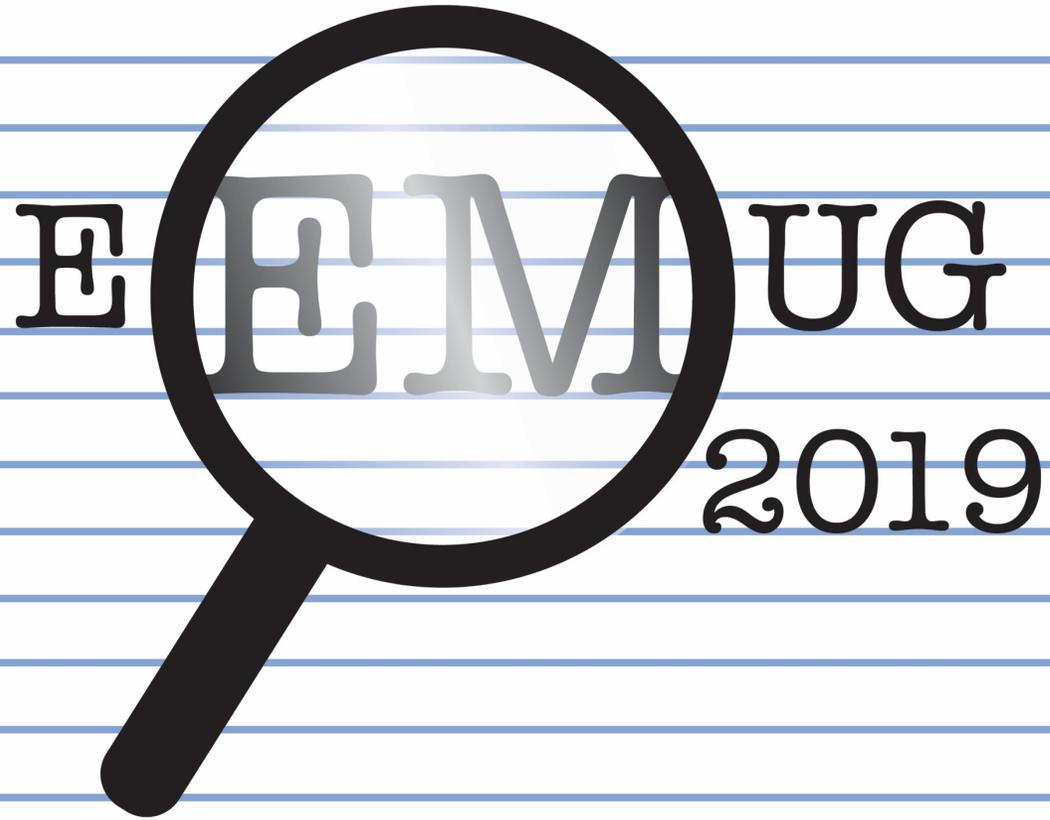


Welcome to

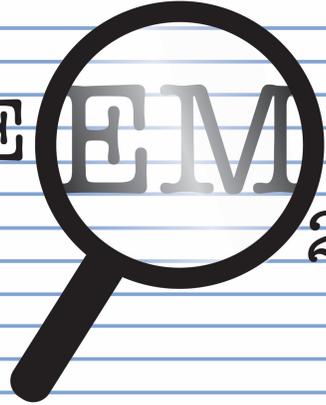


#EEMUG2019



Welcome to

E **EMUG** 2019



#EEMUG2019

**em** Editorial Manager®

**pm** ProduXion Manager®



# Invited Papers & Commentary

**Melanie Cotterell,**  
Client Services Manager,  
[mcotterell@ariessys.com](mailto:mcotterell@ariessys.com)

# Agenda

- Overview - Options for Invited Workflows
- Commentaries
- Linked Submissions
- Letters to the Editor (LTE)
- Proposals
- ALF 
- Reporting & Reminders
- Configuration
- Questions

# Overview - Options for Invited Workflows

Choosing the right invitation type

# Overview - Three Options

## Commentaries

- Controversial article has been published (or may still be in process). This is the “parent” submission.
- Editor invites Authors to submit commentaries on that article.
- The invited papers received are “child” submissions and are linked with the parent in EM.

## Proposals

- Publication creates “Proposal” - this is not peer-reviewed or published.
- One or more experts invited to submit manuscript on a particular topic. An entire issue may be devoted to invited manuscripts (e.g. festschrift).
- The invited papers received are linked to the Proposal (parent) in EM and may be published together.

## Linked Submissions & Letters To The Editor

- Regular Submissions or Unsolicited Letters to the Editor are received by the publication.
- These can be grouped together via Linked Submissions (Regular or LTE).
- The original Author can then be invited to respond to the letters and all of the Authors may be given access to all of the submissions in the linked group.

# Commentaries

Controversial Submission?

# Commentaries

- Commentaries are invited (solicited) submissions, relating to an existing submission (once assigned to an editor).

Page: 1 of 1 (1 total submissions) Display 1

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼
<a href="#">View Submission Details</a> ▾ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Unassign Editor</a> <a href="#">Invite Reviewers</a> <b><a href="#">Solicit Commentary</a></b> <a href="#">Submit Editor's Decision and Comments</a> <a href="#">Send E-mail</a>	UKACTEST1-D-18-00004	Original Study	Basic Science Section	Ice tea isn't a real thing and coffee always smells better than it tastes.

# Solicit Commentary

- Permission controlled.
- Invited Article Types.
- After clicking Solicit Commentary link, you will be asked to provide some basic information about the submission, used for reminders!
- Option to pre-select the article type for the author.
- The original paper becomes the parent submission.

### 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.

<b>Pre-select Article Type for Invited Submissions generated from this Submission:</b>	Author Will Select <input type="button" value="v"/>
<b>* Target Publication Date:</b>	11/03/2018 <input type="button" value="c"/> (mm/dd/yyyy)
<b>Target Publication Volume:</b>	<input type="text"/>
<b>Target Publication Issue:</b>	<input type="text"/>
<b>Author Response Due:</b> Number of Days Author has to Respond to Invitation	14 <i>A value of zero indicates the Response due date feature is not being used.</i>
<b>Author Submission Due:</b> Number of Days prior to Target Publication Date	30 <i>A value of zero indicates the Submission due date feature is not being used.</i>

# Invite Authors



- Same search options for proposals and commentaries.
- Similar to searching for reviewers.
- Can invite one or more authors, to contribute one or more submissions each.
- ALF – will appear later.

Manuscript Details

**Author Search**

Search My Publication

- Search for Authors
- Search by Personal Classifications
- Upload Author List
- Search for Alternate Authors
- Search for Alternate Authors by Personal Classifications

**Selected Authors**

**Invited Authors**

There are no Authors Invited for this submission

**Alternate Authors**

There are currently no Alternate Authors selected for this submission

[Register and Invite New Author](#)

[Return to All Submissions with Editor's Decision](#)

[Return to Manage Proposals Menu](#)  
[Return to Main Menu](#)

# Author Selection

- Permission controls the Invitation/Direct Assignment options.
- Can see current activity for each author, on this EM site.
- Journals with XPub Functionality can see this data across the portal.

Select Inv.	Number of Letters	Author Name	Board Member	Classifications	Submissions Being Processed		Author Statistics	Invitation Statistics
					Invited	Unsolicited		
<input checked="" type="checkbox"/>	1	Donald Duck	No		0	1	<b>Agreed and Awaiting Submission:</b> 0 <b>Invited Submissions Received:</b> 0 <b>Un-invited Before Agreeing:</b> 0 <b>Un-invited After Agreeing:</b> 0 <b>Last Invited Submission Agreed:</b> - <b>Portal-wide:</b> <b>Last Invited Submission Received:</b> - <b>Portal-wide:</b> <b>Last Invited Submission Declined:</b> - <b>Portal-wide:</b> <b>Avg Days to Submit:</b> 0.00	<b>Date Last Invited:</b> Jun 30, 2017 <b>Portal-wide: (UKACTEST1)</b> Jun 30, 2017 <b>Outstanding Invitations:</b> 1 <b>Agreed:</b> 0 <b>Declined:</b> 0 <b>Un-invited:</b> 0 <b>Total Invitations:</b> 1

Page: 1 of 1 (1 total Authors)

Select As		Number of Letters	Author Name	Board Member
Inv.	Asn.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Mickey Mouse	No

# Invitation & Additional Notes

- Default Letter displayed, other letters can be selected and customized.
- If using Invitation Notes to Author, can also enter note for each invitation.
- Notes visible on Details page and available as Search Submission Criterion.

**Authors to Invite** [Open Special Character Palette](#)

Name	Letter	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Donald Duck	Author Invitation for Comm... <a href="#">Customize</a>	06/21/2018 (mm/dd/yyyy)	10/04/2018 (mm/dd/yyyy)	<input type="checkbox"/>

**Authors to Invite** [Open Special Character Palette](#)

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Mickey Mouse	Author Invitation for Comm... <a href="#">Customize</a>  Coffee Machines - can you really make tea using one?	06/21/2018 (mm/dd/yyyy)	10/04/2018 (mm/dd/yyyy)	<input type="checkbox"/>

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

# Editor - Proposal Menu

- Permission controlled.
- Overview in My Submissions with Pending Commentaries Folder.

Editorial
Proposal Menu
Production Tasks

**Invited Editor Proposal Menu**

**Search**

[Search Proposals](#) | [Search Submissions](#) | [Search People](#)

**New Proposals**

[Initiate Proposal](#)

**Active**

New Proposals Requiring Assignment (0)

[New Invitations - Proposals \(1\)](#)

New Assignments - Proposals (0)

[My Pending Proposals \(1\)](#)

[My Submissions With Pending Commentaries \(1\)](#)

Action	Manuscript Number	Article Type	Section/Category	Article Title	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Handling Editor
<a href="#">View Submission Details</a> <a href="#">History</a> <a href="#">Solicit Commentary</a> <a href="#">Move to Completed Folder</a> <a href="#">Send E-mail</a>	UKACTEST1-D-18-00004	Original Study	Basic Science Section	Ice tea isn't a real thing and coffee always smells better than it tastes.	1	0	0	0	Eduardo I Editor



# Author - Main menu

- Merge Fields can be used in email to Accept/Decline/Submit.
- Action Links can also be used from the Author Menu.

The screenshot displays the 'Author Main Menu' interface. On the left, there is a sidebar with the title 'Author Main Menu' and links for 'Alternate Contact Information' and 'Unavailable Dates'. Below these is a paragraph of text: 'For additional help with your submission, please click [here](#) for the Author Tutorial.' The main content area is divided into three sections: 'Production', 'Invited Submissions', and 'New Submissions'. The 'Production' section shows 'Submissions in Production (0)' and 'Current Task Assignments (0)'. The 'Invited Submissions' section shows 'My New Invitations (2)' and 'My Accepted Invitations (1)'. The 'New Submissions' section lists 'Submit New Manuscript', 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. Two callout boxes are shown on the right. The top callout, titled 'Action', lists 'View Invitation Letter', 'Agree to Submit', 'Decline to Submit', and 'Send E-mail'. The bottom callout, also titled 'Action', lists 'View Submission Requiring Commentary', 'View Invitation Information', 'View Invitation Letter', 'Submit Invited Manuscript', and 'Send E-mail'. Blue arrows point from 'My New Invitations (2)' to the top callout and from 'My Accepted Invitations (1)' to the bottom callout.

**Author Main Menu**

[Alternate Contact Information](#)

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

**Production**

Submissions in Production (0)  
Current Task Assignments (0)

**Invited Submissions**

[My New Invitations \(2\)](#)  
[My Accepted Invitations \(1\)](#)

**New Submissions**

[Submit New Manuscript](#)  
Submissions Sent Back to Author (0)  
Incomplete Submissions (0)  
Submissions Waiting for Author's Approval (0)  
Submissions Being Processed (0)

**Action**

- [View Invitation Letter](#)
- [Agree to Submit](#)
- [Decline to Submit](#)
- [Send E-mail](#)

**Action**

- [View Submission Requiring Commentary](#)
- [View Invitation Information](#)
- [View Invitation Letter](#)
- [Submit Invited Manuscript](#)
- [Send E-mail](#)

# Author – Submit Invited Manuscript

- Invited Article Types will be available for Author to select if not preset by Editor.

The screenshot shows a three-step process: 'Article Type Selection', 'Attach Files', and 'Manuscript Data'. The 'Article Type Selection' step is active, indicated by a blue downward arrow icon. Below the step names, a blue bar labeled 'Select Article Type' contains a drop-down menu. The menu is open, showing options: 'None' (highlighted), 'Commentary', 'Special Issue Article', and 'Test Special Issue'. To the left of the menu, the text reads: 'Choose the Article Type of your submission from the drop-down menu.' To the right of the menu is a 'Proceed' button with a right-pointing arrow.

# New (Child) Submissions – Editor Main Menu

- Manuscript processes as any regular submission in EM.
- View Related Submissions shows split view Parent/Child(ren).
- Move to Completed Folder when all Commentaries submitted.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<ul style="list-style-type: none"> <li>View Submission Details ▾</li> <li>Initiate Discussion History</li> <li>File Inventory</li> <li>Edit Submission</li> <li>Send Back to Author</li> <li>Remove Submission Classifications</li> <li>Assign Editor</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>View Related Submissions</li> <li>Similar Articles in MEDLINE</li> <li>Send E-mail</li> <li>Linked Submissions</li> </ul>		Commentary		Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Mickey Mouse ▾	Jun 07, 2018	Jun 07, 2018	Manuscript Submitted

Submission View			
Action	Manuscript Number	Article Type	Article Title
<ul style="list-style-type: none"> <li>View Submission Details ▾</li> <li>History</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>Solicit Commentary</li> <li>Move to Completed Folder</li> <li>Go to Submission</li> <li>Similar Articles in MEDLINE</li> </ul>	UKACTEST1-D-18-00004	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.
Related Submissions			
Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
<ul style="list-style-type: none"> <li>View Submission Details ▾</li> <li>Edit Submission</li> <li>History</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>Go to Submission</li> </ul>		Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!

- Summary statistics updated.

Article Title ▲▼	# of Authors Invited ▲▼	# of Authors Accepting ▲▼	# of Authors Declining ▲▼	# of Author Submissions ▲▼
Ice tea isn't a real thing and coffee always smells better than it tastes.	2	1	0	1

Questions?

# Linked Submissions

Independent but together



# Linked Submissions

- With permission, can link/group any submissions together.
- They go through the workflow independently, but can be easily associated with each other.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission Details</a> <a href="#">Initiate Discussion History</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">View Related Submissions</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>		Commentary		Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	<a href="#">Mickey Mouse</a>	Jun 07, 2018	Jun 07, 2018	Manuscript Submitted

# Add to/Create Group

- Can choose existing Group.
- Create a new Group.
- (Publish With ID) PWID – a unique identifier for all submissions in this group.
- Set reviews to be shared between papers.

<b>Linked Submission Group Name:</b>	<a href="#">Insert Special Character</a> EMUG 2018 <small>Maximum Linked Submission Group Name is 1000 characters.</small>
<b>Linked Submission Group Type:</b>	<input checked="" type="radio"/> Linked With <input type="radio"/> Letter to the Editor
<b>Linked Submission Group Options:</b>	<input type="checkbox"/> Share Reviews within the Group

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

### Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

**To add the submission to an existing Linked Submission Group**

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

Please select a Linked Submission Group: [Add to Group](#)

**To create a new Linked Submission Group**

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

[Create a New Group](#)

**Assign Publish With ID**

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

[Assign Publish With ID](#)

[Cancel](#)

# Add To Group

- Add this submission to the group.
- Can use action link for any submission and add to this group.
- Folders on Editor Main Menu.

**Linked Submission Groups**

Active Linked Submission Groups (1)

Inactive Linked Submission Groups (0)

- Submission will show icon if contained in a regular linked group or LTE Group.

Send E-mail  
Linked Submissions 

Send E-mail  
Linked Submissions 

### Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

**To add the submission to an existing Linked Submission Group**

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

EMUG 2018

**To create a new Linked Submission Group**

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

**Assign Publish With ID**

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

# Linked Submission Group View

- Can use with invited papers, regular papers or a mixture.
- Same view for regular Linked group or Letters To Editor.

Return to New Submissions Requiring Assignment  
Editor Main Menu

Assign Publish With ID

**Linked With**

Linked Submission Group		
Action	Linked Submission Group Name	Linked Submission Group Status
<a href="#">Add Submission</a> <a href="#">Edit Linked Group</a> <a href="#">Set Inactive Status</a> <a href="#">Clear Group</a>	EMUG 2018	Active

**Linked Submissions**

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category	Status Date	Current Status	Publish With ID Description	Publish With ID
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00003	Test Article Type (No Requirements)	New paper for inviting a reviewer	Donald Duck	05-16-2018		05-16-2018	Under Review		<input type="checkbox"/> Publish With
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00004	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.	Domino Cotterell	06-07-2018	Basic Science Section	06-07-2018	With Editor		<input type="checkbox"/> Publish With
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00006	Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Mickey Mouse	06-07-2018		06-07-2018	With Editor		<input type="checkbox"/> Publish With

**Letter to the Editor Linked With**

Linked Submission Group		
Action	Linked Submission Group Name	Linked Submission Group Status
<a href="#">Add Submission</a> <a href="#">Edit Linked Group</a> <a href="#">Set Inactive Status</a> <a href="#">Clear Group</a>	EMUG 2018	Active

**Linked Submissions**

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category	Status Date	Current Status	Publish With ID Description	Publish With ID
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00003	Test Article Type (No Requirements)	New paper for inviting a reviewer	Donald Duck	05-16-2018		05-16-2018	Under Review		<input type="checkbox"/> Publish With
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00004	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.	Domino Cotterell	06-07-2018	Basic Science Section	06-07-2018	With Editor		<input type="checkbox"/> Publish With
<a href="#">View Submission Details</a> <a href="#">Go to Submission</a> <a href="#">Remove from Group</a>	UKACTEST1-D-18-00006	Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Mickey Mouse	06-07-2018		06-07-2018	With Editor		<input type="checkbox"/> Publish With

Questions?

# Letters to the Editor (LTE)

Collate and invite a response

# Letters to the Editor

- Letters to the Editor (LTE) are a special type of Linked Submissions.
- Often a number of unsolicited letters/commentaries on a published article are received.
- The original paper and the letters/commentaries received can be linked and the author of the original paper given access to them all.
- The original author can be invited/assigned to respond through Solicit Commentary Action Link.

Solicit Commentary

# Select Papers To Send

- Solicit Commentary process as before with one additional step at the end.
- Submission which you used the action link will be selected by default.

**Linked Submissions for Manuscript Number UKACTEST1-D-18-00006**

This submission has been identified as belonging to a Letter to the Editor Linked Submission Group. All submissions linked to this group are displayed below.

Select the submissions you would like to provide the Author access to using the available checkboxes, and then click the **Proceed** button to provide the Invited Author with PDF access to these linked submissions.

**Letter to the Editor Linked With**

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

Linked Submissions									
Select	Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Section/Category ▲▼	Status Date ▲▼	Current Status ▲▼
<input type="checkbox"/>	<a href="#">View Submission</a> <a href="#">View PDF for Invited Author</a> <a href="#">Details ▼</a>	UKACTEST1-D-18-00003	Test Article Type (No Requirements)	New paper for inviting a reviewer	Donald Duck	05-16-2018		05-16-2018	Under Review
<input type="checkbox"/>	<a href="#">View Submission</a> <a href="#">View PDF for Invited Author</a> <a href="#">Details ▼</a>	UKACTEST1-D-18-00004	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.	Domino Cotterell	06-07-2018	Basic Science Section	06-07-2018	With Editor
<input checked="" type="checkbox"/>	<a href="#">View Submission</a> <a href="#">View PDF for Invited Author</a> <a href="#">Details ▼</a>	UKACTEST1-D-18-00006	Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Mickey Mouse	06-07-2018		06-07-2018	With Editor

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

# Author Menu

- Author sees restricted version of Linked Submissions Page.

**New Author Invitations for Mickey Mouse**

---

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

---

Page: 1 of 1 (1 total submissions) Display  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
<a href="#">View Submission Requiring Commentary</a> <a href="#">View Invitation Letter</a> <a href="#">Agree to Submit</a> <a href="#">Decline to Submit</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	UKACTEST1-D-18-00006	Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Jun 07, 2018	With Editor	Jun 07, 2018		0	mary mary	Coffee; Machines; Hotel	10: <a href="#">First Major Term</a> 20: <a href="#">Second Major Term</a>

**Letter to the Editor Linked With**

Linked Submission Group							
Linked Submission Group Name							
EMUG 2018							
Linked Submissions							
Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category	
<a href="#">View Submission</a>	UKACTEST1-D-18-00003	Test Article Type (No Requirements)	New paper for inviting a reviewer	Donald Duck	05-16-2018		
<a href="#">View Submission</a>	UKACTEST1-D-18-00004	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.	Domino Cotterell	06-07-2018	Basic Science Section	
<a href="#">View Submission</a>	UKACTEST1-D-18-00006	Commentary	Tea cannot be made from a coffee machine, not if you want it to taste like Tea!	Mickey Mouse	06-07-2018		

# Once Submitted...

- Paper automatically added to LTE Linked Submission Group.

Page: 1 of 1 (1 total submissions) 1

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission Details</a> <a href="#">Initiate Discussion History</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission Classifications</a> <a href="#">Assign Editor</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">View Related Submissions</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>		Commentary		my rebuttal to all criticisms - I do drink coffee!	Mickey Mouse	Jun 07, 2018	Jun 07, 2018	Manuscript Submitted

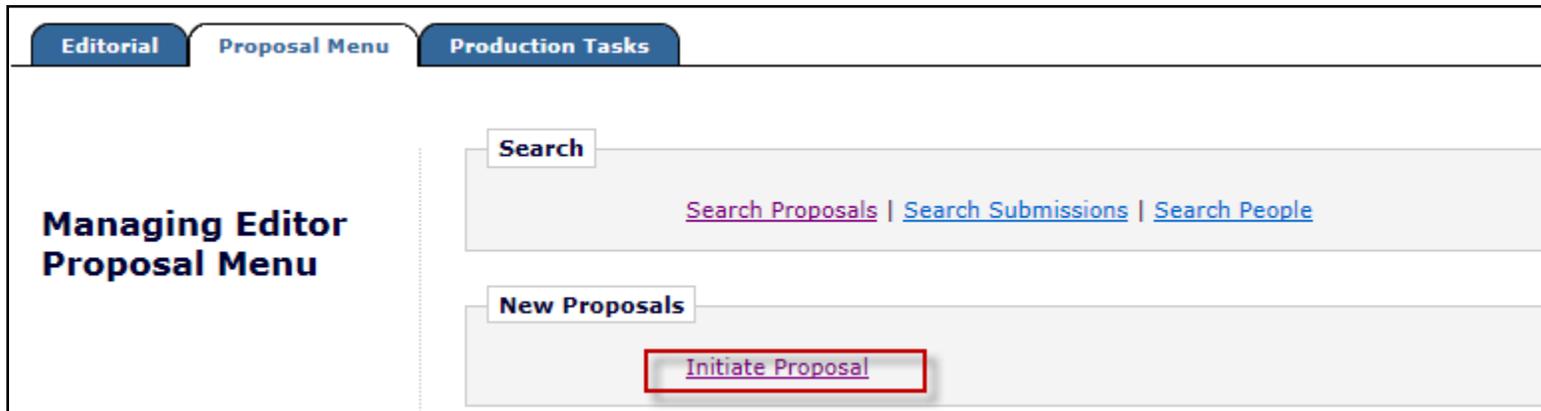
Questions?

# Proposals

Special Issues

# Create the Proposal

- Proposals are designed to collect solicited papers on a particular topic, or for a special issue.
- With Proposals, you can build a PDF which will be visible to the invited authors. These PDFs can be submission examples, Table of Contents, or Detailed Instructions.



The screenshot shows a web interface for a Managing Editor. At the top, there are three tabs: 'Editorial', 'Proposal Menu', and 'Production Tasks'. The 'Proposal Menu' tab is active. On the left side, the text 'Managing Editor Proposal Menu' is displayed. On the right side, there are two main sections. The first section is titled 'Search' and contains three links: 'Search Proposals', 'Search Submissions', and 'Search People'. The second section is titled 'New Proposals' and contains a button labeled 'Initiate Proposal' which is highlighted with a red border.

# Proposal Details

- Choose Proposal Article Type and add a title.
- Pre select the Article Type for the Author, or let them choose.
- Build a PDF for the Proposal or proceed without one and assign a Handling Editor.

### 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:	Special Issue <input type="button" value="v"/>
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select <input type="button" value="v"/>
* Title:	<input type="text"/> <a href="#">Insert Special Character</a>
<input type="text"/>	
* Target Publication Date:	<input type="text"/> <input type="button" value="calendar"/> (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"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Author Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="0"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>

# Proposal – Invitation to Authors

- Invite Authors action link appears for users with permission.
- Invitation process is exactly the same as for Commentaries.



## Author Selection Summary - Manuscript UKACTEST1-D-18-00005 The pro's and cons of too much Earl Grey and not enough biscuits or cakes.

[Manuscript Details](#)

**Author Search**

Search My Publication:

**Selected Authors**

**Invited Authors**

**Alternate Authors**

There are currently no Alternate Authors selected for this submission

[Register and Invite New Author](#)

[Return to New Proposal Assignments](#)

[Return to Manage Proposals Menu](#)

[Return to Main Menu](#)

Action ▲▼	Proposal Manuscript Number ▲▼	Proposal Article Type ▲▼	Proposal Title ▲▼	Section/Category ▲▼	Editor Originating Proposal ▲▼	Initial Date of Proposal ▲▼	Target Pub. Date ▲▼	Target Pub. Volume ▲▼	Target Pub. Issue ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">Details</a> ▼ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Edit Proposal</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">Assign Editor</a> <a href="#">Set Final Disposition</a> <a href="#">Invite Authors</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	UKACTEST1-D-18-00005	Special Issue	The pro's and cons of too much Earl Grey and not enough biscuits or cakes.		mary mary	Jun 07, 2018	Dec 12, 2018			Jun 07, 2018	With Editor

# Uninviting, promoting alternates, adding more authors...

- Clicking Invite Authors link shows all current invitation activity.
- Proposal Details page also shows this if configured.
- Can uninvite manually or automatically based on Article Type settings.

## Author Selection Summary - Manuscript UKACTEST1-D-18-00005 The pro's and cons of too much Earl Grey and not enough biscuits or cake

[Manuscript Details](#)

**Author Search**

Search My Publication

**Selected Authors**

Invited Authors			
Claire M. Coulter	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Mickey Mouse	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Eddie Editor-in-Chief	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Eduardo Invited Editor	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Annie Author	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Eddie Editor	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Reggie Reviewer	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
Andy Author	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>
mary mary	Author Invited - Jun 07, 2018	<a href="#">View Letter</a>	<a href="#">Un-invite</a>

Alternate Authors			
↓ Melanie Yahoo		<a href="#">Promote</a>	<a href="#">Remove</a>
↑ Donald Duck		<a href="#">Promote</a>	<a href="#">Remove</a>

Alternate Authors will be promoted if: (1) an Invited Author declines the invitation, (2) an Author is un-invited by an Editor or (3) an Author does not respond to the invitation within the number of days specified.

[Alternate Author Invitation Letters](#)

# Proposal Menu

- Editors can track proposals through folders.
- Familiar Action links.
- Set Final Disposition to close proposal once child submissions all received.

**Search**  
[Search Proposals](#) | [Search Submissions](#) | [Search People](#)

**New Proposals**  
[Initiate Proposal](#)

**Active**  
[New Proposals Requiring Assignment \(0\)](#)  
[New Assignments - Proposals \(0\)](#)  
[My Pending Proposals \(1\)](#)  
[View All Assigned Proposals \(3\)](#)  
[My Submissions With Pending Commentaries \(0\)](#)  
[View All Submissions With Pending Commentaries \(1\)](#)  
[Proposals With Invitations In Progress \(2\)](#)  
[Proposals With Outstanding Invitations \(2\)](#)

**Proposals with Outstanding Invitations - mary mary**

**Contents:** Proposals where one or more Authors have neither accepted nor declined the Author Invitation. These Proposals require one of the following actions: 1) View the status of Authors Invited, Invite additional Authors or Un-invite Authors by clicking Invite Authors; 2) Allow current Authors to complete their work; 3) Set a Final Disposition. Use the up/down arrows to change the sort order.

Page: 1 of 1 (2 total proposals) Display  results per page.

Action	Proposal Manuscript Number	Proposal Article Type	Proposal Title	Section/Category	Initial Date of Proposal	Editor Originating Proposal	Handling Editor	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Authors Invited	Initial Date Authors Invited	Status Date	Current Status
<a href="#">Details</a> ▾ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Edit Proposal</a> <a href="#">Invite Authors</a> <a href="#">Set Final Disposition</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	UKACTEST1-D-18-00005	Special Issue	The pro's and cons of too much Earl Grey and not enough biscuits or cakes.		Jun 07, 2018	mary mary	mary mary	9	0	0	0	<a href="#">Andy Author</a> ; <a href="#">Annie Author</a> ; <a href="#">Claire Coulter</a> ; <a href="#">Eddie Editor</a> ; <a href="#">Eddie Editor-in-Chief</a> ; (more...)	Jun 07, 2018	Jun 07, 2018	Author Invited

Questions?

ALF



# What is an ALF?



- A file containing Authors to be invited.
- Avoids proxy registering each Author individually.
- Tab or comma delimited file.
- Contains Author names and email addresses (Required), ORCIDs, Note, Invite flag, Invited Article Title (Optional).
- Editor uploads file using “Upload Author List” option on Author Selection Summary page.
- EM validates file, points out duplicates and/or missing data.
- Displays Authors from the file in the ‘Author Candidates’ Grid.
- Authors can be pre-selected for invitation (reduced clicks!).
- No Configuration needed.
- For EM and EM/PM sites.

# Inviting Authors

- Can upload file of Authors to be Proxy Registered and invited.
- The 'Info' icon gives instructions on formatting the simple file.

**Author Search**  
Search My Publication    Upload Author List    

**Selected Authors**  
**Invited Authors**  
There are no Authors Invited for this submission  
**Alternate Authors**  
There are currently no Alternate Authors selected for this submission

# Upload File

- Drag & Drop or Browse.

**Upload Author List**

Use this option to upload a list of potential Authors from a file which includes their First Name, Last Name, Email Address, and optionally, a description of the material they will be asked to author and an ORCID ID. ([more...](#))

Browse your computer:

Or Drag & Drop a File Here



**No Author List File has been uploaded for this submission.**

# Preview File Data

- Set Invitation Column to “True” to preselect Author for invitation.
- Errors will be highlighted so you can correct the file.

## Author Candidates

The Author Candidates found in the uploaded file are displayed below. If any errors exist within the data they are highlighted with a warning icon. Depending on the issue with the data, the offending record may not be imported. Rolling over the  icon where an issue has been discovered will provide information about the issue. The 'Ignore' option can be used to exclude Authors before importing the list.

To load the approved records into the 'Author Candidates' grid choose 'Import'. Choose the 'Remove' option to remove your file so that you may correct any issues and upload the file again.

Invitation	FIRSTNAME	LASTNAME	EMAIL	ORCID	Title	NOTE	Ignore
True	Caroline	Webber	cwebber@ariessys.com		Chapter 1	Note for Chapter 1	<input type="checkbox"/>
True	Sally	Ubnoske	subnoske1@ariessys.com	0000-0002-5605-6957			<input type="checkbox"/>
True	Larry	Luciecz	ll@ariessys.com				<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 2	Note for Chapter 2	<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 3	Note for Chapter 3	<input type="checkbox"/>

# EM Matching - Existing Users

- Match on email address, ORCID and names.
- No record? EM will proxy register user.

Select As		Number of Letters	Author Name
Inv.	Asn.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<b>Confirmed Match</b> Caroline S Webber, MD   <b>Information from File:</b> Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3

**Author Candidates**

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). selection may vary Author to Author, but each individual may only be selected for invitation or assignment

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

Select As		Number of Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<b>Confirmed Match</b> Caroline S Webber, MD   <b>Information from File:</b> Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3	No	4	132	<b>Agreed and Awaiting Submission:</b> 5 <b>Invited Submissions Received:</b> 8 <b>Un-invited Before Agreeing:</b> 7 <b>Un-invited After Agreeing:</b> 2 <b>Last Invited Submission Agreed:</b> Jun 06 2016 05:28PM <b>Last Invited Submission Received:</b> Jun 07 2016 11:10AM <b>Last Invited Submission Declined:</b> Aug 12 2008 09:52AM <b>Avg Days to Submit:</b> 167.38	<b>Date Last Invited:</b> Aug 12 2008 09:52AM <b>Outstanding Invitations:</b> 0 <b>Agreed:</b> 15 <b>Declined:</b> 1 <b>Un-invited:</b> 7 <b>Total Invitations:</b> 23
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<b>No Match Found; Account will be proxy-registered</b>  <b>Information from File:</b> Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957	No	0	0		

<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	<b>No Match Found; Account will be proxy-registered</b>  <b>Information from File:</b> Sally Ubnoske subnoske@ariessys.com; subnoske@ariessc.com
--------------------------	-------------------------------------	---	--

Questions?

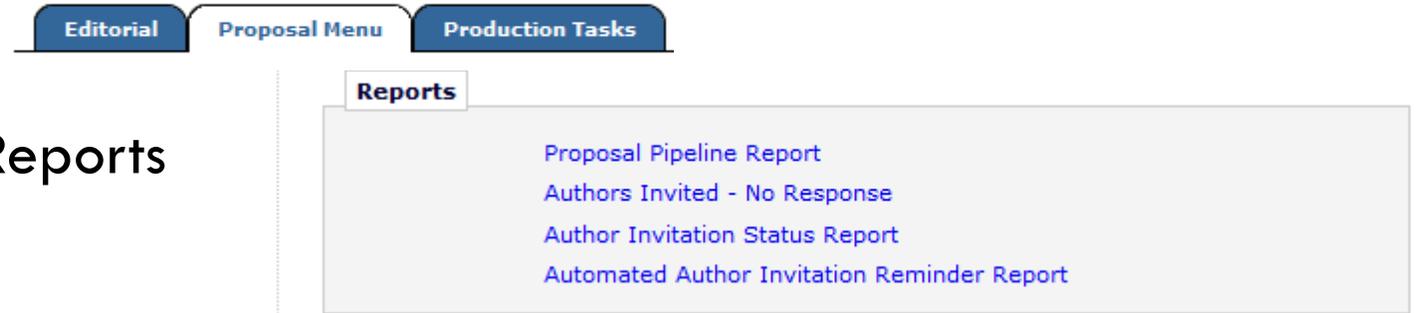
# Reports & Reminders

Tracking and Chasing Invitations/Child Submissions



# Reports & Reminders

- On Proposal Menu.
- Can also be accessed from Reports on Editorial Menu.
- Permission Controlled.



# Proposal Pipeline Report

## 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.

<b>Proposal Handling Editor:</b>	(All Editors) <input type="button" value="v"/>
<b>Proposal Status:</b>	(All Statuses) <input type="button" value="v"/>
<b>Proposal Manuscript Number:</b>	<input type="text"/>
<b>Proposal Title (contains):</b>	<input type="text"/>
<b>Proposal Target Publication Volume:</b>	<input type="text"/>
<b>Proposal Target Publication Issue:</b>	<input type="text"/>
<b>Proposal Target Publication Date:</b>	from <input type="text"/> <input type="button" value="ca"/> to <input type="text"/> <input type="button" value="ca"/> (mm/dd/yyyy)
<b>Proposal Approved Date:</b>	from <input type="text"/> <input type="button" value="ca"/> to <input type="text"/> <input type="button" value="ca"/> (mm/dd/yyyy)
<b>Invitation Notes to Author (contains):</b>	<input type="text"/>
<b>Author Submission Due Date:</b>	from <input type="text"/> <input type="button" value="ca"/> to <input type="text"/> <input type="button" value="ca"/> (mm/dd/yyyy)
<b>Invited Article Title (contains):</b>	<input type="text"/>
<b>Invited Article Editorial Status:</b>	(All Statuses) <input type="button" value="v"/>
<b>Submission Actual Publication Volume:</b>	<input type="text"/>
<b>Submission Actual Publication Issue:</b>	<input type="text"/>
<b>Submission Actual Publication Date:</b>	from <input type="text"/> <input type="button" value="ca"/> to <input type="text"/> <input type="button" value="ca"/> (mm/dd/yyyy)
<b>Submission Target Publication Volume:</b>	<input type="text"/>
<b>Submission Target Publication Issue:</b>	<input type="text"/>
<b>Submission Target Publication Date:</b>	from <input type="text"/> <input type="button" value="ca"/> to <input type="text"/> <input type="button" value="ca"/> (mm/dd/yyyy)
You may further refine your result set by selecting all, or choosing one or more values below. 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, the 'Command' key is used while using the mouse to click the desired items.	
<b>Proposal Article Type:</b>	<input type="text" value="Proposal Book Proposal (pre 13.0-30)"/> <a href="#">Select All</a> <a href="#">Clear All</a>
<b>Proposal Section/Category:</b>	<input type="text" value="No Section Assigned&lt;br/&gt;ANother New Section&lt;br/&gt;Stacey's New Section"/> <a href="#">Select All</a> <a href="#">Clear All</a>
<b>Submission Article Type:</b>	<input type="text" value="Invite Author to Submit"/> <a href="#">Select All</a> <a href="#">Clear All</a>
<input type="checkbox"/> Exclude Proposals with a Final Disposition	
<input type="checkbox"/> Exclude Invited Submissions with a Final Disposition	

# Author Invited - No Response Report

- Various search criteria.
- With permission, can send reminders.
- Can automate reminders.

### Authors Invited - No Response Report

Please select the report parameters.

Handling Editor:

---

Show all Invited Authors that are within  days of their Invitation Response Due Date.

Show all Invited Authors that are  days past the Invitation Response Due Date.

Show all Invited Authors whose invitation response is due between  and  (mm/dd/yyyy)

Show all Invited Authors whose submission is due between  and  (mm/dd/yyyy)

Show all Invited Authors with a Target Publication date between  and  (mm/dd/yyyy)

Show Invited Authors for Target Publication Volume  and Issue

Show all Invited Authors who have not yet submitted.

**Aut**

**Content:** Manuscripts for which Authors have been invited to submit, but have neither Agreed nor Declined

Page: 1 of 1 (1 total submission)

Check All [Clear All](#)

Send Reminder	Manuscript Number	Article Type	Manuscript Title	Invited Author Name	Phone Number	Handling Editor Name	Date Invited	Elapsed Days	Invitation Response Due Date	Submission Due Date	Target Publication Date	Target Publication Volume	Target Publication Issue	Date Last Reminder Sent	Total # Reminders Sent
<input type="checkbox"/>	UKACTEST1-D-18-00004 <a href="#">Details</a> <a href="#">History</a>	Original Study	Ice tea isn't a real thing and coffee always smells better than it tastes.	Donald Duck		Eduardo Invited Editor	Jun 07, 2018	0	Jun 21, 2018	Oct 04, 2018	Nov 03, 2018				0

Check All [Clear All](#)

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

[Back to Authors Invited - No Response Report](#)  
[Back to Reports](#)  
[Back to Main Menu](#)



# Automated Reminders

- Choose criterion and set appropriate letter template.
- Save report and settings.
- Reminder reports run automatically every day sending letters as required.

**Reminder Type:**

**Outstanding Invitations:** Send an automated reminder e-mail to Authors who were invited to submit for a Proposal or for a Commentary on another submission exactly  days ago. If Authors have already agreed to or declined the invitation, they will not receive a reminder.

**Reminder Before Invitation Response Due Date:** Send an automated reminder e-mail for invitations that are exactly  days before their Invitation Response Due Date. Reminders will be sent to Authors who have not agreed to or declined the invitation yet.

**Reminder Past Invitation Response Due Date:** Send an automated reminder e-mail for invitations that are exactly  days after their Invitation Response Due Date. To send reminders for invitation responses that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who have not agreed to or declined their invitation yet.

**Outstanding Submissions:** Send an automated reminder e-mail to Authors who agreed to submit for a Proposal or for a Commentary on another submission exactly  days ago. If Authors have already submitted their manuscript, they will not receive a reminder.

**Reminder Before Submission Due Date:** Send an automated reminder e-mail for invited submissions that are exactly  days before their submission due date. Reminders will be sent to Authors who have agreed to their invitation, but have no submitted their manuscript yet.

**Reminder Past Submission Due Date:** Send an automated reminder e-mail for invited submissions that are exactly  days past their submission due date. To send reminders for invited submissions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who have agreed to their invitation, but have not submitted their manuscript yet.

**Invitation Type:**

**Handling Editor:**

**Reminder Name:**   
*Maximum 200 characters*

**Reminder Letter:**

**Saved Automated Reminders**

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
 	Invited 10 days no reply	Outstanding Invitations (Commentary)	10	mary mary

Questions?

# Configuration

Permissions, Parameters and Notifications



# Role Manager - Permissions

- System Administrator Functions > Role Manager > Editor Role
- Publisher role may need permission to View Linked Groups.
- Reminder permissions can be restricted.

**Proposals/Commentaries**

Use Proposals Details Layout

- Search All Proposals
- Initiate Proposals
- Invite Authors/Solicit Commentaries
  - Select Alternate Authors
  - Promote Alternate Authors
  - Remove Alternate Authors
- Assign Authors (without Invitation)
- Lock/Unlock predefined Article Title
- Override Author Invited Submission Due Dates
- View All Proposals and Submissions with Commentaries
- Set Final Disposition on Proposals

- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups

- Create Automated Author Invitation Reminders
- Send Author Reminders
- Restrict Reminder Reports to Assigned Submissions

# Policy Manager – Article Types

- System Administrator Functions > Policy Manager > Submission Policies > Edit Article Types
- Article Type Family – Proposal or Regular.
- Invited – Can only be seen by authors with an open invitation.

Article Type:   
Maximum Article Type name is 75 characters.  
Warning: changing the Article Type name will apply the na

Family:    
Invited:

## Edit Article Types

Listed below are the Article Types available for manuscript submission, conference submissions, proposal creation, invited submissions, commentaries and submissions by an Editor. [\(more...\)](#)

Order	Article Type	Article Type Family	Editor/Publish		
			Invited	Use Only	
<input type="text" value="1"/>	Letter to the Editor	Regular			Remove Edit Copy
<input type="text" value="2"/>	Commentary	Regular	✓		Remove Edit Copy
<input type="text" value="3"/>	Special Issue	Proposal			Remove Edit Copy
<input type="text" value="4"/>	Special Issue Article	Regular	✓		Remove Edit Copy

# Policy Manager – Invitation Notes

- System Administrator Functions > Policy Manager > Additional Data Policies > Edit Additional Invitation Details

Page	Instructions
Instructions on Author Invitation Details	<p><a href="#">Insert Special Character</a></p> <p>The information displayed below is associated with your invitation to submit.</p> <p><a href="#">View Default Instructions</a>   <a href="#">Revert to Default Instructions</a></p>

**Invitations Notes to Author:**

Display 'Invitation Notes to Author' comments box

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

Help with Searching					Insert Special Character		Value Options	
(	Criterion	Is/Is not	Selector	)	Value			
▼	Invitation Notes to Author	▼ is ▼	▼ Contains ▼	▼	Coffee			

# Policy Manager - Letters

- System Administrator Functions > Policy Manager > Email and Letter Policies > Edit Letters
- Letter Families – Author Invitation/ Author Reminder
- **Merge Fields:**
- %TITLE\_OF\_PARENT\_SUBMISSION%- Inserts the Title of the Proposal, or the Submission Requiring Commentary.
- %TARGET\_PUB\_DATE%- Inserts the projected Publication date.
- %INVITED\_SUBMISSION\_RESPOND\_DATE%- Inserts the date by which the Author is expected to respond to the invitation.
- %INVITED\_SUBMISSION\_DUE\_DATE%- Inserts the date by which the Author is expected to submit an invited submission.
- %INVITATION\_NOTES\_TO\_AUTHOR%- Inserts text entered by the Editor in the 'Invitation Notes to Author' field at the time of the invitation.
- %INVITED\_AUTHOR\_NAME%- Inserts the name of the sender when an Author declines to submit. To pull in the name of Invited Author when invitation is sent, use %REALNAME%.
- %ACCEPT\_INVITATION% - Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees to Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Accept Invitation' page.
- %DECLINE\_INVITATION%- Inserts a hyperlink in a letter that automatically triggers the 'Author Declines Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Decline Author Invitation' page.
- %SUBMIT\_INVITED\_MANUSCRIPT%- Inserts hyperlink that automatically triggers the 'Author Agrees to Invitation' function (if the Author has not previously accepted), fully logs Author into the system, directly to the Manuscript Submission interface.
- %AUTHOR\_REMIND\_COUNT% - Inserts number of reminder letters Author has been sent for this submission/revision. For use in Author Reminder letters.
- %AUTHOR\_REMIND\_DATE%- Inserts date the last revision reminder letter was sent to Author. For use in Author Reminder letters.
- **Other Merge fields for related Letters:**
- %LINKED\_REVIEWER\_COMMENTS\_TO\_AUTHOR% - Inserts Reviewer Comments to Author from selected completed reviews from Linked Submissions. This will merge into Reviewer Invitation/Assignment Letter. The contents are labelled with the Linked Submissions' manuscript no. and article title.
- %LINKED\_REVIEWER\_COMMENTS\_TO\_EDITOR% - Inserts the Reviewer Comments to Editor from selected completed reviews from Linked Submissions. This will merge into the Reviewer Invitation/Assignment Letter. The contents are labelled with the Linked Submissions' manuscript no. and article title.
- %LINKED\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% - Inserts all Custom Review Questions and responses where the question is configured with the 'Available for Decision Letter Merging' option set plus the Comments to Author field from the Review records selected for inclusion from the Linked Submission Groups. This will merge into the Reviewer Invitation/Assignment Letter. The contents are labelled with the Linked Submissions' manuscript number, revision number, and article title.
- %LINKED\_COMMENTARY\_DEEP\_LINK%- Inserts a hyperlink in the decision letter. If an Editor has granted the Corresponding Author access to the PDFs, the hyperlink provides that Author with access to the Author version of the Linked Submissions page without having to manually login to the system. The Author will be prompted to log into EM to navigate to any other pages in the system. Available for use in Editor Decision letters.

# Action Manager – Author Letters

- System Administrator Functions > Action Manager > Author Letters
- Choose Default letter for event:

Author Invitation	
Event	Author Letters
Create Proposal	NONE
Invite Authors for Proposal	Author Invitation for Proposal
Author Assigned (Not Invited) for Proposal	NONE
Solicit Commentary on Submission	Author Invitation for Commentary
Author Assigned (Not Invited) for Commentary	NONE
Invited Submission Due Date Changed	Author Changed Invited Due Date Confirmation
Un-invite Authors	NONE
Author Unassigned after Accepting Invitation	NONE
Author Unassigned after Assignment	NONE
Promote Alternate Authors	NONE
Author Agrees to Invitation	Author Instructions and Due Date
Author Declines Invitation	Author Notice Invitation Declined

# Action Manager – Editor Letters

- System Administrator Functions > Action Manager > Editor Letters
- Choose Default letter for event:

## Editor Receives Submission

Event	Managing Editor Letters
New Submission Sent to Publication	Journal Office Notice New Submission ▼
New Child Submission Sent to Publication	Journal Office Notice New Child Submission ▼
Author Agrees to Invitation	Editor Notice Author Agrees to Assignment ▼
Author Declines Invitation	Editor Notice Author Declines Assignment ▼



