

**CONFIDENTIAL AND PROPRIETARY**

**Aries Systems Corporation**



**Release Notification Supplement**

**Editorial Manager 4.0 Release Notification  
Supplement**

**Subject to Change**

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## Editorial Manager 4.0 Release Notification Supplement

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## Notify Author (Decision Letter) Blinding Policy

Before the Notify Author (Decision) letter is sent, the user (Editor or staff) has access to an editable version of the letter. In v.3.1, this letter was fully merged with people and submission data. In v.4.0 the ability to save a blinded version of the letter for Reviewers was implemented (for cases where the publication is running a double-blind peer review process) which means the system now displays unpopulated merge fields in the Notify Author letter. The data is not merged into the letter because the Editor has the option of editing the letter before sending it, and if the data is merged, then the system cannot create the 'blinded' version of the edited letter. The data is merged into the letter when the user click Preview and when the letter is sent.

Because Editors and staff were used to seeing the merged data in the draft letter, and because many journals do not run a double-blind peer review process, the above-described solution has been modified so that the publication can select whether the Notify Author (Decision) letter will display with populated merge fields, or merge fields will not be populated (to allow blinding of the Author's identity for the Reviewer's copy of the Decision Letter).

NOTE: Another change implemented in this update is that, regardless of the publication's 'Notify Author Blinding Policy', submission-related merge fields, such as manuscript number, title, article type, etc., will be populated with the correct data. It is the people-related merge fields, such as the Author's name and address, that will not be populated (for those publications running a double-blind peer-review process).

NOTE: The following submission-related fields will also appear as unpopulated merge fields in the draft of the Notify Author letter.

%FIRST\_AUTHOR%  
%ALL\_AUTHORS%  
%AUTHOR\_INST%  
%INVITED\_AUTHOR\_NAME%  
%TRANSMITTAL\_FORM%

See below for a full list of merge fields that will be blinded for those publications running a double-blind peer review process.

NOTE: For publications that enable the blinding option, merge fields will be populated in the letter when it is actually sent to the Author, or if the Editor clicks the 'Preview Letter' button.

NOTE: If a publication switches from a single-blind to a double-blind peer review process, all letters previously stored without blinding will remain un-blinded. There is no way to blind letters that are already stored in History.

TO CONFIGURE: Go to PolicyManager, then to E-mail and Letter Policies and click on the link labeled 'Set Notify Author Blinding Policy'. If your publication is running a double-blind peer review process, click on the radio button labeled 'Create and store a blinded version of the Notify Author of Decision letter'. If your publication is NOT running a double-blind peer review process, click on the radio button labeled 'Do not create and store a blinded version of the Notify Author of Decision letter'.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP      Username: mary  
Role: Managing Editor      EM Version: 4.0

### Set Notify Author Blinding Policy

When the Editor notifies the Author of the Editor's decision (Notify Author letter), the Editor may review and edit the final letter sent to the Author.

If your journal is running a double-blind system, you should select the option 'Create and store a blinded version of the Notify Author of Decision letter'. When this option is selected, the Author information will be stored as un-merged fields (e.g. %LAST\_NAME%) in the decision letter. This ensures that any modifications to the final decision letter will not reveal information about the Author. Note that the fields will be merged into the letter when it is actually sent to the Author, or if the Editor clicks the 'Preview Letter' button.

If your journal is *not* running a double-blind system, you should select the option 'Do not create and store a blinded version of the Notify Author of Decision letter'. When this option is selected, the Author information will be merged into the letter.

Create and store a blinded version of the Notify Author of Decision letter  
 Do not create and store a blinded version of the Notify Author of Decision letter

  

NOTE: The following is a list of the merge fields that will not be populated in the Notify Author (Decision) letter when a publication is running a double-blind peer review process. When the letter is Previewed and when the letter is sent to the Author these fields will be populated with the correct information. When the letter is seen by the Reviewer via the Completed Assignments folder or in the Reviewer Thank You letter these fields will display as asterisks (\*\*\*\*).

%REALNAME%	%EMAIL%
%GREETING%	%PHONE%
%FIRST_NAME%	%FAX%
%MIDDLE_NAME%	%PERSON_CLASS%
%LAST_NAME%	%CORRAUTHOR%
%TITLE%	%CORRAUTHOR_INST%
%DEGREE%	%AUTHOR_LIST%
%POSITION%	%AUTHOR_INST%
%DEPARTMENT%	%INVITED_AUTHOR_NAME%
%INSTITUTION%	%TRANSMITTAL_FORM%
%ADDRESS%	%FIRST_AUTHOR%
%ADDRESS1%	%ALL_AUTHORS%
%ADDRESS2%	%BLINDED_USERNAME%
%ADDRESS3%	%BLINDED_PASSWORD%
%ADDRESS4%	%USERNAME%
%CITY%	%PASSWORD%
%STATE%	%NEWUSER_NAME%
%ZIP_CODE%	%MERGE_OLD%
%COUNTRY%	%MERGE_KEEP%

## Classification Numbering Change

In the current implementation of the system (version 4.0), the Classification system uses whole numbers and fractions to differentiate between major Classification terms and minor Classification terms. A major Classification is designated with a whole number (1.000 = Surgery, 13.000 = Economics, 654.000 = Administration). A minor Classification uses the whole number component to refer to its major Classification parent, and a fractional component of three decimal places to identify itself (1.100 = Surgery - laser, 13.231 = Economics – third world countries, 654.402 = Administration – legal issues).

The entire Classification Number can be a total of 8 digits (not including the decimal point), with no more than 3 of those digits after the decimal point. Using this numbering scheme, a journal can design a Classification system using major and minor Classifications, with a maximum of 99999 major Classifications and 999 minor Classifications for each major Classification.

Some publications require additional levels of granularity in the Classification system. To achieve this objective, the minor Classification scheme is expanded to support a total of five decimal places (from 99999.999 to 99999.99999). Since some publications are satisfied with the existing functionality and may not want to increase the numbering to five decimal places, this feature is enabled on a new PolicyManager page.

**TO CONFIGURE:** Go to PolicyManager, then to Submission Policies and click on the link labeled ‘Set Classifications Display Policy’. Select the display format by clicking on the associated radio button.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary Role: Managing Editor EM Version: 4.0

### Set Classifications Display Policy

The Editorial Manager Classification schema contains a hierarchical numbering structure. Please choose the desired display format.

Use 3 decimal places for Minor Classifications (e.g., 12.000)

Use 5 decimal places for Minor Classifications (e.g., 12.00000)

Cancel Submit

**NOTE:** Changing the display option will add zeros to the end of each existing Classification number. It will not change the number otherwise, nor will it delete or reorder any Classifications.