



Author Functionality Checklist

The checklist is current for Version 14.1.
 If you have a requirement that you do not see on the list
 or if you have questions, please send an email to
marketing@ariessys.com

HTTP or secure HTTPS-based system with encrypted passwords .	✓	
Security rules for log-in and user record editing based on publisher policy.	✓	
Online Author help screens.	✓	
Authors can register themselves on the system or can be pre-registered by the Editorial Office.	✓	
Authors can enter personal identifiers such as ORCID, ISNI, PubMed Author ID, Researcher ID, and Scopus Author ID (as permitted by journal).	✓	
Authors and Co-Authors can be prompted to register for a new ORCID (using the ORCID API).	✓	
Authors can use their ORCID username and password as a Single Sign On (SSO) option between different journals.	✓	
Authors registering with their ORCID iD can opt to pull profile information from their ORCID record in to EM.	✓	
System supports secondary fields for Author information so that international Authors can enter alternative names or translated addresses.	✓	
Author registrations are checked for duplicates.	✓	
Authors can select their own username and password.	✓	
Authors see registration instructions that have been customized by the Editorial Office.	✓	
Authors can specify alternate email address and contact information.	✓	
Authors can provide multiple email addresses to ensure receipt of system and journal emails.	✓	
Authors can indicate unavailability dates.	✓	
Authors see their submissions displayed in a modern, streamlined customizable grid .	✓	
Corresponding authors benefit from metadata extraction of manuscript title, abstract, authors and affiliations from uploaded Word document file .	✓	
Authors and Co-Authors can identify their institutional affiliation from a standardized list of institutional names (Ringgold) . Institutional names auto-complete as the Author types.	✓	
Authors can submit their own funder information, as well as Co-Author funder information using the Open Funder Registry with sub-agencies.	✓	
Authors see different (customizable) submission instructions for a revised submission than for an original submission.	✓	
Authors can respond to submission questions configured by the Editorial Office, which can be made mandatory.	✓	
Author submission question/answer formats can include radio buttons, drop-down lists, dates, free text, check boxes, etc.	✓	
Authors and Co-Authors can be directed to publication-customized web forms to complete multi-part journal questions (e.g. ICMJE form).	✓	
Editorial Office can specify that submission steps are mandatory or optional, and limit number of choices or characters allowed for responses.	✓	
Editorial Office can configure the inclusion/exclusion of submission steps based on article type.	✓	
Editorial Office can specify that some submission items (e.g. revision cover letter) are only required for a revised submission.	✓	

Manuscript revision number is automatically appended to the PDF submission file name for simple differentiation from previous versions.	✓	
Editorial Office can configure the manuscript upload page to allow different submission items for each article type (e.g. Manuscript, Images, Tables, Rebuttal letter, etc.).	✓	
Editorial Office can specify which submission items are required for submission.	✓	
Editorial Office can require Authors to read “user terms and conditions” and choose whether or not to opt-in for special offers.	✓	
Authors can easily insert special characters (unicode-compliant) from a pop-up window, including superscript and subscript numbers.	✓	
Authors can select article type (e.g. Original Study, Book Review, etc.) from a publication-defined list.	✓	
Authors can add Co-Authors with their academic affiliations, contributor identifiers (such as ORCIDiDs) and contact email addresses.	✓	
Contributor Roles from the CRediT Taxonomy can be assigned to Authors and Co-Authors at submission.	✓	
Authors can re-sequence list of Co-Authors.	✓	
Submitting Author can designate a Co-Author to be the “Corresponding Author.”	✓	
“First Author” and “Corresponding Author” can be designated separately.	✓	
Authors can select their own keywords that describe the submission.	✓	
Authors can select their own keywords that describe their area of expertise.	✓	
Authors can easily select from a publication-defined list of keywords displayed in a multi-level hierarchy configured by the publication.	✓	
Authors can suggest or oppose Reviewers during manuscript submission.	✓	
Authors can enter comments or a cover letter.	✓	
Editorial Office can configure the interface to allow the Author to select a particular Editor or journal section.	✓	
Authors can upload a wide variety of file formats for conversion into a PDF file (Word, WordPerfect, Text, RTF, TeX, EPS, LaTeX, PDF, GIF, JPEG, TIFF, PowerPoint, Excel, OpenOffice, etc.).	✓	
Authors can upload one or multiple files using drag-and-drop .	✓	
Authors can upload supplementary materials (e.g. audio and video files), and files that are associated with the submission but not part of the manuscript.	✓	
Authors can upload URL/URIs to point to supplementary materials on other systems (such as Figshare or Dryad).	✓	
Author’s uploaded files can be automatically sequenced according to publication-defined preference.	✓	
Authors can upload single or multiple files in a single compressed (ZIP) format.	✓	
Authors can conveniently categorize multiple uploaded files (e.g. images).	✓	
Authors have a clear and easy way to submit a revised manuscript without having to resubmit all metadata and files.	✓	
Authors add their own text label (e.g. Fig #) to each submitted item.	✓	
Authors can indicate that an item will be submitted offline.	✓	
Authors can enter metadata into fields such as Figure Number and Figure Legend when uploading a figure file (configured by the journal based on article type).	✓	
Authors can re-sequence the items that are built into a single submission PDF.	✓	
Author-entered submission metadata (e.g. Abstract, Title, Short Title, etc.) can be limited by number of characters or words.	✓	
Authors can enter secondary manuscript information such as translated versions of submission titles.	✓	
If an Author is interrupted, the system automatically saves the partially completed submission for later completion.	✓	
All Author submission items are virus-checked.	✓	
Author sees interactive feedback about submitted files.	✓	
PDF version of submission includes links back to the original high-resolution items submitted by the Author.	✓	
PDF includes “header” information so that it can be identified from web site after downloading.	✓	
Authors can edit the manuscript prior to submission to the Editorial Office.	✓	

The PDF manuscript generated from the Author's submission file preserves HTML links.	✓	
Authors are required to check PDF before final submission to the Editorial Office.	✓	
Authors receive an (publication-configured) email indicating the availability of the PDF.	✓	
Authors receive an email when the submission has been received by the Editorial Office.	✓	
Authors can check on the status of a submission at any time.	✓	
The status term seen by the Author is configured by the journal according to what the Editorial Office wants the Author to see.	✓	
Authors may be invited to submit papers or commentaries on previously submitted papers.	✓	
Authors of "invited" and "revised" manuscripts are warned of potential duplication if they try to upload a new manuscript rather than proceed with those pending.	✓	
Authors can respond to "invited" manuscripts or books content , such as chapters, by clicking on deep links in invitation emails without having to log into the system.	✓	
Invited Authors can receive automated reminders before and after due dates.	✓	
Submission can be "bounced" back to Author for re-submission following inspection and/or editing by the Editorial Office.	✓	
Emails to Authors can include electronic calendar entries (using the iCalendar file format standard) so that Author due dates can be easily tracked in their electronic calendar.	✓	
Authors can respond to Reviewers' comments. Those responses are recorded in the system.	✓	
(For journals using Open Peer Review workflows), Authors can see Reviewer identifying information.	✓	
Authors can be given access to the Similarity Check (formerly known as CrossCheck/iThenticate) results for their manuscript right from user interface.	✓	
Authors in materials science can make use of integration with the iUCR's crystallography file validation tool, checkCIF .	✓	
Authors can review predictive bibliometrics reports to gain insight into potential future citation patterns for their work.	✓	
Authors can see individual Reviewer responses to Reviewer form questions, if permitted by journal.	✓	
If permitted by the Editorial Office, Authors can view files attached by Reviewers and Editors.	✓	
Revised manuscript number includes a revision suffix (R1, R2, etc.) to indicate the revision number.	✓	
Authors can receive automated reminders about revision due dates.	✓	
Authors have access to prior revisions of the submission.	✓	
Authors receive (publication-configured) Editor decision letter by email.	✓	
Authors' image files can be processed through automated quality checking to validate against publication defined requirements for image publication.	✓	
Authors' manuscript and images can be optionally overlaid with line numbers.	✓	
Authors' submitted bibliographies can be automatically linked to PubMed and Crossref, and formatted to the publication's preferred style.	✓	
The system automatically detects and corrects some errors in Author-submitted bibliographies. (For example: insufficient Authors listed before "et al" or missing volume numbers).	✓	
Authors can be granted access to search a variety of third-party bibliographic databases (such as PubMed, Google Scholar, etc.). Search queries can be configured to automatically use title, keywords or Author names as the search criteria.	✓	
Authors have access to send ad hoc emails (which are recorded in the system) to Editorial staff. Editorial Offices can configure an unlimited number of ad hoc emails that include merge fields to automatically display data such as the manuscript number and title.	✓	
Authors can address email messages simply with email autofill.	✓	
Authors can submit to journals using EM from third party tools and services including Overleaf , Manuscripts , Editage and the preprint server bioRxiv .	✓	
Authors can provide submission metadata including responses to custom questions via third party tools and services (rather than logging in to EM).	✓	
Authors can manage revisions and transfer offers via third party tools and services (rather than logging in to EM).	✓	
Author manuscripts can be processed using Similarity Check to identify potential plagiarism. (Additional charges apply).	✓	
Author can submit a letter-to-the-Editor and view the Editor's response to their letter and other related	✓	

letters.		
Author submission can be transferred between co-operating Editorial Manager publications and non-Editorial Manager publications.	✓	
In the case of manuscript transfer, Authors can agree/decline the transfer invitation and select the target journal (based on publisher policy).	✓	
Authors have access to manuscript correspondence history from their home page (subject to Editor configuration).	✓	
Authors can agree and process article publication charges (APCs) during manuscript workflow using external processors such as CCC's RightsLink [®] for OA.	✓	
APC processing supports variable pricing based on manuscript parameters (such as Author country, Author institution etc.) and waiver requests, memberships, discounts, etc.	✓	
Authors can view publication-posted message on their home page.	✓	
Other Authors on a submission may be asked to verify that they contributed to the paper.	✓	
Other Authors identified on a paper may be asked to register, allowing them visibility into the status of the paper as it goes through the process.	✓	
Co-Authors may be asked, via Co-Author verification emails, to complete an Author questionnaire, validate or add an ORCID iD, and review CRediT roles assigned to them, as part of their verification process.	✓	
Co-Author questionnaire responses can be shared with recipient journals when transferring a manuscript to eliminate rekeying of information.	✓	
Authors are alerted to time zone differences.	✓	
Authors can click a "Manuscript Services" icon to be conveniently linked to manuscript editing and preparation services.	✓	