fixed Date Range: All Dates

2 →  Enter Customized Date Range (mm/dd/yyyy): Start Date: [calendar icon] End Date: [calendar icon] Go

Close

---

**Correspondence History**

Page: 1 of 1 (53 total correspondence) 1 3 → 100 results per page. 4 [gear icon]

Correspondence Date	Letter	Recipient	Manuscript Number	Article Title
11/05/2018 11:00:43	Reviewer Thank You	Rebecca Reef	SAMDEV140-D-17-00023	Snow Crystals
11/05/2018 10:59:33	Reviewer Instructions and Due Date	Rebecca Reef	SAMDEV140-D-17-00023	Snow Crystals
11/05/2018 10:55:53	Reviewer Invitation	Rebecca Reef	SAMDEV140-D-17-00023	Snow Crystals
10/29/2018 16:01:23	Letter	Rebecca Reef	SAMDEV151-D-18-00029	Top Secret Full Title
10/26/2018 16:24:49	Reviewer Thank You	Rebecca Reef	SAMDEV150-D-18-00009	Questions for Everyone

**Grid Options pop-up allows user to select columns to display in correspondence grid**

**Grid Options**

The columns below are available to be included in this table. Please select the ones you would like to see by marking the "Show" checkbox. You may also lock columns in place so that regardless of your position in the grid you will be able to see the contents. These columns appear together on the left side and are selected by marking the "Fixed" checkbox.

Column Header	Fixed	Show
Correspondence Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recipient	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

Editors may not see all correspondence received by another user. RoleManager permissions and system settings may limit what the Editor may access. Possible restrictions:

- All correspondence related to a particular submission is suppressed if the Editor is blinded to that submission.
- All editorial correspondence is suppressed if the Editor does not have RoleManager permission View Editorial Correspondence History.
- All submission production correspondence is suppressed if the Editor does not have RoleManager permission View Submission Production Correspondence History.

- All Schedule Group production correspondence is suppressed if the Editor does not have RoleManager permission View Schedule Group Correspondence History.
- All fee correspondence is suppressed, if the Editor does not have RoleManager permission View Fees and Payments (Commerce Manager customers only).

Editors may access the View Letter page for any letter that appears in the correspondence history grid. On the View Letter page, a Resend button enables Editors to resend a letter to the original recipients. An Edit and Resend button also appears for Editors with corresponding RoleManager permission.

#### **TO CONFIGURE:**

No configuration is required for users to view their own correspondence history.

**RoleManager** permission is required for Editor roles to view personal correspondence history of other users. Go to the Edit Role Definition page for the appropriate Editor role. In the Viewing and Editing People Data section, check the box next to the permission (if not already selected), Search People, and check the new sub-permission, View Personal Correspondence History. Editor roles may need to be granted additional existing permissions to view certain correspondence.

## Separate ORCID ID Request for New and Revised Submissions

In previous versions of EM, Article Types could be configured to request that Corresponding Authors provide their authenticated ORCID identifier during the submission process. This request could be configured as optional (allowing the Author to complete the submission without providing the identifier) or required (preventing the Author from approving the submission until an identifier was provided). This setting applied to all submissions associated with the Article Type, regardless of when the submission was created or whether the submission was new or revised. This created problems for publications that did not want to require Authors to provide an identifier on a revised submission if they were not asked to provide it with the original submission.

New in version 16.0, the request for an ORCID identifier can be set separately for new submissions and revised submissions. This means that an Article Type can be configured, for example, to require (or request) an ORCID identifier when an Author submits a new manuscript and to hide the request (that is, make no request for the identifier) when an Author submits a revised manuscript.

### Previous versions of EM had a single setting for ORCID iD request



### New separate ORCID iD request settings for new and revised submissions



As with other Article Type settings related to revision submission, the system will check the current status of this setting (when the Author submits the revision) rather than the status at the time the original submission was created. For example, if the authenticated ORCID iD request setting for a revised submission is set to “Hidden,” the Author will not be prompted to provide an identifier even if this setting was set to “Required” when the original submission was created.

**Note:** The authenticated ORCID iD request setting that applies to co-authors during the verification process is not affected by this enhancement.

**TO CONFIGURE:**

Go to **PolicyManager** > Submission Policies > Edit Article Types. Authenticated ORCID iD request settings appear in the Author Parameters section of the Add/Edit Article Type page. Use the drop-down menu to select the setting (Hidden, Optional, Required) for New Submission and for Revised Submission.

At upgrade, the single existing setting (Hidden, Optional, or Required) will be applied to both new and revised submissions. After upgrade, publications can configure the two settings differently as necessary.

## Configurable Default Setting for ORCID Review Deposit Approval

When a publication enables the ORCID Review Deposit feature and configures the review form to display the request for deposit authorization, Reviewers are presented with a question asking for their consent, to which they must respond Yes or No. In the initial release of the feature, No was selected by default when the review form was presented. This potentially allowed Reviewers to submit reviews without explicitly responding to the question.

New in EM version 16.0, publications can configure the default response to the review deposit authorization. The default setting can be No (as in existing functionality) or Please Select (which requires the Reviewer to actively select Yes or No).

### New configurable default setting for ORCID review deposit authorization



The screenshot shows a form titled "ORCID Reviewer Credit". It includes a link for "[Instructions]" and displays the user's ORCID ID as "000C". The main question is: "\* Do we have your consent to update your ORCID Record's Review Activity (subject to publication policy) to show that you completed a Review for this publication? This might trigger a one-time Authorization interaction with ORCID on proceeding." Below the question are three radio button options: "Please Select", "Yes", and "No". The "Yes" option is selected. There is also a checkbox option: "Make this my default selection on applicable future Review forms (you will be able to change this choice)."

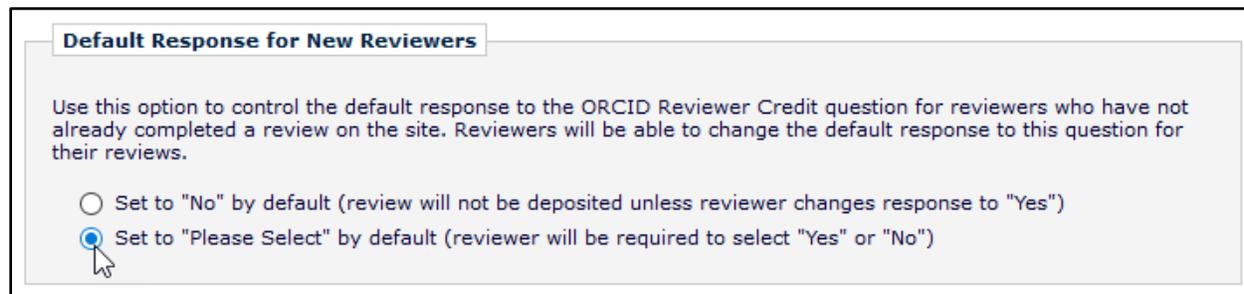
**Note:** This new setting does not affect existing functionality that allows Reviewers to save a response that will be selected on future review forms or to update their response at a later time.

### TO CONFIGURE:

ORCID Review Deposit must be enabled. To enable this feature, contact your Aries Account Coordinator.

To configure the default setting, go to **PolicyManager** > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Configure ORCID Review Deposit. A new section appears on the Configure ORCID Review Deposit page: Default Response for New Reviewers. Use the radio button to select the default (No or Please Select). Click Submit to save configurations.

### Default Response for New Reviewers configuration in PolicyManager



The screenshot shows the "Default Response for New Reviewers" configuration page. It includes instructions: "Use this option to control the default response to the ORCID Reviewer Credit question for reviewers who have not already completed a review on the site. Reviewers will be able to change the default response to this question for their reviews." Below the instructions are two radio button options: "Set to 'No' by default (review will not be deposited unless reviewer changes response to 'Yes')" and "Set to 'Please Select' by default (reviewer will be required to select 'Yes' or 'No')". The "Please Select" option is selected.

## Add People Title to Author List File (ALF)

An Author List File (ALF) is useful for invited workflows (such as proposals or books). The ALF enables Editors to upload names and contact information when preparing to invite Authors, so that the Editor does not have to search for and invite each Author individually.

The ALF acts as a data load, allowing the Editor to create new EM Author records quickly by importing required fields used for registration and the invitation: first name, last name, and email address. Several additional optional fields could also be imported.

New in EM version 16.0, a People Title field (e.g., Dr., Mr., Ms., Mx.) is added as available for import from an ALF. This optional field will be populated in the new user record created when the potential Author is proxy registered.

### Sample ALF format with new optional People Title column

**Example:**

PEOPLETITLE	INVITE	FIRSTNAME	LASTNAME	EMAIL	ORCID	TITLE	NOTE
Ms.	TRUE	Mary	Smith	ms@email.com	XXXX-XXXX-XXXX-XXXX	Chapter 1	Loremipsum

### Detail of Author Candidates page, showing information imported from ALF

Select As		Number of Letters	Author Name
Inv.	Asn.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<b>Confirmed Match</b> Ms. Mary Smith 
			<b>Information from File:</b> Ms. Mary Smith ms@email.com XXXX-XXXX-XXXX-XXXX Chapter 1



### TO CONFIGURE:

No system configuration is required.

To include People Title information, a PEOPLETITLE column must be added to any Author List File to be uploaded.

## URL/URI Validation

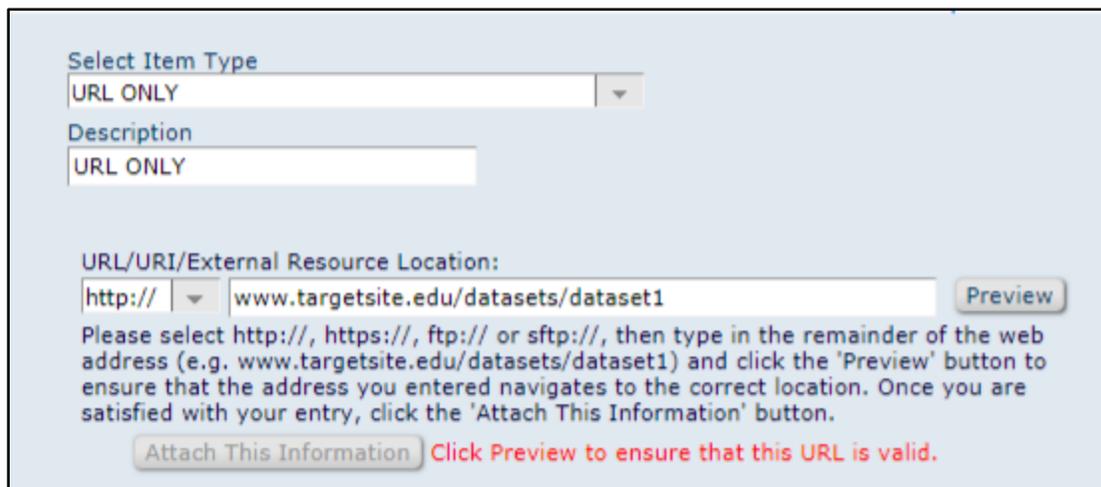
In previous versions of EM, submission items could be configured to allow Corresponding Authors to provide a URL for a file hosted in an external system rather than uploading the file directly to EM. This feature was useful for large datasets and other supplemental files as well as files stored in repositories.

New in EM version 16.0 validation will help ensure that URLs provided by Authors resolve to valid online resources. This will reduce the number of invalid URLs provided. Two configurable settings are available to:

- Require Authors to click the Preview button to verify that the URL provided as a submission item is valid
- Automatically confirm the validity of the URL by querying the URL and confirming that it resolves to a valid resource before attaching it as a submission item

The settings function independently. One or both (or neither) may be enabled. When either setting is enabled for a submission item, the additional validation will apply on all pages where the submission item can be uploaded for a submission.

### Author submission process with URL/URI preview required



The screenshot shows a web form for submitting a URL. It includes a dropdown menu for 'Select Item Type' with 'URL ONLY' selected, and a text input for 'Description' also containing 'URL ONLY'. Below this is a section for 'URL/URI/External Resource Location' with a text input containing 'http:// www.targetsite.edu/datasets/dataset1' and a 'Preview' button. A red text instruction reads: 'Click Preview to ensure that this URL is valid.' At the bottom of the form are two buttons: 'Attach This Information' and 'Click Preview to ensure that this URL is valid.' (the latter is highlighted in red).

## A similar layout is used for Editor edit sessions

The screenshot shows a form titled 'Attach This Information'. At the top, there is a dropdown menu labeled 'Item' with 'URL ONLY' selected. Below this, a text box labeled 'Description' also contains 'URL ONLY'. The main section is titled 'URL/URI/External Resource Location:' and features a dropdown menu with 'http://' selected, followed by a text input field containing 'www.targetsite.edu/datasets/dataset1'. A 'Preview' button is located to the right of the input field. Below the input field, there is a paragraph of instructions: 'Please select http://, https://, ftp:// or sftp://, then type in the remainder of the web address (e.g. www.targetsite.edu/datasets/dataset1) and click the 'Preview' button to ensure that the address you entered navigates to the correct location. Once you are satisfied with your entry, click the 'Attach This Information' button.' At the bottom of the form, there is an 'Attach This Information' button and a red text note: 'Click Preview to ensure that this URL is valid.'

### TO CONFIGURE:

Go to **PolicyManager** > Submission Policies > Edit Submission Item. Click the Edit link next to an existing item or click the Add New Item Type button.

Two new settings are added to the Add/Edit Submission Item Type page in PolicyManager. These settings display only if the URL/URI/External Resource Entry field is set to Optional or Required:

- Validate URL/URI: Automatically queries the URL/URI to confirm that it resolves to a valid resource before allowing attachment as a submission item
- Require user to click Preview button: Requires Authors to verify that the URL provided is valid before they are allowed to proceed in submission process.

The screenshot shows the configuration settings for the 'URL/URI/External Resource Entry (in lieu of file upload)' field. The field is currently set to 'Optional'. Below this, there are five checkboxes with corresponding labels. Two yellow arrows point to the 'Validate URL/URI' and 'Require user to click Preview button' checkboxes, which are both checked. The other three checkboxes are unchecked.

URL/URI/External Resource Entry (in lieu of file upload) :		Optional
<input type="checkbox"/>	Require HTTPS/SFTP for URL/URI/External Resource Entry	
<input checked="" type="checkbox"/>	Validate URL/URI	
<input checked="" type="checkbox"/>	Require user to click Preview button	
<input type="checkbox"/>	Display with automatic line numbering in PDF	
<input type="checkbox"/>	Include this Item Type for checkCIF	

## Enhanced Security for EM Text Fields

An improved security tool has been put in place to protect text input fields from cross-site scripting (CSS) attacks. If the tool determines that a user entered potentially malicious HTML input in a text field, that field content is not rendered but is instead encoded and displayed in the EM interface prepended by the flag [EXSCINDED].

Example of potentially malicious input that has been excinded (shown on Details page)

The screenshot shows a web interface for manuscript details. At the top, the title is "Details for Manuscript Number: LAURENDEV160-D-19-00014". Below the title, the text "[EXSCINDED]<span>fname</span> <a>Iname</a>(UNITED STATES): "Figure This"" is displayed. An orange arrow points to the "[EXSCINDED]" prefix. Below the text are three buttons: "Cancel", "Save", and "Save and Close". A navigation bar contains links for "Manuscript Notes", "Production Notes", "Editors", "Reviewers", "Alternate Reviewers", "Additional Information", and "Author(s) Invited to Submit Commentary". Below the navigation bar is a table with the following rows:

Additional Manuscript Details:	Add/Edit Additional Manuscript Details
Corresponding Author:	[EXSCINDED]<span>fname</span> <a>Iname</a> ←
Corresponding Author E-Mail:	junk@email.com
Author Comments:	
Short Title:	
Article Type:	Special Issue Article
Section/Category:	

### TO CONFIGURE:

No configuration is necessary. This feature is enabled automatically at upgrade to EM version 16.0.

## Editors Can Update Verification Status on Behalf of Co-authors

Co-authors may choose to verify their co-authorship outside of EM (via phone, email, etc.). New in 16.0, the Author Details page is enhanced to enable Editors with permission to change the verification status for co-authors listed in the Other Author Status grid. This applies to all co-authors, regardless of whether they were ingested, transferred-in using EM-to-EM transfer, imported by means of a sister journal manuscript import, or submitted through the EM interface.

Editors may use a new Change link on the co-author record to modify a verification status. Clicking the link opens a pop-up window, where text prompts the Editor to change the verification status as needed. Available options will depend on the current verification status of the co-author.

### New Change link in the co-author verification column on the Author Details page

Confirmed?	Options
Yes (by mary mary) 06 Mar 2019 <a href="#">Change</a>	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> Questionnaire Not Completed

### New pop-up window enables Editors to modify co-author verification status

#### Change Co-Author Verification Status

To change this co-author's verification status, please select from the choice(s) below and click the 'Save' button. If you want to retain the co-author's current verification status, click the 'Cancel' button.

Yes/Confirmed       Declined

After the Editor makes and saves a change, the verification status for the co-author is updated accordingly (and will trigger any letters previously configured for these actions).

### TO CONFIGURE:

This feature is associated with a new **RoleManager** permission, Set Other Author Verification Status. To enable, go to the Edit Role Definition page for the appropriate Editor role. In the Edit Submission section, check the box next to the permission (if not already selected) Manage Other Authors, and check the new sub-permission, Set Other Author Verification Status.

<input checked="" type="checkbox"/>	Manage Other Authors
<input type="checkbox"/>	Edit Other Author E-mail Address
<input checked="" type="checkbox"/>	Set Other Author Verification Status

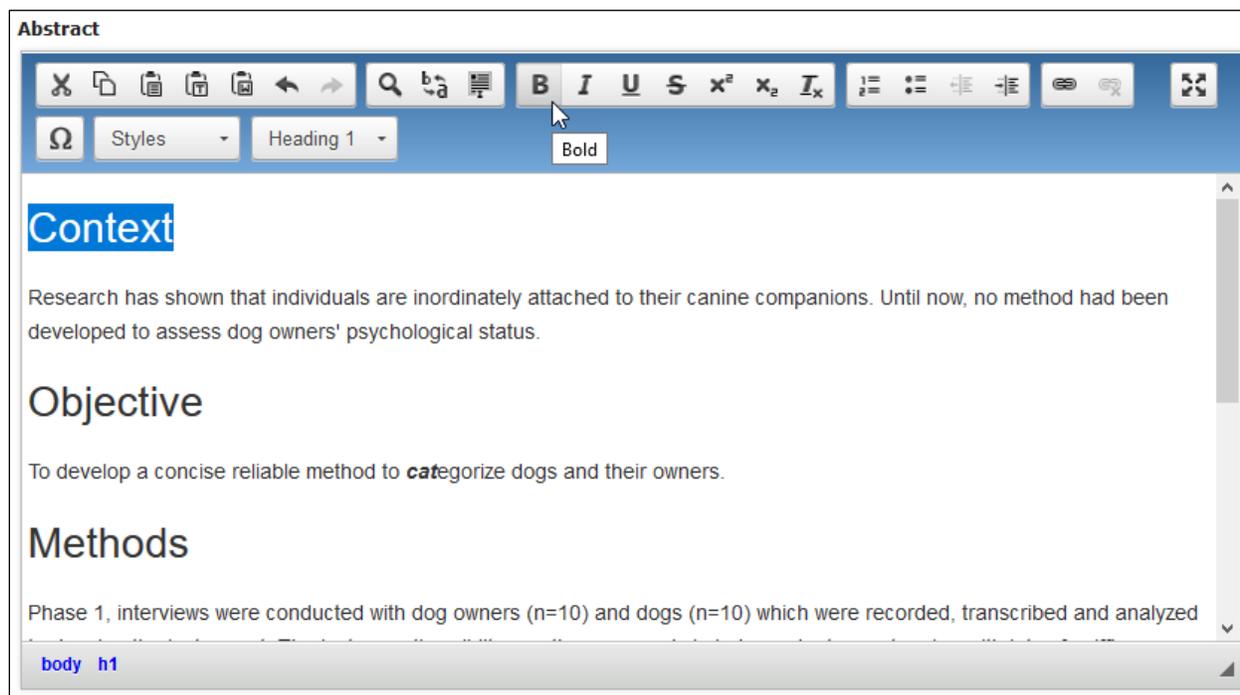
## Rich-text Editing Enhancement to Submission Interface

The updated Author submission interface introduced in EM version 14.1 allowed Authors to upload a submission file that the system used to automatically populate select submission metadata fields. Extracting this metadata from the file and automatically entering it into fields on the Manuscript Data step of the submission process made the submission process more efficient for Authors.

In EM version 16.0, the extraction process is further enhanced to preserve rich text formatting found in the original manuscript. The interface now also enables Authors to edit this formatting in the Title and Abstract fields. An editing toolbar appears above the fields on the Manuscript Data screen.

The editing tool enables Authors to format these fields during the submission process (new and revised submissions). The same tool is available to Editors when editing a submission.

### Rich-text editing tool is added to Title and Abstract fields



### TO CONFIGURE:

No configuration is necessary. This feature is enabled automatically at upgrade to EM version 16.0.

# Import Enhancements

## Ingest Co-author Verification Status

In EM Version 15.1, a submission can be ingested from a submission partner at different points in the workflow: at initial submission, after being sent back to the Author, and at revision. As part of the ingest, manuscript metadata can be imported, including author-related information about the Corresponding Author, other Authors, contributor roles/degrees of contribution associated with the Authors, and the Corresponding Author's responses to custom submission questions.

New in EM version 16.0, publications can now import co-author verification statuses as part of the EM Ingest service. New co-author verification mapping is added and included in the JATS XML file, which is imported into EM when the submission is ingested. This allows Editors in EM to see quickly whether co-authors have already confirmed co-authorship of a submission via a third-party submission partner.

**Co-author statuses as they appear on the Author Details page (in Confirmed? column)**

Confirmed?	Options
▲▼ No Response <a href="#">Change</a>	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> Questionnaire Not Completed
<b>Declined:</b> Jun 26 2017 3:04 PM <a href="#">Change</a>	<a href="#">Resend Letter</a> <a href="#">View Author Details</a> Questionnaire Not Completed

### TO CONFIGURE:

Publications must use the EM Ingest Service to access this feature. Please contact your Aries Account Coordinator for more information.

**NOTE:** Only co-author responses to their verification statuses are imported using this feature. Individual co-author responses to Author questionnaires are not included.

## **Update Additional Manuscript Details over API**

In previous versions of EM, Editors with the appropriate RoleManager permissions could update Additional Manuscript Details (AMD) fields directly within the EM interface. However, publications may wish to push updates from their external manuscript submission system or portal back into EM.

New in EM version 16.0, users can now update AMD values for a submission using an external API call, in addition to updating these fields directly in the EM user interface. If configured, this action is available for all current AMDs configured on a site, as well any new AMDs that are added in the future.

Publications can retrieve submission metadata from the system using API calls on sites where EM Web Services are enabled. (Publications need a site-specific username and API key in order to make these calls.) Previously, EM Web Services provided only GET methods, allowing publications to retrieve select submission and Author metadata fields for one or more submissions.

### **TO CONFIGURE:**

Publication site must enable existing EM Web Services and API settings to use this new feature. Contact your Account Coordinator for more information.

# Production Tracking Enhancements

## Drag-and-Drop File Upload for Production Tasks

In previous versions of ProduXion Manager, uploading companion files for production tasks required users to browse a list of files and select one at a time for upload. New in PM version 16.0, users can use drag-and-drop functionality to upload one or more files at a time. Users may also use the browse option and select multiple files from a file list.

Drag-and-drop functionality is available for users assigning a production task (for single manuscript or Schedule Group); an Upload New Companion Files button is displayed. It is also available for users submitting a production task (for single manuscript or Schedule Group); an Upload Files button is displayed. The functionality is also available via the File Inventory page, where an Upload Companion Files button is displayed.

From all three pages, the button opens the Upload Companion Files page. This page allows users to select an item type from a drop-down list, enter a description of the item in the text box, and select the file, using either drag-and-drop functionality or browsing a file list.

### Upload Companion Files page displays drag-and-drop functionality

The screenshot shows the 'Upload Companion Files' page. On the left, there is an 'Important Note' and instructions. The main area contains a form with a 'Select Item Type' dropdown menu (showing 'Please Choose'), a 'Description' text box, a 'Browse...' button, and a 'Drag & Drop Files Here' area with an upward arrow icon. A link for 'Insert Special Character' is in the top right. At the bottom, it says 'No Companion Files have been added.'

### TO CONFIGURE:

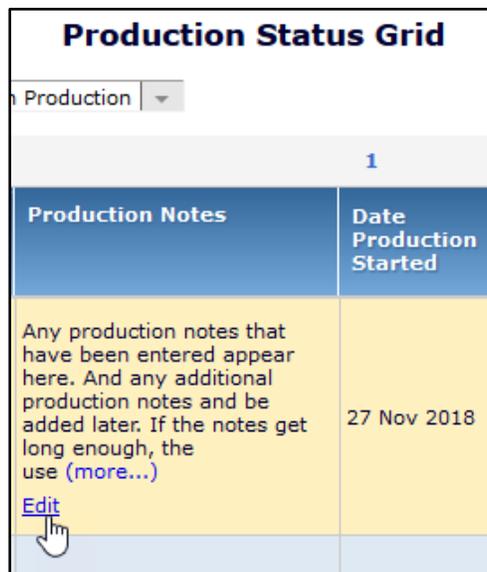
No configuration is required.

## Editable Production Notes on Production Status Grid

In previous versions of EM/PM, the system field Production Notes was available to users with Editor or Publisher roles (with permission). The field appeared on the Editor Decision and Comments page, Draft Decision page, Notify Author page, custom Details page (if configured to appear), and on the transmittal form (if enabled).

New in EM version 16.0, Production Notes can also be configured to appear as a column in the Production Status Grid. Up to 150 characters of notes text is displayed in the grid. Notes that exceed 150 characters display a ([more...](#)) link that opens a pop-up window containing the full text of the note. Users with permission to edit production notes see an [Edit](#) link under the notes text in the grid, enabling them to edit notes from the Status Grid page. This link opens an editable version of the pop-up window.

### Editable Production Notes column is added to the Production Status Grid



Production Status Grid	
Production ▾	
1	
Production Notes	Date Production Started
Any production notes that have been entered appear here. And any additional production notes and be added later. If the notes get long enough, the use ( <a href="#">more...</a> ) <a href="#">Edit</a>	27 Nov 2018

### TO CONFIGURE:

Editor or Publisher roles must have one or both of the **RoleManager** permissions:

- View Production Notes
- Edit Production Notes

# Merge Field Enhancements

## Custom Questions for Editor Forms Merge Fields

**%EDITOR\_QUESTIONS\_AND\_RESPONSES%** inserts Custom Review Questions (configured as available to merge into the decision letter sent to the Author) and responses from Editors. The field pulls selected questions and responses into the draft Notify Author letter, where Editors may edit the information directly in the letter draft before sending. For use in Decision (Notify Author) letters only.

**%EDITOR\_RESPONSES\_AND\_COMMENTS\_TO\_AUTHOR%** inserts all Custom Review Questions and responses from Editors *and* all Editor Comments to Author for decisions that have been submitted for the current version/revision of the submission. For use in Decision (Notify Author) letters and Ad Hoc from Editor letters.

# Reporting Enhancements

## Editor Questions and Responses View

This view, available for single publication and multiple-publication reporting, provides access to all Custom Review Questions asked of an Editor for a particular Editor assignment, question configurations (including default answers or multiple-choice lists), and the Editor's responses. This new view is similar to the existing Review Questions and Responses View, which returns results for Reviewer responses to Custom Review Questions. For single publications, this view is available through Enterprise Analytics Reporting and Custom Reports. For multiple-publication reporting, this view is available through Cross-Publication Enterprise Analytics Reporting (XEAR).

### TO CONFIGURE:

No configuration is required. Users with reporting permissions will see the new single-publication view. Users with reporting permissions on publications with XEAR enabled will also see the multiple-publication view.