

Merge Fields for Letters

Merge Fields for Letters - Overview

The form letters that you will create in Editorial Manager use merge fields to represent variables within the body of the letter. Following is a complete list of merge fields and their functions. You must use these merge fields when creating your E-mail notification letters.

IMPORTANT: Some merge fields in EM pull in PEOPLE information, while some merge fields pull in SUBMISSION information. Merge fields that pull in people information can be used in all letters. However, merge fields that pull in submission information can only be used in letters that are related to specific submissions.

For example, some Events and functions in EM are not related to a submission, such as the 'New User Registers' and 'Forgot Username and Password' Events, and the Batch E-mail function. Any merge field that calls for information that only exists in a submission record cannot be used in letters sent out at the 'New User Registers', 'Forgot Username and Password', 'Forced Username Change', 'Merged Duplicate Users', and 'Proxy Register New User Events', or in Batch E-mail. All other Events and send letter functions, such as Reviewer Reminders, are associated with submissions, and thus all merge fields can be used in associated letters.

For convenience, there is an 'Insert System Merge Fields' link on all 'Edit Letter' template pages in PolicyManager. Clicking the 'Insert System Merge Fields' link at the top right corner of the letter body will bring up a full list of available merge fields as well as a search tool to quickly find the appropriate merge field. Clicking a merge field from the main list or the search results will insert the desired merge field into the letter body.

For reference purposes, Merge Fields are divided into the following categories:

- Journal Information Merge Fields
- People Information Merge Fields
- Submission Information Merge Fields
- Open Peer Review Merge Fields
- Secondary Information Merge Fields
- Transfer Submission Merge Fields
- Discussion Forum Merge Fields
- Automated Editor Summary Reminders Merge Fields
- Deep Linking Merge Fields
- Corresponding Editor merge Fields
- Conference Submission Merge Fields
- Search Strategy Merge Fields
- Blinded Merge Fields for Notify Author (Decision) Letter

Journal Information Merge Fields

- **%JOURNALFULLTITLE%**- Journal's full name
- **%JOURNALACRO%**- Journal's code, abbreviation or acronym in the URL used to access the journal's EM site. e.g. 'JCAT'

- **%JOURNAL_URL%**- Journal's external (public) URL to access Editorial Manager; e.g. <http://jtcvs.edmgr.com>
- **%TODAYS_DATE%**- Today's date in publication's PolicyManager preferred date format
- **%GROUP_JOURNALS%** - List of journals in the current IJRS group. For IJRS-linked publications only. For use in IJRS Group Notifications (for merge or inactivate people).
- **%PUBLICATION_EMAIL_EM%** - Inserts the e-mail address from the "Editorial 'E-mail from' Address". This merge field is available for use in any e-mail sent from the publication.
- **%PUBLICATION_EMAIL_PM%** - Inserts the e-mail address from the "Production 'E-mail from' Address". This merge field is available for use in any e-mail sent from the publication.

People Information Merge Fields

- **%REALNAME%** - Recipient's full name: Title, First, Middle, Last. If the user provided a Preferred Name (nickname) in their profile, that name is used. e.g. 'Dr. Samantha J. Rogers' or 'Sam'
- **%TITLE%**- Recipient's Title
- **%FIRST_NAME%**- Recipient's First Name
- **%MIDDLE_NAME%**- Recipient's Middle Name
- **%LAST_NAME%**- Recipient's Last Name
- **%DEGREE%**- Recipient's Degree: e.g. 'Dr.'
- **%GREETING%**- Recipient's Preferred Name (nickname) from profile if not blank. If nickname is blank, inserts Title and Last. If Title and nickname blank, inserts First and Last. Name: e.g. 'Bob' or 'Dr. Smith' or 'Robert Smith'
- **%POSITION%**- Recipient's Position
- **%ADDRESS%**- Recipient's block address field consisting of the Institution, Department, Address lines 1-4, City, State, Postal code, & Country
- **%DEPARTMENT%**- Recipient's Department
- **%INSTITUTION%**- Recipient's Institution
- **%ADDRESS1%**- Recipient's Address Line 1
- **%ADDRESS2%**- Recipient's Address Line 2
- **%ADDRESS3%**- Recipient's Address Line 3
- **%ADDRESS4%** - Recipient's Address Line 4
- **%CITY%**- Recipient's City
- **%STATE%** - Recipient's State
- **%ZIP_CODE%** - Recipient's Postal Code
- **%COUNTRY%**- Recipient's Country
- **%EMAIL%**- Recipient's E-mail address(es). If recipient has multiple addresses, they are separated by semi-colons.
- **%PHONE%**- Recipient's Telephone Number
- **%FAX%**- Recipient's Fax number

- **%PERSON_CLASS%**- List of recipient's selected personal classifications
- **%PERSON_KEYWORDS%**- List of recipient's personal keywords
- **%ISNI%**- Recipient's ISNI personal identifier
- **%ORCID%**- Recipient's ORCID personal identifier
- **%PUBMEDAUTHID%**- Recipient's PubMed Author ID
- **%RESEARCHERID%**- Recipient's Researcher ID
- **%SCOPUSAUTHID%**- Recipient's SCOPUS Author ID
- **%USERNAME%**- Recipient's username
- **%BLINDED_USERNAME%**- Insert's recipient's password, prepended with the phrase "Your password is:" in letters associated with new user registrations and proxy registrations only. In all other letters this merge field will insert a link to the 'Account Finder' page. In text letters, the link will be prepended with the text "available at this link." In Rich Text (HTML) letters, the link will be shown as the text "available at this link".
- **%PASSWORD%** - Inserts recipient's password in letters associated with new user registrations and proxy registrations only. In all other letters this merge field will insert a link to the 'Account Finder' page. In text letters, the link will be prepended with the text "available at this link". In Rich Text (HTML) letters, the link will be shown as the text "available at this link".
- **%BLINDED_PASSWORD%**- Inserts recipient's password in email to recipient, but hides the password in the History and in CC'd and BCC'd letters, replacing it with asterisks. Also inserts the phrase "Your password is: " is front of the password.
- **%NEWUSER_NAME%**- Inserts a new registrant's full name (Title, First, Middle, Last). For use in a letter to notify a publication staff person or Editor that someone has newly registered on their EM system ('New User Registers' ActionManager Event).
- **%PROXY_REGISTRATION_OPERATOR%**- Inserts the First and Last Name of the person who performed the proxy registration. For use in the proxy welcome letter, and in a letter to the publication office alerting them to the Proxy Registration. This merge field should be included only in letters that are NOT connected to a submission.
- **%PROXY_REGISTRATION_EDITORROLE%**- Inserts the Editor Role of the person who performed the proxy registration. For use in the proxy welcome letter, and in a letter to the publication office alerting them to the Proxy Registration. This merge field should be included only in letters that are NOT connected to a submission.
- **%MERGE_OLD%**- Inserts Title, First, Middle, Last, Degree (Username) of the person that was inactivated in a merge people function.
- **%MERGE_KEEP%**- Inserts Title, First, Middle, Last, Degree (Username) of the person that was kept in a merge people function.
- **%SENDER%** - Inserts the name of the sender of the letter. If a letter is triggered by a proxy action, this field will pull the name of the user whose account is triggering the letter, not the person proxying into the account. Available in all letters.

Submission Information Merge Fields

- **%MS_NUMBER%**- Manuscript number
- **%ARTICLE_TITLE%**- Full title of the manuscript
- **%ARTICLE_SHORT_TITLE%**- Short Title of the manuscript

- **%ARTICLE_TYPE%**- Article Type of the manuscript
- **%MS_CLASS%**- List of the manuscript's selected classifications
- **%AUTHOR_QUESTIONNAIRE%**- Inserts all questions and answers presented to the Author on the Additional Information step at time of submission. (i.e. even if the Author did not respond to a particular question, the question – and blank response - is still pulled into the merge field). These questions are displayed with the text 'Question:' inserted before the question, and the text 'Response:' inserted prior to the response (or the blank space if the question was not answered).
- **%EDITOR_NAME%** - In most letters triggered by an Editor, inserts the name of the 'sender' of the letter.
For example, when an Editor sends an Author invitation to an Author, the **%EDITOR_NAME%** merge field is used to insert the name of the Editor who performed the action that triggered the invitation letter. HOWEVER, the following exceptions apply: For letters that are sent out when certain Events are triggered, the **%EDITOR_NAME%** merge field will pull in the Handling Editor's name instead of the sender. The Events that will pull in the Handling Editor's name when the **%EDITOR_NAME%** merge field is used are: Invite Reviewer, Reviewer Agree, Reviewer Decline, Un-invite Reviewer, Un-assign Reviewer, Promote Alternate Reviewer, Review Assignment Complete, All Required Reviews Complete. The Event called Editor Assign Notification will pull in the newly assigned Editor when the **%EDITOR_NAME%** merge field is used. The Event called Editor Assigned will pull in the name of the sender/operator when the **%EDITOR_NAME%** merge field is used (this is consistent with the general rule for using the **%EDITOR_NAME%** merge field). To summarize the rule: The **%EDITOR_NAME%** merge field should only be used in letters associated with Events that are triggered by an Editor; except for those events where **%EDITOR_NAME%** is pulling in the Current Handling Editor's name (Invite Reviewer, Reviewer Agree, Reviewer Decline, Un-invite Reviewer, Un-assign Reviewer, Promote Alternate Reviewer, Review Assignment Complete, All Required Reviews Complete) and the Editor Assign Notification which will pull in the newly assigned Editor's name.

Note: You might consider using 'Corresponding Editor' merge fields in place of **%EDITOR_NAME%**.

- **%EDITOR_ROLE%** - In most letters triggered by an Editor, inserts the role of the 'sender' of the letter. Follows same rules as **%EDITOR_NAME%**.
- **%UNASSIGNED_EDITOR_NAME%** - Inserts **%REALNAME%** of the Editor who was unassigned. For use in Editor notification letters.
- **%EDITOR_REPLACEMENT%** - Inserts the name of the Editor being removed from a step in the Editor Assignment Chain followed by the phrase, "has been replaced by" and then the name of the replacement Editor. If more than one Editor has been replaced on the Unassign Editor page, each pair of Editors is separated by a semi-colon.
- **%SUGGEST_EDITOR_DECLINE_REASON%**- Available for use in Suggest Editor Invitations only; can be used in letters triggered by either of the ActionManager events: 'Editor Declines Invitation from an Editor' or 'Editor Declines Invitation of New Submission'. This merge field pulls in the Reason selected from the drop-down (if one is chosen) and any text entered by the Editor on Declining the Invitation.
- **%REVIEWER_NAME%**- Inserts **%REALNAME%** of the Reviewer when the Reviewer is the sender of the letter. For use in notifications of Reviewer accept/decline, and upon completion of a review. Does not insert the names of multiple Reviewers in letters – it inserts only the name of one Reviewer when that Reviewer is the sender of the letter.

- **%REVIEW_REQUEST_DATE%** - Inserts the date that a review request was initiated by the publication office.
- **%INVITE_RESPONSE_DAYS%** - Inserts the number of days for a Reviewer to respond to an invitation as set on the 'Reviewer Selection Summary' page of the submission.
- **%REVISION_ASSIGN_DATE%** - Inserts the date that the Author was notified of the Revision decision.
- **%REVIEW_ACCEPT_DATE%** - Inserts the date that a Reviewer agreed to a manuscript invitation.
- **%REVIEW_DUE_DATE%** - Inserts the date that a review is due, based on the number of days set as a default in PolicyManager, under 'Edit Article Types'. If a publication is in 'Agreed Mode', no date will be available until after the Reviewer agrees to take the assignment. The date can be changed on the Reviewer Selection Summary page.
- **%REVIEW_DAYS_TO_REVIEW%** - Inserts the number of days the Reviewer has to Review the manuscript, based on the number of days set in PolicyManager, or based on the new number of days if the Editor has overridden the default due date at the time the Reviewer was invited.
- **%REVIEW_REMIND_DATE%** - Inserts the date that the Reviewer was last sent a reminder letter.
- **%REVIEW_DAYS_TOTAL%** - Inserts the number of days that the manuscript has been out for review with recipient Reviewer.
- **%REVIEW_DAYS_LATE%** - Inserts the number of days that a review is beyond the due date.
- **%MIN_REQUIRED_REVIEWERS%** - Inserts the number of required reviews as set on the 'Reviewer Selection Summary' page of the submission.
- **%SUBMIT_DATE%** - Inserts the 'initial date submitted' of a manuscript. This is the date the current version is submitted by the Author, and may change if the submission is sent back to the Author for any reason
- **%DATE_REVISION_SUBMITTED%** - Inserts the date that the most recent revised manuscript was submitted by the Author.
- **%DATE_REVISION_DUE%** - Inserts the date on which the Author's revision is due, based on the number of days set in PolicyManager, 'Edit Article Types', or based on the new number of days if the Editor has overridden the default due date.
- **%AUTHOR_REMIND_COUNT%** - Inserts the number of revision reminder letters that the Author has been sent for this submission/revision. For use in Author Reminder letters.
- **%AUTHOR_REMIND_DATE%** - Inserts the date that the last revision reminder letter was sent to the Author. For use in Author Reminder letters.
- **%SECTION_CATEGORY%** - Inserts the Section/Category that the Author chose (i.e., Basic Science Section, Clinical Section, Epidemiology Section) for the manuscript.
- **%ABSTRACT%** - Inserts the Abstract, entered by the Author, into letters, such as the invitation letter that goes to Reviewers.
- **%KEYWORDS%** - Comma-separated list of the manuscript's keywords
- **%CORRAUTHOR%** - Corresponding Author's %REALNAME%
- **%CORRAUTHOR_ADDRESS%** - Inserts a block address field of the Corresponding Author's primary address, which consists of the institution, department, address lines 1-4,

city, state, postal code, and country of the Corresponding Author linked to the current version of the submission. This merge field may be used in any letter associated with the submission.

- **%CORRAUTHOR_EMAIL%** - Inserts the e-mail address(es) of the Corresponding Author linked to the current version of the submission. If the Corresponding Author has more than one e-mail address configured, then they are all merged, separated by semicolons. This merge field may be used in any letter associated with the submission.
- **%CORRAUTHOR_INST%**- Corresponding Author's %INSTITUTION%
- **%CORRAUTHOR_ISNI%**- Corresponding Author's ISNI personal identifier
- **%CORRAUTHOR_ORCID%**- Corresponding Author's ORCID personal identifier
- **%CORRAUTHOR_PUBMEDAUTHID%**- Corresponding Author's PubMed Author ID
- **%CORRAUTHOR_RESEARCHERID%**- Corresponding Author's Researcher ID
- **%CORRAUTHOR_SCOPUSAUTHID%**- Corresponding Author's SCOPUS Author ID
- **%FIRST_AUTHOR%** - Inserts the First Author as designated in the Author List built by the Corresponding Author from the 'Add/Edit/Remove Author' step of the manuscript submission interface. This merge field includes First, Middle, Last names and academic Degree of the person in the First Author slot.
- **%AUTHOR_LIST%**- Inserts a list of other Authors (does not include the Corresponding Author) associated with the manuscript, in the format of First, Middle, Last names and academic Degree.
- **%AUTHOR_INST%**- Inserts a list of the institutions that the Authors are affiliated with.
- **%ALL_AUTHORS%**- Inserts a list of all Authors, including the Corresponding Author. The Authors will be listed according to the designated order from the 'Add/Edit/Remove Author' step of the manuscript submission interface. The list includes First, Middle, Last names and academic Degree.
- **%MS_REGION_OF_ORIGIN%**- Inserts the submission's Region of Origin, as selected by the Author during the 'Submit Manuscript' process. This will NOT insert the Author's Country of Origin (from the Author's address record).
- **%EDITOR_DECISION%**- Inserts the Editor 'Decision' field for a document (example: Accept, Reject, Revise). This field is used for notifications of Editor decisions when the Editor 'submits Editor decision and comments'.
- **%FINAL_EDITOR_DECISION_DATE%**- Inserts the date that the final decision (not Final Disposition) was made. This is the date of the last Editor's decision before the Author is notified. This merge field can be used only in decision letters, or other letters (such as revision reminder letters) that are sent after the Author is notified of the Editor's decision.
- **%COMMENTS_TO_EDITOR%**- Inserts all 'Reviewer confidential comments to the Editor' from Reviewers of the current revision of the manuscript. If the Editor has modified the 'Comments to Editor' field, the mail merge term will contain the edited version. This merge field can also be used in the letter sent when a Reviewer declines an invitation to review a submission, in the letter sent when an Editor declines an assignment, and in notifications of an Editor's Decision.
- **%COMMENTS_TO_AUTHOR%**- Inserts all 'Reviewer blind comments to Author' from Reviewers of the current revision of the manuscript. If the Editor has modified the 'Comments to Author' field, the mail merge term will contain the edited version. Can be used only in the 'Notify Author' Decision letter, Reviewer Notification Letter, Editor Notification of Decision letter, or in an Invitation/Assignment to Editor following another Editor's completion of assignment.

- **%REVIEWER_COMMENTS_TO_EDITOR%**- Inserts any Reviewer's available comments to the Editor into a Reviewer Invitation Letter. This can be used to send the previous comments from Reviewers back to those Reviewers in the case of a revision. It can also be used to send completed reviews to a new Reviewer (for example, in the case of a tie-breaking review) when the Editor selects the 'Previously Submitted Reviews' checkbox on the 'Select Reviewers - Confirm Selection and Customize Letters' page.
- **%REVIEWER_COMMENTS_TO_AUTHOR%**- Inserts any Reviewer's available comments to the Author into a Reviewer Invitation Letter. This can be used to send the previous comments from Reviewers back to those Reviewers in the case of a revision. It can also be used to send completed reviews to a new Reviewer (for example, in the case of a tie-breaking review) when the Editor selects the 'Previously Submitted Reviews' checkbox on the 'Select Reviewers - Confirm Selection and Customize Letters' page.
- **%REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Inserts all Custom Questions configured as 'Visible to Other Reviewers' on the Review Form and the responses, along with Reviewer 'Comments to Author' into the Reviewer Invitation/Assignment letter. All information is grouped by Reviewer and labeled with Custom Question text and Reviewer Number.
- **%LINKED_REVIEWER_COMMENTS_TO_AUTHOR%** - Inserts the Reviewer Comments to Author from selected completed reviews from Linked Submissions. This merge field will merge into the Reviewer Invitation/Assignment Letter. The contents are labeled with the Linked Submissions' manuscript number and article title.
- **%LINKED_REVIEWER_COMMENTS_TO_EDITOR%** - Inserts the Reviewer Comments to Editor from selected completed reviews from Linked Submissions. This merge field will merge into the Reviewer Invitation/Assignment Letter. The contents are labeled with the Linked Submissions' manuscript number 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 labeled with the Linked Submissions' manuscript number, revision number, and article title.
- **%REVIEW_QUESTIONS_AND_RESPONSES%**- Inserts the selected Review Questions and Responses configured to be merged into the decision letter sent to the Author. This merge field will merge the Questions and selected Responses into the draft 'Notify Author' Decision letter. Editors may edit the information directly in the letter if they so choose.
- **%INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%** - Inserts the Reviewer Comments to Author (separate from the Editor Comments) selected for inclusion by the Editor who made the decision. It will merge selected comments (labeled by Reviewer Number) into Decision Letters and Reviewer Notifications of an Editor Decision.
- **%RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Inserts the Individual Reviewer Comments to Author that were selected for inclusion as well as all Responses to Custom Review Questions configured as 'Available for Decision Letter Merging'. The Custom Review Question Responses displayed depend on whether the Custom Review Question Grid was displayed to the editor – those questions selected as 'Include in Notification' will be inserted with this merge field. If the grid was not displayed to the editor, EM assumes all questions will be merged into the letter via this merge field. The merged Reviews and Comments are grouped by Reviewers, preceded by a Reviewer identifier string and may be used in Decision Letters to Authors and Reviewer Notifications of an Editor Decision.

- **%ALL_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Inserts all 'Review Questions and Responses' and 'Comments to Author' from all completed Reviews submitted by Reviewers of the current revision, organized by Reviewer. Includes all questions and responses, not only the ones configured to be included in a decision letter. (The merge field **%REVIEW_QUESTIONS_AND_RESPONSES%** pulls in only the questions and responses configured to be included in a decision letter.) Information about pending Reviews and Reviewer Invitations is displayed before submitted Reviews (i.e. "[n] Reviewer(s) have been invited but have not agreed to review yet" or "[n] Reviewer(s) have agreed to review, but have not submitted their reviews yet.") Populates only in the 'Ad Hoc from Editor' letter family.
- **%COMPLETED_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Inserts all 'Review Questions and Responses' and 'Comments to Author' for a single Reviewer when their Review is submitted. For use only in letters sent to the Reviewer and Editors, which are triggered to be sent by the ActionManager event 'Review Assignment Completed'. Includes all questions and responses, not only the ones configured to be included in a decision letter.
- **%TECHNICAL_COMMENTS_TO_AUTHOR%** - Inserts the latest entry in the Technical Comments to Author box for the latest revision. This merge field can be inserted into any Author letter that is associated with a manuscript.
- **%ATTACH_FOR_AUTHOR_DEEP_LINK_INSTRUCTIONS%**- Inserts the custom Attachment Deep Link instructions created in PolicyManager on the Set Attachments Deep Link Policy page. The merge field will only populate if there are attachments available for the Author. Use in conjunction with the deep link **%ATTACH_FOR_AUTHOR_DEEP_LINK%**.
- **%ATTACH_FOR_REVIEWER_DEEP_LINK_INSTRUCTIONS%**- Inserts the custom Attachment Deep Link instructions created in PolicyManager on the Set Attachments Deep Link Policy page. The merge field will only populate if there are attachments available for the Reviewer. Use in conjunction with the deep link **%ATTACH_FOR_REVIEWER_DEEP_LINK%**.
- **%ATTACH_FOR_EDITOR_DEEP_LINK_INSTRUCTIONS%** - Inserts the custom Attachment Deep Link instructions (created in PolicyManager on the Set Attachments Deep Link Policy page) into a letter to an Editor when a Reviewer submits his review. This merge field will only populate if the Reviewer has uploaded attachments with a completed Review, the Editor recipient has 'Download Attachments' permission, and the Editor is in the Editor chain for the submission. This merge field (along with **%ATTACH_FOR_EDITOR_DEEP_LINK%**) is meant to be used in the letter triggered by the 'Review Assignment Completed' event in ActionManager.
- **%SUBMISSION_NOTES%**- Inserts the contents of the Notes box from a submission's Manuscript Details.
- **%TECHNICAL_NOTES%**- Inserts the contents of the 'Technical Notes to Editor' box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.
- **%PROD_NOTES%**- Inserts the contents of the 'Production Notes' box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.
- **%DECISION_LETTER%**- Inserts the 'Author Notification' Letter ('Decision' Letter) into the Reviewer Notification Letter or the Transfer Submission letter. This merge field **%DECISION_LETTER%** pulls in the blinded or unblinded version of the 'Author Notification' Letter, depending on the permission of the Reviewer recipient in Reviewer RoleManager. When used in the Transfer letter, it is populated with the 'unblinded' version of the decision letter.

- **%TRANSMITTAL_FORM%**- Inserts the Transmittal Form into a letter. For use in letters (e-mail notifications) sent to the Publisher (and to any other Role) at the ActionManager events 'Final Disposition Accept' or 'Final Disposition Accept on Submission', but can be added to any letter associated with a submission.
- **%TITLE_OF_PARENT_SUBMISSION%**- Inserts the Title of the Proposal, or the Submission Requiring Commentary. This merge field should only be used in letters associated with a 'child' submission, when referring to the 'parent' (Proposal or Submission Requiring Commentary). This merge field will not work if used in letters associated with the 'parent' (for example, all Author Invitation letters). In these cases, the**%ARTICLE_TITLE%** merge field should be used.
- **%TARGET_PUB_DATE%**- Inserts the projected Publication date for a submission as set up in the Target Publication Schedule, and in the Manuscript 'Details' page.
- **%DOCUMENT_PUBDATE%** - Inserts the "Submission Actual Publication Date" for the submission.
- **%INVITED_SUBMISSION_RESPOND_DATE%**- Inserts the date by which the Author is expected to respond to the invitation. The date is set based on the number of days in the 'Author Invitation Due' setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.
- **%INVITED_SUBMISSION_DUE_DATE%**- Inserts the date by which the Author is expected to submit an invited submission. The date is set based on the number of days in the 'Author Submission Due' setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.
- **%INVITATION_NOTES_TO_AUTHOR%**- Inserts text entered by the Editor in the 'Invitation Notes to Author' field at the time of the invitation. This merge field allows these notes to be included in author invitation letters and author reminder letters.
- **%INVITED_AUTHOR_NAME%**- Inserts the name of the sender when an Author declines to submit. To pull in the name of the Invited Author when an invitation is being sent, use **%REALNAME%**.
- **%AUTHOR_DECLINES_INVITATION_COMMENTS%**- Inserts the comments entered by the invited Author when the Author Declines to submit a Manuscript.
- **%ARTWORK_QC_RESULTS_ALL%**- Inserts the Artwork Quality Check results of ALL tested Submission Items.
- **%ARTWORK_QC_RESULTS_FAIL%** - Inserts the Artwork Quality Check results of just the failed Submission Items. If NO Submission Items associated with the submission failed Artwork QC, the following text will display, 'None of the artwork for this submission failed Artwork QC'.
- **%SUGGESTED_REVIEWERS%** - Inserts the names of the Reviewers suggested by the Author of the manuscript, if that submission step is enabled.
- **%OPPOSED_REVIEWERS%** - Inserts the names of the Reviewers to which the Author would be opposed for his manuscript, if that submission step is enabled.
- **%RESPONSE_TO_REVIEWERS%** - Inserts the Author's response to the Reviewer's comments. This merge field is only applicable with revised manuscripts.
- **%TRANSFERRED_REVIEWS%** - Inserts all eligible reviews for all versions of a transferred submission, similar to the way the information appears on the 'Transferred Information' page. Available for use in all letters associated with EM to EM Transfers (Portal and non-Portal). May be used in the 'Transfer Letter' that is deposited in the sending and

receiving publication site, in letters sent to any Editor in the Editor Chain on the receiving site, and in Reviewer Invitations on the receiving site.

Open Peer Review Merge Fields

Some publications elect to use an Open Peer Review workflow, exposing Reviewer Names and Reviews to Authors and Reviewers early in the submission process. To accommodate this, some merge fields are modified to include identifying Reviewer Information to Authors and Reviewers who have appropriate Open Peer Review permissions in RoleManager.

For Corresponding Author recipients, Reviewer Names and degrees are populated only if the Author recipient of the letter has the RoleManager permission 'Allow Access to Reviewer Names and Reviews' and the submission is in the status corresponding to the sub-permission ('After First Decision' or 'After Final Decision of Accept, Reject or Reject and Transfer'). For Reviewer recipients, Reviewer Names and degrees are populated only if the Reviewer Recipient has the RoleManager permission 'View Un-Blinded Reviewers'. The Open Peer Review merge fields are as follows:

- **%OPEN_INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%** - Inserts the Individual Reviewer Comments to Author fields linked to an Editor assignment in Decision Letters and Reviewer Notifications of Editor Decisions. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_LINKED_REVIEWER_COMMENTS_TO_AUTHOR%** - Inserts the Reviewer Comments to Author from selected completed reviews from Linked Submissions. Reviews are grouped by submission and identifying information from each submission is inserted. This merge field is used in Reviewer Invitations and Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_LINKED_REVIEWER_COMMENTS_TO_EDITOR%** - Inserts the Reviewer Comments to Editor from the selected completed Reviews from Linked Submissions. Reviews are grouped by submission and identifying information from each submission is inserted. This merge field is used in Reviewer Invitations and Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_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 Review records selected for inclusion from the Linked Submission Groups. This field is used in Reviewer Invitations and Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Combines both Comments to Author and Responses to Custom Questions, and presents all information from a single reviewer together in a block. This merge field is used in Decision Letters and Reviewer Notifications of Editor Decisions. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_REVIEWER_COMMENTS_TO_AUTHOR%** - Inserts any Reviewer's available Comments to the Author into a Reviewer Invitation Letter. This can be used to send previous comments from Reviewers back to the same Reviewers in the case of a revision or to send completed Reviews to a new Reviewer when the Editor selects the 'Previously Submitted Reviews' checkbox on 'Select Reviewers – Confirm Selections and Customize Letters' page. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_REVIEWER_COMMENTS_TO_EDITOR%** - Inserts any Reviewer's available Comments to the Editor into a Reviewer Invitation Letter. This can be used to send previous comments from Reviewers back to the same Reviewers in the case of a revision or to send completed Reviews to a new Reviewer when the Editor selects the 'Previously Submitted Reviews' checkbox on 'Select Reviewers – Confirm Selections and Customize Letters' page. Reviewer

Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).

- **%OPEN_REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHO R%** - Combines both comments to authors and responses to custom questions in Reviewer Invitations or Assignments. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_REVIEW_QUESTIONS_AND_RESPONSES%** - Inserts the selected Review Questions and Responses configured with the 'Available for Decision Letter merging' option in the decision letter sent to the Author. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%OPEN_ALL_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%** - Inserts all Review Questions and Responses and Comments to Authors from all completed Reviews submitted by Reviewers of the current revision, organized by Reviewer. This merge field is available for use in letters in the 'Ad Hoc from Editor' family. Reviewer Names and degrees will be displayed for primary recipients with appropriate permission (but not cc'd or bcc'd recipients).
- **%VIEW_REVIEWER_COMMENTS_FOR_AUTHOR_DEEP_LINK%** - Inserts a hyperlink into letters to the Author. When clicked, the link performs a full login and brings the Author to the 'View Reviewer Comments' page. Publications may set the expiration for this deep link on the 'Set View Reviewer Comments for Author Deep Link Expiration' page in PolicyManager. The Author must have the permission 'Allow Access to Reviewer Names and Reviews'.

Secondary Information Merge Fields

Some Publications capture submission information in multiple languages using a set of 'Secondary' fields in EM/PM. The following "Secondary" merge fields are available for the same letters where the 'primary' merge field is available (i.e. **%SECONDARY_LAST_NAME%** is populated in letters where the 'primary' merge field **%LAST_NAME%** is available to be populated; **%SECONDARY_KEYWORDS%** are populated in letters where the 'primary' merge field **%KEYWORDS%** can be populated). The merge field value is pulled from the registration record, except when these fields are used in the Other Author Notification letter, where the information entered by the Corresponding Author is pulled into the letter.

- **%SECONDARY_FIRST_NAME%**- Recipient's Secondary First Name
- **%SECONDARY_LAST_NAME%**- Recipient's Secondary Last Name
- **%SECONDARY_REALNAME%** - Inserts a concatenation of the recipient's Secondary First Name and Secondary Last Name. (Note: the **%REALNAME%** merge field uses Title and Middle Name as well, but there are no Secondary field equivalents for Title and Middle Name).
- **%SECONDARY_DEGREE%**- Recipient's Secondary Degree
- **%SECONDARY_POSITION%**- Recipient's Secondary Position
- **%SECONDARY_DEPARTMENT%**- Recipient's Secondary Department
- **%SECONDARY_INSTITUTION%**- Recipient's Secondary Institution
- **%SECONDARY_ADDRESS1%**- Recipient's Secondary Address Line 1
- **%SECONDARY_ADDRESS2%**- Recipient's Secondary Address Line 2
- **%SECONDARY_ADDRESS3%**- Recipient's Secondary Address Line 3
- **%SECONDARY_ADDRESS4%**- Recipient's Secondary Address Line 4

- **%SECONDARY_ADDRESS%** - Recipient's block address field consisting of the Secondary Institution, Secondary Department, Secondary Address lines 1-4, Secondary City, and Secondary State
- **%SECONDARY_CITY%**- Recipient's Secondary City
- **%SECONDARY_STATE%**- Recipient's Secondary State
- **%SECONDARY_ARTICLE_TITLE%**- Secondary Title of the manuscript
- **%SECONDARY_ARTICLE_SHORT_TITLE%**- Secondary Short Title of the manuscript
- **%SECONDARY_ABSTRACT%** - Secondary Abstract of the manuscript
- **%CORRAUTHOR_SECONDARY_ADDRESS%** - Inserts a block address field of the Corresponding Author's secondary information for institution, department, address lines 1-4, city, and state of the Corresponding Author linked to the current version of the submission. This merge field may be used in any letter associated with the submission.
- **%SECONDARY_FIRST_AUTHOR%**- Inserts the First Author as designated in the Author List built by the Corresponding Author from the 'Add/Edit/Remove Author' step of the manuscript submission interface. This merge field includes Secondary First Name, Secondary Last Name, and Secondary Degree of the person in the First Author slot.
- **%SECONDARY_AUTHOR_LIST%**- Inserts a concatenated list of other Authors (does not include the Corresponding Author) associated with the manuscript, in the format of Secondary First Name, Secondary Last Name and Secondary Degree for each Author.
- **%SECONDARY_AUTHOR_INST%**- Inserts a list of the Secondary Institutions for all Authors, as a concatenated list.
- **%SECONDARY_ALL_AUTHORS%**- Inserts a list of all Authors, including the Corresponding Author. The Authors will be listed according to the designated order from the 'Add/Edit/Remove Author' step of the manuscript submission interface. The list includes Secondary First Name, Secondary Last Name and Secondary Degree for each Author.
- **%SECONDARY_KEYWORDS%**- Inserts a list of the manuscript's Secondary Keywords.

Transfer Submission Merge Fields

The following merge fields are used when the "Reject and Transfer" feature is used. These merge fields can be used in the 'Notify Author' letter, the Editor Notification of Author Accepts Transfer letter (as noted), or the Author Transfer Reminder letters. These merge fields are:

- **%AGREE_TO_TRANSFER%**- Inserts a hyperlink, which when clicked, fully logs the Author in and delivers him to the 'Transfer Submission to a Different Publication' page, where he can select the publication to which he wishes to have his paper transferred.
- **%DECLINE_TO_TRANSFER%**- Inserts a hyperlink, which when clicked, delivers the Author to the 'Decline to Transfer Confirmation' page, and automatically sets the Final Disposition if the submission to 'Reject'.
- **%TRANSFER_TARGETS%** - Inserts a list of all publications to which this submission can be transferred, along with links to these websites. The Author will be able to choose which of these sites she wishes to transfer her submission to when she agrees to the transfer.
- **%TRANSFER_OFFER_EXPIRATION_DATE%** - Inserts the date by which an Author must agree to transfer the submission before a Final Disposition of 'Reject' is automatically set. This date is calculated at the time the Author is notified of the Decision based on the number of days configured on the 'Configure Cross-Publication Submission Transfer' page.

- **%ACTUAL_TRANSFER_PUBLICATION_TITLE%** - Inserts the name of the Publication to which the submission has been transferred. For use in a letter configured for the 'Author Agrees to Transfer Submission' event.
- **%AUTHOR_TRANSFER_REMIND_COUNT%** - Inserts the number of revision reminder letters that the Author has been sent for this submission/revision. For use in Author Reminder letters.
- **%AUTHOR_TRANSFER_REMIND_DATE%** - Inserts the date that the last revision reminder letter was sent to the Author. For use in Author Reminder letters.

Discussion Forum Merge Fields

These merge fields exist specifically for use with the Discussion Forum feature, for use in letters created in the 'Discussion Forum' family. These merge fields are:

- **%INITIAL_DISCUSSION_POST%** - Inserts the comments posted in the Initial Comments box for the discussion topic for which the letter is sent.
- **%DISCUSSION_POST%** - Inserts the most recent 'Comments' posted by a participant in the discussion topic for which the letter is sent.
- **%DISCUSSION_DEEP_LINK%** - Inserts a hyperlink to the discussion in the letter asking an Editor to participate in a discussion, or a reminder e-mail that is sent via the 'Send E-mail' link on the Discussions page.
- **%REVIEWER_DISCUSSION_DEEP_LINK%** - Inserts a hyperlink for the recipient Reviewer to access a 'Reviewer Consultation' discussion. Clicking the link will fully log the Reviewer into Editorial Manager, navigating them to their 'Completed Assignments' folder. If the discussion has not been concluded, the system opens the Reviewer version of the Discussion page for the discussion in a new window.

Automated Editor Summary Reminders Merge Fields

There are nine merge fields for use in the Automated Editor Summary Reminder letters that can be used in any letter where the recipient is an Editor. These merge fields represent the three folders about which Automated Reminders can be sent:

- 1) For New Invitations:
 - a) **%EDITOR_NEW_INVITATIONS_TOTAL%**- Inserts the total number of submissions in the recipient's 'New Invitations' folder on the Editor's Main Menu. If the recipient has no invitations, this displays '0' in the e-mail.
 - b) **%EDITOR_NEW_INVITATIONS_DAYS%**- Inserts a value equal to the largest number of days elapsed between the current date, and the date the Editor was invited, from all Editor invitations included in the recipient's New Invitations folder. If the recipient has no invitations, this displays '0' in the e-mail.
 - c) **%EDITOR_NEW_INVITATIONS_SUBMISSIONS%**- Provides a numbered listing of all submissions in the Editor's New Invitations folder. The listing displays in the following way:

n. **%MS_NUMBER%: %ARTICLE_TITLE%**
 (Number of days submission has been in the folder) Days Elapsed Since Invitation
 All Authors on the submission by order defined for the submission/revision
 First 75 words of Abstract {If the abstract is truncated, three dots ... follow the 75th word to indicate that a truncation has occurred.}

n+1. **%MS_NUMBER%: %ARTICLE_TITLE%**
 etc....

If the recipient has no invitations, a line of text is merged to inform the recipient of that fact. If a submission has no Abstract, the “Abstract” label is merged into the letter, but no text is displayed for it.

2) For New Assignments:

- a) **%EDITOR_NEW_ASSIGNMENTS_TOTAL%**- Inserts the total number of submissions in the recipient’s ‘New Assignments’ folder on the Editor’s Main Menu. If the recipient has no New Assignments, this displays ‘o’ in the e-mail.
- b) **%EDITOR_NEW_ASSIGNMENTS_DAYS%**- Inserts a value equal to the largest number of days elapsed between the current date, and the date the Editor assignment started (was assigned, or the invitation was accepted), from all Editor assignments included in the recipient’s New Assignments folder. If the recipient has no new assignments, this displays ‘o’ in the e-mail.
- c) **%EDITOR_NEW_ASSIGNMENTS_SUBMISSIONS%**- Provides a numbered listing of all submissions in the Editor’s New Assignments folder. The listing displays in the following way:

n. **%MS_NUMBER%: %ARTICLE_TITLE%**
(Number of days submission has been in the folder) Days Elapsed Since Assignment
All Authors on the submission by order defined for the submission/revision

First 75 words of Abstract {If the abstract is truncated, three dots ... follow the 75th word to indicate that a truncation has occurred.}

n+1. **%MS_NUMBER%: %ARTICLE_TITLE%**
etc....

If the recipient has no assignments, a line of text is merged to inform the recipient of that fact. If a submission has no Abstract, the “Abstract” label is merged into the letter, but no text is displayed for it.

3) For Submissions with Required Reviews Complete:

- a) **%EDITOR_REQUIRED_REVIEWS_COMPLETE_TOTAL%**- Inserts the total number of submissions in the Editor’s ‘Submissions with Required Reviews Complete’ folder on the Editor’s Main Menu. If the recipient has no submissions in this folder, this displays ‘o’ in the e-mail.
- b) **%EDITOR_REQUIRED_REVIEWS_COMPLETE_DAYS%**- Inserts a value equal to the largest number of days elapsed between the current date, and the date the submission entered the recipient’s Required Reviews Complete folder. If the recipient has no submissions in this folder, this displays ‘o’ in the e-mail.
- c) **%EDITOR_REQUIRED_REVIEWS_COMPLETE_SUBMISSIONS%**-Provides a numbered listing of all submissions in the Editor’s Submissions with Required Reviews Complete folder. The listing displays in the following way:

n. **%MS_NUMBER%: %ARTICLE_TITLE%**
(Number of days submission has been in the folder) Days Elapsed Since Required Reviews Complete
All Authors on the submission by order defined for the submission/revision

n+1. **%MS_NUMBER%: %ARTICLE_TITLE%**
etc....

If the recipient has no submissions in his Required Reviews Complete folder, a line of text is merged to inform him of that fact. This merge field does not pull in the Abstract.

Deep Linking Merge Fields

These are deep links that perform specific actions and can be included in specific e-mails. E-mail deep links are available for specific roles and are defined as follows:

- **%OTHERAUTH_VERIFY_DEEP_LINK%** - Inserts a hyperlink in a letter that allows a Co-Author to respond “Yes, I am affiliated.” This merge field should be used in letters to Authors for the ‘Notify Other Authors’ event, used in conjunction with the Article Type setting “Register/Verify Other Authors”. When Co-Author Questionnaires are being used, expiration of this link depends on the level of verification configured for the Article Type:
 - Verify only – the hyperlink expires after the Co-Author clicks on the [Submit to Publication] button on the Contributing Authorship Questionnaire page.
 - Register and Verify – the hyperlink expires after the Co-Author successfully logs in to the system from the login page presented after clicking on the hyperlink AND submits the questionnaire.
- **%OTHERAUTH_DECLINE_DEEP_LINK%** - Inserts a hyperlink in a letter that allows a co-author to respond “No, I am not affiliated.” This merge field should be used in letters to Authors for the ‘Notify Other Authors’ event, used in conjunction with the Article Type setting “Register/Verify Other Authors”. The deep link expires after it is clicked.
- **%DECLINE_REVIEW_INVITATION%** - Inserts a hyperlink in a letter that delivers the Reviewer to the ‘Decline Review’ page in the system. The Reviewer can then provide a reason for declining the assignment, and suggest other Reviewers. The Reviewer will be prompted to log into EM if they choose to navigate to any other pages in the system.
- **%ACCEPT_REVIEW_INVITATION%** - Inserts a hyperlink in a letter that automatically triggers the ‘Agree to Review’ function in the system. The Reviewer will be fully logged into the system and delivered to the ‘Reviewer Pending Assignments’ page.
- **%ACCEPT_REVIEW_INVITATION_AND_VIEW_REVIEWER_PDF%** - Inserts a hyperlink into an invitation letter to a Reviewer, which when clicked, accepts a Reviewer’s invitation to review a submission, and allows the Reviewer to access the Reviewer PDF, all without logging into EM.
- **%REVIEWER_RECOMMENDATION_DEEP_LINK%** - Inserts a hyperlink for the recipient Reviewer to access the ‘Submit Recommendation and Comments’ page of the related submission. Clicking the link will fully log the Reviewer into Editorial Manager, delivering them directly to the ‘Submit Recommendation and Comments’ page. This link must be used in letters associated with a submission/reviewer combination, such as Review Reminder. This link is not populated in the email unless the Reviewer has already agreed to the Review assignment (or was directly assigned).
- **%PENDING_ASSIGNMENTS_DEEP_LINK%** - Inserts a hyperlink for the recipient Reviewer to access his or her ‘Pending Assignments’ folder. This merge field is especially useful when using the ‘Assign Reviewer’ function (versus ‘Invite Reviewer’), and can be used in letters in the ‘Reviewer Invitation’ and ‘Reviewer Reminder’ letter families. When clicked, the Reviewer is fully logged into the system.
- **%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 a hyperlink in a letter that automatically triggers the ‘Author Agrees to Invitation’ function in the system (if the Author has not previously accepted), fully logs the Author into the system, and delivers the Author directly to the Manuscript Submission interface.

- **%VIEW_REVIEWER_PDF%**- Inserts a hyperlink in a letter that will let the Reviewer download the Reviewer-version of the PDF. This merge field should be used for letters associated with the 'Reviewer Invited', 'Reviewer Agreed', or 'Late Review' events. The publication should precede the merge field in the letter with some instructional text such as 'Click here to view the PDF of the submission**%VIEW_REVIEWER_PDF%**'. The Reviewer will be prompted to log into EM if they choose to navigate to any other pages in the system.
- **%REFERENCE_QC_RESULTS_ALL%** - Inserts a hyperlink into a letter that will bring the user directly to the Reference Checking results page for that submission.
- **%EDITOR_DEEP_LINK%**- Inserts a hyperlink in any Editor letter that is associated with a manuscript. When clicked, the Editor is fully logged into EM and brought directly to the submission record in the Search Submissions interface. All of the Action links that the Editor is allowed to access will be available (based on RoleManager settings and on appropriate actions based on where the submission is in the system (same as Search Submissions)).**%UPDATE_ALT_CONTACT_INFO%** - Inserts a hyperlink in system letters in an effort to encourage users to keep their alternate contact information up-to-date. When clicked, the recipient is brought directly to the 'Alternate Contact Information' page. The user will be prompted to log into EM to navigate to any other pages in the system.
- **%UPDATE_MY_INFORMATION_DEEP_LINK%** - Inserts a hyperlink for the recipient of the letter (the link is not visible in CC'd or BCC'd letters or in History). When clicked, the link brings the user directly to the 'Update My Information' page. Depending on the publication's configuration of the link, the user may or may not be required to enter their password before being able to proceed to the page. Available for use in all letters sent to all user roles.
- **%UPDATE_CLASSIFICATIONS_KEYWORDS_DEEP_LINK%** - Inserts a hyperlink in system letters to encourage users to update their Classifications and Personal Keywords. When clicked, the recipient is brought directly to a page where they may update their Classifications and Personal Keywords. The user will be prompted to log into EM to navigate to any other pages in the system.
- **%UPDATE_UNAVAILABLE_DATES%** - Inserts a hyperlink in system letters to encourage users to keep their unavailable dates up-to-date. When clicked, the recipient is brought directly to the 'Edit Unavailable Dates' page. The user will be prompted to log into EM to navigate to any other pages in the system.
- **%ATTACH_FOR_AUTHOR_DEEP_LINK%**- Inserts a hyperlink to the Author's version of the Attachments page, and also fully logs the Author into the system. The merge field will only populate if there are attachments available for the Author. Use in conjunction with the merge field **%ATTACH_FOR_AUTHOR_DEEP_LINK_INSTRUCTIONS%**.
- **%ATTACH_FOR_REVIEWER_DEEP_LINK%**- Inserts a hyperlink to the Reviewer's version of the Attachments page, and also fully logs the Reviewer into the system. The merge field will only populate if there are attachments available for the Reviewer. Use in conjunction with the merge field **%ATTACH_FOR_REVIEWER_DEEP_LINK_INSTRUCTIONS%**.
- **%ATTACH_FOR_EDITOR_DEEP_LINK%** - Inserts a hyperlink in a letter sent to an Editor when a Reviewer submits his review (i.e. the letter is triggered by the ActionManager event 'Reviewer Assignment Completed'). The link takes the Editor directly to the Attachments page, which lists only the Attachment files uploaded by this Reviewer. This deep link will only be active if the Reviewer has uploaded attachments with a completed Review, the Editor Recipient has 'Download Attachments' permission, and the Editor is in the Editor chain for the submission. Use in conjunction with the merge field **%ATTACH_FOR_EDITOR_DEEP_LINK_INSTRUCTIONS%**.
- **%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.

- **%ACCEPT_EDITOR_INVITATION%** - Available for use in Editor invitation letters generated via the Suggest Editor method. Inserts a hyperlink in a letter that automatically triggers the 'Yes I will take this assignment' function on the New Invitations page. The Editor will be fully logged into the system and delivered to the Accept Invitation confirmation page.
- **%DECLINE_EDITOR_INVITATION%** - Available for use in Editor invitation letters generated via the Suggest Editor method. Inserts a hyperlink in a letter that executes a partial login and delivers the Editor to the Decline Invitation page in the system. The Editor can then provide a reason for declining the assignment, and suggest other Editors.
- **%EDITOR_MAIN_MENU_DEEP_LINK%**- Inserts a hyperlink for the recipient Editor to access their Editor Main Menu. When clicked, the link fully logs the user into Editorial Manager.
- **%EDITOR_NEW_INVITATIONS_FOLDER_DEEP_LINK%** - Inserts a hyperlink for the recipient Editor to access their New Invitations folder.
- **%EDITOR_NEW_INVITATIONS_SUBMISSIONS_WITH_DEEP_LINKS%** - Lists the recipient Editor's 'New Invitations' and creates two hyperlinks for each submission to allow the Editor to Accept or Decline each invitation directly from the letter.
- **%EDITOR_NEW_ASSIGNMENTS_FOLDER_DEEP_LINK%** - Inserts a hyperlink for the recipient Editor to access their New Assignments folder. When clicked, the link fully logs the user into Editorial Manager.
- **%EDITOR_REQUIRED_REVIEWS_COMPLETE_FOLDER_DEEP_LINK%** - Inserts a hyperlink for the recipient Editor to access their Required Reviews Complete folder. When clicked, the link fully logs the user into Editorial Manager.
- **%AGREE_TO_TRANSFER%**- Inserts a hyperlink, which when clicked, fully logs the Author in and delivers him to the 'Transfer Submission to a Different Publication' page, where he can select the publication to which he wishes to have his paper transferred.
- **%DECLINE_TO_TRANSFER%**- Inserts a hyperlink, which when clicked, delivers the Author to the 'Decline to Transfer Confirmation' page, and automatically sets the Final Disposition if the submission to 'Reject'.

Note: *These merge fields will not work properly if any character is placed before or after the merge field. For example, 'Click Here%DECLINE_REVIEW_INVITATION%' will not work because the letters 'Here' are touching the merge field.*

Note: *If clicking the link does not open an Editorial Manager window, the recipient's E-mail program may have inserted some spaces and/or line markers into the link. If this happens, the user should open a browser window manually and copy and paste the entire link from the E-mail into the URL address box. The link starts with the letters 'http' and ends with the letters 'rev=X' (where X represents a number such as 0, 1, 2, etc.) The entire link must be copied and pasted into the browser in order for the correct Editorial Manager window to be displayed. After copying the link into the URL address box, the user must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.*

Corresponding Editor Merge Fields

The following merge fields pull in the name, role and contact information of the 'Corresponding Editor'. The 'Corresponding Editor' designation is displayed and can be (manually) modified in the manuscript 'Details' page. A drop-down box displays all assigned Editors. The Corresponding Editor

is always the first 'assigned' Editor. To select a Corresponding Editor different than the first-assigned Editor, select the appropriate Editor from the drop-down box:

- **%CORR_ED_REALNAME%**- Corresponding Editor's full name; does not use the nickname. Format is: Title, First Name, Middle Name, Last Name
- **%CORR_ED_TITLE%**- Corresponding Editor's Title
- **%CORR_ED_FIRST_NAME%**- Corresponding Editor's First Name
- **%CORR_ED_MIDDLE_NAME%**- Corresponding Editor's Middle Name
- **%CORR_ED_LAST_NAME%**- Corresponding Editor's Last Name
- **%CORR_ED_DEGREE%**- Corresponding Editor's Degree
- **%CORR_ED_GREETING%**- Corresponding Editor's Preferred Name (nickname) if not blank. If blank, inserts Title and Last Name: e.g. 'Bob' or 'Dr. Smith'
- **%CORR_ED_POSITION%**- Corresponding Editor's Position
- **%CORR_ED_ADDRESS%**- Corresponding Editor's block address field consisting of the Institution, Department, Address lines 1-4, City, State, Postal Code, & Country
- **%CORR_ED_DEPARTMENT%**- Corresponding Editor's Department
- **%CORR_ED_INSTITUTION%**- Corresponding Editor's Institution
- **%CORR_ED_ADDRESS1%**- Corresponding Editor's Address Line 1
- **%CORR_ED_ADDRESS2%**- Corresponding Editor's Address Line 2
- **%CORR_ED_ADDRESS3%**- Corresponding Editor's Address Line 3
- **%CORR_ED_ADDRESS4%**- Corresponding Editor's Address Line 4
- **%CORR_ED_CITY%**- Corresponding Editor's City
- **%CORR_ED_STATE%**- Corresponding Editor's State
- **%CORR_ED_ZIP_CODE%** - Corresponding Editor's Postal Code
- **%CORR_ED_COUNTRY%** - Corresponding Editor's Country
- **%CORR_ED_EMAIL%**- Corresponding Editor's E-mail address(es). If recipient has multiple addresses, they are separated by semi-colons.
- **%CORR_ED_PHONE%**- Corresponding Editor's Telephone Number
- **%CORR_ED_FAX%**- Corresponding Editor's Fax number
- **%CORR_ED_EDITOR_ROLE%**- Corresponding Editor's Role Name
- **%CORR_ED_DESCRIPTION%**- Corresponding Editor's Editor Description (if any). The Editor Description is used to allow a publication a finer stratification of Editor Roles – for example, designating one person as Managing Editor (Europe), another as Managing Editor (North America), etc. without having to set up separate roles with the same permissions. The publication can enter an Editor Description in the 'Search People – Update Information' page for any users assigned to an Editor Role.

Conference Submission Merge Fields

The following merge fields can only be used in Letters associated with Conference Submission manuscripts:

- **%CONFERENCE_NAME%**- Inserts the Conference Name to which a submission is assigned, as selected on the Transmittal Form.
- **%CONFERENCE_PRESENTATION_TYPE%**- Inserts the Conference Presentation Type assigned to a submission, as selected on the Transmittal Form.
- **%CONFERENCE_PRESENTATION_DATE%**- Inserts the Conference Presentation Date assigned to a submission, as selected on the Transmittal Form.
- **%SESSION_NAME%**- Inserts the Session Name to which a submission is assigned, as selected on the Transmittal Form.
- **%CONFERENCE_SUBMISSION_BOOK_TITLE%**- Inserts the Conference Book Title to which a submission is assigned, as selected on the Transmittal Form.

Search Strategy Merge Fields

The following Merge Fields can be used when setting up a Search Strategy for searching in a third party bibliographic database (like PubMed) or third party search site (like Google). The Hosting Administrator (e.g., Aries Systems, a publication publisher) is responsible for the creation and maintenance of search strategies for searching bibliographic databases and search engines. The publication must contact their Hosting Administrator (organization that hosts the system) or Publisher in order to set up search strategies.

- **%CORRAUTHOR_WITH_FIRST_INITIAL%**- Inserts the Corresponding Author name with the first initial (e.g., R Wynne). This merge field is not available for use in Letters.
- **%CORRAUTHOR_WITH_FIRST_INITIAL_AT_END%**- Inserts the Corresponding Author name with the first initial after the last name (e.g., Wynne R). This merge field is not available for use in Letters.
- **%COAUTHOR_NAMES%**- Inserts the names of all Authors using a first initial and a last name separated by a space (e.g., R Wynne T Alves S Lavelle). This will include the Corresponding Author. This merge field is not available for use in Letters.
- **%COAUTHOR_NAMES_INITIAL_AT_END%**- Inserts the names of all Authors using a last name followed by a first initial separated by a space (e.g., Wynne R Alves T Lavelle S). This will include the Corresponding Author. This merge field is not available for use in Letters.
- **%LASTNAME_COMMA_FIRSTINITIAL_AT_END%** - Inserts the Corresponding Author name with the last name first, followed by a comma, then the first initial (e.g., Wynne, R). This merge field is not available for use in Letters.
- **%CORRAUTHOR_LFM%** - Inserts the Corresponding Author name using the Last Name, First Name and Middle Name fields, in that order, without the Title field. This merge field is not available for use in Letters.
- **%CORRAUTHOR_LASTNAME%**- Inserts only the Last Name of the Corresponding Author. This merge field is not available for use in Letters.
- **%MS_CLASS_SEARCH%**- Inserts a list of the Classifications assigned to the manuscript. Multiple terms are separated by spaces. This is a separate merge field than the one used for Letters (**%MS_CLASS%**). This merge field is not available for use in Letters.
- **%MS_CLASS_SEARCH_WITH_OR%**- Inserts a list of the Classifications assigned to the manuscript. Multiple terms are separated by the word 'OR'. This is a separate merge field than the one used for Letters (**%MS_CLASS%**). This merge field is not available for use in Letters.

- **%KEYWORDS_SEARCH%**- Inserts a list of the Keywords assigned to the manuscript. Multiple terms are separated by spaces. This is a separate merge field than the one used for Letters (**%KEYWORDS%**). This merge field is not available for use in Letters.
- **%KEYWORDS_SEARCH_WITH_OR%**- Inserts a list of the Keywords assigned to the manuscript. Multiple terms are separated by the word 'OR'. This is a separate merge field than the one used for Letters (**%KEYWORDS%**). This merge field is not available for use in Letters.

Note: *The following Merge Fields can be used in both Letters and in Search:*

- **%ARTICLE_TITLE%** - Full title of the manuscript
- **%ARTICLE_SHORT_TITLE%** - Short Title of the manuscript
- **%ABSTRACT%** - Abstract of the manuscript
- **%CORRAUTHOR%** - Corresponding Author's **%REALNAME%**
- **%CORRAUTHOR_INST%** - Corresponding Author's **%INSTITUTION%**
- **%CORRAUTHOR_ISNI%** - Corresponding Author's ISNI personal identifier
- **%CORRAUTHOR_ORCID%** - Corresponding Author's ORCID personal identifier
- **%CORRAUTHOR_PUBMEDAUTHID%** - Corresponding Author's PubMed Author ID
- **%CORRAUTHOR_RESEARCHERID%** - Corresponding Author's Researcher ID
- **%CORRAUTHOR_SCOPUSAUTHID%** - Corresponding Author's SCOPUS Author ID

Blinded Merge Fields for Notify Author (Decision) Letter

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%
%GREETING%
%FIRST_NAME%
%MIDDLE_NAME%
%LAST_NAME%
%TITLE%
%DEGREE%
%POSITION%
%DEPARTMENT%
%INSTITUTION%
%ADDRESS%
%ADDRESS1%
%ADDRESS2%
%ADDRESS3%
%ADDRESS4%
%CITY%
%STATE%
%ZIP_CODE%
%COUNTRY%
%EMAIL%
%PHONE%
%FAX%
%PERSON_CLASS%
%PERSON_KEYWORDS%
%ISNI%

%ORCID%
%PUBMEDAUTHID%
%RESEARCHERID%
%SCOPUSAUTHID%
%CORRAUTHOR%
%CORRAUTHOR_INST%
%CORRAUTHOR_ISNI%
%CORRAUTHOR_ORCID%
%CORRAUTHOR_PUBMEDAUTHID%
%CORRAUTHOR_RESEARCHERID%
%CORRAUTHOR_SCOPUSAUTHID%
%AUTHOR_LIST%
%AUTHOR_INST%
%TRANSMITTAL_FORM%
%FIRST_AUTHOR%
%ALL_AUTHORS%
%BLINDED_USERNAME%
%BLINDED_PASSWORD%
%USERNAME%
%PASSWORD%
%SECONDARY_ADDRESS%
%SECONDARY_ADDRESS1%
%SECONDARY_ADDRESS2%
%SECONDARY_ADDRESS3%
%SECONDARY_ADDRESS4%
%SECONDARY_ALL_AUTHORS%
%SECONDARY_AUTHOR_INST%
%SECONDARY_AUTHOR_LIST%
%SECONDARY_CITY%
%SECONDARY_DEGREE%
%SECONDARY_DEPARTMENT%
%SECONDARY_FIRST_AUTHOR%
%SECONDARY_FIRST_NAME%
%SECONDARY_INSTITUTION%
%SECONDARY_LAST_NAME%
%SECONDARY_POSITION%
%SECONDARY_REALNAME%
%SECONDARY_STATE%

Publication Charges Merge Fields

The following merge field pulls in information related to Publication Charges for publications using Publication Charges processing, an automated method for handling Publication Charges through an external payment system.

- **%APC_EXTERNAL_LINK%**- Inserts a hyperlink that delivers the Author to the External URL returned by the Payment System to EM. For use in letters triggered by the ActionManager event 'APC Payment Requested' for a publication using APC processing, an automated method for handling Article Processing Charges through an external payment system.