

Editorial Manager® Author Submission Interface Frequently Asked Questions

- 1. Q. What do publication offices need to do to prepare for the changes to the Author Submission Interface?*

A. Publications staff should review and revise the custom instructions for Author submissions in PolicyManager. They should also review their Author instructions to ensure they are consistent with the new interface.
- 2. Q. When will the improved Author submission interface be available?*

A: The new feature is available now as option in Release 14.1. It will replace the existing Author submission interface entirely in Release 15.0, scheduled for July 2018.
- 3. Q. How should publications staff communicate to Authors how to use the new submission interface?*

A. The improved submission interface is intuitive, and most Authors should not have a problem adapting to the changes; in fact, in most cases, it simplifies the steps in submitting a manuscript.

We strongly recommend changing the custom instructions to guide Authors through the new submission process before enabling the new interface. Publications may also choose to put an alert on the Author Main Menu using Customize Author Main Menu Instructions in PolicyManager.

A document outlining Best Practices for Manuscript Preparation is available from Aries that describes ways to optimize the extraction process.
- 4. Q. Can the improved submission interface be enabled for some Article Types but not others?*

A. The Author interface can be enabled as an option on a publication-wide basis in 14.1 and will be enabled for all EM sites in 15.0. In both cases, the interface will be standard across all article types.
- 5. Q. Will Editors be able to use the new submission interface?*

A. Through Release 15.0, only Authors will have access to the new interface. Enabling it for Editor submissions is planned for a future release.

6. *Q. Why is the submission interface changing?*

A. The new interface simplifies and accelerates the submission process for most Authors. It provides better graphic indicators of which submission steps are complete and which need attention.

In many cases, it automatically extracts important information from the manuscript or other submission file such as article title, abstract, and Author information, including title, name, degree, and affiliation. This automatic extraction minimizes time-consuming data entry by the Authors, who need only review the fields for accuracy and completeness. The improved interface should also provide better and more complete data to the publications office.

7. *Q. From which submission files will manuscript data be extracted?*

A. Only the file uploaded on the *first* attach files page will be used in the automatic extraction process.

This file must be a Word-readable file. If the uploaded file is a zip file, the system will look for a single Word-readable file in the package and will extract from that Word file. If the zip file contains multiple Word files, nothing will be extracted.

The system will try to extract data from this first file regardless of the Submission Item type the submitting Author assigns to the file and regardless of the name of the file.

8. *Q. What pieces of information can be automatically extracted from a manuscript file?*

A. The automatic extraction process attempts to extract the following fields from a MS-Word–readable manuscript file:

- Article title
- Abstract
- Author titles
- Author names
- Author degrees
- Author affiliations

If the automated process is unable to extract some or all of these fields, Authors may enter the data for them manually just as they do in the current submission process.

9. *Q. Why aren't the manuscript data items pre-populated when Authors upload their manuscript files as PDF documents?*

A. The step that extracts data supports only Microsoft Word–readable files, such as “*.doc” and “.docx”.

10. *Q. How long can a publication continue to use the existing interface?*
A. The existing Author submission interface will be available until the publication upgrades to Release 15.0, currently scheduled for rollout beginning in July 2018.
11. *Q. Can a publication opt out of this change to the submission interface?*
A. The improved interface is not enabled by default in 14.1; publications must ask their Aries Account Coordinators to turn it on. The improved interface will be enabled for every site in 15.0; the older Author submission interface will no longer be available for any publications.
12. *Q. Why aren't keywords extracted from the Author manuscript?*
A. For the first release, the set of metadata extracted is limited to items that most manuscripts have. Since a fair number of publications do not accept or publish keywords, that function was deferred to a later release.
13. *Q. How can I handle a double-blind review process with the new extraction feature?*
A. Publishers that already require a cover page or title page that includes the Author names and affiliations separate from the manuscript file should request Authors to include all the article metadata to be extracted in those cover page/title page files.
- The Author will need to upload this cover page or title page file first in order for the metadata to be extracted from it. The revised custom Author submission instructions will need to reflect this procedure..
14. *Q. Can the extraction process capture Funding Information, Email address, or country?*
A. These fields cannot currently be automatically extracted from a manuscript file.
15. *Q. How does the extraction process designate whether an Author is a Corresponding Author or Co-author?*
A. The submitting Author is automatically designated the Corresponding Author; this process has not changed from the past. This Author is likely to be on the Author List extracted automatically from the manuscript file. A matching algorithm prevents a duplicate Corresponding Author record from being added. Any Author names extracted that do not match the Corresponding Author are designated as Co-authors. The submitting Author can designate a different Corresponding Author just as in the existing interface.

16. Q. If Authors proceed through a step where there is a red triangle warning, will they get detailed information about what is missing?

A. If the Author attempts to build the submission PDF when there are existing red triangle warnings, a message with a link to the section with the missing information displays. When the Author clicks the link to that section, he or she can either correct the problem there, or in the case of a problem with Co-authors, he or she would click on the edit icon next to the Author name on the Author List. The specific field or fields with the problem will be flagged with a warning triangle on the Edit Author Details page.

18. Q. No data was extracted from a manuscript file submitted to my site. Why not?

A. The extraction process is quite flexible and can extract data from a wide variety of formats. Still, there are times when no data is extracted, in which case Authors still have the opportunity to manually enter their submission data just as they have always been able to do.

A few common reasons that the extraction process might not be able to identify manuscript data include these:

- 1) The file was not submitted on the first attach files page.

The system will only extract data from a file uploaded to the first attach files page of the Author submission interface.

- 2) The Author uploaded a cover letter before any other documents.

The extraction process does not work well--if at all--on documents formatted as letters. The system expects a manuscript (or manuscript-like file with headings in the case of a double-blind workflow).

An Author should submit the file to be extracted first and then upload all additional files, including cover letters, on the second attach files screen.

- 3) The Author uploaded a file that is not in a Word-readable format.
- 4) The file is inconsistently formatted.

Please consult the Best Practices for Manuscript Extraction document for ways to optimize extraction results.

17. Q. If an Author re-uploads the same file (in other words replaces a file) before submitting, will metadata be extracted from it again?

In order to avoid the possibility of overwriting work that the Author has done to correct and enter submission data, the extraction process will only run one time for any particular revision. As a result a replaced file will not be have any data extracted.

18. Q. How are revisions handled?

A. The Author is asked to uncheck any previously uploaded submission files that will be replaced by the revision. When extracted fields differ from the original submission for title and abstract, the Author sees a side-by-side comparison of those different fields and chooses which he or she wishes to use.

If the extraction process detects additional Authors in the revision, it provides a list for the Author to verify. New Authors are noted for the Editor on the Author Details screen.

If an Author has been removed from the manuscript for this revision, Editorial Manager® does *not* remove the Author from the submission record, but it does display a yellow warning triangle asking the submitting Author to review the Author list. The user would need to delete the removed Author(s) from the Author list.

19. Q Is there a way to prevent automatic extraction for a submission?

A. Yes, if the Author chooses to Proceed through the first attach files screen without uploading a file, no metadata will be extracted from any files. All files can then be uploaded on the second attach files screen.

20. Must publications staff update their author questionnaires in order to use the new interface?

A. No, the new Additional Information step will display existing questionnaires with their custom questions as configured without requiring any changes.

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