

Welcome to
EMUG 2017
BOSTON



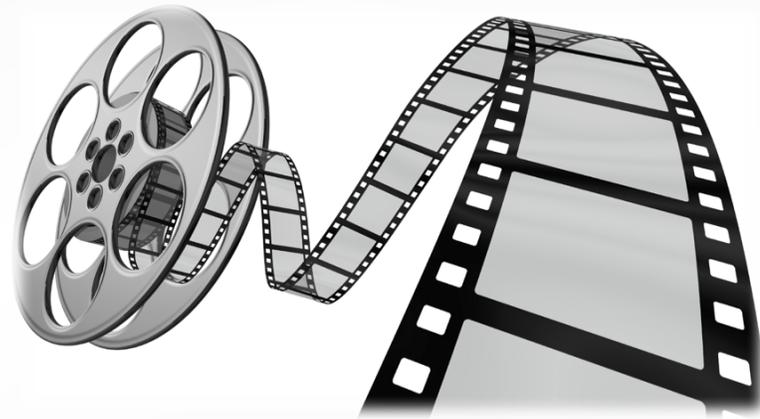
www.ariessys.com



Editorial Manager[®]



ProduXion Manager[®]



Transfer Functionality

Retaining Manuscripts

Sally Ubnoske, Senior Business Systems Analyst, subnoske@ariessys.com

What's the Problem?

- Authors are frustrated with wasted time, effort and delays when re-submitting a manuscript
- Reviewers' time is wasted when reviews must be re-done or re-submitted
- Publishers risk losing manuscripts when a submission is rejected
- It is estimated that 15 million hours of researcher time per year is spent on redundant or unnecessary reviews
- The growth of cascading workflows means more transfers within a publishing group

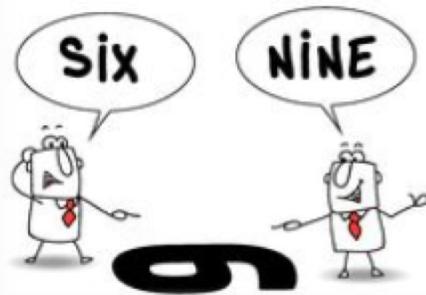


Publisher's Point of View

- ✓ Publishers wish to keep submissions
- ✓ Journals risk losing papers
- ✓ Manuscripts can be rejected for topic or suitability
- ✓ Manuscripts can be rejected at submission or post peer review

Author's Point of View

- ✓ Authors want to submit to the most prestigious journal
- ✓ May be disappointed by outright rejection
- ✓ May need guidance about alternative publications
- ✓ Re-submitting a manuscript is a tedious task



Submission Transfer

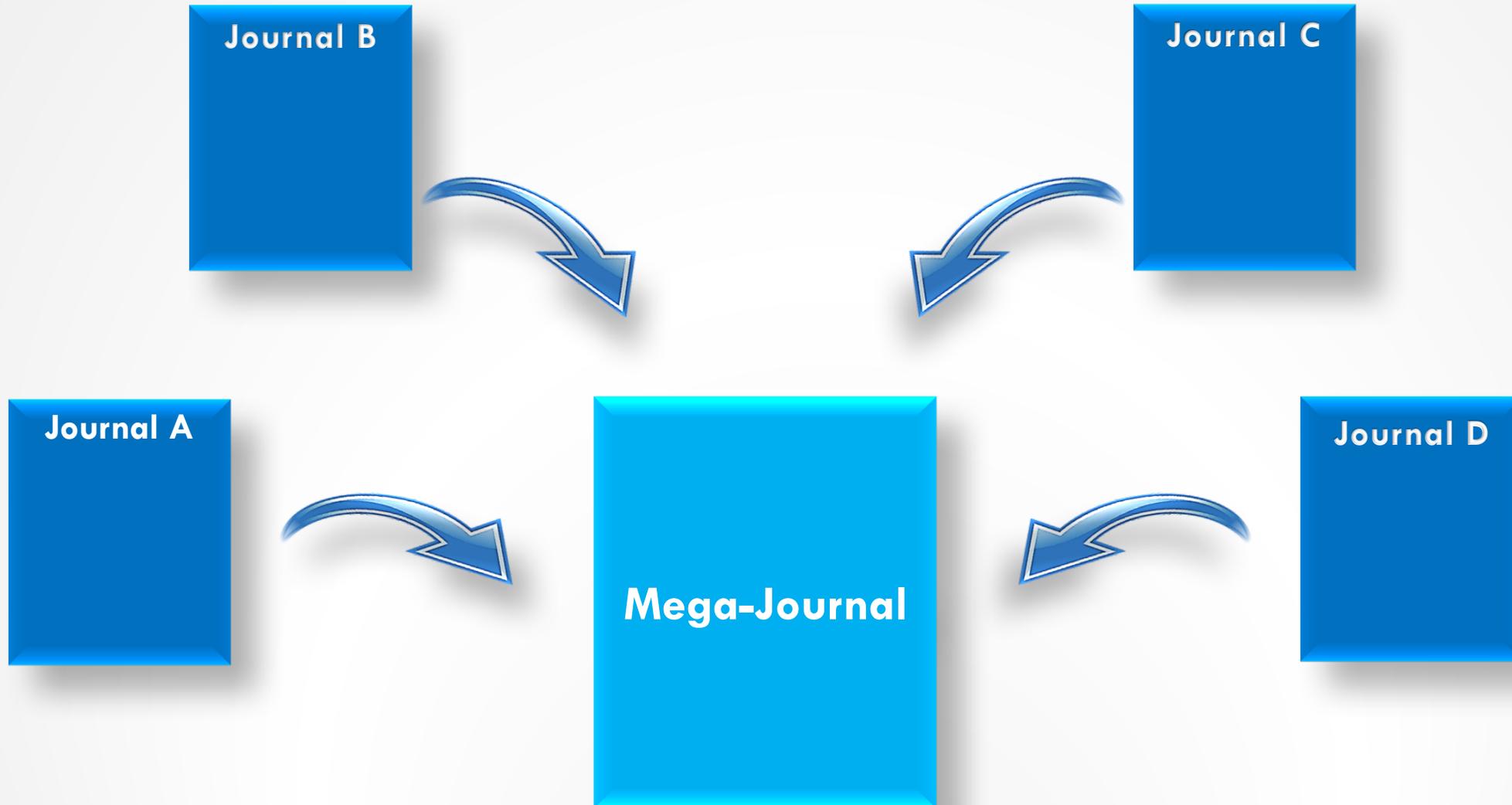
- When can submissions be transferred?
 - At submission
 - After Author is notified of final decision
- Who triggers the transfer?
 - An Editor → by setting the Final Disposition to “Transfer”
 - An Author → by agreeing to transfer the submission as part of the “Reject & Transfer” workflow
- Types of Submission Transfer
 - EM-to-EM for publications in a People Sharing Group
 - EM-to-EM for publications that are not in a People Sharing Group
 - EM-to-non-EM via FTP



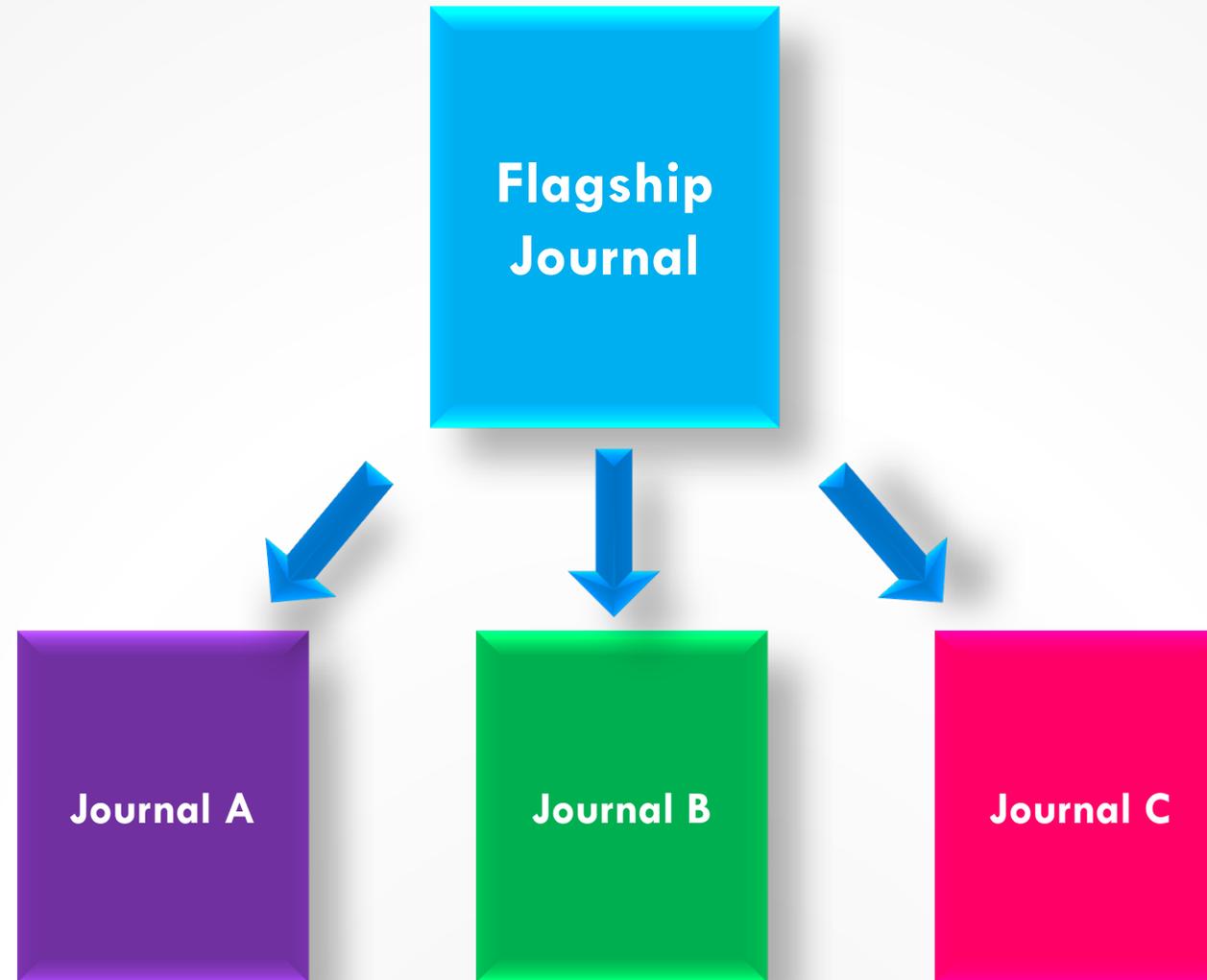
Transfer Models



Many Journals Transfer to a Mega-Journal

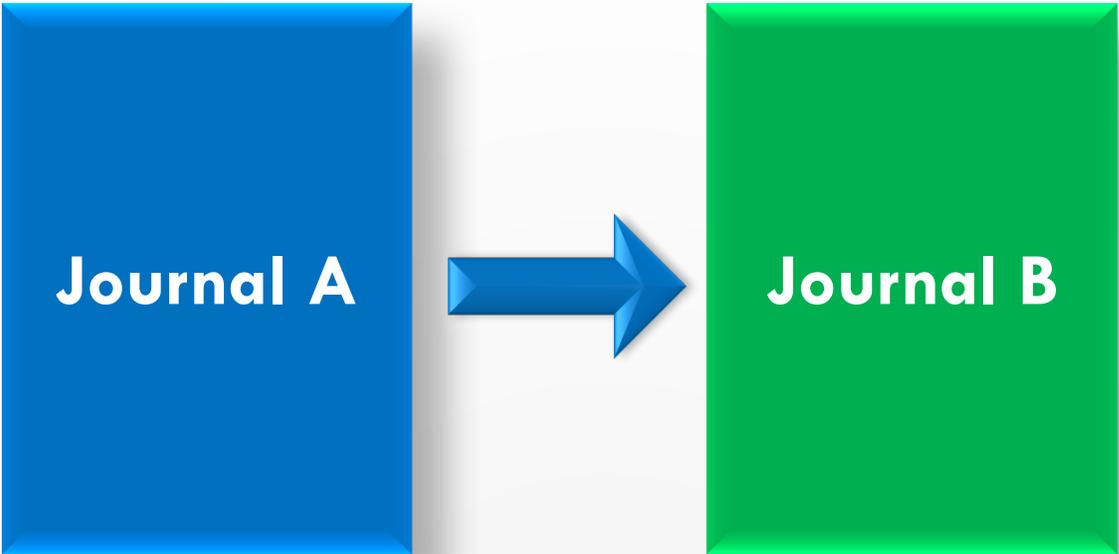
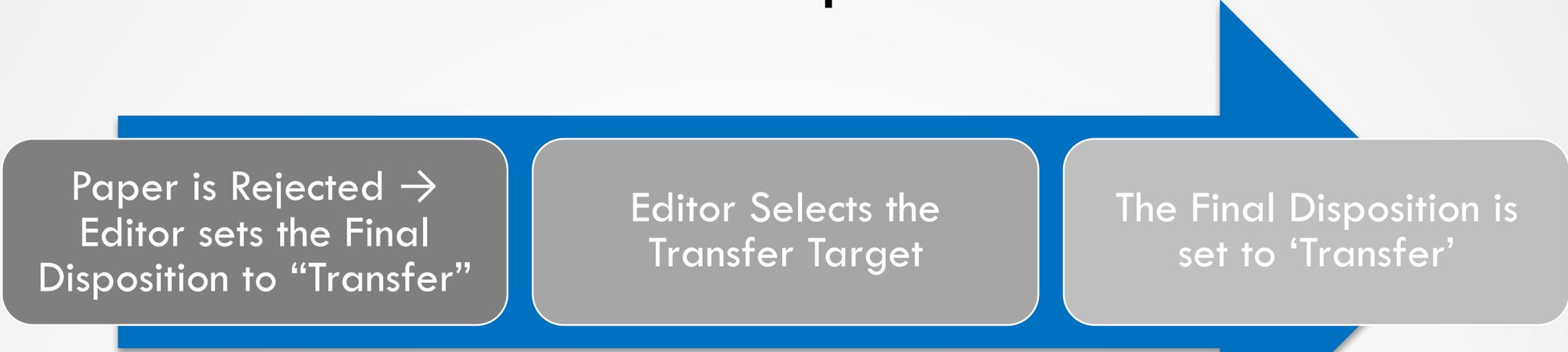


A Flagship Journal Transfers to Other Publications



**Editor Sets the Final Disposition to
“Transfer” Workflow**

Editor sets the Final Disposition to Transfer



Editor sets the Final Disposition to Transfer

Quicklinks

New Submissions Requiring Assignment - Sally Editor, PhD

Contents: These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

Page: 1 of 1 (13 total submissions) 1 25

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Current Status
<ul style="list-style-type: none">View SubmissionDuplicate Submission Check (...)Details ▾Initiate DiscussionHistoryView QC ResultsView Reference Checking ResultsFile InventoryEdit SubmissionSend Back to AuthorRemove SubmissionClassificationsAssign EditorSet Final DispositionInitiate ProductionSimilar Articles in MEDLINESend E-mailLinked Submissions			Editor sets the Final Disposition to "Transfer"	Buzz Lightyear Aldrin PhD ▾ !	Jun 5 2017 5:07PM	Submitted to Journal

Action

- View Submission
- Duplicate Submission Check (...)
- Details ▾
- Initiate Discussion
- History
- View QC Results
- View Reference Checking Results
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Assign Editor
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- Send E-mail
- Linked Submissions

The Editor clicks the 'Set Final Disposition' link

Editor sets the Final Disposition to Transfer

Set Final Disposition Manuscript Number: 2017-00018 "Editor sets the Final Disposition to "Transfer""

Setting the final disposition completes the peer-review process. You may only set a Final Disposition of "Accept" or "Reject" after you notify the author of the editor's decision.

Setting a Final Disposition of "Accept" may initiate production or trigger transmittal of data to the publisher if your publication is configured to do this. If you choose a Final Disposition of "Transfer" a list of possible recipients will display. After you have made your choice, you will have an opportunity to customize letters regarding the transfer. When this process is complete, the submission will be transferred.

Final Disposition: 

Please select a recipient publication:

- Cancel
- Other EM Publications--
- CAROLINEDEV131 - Caroline's 13.1 Testweb Site
- TONYDEV131 - Tony's 13.1 Testweb Site
- Non-EM Publication--
- Aries Target One
- Aries Target Two

The Editor selects "Transfer" then selects the destination

Editor sets the Final Disposition to Transfer

Transfer Submission - Customize Letters

After you have clicked on the "Confirm Transfer and Send Letters" button, you will be brought to a Confirmation page. Please do not close this window while the submission is being transferred. [\(more...\)](#)

Transfer Letter

Name	Letter		Do Not Send Letter
TONYDEV131 - Tony's 13.1 Testweb Site	Transfer Letter	Customize	<input type="checkbox"/>

Others Notified at Final Disposition - Transfer

Name	Letter		Do Not Send Letter
Buzz Lightyear Aldrin, PhD (Author)	Author Notice Submission Transferred <input type="button" value="v"/>	Customize	<input type="checkbox"/>

The Editor can customize the “Final Disposition – Transfer” letters including the Transfer Letter that is deposited in the receiving EM site

Editor sets the Final Disposition to Transfer

**Set Final Disposition
Confirmation for
Manuscript Number
2017-00018**

The submission has been sent to TONYDEV131 - Tony's 13.1 Testweb Site.

[Return to New Submissions Requiring Assignment](#)
[Return to Main Menu](#)

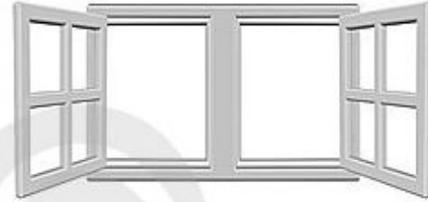
The Confirmation page contains details of the transfer → the submission has now been transferred to another publication.

“Reject & Transfer” Workflow

Reject & Transfer Workflow

Notify Author of Decision:
“Reject and Transfer”
Decision Family

**Editorial
Workflow**



No response from the
Author . . . tick tock!



**Final
Disposition →
Reject**



Author clicks
deep link to:

Decline
Transfer

Final Disposition → “Reject”

Accept
Transfer

Final Disposition → “Transfer”

Reject & Transfer Workflow

Managing Editor Decision and Comments for Manuscript Number SALLYDEV140-D-17-00014R1

Reject & Transfer Workflow

Revision Number 1
Sally Editor, PhD (Managing Editor)



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

Cancel

Save & Submit Later

Proof & Print

Proceed

[Details](#) ▾

[History](#)

[Similar Articles in MEDLINE](#)

[Attachments \(3\)](#)

[Assign Editor](#)

[Invite Reviewers](#)

[View Manuscript Rating Card](#)

[View Review Question Responses](#)

[Send E-mail](#)

	Revision 1	Original Submission
Bob Reviewer, MS, PhD ▾ (Reviewer 1)	Major Revision	Minor Revision
Richard Reviewer ▾ (Reviewer 2)	Reject	Minor Revision
Sally Editor, PhD ▾ (Managing Editor)	Assigned - No Decision	Revise
Author Decision Letter		Revise
Buzz Lightyear Aldrin ▾ (Author)		Response to Reviewers

Reject & Transfer Workflow

Select Transfer Target Publications

Cancel

Proceed

Please select up to **3 publications** to be presented to the Author as transfer targets. If you click on the "Proceed" button and then wish to change the list of target publications before the Author is notified, you may return to this page to change your selections.

- | | |
|---|----------------------------|
| <input checked="" type="checkbox"/> Janet's 14.0 Testweb Site | EM Website |
| <input checked="" type="checkbox"/> Tony's 14.0 Testweb Site | EM Website |
| <input checked="" type="checkbox"/> Aries Target One | Non-EM Publication Website |
| <input type="checkbox"/> Aries Target Two | Non-EM Publication Website |

Cancel

Proceed

An Editor with permission to notify the Author selects potential transfer targets. The publication can configure the number of options the Editor may select → the selected targets are presented to the Author when he agrees to transfer the submission.

Reject & Transfer Workflow

Notify Author

Manuscript Number:
SALLYDEV140-D-17-00014R1

Title: Reject & Transfer
Workflow

To finalize your decision and notify the author, use the 'Send Now' button.

If you wish to submit your decision to the next editor for review before the author is notified, use the 'Submit Decision without Notifying Author' button.

Cancel

Submit Decision without Notifying Author

Preview Letter

Save

Save and Close

Send Now

Editor Decision:	Reject and Transfer
Modify Decision:	<input type="text" value="Reject and Transfer"/>
Transfer Target Publication(s):	Janet's 14.0 Testweb Site; Tony's 14.0 Testweb Site; Aries Target (more...) Edit Transfer Target Publications List
From:	"My Journal" <subnoske@ariessc.com>
To:	Buzz Lightyear Aldrin



Transfer Target

Publication(s):

Janet's 14.0 Testweb Site; Tony's 14.0 Testweb Site; Aries Target ([more...](#))
[Edit Transfer Target Publications List](#)

blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

Reject & Transfer Workflow

Ref.: Ms. No. SALLYDEV140-D-17-00014R1
Reject & Transfer Workflow
Sally's 14.0 Testweb Site

Dear Dr. Aldrin,

Reviewers' comments on your work have now been received. You will see that they are advising against publication of your work. Therefore I must reject it.

We recommend that you consider our offer to transfer your submission for consideration at one of the following publications:

Janet's 14.0 Testweb Site <http://testweb.editorialmanager.com/JANETDEV140/>

Tony's 14.0 Testweb Site <http://testweb.editorialmanager.com/TONYDEV140/>

Aries Target One <http://www.edmgr.com>

If you agree to transfer your submission to one of the publications listed above, please click here:

[Agree to Transfer](#)

If you would prefer not to transfer your submission, please click here:

[Decline to Transfer](#)

This offer is available to you until Jul 12 2017 11:59PM.



This offer is available to you until Jul 12 2017 11:59PM.

Reject & Transfer Workflow

Editorial Proposal Menu Production Tasks

Managing Editor Main Menu

Submissions With:

0 Reviews Complete 5	1 Reviews Complete 2	2 Reviews Complete 0	3 Reviews Complete 0	4+ Reviews Complete 0
-------------------------	-------------------------	-------------------------	-------------------------	--------------------------

Search

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

Partial Page Displayed

Submissions with Decisions

- Submissions out for Revision (14)
- All Submissions with Editor's Decision (39)
 - All Submissions Pending Transfer (1) ←
- All Submissions with Final Disposition:
 - Accept (118), Reject (14), Withdrawn (16), Transfer (99)
- Unsent, Pending or Failed Transmittals (16)
- Completed Conference Submissions (5)
- Withdrawn Conference Submissions (1)
- My Assignments with Decision (24)
 - My Assignments Pending Transfer (1) ←
- My Assignments with Final Disposition (86)

The submission is located in the Editor's "All Submissions Pending Transfer" folder.

Reject & Transfer Workflow

Author Main Menu

 Manuscript Services

Production

- Submissions in Production (35)
- Current Task Assignments (2)

Invited Submissions

- My New Invitations (6)
- My Accepted Invitations (1)

Partial Page Displayed

Pending Submission Transfer Offers

- Submission Transfers Waiting for Author's Approval (1) ←

The submission is in the Author's "Submission Transfers Waiting for Author's Approval" folder.

Reject & Transfer Workflow – Author Declines

Submission Transfers Waiting for Author's Approval for Buzz Lightyear Aldrin

You have a manuscript that requires your approval to be transferred to another publication. Please click on the "Agree to Transfer" or "Decline to Transfer" link.

Page: 1 of 1 (1 total submissions)

Display results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Transfer Offer Expiration Date ▲▼	Current Status
View Submission View Decision Letter Agree to Transfer Decline to Transfer Send E-mail	SALLYDEV140-D-17-00014	Reject & Transfer Workflow	Jun 12 2017 11:28AM	Jul 12 2017 11:59PM	

Page: 1 of 1 (1 total submissions)

Display results per page.

Decline to Transfer Submission Confirmation

Thank you for considering the offer to transfer Manuscript Number SALLYDEV140-D-17-00014 to another publication.

[Main Menu](#)

Reject & Transfer Workflow – Author Agrees

Transfer Submission

The Editor has suggested that your submission may be better suited for a different publication.

If you do not wish to transfer your submission you may select the radio button "DO NOT TRANSFER SUBMISSION" and click on the submit button. If you agree to transfer your submission, please select the radio button for the publication and click on the "Submit" button.

- DO NOT TRANSFER SUBMISSION
- Janet's 14.0 Testweb Site [EM Website](#)
- Tony's 14.0 Testweb Site [EM Website](#)
- Aries Target One [Non-EM Publication Website](#)

Cancel

Submit

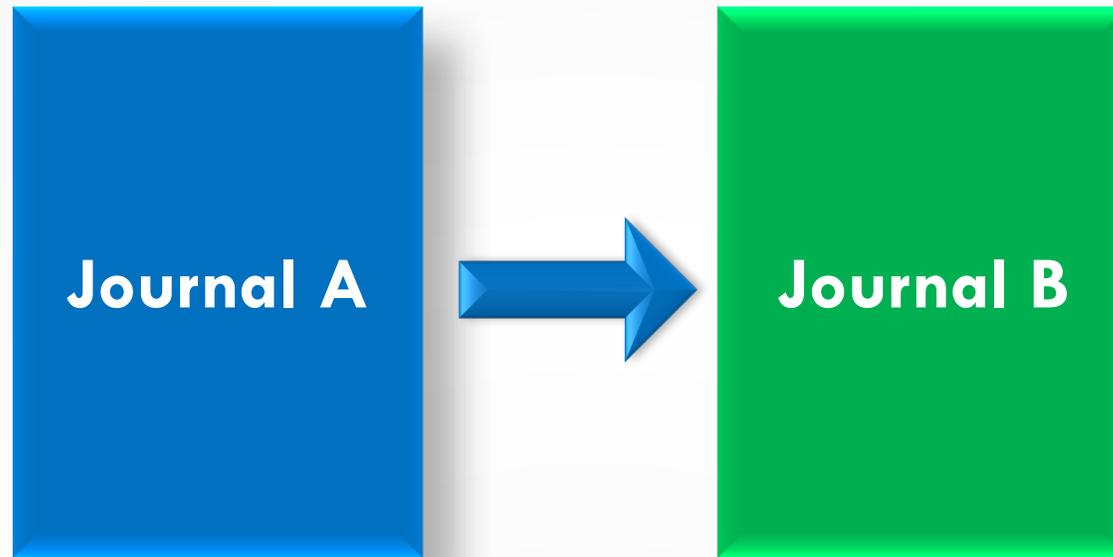


Agree to Transfer Submission Confirmation

Thank you for agreeing to transfer Manuscript Number SALLYDEV140-D-17-00014 to Tony's 14.0 Testweb Site.

[Main Menu](#)

Reject & Transfer Workflow



The submission is transferred from Journal A (sending site) → Journal B (receiving site)

Transferred Manuscripts – Sending Site

Editorial Proposal Menu Production Tasks

Managing Editor Main Menu

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
5	2	0	0	0

Partial Page Displayed

The paper moves to the “Final Disposition – Transfer” folder on the sending site

Submissions with Decisions

- Submissions out for Revision (14)
- All Submissions with Editor's Decision (37)
- All Submissions with Final Disposition:
 - Accept (118), Reject (15), Withdrawn (16) **Transfer (100)**
- Unsent, Pending or Failed Transmittals (16)
- Completed Conference Submissions (5)
- Withdrawn Conference Submissions (1)
- My Assignments with Decision (22)
- My Assignments with Final Disposition (88)

Transferred Manuscripts – Sending Site

All Submissions with Final Disposition Transfer - Sally Editor, PhD

Contents: All Submissions for which a final disposition of "Transfer" has been set.

Page: 1 of 1 (99 total submissions) Display 100 results per page.

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section Category ▲▼	Article Title ▲▼	Author Name ▲▼	Transferred To ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor Name ▲▼	Final Disposition ▲▼	Editor Decision ▲▼
View Submission View QC Results Duplicate Submission Check (...) Details ▾ History File Inventory View Reviews and Comments Similar Articles in MEDLINE Send E-mail Resend Transfer	SALLYDEV140-D-17-00014R1	Original Study		Reject & Transfer Workflow	Buzz Lightyear Aldrin, PhD	TONYDEV140 - Tony's 14.0 Testweb Site	Jun 12 2017 11:28AM	Jun 12 2017 4:12PM	Submission Transferred	Sally Editor, PhD	Transfer	Reject and Transfer



Transferred To
▲▼
TONYDEV140 -
Tony's 14.0
Testweb Site

The "Transferred To" site is displayed on the grid in the "Final Disposition – Transfer" folder.

“Details” Page – Sending Site

Details for Manuscript Number: SALLYDEV140-D-17-00014R1 "Reject & Transfer Workflow"

Cancel

Save

Save and Close

[Abstract](#)

[Manuscript Notes](#)

[Editors](#)

[Reviewers](#)

[Alternate Reviewers](#)

[Reviewers Proposed by Editors](#)

[Additional Information](#)

[Production Notes](#)

Full Title:	Reject & Transfer Workflow
Preprint DOI:	
DOI:	<input type="text"/>
Manuscript Number:	SALLYDEV140-D-17-00014

Transfer Information

Transfer Offer Expiration Date:	Jul 12 2017 11:59PM
Transferred to:	TONYDEV140 - Tony's 14.0 Testweb Site
Global MS ID:	EM_SALLYDEV140_2719 [Edit]

Transferred Manuscripts – Receiving Site

Transferred Submissions - Mary François Smith, PhD

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the Author to do so. After the PDF is built and approved, the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the "Transfer Complete" action link in this folder to move the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 4 (36 total submissions)

1 2 3 4 >> >|

Display 10 results per page.

▲▼	☰ Action ▲	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼	Transferred From ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
	Details ▾ History View Transferred Information View Transferred Decision Letter File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail	Original Study		Reject & Transfer Workflow	Buzz Aldrin, PhD	SALLYDEV140 - Sally's 14.0 Testweb Site	Jun 12 2017 4:12PM	Jun 12 2017 4:12PM	Transferred Submission Received

The submission lands in the “Transferred Submissions” folder on the receiving site:

- View Transferred Information
- View Transferred Decision Letter
- Edit Submission
- Send Back to Author
- Remove Submission

“Transferred Information Page” – Receiving Site

[-] Original Submission

Dr. Buzz Lightyear Aldrin (Corresponding Author)

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

[+] Reviewer 1

Bob Reviewer, MS, PhD

[+] Reviewer 2

(This Reviewer declined to transfer identifying information.)

[+] Revision 1

Dr. Buzz Lightyear Aldrin (Corresponding Author)

“Transferred Information Page” – Receiving Site

- Corresponding Author Information
- Information about each version of the submission:
- “View Transferred Submission”
- “View Transferred Decision Letter”
- Transferred Reviews (with Reviewer’s consent)
 - Reviewer’s Identity
 - Recommendation Term
 - Overall Reviewer Manuscript Rating
 - Review Dates
 - Transfer Authorization Questions & Responses
 - Reviewer Comments to Author
 - Reviewer Comments to Editor

Original Submission

Dr. Buzz Lightyear Aldrin (Corresponding Author)

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

Reviewer 1

Bob Reviewer, MS, PhD

Professor, Mathematics

Dartmouth College

123 Hanover St.

Hanover NH

UNITED STATES

subnoske@ariessc.com

Recommendation:: **Minor Revision**

Overall Reviewer Manuscript Rating: 85

Date Reviewer Invited: Jun 12 2017 12:51PM

Date Review Completed: Jun 12 2017 12:53PM

Transfer Authorization Questions

If this submission is transferred to another publication, do we have your consent to include your identifying information?

Response

Yes

If this submission is transferred to another publication, do we have your consent to include your review?

Yes

If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history?

Yes

Custom Review Question(s)

Where did you go on vacation?

Response

Hawaii

Reviewer Blind Comments to Author:

Bob's Comments to Author

Reviewer Confidential Comments to Editor:

Bob's Comments to Editor

Attachments:

Action	Description	File Name	Size	Last Modified
Download	Bob's Reviewer Attachment for the Original Submission	Bob_Reviewer_Attachment_r0.docx	12.4 KB	Jun 12 2017 04:12PM

Reviewer 2

(This Reviewer declined to transfer identifying information.)

Original Submission

Dr. Buzz Lightyear Aldrin (Corresponding Author)

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

Reviewer 1

Bob Reviewer, MS, PhD

Reviewer 2

(This Reviewer declined to transfer identifying information.)

Recommendation:: **Minor Revision**

Overall Reviewer Manuscript Rating: 90

Date Reviewer Invited: Jun 12 2017 12:51PM

Date Review Completed: Jun 12 2017 12:58PM

Transfer Authorization Questions

If this submission is transferred to another publication, do we have your consent to include your identifying information?

Response

No

If this submission is transferred to another publication, do we have your consent to include your review?

Yes

Custom Review Question(s)

Where did you go on vacation?

Response

Las Vegas

Reviewer Blind Comments to Author:

Richard's Comments to Author

Reviewer Confidential Comments to Editor:

Richard's Comments to Editor

Attachments:

Action	Description	File Name	Size	Last Modified
Download	Reviewer Attachment for the Original Submission	Reviewer_AttachmentR0.docx	12.4 KB	Jun 12 2017 04:12PM

“Transferred Information Page” – Receiving Site

Reviewers can agree . . .

Reviewer 1

Bob Reviewer, MS, PhD
Professor, Mathematics
Dartmouth College
123 Hanover St.

Hanover NH
UNITED STATES
subnoske@ariessc.com



. . . Or decline to transfer their identifying information



Reviewer 2

(This Reviewer declined to transfer identifying information.)

Transferred Manuscripts – Receiving Site

Details ▾
History
View Transferred Information
View Transferred Decision Letter
File Inventory
Edit Submission ←
Send Back to Author
Remove Submission
Send E-mail

View Submission
Details ▾
History
View Transferred Information
View Transferred Decision Letter
File Inventory
Edit Submission
Send Back to Author
Remove Submission
Send E-mail
Transfer Complete ←

Submission must be edited by the Author or an Editor

- Send Back to Author
- Edit Submission

Editorial Office clicks “Transfer Complete” to move the submission to the “New Submissions” or “New Submissions Requiring Assignment” folder.

What Information is Transferred?



What Information is Transferred for EM-to-EM?

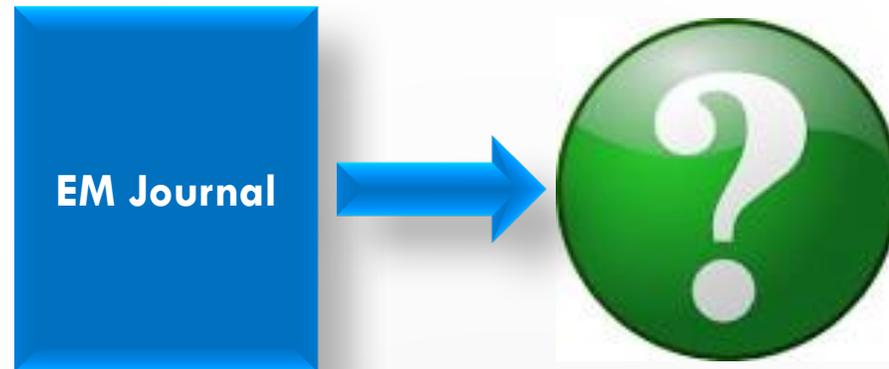
- Corresponding Author information
 - Link to an existing People record or create a new record
 - Name, Address, ORCID, CRediT Roles, Institution, Ringgold ID
- Co-Author Information
 - Name, Address, ORCID, CRediT Role, Institution, Ringgold ID, Co-Author Verification Status
 - Verification may be reset at “Transfer Complete” for the receiving site’s Article Type
- Article Type
 - If there is a matching Custom Metadata ID or Article Type name
- Submission metadata entered by the Author
 - e.g. Title, Abstract, Keywords, Funding Information, Global MS ID, Preprint DOI

What Information is Transferred for EM-to-EM?

- Questionnaires – Author, Co-Author, and Submission
 - Responses are transferred if there is a matching Article Type with a Questionnaire, AND a Custom Metadata ID or Question String Match, AND a matching response type
- Source Files
 - Submission Item Types (v. 14.1, if there is a matching name or Custom Metadata ID)
- Reviews
 - If the Reviewer agrees; may include identifying information
 - Reviews are displayed on the “Transferred Information” page
 - They may be included in the Decision Letter
 - Read-only on the receiving site; Reviewer records are not created for each transferred review / Reviewer
 - Reviews can only be transferred from the journal on which the Reviewer submitted the review to the receiving journal.
 - Review information *received* via transfer cannot be transferred to subsequent receiving sites
 - The %TRANSFERRED_REVIEWS% merge field can be included in the Transfer Letter deposited in receiving journal

What Information is Transferred for EM-to-non-EM?

- All files for all versions of the submission
- An XML file that contains submission metadata for all versions of the submission including reviews (if the Reviewer agreed)
- The receiving site must import the submission





Configuration

`AdminManager` | `PolicyManager` | `ActionManager` | `RoleManager`

AdminManager

AdminManager Main Menu



- Set Live Journal Flag
- Manage Publication Groups
- Configure Enterprise Analytics Reporting Menus
- Set Default Target FTP Site for Extract of Conference Submissions
- Share People
- Configure Shared Letters Management
- Configure Cross-Publication Submission Transfer
- View File Transfer Statistics
- Configure Restricted System Administration Access Rights
- Configure Manuscript Service Providers for Ingest Service

As a System Administrator, click the “System Administrator Functions” link on the Editor Main Menu and then select AdminManager.

Configure Cross-Publication Submission Transfer

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.

Publications are responsible for confirming the transfer relationships with other publications!

Configure Cross-Publication Submission Transfer

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 deadline passes and the Author has not agreed to transfer, Final Disposition will be set automatically to "Reject", and the submission will not be transferred. You may enter a number between 1 and 90 in the box below.

Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within days.



A Transfer Time Limit can be configured for the "Reject and Transfer" workflow. If the Author does not agree to transfer the submission within the time limit, the Final Disposition is automatically set to "Reject."

Configure Cross-Publication Submission Transfer

Configure Transfer Target Publications

Enable cross-publication submission transfer for EM publications in a People Sharing Group

Enable cross-publication submission transfer for Editorial Manager publications not in a People Sharing Group

Other Editorial Manager Publications:

Publication	Current Status	
DEMO131	Confirmed	Remove

Other Editorial Manager Publication (enter publication code)

Publications can enable transfer between sites in a People Sharing Group or any EM site.

Both sites must confirm the relationship!



Configure Cross-Publication Submission Transfer

Enable cross-publication submission transfer to non-Editorial Manager publications

Non-Editorial Manager Publications

Publication

Aries Target One

Aries Target Two

Publication Website

<http://www.edmgr.com>

<http://www.edmgr.com>

Edit

Remove

Edit

Remove

Add

Click the “Add” button to add a non-EM transfer target site.

Edit Publication for FTP Transfer

Cancel

Submit

[Insert Special Character](#)

Publication Name:

Aries Target One

Publication URL:

<http://www.edmgr.com>

Transfer Method:

ExternalTransfer

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

ftp.ariessys.com

FTP Username:

Username

FTP Password:

••••••••

Subdirectory:

Sally

Cancel

Submit

Configure Cross-Publication Submission Transfer

Restrict Transfer Target Publication(s)

When Authors are notified of a decision in the "Reject and Transfer" Decision Family, they are given the opportunity to agree or decline to transfer their submission to another publication. You may allow the notifying Editor to restrict the list of transfer targets presented to the Author.

Allow the Editor to suggest the transfer target publication(s)

Editors may suggest up to publication(s)

Configure E-mail Addresses for Notification

Transferred submission received:

If entering more than one e-mail address, use a semicolon between each address.

Error during outbound transfer:

If entering more than one e-mail address, use a semicolon between each address.

Select the “Allow the Editor to suggest the transfer target publication(s)” checkbox to allow the Editor to suggest alternative publications to the Author. Publications can limit the number of alternatives presented to the Author.

Configure Automatic Settings (v. 14.1)

Configure Automatic Settings for Transferred Submissions

Select the checkbox 'Automatically sent back to the Author from:' to cause transferred submissions received from another publication to be automatically sent back to the Author from the Transferred Submissions folder. Also select an Editor Role and an individual Editor to be recorded as the user sending the submission back to the Author. Select the checkbox 'Automatically marked as 'Transfer Complete' and directed to the appropriate folder when the Author approves the submission PDF' to cause a transferred submission that has been sent back to the Author to be automatically marked as "Transfer Complete" and directed to the appropriate folder after the Author approves the PDF.

Note: automatic settings for submissions received from Manuscript Service Providers are configured on the 'Configure Manuscript Service Providers for Ingest' page.

New Submissions transferred-in from another publication are:

Automatically sent back to the Author from:

Editor Role: Editor:

New Submissions transferred-in from another publication or ingested from a Manuscript Service Provider are:

Automatically marked as 'Transfer Complete' and directed to the appropriate folder when the Author approves the submission PDF.

In v. 14.1, transferred submissions can be sent back to the author automatically and directed to the appropriate folder when the Author approves the submission PDF.

Edit Article Type → Use Custom Metadata ID

Edit Article Type

Article Type:
Maximum Article Type name is 75 characters.
Warning: changing the Article Type name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: Regular **Editor Use Only:**

Hide When you **Hide** an Article Type, the Article Type will be deactivated (not available for new manuscripts).

Custom Metadata ID: 

[Select Custom Metadata ID](#)

Use a Custom Metadata ID for Article Types to match Article Types that are essentially the same but have different names on the sending and receiving sites.

Edit Custom Question → Use Custom Metadata ID

Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel

Save and Close

Save and Add Another Question

[Insert Special Characters](#)

Initial Question

Question text:

Do you have color figures?

Integration Options ⓘ

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
- Include in Publication Charges Metadata *(Please enter a Custom Metadata ID below)*

Custom Metadata ID: ⓘ

Have_Color_Figures

[Select Custom Metadata ID](#)

Use a Custom Metadata ID for Custom Questions to match Questions that are essentially the same but have different text on the sending and receiving sites. The receiving site must have a matching question!

Edit Submission Item Type → Use Custom Metadata ID

Edit Submission Item Type

[Insert Special Character](#)

Item Type: Maximum 256 characters

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling:

Author/Editor PDF Handling:

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

Custom Metadata ID:

Custom Metadata ID:



In 14.1, use a Custom Metadata ID for Submission Item Types to match Submission Item Types that are essentially the same but have different text on the sending and receiving sites.

Edit Editor Decision Terms

Editor Decision Terms

Listed below are the terms used for Editor Decisions. You may Add new terms, Remove, Edit or Hide existing terms. Note that the New Document Status will not take effect until the Author is notified of the Editor Decision. After this, Editors, Publishers and Reviewers with permission to view the current Status will see the New Document Status term; Authors will see the Alternative Text for Authors where one exists, otherwise they will also see the New Document Status Term.

[Cancel](#) [Add New Term](#)

[Update Order](#)

Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family	
<input type="text" value="1"/>	Accept	Editor Decision - Accept	None	Accept		Accept	Remove Edit
<input type="text" value="2"/>	Revise	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	Remove Edit
<input type="text" value="3"/>	Reject	Editor Decision - Reject	Reviewer Notification of Reject Decision	Reject		Reject	Remove Edit
<input type="text" value="4"/>	Revise, No Review	Editor Decision - Revise	None	Revise		Revise	Remove Edit
<input type="text" value="5"/>	Reject and Transfer	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove Edit
<input type="text" value="6"/>	Reject and Transfer to Journal A	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove Edit
<input type="text" value="7"/>	Reject and Offer Transfer to 3 Journals	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove Edit

[Update Order](#)

[Cancel](#) [Add New Term](#)

Notifying the Author of an Editor Decision in the “Reject and Transfer” Decision Family allows Authors to select the transfer target site.

Edit Editor Decision Terms

Editor Decision Term:	Reject and Transfer
Author Notification Letter Options:	Default Optional Letter Purpose
	<input type="radio"/> <input type="checkbox"/> None Selected
	<input type="radio"/> <input type="checkbox"/> Editor Decision - Accept
	<input type="radio"/> <input checked="" type="checkbox"/> Editor Decision - Reject
	<input type="radio"/> <input type="checkbox"/> Editor Decision - Revise
	<input checked="" type="radio"/> <input checked="" type="checkbox"/> Editor Decision - Reject and Transfer
Reviewer Notification Letter:	<input type="text" value="None"/>
Document Status:	<input type="text" value="Transfer Pending"/>
Decision Family:	<input type="text" value="Reject and Transfer"/>

For the “Reject and Transfer” workflow → enter the Decision Term, select a Default Decision Letter, select “Transfer Pending” as the document status, and select the “Reject and Transfer” Decision Family.

Edit Letters – Merge Codes

- Editor Decision – Reject and Transfer
 - %TRANSFER_TARGETS%
 - %TRANSFER_OFFER_EXPIRATION_DATE%
 - %AGREE_TO_TRANSFER%
 - %DECLINE_TO_TRANSFER%
- Transfer Letter
 - %DECISION_LETTER%
- Editor Notices
 - %ACTUAL_TRANSFER_PUBLICATION_TITLE%
- Author Notice Submission Transferred
 - %ACTUAL_TRANSFER_PUBLICATION_TITLE%
- Automated Transfer Reminder Report
 - %AUTHOR_TRANSFER_REMIND_DATE%



ActionManager – Author Letters

Editor Decision and Final Disposition

Event	Author Letters
Editor Decision	NONE
Rescind Decision	Author Notice Decision Rescinded
Publication Charges Payment Requested	APC - Payment Due
Publication Charges Payment Complete	APC Complete - Author
Final Disposition - Accept on Submission	Editor Decision - Accept
Final Disposition - Accept	NONE
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	NONE
Author Declines to Transfer Submission	NONE
Final Disposition - Transfer	Author Notice Submission Transferred

The Decision Letter is associated with the Decision Term. But publications may also configure **Author** letters for other Transfer events, e.g. “Final Disposition – Transfer”.

ActionManager – Editor Letters

Event	Managing Editor Letters
Editor Decision	Journal Office Notice Editor Decision Notification
Rescind Decision	NONE
Publication Charges Payment Requested	Journal Office Notice APC Requested
Publication Charges Payment Complete	Journal Office Notice APC is Complete
Final Disposition - Accept on Submission	NONE
Final Disposition - Accept	Editor Notice Submission Transferred
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	Editor Notice - Author Agrees to Transfer
Author Declines to Transfer Submission	Editor Notice - Author Declines to Transfer
Final Disposition - Transfer	Editor Notice Submission Transferred

Publications may configure **Editor** Letters for Transfer events, e.g. “Author Agrees to Transfer Submission”.

RoleManager – Editor Roles

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

[Expand All](#) [Collapse All](#)

[-] New Submissions

- Receive New Submissions in 'New Submissions Requiring Assignment' Folder
 - Perform Technical Check (submission received in 'New Submissions' Folder)
- Receive New Transferred Submissions in 'Transferred Submissions' Folder
- Submit Manuscript as an Editor
 - Restrict to 'Editor/Publisher Use Only' Article Types
 - Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Type

“Send Any Notification Letter” or “Draft and Send” permission for Reject and Transfer Decision Terms.

[-] Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Revise, No Review
Reject and Transfer
Reject and Transfer to Journal A
Reject and Offer Transfer to 3 Journals

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept
Revise
Reject
Revise, No Review

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise, No Review	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

“Receive New Transferred Submissions in ‘Transferred Submissions Folder’ permission

