

Welcome to EEMUG 2018

em

cm

pm

Transfer Functionality

EM-to-EM, EM-to-non-EM, Preprint Servers, MECA &

more

Sally Ubnoske, Senior Business Systems Analyst

subnoske@ariessys.com

Why Transfer Manuscripts?

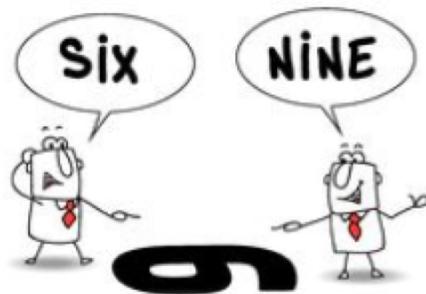
- Authors are frustrated with wasted time, effort and delays when re-submitting a manuscript
- Reviewers' time is wasted when reviews must be re-done or re-submitted
- Publishers risk losing manuscripts when a submission is rejected
- It is estimated that 15 million hours of researcher time per year 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



Transfer Submission to Another Publication

- 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
 - Current EM Proprietary XML file
 - XML and package based on MECA 'Manuscript Exchange Common Approach' emerging standard



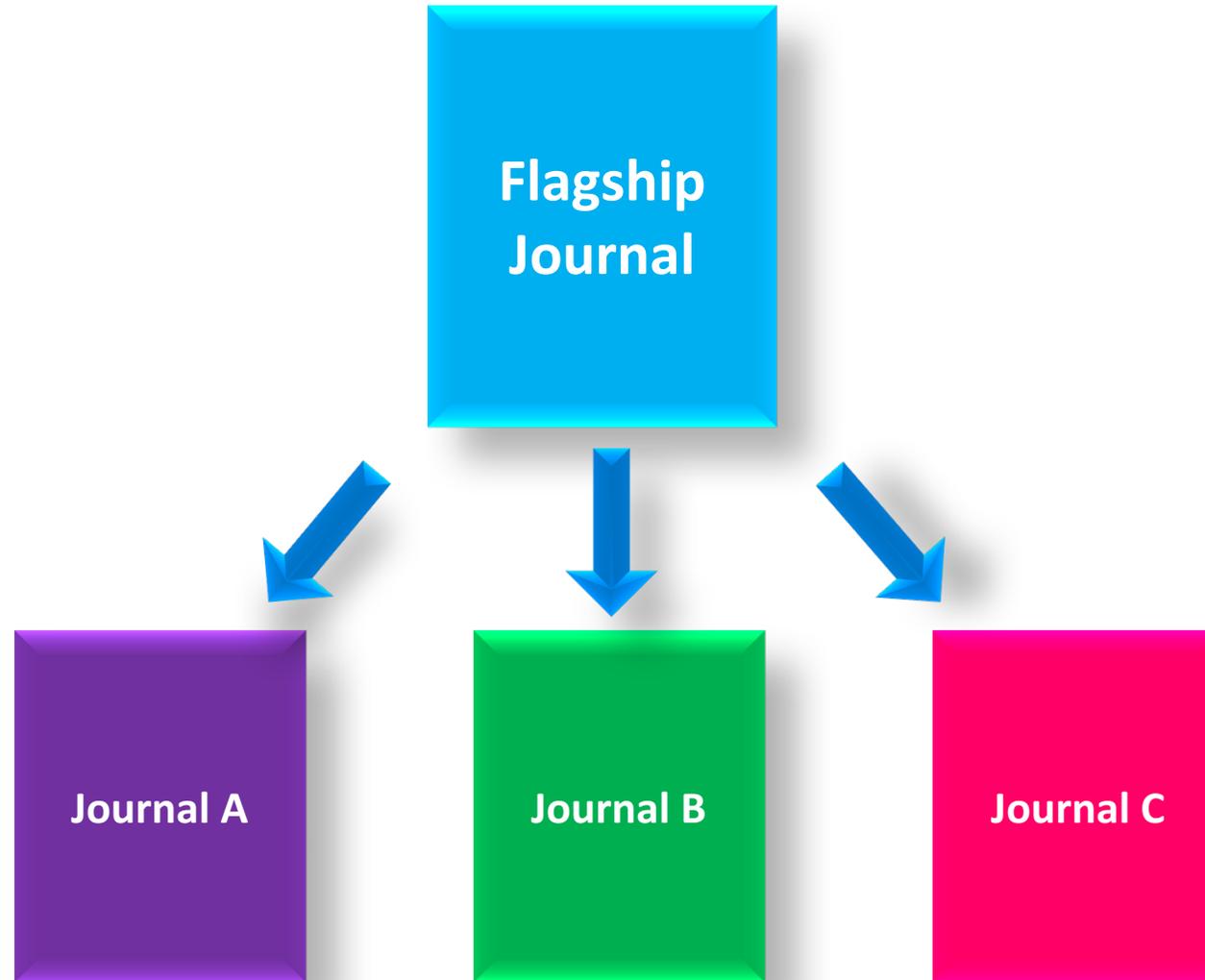
Receive Submission from Another Publication

- EM-to-EM Transferred Submissions
 - Direct database copy
- EM Ingest - manuscript import into EM 
 - Submissions come from an outside submission partner or related publication → Editorial or Production workflow
 - Allows import of manuscript metadata and files
 - Uses JATS XML
- MECA Ingest – new industry initiative (TBD)
 - Manuscript Exchange Common Approach

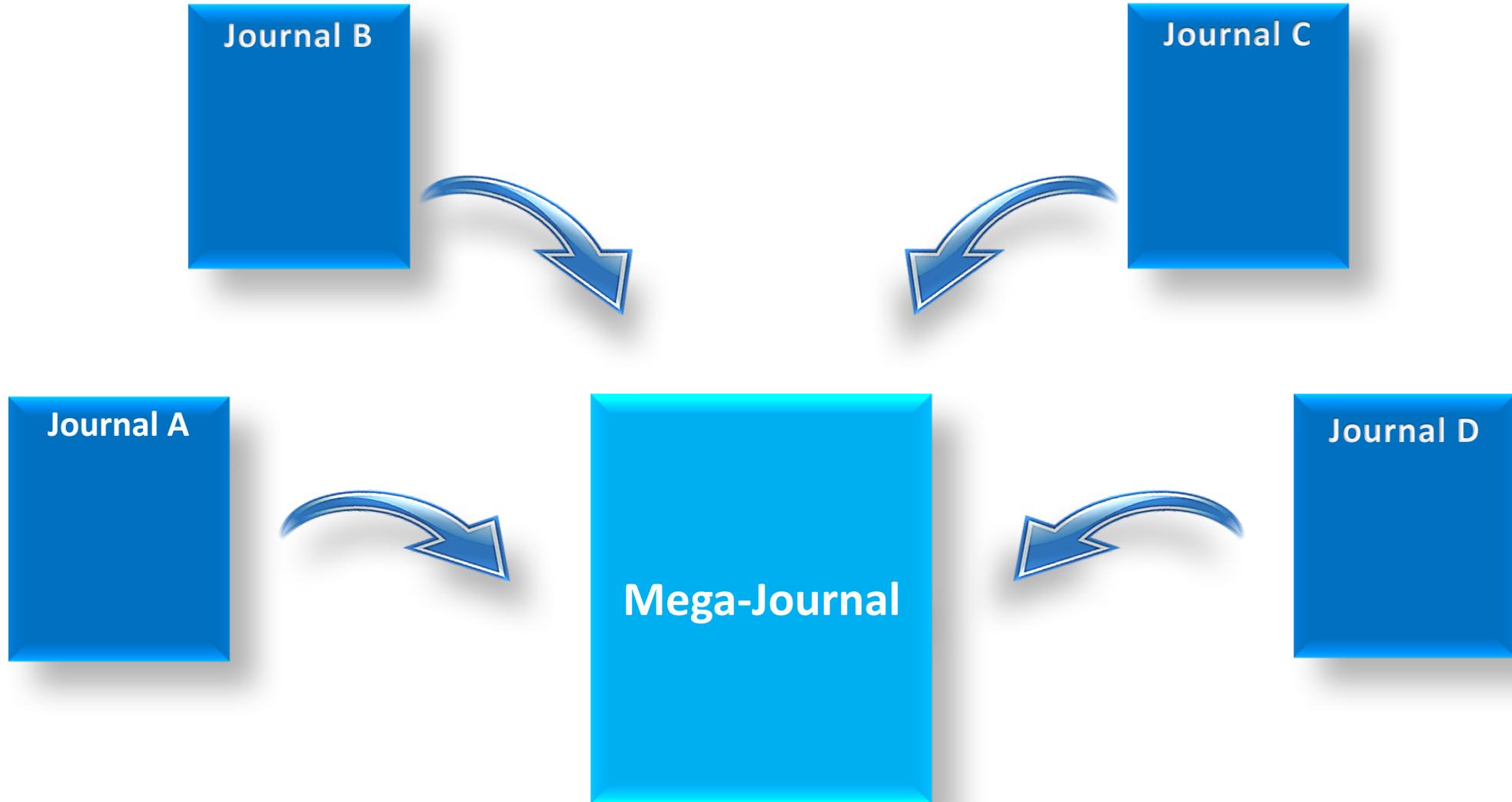
Transfer Models



Flagship Journal Transfers to Other Publications



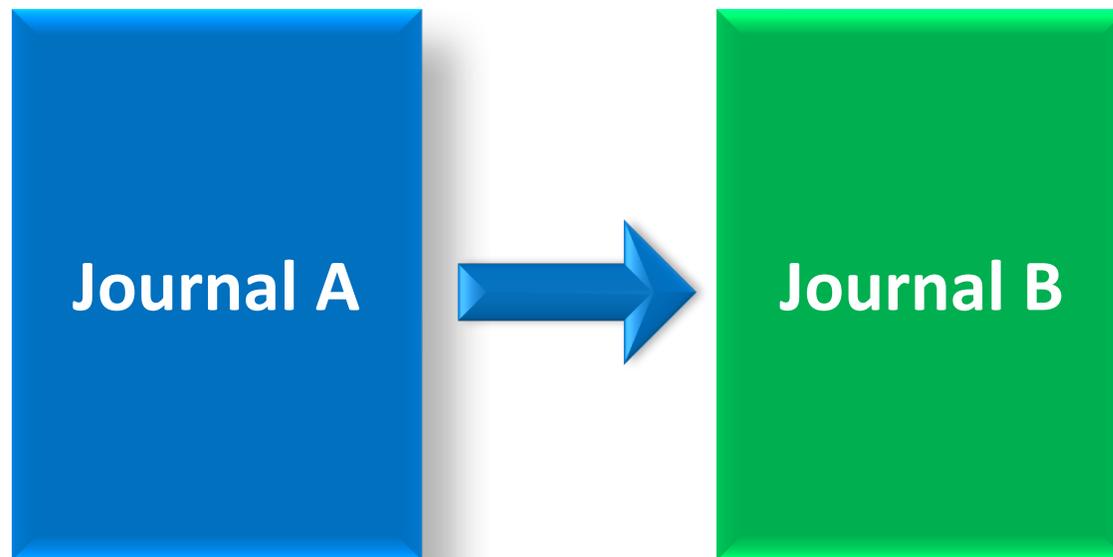
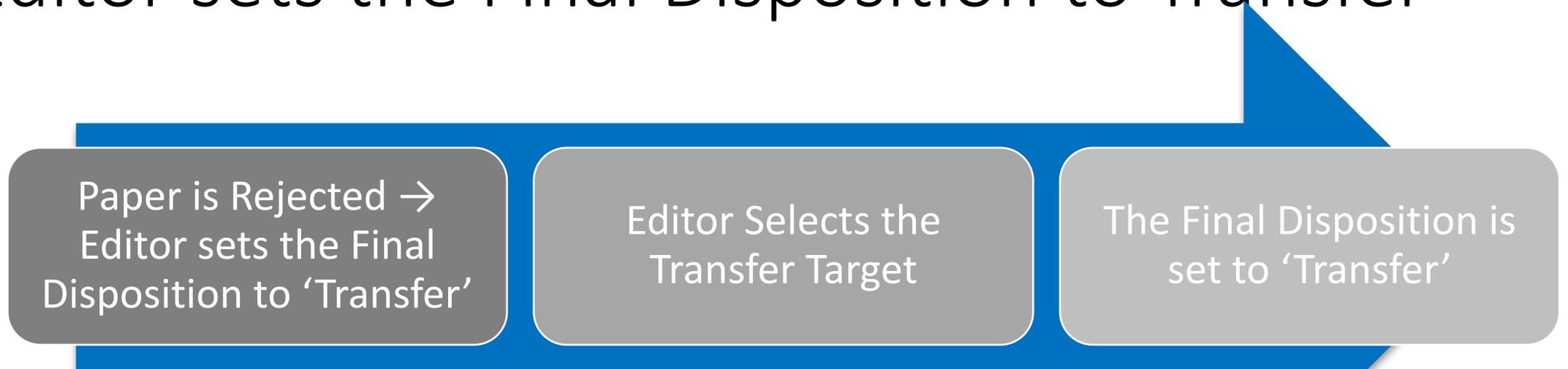
Many Journals Transfer to Mega-Journal





An Editor Sets the Final Disposition to 'Transfer'

Editor sets the Final Disposition to Transfer



Editor sets the Final Disposition to Transfer

The screenshot displays a web interface for managing submissions. A blue 'Action' menu is open, listing various options. A yellow arrow points to the 'Set Final Disposition' option. In the background, a table titled 'New Submissions Requiring Assignment - Sally Editor, PhD' shows a submission with the title 'Editor Sets the Final Disposition to "Transfer"', author 'Buzz Lightyear Aldrin PhD', and status 'Submitted to Journal'.

Action

- View Submission
- Duplicate Submission Check (70%)
- Details ▾
- Initiate Discussion
- History
- 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

New Submissions Requiring Assignment - Sally Editor, PhD

Require an Editor Assignment. Use the up/down arrows to change the sort order.

1 2 ▶▶▶ 25 results per page. ⚙

Article Title	Author Name	Initial Date Submitted	Current Status
Editor Sets the Final Disposition to "Transfer"	Buzz Lightyear Aldrin PhD 🟢 ▾ !	Dec 18 2017 10:38AM	Submitted to Journal

The Editor clicks the 'Set Final Disposition' link

Editor sets the Final Disposition to Transfer

Set Final Disposition Manuscript Number: SALLYDEV141-D-17-00022 "Editor Sets the Final Disposition to "Transfer""

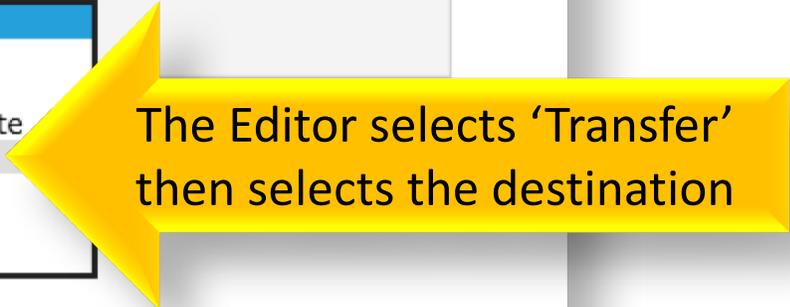
Setting the final disposition completes the peer-review process. You may only set a Final Disposition of "Accept" or "Reject" after you notify the author of the editor's decision.

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:

- Other EM Publications--
- JANETDEV141 - Janet's 14.1 TW Site
- LAURENDEV141 - Lauren's 14.1 Dev Site
- TONYDEV141 - Tony's 14.1 TW 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
TONYDEV141 - Tony's 14.1 TW 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	Customize	<input type="checkbox"/>

The Editor can customize the 'Final Disposition – Transfer' letters including the Transfer Letter that is deposited in the receiving Editorial Manager site

Editor sets the Final Disposition to Transfer

**Set Final Disposition
Confirmation for
Manuscript Number
SALLYDEV141-D-17-
00022**

The submission has been sent to TONYDEV141 - Tony's 14.1 TW Site.

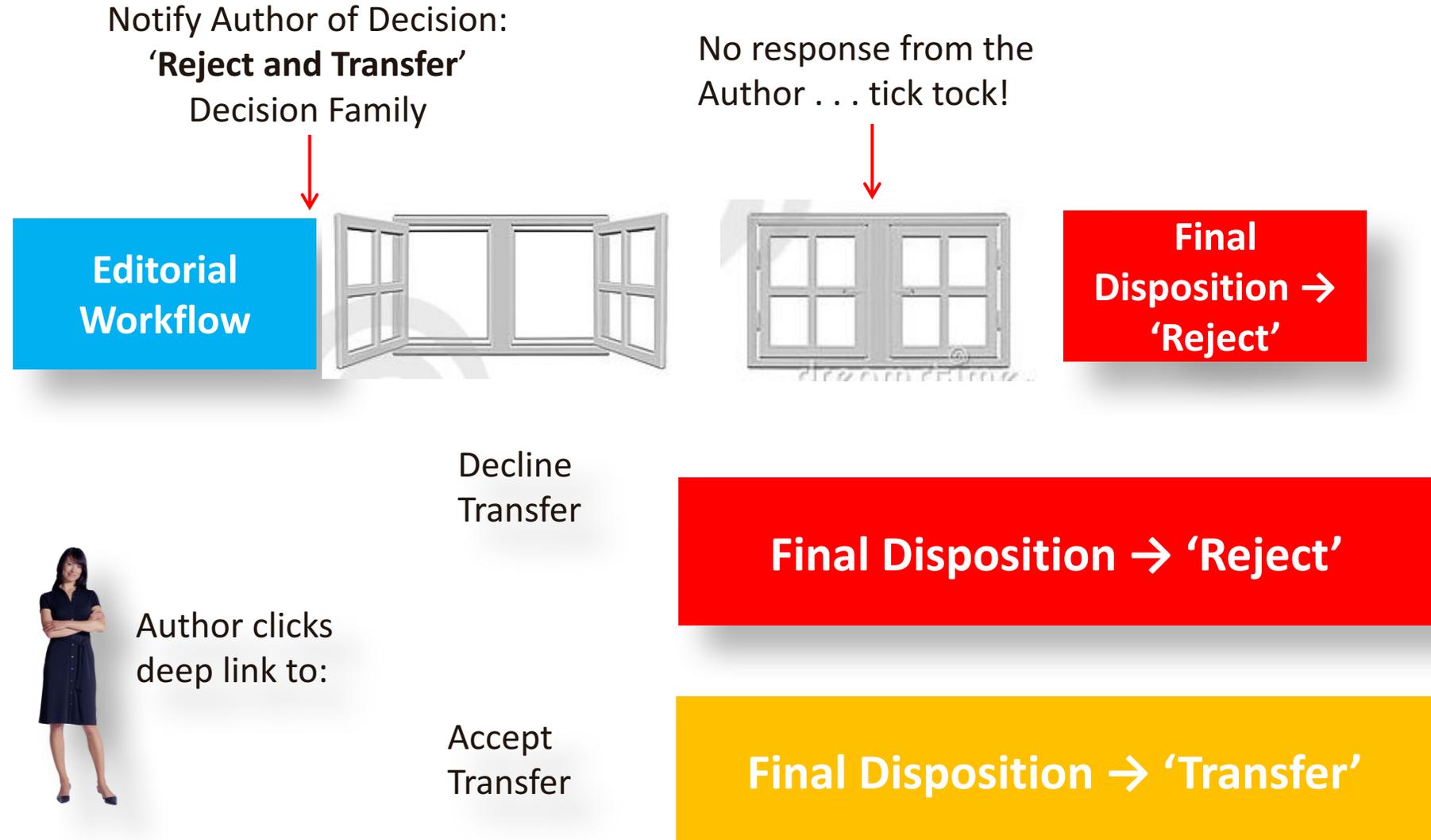
[Return to New Submissions Requiring Assignment](#)
[Return to Main Menu](#)

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



An Editor Notifies the Author of a 'Reject & Transfer' Decision

Reject & Transfer Workflow



Reject & Transfer Workflow

Managing Editor Decision and Comments for Manuscript Number SALLYDEV141-D-17-00021

Reject & Transfer Workflow

Original Submission
Sally Editor, PhD (Managing Editor)

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

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [Attachments \(2\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#)
[View Review Question Responses](#) [Send E-mail](#)

Original Submission	
Bob Reviewer, MS, PhD (Reviewer 1)	Reject
Roger Rabbit, PhD (Reviewer 2)	Major Revision
Sally Editor, PhD (Managing Editor)	Assigned - No Decision
Author Decision Letter	
Buzz Lightyear Aldrin (Author)	

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 14.1 TW Site	EM Website
<input type="checkbox"/> Lauren's 14.1 Dev Site	EM Website
<input checked="" type="checkbox"/> Tony's 14.1 TW 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](#)

The publication configures the number of transfer target publications the Editor may select to be presented when the Author agrees to transfer the submission.

Reject & Transfer Workflow

Notify Author

Manuscript Number:
SALLYDEV141-D-17-00021

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:

Reject and Transfer

Transfer Target
Publication(s)

Janet's 14.1 TW Site; Tony's 14.1 TW Site; Aries Target One;
[Edit Transfer Target Publications List](#)

From:

"My Journal" <trash1@ariessc.com>

To:

[Buzz Lightyear Aldrin](#)

Modify Letter:

Editor Decision - Reject and Transfer



Transfer Target
Publication(s):

Janet's 14.1 TW Site; Tony's 14.1 TW Site; Aries Target One;
[Edit Transfer Target Publications List](#)

Reject & Transfer Workflow

Ref.: Ms. No. SALLYDEV141-D-17-00021

Reject & Transfer Workflow

Sally's 14.1 Dev 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 14.1 TW Site <http://tw4.editorialmanager.com/JANETDEV141/>

Tony's 14.1 TW Site <http://tw4.editorialmanager.com/TONYDEV141/>

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 Jan 17 2018 11:59PM.



This offer is available to you until Jan 17 2018 11:59PM.

Reject & Transfer Workflow

Editorial

Proposal Menu

Production Tasks

Managing Editor Main Menu

The submission moves to the Editor's 'Pending Transfer' folders

Submissions With:

0 Reviews Complete
5

1 Reviews Complete
1

2 Reviews Complete
0

3 Reviews Complete
0

4 Reviews Complete
0

Partial Page Displayed

Submissions with Decisions

Submissions out for Revision (14)

All Submissions with Editor's Decision (36)

All Submissions Pending Transfer (1) ←

All Submissions with Final Disposition:

Accept (118), Reject (15), Withdrawn (16), Transfer (104)

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 (88)

Reject & Transfer Workflow

Author Main Menu



Manuscript Services

The submission moves to the Author's 'Submission Transfers Waiting for Author's Approval' folder.

Production

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

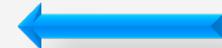
Invited Submissions

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

Partial Page Displayed

Pending Submission Transfer Offers

Submission Transfers Waiting for Author's Approval (1)



Author Declines Transfer Offer

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	SALLYDEV141-D-17-00026	Authors may decline to transfer their paper	Dec 20 2017 02:22PM	Jan 19 2018 11:59PM	Transfer Pending

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 SALLYDEV141-D-17-00026 to another publication.

[Main Menu](#)

Author Agrees to Transfer the Submission

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 14.1 TW Site

[EM Website](#)

Tony's 14.1 TW 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 SALLYDEV141-D-17-00021 to Tony's 14.1 TW Site.

[Main Menu](#)

Transferred Manuscripts – Sending Site

Editorial

Proposal Menu

Production Tasks

Managing Editor Main Menu

Submissions With:

0 Reviews
Complete
4

1 Reviews
Complete
1

2 Reviews
Complete
0

3 Reviews
Complete
0

4 Reviews
Complete
0

Partial Page Displayed

Submissions with Decisions

Submissions out for Revision (14)

All Submissions with Editor's Decision (36)

All Submissions Pending Transfer (1)

All Submissions with Final Disposition:

Accept (118), Reject (15), Withdrawn (16), **Transfer (105)**

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 (89)

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

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 2 (104 total submissions) 1 2 >> >| 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 Duplicate Submission Check (85%) Details ▾ History File Inventory Similar Articles in MEDLINE Send E-mail Resend Transfer	SALLYDEV141-D-17-00022	Original Study		Editor Sets the Final Disposition to "Transfer"	Buzz Lightyear Aldrin, PhD	TONYDEV141 - Tony's 14.1 TW Site	Dec 18 2017 8:03PM	Dec 18 2017 3:06PM	Submission Transferred		Transfer	
View Submission Duplicate Submission Check (100%) Details ▾ History File Inventory View Reviews and Comments Similar Articles in MEDLINE Send E-mail	SALLYDEV141-D-17-00021	Original Study		Reject & Transfer Workflow	Buzz Lightyear Aldrin, PhD	TONYDEV141 - Tony's 14.1 TW Site	Dec 18 2017 10:44AM	Dec 18 2017 3:32PM	Submission Transferred	Sally Editor, PhD	Transfer	Reject and Transfer

The 'Transferred To' site is displayed on the grid in the 'Final Disposition – Transfer' folder. 'Reject & Transfer' submissions have a link to the Decision Letter.

Transferred Submissions – Sending Site

Details for Manuscript Number: SALLYDEV141-D-17-00021 "Reject & Transfer Workflow"

Cancel

Save

Save and Close

[Abstract](#)

[Manuscript Notes](#)

[Editors](#)

[Reviewers](#)

[Alternate Reviewers
Notes](#)

[Reviewers Proposed by Editors](#)

[Additional Information](#)

[Production](#)

Full Title:	Reject & Transfer Workflow
Manuscript Number:	SALLYDEV141-D-17-00021
Corresponding Author:	Buzz Lightyear Aldrin , Massachusetts Institute of Technology   Cambridge, MA UNITED STATES [Proxy]
Corresponding Author E-Mail:	subnoske@ariessys.com
Transfer Information	
Transfer Offer Expiration Date:	Jan 17 2018 11:59PM
Transferred to:	TONYDEV141 - Tony's 14.1 TW Site
Global MS ID:	EM_SALLYDEV141_2736 [Edit]
Other Authors:	Richard Feynman , PhD, Caltech California Institute of Technology  Author Status

Transferred Submissions – Receiving EM 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 1 (38 total submissions) Display 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	Ann Author	SALLYDEV140 - Sally's 14.0 Testweb Site	Dec 18 2017 5:46PM	Dec 18 2017 5:46PM	Transferred Submission Received

On the receiving EM journal, the submission moves to either:

- The Author's 'Submissions Sent Back to Author' OR
- The Editor's 'Transferred Submissions' folder

Someone needs to edit the submission and build the system-generated PDF for the receiving site!

Receiving Site – ‘Transferred Submissions’

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 1 (38 total submissions)

Display results per page.

	Action	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	Ann Author	SALLYDEV140 - Sally's 14.0 Testweb Site	Dec 18 2017 5:46PM	Dec 18 2017 5:46PM	Transferred Submission Received

Receiving Site – *Transferred Information* page

The screenshot displays a web interface for a journal submission system. It features two main sections: 'Original Submission' and 'Revision 1'. The 'Original Submission' section is highlighted with a blue arrow pointing to its title. It lists the author as 'Ann Author (Corresponding Author)' and provides links for 'View Transferred Submission' and 'View Transferred Decision Letter'. Below this, two reviewer entries are shown: 'Reviewer 1' (Bob Reviewer, MS, PhD) and 'Reviewer 2' (declined to transfer identifying information). The 'Revision 1' section is also highlighted with a blue arrow pointing to its title and lists the same author.

Original Submission ←

Ann Author (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 ←

Ann Author (Corresponding Author)

The Transferred Information page displays information about each revision and each review. Reviewers have the choice to transfer their reviews and/or their identifying information.

Receiving Site – *Transferred Information* page

- 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

Reviewers Agree or Decline to Transfer Reviews / Information

Reviewer 1

Bob Reviewer, MS, PhD

Professor, Mathematics

Dartmouth College

123 Hanover St.

Hanover NH

UNITED STATES

subnoske@ariessc.com

Recommendation:: Major Revision

Overall Reviewer Manuscript Rating: 75

Date Reviewer Invited: Dec 18 2017 05:35PM

Date Review Completed: Dec 18 2017 05:37PM

Transfer Authorization Questions

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

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

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?

Response

Yes

Yes

No



Reviewer 2

(This Reviewer declined to transfer identifying information.)

Date Reviewer Invited: Dec 18 2017 05:35PM

Date Review Completed: Dec 18 2017 05:38PM

Transfer Authorization Questions

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

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

Response

No

No



What Information is Transferred to Another Site?



What is Transferred **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 and Submission Items
 - If there is a matching Custom Metadata ID, Article Type, or Submission Item
- Submission metadata entered by the Author
 - e.g. Title, Abstract, Keywords, Funding Information, Global MS ID, Preprint DOI

- 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
 - Displayed on the ‘Transferred Information’ page
 - Included in the Decision Letter and/or Transfer Letter via merge code
 - 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 sites

What is Transferred 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

Non-EM-to-EM

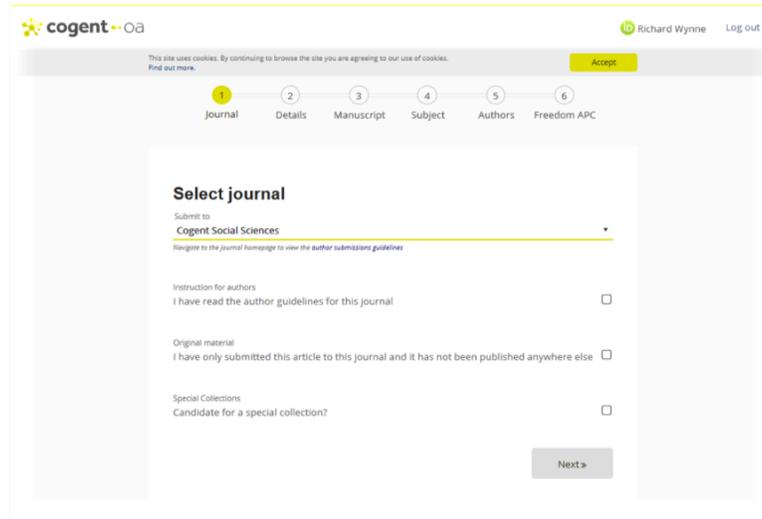
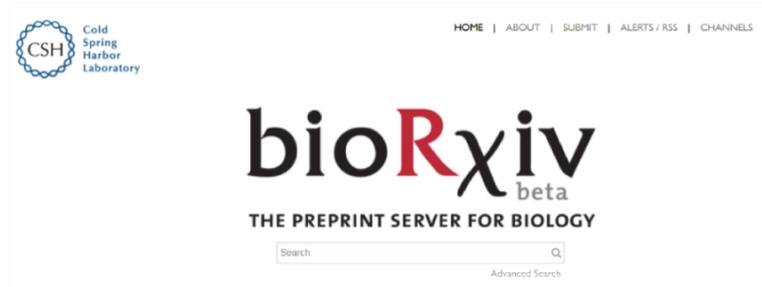
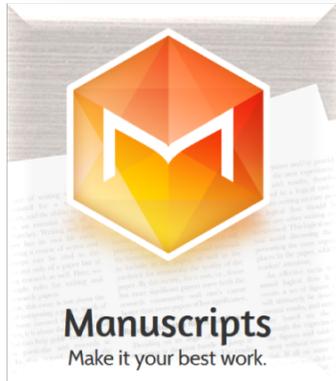
How to bring papers into EM . . .



What *is* EM Ingest?

- A type of manuscript import into EM
- Submissions come from an outside submission partner
- Allows import of manuscript metadata and files
- Uses JATS XML
 - Basic – EM Ingest 1.0 (v. 14.0)
 - Enhanced – EM Ingest 2.0 (v. 14.1 and up)
 - May be enhanced in the future to use the Manuscript Exchange Common Approach (MECA) standard

EM Ingest and Submission Partner Integrations



EM Ingest 2.0 – New Editor Main Menu Folders

Three new Ingest-related folders

- New Ingested Submissions
 - Holds new revision 0 submissions ingested via FTP from a submission partner
- Ingested Submissions Returned to Publication
 - Holds submissions and revisions returned from submission partner (via FTP) after ‘Send Back to Author’
- Revised Ingested Submissions
 - Holds revised submissions returned from submission partner (via FTP) after Editor decision in ‘Revise’ decision family

Transferred Submissions folder

- Now holds only submissions transferred from another EM journal, or imported from another peer review system

New Editor Main Menu with Signposting

Editor 'To-Do' List

My Pending Assignments (113)



Transferred Submissions (59)

Ingested Submissions (66)



New Ingested Submissions (43)



Ingested Submissions Returned to Publication (6)



Revised Ingested Submissions (17)



New Submissions Requiring Assignment (38)



Revised Submissions Requiring Assignment (1)



EM Ingest and Transfer Enhancements

Facilitating Workflow

Auto Trigger 'Send Back to Author'

- Can be configured for journals that import submissions from other journal sites OR ingest them from submission partners without an API.
- Allows journal to automatically send the submission back to the Author – Editors do not have to click the 'Send Back to Author' link
- Configurable on a submission partner basis in *AdminManager – Configure Manuscript Service Providers for Ingest*
- Configured for transferred submissions from another EM journal or an outside journal in *AdminManager – Configure Cross Publication Submission Transfer*

Auto Trigger 'Send Back to Author'

- Behind the scenes, the submission lands in the 'Transferred Submissions' or 'New Ingested Submissions' folder and is then sent back to the Author automatically
- 'Transferred Submission Received' letter is triggered to journal staff upon successful transfer or ingest of submission
- 'Send Back to Author' letter is triggered automatically
- Submission automatically goes to the Author's folder 'Submissions Sent back to Author'
- Submission automatically goes to Editor folder 'Submissions Sent Back to Author for Approval'

Auto Trigger 'Transfer Complete'

- Requires Author to build and approve PDF for an imported/ingested submission in EM interface (until version 15.0)
- Approval of PDF triggers 'Transfer Complete' functionality
- Geared to journals who want the submission to be automatically placed into the workflow after PDF approval, without requiring an Editor to click the 'Transfer Complete' link.
- Can be combined with Automatic 'Send Back to Author' settings, so Editors don't need to interact with 'Transferred Submissions' or 'New Ingested Submissions' folders
- Submission is automatically Sent Back to Author → Author builds and approves PDF (in EM) → Submission automatically marked as Transfer Complete and enters workflow



Transfer / Ingest Enhancements in v. 15.0

It's getting better all the time . . .

Automatic PDF Build on Transfer or Ingest

- Configuration option for transferred submissions and ingested submissions
- PDF build and approval is triggered automatically when submission is transferred/ingested
 - *IF*...all required metadata and files are present
- Can be combined with automatic triggering of 'Transfer Complete' so that when PDF has been built and approved automatically, submission flows directly into workflow
- Intended for journals ingesting submissions from submission partners who can export a full set of metadata (including all custom submission question responses), who want the PDF built and approved at time of ingest and the submission to be automatically placed into the workflow
- Eliminates Editor interaction with the Transferred Submissions / Ingested Submissions folders

Author Letters Sent via API

- Configuration option for all letters being sent to Corresponding Author (and possibly co-authors – tentative)
- Geared to journals importing submissions from submission partners who want the Corresponding Author to interact only with the submission partner site (such as a publisher researcher portal)
- Streams letter subject, body, recipient email addresses and manuscript metadata and email attachments through the API



Configuration

AdminManager | PolicyManager | RoleManager | ActionManager

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

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!

Configure Automatic Settings

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.

Publications can configure automatic 'Send Back to Author' and 'Transfer Complete'

Configure Transfer Time Limit

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)

Add

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	Publication Website		
Aries Target One	http://www.edmgr.com	Edit	Remove
Aries Target Two	http://www.edmgr.com	Edit	Remove

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

Edit Publication for FTP Transfer

[Insert Special Character](#)

Publication Name:

Publication URL:

Transfer Method: ▼

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

FTP Username:

FTP Password:

Subdirectory:

Configure Transfer Target Selection and Email Addresses for Success / Failure Notifications

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.

Submission returned to publication via ingest:

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

Revision received via ingest:

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.

PolicyManager – 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%



Configure Custom Metadata IDs – Article Type

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 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](#)



Configure Custom Metadata IDs – Submission Item

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



Custom Metadata ID:



Configure Custom Metadata IDs – Custom Questions

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 i

- 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: i

[Select Custom Metadata ID](#)

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 you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple (Mac) 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' Article Types



'Receive New Transferred Submissions in Transferred Submissions Folder' permission

Editor Decisions

Make a Decision

Terminated

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"/>
Reject and Transfer to Journal A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Offer Transfer to 3 Journals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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



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'.

