

Welcome to  
**EMUG** 2017  
BOSTON



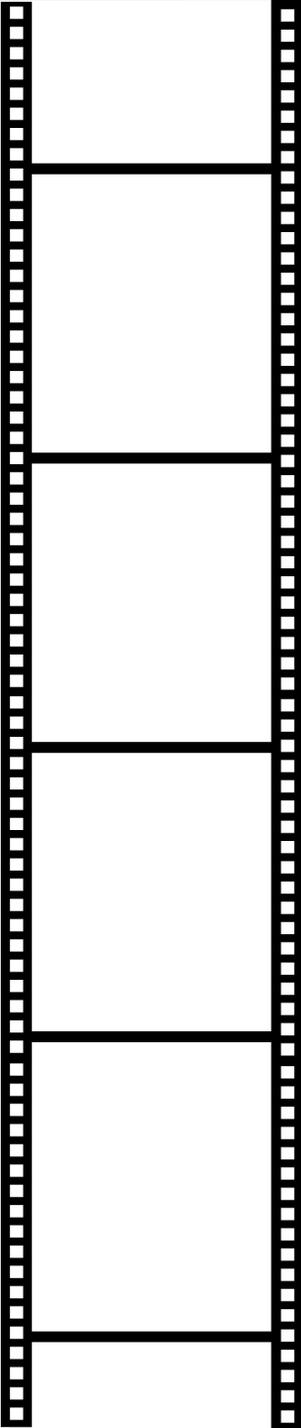
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**Editorial Manager**<sup>®</sup>



**ProduXion Manager**<sup>®</sup>



# Overview of Upcoming Releases

Versions 14.0 & 14.1

**Tony Alves**

Director of Product Management

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# Version 14.0

**Upgrades July/August 2017**

# Unavailable Dates Displayed

When assigning Editors to handle a submission, publications with large editorial boards want to be sure that candidate Editors are available to take on the work.

**SOLUTION: Unavailable dates are displayed in the Search Editor and Suggest Editor results, as well as in the Assign and Invite Editor functions.**

It can also be useful to filter out Editors with unavailable dates.

**SOLUTION: Unavailable Date criterion has been added to the Search Editor, Suggest Editor and Assign Editor Chain functions.**

# Unavailable Dates Displayed

## Assign Editor

**Title:** Richard WOZ ERE 2

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.  
[Blind Editors](#)

Cancel

Send Custom Letters

Send Default Letters

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classificatio Matches	Available during next 30 days
<input type="radio"/>	Associate Editor	Richard Wynne, Ph. D. ▾	0	0		<a href="#">Unavailable Jun 12 2017 12:00AM - Jun 25 2017 11:59PM</a>
<input type="radio"/>	Associate Editor	Emily Editor, MD ▾	5	0		Yes
<input type="radio"/>	Editor-in-Chief	Edward Editor, MD ▾	40	0		Yes
<input type="radio"/>	Associate Editor	Annie The Dog, PhD ▾	0	0		Yes

## Unavailability Information

Start Date	End Date	Reason	First Substitute Name	First Substitute E-mail	Second Substitute Name	Second Substitute E-mail	Third Substitute Name	Third Substitute E-mail
Jun 12 2017 12:00AM	Jun 25 2017 11:59PM	On a white water rafting trip.	Tony Alves	talves@edmgr.com	Caroline Webber	Cwebber@ariessys.com	Tony Hopedale	tonyhopedale@gmail.com

# Unavailable Dates Displayed

## Assign Editor

**Title:** Richard WOZ ERE 2

Use the search tool to identify the most appropriate person to handle this submission.

Click the Blind Editors link to block access to this submission for one or more Editors.  
[Blind Editors](#)

Insert Special Character Cancel

(	Criterion	Is/Is not	Selector
▼	Last Name	is	Contains
	First Name		
	Editor Role		
	E-mail Address		
	Position		
	Department		
	Institution		
	City		
	State		
	Country		
	Unavailable Dates		
	People Flag Name		
	Personal Classifications		
	Personal Keywords		
	Secondary Last Name		
	Secondary First Name		

Clear Search

## Assign Editor

**Title:** Richard WOZ ERE 2

Use the search tool to identify the most appropriate person to handle this submission.

Click the Blind Editors link to block access to this submission for one or more Editors.  
[Blind Editors](#)

Insert Special Character Cancel Value Options

(	Criterion	Is/Is not	Selector	Value	)
▼	Unavailable Dates	is not	Within The Next # of Days		▼

Add

# Additional Navigation following Proxy Registration

An Editor or staff proxy registers a new user, such as a new Associate Editor or a Guest Editor. S/he must then find that new record in Search People in order to work with that person's People Record (for example, to assign a new Role).

**SOLUTION:** New option allows user doing the proxy registering to immediately view the full user record of that new registrant.

An Editor or staff wants to quickly proxy register several new users. To do this, s/he must navigate to the Proxy Register link after registering each person.

**SOLUTION:** New option allows user to navigate directly to *Proxy Register* page after completing a registration.

# Additional Navigation following Proxy Registration

## Proxy Registration Complete Confirmation

You have successfully registered Fred Zenith [Fred@MIT.edu].

Proxy as: [Author] [Reviewer]

Fred Zenith | Register New User

Search People  
Edit Main Menu

Two new navigation links will be added to this page that allow the user to:

- View full user record
- Proxy register another user

# Editor Signposting

Traffic lights:

- Editor Reminder Summary Report
- Editor Main Menu To-Do List

# Editor Signposting

## Editor 'To-Do' List

### My Pending Assignments (107)

-  New Submissions (20)
-  Revised Submissions (2)
-  New Submissions Requiring Assignment (1)
- Revised Submissions Requiring Assignment (0)
-  Incomplete Submissions (2)
-  New Invitations (10)
-  New Assignments (8)
-  Submissions with Rescinded Decision (2)
-  Submissions with Required Reviews Complete (9)
-  Submissions Requiring Additional Reviewers (11)
-  Submissions with One or More Late Reviews (2)
- Submissions with Active Discussions (45)

### Reviews in Progress (27)

-  Reviewers Invited - No Response (11)
-  Submissions Under Review (26)

# Editor Signposting

**New Submissions - Twink E. Jonesey, PhD**

Contents: These are the new submissions that require a Technical Check. Use the up/down arrows to change the sort order.

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

▲▼	☰ Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		Gegenschein	John McLean, PhD ▾ 👤 # ♣ 👑	Jun 6 2016 9:06AM	Jun 6 2016 9:06AM	Received by Journal
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		The Seraglio	Wilson Gault, PhD ▾ ♣ 😊 # ☀	Mar 3 2016 2:25PM	Mar 3 2016 2:25PM	Received by Journal
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study	Literature	Nebulous Light	Jay McGee ▾ 👑 👤 😊	Dec 26 2015 3:00PM	Dec 26 2015 3:00PM	Received by Journal

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

## Configure Warning Thresholds

These warning thresholds are used to determine whether individual submissions in a folder "Need Attention" or are considered "Late" based on how long they have been in the folder. (more...)

### Editorial Submissions in Progress

**Needs Attention:**  Days since submission began

**Late:**  Days since submission began

### Transferred Submissions

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

### New Submissions

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

### Revised Submissions

**Needs Attention:**  Days since the revision was received

**Late:**  Days since the revision was received

### New Submissions Requiring Assignment

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

### Revised Submissions Requiring Assignment

**Needs Attention:**  Days since the revision was received

**Late:**  Days since the revision was received

### Direct-To-Editor New Submissions

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

### Direct-To-Editor Revised Submissions

**Needs Attention:**  Days since the revision was received

**Late:**  Days since the revision was received

Twenty-three folders displayed on the *Editor Main Menu* have warning thresholds defined on the *Configure Warning Thresholds* page

Warning status signposts are based on the 'Needs Attention' and 'Late' thresholds

Dear Sam,

Here's a summary of various folders from your Editor Main Menu. Folders marked with red or amber require attention.

#### Folder Summary as of March 3, 2016

-  [New Invitations](#) (2)
-  [New Assignments](#) (1)
-  [Submissions with Rescinded Decision](#) (1)
-  [Submissions with Required Reviews Complete](#) (7)
-  [Submissions Requiring Additional Reviewers](#) (4)
-  [Submissions with One or More Late Reviews](#) (2)
-  [Reviewers Invited - No Response](#) (11)
-  [Submissions Under Review](#) (14)
-  [Group by Editors I Assigned](#) (2)
-  [Group by Editors with Current Responsibility](#) (2)
-  [Group by Manuscript Status](#) (2)

Here are lists of submissions from various folders in your Editor Main Menu. Submissions marked with red or amber need attention.

#### Submission Lists as of March 3, 2016

##### [New Invitations](#) (2)

Submission	Submitted # Days Ago	Status (# Days)	Editor Name	Accept/Decline
<b>JANETDEV122-D-15-00037</b>	submitted 22 days ago	Editor Invited (19 days)	Sam Jones, PhD	<a href="#">Accept Editor Invitation</a> <a href="#">Decline Editor Invitation</a>
<b>Title:</b> Critical Cervical Involvement of Endoplasmic Reticulum Associated with Diagnosis in Patients with a Prodrome of a Homogenous Population Genetic Structure of the Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation <b>Authors:</b> Frank Oliver Glockner, PhD, ACME Institute for Microbiology; Wolfgang Hankeln, PhD, ACME Institute for Microbiology; Jost Waldmann, PhD; ACME Institute for Microbiology <b>Abstract:</b> This study assesses the biogeographic classification of the Western Indian Ocean (WIO) on the basis of the species diversity and distribution of reef-building corals. Twenty one locations were sampled between 2002 and 2011. Presence/absence of scleractinian corals was noted on SCUBA, with the aid of underwater digital photographs and reference publications for species identification. Sampling effort varied from 7 to 37 samples per location, with from 15 to 45 minutes per dive allocated to...				
<b>JANETDEV122-D-15-00071</b>	submitted 2 days ago	Editor Invited (1 day)	Sam Jones, PhD	<a href="#">Accept Editor Invitation</a> <a href="#">Decline Editor Invitation</a>
<b>Title:</b> Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation <b>Authors:</b> Julia Sylvan, Phd, University of Edinburgh <b>Abstract:</b> This is the abstract, for which up to 75 words will be displayed, followed by an ellipsis, if it is longer than 75 words.				

##### [New Assignments](#) (1)

Submission	Submitted # Days Ago	Status (# days)	Editor Decision
JANETDEV122-D-15-00071R1	submitted 7 days ago	Received by Editor (3 days)	Revise
<b>Title:</b> Secret Formulas for Soda Flavors <b>Authors:</b> June Hemmick			

The Editor Summary Reminder Report can be configured to display Editor Signposting

Rich text (HTML) letter configuration required for color designations

Text letter will use 'On Schedule', 'Needs Attention' and 'Late!' instead of colors

# Editor Signposting

Hi Sam,

Here's a summary of various folders from your Editor Main Menu. Folders with submissions that "Need Attention" or are "Late" require your attention.

Folder Summary as of March 3, 2016

New Invitations (8 total) - 3 On Schedule | 0 Need Attention | 5 Late!

Click here to go to the New Invitations folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D4T>

New Assignments (7 total) - 4 On Schedule | 3 Need Attention | 1 Late!

Click here to go to the New Assignments folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D5T>

Submissions with Rescinded Decision (1 total)

Click here to go to the Rescinded Decision folder: <http://testweb.editorialmanager.com/janetdev130/l.asp?i=43380&l=LA216D6T>

Submissions with Required Reviews Complete (2 total) - 1 On Schedule | 1 Need Attention | 0 Late

Click here to go to the Submissions with Required Reviews Complete folder:

# Editor's Decision Folder Improvement

In the *All Submissions with Editor's Decision* folder there are two submission states mixed together:

- Decision complete, Author has NOT been notified
- Decision complete, Author has been notified

Editors that have the permission to send Decision Letters can be confused when working in this folder.

**SOLUTION:** A new sortable column is added to the folder with a status reflecting whether or not the Author has been notified.

# Editor's Decision Folder Improvement

Quicklinks

**All Submissions with Editor's Decision - Mary Smith, MD**

Contents: All submissions for which an Editor has submitted a decision.

Page: 1 of 1 (7 total submissions) 1 25 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name	Editor Decision	Author Notified Date
<ul style="list-style-type: none"> <li>View Submission Details</li> <li>History</li> <li>Unassign Editor</li> <li>File Inventory</li> <li>Edit Submission</li> <li>Solicit Commentary</li> <li>Assign Editor</li> <li>Notify Author</li> <li>Set Final Disposition</li> <li>View Reviews and Comments</li> <li>Rescind Decision</li> <li>Similar Articles in MEDLINE</li> <li>Send E-mail</li> </ul>	CAROLINEDEV10-D-13-00006	Original Study		this is my title	Duncan James Webber, MD	Mar 28 2013 10:47AM	Jan 27 2014 03:16PM	Exec. Editor Complete	Ed J Editor, MD	Major Revision	Notify Author
<ul style="list-style-type: none"> <li>View Submission Details</li> <li>History</li> <li>File Inventory</li> <li>Edit Submission</li> <li>Solicit Commentary</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>View Reviews and Comments</li> <li>Similar Articles in MEDLINE</li> <li>Send E-mail</li> </ul>	CAROLINETEST4-D-05-00041R1	Original Study		Submitting a new MS - What does the editor deep link do?	Duncan James Webber, MD	Oct 20 2005 10:59AM	Jul 13 2006 08:41AM	Accept	Ed J Editor, MD	Accept	Jul 13 2006 8:41AM
View Submission											

25 results per page.

Author Notified Date
Notify Author
Jul 13 2006 8:41AM

# Decision Letter Phrase Selector

Different Editors use different phrasing to convey the same or similar information to Authors. The Editor Decision Form can include standard phrasing, but it is too easy for an Editor to edit or change the phrasing. Publications would like a way for Editors to select specific, non-editable phrases from a template that can then be included in the Decision Letter.

**SOLUTION: A new phrase selector function has been added to the Editor Decision Form to make building the Decision Letter easier and to make it less error prone.**

# Decision Letter Phrase Selector

Current Decision Letter Phrases		+ Add Decision Letter Phrase
	  Your manuscript was discussed at a recent conference call of the editors and all editors were in agreement regarding this decision	
	  Consensus guidelines are assigned a higher priority if they are coordinated and convened by an academic society or internationally recognized organization that ensures broad and objective representation of experts in the field. The criteria for such guidelines are described in detail on XYZ.org: <a href="http://XYZpubs.org/site/determine-my-article-type.xhtml#special-article">http://XYZpubs.org/site/determine-my-article-type.xhtml#special-article</a>	
	  Lack of adequate independent validation set. Please refer to XYZ's statement on independent validation of biomarker studies, located in the Author Center section at <a href="http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker_submissions">http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker_submissions</a>	
	  Your submission may be suitable for Journal of Difficult Topics, the Publisher's new open access, online-only journal. To submit your paper, please go to <a href="http://submit.XYZpubs.org">http://submit.XYZpubs.org</a>	
+ Add Decision Letter Phrase		

# Decision Letter Phrase Selector

**Managing Editor Decision and Comments for Manuscript Number SALLYDEV130-D-16-00068R1**

**EMUG 2016 - Editor Assignment Options**

Revision Number 1  
Sally Editor, PhD (Managing Editor)

Decision:  Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [Send E-mail](#)

	Revision 1	Original Submission
John Wayne <input type="checkbox"/> (Editor in Chief)	Accept	Revise
Sally Editor, PhD <input type="checkbox"/> (Managing Editor)	Assigned - No Decision	Revise
Author Decision Letter		Revise
Buzz Lightyear Aldrin <input type="checkbox"/> (Author)		

If the decision is Revise, the author has  days to revise this submission.

**Decision Letter Phrases**

Decision Letter Phrases available for use on the Editor Form are displayed below. Select the phrases you wish to include in the draft decision letter.

**Select Phrase**

- Your manuscript was discussed at a recent conference call of the editors and all editors were in agreement regarding this decision
- Consensus guidelines are assigned a higher priority if they are coordinated and convened by an academic society or internationally recognized organization that ensures broad and objective representation of experts in the field. The criteria for such guidelines are described in detail on XYZ.org: <http://XYZpubs.org/site/determine-my-article-type.xhtml#special-article>
- Lack of adequate independent validation set. Please refer to XYZ's statement on independent validation of biomarker studies, located in the Author Center section at [http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker\\_submissions](http://XYZpubs.org/site/manuscript-guidelines.xhtml#biomarker_submissions)
- Your submission may be suitable for Journal of Difficult Topics, the Publisher's new open access, online-only journal. To submit your paper, please go to <http://submit.XYZpubs.org>

**Confidential Comments to Editor**

Here are the Editor's Comments to Editor

# Decision Letter Phrase Selector

Letter Body:

[Insert Custom Merge Field](#) | [Insert System Merge Field](#)

Ref.: Ms. No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%

Dear %TITLE% %LAST\_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

%DECISION\_LETTER\_PHRASES%

For your guidance, reviewers' comments are appended below.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

%ATTACH\_FOR\_AUTHOR\_DEEP\_LINK\_INSTRUCTIONS%

Your revision is due by %DATE\_REVISION\_DUE%.

# Discussion Forum Unread Posts Indicator

Editors and Reviewers can participate in multiple Discussion Forums, even on a single submission. Emails notify Editors and Reviewers when others have submitted comments, prompting the user to go to the Discussion Forum to read the post (and possibly respond).

Many users (especially Editors) prefer to have onscreen visual prompts, rather than email messages, especially if they spend a lot of time in the system.

**SOLUTION: A visual badge will display in various places, identifying the number of unread Discussion Forum posts for each submission.**

# Discussion Forum Unread Posts Indicator

 Submissions with One or More Late Reviews (2)

Submissions with Active Discussions (45) 18

Reviews in Progress (27)

 Reviewers Invited - No Response (11)

You have 18 unread posts

**Details for Manuscript Number: JERS-D-16-00048, DOI: 10.1903/journal.JERS.0005**  
**Maney M. Alexander (UNITED KINGDOM): "Polymers"**

[Cancel](#) [Save](#) [Save and Close](#)

[Manuscript Number](#) [DOI](#) [Full Title](#) [Article Type](#) [Publish Information](#) [Corresponding Author](#) [Corresponding Author E-Mail](#) [Initial Date Submitted](#) [Editorial Status](#) [Date](#) [Current Editorial Status](#) [Abstract](#) **Editors** [Reviewers](#) [File Inventory](#) [Corresponding Production Editor](#) [Date Last Revision Submitted](#) [Final Decision Date](#) [Final Decision Term](#) [Final Disposition Date](#)

<b>Manuscript Number:</b>	JANETDEV92-D-12-00048	<a href="#">Top</a>
<b>DOI:</b>	<input type="text"/>	<a href="#">Top</a>
<b>Full Title:</b>	Bubblegum and Soda Po	<a href="#">Top</a>
<b>Discussion Forum:</b>	Discussions <span>2</span>	
<b>Article Type:</b>	Testing CrossCheck - Simple AT	<a href="#">Top</a>
<b>Publish Information:</b>	<a href="#">Publish Information</a>	<a href="#">Top</a>

# Discussion Forum Unread Posts Indicator

Quicklinks

### Search Submissions - Search Results

Article Title is containing 'carbo'

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	DOI	Article Title	Author Name	Article Type	Current Status
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (X)</a> <a href="#">Details</a> <a href="#">Discussions <b>2</b></a> <a href="#">Production Details</a> <a href="#">History</a> <a href="#">Technical Information</a>	JANETDEV130-111-D-14-00018	10.1903/journa	CARBOHYDRATE	Maney M. Alexander	Original Study	Received by Editor

### Submissions Requiring Additional Reviewers - Mary Jones, PhD

**Contents:** New and revised submissions requiring additional Reviewers as defined by the p  
Invite Additional Reviewer(s); 2) Make a Decision; 3) Allow current Reviewers to complete th

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name
<a href="#">Action Links</a> <b>2</b>	JANETDEV111-D-14-00082	Original Study		11.0-36 Use Care 4 - Multi-level questions - OMEGA	Maney M. Alexander, xyz PhD

Page: 1 of 1 (1 total submissions)

# Reviewer Ranked Order

Many publications ask Editors to **propose** possible Reviewers for a manuscript, but it is up to staff to actually send the invitation to the Reviewer and to follow up with Reviewers to be sure they respond.

Currently, there is no easy way for the Editor to identify the order in which they would like to have the Reviewers invited.

**SOLUTION: Editors will be able to rank the Reviewers when selecting them as proposed.**

**A new flag next to the Invite Reviewer action link will notify users that Reviewers have been proposed, but not yet invited.**

# Reviewer Ranked Order

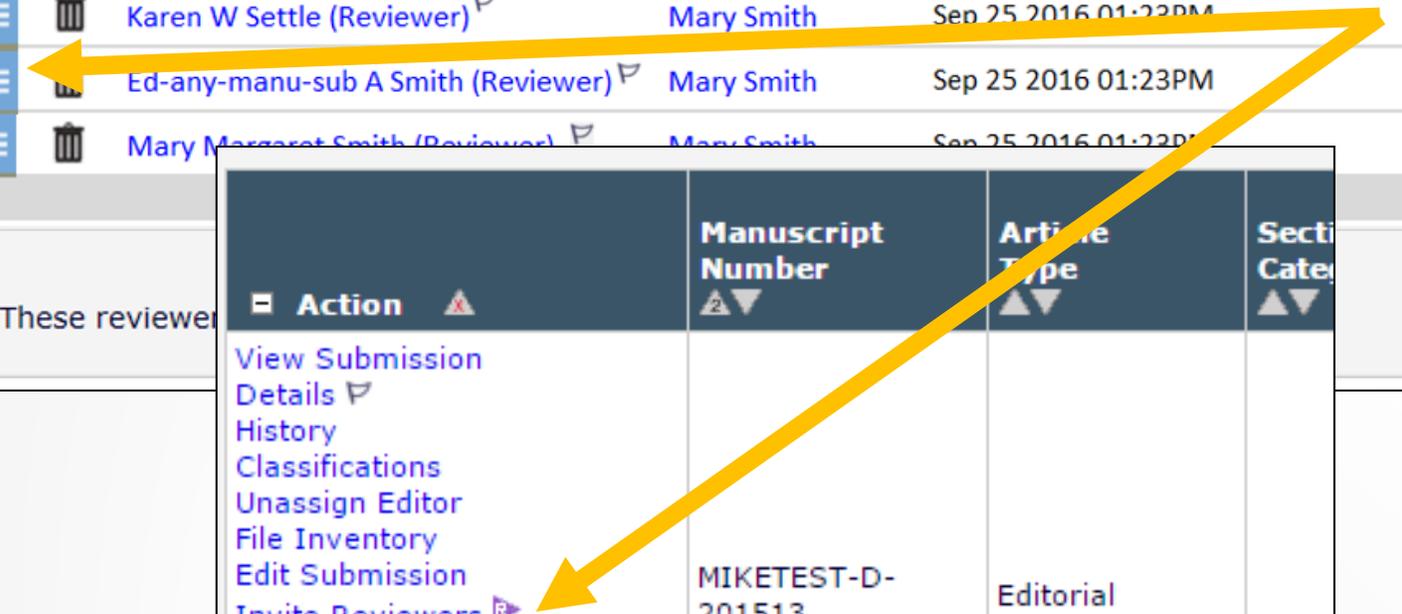
**Proposed Reviewers**  Display Proposed Reviewer Flag

Name	Proposed By	Date Proposed	Notes	Invite	Alternate
Karen W Settle (Reviewer)	Mary Smith	Sep 25 2016 01:23PM		<input type="checkbox"/>	<input type="checkbox"/>
Ed-any-manu-sub A Smith (Reviewer)	Mary Smith	Sep 25 2016 01:23PM		<input type="checkbox"/>	<input type="checkbox"/>
Mary Margaret Smith (Reviewer)	Mary Smith	Sep 25 2016 01:23PM		<input type="checkbox"/>	<input type="checkbox"/>

These reviewers

Action	Manuscript Number	Article Type	Section Category
View Submission Details History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary Notify Editor Set Final Disposition View Related Submissions Similar Articles in MEDLINE Send E-mail	MIKETEST-D-201513	Editorial	

Select



# Reviewer Ranked Order

Remove Search Definition   Edit Selected Search Definition   Share Selected Search Definition   Run Selected Search Definition

Help with Searching   Insert Special Character   Value Options   Advanced Criteria

(	Criterion	Is/Is not	Selector	Value	)
	Manuscript Number	is	Contains		

Clear   Search   Add

Help with S

- Use the
- The rec
- You mu
- criteria
- If you e
- combin
- Selecti
- You ca

ons; you can copy and paste Values from these.  
is not entered in this format, you will be required to re-enter the date in the specified format.  
xecute a search. We recommend entering as much criteria as you know. The more refined the  
nsure the evaluations are carried out in the right order. If you do not use parentheses, or  
is evaluated first.  
value  
specific

Help with Searching   Insert Special Character   Value Options   Advanced Criteria

(	Criterion	Is/Is not	Selector	Value	)
	Proposed Reviewer Flag	is	Equal To	True	

Add

## Invited Authors Column

When working with invited submissions, users can see information such as the number of Authors invited, accepting, and declining, but there is no information on who those Authors are.

**SOLUTION: A new Invited Authors column is added to each of the three folders in the Proposals with Invitations in Progress group.**

**Each Author that has been invited will be listed by name, with the name serving as a link to the People Information popup for that Author.**

# Invited Authors Column

**Proposals with Outstanding Invitations - Ed Ed Garcia, M.D.**

**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 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 (3 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	Invited Authors	Initial Date Authors Invited	Status Date	Cu Sta
View Proposal Details History File Inventory Classifications Edit Proposal Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYDEV130-D-15-00003	Proposal	caroline testing for 13.0-30		Oct 02, 2015	Caroline Webber	Ed Editor	3	2	1	1	Sam Jackson, MD; Jack Johnson; Donna Kenney, MD	Nov 18, 2015	Nov 18, 2015	Rec by
Details History File Inventory Classifications Edit Proposal Invite Authors Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYTEST73-D-09-00005	Proposal	Testing Discussion functionality for proposals		Dec 04, 2015	Ed Ed Garcia, M.D.	Ed Ed Garcia, M.D.	1	0	0	0	Joe Bloom, MD	Apr 20, 2016	Apr 20, 2016	Aut Inv
Details History File Inventory Classifications Edit Proposal Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE AuthorMapper Author Search	STACEYTEST70-D-08-00009	Proposal	Testing 7.0-05		Oct 14, 2015	Ed Ed Garcia, M.D.	Ed Ed Garcia, M.D.	2	3	1	1	Suzy Smith, MD; Vin Harkins, MD	Oct 14, 2015	Oct 14, 2015	Rec by

Proposals	Invited Authors	Initial Date Auth Invited
	Sam Jackson, MD; Jack Johnson; Donna Kenney, MD	Nov 18, 2015
	Joe Bloom, MD	Apr 20, 2016
	Suzy Smith, MD; Vin Harkins, MD	Oct 14, 2015

# BITS

Two new Production Task Export methods use the BITS (Book Interchange Tag Suite) DTD

- Submission Production Task Export
- Schedule Group Production Task Export

BITS is based on the JATS Archiving DTD already available in EM/PM

# Additional Schedule Group Details Fields

Sometimes a publication wants to associate information with a specific Schedule Group for which there is no standard data field.

For example, a journal might want to provide special instructions associated with a specific journal issue.

**SOLUTION: Custom metadata fields can be created, similar to Additional People Details and Additional Manuscript Details fields. These fields can contain various data types and can be populated with whatever data the publication requires.**

# Additional Schedule Group Details Fields

## Add/Edit Additional Schedule Group Detail Fields

Listed below are the Additional Schedule Group Detail Fields added for your journal. The values for these fields are entered manually on the Edit Schedule Group Details page. If a Custom Flag has been configured to be associated with an Additional Schedule Group Detail field, an option to turn that Flag on or off will also appear next to the field.

Add

Order	Description	Associated with Flag	Actions
<input type="text" value="1"/>	Job #	! Additional notes	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="2"/>	Special Author Needs/Requirements		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="3"/>	Special Art Requirements		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="4"/>	Other Special Requirements		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="5"/>	Total Chapters		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="6"/>	Chapters Sent at Launch		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="7"/>	Chapters Still to Come (Post-Launch)	☹ More chapters	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="8"/>	Total Appendices		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="9"/>	Glossary		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="10"/>	Color Insert # of Pieces	📄 attention	<a href="#">Remove</a> <a href="#">Edit</a>

# Additional Schedule Group Details Fields

Estimated Printed pp:	34
Previous Edition pp:	34
<input type="checkbox"/> Additional Schedule Group Details	
Job #:	34
Special Author Needs/Requirements:	05/01/2017  (mm/dd/yyyy)
Special Art Requirements:	42
Special Page Makeup Requirements:	34.7
Special Indexing Requirements:	Yes ▼
Other Special Requirements	Notes field demo

## Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Article Title	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Es
---------	---------------------	-------------------	--------------	---------------	------------------------	-------------------	-----------------	-------------------	-----	--------------------------	---------------------	-----------------	--------------	----

Update TOC    Insert Header

# Version 14.1

**Beta to begin September/October 2017**

**Upgrades December 2017/January 2018**

# Email Auto-fill

Editors have the ability to enter email addresses on some Ad Hoc letters sent from the system. It is never easy to remember everyone's email addresses. It would be useful if the system would remember the email addresses that an Editor most frequently uses.

**SOLUTION: A personalized email picklist will be added to Ad Hoc from Editor letters when those letter templates are configured to allow free-form email entry.**

# Email Auto-fill

## Customize Letter - Testing Auto Suggest Email Addresses

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

Cancel

Preview and Send

From:

"William Penney" <trash1@ariessc.com>

To:

w

wgpenney@gmail.com

wgpenney@live.com

William Landry <wlandry@zzz.com>

William Penney <wpenney@ariessc.com>

Letter Subject:

cc:

Attachments:

Add/Change Attachments

Letter Body:

[Insert Special Character](#) | [Add Formatting](#) | [Open in New Window](#)

# Email Auto-fill

Each Editor will have a personalized list that is built over time. Email addresses used most frequently will appear at the top of the list.

The system will remember emails that are used previously and offer those emails during the auto-fill process.

Auto-complete technology will be used to automatically display email addresses as the Editor types into the email entry box.

Email addresses do not have to be tied to People Records, but if they are, then the system will also add the first and last names to the entry in the picklist.

# Revision Due Dates

When an Editor requests 'Minor Revisions' on a paper, there is an expectation that the Author will need less time to revise the paper than when an Editor requests 'Major Revisions'. Currently, all revisions share the same timeframe for determining due date.

**SOLUTION:** The existing 'Number of days Author has to Revise Submission' setting on the Edit Article Type page will be split into separate settings for each decision term in the Revise decision family.

# Revision Due Dates

## Author Parameters

Number of days Author has to Revise Submission:

Same for all Revision Decisions

First Revision

30

Subsequent Revisions

15

By Revision Decision Term

Major Revision

0

Minor Revision

0

Inappropriate Format

0

Convert to Brief Report

0

All Revisions

# Response Flags for Submission Questions

It is sometimes useful to have quick visibility to an Author's response to a Submission Question. For example, an Author might indicate that a paper would benefit from bio stat review, or an Author has indicated some sort of special handling or consideration offered by the publication in the questionnaire.

**SOLUTION: Flags can be associated with particular responses to custom questions. If a user selects a response that has a flag associated with it, the system automatically turns on the flag.**

# Response Flags for Submission Questions

**Question text:**  
Custom Question with Response Type of List

**Instructions for Author Response:**

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

**Response Type:** List    **List Type:** Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default Value	Value	Description	Flag		
	<input checked="" type="radio"/>	Please select a response			Associate with Flag	
1	<input type="radio"/>	Option 1	No Flag		Associate with Flag	Remove Edit
2	<input type="radio"/>	Option 2	Flag	!	Remove Flag	Remove Edit
3	<input type="radio"/>	Option 3	Different Flag	?	Remove Flag	Remove Edit
4	<input type="radio"/>	<input type="text"/>	<input type="text"/>			

If user selects: Please select a response

# Response Flags for Submission Questions

**Technical Check for DEMO140-D-17-00006**

**Full Title**  

Original Submission

[View Submission](#)  
[Technical Check History](#)  
[Duplicate Submission Check \(40%\)](#)  
[Bibliometric Intelligence Results](#)

These are customizable TechCheck instructions.

Technical Check Incomplete  
 Technical Check Complete

[Cancel](#) [Send Back to Author](#) [Bibliometric Intelligence: Author](#)

**Technical Comments to Author**

**Additional Information**

- Questionnaire Responses**
  - Question with Response Associated with Flag  
Response with a flag 
  - Question with no Associated Flag  
Answer with no flag
  - Question with an Associated Flag (Flag was manually set)  
Response has no flag associated
  - Question answered by Editor editing submission  
Response - flag is set 
  - List Question Associated with Flag  
Option 2 - Flag 
- Questionnaire Responses (Amy Author, Corresponding Author)**
  - Question with associated flag, but on Author Questionnaire.  
Response - no flag set
  - Question with no associated flag, and also on Author Questionnaire.  
Response - no flag set

# Custom Question Editing Shortcuts

Currently, publications must create new custom questions from scratch, copying and pasting text from an existing question into the new question's configuration page and configuring any follow-on questions (if desired), which is time-consuming and error-prone.

**SOLUTION:** A new custom question can be created by copying and modifying the copy of an existing question, including all follow-on questions.

# Custom Question Editing Shortcuts

Currently, custom questions can only be hidden if they are NOT associated with any questionnaires.

However, publications would like to make modifications to questionnaires that are in use without having to create entirely new questionnaires.

**SOLUTION: Creating a new questionnaire is no longer required. Individual custom questions that are associated with one or more questionnaires can now be hidden.**

# Copy and Hide Custom Questions

## Create Custom Questions

Listed below are the customized questions which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (e.g. PDF Cover Page, Manuscript Details, and Transmittal Form). ([more...](#))

Add Question

Filter By:

- All
- All
- Active
- Hidden

Actions	Description	Custom Metadata IDs	Associated with Flags	Questions
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Hide</a>	<b>Ethical Testing Guidelines</b> Please confirm that your test procedures complied with our <i>ethical testing guidelines</i> .	ethics_v2		Submission Questionnaire
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Hide</a>	<b>Figure Guidelines</b> Please confirm that your figures comply with our <i>image guidelines</i> .	figure_guidelines_v2		Submission Questionnaire
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Hide</a>	§ Please make a <b>payment</b> selection: (multi-level question) * typeset	payment_1_v3 payment_2_v3 payment_3_v3	! Payment 1 Flag ? Payment 2 Flag ■ Payment 3 Flag	Submission Questionnaire
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Hide</a> <a href="#">Remove</a>	<b>Financial Disclosure</b> Please describe all sources of funding that have supported your work. This information is required for submission and will be published with your article, should it be accepted. Include <b>grant numbers and the URLs</b> of any funder's website.	financial_disclosure_v2		Submission (AGH)
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Hide</a>	<b>U.S. Government Employee</b> Are you or any of the contributing authors an employee of the United States government?	gov_employee	☎ Government Employee	LONG Questionnaire Name to see

# Custom IDs for Submission Items

EM/PM Custom Metadata ID functionality is useful for matching non-standard types of data when importing, ingesting, transferring, exporting or transmitting from one publication to another, or to a third party system.

But remembering all those IDs is a major hassle!!!

**SOLUTION: Build predefined lists of Custom Metadata IDs so that the user can select the ID, rather than type the ID.**

Note: there are five functions that use Custom Metadata IDs:

- Additional Manuscript Details (AMDs)
- Additional Schedule Group Details
- Custom Questions
- Article Types
- Submission Items **NEW**

# Custom IDs for Submission Items

Re-Order by ID

Filter By:

- All Types
- Additional Manuscript Detail
- Additional Schedule Group Detail
- Article Type
- Custom Question
- Submission Item Type

Current Custom Metadata ID List		
...	<b>Article_Type_</b>	Article Type
...	<b>FundingAMF</b>	Additional Manuscript Detail
...	<b>cmi_at_co author_testing_v1</b>	Article Type
...	<b>CQ_CMI Janet_Question</b>	Custom Question
...	<b>SGD_001</b>	Additional Schedule Group Detail
...	<b>Edited_MS_001</b> Copyedited Manuscript	Submission Item Type
...	<b>Figure_final</b> Edited Figures	Submission Item Type

+ Add Another Custom Metadata ID

# Custom IDs for Submission Items

Submission Item Custom IDs can be used in the following:

- EM-to-EM transfer (for cascading workflows)
- JATS Manuscript Import into Editorial Manager (non-EM to EM, for cascading workflows)
- JATS Manuscript Import into ProduXion Manager (non-EM to PM)
- EM Ingest Import Method for ingesting from MSPs, Portals, Preprint Servers
- The new API for sending information to MSPs and Author Portals

# Repository Embargo Date Configuration

The NIH Manuscript Submission System supports deposit of full-text manuscripts to PubMed Central (PMC) in support of NIH Public Access.

When a manuscript is sent to PMC, the repository needs to know when it will be available to the public. This is called an *embargo*.

Sometimes funders mandate a limit to an embargo period to indicate that the research they fund must be available to the public sooner than a publisher's standard embargo period.

# Repository Embargo Date Configuration

Currently, the NIHMS-PubMed Central Deposit production task transmittal method uses the standard 12-month embargo period, and this value cannot be changed by the publication.

However, research funders and research institutions have been imposing many different embargo periods, so there needs to be flexibility when transmitting embargo information to PMC.

**SOLUTION: A new configuration will allow the user to set different embargo periods when setting up an NIHMS-PubMed Central Deposit production task.**

# Repository Embargo Date Configuration

## FTP Options

### Submission Production Task Transmittal Method:

NIHMS-PubMed Central Deposit ▼

- Allow task assignment and FTP without Assignment Files
- Include Aries Import XML file in transmittal
- FTP task without go.xml file
- Use Manuscript Number for file names

### NIHMS Embargo Period Rule:

Twelve Month Embargo ▼  
None  
Three Month Embargo  
Six Month Embargo  
Twelve Month Embargo

FTP Server address  
(e.g. ftp.ariessys.com):

developer.ariessc.com

ARTEMIS Task Name:

Username

Password

Subdirectory:

E-mail Address (for transmittal no

### Current NIHMS Embargo Period Rule List

+ Add NIHMS Embargo Period Rule

- ⋮ ✎ 🗑️ **Three Month Embargo**  
3 Months
- ⋮ ✎ 🗑️ **Six Month Embargo**  
6 Months
- ⋮ ✎ 🗑️ **Twelve Month Embargo**  
12 Months

+ Add NIHMS Embargo Period Rule

# Repository Embargo Date Configuration

**Task For Manuscript Number: SALLYDEV130-D-16-00072, DOI: Sally/SALLY Lucy Brown (UNITED STATES) submission 5/18/16"**

Select the production task you wish to assign. The task will appear in the schedule group.

**Schedule Group:**  
**Production Task:**

- Please Choose a Production Task
- Copy Edit
- Edit Graphics
- Composition
- Author Proof
- Final Files to Print
- Final Files to Online Posting
- Final Charge to Author
- Trigger Publication Charges Due
- 14.0-06 Submission Task Transmittal
- NIHMS Deposit**

**Assign Production Task For Manuscript Number: SALLYDEV140-D-17-00007, DOI: Sally Tony Alves (UNITED STATES): "A test for a book chapter with Custo**

Cancel Assign Task and Send Letter Assign Task without Sending Letter

Schedule Group: 14.0-06 Book  
Production Task: NIHMS Deposit  
Task Assigned to: Please Choose a Person

**NIHMS Embargo**  
Period Rule: Twelve Month Embargo

Due Date: None required (this is a Milestone Task)

Assignment Letter:

From: "Prod Manager" <trash1@ariessc.com>  
To:  
Letter Purpose: Production Task Assigned  
Letter Subject: Please Complete %PRODTASK% for SALLYDEV140-D-17-00007

# Submission UX Redesign

Authors have become the 'customer'. There is greater competition for papers, and making the submission process as easy and streamlined as possible is important

**SOLUTION: A new and improved, submit-manuscript user experience, which includes extraction of meta data from the manuscript file.**

# Submission UX Redesign

The screenshot shows the Editorial Manager submission interface. At the top left is the 'em Editorial Manager' logo. A navigation bar contains links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. On the top right, the user's role is 'Author' and the username is 'mdinat'. A red banner displays an important message: 'Important Message: Site under development. Do not use for live manuscript submission.' Below this, a process flow diagram shows three steps: 'Article Type Selection' (highlighted with a blue circle and arrow), 'Attach Files', and 'Manuscript Data'. The 'Article Type Selection' step is expanded to show a blue header 'Select Article Type' and a drop-down menu with 'None' selected. A 'Proceed' button with a right-pointing arrow is located at the bottom right of the step.

em Editorial Manager™

em Editorial Manager™

Role: Author Username: mdinat

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

**Important Message: Site under development. Do not use for live manuscript submission.**

Article Type Selection Attach Files Manuscript Data

*Choose the Article Type of your submission from the drop-down menu.*

Select Article Type

None

Proceed →

# Submission UX Redesign



em Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Role: Author Username: mdinat

**Important Message: Site under development. Do not use for live manuscript submission.**

Article Type Selection **Attach Files** General Information Reviewer Preference Author Form Comments Manuscript Data

**A Research Article is requested.**  
*Please provide your manuscript file now.*

[Browse...](#) OR  Drag & Drop Files Here [Insert Special Character](#)

[← Back](#) [Proceed →](#)

# Submission UX Redesign

Progress bar with 7 steps: Article Type Selection, Attach Files, General Information, Reviewer Preference, Author Form, Comments, Manuscript Data. The Author Form step is currently active.

*Please respond to the presented questions/statements.*

[Insert Special Character](#)

### Questionnaire

What color is my parachute?

Instructions

Please select a response

What is Betsy's question?

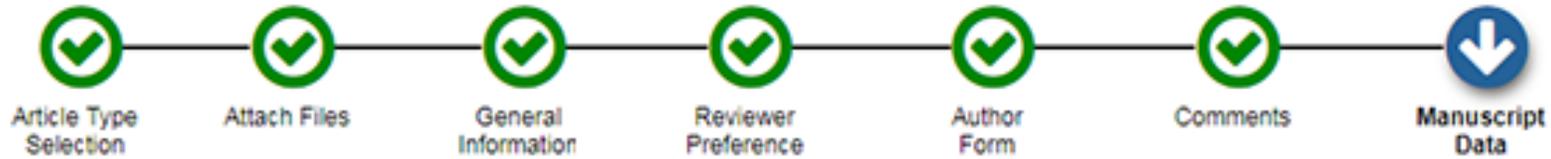
Character Count: 0

Limit 100 characters

Question with radio buttons

- Please select a response
- Single publication report - Single publication report
- Cross-publication report - Cross-Publication report

# Submission UX Redesign



When possible the requested information will be populated with information collected from your uploaded submission file.

Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details

[Insert Special Character](#)

**Title**

**Full Title (required)** Limit 50 words  
Average airspeed velocity of an unladen swallow: African v. European

**Short Title (required)** Limit 250 characters

**Next**

**+ Abstract** 

**+ Authors** 

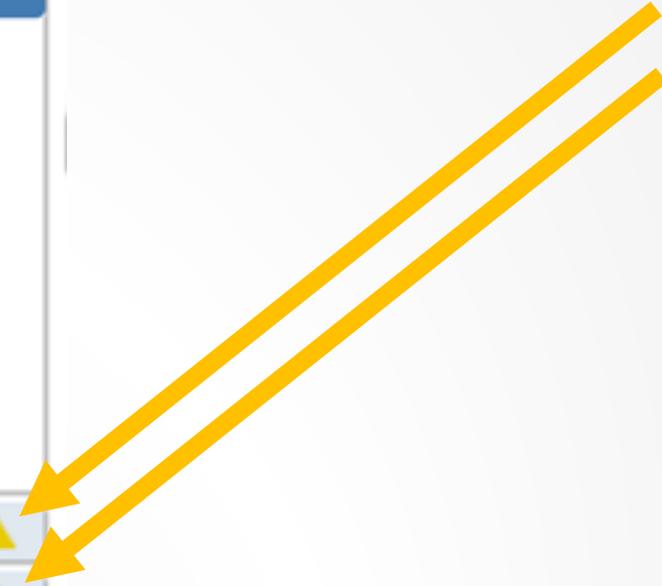
**+ Funding Information**

**+ Request Waiver**

[← Back](#)

[Save & Submit Later](#)

[Build PDF for My Approval →](#)



# Transferred Submission Refinement

Cascading workflows are strategically important for publishers, as they provide a mechanism to keep good articles within a publisher's family of publications.

Currently, Transferred Submissions are delivered to the *Transferred Submissions* folder on the receiving publication's EM site.

Some publications prefer to have the submission go back to the Author's *Main Menu*, where the Author can provide additional data and files, before the editorial staff has to work with the submission.

A new feature allows all submissions, sent to a publication via Transfer, to first land in the Author's *Main Menu*, where that Author can provide any additional data and files required by the publication.

# Transferred Submission Refinement

## Configure Cross-Publication Submission Transfer

Cancel

Submit

Confirming submission transfer relationships is the responsibility of the publications involved.

Please select the box(es) below to enable the transfer of submissions to or from other Editorial Manager sites. You may also designate non-Editorial Manager publications as target sites for submissions transferred from your site. Please enter e-mail addresses to receive notification when a transferred submission is received or in the case of a transfer error.

- You may add other Editorial Manager publications that are not in a People Sharing Group, in the "Other Editorial Manager Publications" section. Please enter a publication's Editorial Manager acronym and click the "Add" button. Any publication to which you would like to transfer submissions must confirm this relationship by entering your publication's acronym on its site.
- You may also configure non-Editorial Manager publications as recipients of transferred submissions in the "Target Non-Editorial Manager" section.

Please click on the "Submit" button to save your changes.

### Configure Automatic 'Send Back to Author' for Transferred Submissions

Select the checkbox below to automatically send submissions that are transferred from another publication to the Author's 'Submissions Sent Back to Author' folder. If the checkbox is not selected, submissions received from another publication will be sent to the 'Transferred Submissions' folder.

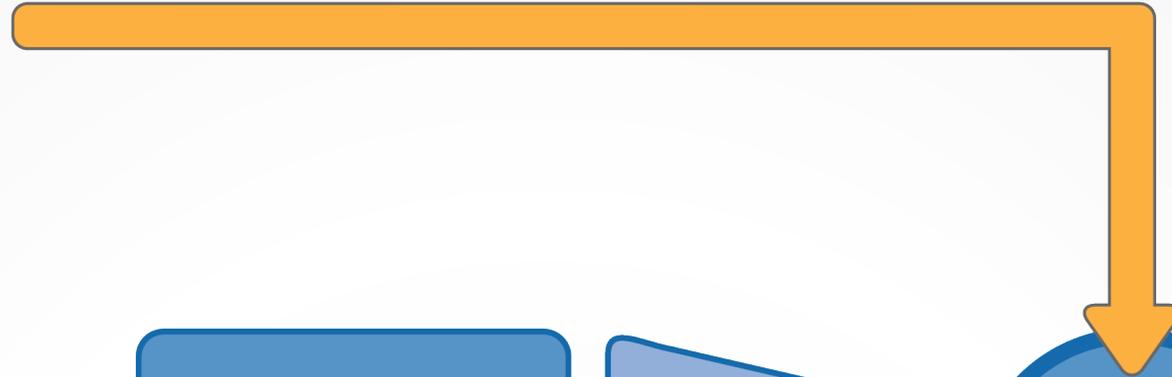
Transferred submissions received by this publication are automatically sent back to the Author

### Configure Transfer Time Limit

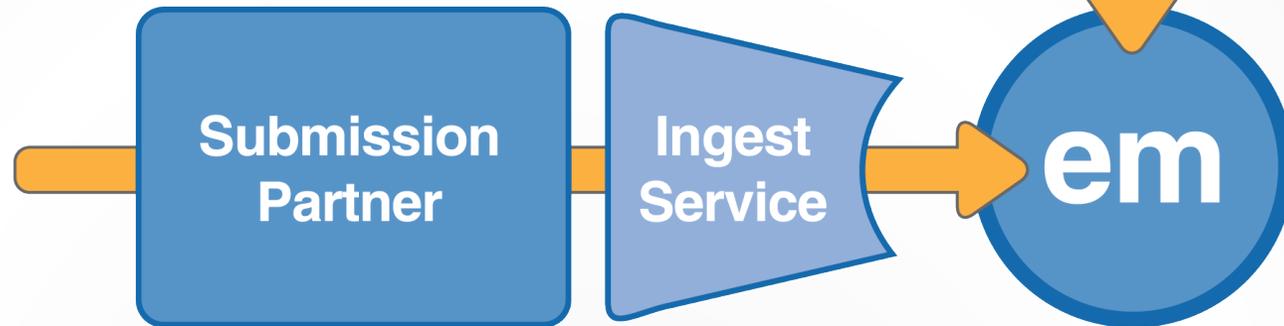
If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time limit during which the Author can agree or decline to transfer a submission to one of the target sites configured below. If the

# How does it work?

**OPTION 1**  
Author submits  
directly to journal



**OPTION 2**  
Author submits via  
a Submission Partner



Examples:

- Language editing service
- Pre-peer review service
- Journal selection service
- Publisher branded portal
- Collaborative authoring tool

Files &  
JATS XML

# Who are 'submission partners'?

- Language editing services
- Collaborative authoring tools
- Journal selectors
- Pre-review services
- QA services
- Publisher portals
- 'Simple' submissions systems
- Preprint servers and services

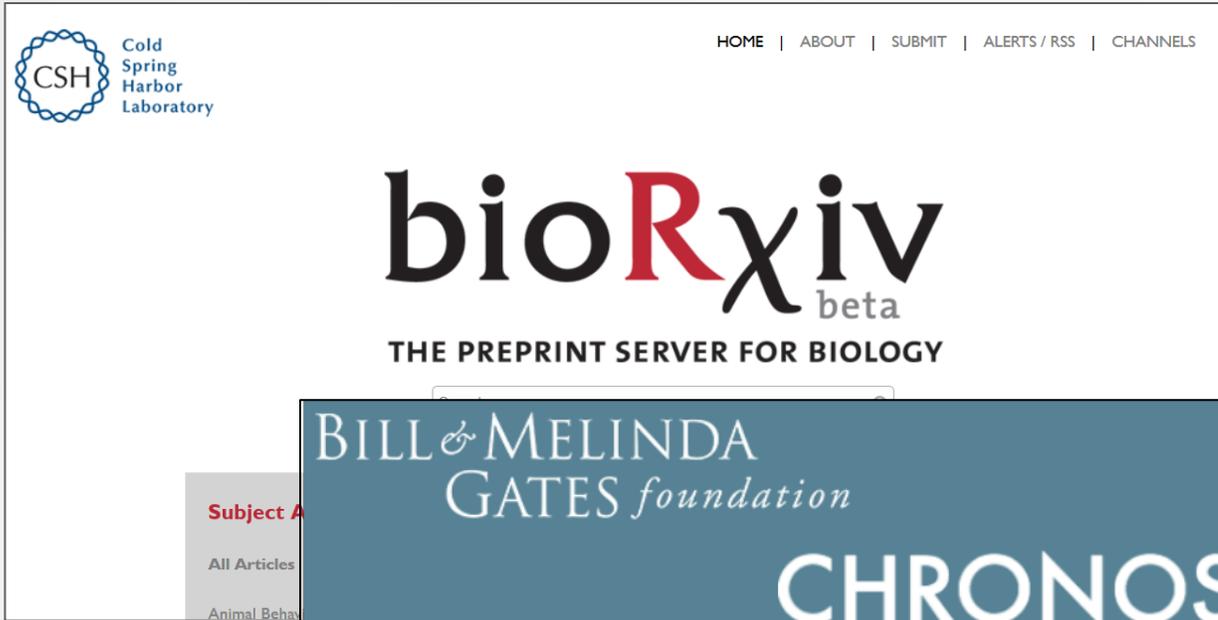
# Publisher Portal

The screenshot shows the 'Select journal' step of the submission process. At the top left is the 'cogent oa' logo. At the top right, the user is identified as 'Richard Wynne' with an 'ID' icon and a 'Log out' link. A cookie consent banner is present with an 'Accept' button. A progress bar at the top shows six steps: 1 (highlighted), 2, 3, 4, 5, and 6, corresponding to 'Journal', 'Details', 'Manuscript', 'Subject', 'Authors', and 'Freedom APC'. The main content area is titled 'Select journal' and includes a dropdown menu for 'Submit to' with 'Cogent Social Sciences' selected. Below this are three checkboxes for author instructions, original material, and special collections, all currently unchecked. A 'Next »' button is at the bottom right of the form.

EM Ingest



# Publisher Portal



CSH Cold Spring Harbor Laboratory

HOME | ABOUT | SUBMIT | ALERTS / RSS | CHANNELS

# bioRxiv

beta

THE PREPRINT SERVER FOR BIOLOGY

Subject A

All Articles

Animal Behav

BILL & MELINDA  
GATES *foundation*

# CHRONOS

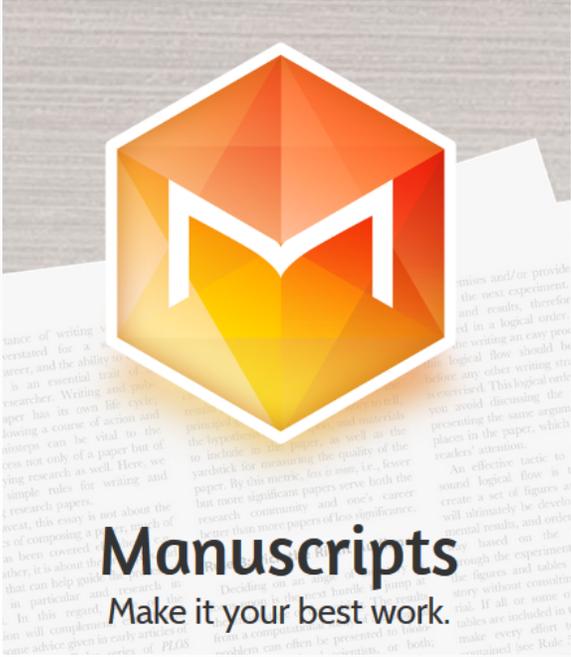
Chronos is a new service co-developed by the Bill & Melinda Gates Foundation for its grantees and employees. Chronos will help simplify and manage the process of publishing under the Gates Foundation's **Open Access Policy** terms.

**Watch the Chronos Introduction Video [here](#).**

EM Ingest



# Publisher Portal



EM Ingest



# Ingest – Current Functions

- Submission Partners prepare data in JATS format
  - Required: Article Title, Authors' First & Last Names
  - Optional: Article Type, Classifications, Section/Category, Keywords, Abstract, Image Counts, Manuscript Notes, Production Notes, Author Address and Affiliation Info, Funder Registry Info, ORCIDs, Miscellaneous Data (AMDs)
- Data and files are sent to EM via FTP
- Submissions are received in the *Transferred Submissions* folder
- Editorial office checks data and files, builds PDF or sends submission back to Author for completion
- All additional interactions with Authors takes place via EM (Send Back to Author, Request Revision, etc.)

# Ingest 2.0 – Error Notifications

Submission Partners will receive more informative error notifications that will include details about the nature of the failed ingest.

Submission Partners can receive this information via email or via an API so that their system can automatically display these errors.

- To Submission Partner staff
- To an Author

# Ingest 2.0 – Status Notification

Some Submission Partners provide author-centric services that researchers use as a ‘portal’ to prepare and submit manuscripts to various journals.

Submission Partners would like to display information about the status of a submission to the Author as the submission moves through the editorial workflow.

EM will send Author-facing status terms configured in ActionManager via an API every time there is a status change on a submission.

# Ingest 2.0 – Additional Data Allowed

Some Submission Partners provide author-centric services that researchers use as a ‘portal’ to prepare and submit manuscripts to various journals.

Frequently a publication will require specific and unique information from an Author before a paper can be processed. Often the Editorial Office must undertake significant additional work to get an “Ingested” submission into the workflow, OR they may have to send submissions back to the Author to get the information.

EM will now allow the Submission Partner to provide additional data points for the following submission steps:

- Submission Item Types
- Custom Questions – Submission and Author Questionnaire

# Ingest 2.0 – Author Main Menu

Some Submission Partners are repositories and preprint servers, and therefore Author interaction is limited, with most interaction taking place on a journal's Editorial Manager site.

This means that the Author is likely to have significant additional work to do on the submission, such as provide journal-specific data, upload COI or Copyright Transfer forms, etc.

**A new feature allows all submissions sent to a publication via a Submission Partner to first land in the Author's Main Menu, where that Author can provide any additional data and files required by the publication.**

# Ingest 2.0 – Corrections and Revisions

Some Submission Partners provide author-centric services that researchers use as a ‘portal’ to prepare and submit manuscripts to various journals.

Submission Partners and the Authors using these services would like to perform edits and prepare revisions within the Partner’s environment.

**Submissions sent back to the Author will be passed back to the Submission Partner, where the Author can then continue working on the submission.**

- **Send Back to Author**
- **Revise Decision**

# Ingest 2.0 – Transfers

Some Submission Partners provide author-centric services that researchers use as a ‘portal’ to prepare and submit manuscripts to various journals.

**Submissions that have been rejected, with an offer to Transfer to another publication will be passed back to the Submission Partner, where the Author can prepare the submission for whatever publication has been suggested.**

# Ingest 2.0 – MORE!

Submissions require a PDF Build on EM in order to move the paper into the workflow.

**The system will automatically build the PDF when ingested!**

Email communication with Authors must take place via EM once the paper is submitted, which can confuse an Author who has been working with a Submission Partner.

**An API will be developed that allows emails to Authors to flow through a Submission Partner's system.**

# Closing Observation

Aries continues to build an ‘operating system’ for scholarly publishing. This involves:

- Extensive integration with other systems enabled by emerging standards
- Making significant financial annual investments
- Promoting an organizational culture that supports innovation
- Promoting productive and creative feedback loop with users and customers