CONFIDENTIAL AND PROPRIETARY

Release Notification

Editorial Manager®

ProduXion Manager®

Commerce Manager™

Editorial Manager/ProduXion Manager
Version 13.1 General Release Notification
1/4/2017 – updated 4/14/2017

Editorial Manager/ProduXion Manager 13.1 General Release Notification

General Enhancements

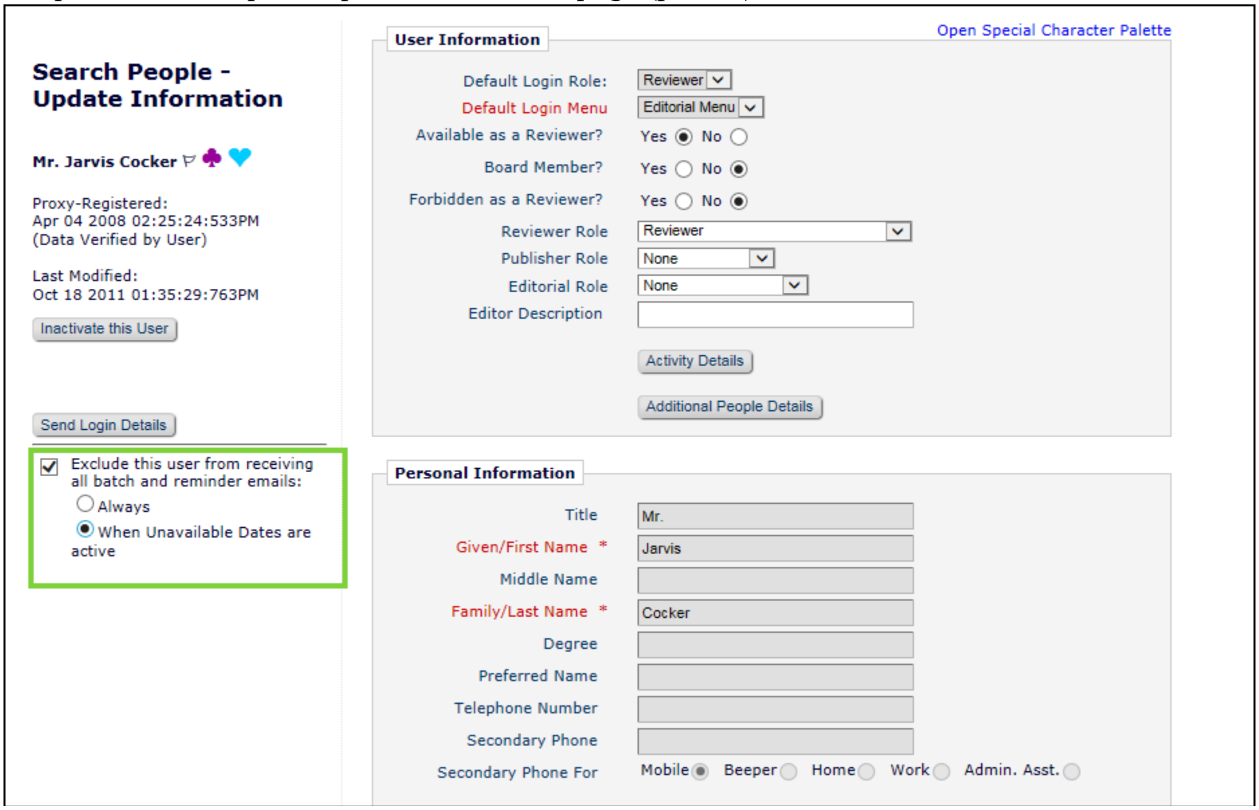
Exclude Users from Batch E-mail Reminders

In EM/PM version 13.0, Automated Reminder Reports and Batch E-mail offer granularity down to eligible user roles when targeting groups of users. For manual reminder reports the selection uses the same broad criteria for narrowing the result to specific roles or Role Families, but because the entire process is manual individuals can be manually excluded by the Editor running a report. However, excluding users consistently using this method relies on staff to remember who to manually exclude or to spot them in the middle of a long report.

New in EM/PM version 13.1, two new configuration options will be added to user records accessed from Search People to determine at an individual user level whether or not reminder letters can be sent to a user. These options will be restricted to use by Editors so that Authors and Reviewers are unable to turn off reminder notifications. Editors will not require additional permissions to access these options, but the access to the new options will be limited to those who can search for and update the profiles of other users.

On the "Search People – Update Information" page an exclusion setting is available to Editors as a checkbox labeled, "Exclude this user from receiving all batch and reminder emails". When enabled, two sub-options will be available via radio button selection; "Always" or "When Unavailable Dates are active". Only one mode may be configured at a time. While the 'Always' is selected for a user account, no reminder letters, manual or automated, or Batch Emails will be sent to the email address on record for the account. The 'When Unavailable Dates are active' option will provide the same restriction, but only if the user has active Unavailable Dates when the query to send the reminder is run.

Sample Search People – Update Information *page (partial)*



TO CONFIGURE:
From “Search People” results, click the name of user. On the subsequent Update Information page, the new exclusion settings are available on the left sidebar.

Assign Author

In EM version 13.0, Editors may invite Authors to submit Commentaries or submissions to a Proposal. Authors are then able to accept this invitation and move onto submitting the invited paper. The invited paper is always associated with its "parent" submission or Proposal throughout its lifecycle within EM.

In EM version 13.1, an 'Assign Author' option is added to Editorial Manager in order to better support books workflows where communication with the Author has started before EM is necessary and other invited workflows that call for a direct assignment. A new 'Assn' column is added to the Author Search Results grid that will allow Editors with permission to Assign an Author by selecting the checkbox in this new column. This functionality is supported through the traditional 'Search Author' functionality as well as within the selection of Authors via an uploaded Author List File (ALF) as introduced in EM version 13.0.

The ability to assign Authors is granted to Editors through a new RoleManager permission which is added in addition to the existing 'Invite Authors' permissions. Editors with both permissions are able to choose whether or not to assign or invite an individual Author. The selection options configured for an Editor are available when viewing Author search results – similar to the behaviour of the Invite/Assign Reviewer options in Reviewer Search Results. Once made, assignments display to the Author initially on the Author Main Menu in the *My Accepted Invitations* folder.

When selecting Authors under this new functionality Editors are able to assign only, invite only, or choose between both options when selecting authors, depending on the configuration of their permissions.

To accommodate the ability to Assign an Author, some of the existing "Invite Author" functionality is altered:

- The Un-Invite link appears only up to the point of Acceptance.
- An Un-Assign link appears after the point of Acceptance for an Invited Author; and right away for an Assigned Author (i.e. an Assigned Author is the same state as an Invited Author who accepts). The concept of unassigning is introduced, applying to active/in-progress author invitations and the new assignments

Unassigning an Author behaves differently for invited/accepted and assigned Authors:

- For invited/accepted Authors the promotion of Alternate Authors is triggered per the Article Type's configuration and selection of Alternate Authors. This is the same behavior currently in place when an invited/accepted Author is uninvited

Upload Author List File Changes

In addition to enhancements to the Author searching and selection pages in the interface, processing of an Author List File (ALF) is enhanced, changing how the existing INVITE column values are interpreted so that Authors can be selected for assignment or invitation when selected via the uploaded file.

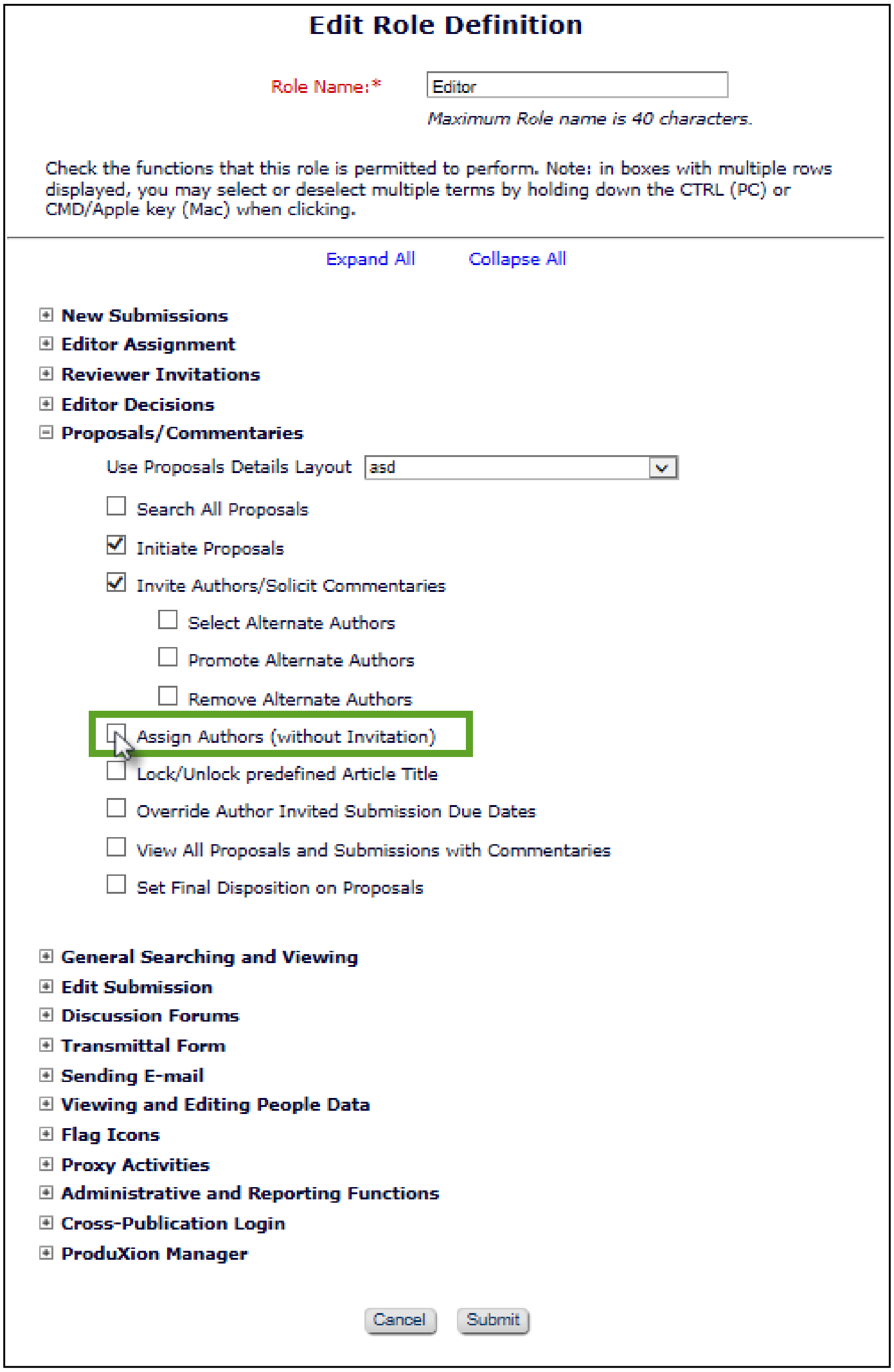
A value of 'TRUE' in the INVITE column will mark the Author for Invitation when the ALF is uploaded. A value of 'FALSE' in the INVITE column will mark the Author for Assignment when the ALF is uploaded.

Once an ALF is loaded, both options will always be available when selecting Authors on the *'Author Candidates' Results*page regardless of an Editor's RoleManager configuration so that the selections made based on the uploaded file are always visible and adjustable by an Editor.

TO CONFIGURE:

To use the new 'Assign Author' functionality, an Editor's permissions must be adjusted so that the new 'Assign Authors (Without Permission)' option is enabled in *RoleManager*.

Sample Editor RoleManager *page*



Once enabled, letters can be configured for the new ‘Assign Author’ events in *ActionManager*.

Sample RoleManager *page – new events are highlighted in pink text*

Author Invitation

Event	Managing Editor Letters
Create Proposal	Proposal Created
Invite Authors for Proposal	NONE
Author Assigned (Not Invited) for Proposal	NONE
Solicit Commentary on Submission	NONE
Author Assigned (Not Invited) for Commentary	NONE
Invited Submission Due Date Changed	NONE
Un-invite Authors	NONE
Author Unassigned after Accepting Invitiation	NONE
Author Unassigned after Assignment	NONE
Promote Alternate Authors	NONE
Author Agrees to Invitation	NONE
Author Declines Invitation	NONE

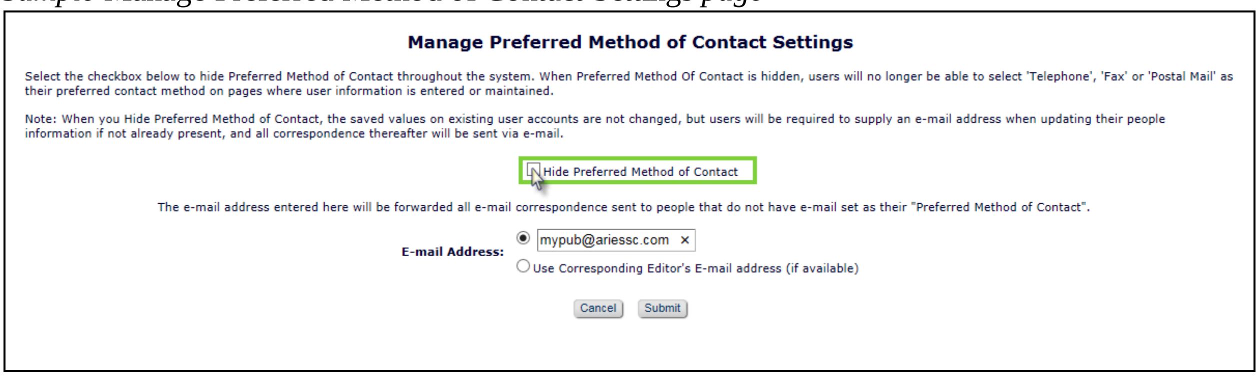
Hide Preferred Method of Contact

In EM version 13.0, new users have the option of specifying a Preferred Method of Contact: E-mail, Fax, Postal Mail, or Telephone when registering for EM. Preferred Method of Contact is always displayed on pages where user information is entered or maintained, and the default setting is ‘E-mail’, but users may change their Preferred Method of Contact to something other than e-mail. When this occurs, EM correspondence is sent to the journal office and the staff person must reach out to the user via the preferred alternative contact method.

Since so much of EM communication occurs via e-mail and other methods are a burden on journal staff, some publications do not want to give their users the option to select a Preferred Method of Contact, and/or may consider this setting to be obsolete.

In EM version 13.1, System Administrators will have the option to hide/turn off Preferred Method of Contact throughout the system. The “Forwarding E-Mail Address for Non-E-mail "Preferred Method of Contact” page in *PolicyManager* is renamed Manage Preferred Method of Contact Settings and enhanced with a new setting to ‘Hide’ the Preferred Method of Contact.

Sample Manage Preferred Method of Contact Settings *page*



Manage Preferred Method of Contact Settings

Select the checkbox below to hide Preferred Method of Contact throughout the system. When Preferred Method Of Contact is hidden, users will no longer be able to select 'Telephone', 'Fax' or 'Postal Mail' as their preferred contact method on pages where user information is entered or maintained.

Note: When you Hide Preferred Method of Contact, the saved values on existing user accounts are not changed, but users will be required to supply an e-mail address when updating their people information if not already present, and all correspondence thereafter will be sent via e-mail.

Hide Preferred Method of Contact

The e-mail address entered here will be forwarded all e-mail correspondence sent to people that do not have e-mail set as their "Preferred Method of Contact".

E-mail Address: mypub@ariessc.com ×

Use Corresponding Editor's E-mail address (if available)

Cancel Submit

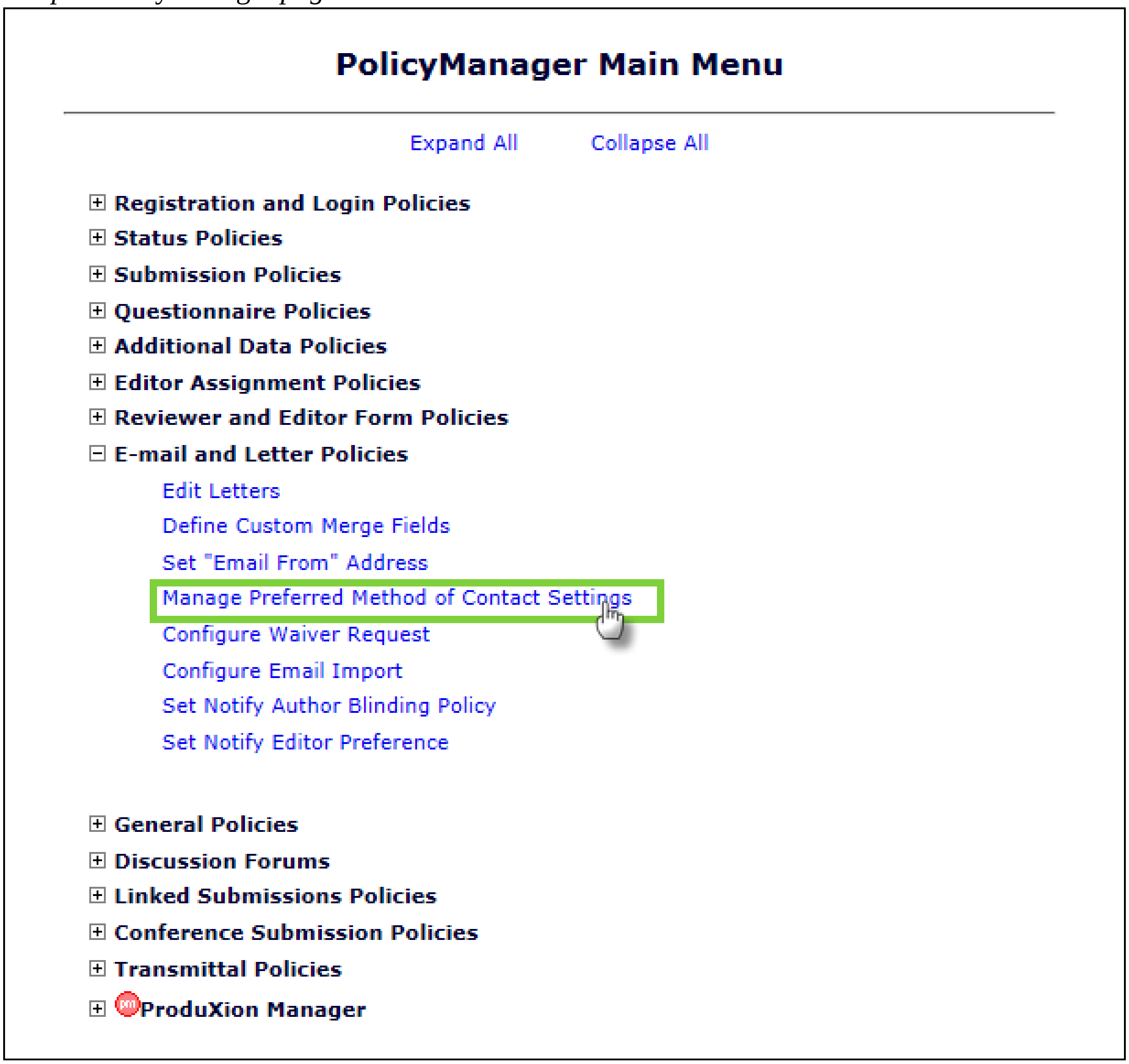
When Preferred Method of Contact is hidden, E-mail becomes the default method of contact. An e-mail address will be required for all new registrations and must be populated when user account information is updated in EM.

NOTE: When the System Administrator hides Preferred Method of Contact throughout the system, users who do not currently have E-mail as their Preferred Method of Contact and a valid E-mail Address will be required to provide an E-mail Address and their Preferred Method of Contact will automatically be set to ‘E-mail’ when the “Update My Information” page is submitted.

NOTE: If the existing Editor RoleManager sub-permission ‘E-mail Not Required (Warning Only) at Proxy Registration’ is selected, Editors will still be allowed to proxy register a new user without supplying an E-mail Address on the *Proxy Register New User* page. In this case, the Preferred Method of Contact radio buttons are suppressed on the page, and if an E-mail Address is not supplied all correspondence for that user is sent to the E-mail Address configured in PolicyManager.

TO CONFIGURE:
Go to *PolicyManager* and click the new “Manage Preferred Method of Contact” link under the E-mail and Letter Policies section (previously called “Forwarding E-Mail Address for Non-E-mail ‘Preferred Method of Contact’”). Select the ‘Hide Preferred Method of Contact’ checkbox and submit the page.

Sample PolicyManager *page*



Transfer Co-Author Questionnaires

In EM version 13.0, publications can transfer submissions from an EM publication to another EM publication. The responses provided by the Corresponding Author to Custom Questions on the Author Questionnaire and the Submission Questionnaire can be transferred, so that the Corresponding Author does not have to re-enter their answers on the recipient site; however, the responses provided by Co-Authors to the Author Questionnaire when they verify their co-authorship of the manuscript for the sending site are not transferred. New, in EM version 13.1, if a Co-Author has verified their Co-Authorship on the sending site, these responses will be transferred to the receiving site if the sites have matching Article Types and there are matching questions on the receiving site, so that the Co-Author does not have to re-enter their responses on the receiving site.

EM to non-EM submission transfer is not modified. Co-Author responses are not included in this type of transfer.

Currently, in EM version 13.0, the Co-Author confirmation statuses are transferred from the sending site, and then adjusted on the recipient site so that the Co-Author will be required to verify on the recipient site or 'register and verify', based on the transferred confirmation record and the requirements of the submission's Article Type on the recipient publication, but it does not take into account whether an Author Questionnaire is configured to be presented to the Co-Author on the receiving site. Also, after a transfer, the receiving publication can change to a different Article Type, which may have a different Author Questionnaire configured for it than the original Article Type, in which case the receiving site may want to the Co-Author to be presented with the Author Questionnaire for the new Article Type. If the receiving publication wants the Co-Author to answer the Author Questionnaire from their site, they must manually reset/clear the Co-Author's confirmation status, so that when the submission moves out of the *Transferred Submissions* folder and into the regular editorial workflow, the system will detect that the Co-Author has not confirmed their co-authorship and will send a letter which asks the Co-Author to verify their co-authorship for the submission on this site and also present them with the Author Questionnaire.

New in EM version 13.1, the transfer functionality will take the presence of an Author Questionnaire for the Article Type on the receiving site into account, and automatically reset/clear a Co-Author's confirmation status if the Article Type is configured to present an Author Questionnaire to Co-Authors, since the only way a Co-Author can answer a questionnaire is through the co-authorship verification process. This will also ensure that the Co-Author is presented with the questionnaire from the receiving site.

The new functionality in EM version13.1 will also reset/clear a Co-Author's confirmation status if the Article Type on the receiving site is configured to collect an Authenticated ORCID iD from Co-Authors and a transferred Co-Author does not have an Authenticated ORCID iD.

If after the adjustments, the Co-Author needs to verify or 'register and verify' on the recipient publication, the Co-Author will be automatically be notified by the recipient publication at the appropriate point in their workflow (New Submission or Revised Submission) and asked to verify their co-authorship, the same as in EM version 13.0. When the Co-Author verifies their contribution status on the recipient publication, the Author Questionnaire configured for the Article Type for the appropriate revision level of the submission on the recipient publication will be presented to the Co-Author.

When the Author Questionnaire is presented to the Co-Author on the recipient site (as part of the co-authorship verification process), any responses that were transferred from the sending site are used to pre-populate the responses to the questions, so that the Co-Author does not have to re-enter their responses. Of course, they are free to change their answers. Any transferred responses that no longer apply (because a different Article Type was chosen or the Author Questionnaire is configured differently on the receiving site) are discarded.

The information and links available to an Editor on the *Author Details* page after a submission has been transferred and before it has been moved out of the *Transferred Submissions* folder and into the standard editorial workflow have been changed so that an Editor can see the Co-Author's confirmation status transferred from the sending site, and can view the Author's Details, but cannot reset a Co-Author's status (since it will be done automatically at the appropriate point), or resend a confirmation letter (since no letter has yet been sent to the Co-Author from this site), or request confirmation from this Co-Author (since the choice of Article Type and Author Questionnaire are not final, i.e. they can still be changed until the submission moves out of the *Transferred Submissions* folder and the Co-Authors are notified appropriately). After the submission moves out of the *Transferred Submissions* folder and into the regular editorial workflow, the information on the *Author Details* page reflects the Co-Author statuses for the receiving site, and the links that were suppressed while the submission was in the *Transferred Submissions* folder are again available on the *Author Details* page: 'Reset Confirmation Status', 'Request Confirmation', and 'Resend Letter'.

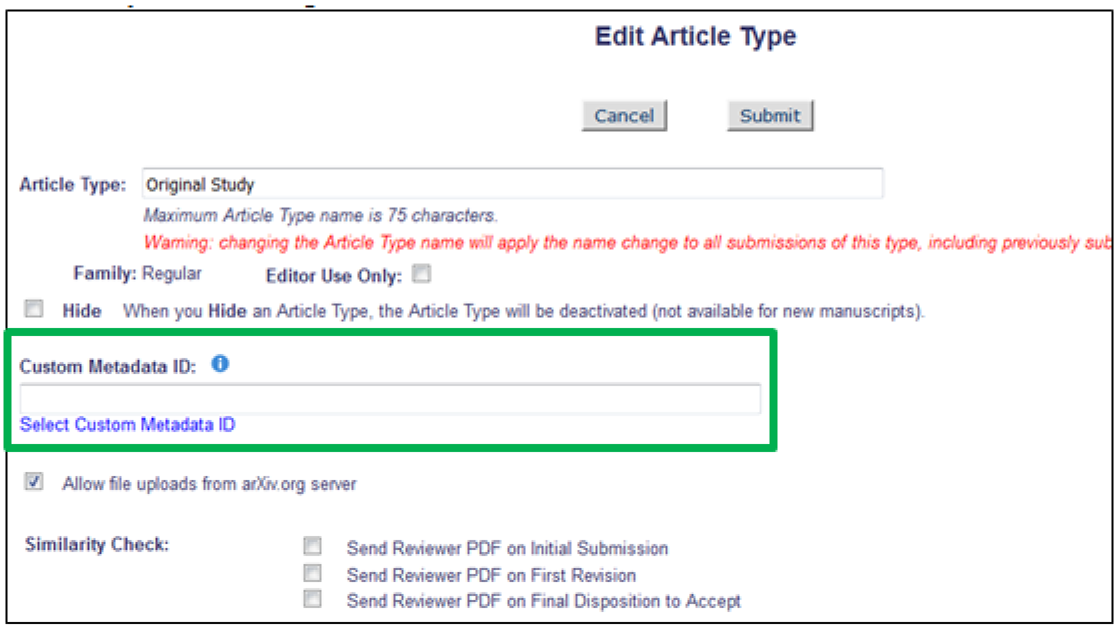
TO CONFIGURE:
No configuration is necessary for the Co-Author responses to be transferred.

Custom Metadata IDs for Article Types

In EM version 13.0, publications may define Additional Manuscript Details fields (AMDs), which are user-defined submission fields, and also Custom Questions to be presented to Authors of a submission. In addition, they may define their own Custom Metadata IDs and associate them with AMDs and Custom Questions. The use of the Custom Metadata IDs allows both internal and external systems to match AMD fields and Custom Questions based on their Custom Metadata IDs instead of text strings for cases in which publications have slightly different text for what is essentially the same Custom Question, or slightly different Descriptions for what is essentially the same AMD field.

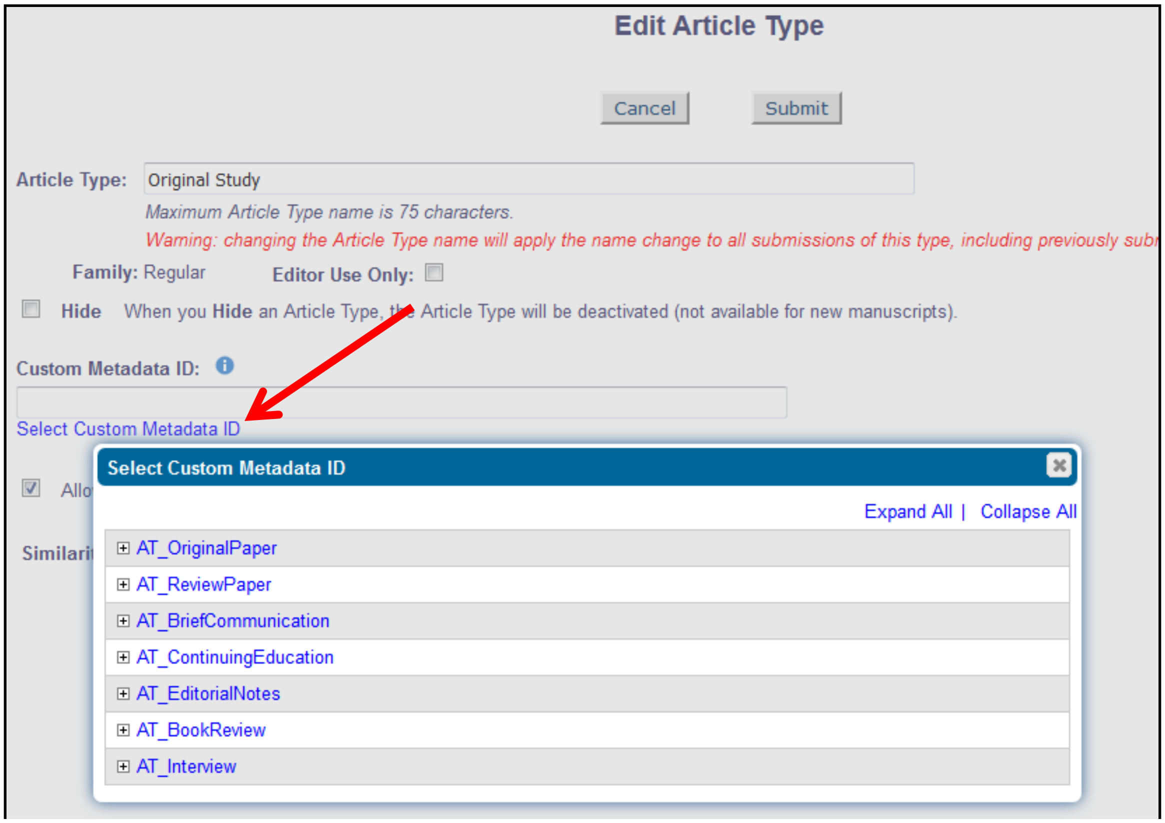
A System Administrator can manually add or edit the text for a Custom Metadata ID to be associated with an AMD or a Custom Question in a textbox on the appropriate configuration page for the item. The field is optional.

New in EM version 13.1, publications may also define Custom Metadata IDs for Article Types, so that internal and external systems can match Article Types that have slightly differing names for essentially the same Article Type on two systems. This is done in PolicyManager on the enhanced *Add/Edit Article Type* page.



Also, new in EM version 13.1, publications can pre-define sets of Custom Metadata IDs that can be selected from when adding or editing the Custom Metadata ID for an item. All Custom Metadata IDs are now assigned to a “type”, so that they can be associated with only items of that “type”. For example, a Custom Metadata ID of type “Article Type” can be associated only with Article Types, and not with AMDs or Custom Questions. A new PolicyManager page, *Define Custom Metadata IDs*, allows a System Administrator to pre-define and edit Custom Metadata IDs.

Users can continue to enter and edit the text of a Custom Metadata ID on the configuration page for an item "on-the-fly" as before, but can now also choose to select a Custom Metadata ID from an overlay on the configuration page by clicking on the link 'Select Custom Metadata ID', as seen on the partial screenshot of the *Edit Article Type* page below.



The system handles the Custom Metadata IDs automatically when an item is removed or hidden or un-hidden. If an item is removed from the system, the Custom Metadata ID is automatically disassociated from the item and available to be used for other items of the same type. If an item is hidden or un-hidden, its associated Custom Metadata ID is also hidden and un-hidden automatically.

The following submission production transmittal methods are updated to include the value of the Custom Metadata ID for an Article Type (if one is associated with it):

1. JATS 1.1A Production Task Export
2. JATS 1.1A V2 Production Task Export

The following editorial transmittal methods are updated to include the value of the Custom Metadata ID for an Article Type (if one is associated with it):

1. Single Destination Transmittal – JATS 1.1A
2. Single Destination Transmittal – Springer
3. Single Destination Transmittal – Springer Book Series
4. Single Destination Transmittal – Springer Open Peer Review

For the JATS transmittal methods, the optional "id" attribute is added to the "subject" element. For example:

```
<subj-group subj-group-type="Article Type">
    <subject id="Original_Research">Original Study</subject>
```

</subj-group>

For the Springer transmittal methods, the Custom Metadata ID is added to the DTD/schema as a required element.

Two import methods for importing into the *Transferred Submissions* folder are updated to include an optional Custom Metadata ID field for the Article Type:

1. *JATS Manuscript Import (Transferred Submissions)* for importing submissions from other EM sites
2. *JATS Manuscript Import (Transferred Submissions)* AKA the *EM Ingest Import Method* for importing from third parties such as Manuscript Service Providers and Author Portals.

For submission transfer to other EM sites or to non-EM sites, the Custom Metadata ID for an Article Type (if one is associated with it) is transferred. On EM sites, the Custom Metadata ID is used to match the submission to an Article Type on the receiving site.

The new Custom Metadata IDs for Article Types are written to the UDB, the same as the existing Custom Metadata IDs for AMDs and Custom Questions.

The Custom Report and EAR view *Custom Metadata Identifiers Information View* is updated to include Custom Metadata IDs associated with Article Types and Custom Metadata IDs not associated with any item.

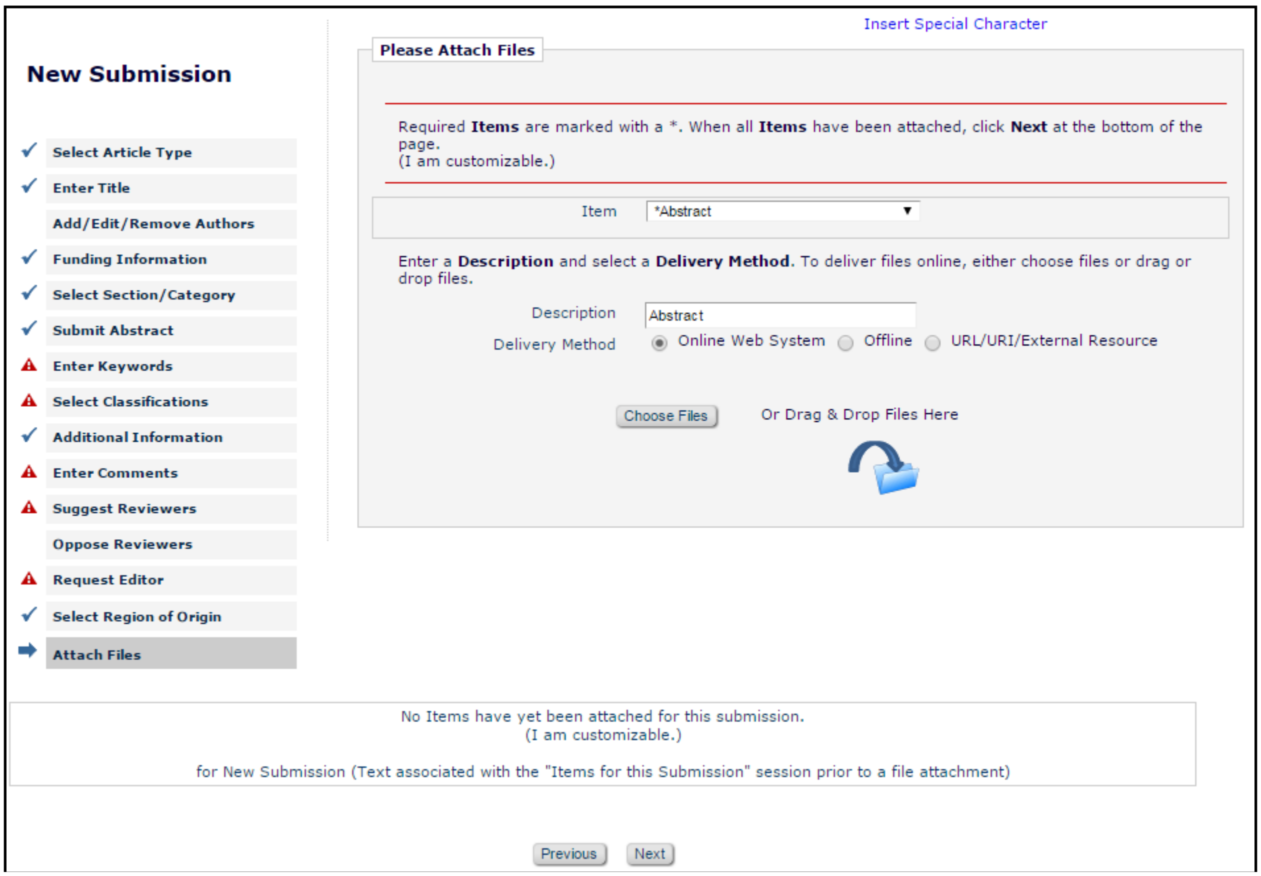
TO CONFIGURE:

1. The publication can use the new PolicyManager page *Define Custom Metadata IDs* to pre-define Custom Metadata IDs that can then be associated with items (AMDs, Custom Questions, or Article Types).
2. The publication can use the new section on the PolicyManager page *Add/Edit Article Type* to associate Custom Metadata IDs with Article Types.
3. The publication can use the new link ‘Select Custom Metadata ID’ on the PolicyManager page *Add/Edit Additional Manuscript Detail Field* to associate Custom Metadata IDs with AMDs.
4. The publication can use the new link ‘Select Custom Metadata ID’ on the enhanced PolicyManager page *Add/Edit Custom Question* to associate Custom Metadata IDs with Custom Questions.

Incomplete Submission Step Indicator

In EM version 13.0, during the submission process, authors are allowed to leave much of the required information blank and proceed on to other steps, in case they do not have the necessary information at hand and need to go look it up or get it from a co-author later. If they have entered any information for a step, a checkmark is displayed for the step, which makes it look like the step is complete. When the author is informed at the Summary Following Attach Files page that required information is missing, they find it difficult to locate the step for which information is missing.

In EM version 13.1, the checkmark displays beside only completed steps and introduces a new symbol (⚠) that will be displayed for any submission step where required information is missing or incorrectly formatted.

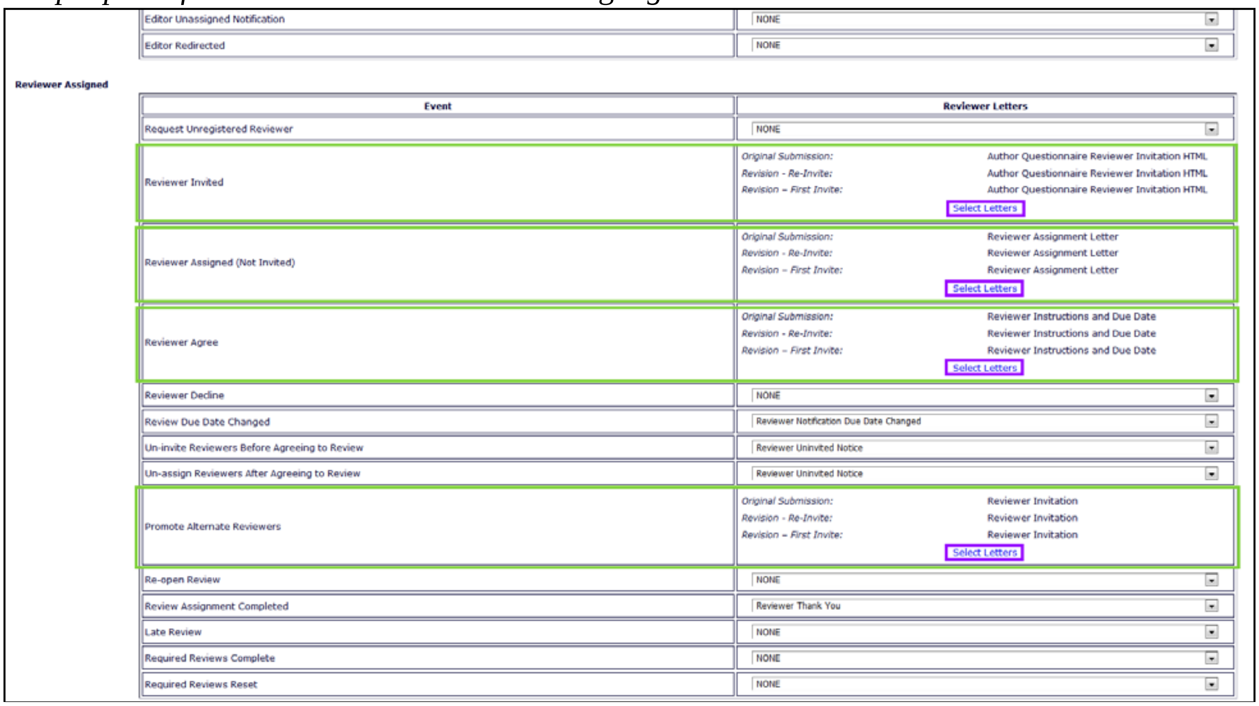


Default Reviewer Letters for Revision

In EM version 13.0, publications can configure a default Invitation or Assignment letter for Reviewers to receive in *ActionManager*. Creating default letters can make the Reviewer Invitation process quicker since most of the configuration is done ahead of time.

New in EM version 13.1, all of the 'Reviewer Assigned' events in *ActionManager* ('Reviewer Invited', 'Reviewer Assigned', 'Reviewer Agree', and 'Promote Alternate Reviewers') can have three default letters associated with them based on whether the submission is original (R0), a Revision (R1+), or a Revision for which the Reviewer has reviewed a previous version.

Sample part of a Reviewer Role's ActionManager *grid*



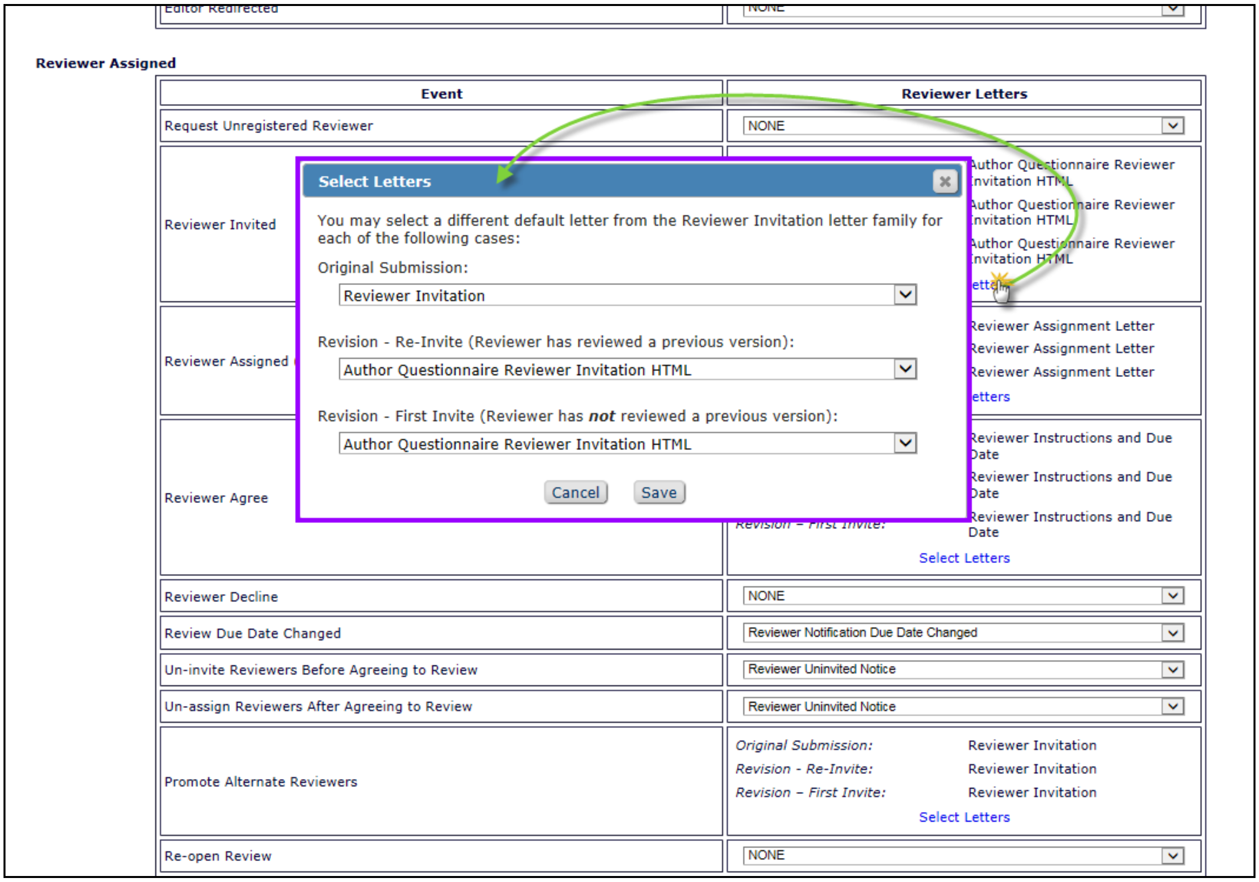
Editor Unassigned Notification	NONE
Editor Redirected	NONE

Reviewer Assigned

Event	Reviewer Letters
Request Unregistered Reviewer	NONE
Reviewer Invited	*Original Submission:* Author Questionnaire Reviewer Invitation HTML *Revision - Re-Invite:* Author Questionnaire Reviewer Invitation HTML *Revision – First Invite:* Author Questionnaire Reviewer Invitation HTML Select Letters
Reviewer Assigned (Not Invited)	*Original Submission:* Reviewer Assignment Letter *Revision - Re-Invite:* Reviewer Assignment Letter *Revision – First Invite:* Reviewer Assignment Letter Select Letters
Reviewer Agree	*Original Submission:* Reviewer Instructions and Due Date *Revision - Re-Invite:* Reviewer Instructions and Due Date *Revision – First Invite:* Reviewer Instructions and Due Date Select Letters
Reviewer Decline	NONE
Review Due Date Changed	Reviewer Notification Due Date Changed
Un-invite Reviewers Before Agreeing to Review	Reviewer Uninvited Notice
Un-assign Reviewers After Agreeing to Review	Reviewer Uninvited Notice
Promote Alternate Reviewers	*Original Submission:* Reviewer Invitation *Revision - Re-Invite:* Reviewer Invitation *Revision – First Invite:* Reviewer Invitation Select Letters
Re-open Review	NONE
Review Assignment Completed	Reviewer Thank You
Late Review	NONE
Required Reviews Complete	NONE
Required Reviews Reset	NONE

Clicking the 'Select Letters' link (outlined in purple above) in the Letters column for one of the 'Reviewer Assigned' events displays a pop up window where a System Administrator can select which default letters are sent when the submission is an Original Submission, Revision (Re-Invite previous Reviewer), and Revision (First Invitation). All letters in the 'Reviewer Invitation' letter family are displayed in the drop-down list for each submission status.

Sample pop-up for the Reviewer Invited *event in* ActionManager



TO CONFIGURE:
Letters must be created in the "Reviewer Invitation" letter family on the "Edit Letters" page in *PolicyManager*.

To select default letters for revisions, go to *ActionManager* and click the "[Reviewer Role] Letters" link to access the *ActionManager* grid for the desired Reviewer Role. For each of the "Reviewer Assigned" events ('Reviewer Invited', 'Reviewer Assigned', 'Reviewer Agree', and 'Promote Alternate Reviewers'), click the "Select Letters" link to associate default letters.

Alternate Reviewer Promotion Configuration Option

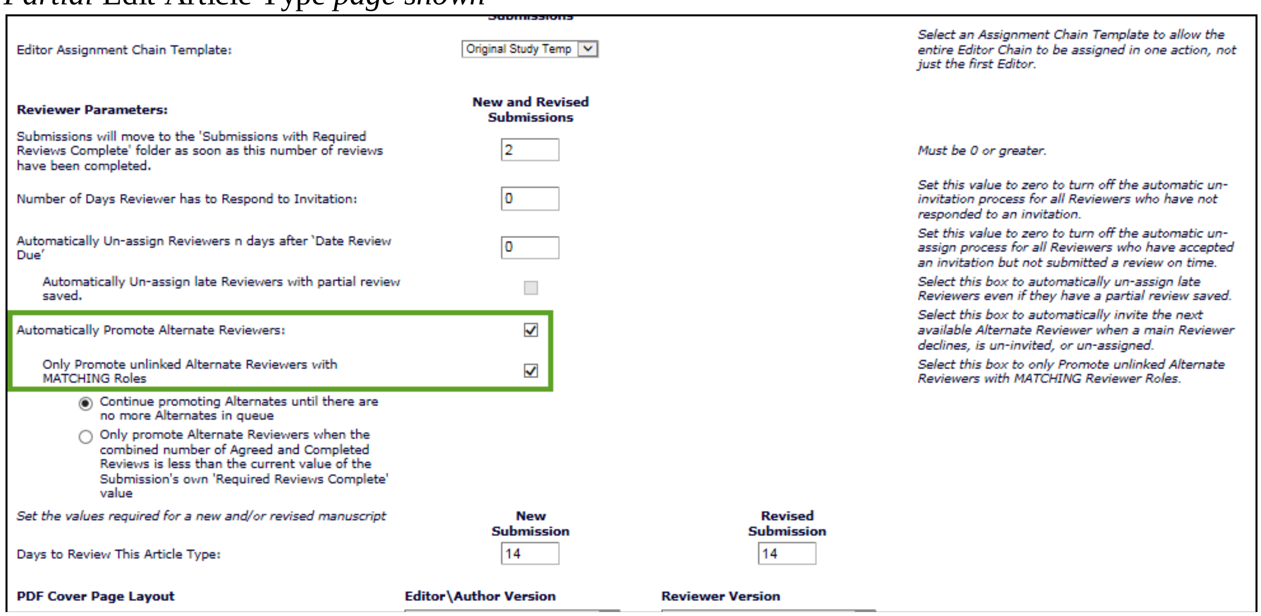
In EM version 13.0, publications can choose to have Alternate Reviewers automatically promoted at the time a Reviewer declines an invitation, is un-invited, or is un-assigned. This is set in *PolicyManager*, via the *Edit Article Type* page; each Article Type can have its own setting. The system will first promote any Linked Alternate Reviewers for that review; if there are none, then it will look to the general pool of (non-Linked) Alternate Reviewers. Automatically promoted Reviewers must have a matching Reviewer Role with the outgoing primary Reviewer for a successful promotion.

New in EM version 13.1, the existing Article Type setting, 'Automatically Promote Alternate Reviewers' is enhanced, and when enabled, can now ignore the Reviewer Role when automatically promoting an Alternate Reviewer when there is no linked Alternate Reviewer. A new sub-option "Only Promote unlinked Alternate Reviewers with MATCHING Roles" checkbox configuration option is added to the *PolicyManager*, *Edit Article Type* page. Since the sub-option of Alternate Reviewer promotion with matching Reviewer Roles is existing functionality, this setting is enabled by default upon upgrade for Article Types currently configured to use Automatic Reviewer Promotion.

TO CONFIGURE:

To set an Article Type to ignore matching Reviewer Roles when automatically promoting unlinked Alternate Reviewers, edit any Article Type in *PolicyManager*>'Edit Article Types'. In the 'Reviewer Parameters' section, make sure that the 'Automatically Promote Alternate Reviewers' is enabled and the sub-option 'Only Promote unlinked Alternate Reviewers with MATCHING Roles' is de-selected.

Partial Edit Article Type *page shown*



ORCID Enhancements

In EM/PM version 13.0, once a publication configures the ORCID iD to be a registration field an ORCID iD field is displayed in several locations. Where a person is editing their own information, we also show a link allowing the user to retrieve their ORCID directly from their ORCID record (we call this 'Authenticating' the ORCID iD as the subsequent interaction with the ORCID site proves to EM that the user owns that ORCID iD).

New in 13.1, the use of ORCID during user registration is expanded to allow the user to not only retrieve their ORCID iD in this way, but also retrieve name and contact details from their ORCID record via the same interaction.

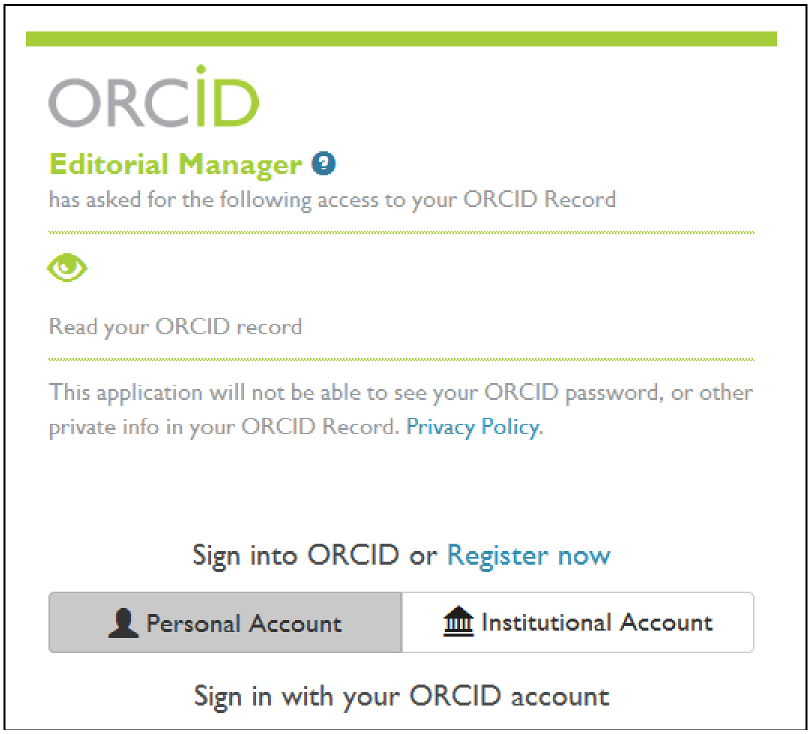
The pre-registration page has been redesigned to replacing the existing ORCID field with a new button allowing the user to register using details from their ORCID record:

Users who select the new option will experience the standard ORCID authorization interaction, giving EM permission to read information from their profile.

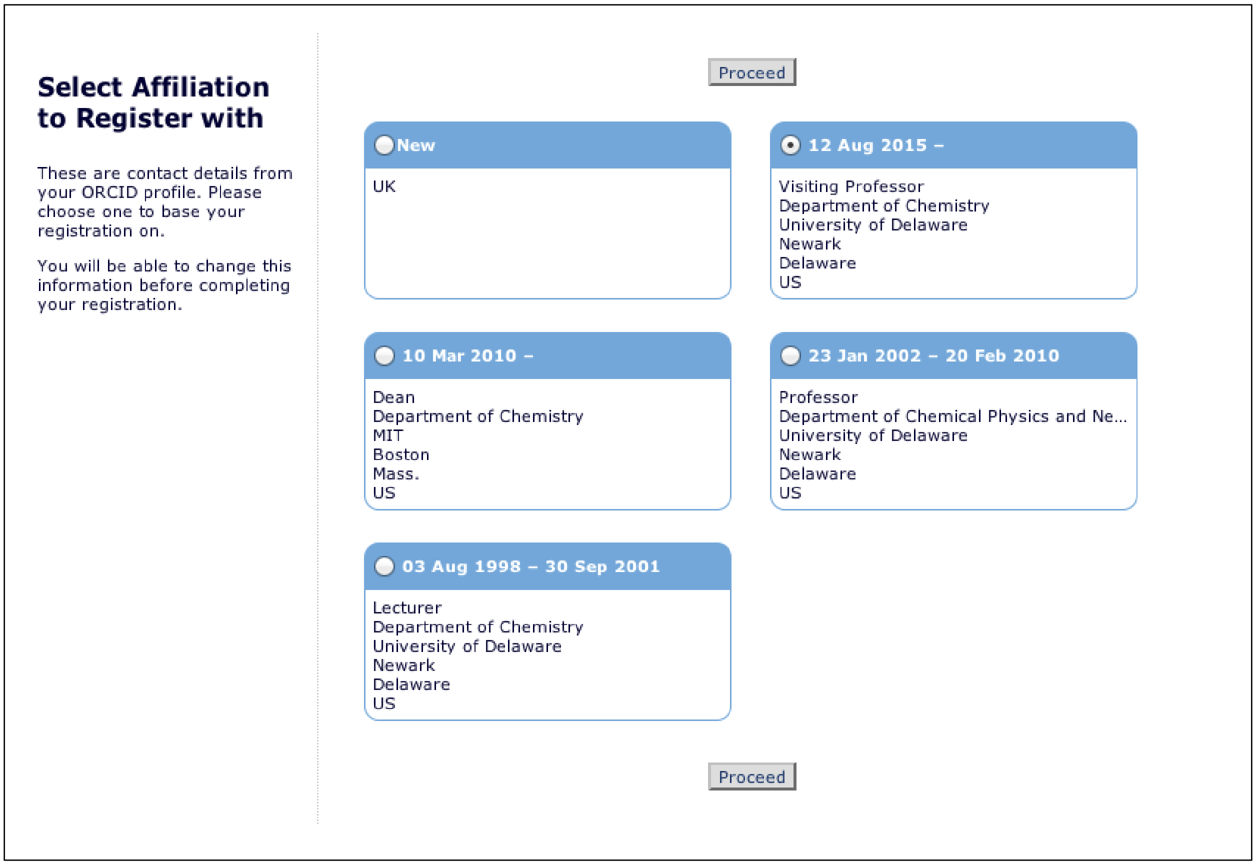
You can also choose to make this interaction the default registration option for *all* EM registrations, so that simply clicking on any 'Register' link will bypass this page and just trigger the ORCID interaction immediately.

There is also a new 'Register with EM via ORCID' URL that you can use in your websites, or emails to your users. Clicking this link takes the user to EM to check they aren't already logged in, then immediately triggers the ORCID interaction (again bypassing the pre-registration page, above).

Normal registration will be offered as a fallback option if ORCID registration fails for any reason (or the user can re-try the ORCID registration if they wish).

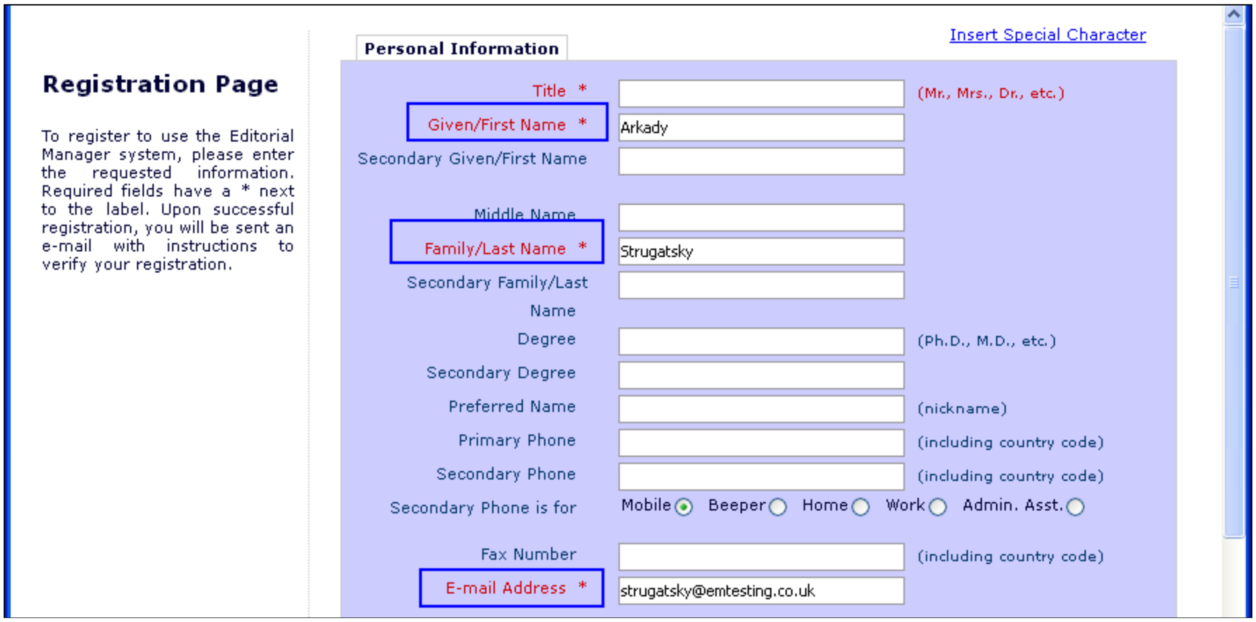


Depending on the registrant's employment history recorded in ORCID, and their privacy settings, on return EM might ask them to confirm which affiliation they are submitting from:



On choosing an affiliation, or immediately on return from ORCID if they have only one affiliation, the user will be taken to the existing registration form, pre-populated with information taken from their ORCID profile. They will have to fill in any missing information that you have configured as 'Required', and may then submit their registration as normal.

If they are not already registered under that ORCID iD, they are taken to the main registration page with several fields pre-populated:



This process can pre-populate the following fields, but please be aware that ORCID does not require that their users to supply all of this information, and ORCID also allows profile owners to mark *any* information in their ORCID Profile private, in which case it will not be sent to us.

- Given/First Name
- Family/Last Name
- E-mail Address
- Position
- Institution
- Department
- City
- State or Province
- Country
- Keywords (if configured as Registration Fields)

Before we display this registration page, we check that the user has not previously registered using the same ORCID iD, and can log them into their existing record if so (and if you have enabled ORCID Single Sign-On) – this is checked before we display the Registration page shown above. This should reduce the number of authors who incorrectly register a second time to submit a second manuscript:

TO CONFIGURE: The ability to Register via ORCID, instead of simply retrieving an ORCID iD, is standard functionality once you have enabled ORCID iDs as a registration field. If you are not yet collecting ORCID iDs on registration, enable the ORCID iD on the 'Edit Registration Fields' page under the *PolicyManager* menu.

NOTE: We recommend that you also check the 'Require Users to Authenticate with ORCID' option as well, so users always 'Authenticate' their ORCID iD and cannot simply type or paste in an ORCID iD.

If you want to make ORCID registration the default option, for example to increase the proportion of your users who supply one, then on the same page you should also check the 'Ask Users to Register via ORCID by Default' option, also new to 13.1.

If you want to include a link in your website, or in an email, for users to register with your publication's EM Site (via ORCID), the link target is formed by appending "/RegisterWithORCID.aspx" to your journal's EM site URL, e.g.:

https://www.editorialmanager.com/[JOURNAL_CODE]/RegisterWithORCID.aspx

http://www.edmgr.com/[JOURNAL_CODE]/RegisterWithORCID.aspx

Edit Registration Fields

Please select the fields you would like to require in the user Registration process. These fields will be designated with an asterisk (*) on the Registration, Update My Information, and Search People pages. Fields in bold text are required by Editorial Manager and cannot be made Optional by the publication.

Some system fields allow accompanying secondary fields. These secondary fields may be displayed on the registration pages to collect information in a different language or character set. The maximum length and type of the data entered in the secondary field is the same as the system field.

To make a personal identifier or secondary field required, select the first checkbox. To Hide the identifier or secondary field, select the 'Hidden' checkbox. The Required and Hidden checkboxes cannot both be selected. If an identifier or secondary field is Hidden, the field is no longer available for data entry, and any values previously entered into this field are not displayed on any page in the system.

If you decide to collect an ORCID iD, you can force users to retrieve an Authenticated ORCID using a secure API. Enabling the ORCID allows users to register with your publication using metadata from their ORCID profile. You can choose to make this the default option when registering with your publication.

Required	Hidden	System Field
☑		Title
✓		**Given/First Name**
☐		Middle Name
✓		**Family/Last Name**
☐		Degree
☐		Preferred Name
☑		Telephone Number
☐		Fax Number
☐		Secondary Telephone Number
☐		Secondary Telephone Number is for
✓		**E-mail**
✓		**Preferred Method of Contact**
☐	☐	ISNI
☐	☐	ORCID
		☐ Require users to Authenticate with ORCID
		☐ Ask users to Register via ORCID by default
☐	☐	PubMed Author ID

The rest of the page is unchanged.

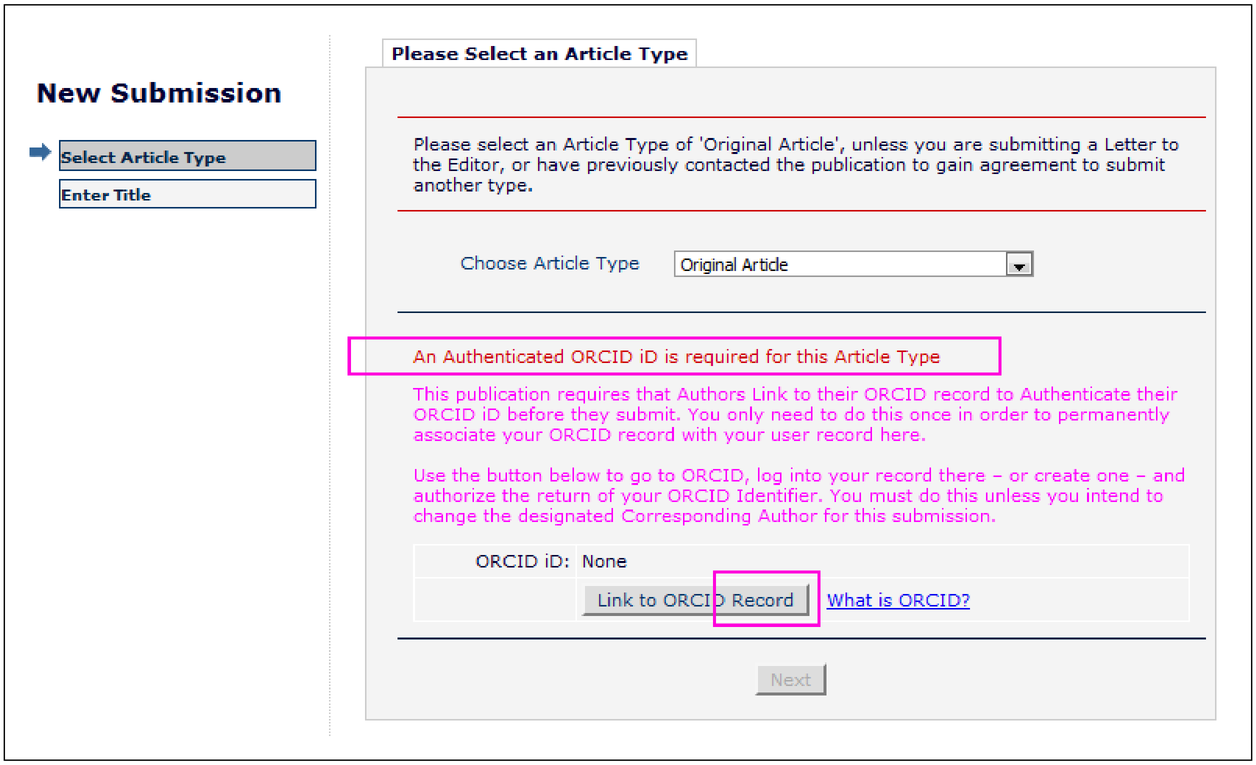
If you want EM to allow users to log in if they have already registered using the same ORCID iD (i.e. this person is re-registering a second time to submit a paper, forgetting their previous registration), then enable the existing 'Login via ORCID' setting on the 'Configure Login Page' under the *PolicyManager* menu.

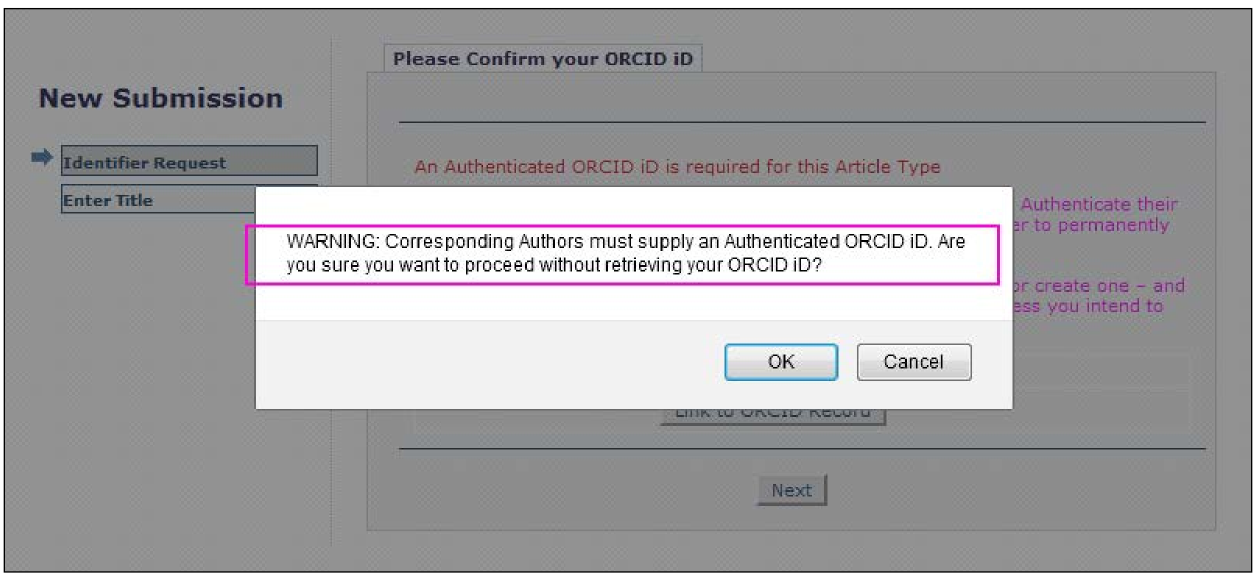
Note that if you do so, users will be able to use ORCID Single-Sign-On to log in as soon as the registration process finds their existing *authenticated* ORCID iD; if you do not, EM will still give them the option to have their previous details sent to them when it finds a previous registration.

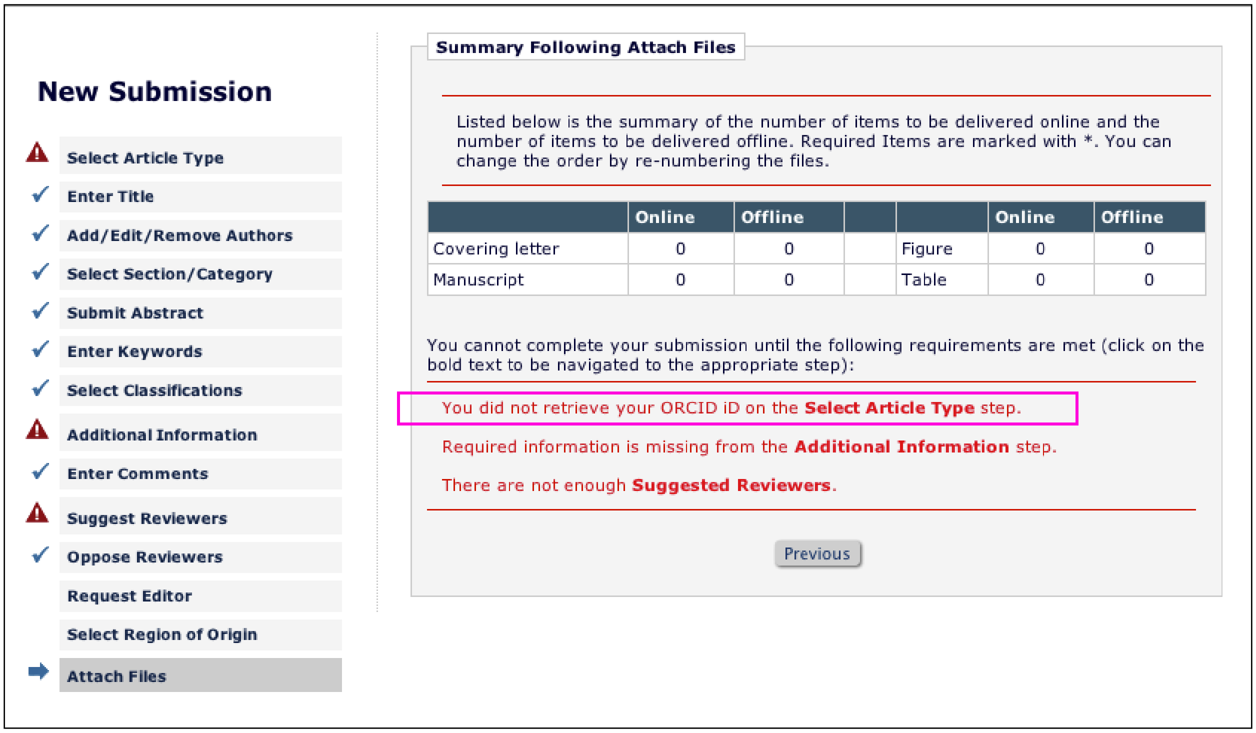
In EM/PM 13.0, publications can collect ORCID iDs from Corresponding Authors who don't have one as part of the submission process, as well as during Registration. In 13.0, this configuration was between Hidden or Optional and so authors could still choose not to supply their ORCID iD if it was enabled.

New in 13.1, we have extended the existing Article Type configuration so that you may now make having an Authenticated ORCID iD 'Required' for the Corresponding Author of a manuscript.

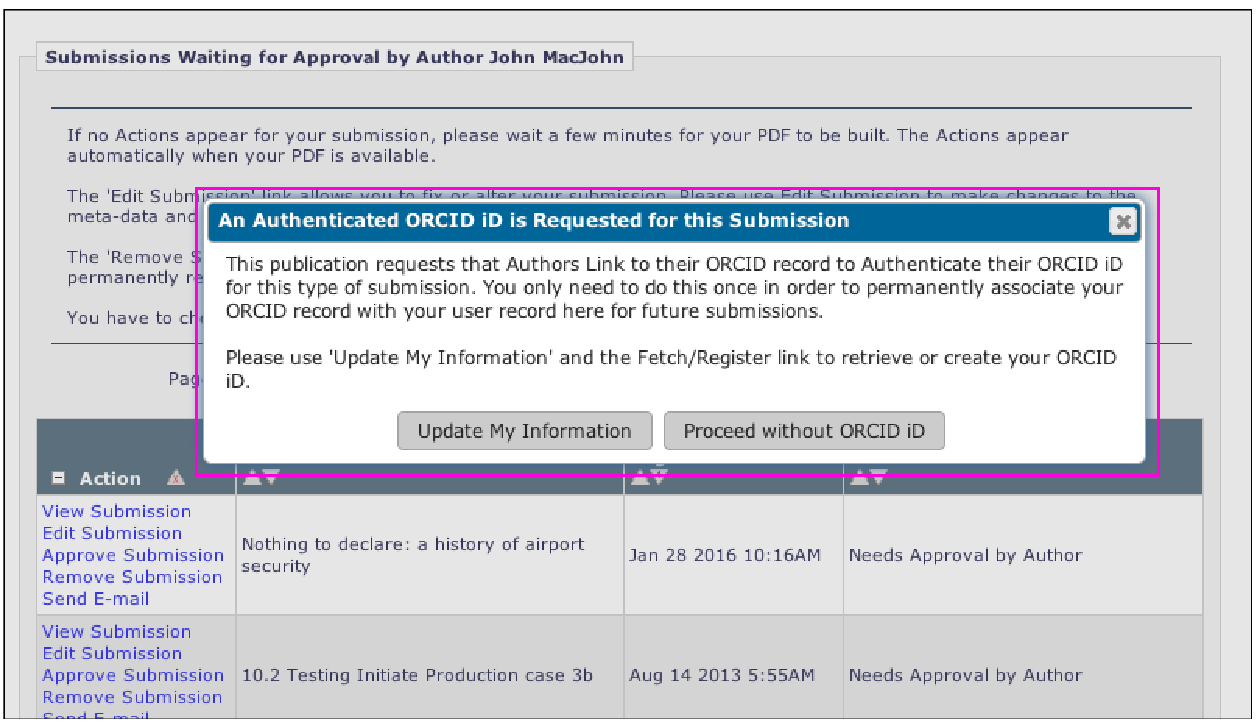
Corresponding Authors will see the same option as before if they do not have an Authenticated ORCID at the time they go to submit, but if they choose NOT to retrieve their ORCID iD, they will be prevented from completing the submission process:

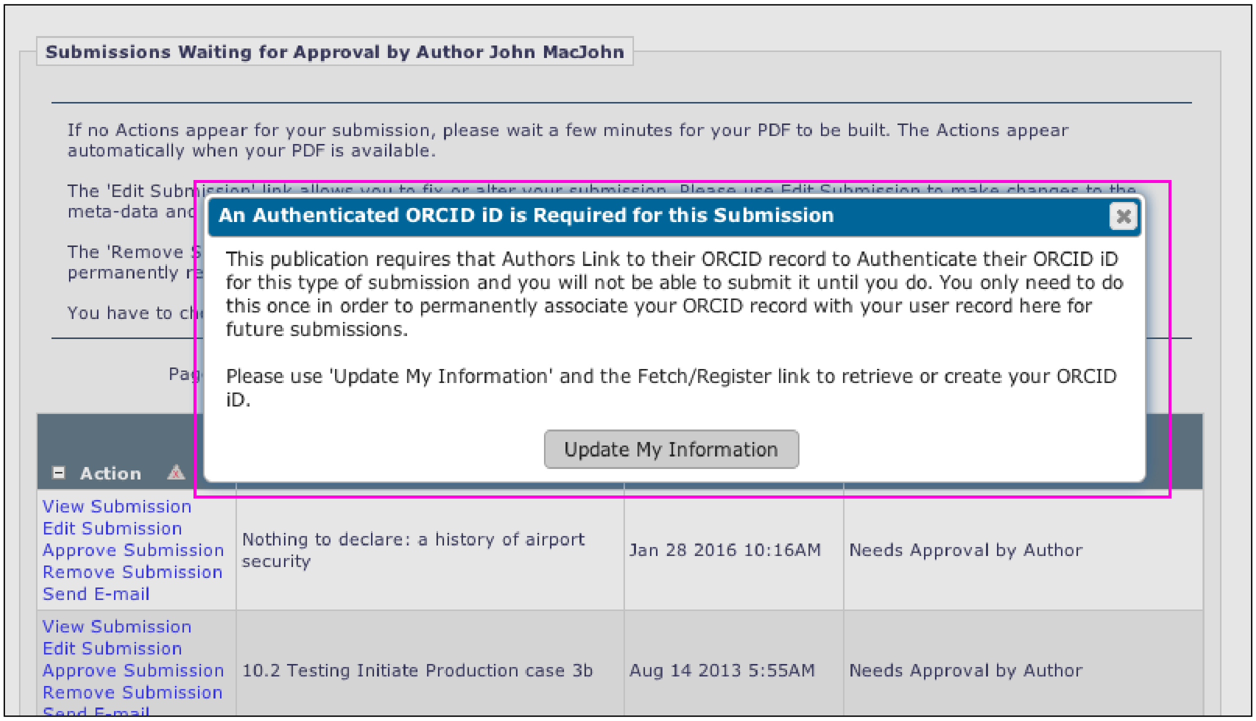

New Submission
Select Article Type
Enter Title
Please Select an Article Type
Please select an Article Type of 'Original Article', unless you are submitting a Letter to the Editor, or have previously contacted the publication to gain agreement to submit another type.
Choose Article Type
Original Article
An Authenticated ORCID iD is required for this Article Type
This publication requires that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here.
Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier. You must do this unless you intend to change the designated Corresponding Author for this submission.
ORCID iD: None
Link to ORCID Record
What is ORCID?
Next


New Submission
Identifier Request
Enter Title
Please Confirm your ORCID iD
An Authenticated ORCID iD is required for this Article Type
WARNING: Corresponding Authors must supply an Authenticated ORCID iD. Are you sure you want to proceed without retrieving your ORCID iD?
OK
Cancel
Next



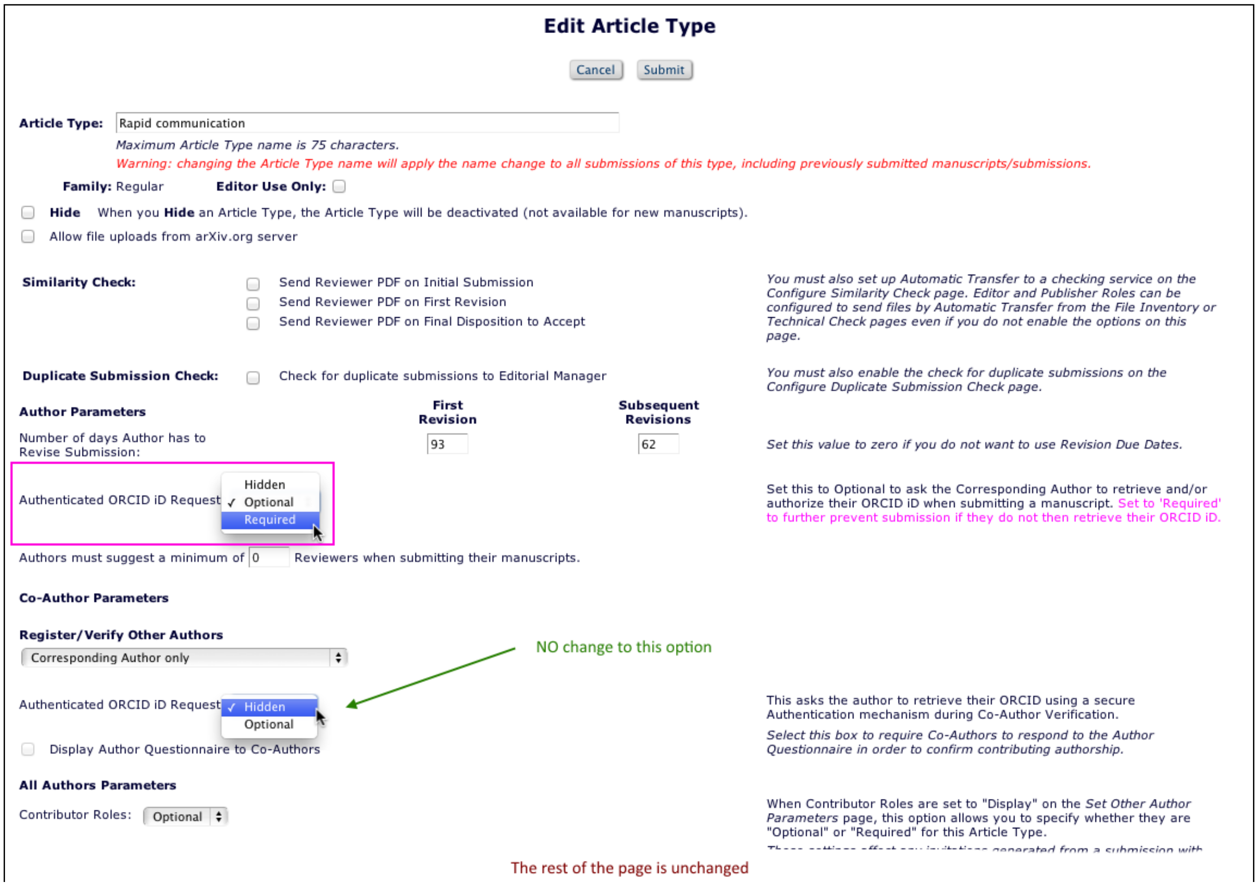
The setting also applies after the Corresponding Author is changed to a new person by the original Corresponding Author (the person submitting the manuscript) – we now check for both Optional and Required configurations, and display a warning when the new Corresponding Author attempts to Approve the PDF:





TO CONFIGURE: as before, go to the ‘Edit Article Types’ page under the *PolicyManager* menu, and when adding or editing an Article Type, set the existing ‘Authenticated ORCID iD Request’ under ‘Author Parameters’ to Required.

NOTE: This feature will affect submissions retroactively. It will affect submissions that are in progress prior to enabling the feature. If an Author submitted prior to the activation of the feature, that Author will be required to provide an ORCID as part of the Revision process.



NOTE: This allows you to configure your publications so that the ORCID may be optional when registering (e.g. so Reviewers and Editors do not need one), but mandatory for Authors who wish to submit. So you may wish to check the ORCID iD configuration on the 'Edit Registration Fields' page under PolicyManager.

TO CONFIGURE: Go to the existing 'Edit Request Authenticated ORCID iD Instructions' page under *PolicyManager*, and check the instructions there – we have modified the default text for the existing 'Corresponding Author for Submission' configuration, and relabeled it to 'Corresponding Author ORCID iD Optional for Submission'; and we have added three new sets of instructions to check:

- Instructions for the new case where the ORCID iD is Required for the Corresponding Author on submission, displayed on the Select Article Type step.
- Two new Instruction texts for the same Optional and Required settings, to be displayed to a new Corresponding Author when they go to Approve the Submission on viewing the PDF.

Edit 'Request Authenticated ORCID iD' Instructions

Enter the instructions to be displayed when requesting an Authenticated ORCID Identifier from the Corresponding Author during manuscript submission or Approval, or from a Co- Author during Other Author verification. These appear when the associated check has been configured under the Article Type for a submission, and the author in question has not yet retrieved and authenticated an ORCID iD. For Corresponding Authors, this check can be 'Optional' or 'Required'; if 'Required', the submission process cannot be completed until they have an authenticated ORCID iD. When the Corresponding Author is changed during submission, the new Corresponding Author will be asked for their ORCID iD when they go to view and Approve the submission.

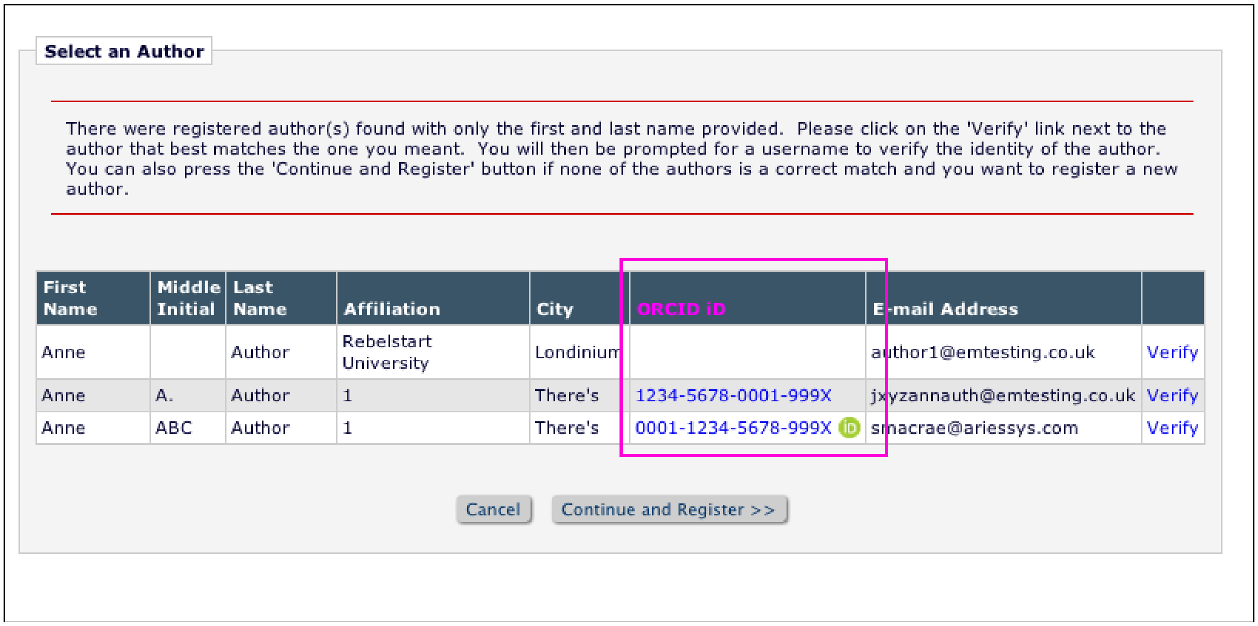
Cancel Submit

Area	Instructions
Corresponding Author ORCID iD Optional for Submission	Insert Special Character This publication requests that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here. Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier. View Default Instructions Revert to Default Instructions
Corresponding Author ORCID iD Required for Submission	Insert Special Character This publication requires that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here. Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier. You must do this unless you intend to change the designated Corresponding Author for this submission. View Default Instructions Revert to Default Instructions
Changed Corresponding Author ORCID iD Optional for Approval	Insert Special Character This publication requests that Authors Link to their ORCID record to Authenticate their ORCID iD for this type of submission. You only need to do this once in order to permanently associate your ORCID record with your user record here for future submissions. Please use 'Update My Information' and the Fetch/Register link to retrieve or create your ORCID iD. View Default Instructions Revert to Default Instructions
Changed Corresponding Author ORCID iD Required for Approval	Insert Special Character This publication requires that Authors Link to their ORCID record to Authenticate their ORCID iD for this type of submission and you will not be able to submit it until you do. You only need to do this once in order to permanently associate your ORCID record with your user record here for future submissions. Please use 'Update My Information' and the Fetch/Register link to retrieve or create your ORCID iD. View Default Instructions Revert to Default Instructions
Co-Author ORCID iD Optional during Verification	Insert Special Character This publication requests that Authors link to their ORCID record to retrieve an 'Authenticated' ORCID Identifier. This will support the correct attribution of this submission to you if accepted for publication. If you have not yet registered for an ORCID iD, you can also use the button below to register and authenticate a new one. View Default Instructions Revert to Default Instructions

Cancel Submit

In EM/PM 13.0, authors who wish to change the Corresponding Author are given a list of names that match the supplied details, and they may choose one to Verify (by supplying that person's username).

New in 13.1, this list will now display the ORCID iDs for the listed authors:



TO CONFIGURE: No configuration required; if the ORCID iD exists for any author, it will be listed.

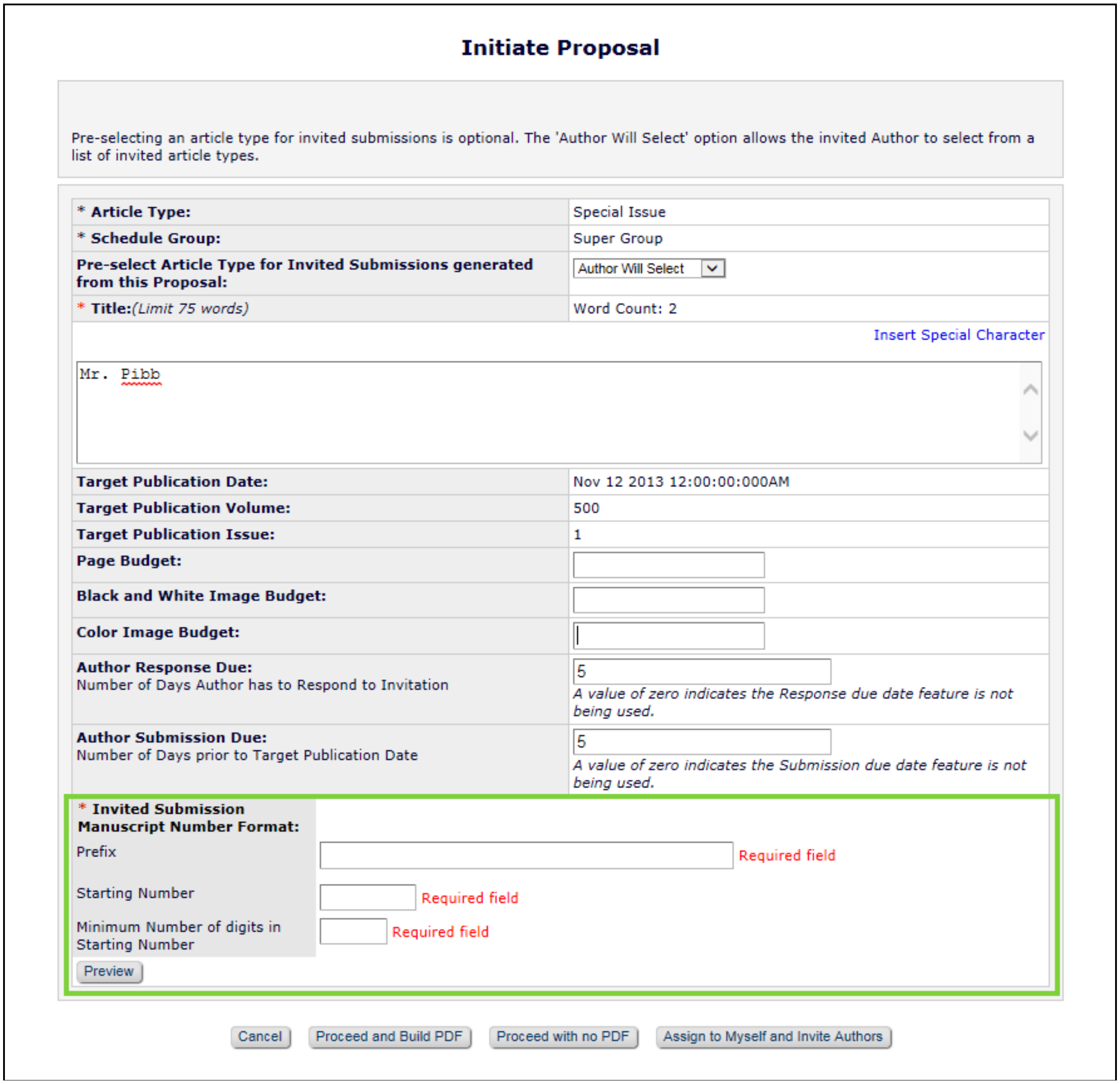
Custom Invited Submission Proposal Numbering

In EM version 13.0, Invited Submissions are numbered according to the publication-defined setting on the 'Set Manuscript Number Format' page in *PolicyManager*: 'Manually Assign Manuscript Number', 'Automatically Assign Manuscript Number at Author Submission', or 'Automatically Assign Manuscript Number when an Editor is Assigned'. Publications can only use one of these settings for all submissions that pass through the EM/PM workflow. Invited Submissions related to a single Proposal might not have sequential Manuscript Numbers, depending on the Manuscript Number assignment method and the timing of the submitted papers.

New in EM 13.1, 'Invited Submission Manuscript Number' format options are added for Article Types in the Proposal family. The selected 'Invited Submission Manuscript Number' format is configurable on the 'Edit Article Type' page in *PolicyManager* and will apply to all invited or assigned submissions associated with the Proposal of that Article Type. Two Manuscript Number format options are available:

- "Use format configured on 'Set Manuscript Number Format' page"
    - This is the default selection and existing functionality. Selecting this Manuscript Numbering format will use the settings configured by the publication on the 'Set Manuscript Number Format' page in *PolicyManager*.
- "Use Prefix + Incrementing Number entered on the 'Initiate Proposal' page"
    - If this option is selected, each time a Proposal is initiated with this Proposal Article Type, the Proposal creator must enter a Prefix, Starting Number, and Minimum number of digits in Starting Number that will be used only for invited submissions associated with that Proposal. The Editor is essentially creating the template for the Manuscript Numbers automatically generated for the Proposal's Invited Submissions.
    - This option ensures that any Invited Submissions have sequential Manuscript Numbers and can be easily identified as belonging to the parent Proposal.

Sample Initiate Proposal *page* – Use Prefix + Incrementing Number entered on 'Initiate Proposal' page *has been enabled for this Proposal Article Type*



Initiate Proposal

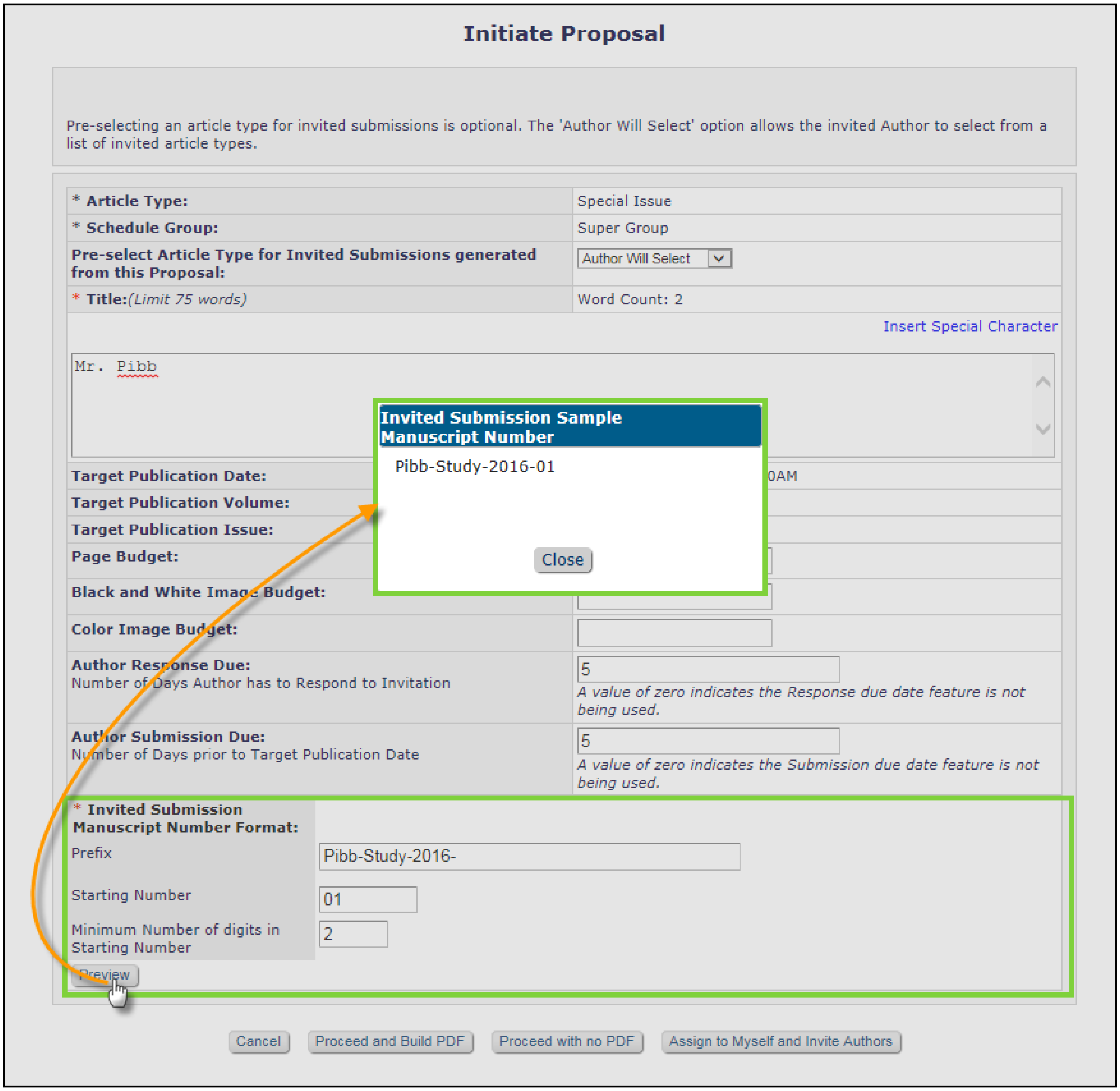
Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

* **Article Type:**	Special Issue
* **Schedule Group:**	Super Group
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select
* **Title:** *(Limit 75 words)*	Word Count: 2
	Insert Special Character
Mr. Pibb	
Target Publication Date:	Nov 12 2013 12:00:00:000AM
Target Publication Volume:	500
Target Publication Issue:	1
Page Budget:	
Black and White Image Budget:	
Color Image Budget:	
Author Response Due: Number of Days Author has to Respond to Invitation	5 *A value of zero indicates the Response due date feature is not being used.*
Author Submission Due: Number of Days prior to Target Publication Date	5 *A value of zero indicates the Submission due date feature is not being used.*
* **Invited Submission Manuscript Number Format:**	
Prefix	Required field
Starting Number	Required field
Minimum Number of digits in Starting Number	Required field
Preview	

Cancel | Proceed and Build PDF | Proceed with no PDF | Assign to Myself and Invite Authors

After an Editor has entered values for the Prefix, Starting Number, and Minimum Number of digits in Starting Number, the resulting new Manuscript Number Format for the Proposal's Invited Submissions can be viewed by clicking the 'Preview' button. This is a helpful way to ensure that the new Manuscript Number Format is spaced correctly, etc.

Sample Initiate Proposal *page* – Use Prefix + Incrementing Number entered on 'Initiate Proposal' page *has been enabled for this Proposal Article Type. The Manuscript Number Format is being previewed:*



NOTE: The Prefix must be unique for each Proposal to ensure that no duplicate Invited Submission Manuscript Numbers are generated.

NOTE: The Prefix entered during Proposal initiation cannot match the custom Prefix entered on the 'Set Manuscript Number Format' page in *PolicyManager*.

NOTE: Only the Invited Submissions generated from the Proposal are affected by this new option. The Proposal Number itself will use the Manuscript Number format determined on the 'Set Manuscript Number Format' page in *PolicyManager*.

The manuscript number for an invited submission will be assigned either at Author Submission or when an Editor is Assigned, depending on the radio button selection on the Set Manuscript Number Format page in PolicyManager.

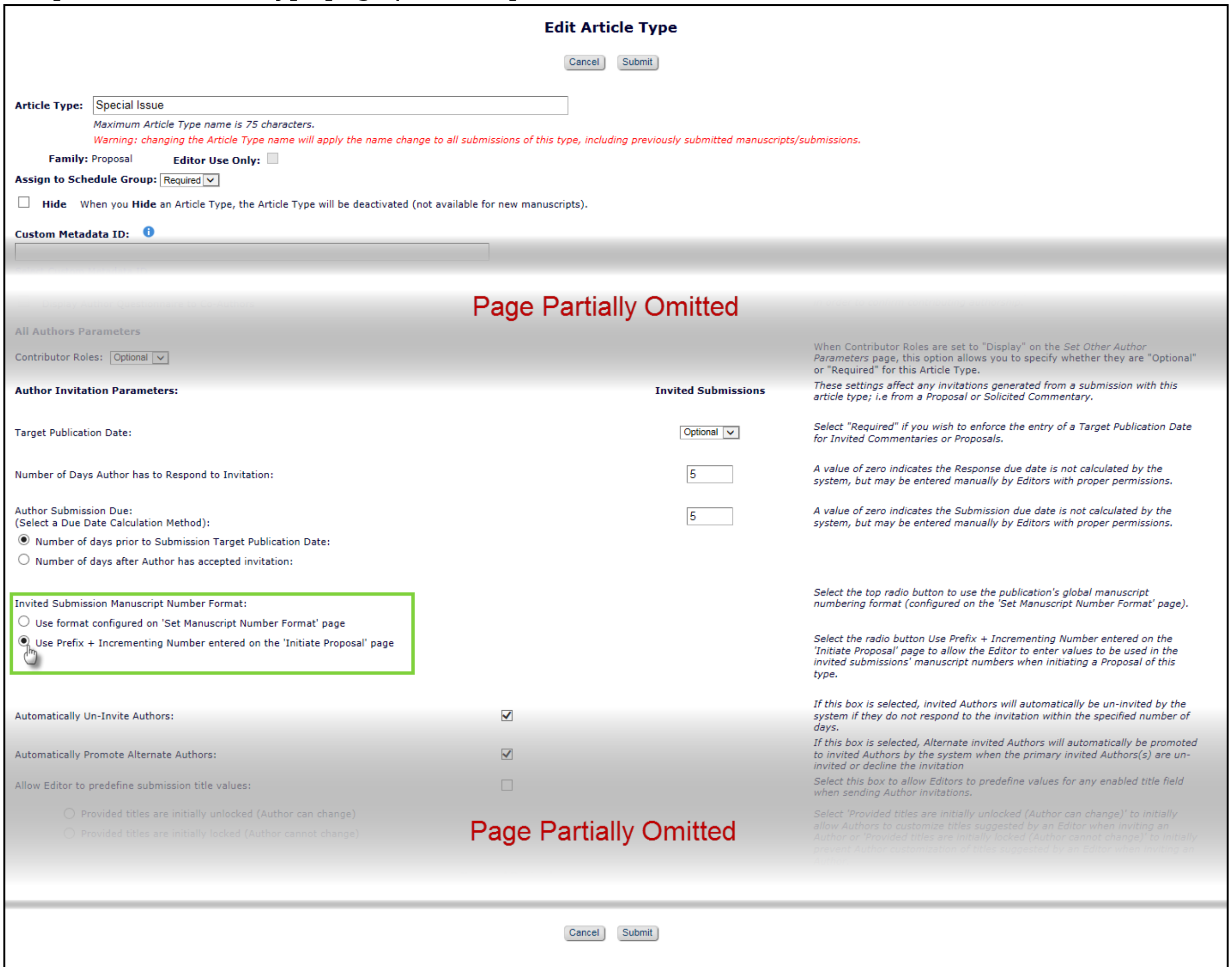
- Manually Assign Manuscript Number
    - With "Use format configured on 'Set Manuscript Number Format' page" configured for the Proposal Article Type
        - Editors are required to enter a Manuscript Number by using the 'Assign Manuscript' action link when the Invited Submission is received by the publication.
    - With "Use Prefix + Incrementing Number entered on the 'Initiate Proposal' page" configured for the Article Type
        - The Manuscript Number is automatically assigned to the Invited Submission when it is received by the publication. The Manuscript Number is built by combining the Prefix entered during Proposal Initiation and the next available incremented number.
- Automatically Assign Manuscript Number at Author Submission
    - With "Use format configured on 'Set Manuscript Number Format' page" configured for the Proposal Article Type
        - The Manuscript Number is automatically assigned using the criteria on the 'Set Manuscript Number Format' page in *PolicyManager* when the publication receives the Invited Submission.
    - With "Use Prefix + Incrementing Number entered on the 'Initiate Proposal' page" configured for the Article Type
        - The Manuscript Number is automatically assigned to the Invited Submission when it is received by the publication. The Manuscript Number is built by combining the Prefix entered during Proposal Initiation and the next available incremented number.
- Automatically Assign Manuscript Number When an Editor is Assigned
    - With "Use format configured on 'Set Manuscript Number Format' page" configured for the Proposal Article Type
        - The Manuscript Number is automatically assigned using the criteria on the 'Set Manuscript Number Format' page in *PolicyManager* when an Editor is assigned to the Invited Submission.
    - With "Use Prefix + Incrementing Number entered on the 'Initiate Proposal' page" configured for the Article Type
        - The Manuscript Number is automatically assigned to the Invited Submission when an Editor has been assigned. The Manuscript Number is built by combining the Prefix entered during Proposal Initiation and the next available incremented number.

NOTE: Invited Submissions originating from the 'Solicit Commentary' feature will use the manuscript number settings configured on the 'Edit Manuscript Number Format' page in *PolicyManager*, since its "parent" submission is not a Proposal Article Type.

TO CONFIGURE:

Go to ‘Edit Article Types’ in *PolicyManager* and add or edit an existing Proposal Article Type, and select an option under the new “Invited Submission Manuscript Number Format” section of the page

Sample Edit Article Type *page for a Proposal*



Upon upgrade to 13.1, the ‘Invited Submission Manuscript Number Format’ is set to “Use format configured on ‘Set Manuscript Number Format’ page. To enable separate Manuscript Numbering for the Invited Submissions of Proposals, select the “Use Prefix + Incrementing Number entered on the ‘Initiate Proposal’ page” radio button.

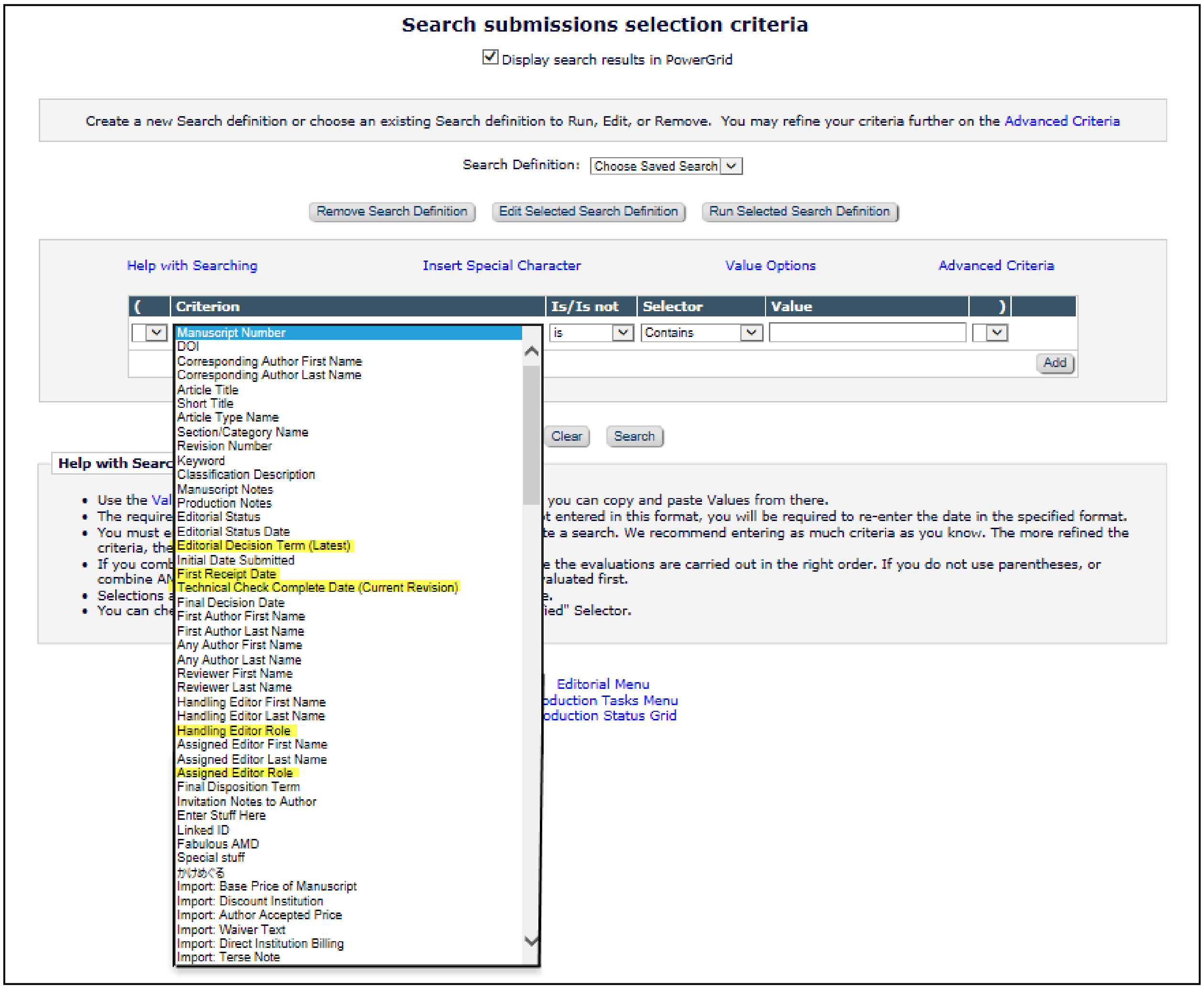
Upon initiation of a Proposal that uses this an Article Type configured with the “Use Prefix…” setting, the Proposal creator will be required to enter values for the Prefix, Starting Number, and Minimum Number of digits in Starting Number (similar to “Set Journal Auto-Increment Manuscript Number Format” on the ‘Set Manuscript Number Format’ page in *PolicyManager)*.

Since the new “Use Prefix + Incrementing Number entered on the ‘Initiate Proposal’ page” for Proposal Article Types uses the publication’s Manuscript Number Assignment Method configured on the ‘Set Manuscript Number Format’ page, it may be useful to consult the current settings on your publication by clicking ‘Set Manuscript Number Type’ in *PolicyManager*.

Search Submission Criteria Additions

New in EM/PM version 13.1, the following criteria are added to ‘Search Submissions’:

1. Technical Check Complete Date (Current Revision), when configured
2. Editor Decision Term (Latest)
3. Handling Editor Role
4. Assigned Editor Role
5. First Receipt Date



TO CONFIGURE:

No additional configuration necessary to access to Search Criteria.

Bibliometric Intelligence Analysis

In EM version 13.0, there are several integrated solutions that help Editors manage assignments: CrossCheck/iThenticate, Duplicate Submission Checking, Reviewer Discovery, etc. As the volume of submissions increases, so does an Editor's To-Do List.

In EM version 13.1, Meta$^{\alpha}$'s Bibliometric Intelligence tool is integrated with Editorial Manager to help Editors better identify which submissions may be the best "fit" for the publication. Bibliometric Intelligence aims to predict the "Eigenfactor" of a manuscript over a 3-year time period by giving it an "Article Trajectory" score from 1 to 1000. Additionally, a second algorithm will produce a "Publication Match" score (in %), identifying how closely the submission matches papers already published by the journal. A report PDF is also produced, containing a detailed analysis of the results. This information allows Editors to triage the handling of papers based on their predicted success and compatibility with the publication. For more information about Meta$^{\alpha}$'s Bibliometric Intelligence tool, please refer to the following document: *https://medium.com/@meta_6493/enabling-editors-through-machine-learning-81b528b496ce#.hdnr9h4ub*

EM can be configured to transfer the Author/Editor PDF directly to Meta$^{\alpha}$'s Bibliometric Intelligence tool through an API. This requires a valid account with Meta$^{\alpha}$, which must be set up in advance to receive files. Once configured, Editors and Publisher Roles can be given permission to send the Author/Editor PDF to Meta$^{\alpha}$ from EM. The Author/Editor PDF can be sent from a submission's 'File Inventory' page, or an Editor carrying out a technical check can send the Author/Editor PDF from the 'Technical Check' page. Once the PDF has been deposited with Meta$^{\alpha}$, EM will automatically check back for the completed report, and will display the scores and a link to download the report PDF.

Publications may also configure individual Article Types to carry out an automated deposit of the Author/Editor PDF with Meta$^{\alpha}$ at key points in the peer review process. The available trigger points are:

- When Transfer Complete link is clicked
- When a New Submission is Received
- On Tech Check Complete
- At First Editor Assignment

  OR

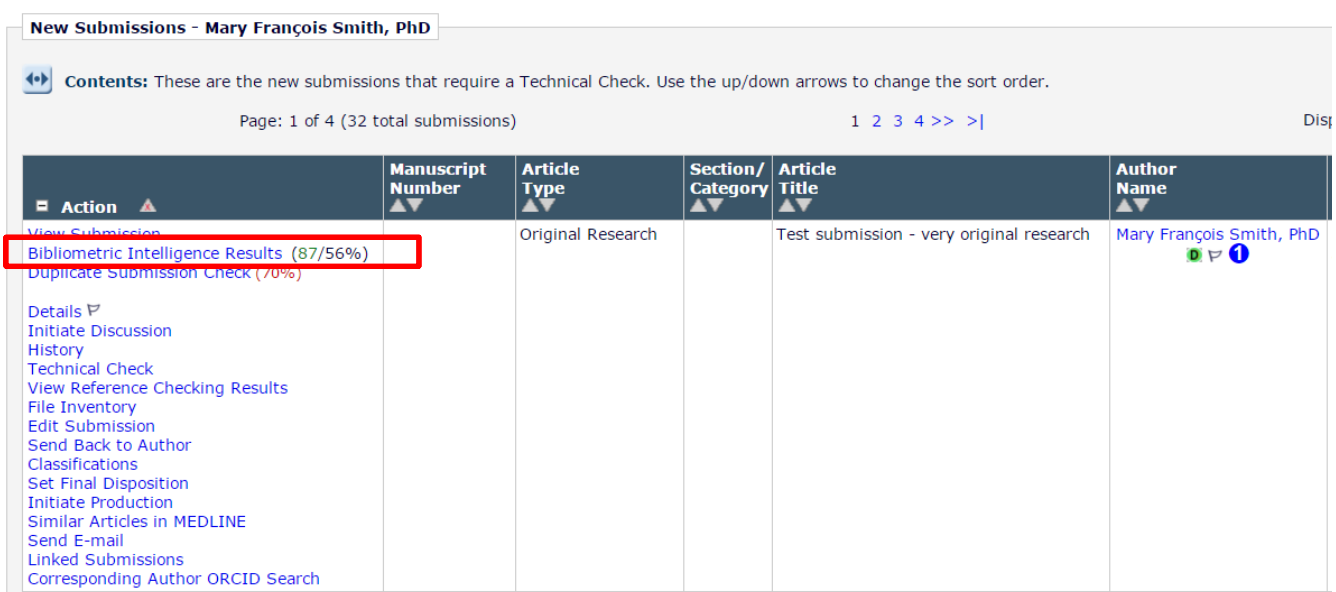
- On First Revision

This allows publications to identify key submission types that will always be run through Bibliometric Intelligence Analysis.

Submissions where the Author/Editor PDF has been sent to Meta$^{\alpha}$ for analysis will display a 'Bibliometric Intelligence Results' Action Link in some folders; on a custom Details page (if configured); and in Search Submission results. Clicking the link will download the report PDF (if available). All Roles (Author, Reviewer, Editor and Publisher) can be configured to view this link. Next to the link, users may see:

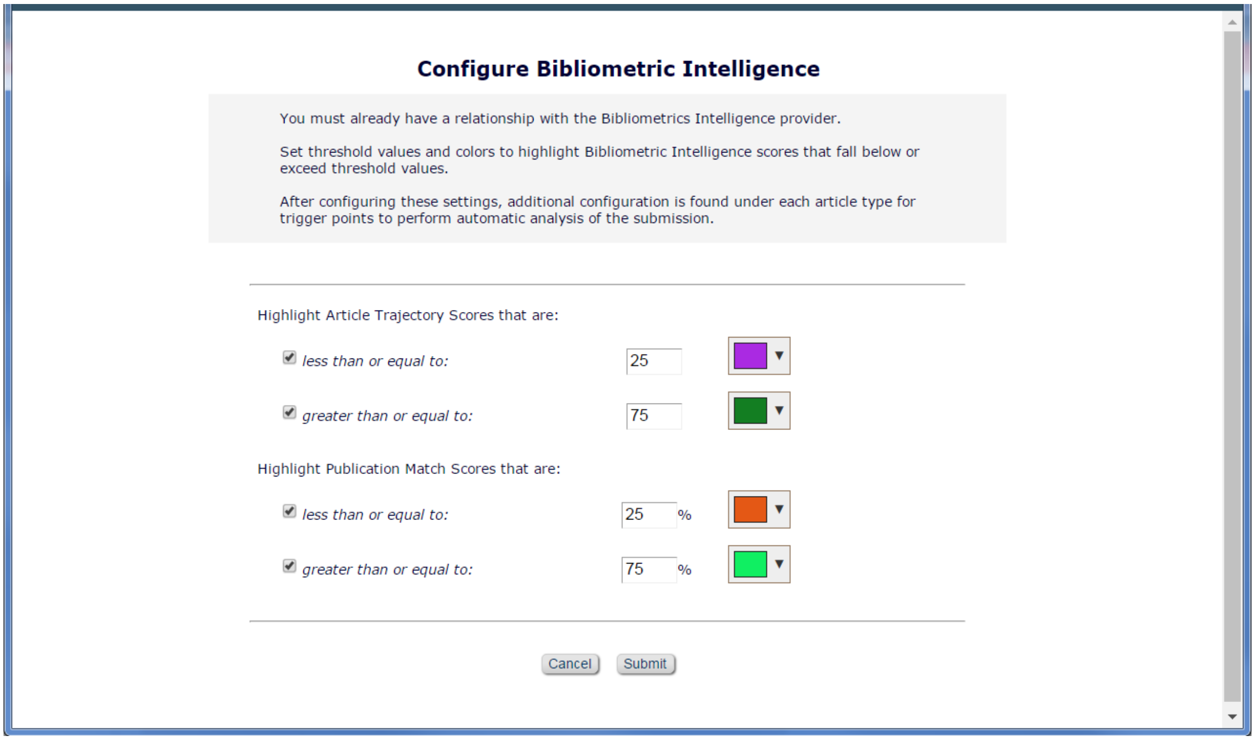
- An ellipsis "(...)" – displays if the Author/Editor PDF for the submission has been sent to Meta$^{\alpha}$ and results have not yet been returned.
- A bold uppercase letter X "(**X**)" - displays if the Author/Editor PDF for the submission has been sent to Meta$^{\alpha}$ but an error has occurred, or the process has timed out. In this case, Editor or Publisher users with permission can resend the Author/Editor PDF.
- Article Trajectory Score/Publication Match Score e.g. (87/56%) – displays if the Meta$^{\alpha}$ tool has returned results. The scores are separated by a forward slash. These scores can be color-coded by setting threshold values in PolicyManager. Hovering over the scores will display explanatory text.

NOTE: although all four Roles (Author, Reviewer, Editor and Publisher) can be configured to view the results, only Editor and Publisher Roles can be configured to send the Author/Editor PDF directly to the Meta$^{\alpha}$ tool.

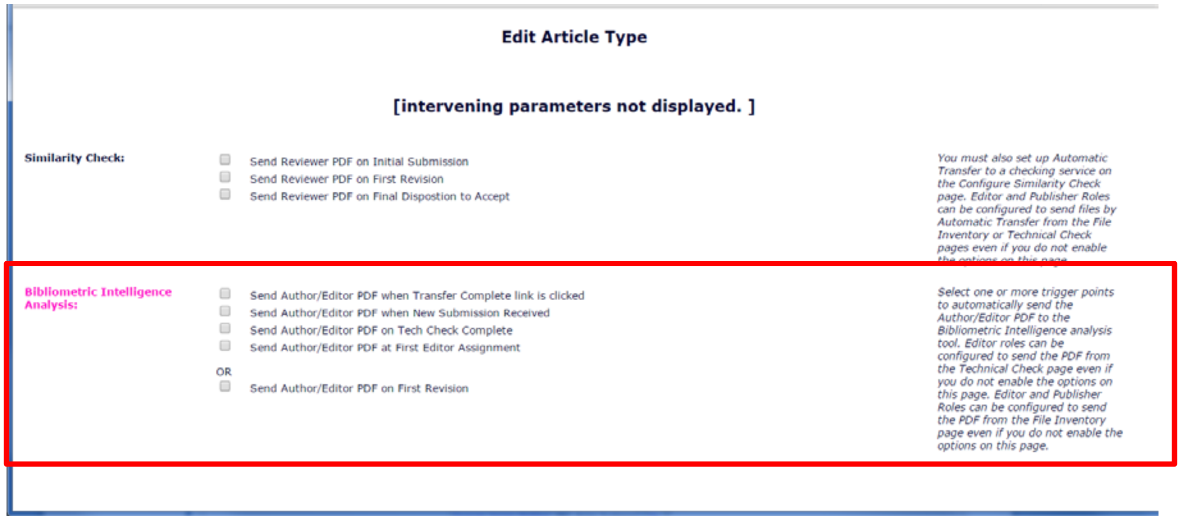


TO CONFIGURE:

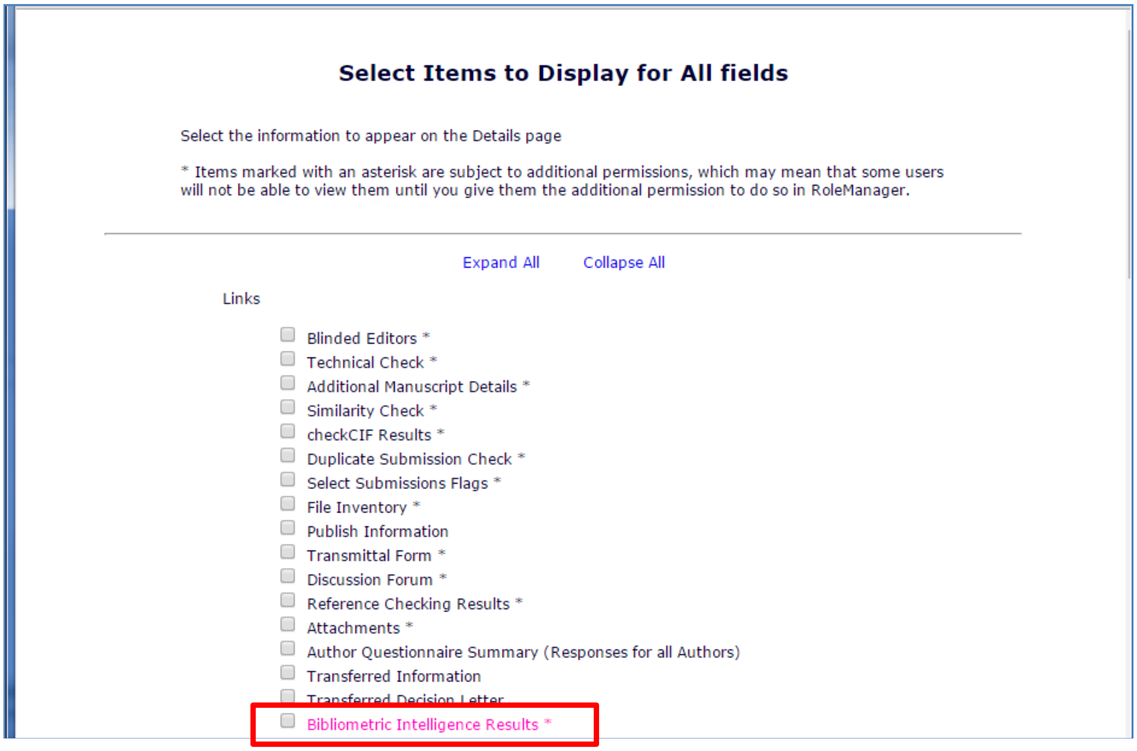
- In PolicyManager, go to the page ‘Configure Bibliometric Intelligence’. Set any color-coding that is desired. By default all scores will be in black text, so this configuration is optional.



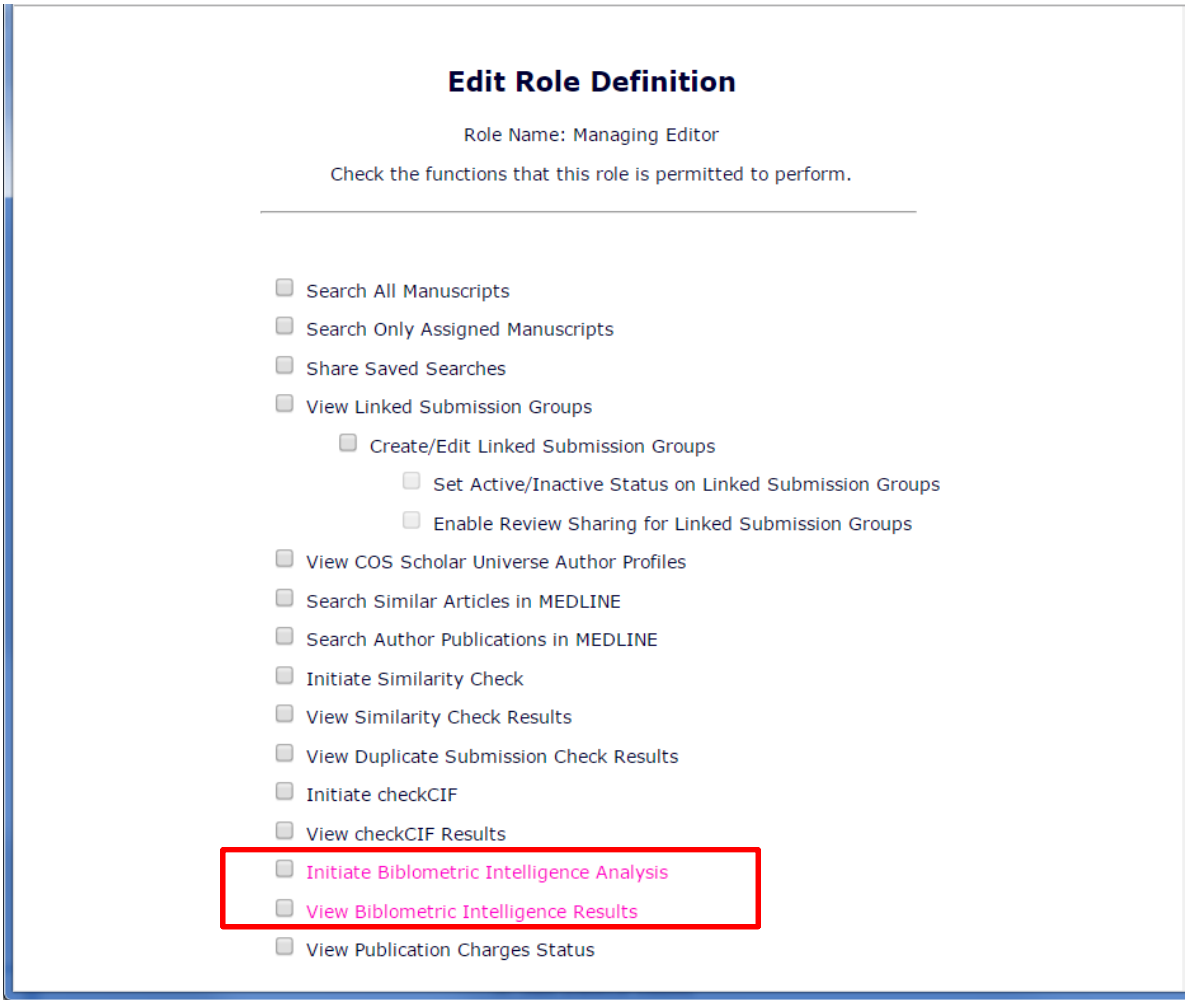
- If you would like to trigger Bibliometric Intelligence Analysis automatically, in PolicyManager, go to Edit Article Types, and click Edit next to an existing Article Type name (or click the 'Add' button to add a new Article Type). Select the desired trigger points to automatically send the Author/Editor PDF to the Meta$^{\alpha}$ Bibliometric Intelligence tool.



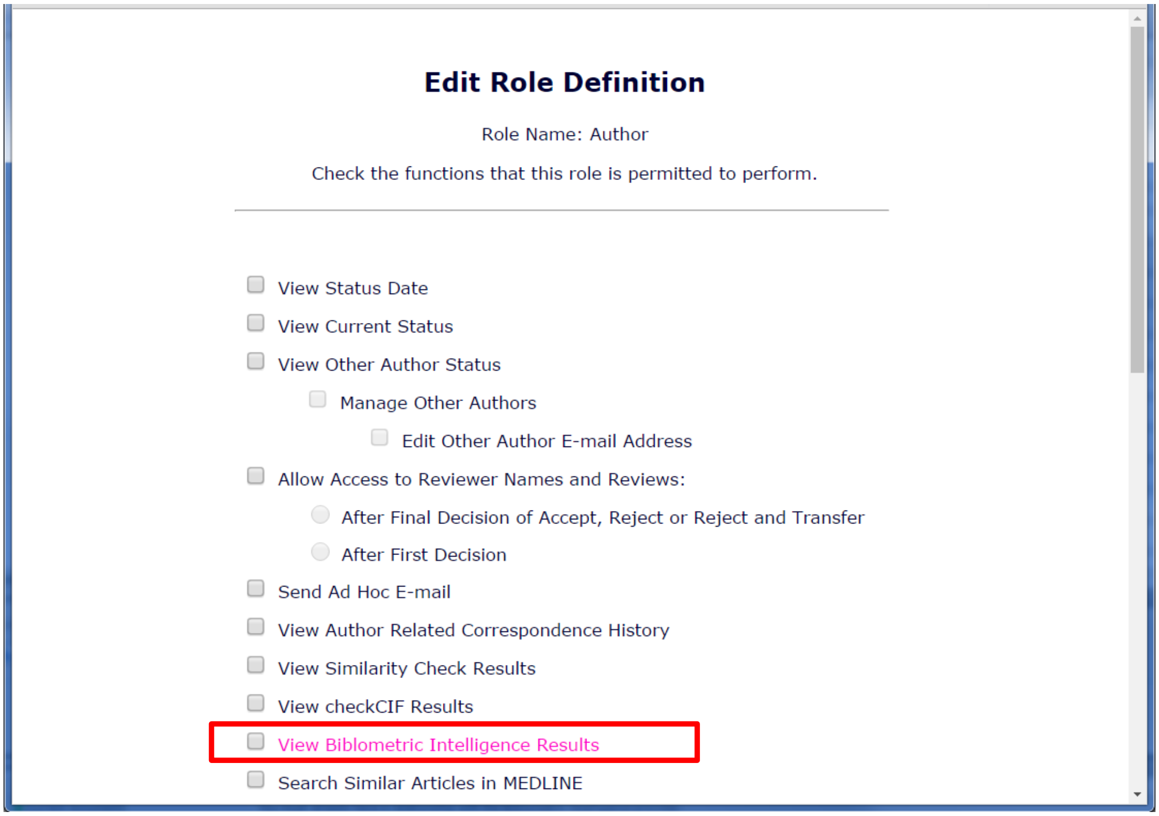
- To add the ‘Bibliometric Intelligence Results’ link to a custom Details page: in PolicyManager, go to ‘Define Details Page Layouts’, then click ‘Edit’ next to an existing layout name or ‘Add New Layout’ to create a new layout, then click the ‘Select Items to Display’ link. Once on the ‘Select Items to Display’ page, select the checkbox ‘Bibliometric Intelligence Results’ in the ‘Links’ section of the page, and proceed with saving the layout.



- To give Editor/Publisher Roles permission to view the Bibliometric Intelligence Results, go to RoleManager and select the checkbox ‘View Bibliometric Intelligence Results’. To additionally give the Editor/Publisher Role permission to send (or resend) the Author/Editor PDF to the Meta$^{\alpha}$ tool by clicking a button on the File Inventory or Technical Check pages, select the checkbox ‘Initiate Bibliometric Intelligence Analysis’.



- To give Author or Reviewer Roles permission to view the Bibliometric Intelligence Results, go to RoleManager and select the checkbox ‘View Bibliometric Intelligence Results’.
- NOTE: ‘Initiate Bibliometric Intelligence Analysis’ permission is not available for Authors or Reviewers.



Kudos – EM Integration

In EM version 13.1, publications can integrate with Kudos, a web-based platform that allows researchers to gain visibility for their published work, increasing its impact. Authors provide a brief, plain language summary of their work at submission. The publication can configure this summary to transmit to Kudos using an Enterprise Analytics Report generated in Editorial Manager. The Kudos Report can be found on the list of Standard Reports. This feature is available to all Kudos clients that use Editorial Manager at no additional charge.

To learn more about Kudos, visit https://www.growkudos.com/.

Creating the Custom Question

A custom question must first be created before publications can capture data for Kudos.

TO CONFIGURE:

Systems Administrators can create this in the Questionnaire Policies section of PolicyManager, via the select Create Custom Questions link.

To ensure the information submitted by the Author is correctly captured by Editorial Manager for distribution to Kudos, the custom submission question requires certain configurations be enabled.

When adding a new question, the new custom question must be configured as follows:

- **Response Type**: Notes
- **Maximum Field Length**: 1000
- **Manuscript Details**: Display
- **Transmittal Form**: Display

When configuring the new question, it is essential that the phrase "Plain Language Summary" be used somewhere in the Question Text field. This will ensure the information is correctly captured by the report.

Kudos provides the following text to be copied and pasted into the Question Text field for the custom question in Editorial Manager:

<p align="right"><img src="https://www.growkudos.com/images/logos/kudos-logo-small.png" alt="Kudos Logo">
</p>Plain Language Summary<p>
Please enter your Plain Language Summary below. Your plain language summary should be a short, simple, non-technical explanation or lay summary (not an abstract). This will make it easier for people to find and understand your work. If your article is accepted for publication, the plain language summary will be made available through Kudos.

Example 1:
Sulfate is an important anion in biological systems. We have shown for the first time that small molecules can bind to sulfate and allow it to diffuse across lipid bilayer membranes. This was previously thought impossible as sulfate is very strongly bound to water. We have used 33S NMR experiments to confirm sulfate transport.

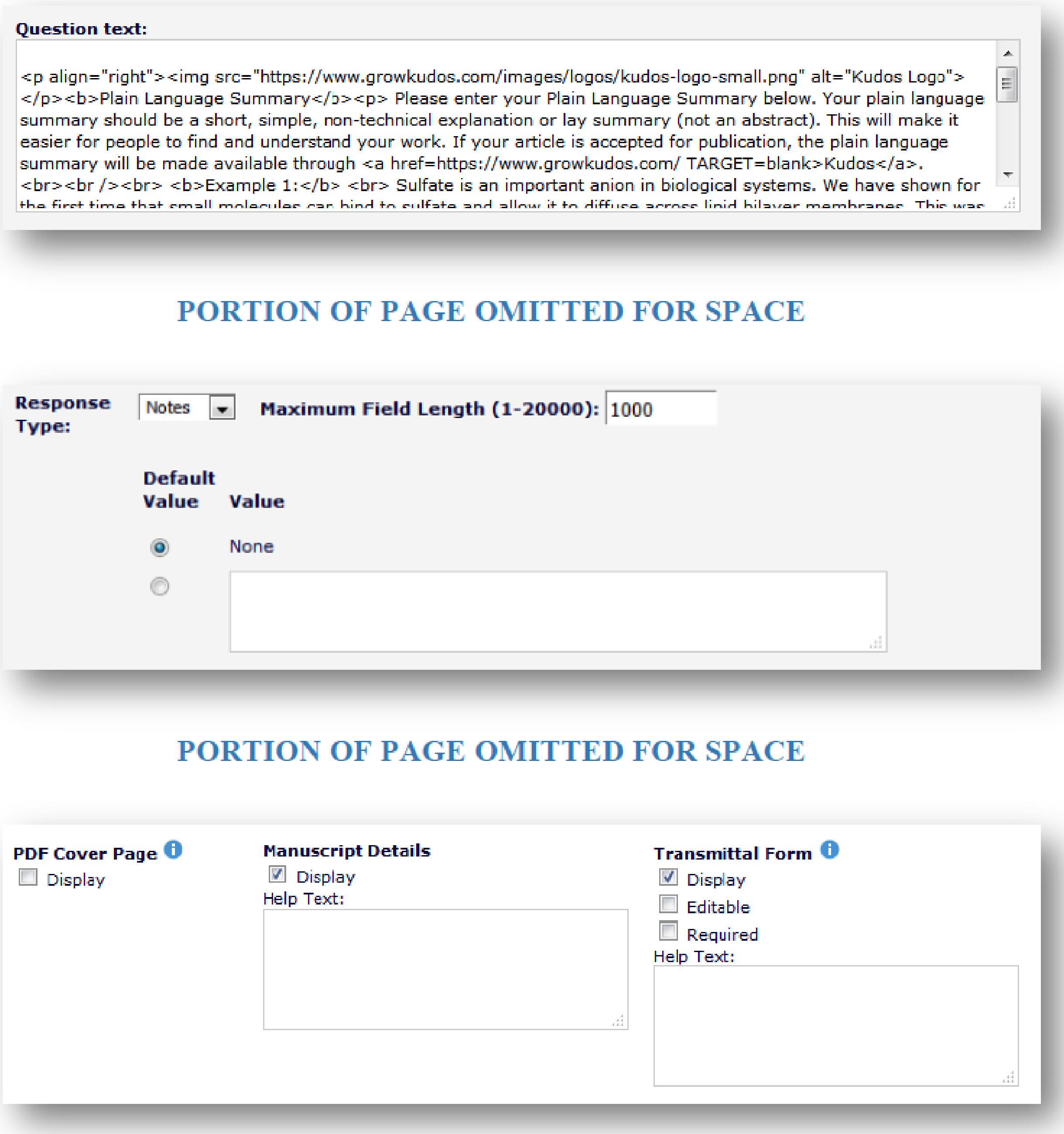
Example 2:
Open Source Software (OSS) development and Human Computer Interaction (HCI) work have established their positions, but do they actually fit together? This paper examines if there is any hope of bringing HCI work into OSS context and if OSS and HCI philosophies can exist in the same project.

By providing this text, you consent to it being made available to Kudos, an online platform (not affiliated with Editorial Manager) which has been designed to help you increase your article's impact. Your use of Kudos' services is governed by the Kudos terms and conditions. You can read more about this here.

Kudos recommends replacing the two examples [in **RED** text above] with examples specific to the publication.

Replacing the remainder of the text is not recommended. However, if changes are made, the text string "Plain Language Summary" must appear somewhere in the question text. This ensures the question is correctly identified as the one to be pulled into the report that is transferred to Kudos.

Note: Including the question in the Author PDF is not recommended, because this would pull in the full text of the question, the examples and the Kudos logo, which could make the PDF harder to read. However, including it does not impact the integration with Kudos.



Sample Add Custom Question configurations page

Once the new question has been created, it must be added to a new or existing Author or submission questionnaire. Questionnaires can be created in the Create Questionnaires section under the Questionnaire Policies heading in PolicyManager.

Finally, the new or existing questionnaire must be associated with article types. The questionnaire can be made available for new and/or revised submissions. This can be configured via the Edit Article Types link, found in the Submission Policies section of PolicyManager.

Once the question is associated with the publication’s chosen article types, the question will be presented to Authors submitting those article types for new or revised submissions moving forward.

KUDOS

Plain Language Summary

Please enter your Plain Language Summary below. Your plain language summary should be a short, simple, non-technical explanation or lay summary (not an abstract). This will make it easier for people to find and understand your work. If your article is accepted for publication, the plain language summary will be made available through Kudos.

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Custom Question as it will appear to the Author

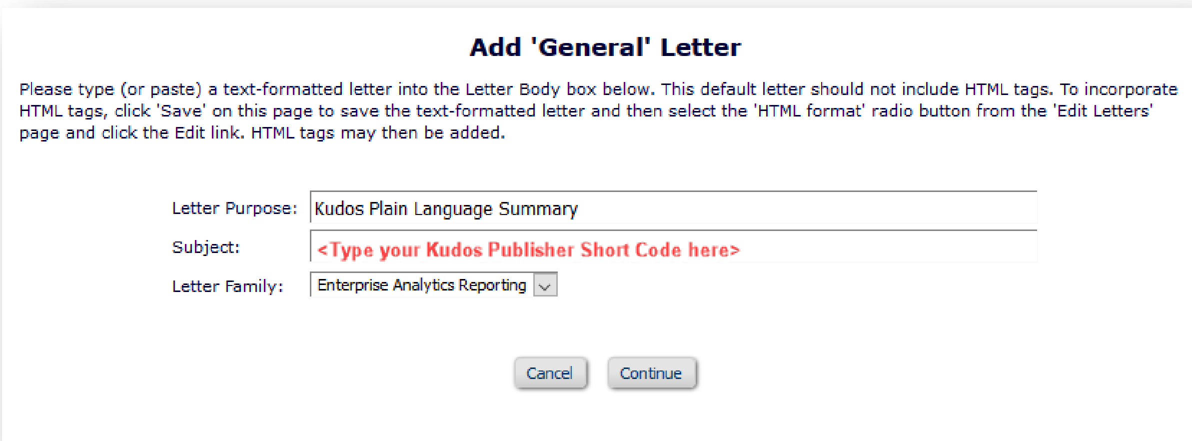
Creating the Report Letter Template

Before configuring the report, the publication must configure a letter template, which will be used to notify Kudos of the report file.

TO CONFIGURE:
In PolicyManager, go to the Edit Letters link under E-mail and Letter Policies. On the Edit Letters page, click the Add New Letter button to create the template.

Complete the Add 'General' Letter page as follows:

- **Letter Purpose**: Kudos Plain Language Summary
- **Subject**: Your publication's Kudos Publisher Short Code
- **Letter Family**: Enterprise Analytics Reporting



Sample Add 'General' Letter page

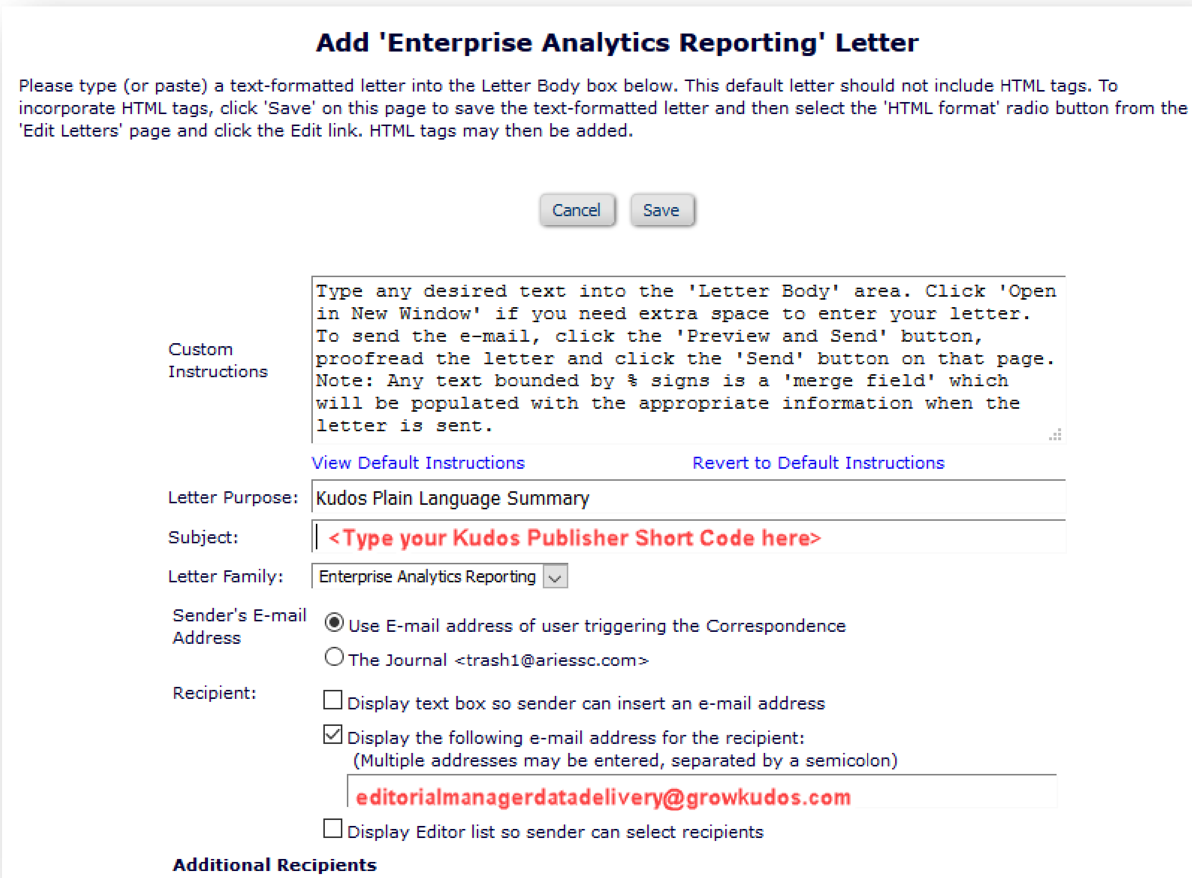
- **NOTE**: It is critical the Kudos code be included in the subject line. Otherwise the report will not transmit to Kudos correctly. To find this code, access the Kudos Publisher Dashboard; the account code appears at the top of the page. (For assistance contact your Kudos Account Manager.) Do not enter any text other than the code in the subject line; Kudos will use this code to match the data in the report with your publisher account.

After entering the above fields, click the Continue button to go to the configuration page for the letter.

On the letter configuration page check the box next to "Display the following e-mail address for the recipient" and enter the following Recipient e-mail address:

- editorialmanagerdatadelivery@growkudos.com

All other fields are optional. Leave them blank or unchecked. Click the Save button at the bottom of the page.



Sample Add 'Enterprise Analytics Reporting' Letter configuration page

Scheduling the Kudos Report

Once the letter template is configured, the publication can now schedule a report that will transmit automatically to Kudos each week.

TO CONFIGURE:
On the Reports page, click the link to the Enterprise Analytics Reporting page. Locate the Kudos Report in the list of Standard Editorial Reports. An Editor role with permission to schedule reports will see a calendar icon to the left of the report name.

Click the calendar icon to open the Report Delivery Schedule window.

Complete the delivery schedule fields as follows:

- **Schedule Description**: Kudos Report (This label lets others know why the report has been scheduled.)
- **Delivery Frequency**: Weekly
- **First Delivery Date**: Select current date. (The letter will be sent overnight on the selected dates.)
- **Additional Deliveries**: 25. (The report will be sent every week for the next 25 weeks, which is currently the maximum number of weeks that can initially be selected for this field. After the first report has been sent, i.e., in 7 days from the First Delivery Date, this field can be edited to extend 25 additional weeks.*)
- **Letter**: Select the "Kudos Plain Language Summary" Letter Template created previously.
- **Attach Excel File**: Check this box to enable the Excel file of the report to be attached to the e-mail.

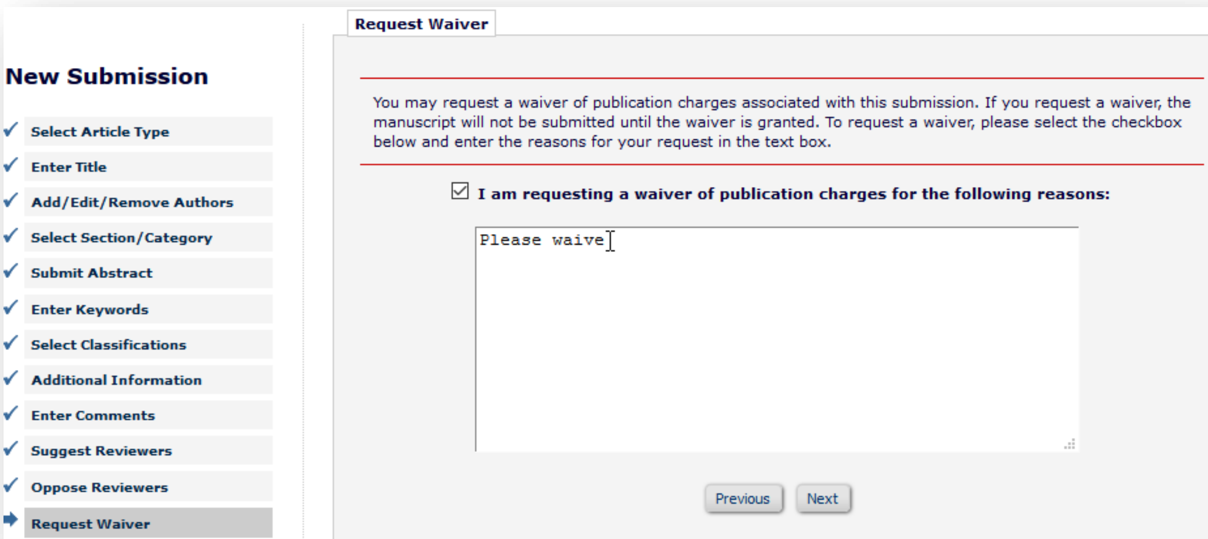
* Suggestion: Make a note to return in 7 days to extend the scheduled deliveries to 50 weeks. Make another note to return to the schedule screen in 11 months to update it again to ensure uninterrupted delivery.

Publication Charges Waiver Processing

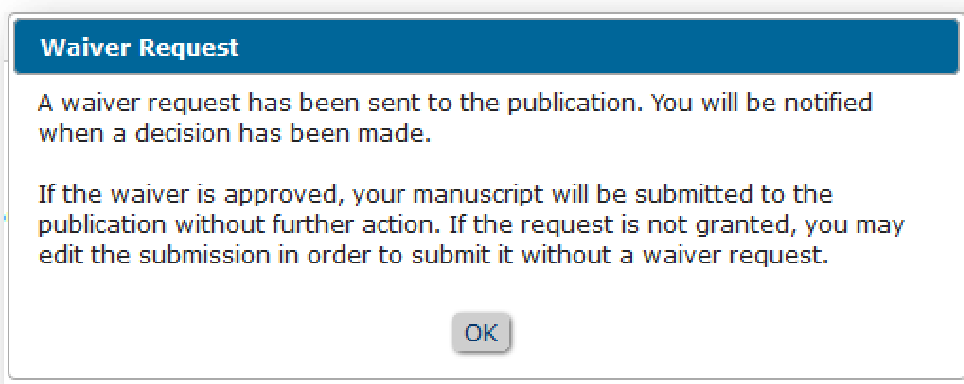
Editorial Manager features functionality for handling Article Processing Charges (APCs) through an Application Program Interface (API) with third-party payment systems. The APC is typically made payable when a paper is accepted for publication. Additionally, EM supports the collection (during post-acceptance processing) of other charges through the APC API.

In EM 13.1, a publisher can allow Authors to request a waiver of publication charges during the submission process (whether or not the site is enabled for APC handling). The submission is held until a decision is made regarding the waiver request.

Waiver request shown in submission process



Message to Author on final step of submission process



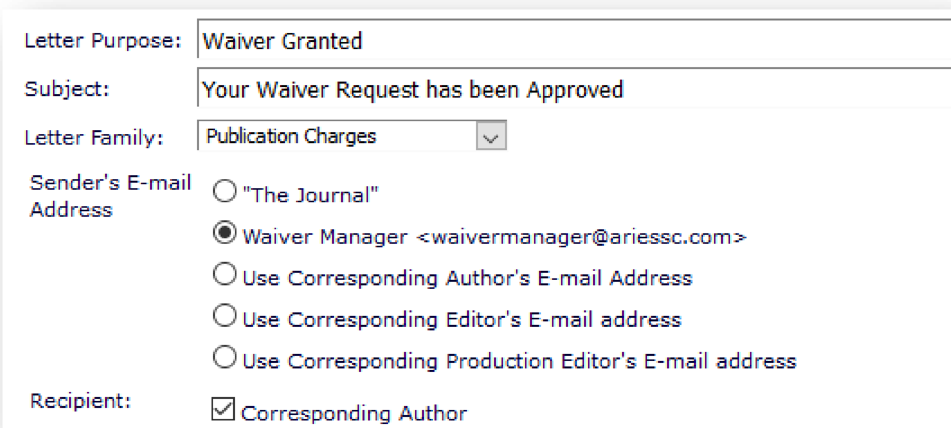
Note: It is recommended that journals configure the new Request Waiver submission steps (for new or revised submissions) only if Commerce Manager is not enabled.

TO CONFIGURE:

Log in as a system administrator and proceed to the PolicyManager Main Menu. Configuring waiver processing requires several steps.

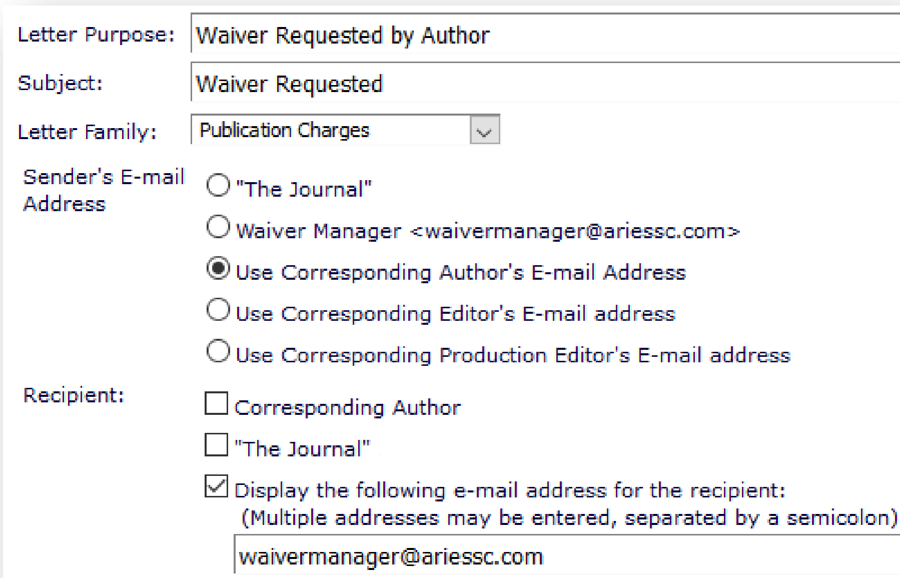
First, go to the Edit Letters page to create three new letters in the Publication Charges family. Waiver Approved and Waiver Denied letters are sent from the publication staff member or Editor handling waiver requests to the Author making the request. If necessary, set the "Email From" Address.

Detail of Add/Edit Letter page



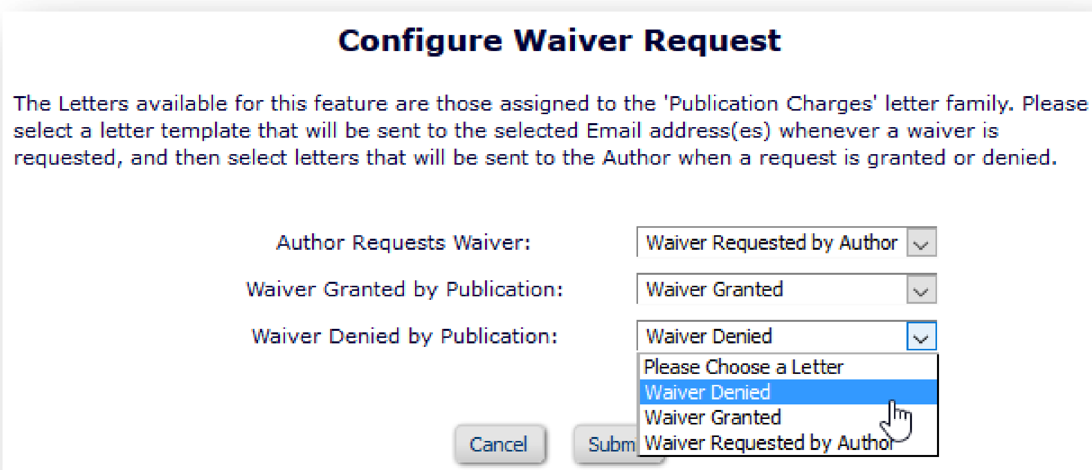
The Waiver Requested by Author letter is triggered in EM when the Author requests a waiver during the submission process and approves the submission. The request is sent to the person identified to handle the requests. Letters can be formatted to include the comments entered by the Author (%WAIVER_REQUEST_COMMENTS%) as well as deep links to grant (%GRANT_WAIVER_REQUEST%) or deny (%DENY_WAIVER_REQUEST%) the request.

Detail of Add/Edit Letter page



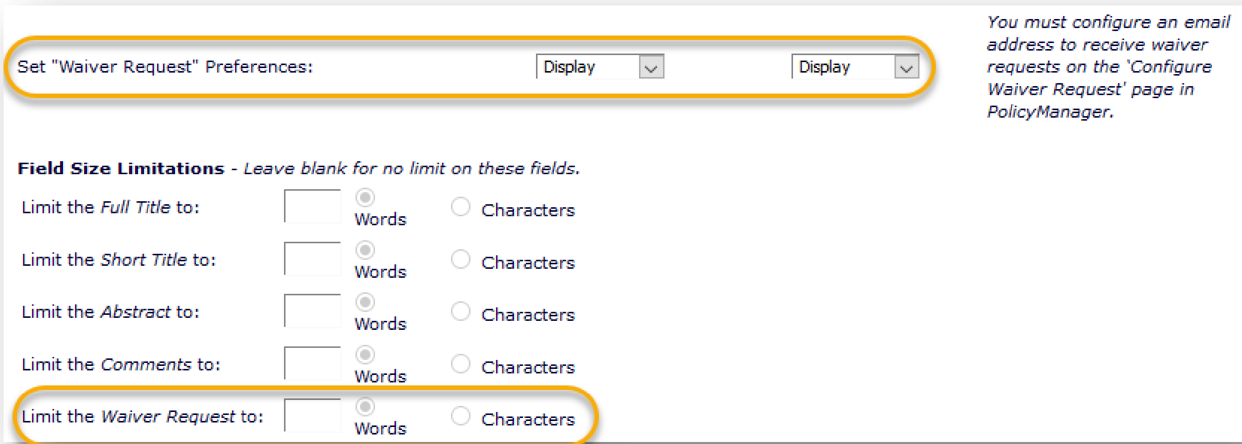
After creating the letters, go to the Configure Waiver Request page and select the appropriate letter for each action.

Configure Waiver Request page



Finally, from the PolicyManager Main Menu, go to the Edit Article Types page. Select "Edit" for each Article Type to be updated with the Waiver Request submission step. Find the Set "Waiver Request" Preferences line on the page and choose "Display" from the dropdown menu (for New and/or Revised Submission). Entering Field Size Limitations for the submission step text box is optional.

Detail of Edit Article Type page showing Waiver Request settings



Production Tracking Enhancements

Preprint DOIs

In version 13.0, publications can manually assign a DOI to a manuscript (submission) or they can configure the system to automatically assign them. The DOI assigned to a manuscript identifies the "version of record" (or final published version) of that manuscript, and acts as a persistent link to its location on the Internet once the manuscript is published and available electronically. Recently, many organizations have begun to post "preprint" versions of manuscripts online; these are working versions of papers that have not been "refereed" or "reviewed" yet.

In version 13.1, a publication that wants to post a preprint version of a submission can configure the system to automatically assign a "Preprint DOI" to the submission, which is completely independent of the DOI that may be assigned for the final published version of the submission. A Preprint DOIs is assigned by means of a submission production task, so, therefore, a publication must be using the Production Tracking feature. A submission production task can be used to transmit the submission to a preprint server. If a JATS transmittal method is used, the Preprint DOI (if one is assigned) is written to the XML file and transmitted. For this first implementation of Preprint DOIs, a Preprint DOI cannot be edited manually, nor imported into the system.

The Preprint DOI, if assigned to a submission, is included in submission transfers, both for transfers to other EM sites and to non-EM sites.

Although the Preprint DOI can be configured to display on the Transmittal Form page, it is not added to any existing editorial transmittal methods for sending the final version of a submission to an external production system to be published.

The Preprint DOI can be configured to display on the following pages in EM:

1. A Custom Details page
2. The Transmittal Form
3. Publish Information
4. Production Status Grid

A new merge field **%PREPRINT_DOI%** pulls the Preprint DOI, if one exists, into a letter associated with a submission. If the Preprint DOI field is added to the *Transmittal Form,* the Preprint DOI is also pulled into a letter by the existing merge field **%TRANSMITTAL_FORM%**.

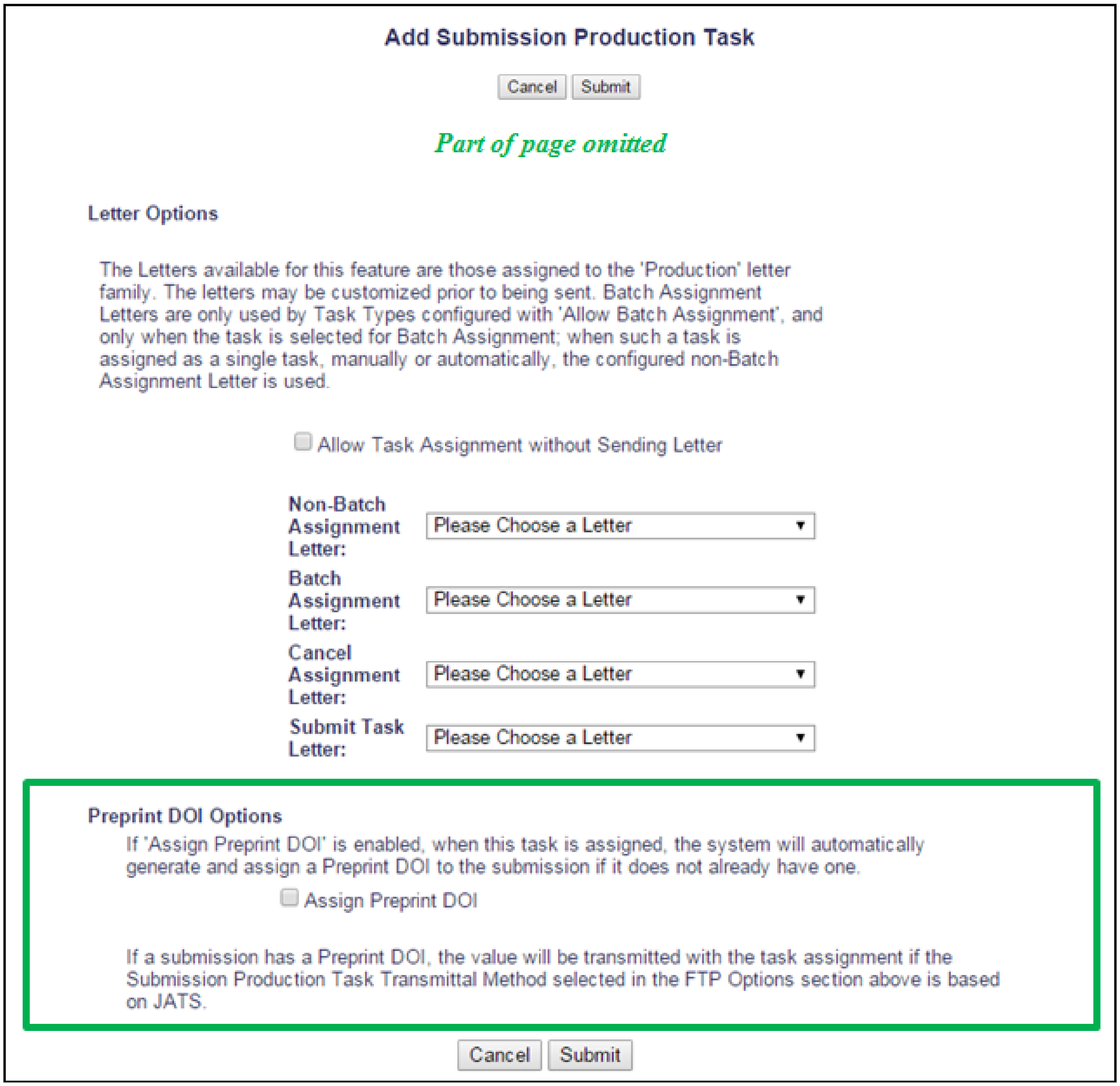
The new Preprint DOI is available in the Reporting interface:

1. General Data Export in the Document Table
2. Custom Report and EAR views:
    a. Authors & Personal Identifiers View
    b. Book Submission Production View
    c. Manuscript Status History View
    d. Production Task Questionnaire View
    e. Schedule Groups Table of Contents and Headers View

    f. Submission Production Tasks View
    g. Submission Production View
    h. Submissions & All Authors Questionnaires View
    i. Submissions & Author Questionnaires View
3. Cross-Publication EAR views:
    a. Cross-Publication Book Submission Production View
    b. Cross-Publication Manuscript Status History View
    c. Cross-Publication Production Task Questionnaire View
    d. Cross-Publication Schedule Groups Table of Contents and Headers View
    e. Cross-Publication Schedule Groups TOC and Additional Manuscript Details View
    f. Cross-Publication Submission Production Tasks and AMDs View
    g. Cross-Publication Submission Production Tasks View
    h. Cross-Publication Submission Production View
    i. Cross-Publication Submissions & Author Questionnaires View

TO CONFIGURE:

1. The publication must have Production Tracking enabled. Contact your Aries Account Coordinator.
2. The Aries Account Coordinator must also configure the automatic assignment of Preprint DOIs and select the publication's desired format for the Preprint DOIs.
    a. A publication may want to include the word "preprint" in their DOI format to distinguish it from the DOIs for final published versions.
3. A publication System Administrator must edit the desired submission production task configurations to assign a Preprint DOI.
    a. (To configure a submission production task, go to PolicyManager>*Configure Submission Workflows and Production Tasks* to access the *Add/Edit Submission Production Task* page.)



Add Submission Production Task

Cancel Submit

Part of page omitted

Letter Options

The Letters available for this feature are those assigned to the 'Production' letter family. The letters may be customized prior to being sent. Batch Assignment Letters are only used by Task Types configured with 'Allow Batch Assignment', and only when the task is selected for Batch Assignment; when such a task is assigned as a single task, manually or automatically, the configured non-Batch Assignment Letter is used.

☐ Allow Task Assignment without Sending Letter

Non-Batch Assignment Letter:	Please Choose a Letter ▼
Batch Assignment Letter:	Please Choose a Letter ▼
Cancel Assignment Letter:	Please Choose a Letter ▼
Submit Task Letter:	Please Choose a Letter ▼

Preprint DOI Options

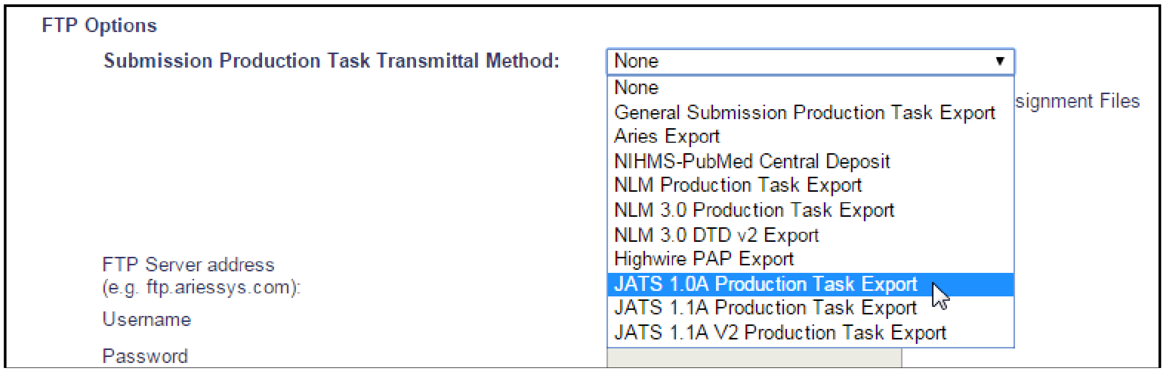
If 'Assign Preprint DOI' is enabled, when this task is assigned, the system will automatically generate and assign a Preprint DOI to the submission if it does not already have one.

☐ Assign Preprint DOI

If a submission has a Preprint DOI, the value will be transmitted with the task assignment if the Submission Production Task Transmittal Method selected in the FTP Options section above is based on JATS.

Cancel Submit

4. A publication System Administrator must edit the desired submission production task configurations to use a JATS submission production task transmittal method:
    i. JATS 1.0A Production Task Export
    ii. JATS 1.1A Production Task Export
    iii. JATS 1.1A V2 Production Task Export



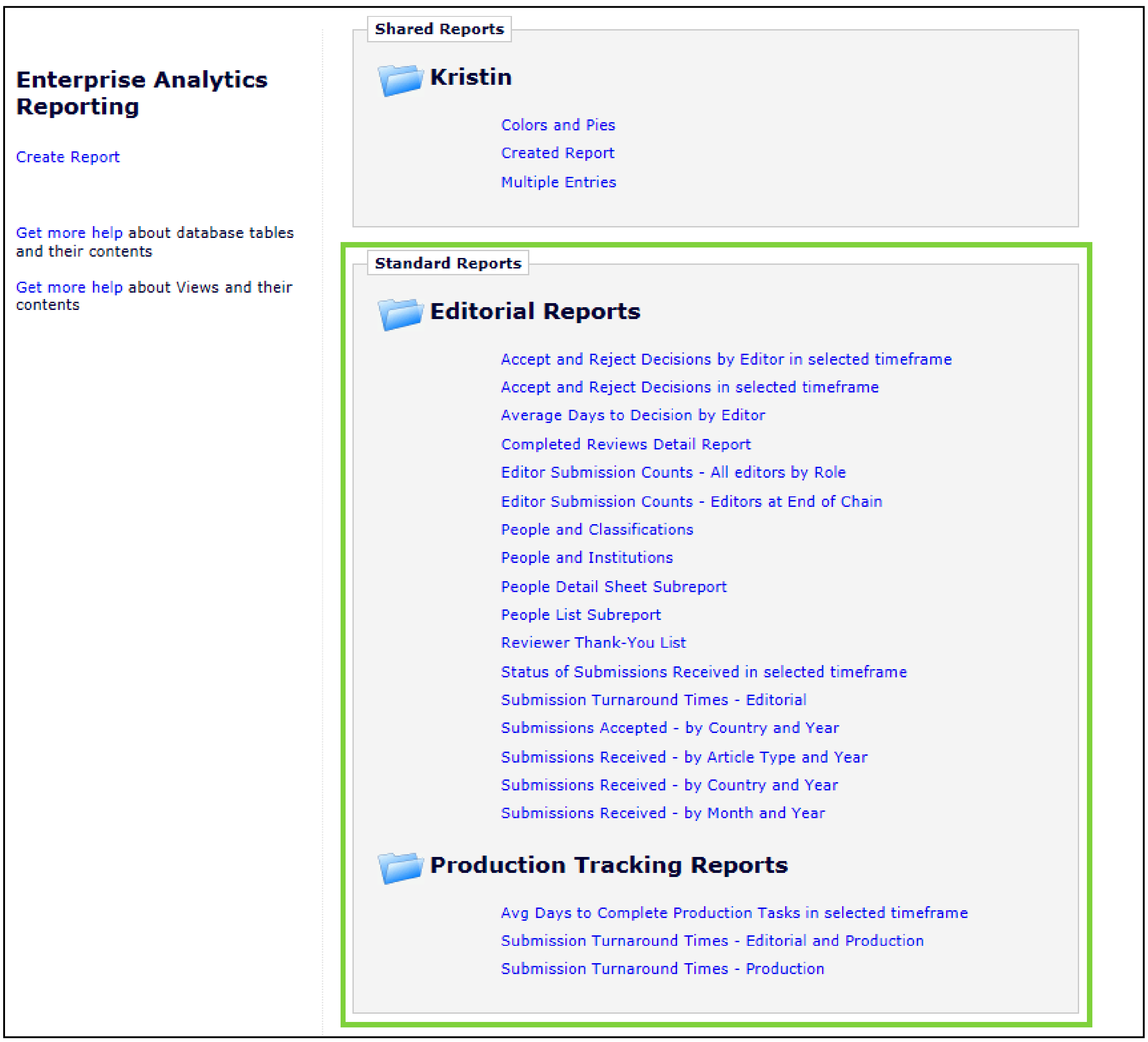
5. The publication does not need to configure the system to transmit Preprint DOIs; if a submission production task is assigned, and the task transmittal method is based on one of the JATS methods, and the submission has a Preprint DOI, it will be written to the XML output file that is transmitted to the task assignee (which could be a preprint server).
6. Note that a publication using the new Preprint DOI functionality may prefer to initiate production early in the editorial workflow, so that the Preprint DOI can be assigned early on and the submission transmitted to a preprint server before the publication is ready to publish the final version (VOR) of the submission.
7. Production vendors that receive submission production task assignments via a JATS transmittal method must be informed about the change to the XML output file, which may now also include the new JATS element that holds the Preprint DOI:
    a. New element: <related-article related-article-type="preprint">***[Preprint DOI goes here]***</related-article>

Reporting Enhancements

Suppress Standard EAR Reports

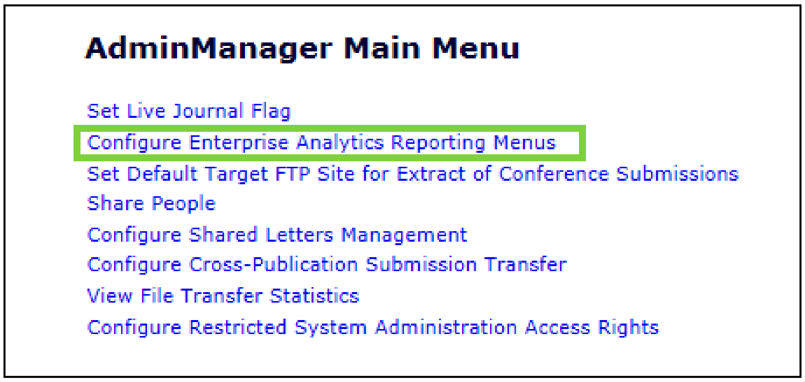
In EM/PM version 13.0, publications using Enterprise Analytics Reporting (EAR) and/or Cross-Publication Enterprise Analytics Reporting have access to pre-made reports. When the EAR Main Menu is accessed, the prefabricated reports can be found in the “Standard Reports” section of the page. These reports do not require additional configuration from users but they may not be relevant to a publication’s needs.

Sample EAR *main menu for publication with Production Tracking Enabled and Standard Reports displayed*



New in EM/PM version 13.1, System Administrators may hide the "Standard Reports" section of EAR and Cross-Publication EAR altogether. This is done through a new page in *AdminManager*: "Configure Enterprise Analytics Reporting Menus".

TO CONFIGURE:
To hide the 'Standard Reports' section of the EAR and Cross-Publication EAR Main Menus, go to *AdminManager*>"Configure Enterprise Analytics Reporting Menus":



On the 'Configure Enterprise Analytics Reporting Menus' page, de-select the "Display all standard Enterprise Analytics reports for all Editor Roles" option (screenshot below).

New Views for Enterprise Analytics Reports

EM version 13.1 adds new views to several Schedule Group reports for end-of-year reporting. One new view is introduced to single-journal Enterprise Analytics Reporting (EAR) and two to Cross-Publication Enterprise Analytics Reporting (XEAR).

In EAR, "All Schedule Groups Table of Contents and Headers View" is added to the Data Sources dropdown list. The new view is based on the existing "Schedule Groups Table of Contents and Headers View".

In XEAR, two new views are added to the Data Sources dropdown list. The first, "Cross-Publication All Schedule Groups Table of Contents and Headers View", is based on the existing "Cross-Publication Schedule Groups Table of Contents and Headers View". The second, "Cross-Publication All Schedule Groups TOC and Additional Manuscript Details View", is based on the existing "Cross-Publication Schedule Groups TOC and Additional Manuscript Details View".

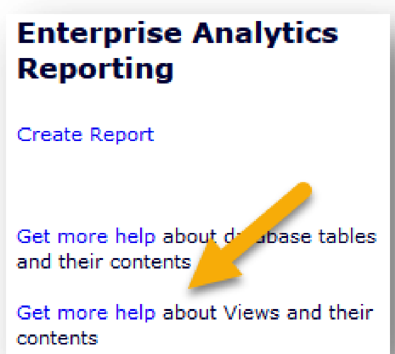
In the Custom Report interface, a new "All Schedule Groups Table of Contents and Headers View" is included in the Table dropdown list on the Create Custom Report page. The new view is based on the existing "Schedule Groups Table of Contents and Headers View".

The new views contain information related to both open/re-opened schedule groups and closed schedule groups.

All new single-journal views are available through EAR and Custom Reports. All new XEAR views are available through XEAR and cross-publication Custom Reports.

TO CONFIGURE:
No configuration necessary. Users with reporting permissions will see these new Views.

Details of each View (description and fields) are available from the Views help link on the Enterprise Analytics Reporting page.



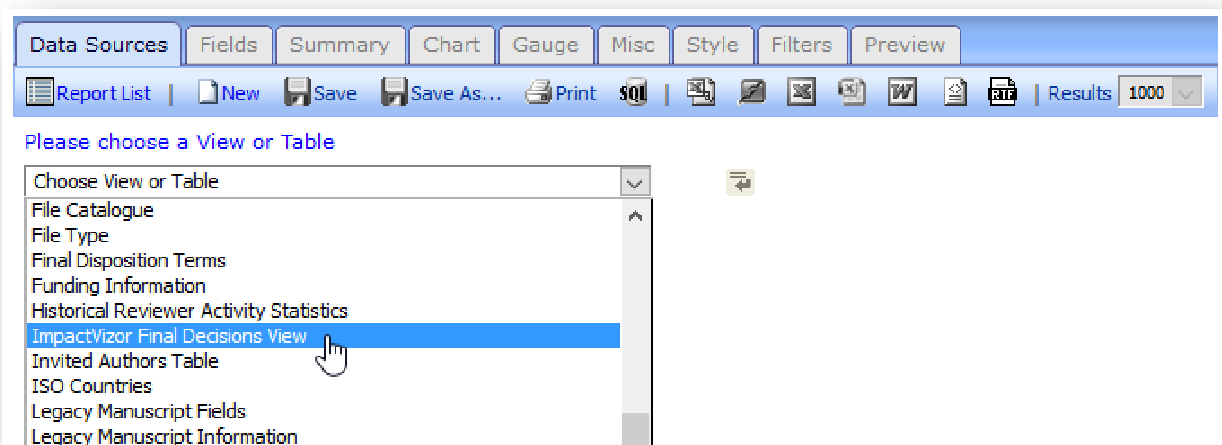
New ImpactVizor Final Decisions View

ImpactVizor, a HighWire Press visual analytics tool, brings together citation and usage data from multiple sources and consolidates the data into configurable reports. One feature of ImpactVizor is the Rejected Article Tracker (RAT), which provides insight into rejected journal articles, including where they are eventually published and their citation rates.

In response to customer interest in the ImpactVizor product, EM version 13.1 adds a new single journal view called "ImpactVizor Final Decisions View" in order to provide data on rejected articles in the format required by the RAT. The "ImpactVizor Final Decisions View" displays all the information required by HighWire with field names that correspond to HighWire terminology.

The new view is not limited to displaying only submissions that have received a reject decision. (This is to ensure that the view can be used for other reports ImpactVizor may develop in the future.) Publications can use this view to create reports that are filtered to display only the papers required for the ImpactVizor RAT report.

The "ImpactVizor Final Decisions View" appears in the dropdown menu for creating a new report through both the Custom Report and Enterprise Analytics Reporting tools. After the user has run the report, the data can be downloaded into an Excel file and saved as a tab-delimited file to send to HighWire.



TO CONFIGURE:
No configuration necessary. Users with the Produce Reports permission (in RoleManager) will see this new View.