Editorial Manager/Production Manager
Version 14.1 General Release Notification

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Editorial Manager/ProduXion Manager 14.1 General Release Notification

General Enhancements

New Author Submission Interface

A redesigned Author Submission Interface is available in Editorial Manager 14.1, making the manuscript submission process quicker and easier for Authors. Authors can use the interface for initial submission and submission of revisions. (Only Authors will see the new interface in EM 14.1. Editors will continue to use the existing submission interface when editing a submission or submitting as an Editor.)

New interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can now pull metadata directly from a manuscript file during the upload process to automatically populate specific submission data fields (Full Title, Abstract, Author List). This means the Author spends less time entering information manually, which makes for a more efficient overall experience. Authors must submit the manuscript file in Microsoft Word format to use this functionality.

Note: The new Author Submission Interface is an optional EM 14.1 feature and is not enabled by default on upgrade. However, *this interface will be standard in EM 15.0.* Publications that wish to activate the new user interface for 14.1 may do so by contacting their designated Aries Account Coordinator.

Navigating Core Submission Steps

In previous versions of EM, submission steps were stacked vertically in the left part of the page in the Author Submission Interface. Authors could proceed through the submission process in the order the steps appeared or click into each step in the order they preferred. In EM 14.1, submission sections are displayed horizontally on a progress bar. As before, Authors can complete each step in whatever order they choose. Graphic indicators show which steps are complete and which remain to be addressed.

New progress bar, showing different progress indicators
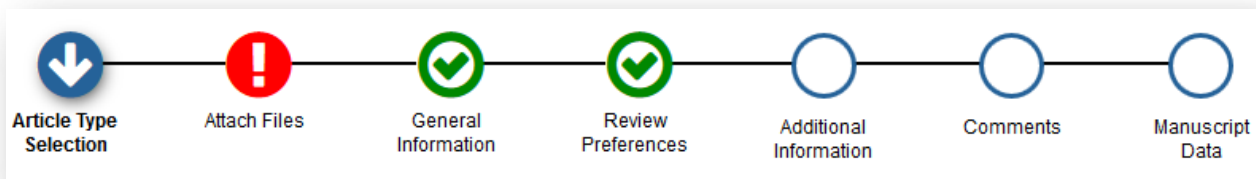
Core submission steps are automatically updated as an Author proceeds through the process. A green check mark icon indicates the step is complete, a blue arrow icon indicates the current page being displayed, a red exclamation point icon notes a section requires more information, and a blank circle indicates a page that the Author has not opened yet.

Presentation of Submission Steps

The submission process can include seven core submission steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. (Steps displayed depend on Article Type configuration.)

The page for each core submission step may include multiple data fields, depending on the configuration of the selected Article Type. These fields are displayed in accordion sections, each of which can be expanded or collapsed by clicking on its title bar (see example images on page 4). An Author can expand or collapse each of the fields on this and similar pages by clicking the tab name for each field. This allows the Author to view only one or more than one section at a time. Clicking the Next button closes the current field and opens the one below it. The system saves entered data when the Author clicks the Back or Proceed button to move to a new page.

The seven core steps are ordered as follows:

1. **Article Type Selection**
   - Author selects an Article Type from the drop-down menu.
   - This step may be suppressed if the publication pre-selects Article Types on behalf of Authors (as for an invited submission).

Select Article Type page, including progress bar at top

2. Attach Files
- Author uploads files, using the Browse button or the Drag & Drop feature.
- The Author must upload a Primary Manuscript File in MS Word format (.doc or .docx) to use the metadata extraction feature. (Publications can designate a Primary Manuscript File submission item for each Article Type via the Edit Article Type page in PolicyManager.)
- Other required information appears in red text.
- If the Article Type is configured to permit offline submission of specific submission items, an Attach This Information button appears on this page in the shaded area. Clicking the button opens the item inventory section (just as uploading a file does). The Author creates a list of submission items (clicking the button to create a new line for each).

Detail of Attach Files page, showing required Primary Manuscript File

Detail of Attach Files page, showing offline submission item

3. General Information
This page includes the following pre-existing submission steps (if enabled for the chosen Article Type):
- Region of Origin
- Section/Category
- Classifications
- Keywords

Detail of General Information page, showing collapsed data fields

4. Review Preferences
This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):
- Request Editor
- Suggest Reviewers
- Oppose Reviewers

Detail of Review Preferences page, showing both expanded and collapsed data fields, with the familiar tools for adding and editing names on the list retained

5. Additional Information
- This page displays the Author and/or Submission Questionnaire if configured for the Article Type. (The step does not appear in the progress bar if no questionnaires are configured.)
- The basic structure of this page remains unchanged with the exception of minor cosmetic enhancements.
- Question configurations are unchanged at upgrade.

Detail of Additional Information page
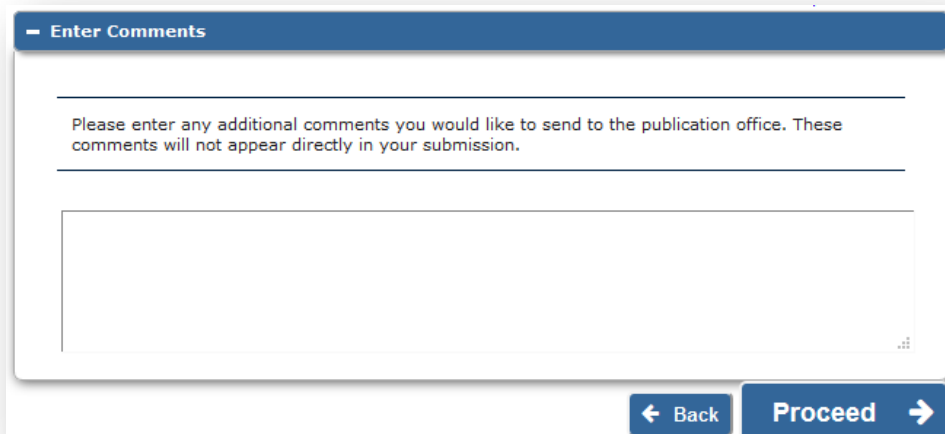
6. Comments
- An Author can enter any submission-related comments in this section.
- Display is configurable by Article Type.
- In previous versions of EM, this step was called Enter Comments.

Detail of Comments page

7. Manuscript Data

- This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):
  - Title (also Short Title, Secondary Title, Secondary Short Title)
  - Abstract
  - Authors
  - Funding Information
  - Request Waiver
- The new interface automatically populates several fields on this page, if possible, by extracting the metadata from the uploaded Primary Manuscript File. This saves time for the Author, who then just needs to verify the information (and make any necessary edits).The metadata fields that may be extracted are:
  - Article Title
  - Abstract
  - Author Titles, Names, Degrees, and Affiliations
- Other manuscript data fields on this page are not automatically populated.

Detail of Manuscript Data page, showing an alert icon that indicates required information in the Title field and the information icon with custom instructions
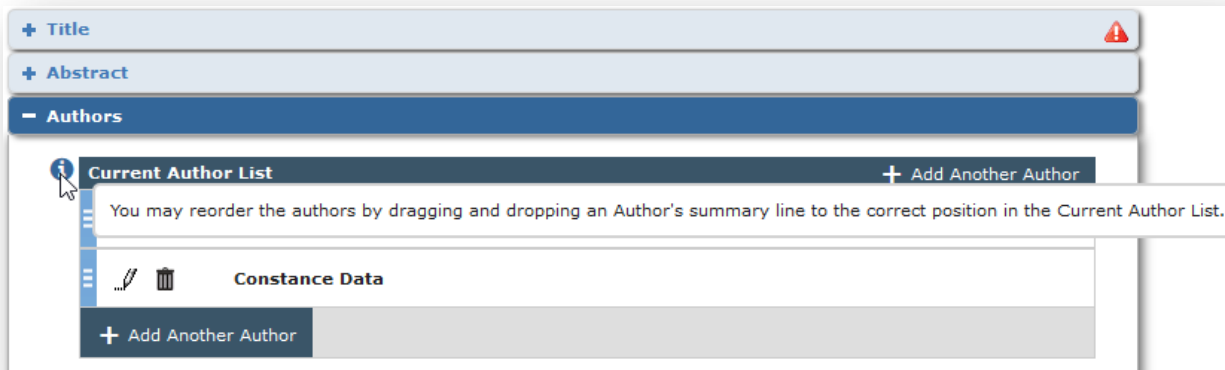
Message shown to user during metadata extraction operation
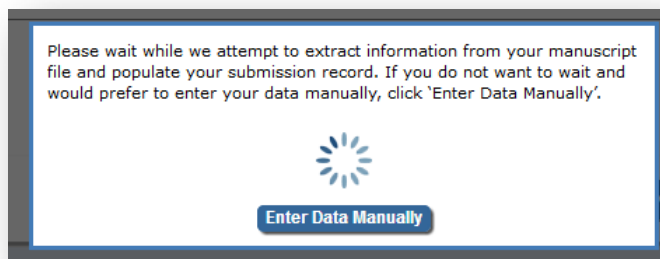
TO CONFIGURE:
The new Author Submission Interface is an optional EM 14.1 feature. It will become a requisite feature in version EM 15.0 (scheduled for July 2018). While the majority of a publication's Article Type settings will automatically sync on upgrade to version 15.0, pre-existing submission instructions (related to the old submission interface) will not.

Note: Aries advises publications to create submission-step instructions for the new Author Submission Interface prior to the 15.0 upgrade, as the new interface has a separate configuration for instructions.

In EM 14.1, PolicyManager includes two separate sections for submission instructions. These appear on all sites at upgrade (regardless of whether or not the site has enabled the new Author Submission Interface).
- **Edit Manuscript Submission Instructions** holds configurations for the instructions for the *new* Author Submission Interface.
- **Edit Legacy Manuscript Submission Instructions** holds configurations for the instructions for the *existing* Author Submission Interface.

PolicyManager detail, showing submission instructions links
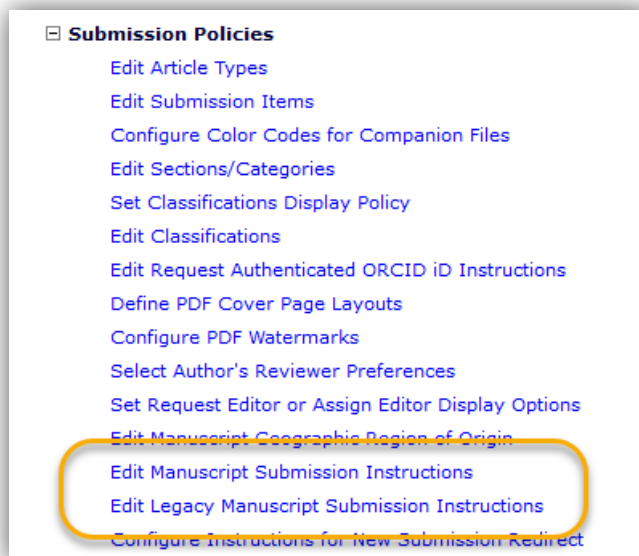
In preparation for upgrade to EM 15.0, publications should update submission instructions on the Edit Manuscript Submission Instructions page to be used in the new Author Submission Interface. If no custom instructions are entered, default instructions will be used.

The new Author Submission Interface provides a variety of fields for custom instructions, both at the left of each core submission step page and within individual steps (in the accordion windows) on the page.

Custom instruction fields appear on the left of each core submission-step page and within individual steps

In addition, for instructions that appear in accordion windows, there is the option to display an information icon with associated hover text.

Instructions appear when the user rolls the cursor over the information icon
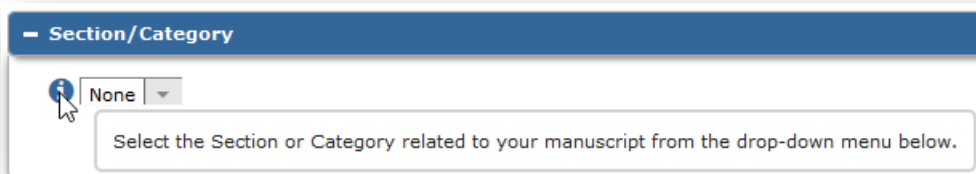
To select this option, check the box next to "Display using Information Icon" under the corresponding instructions entered in PolicyManager (see the illustration below).

Detail of Edit Manuscript Submission Instructions page in PolicyManager
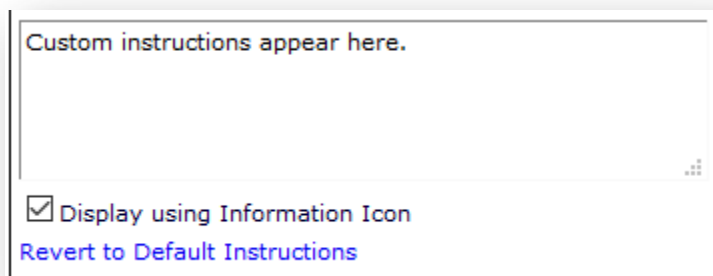
In EM 14.1, if instruction changes are required for the existing (old) submission interface, they can be configured on the Edit Legacy Manuscript Submission Instructions page.

When the new interface is enabled, a new PolicyManager setting must be configured to identify the Primary Manuscript File (used by the system for metadata extraction). This must be done for each Article Type. The file is designated on the Edit Article Type page (in the Submission Item Parameters section) using drop-down lists for new and revised submissions. The drop-down lists include any configured Submission Item Types in the Default or Document families.

Detail of Edit Article Type page, showing new Primary Manuscript File setting

Submission Item Parameters:

Primary Manuscript File:

The selected 'Submission Item Type' will be assigned to the file uploaded at the initial step of the Attach Files process. The selected item will be required for its revision and offline submission will not be allowed.

New Submission	Revised Submission
Manuscript	Manuscript

Copy Custom Questions

In previous versions of EM, publications could create their own set of custom questions for use in Submission Questionnaires, Author Questionnaires, and Production Task Questionnaires. The functionality, including multi-part questions, enabled publications to configure a variety of questions, as well as to "hide" questions they no longer wanted to use (as long as these were not associated with a configured questionnaire). However, there was no capability to allow for copying the configuration of an existing custom question to use in creating a new question (a variation of the existing question).

New in EM 14.1, users can copy existing custom questions to use in creating new ones (similar to copying an existing Article Type). In addition, custom questions can be hidden even if they are associated with a questionnaire configuration. Hidden questions associated with a questionnaire are excluded when new copies of the questionnaire are presented to users, but they remain in the history of previously presented questionnaires.

TO CONFIGURE:
New functionality appears on the Create Custom Questions page (PolicyManager > Questionnaire Policies > Create Custom Questions). Note links in the Actions column:
- Edit: works as previously
- Copy: creates a copy of all elements of a question's configurations
- Hide: hides a question whether or not it is currently associated with a questionnaire
- Restore: appears only when a question is hidden; used to return a question to the list of active questions
- Remove: permanently deletes a question; can only be used if a question has not been presented to a user

The Copy link opens the Add Custom Question page populated with the existing question. All information is copied except for Custom Metadata IDs and Submission Flags. All information is editable for text entry and to make configuration modifications.

Associate Flags with Submission Question Responses

In previous versions of EM, submission flags could be applied to a submission by an Editor (with the appropriate RoleManager permission). Associating flags with these items had to be done manually. For submission questionnaire responses, this required editorial staff investing time to review each question.

In EM 14.1, submission flags can be associated with custom submission question responses and automatically turned on when a Corresponding Author enters a specific response to a question. (This enhancement applies only to custom questions that are added to submission questionnaires. The questions may also be used in Author questionnaires or Production questionnaires; however, the responses to these questions on an Author questionnaire or Production questionnaire will not turn the associated submission flag on or off.)

Submission flags appear with question responses on the Details page
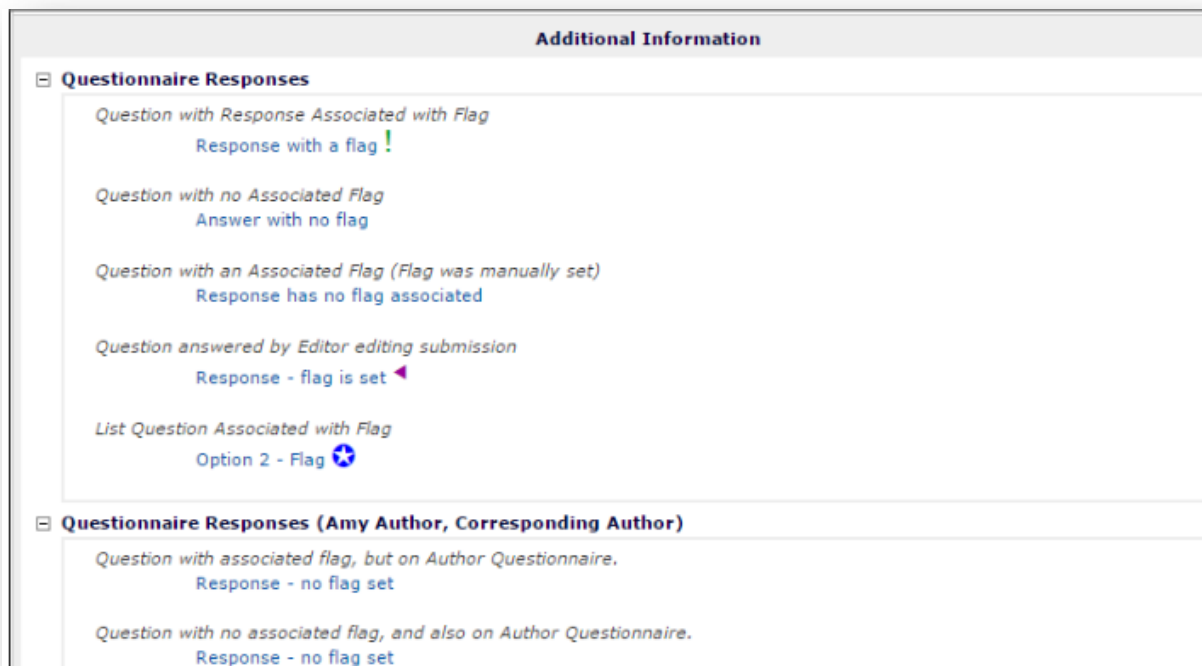
TO CONFIGURE:

Several steps are required in PolicyManager to create (or edit existing) custom questions and to associate them with submission flags.

1. Go to General Policies > Create Customized Submission Flags, and click the Add button. On the Add Customized Submission Flag page enter the flag name, select an icon, and check the Editorial box for Flag Type. (Check the desired option(s) for displaying the flag.) When finished, click Submit.

2. Go to Questionnaire Policies > Create Custom Questions. Click the Add button to create a new question or click the Edit link next to an existing question. An Associate with Flag link appears next to the response fields; clicking the link opens a pop-up window displaying available defined submission flags. Select the appropriate flag and click Submit on the popup. The chosen flag appears next to the response with a Remove Flag link.

Submission flags can be associated with responses to any question type. There are certain rules for how flags can be applied to responses of each type. The rules are:
- Text/Notes: A flag can be triggered by a blank response or by a non-blank response.
- Integer/Decimal/Date: A flag can be triggered by a blank response, triggered by a non-blank response, or triggered by a response that falls within a given "flag filter" parameter.
- List: Any response can be configured to trigger a flag. A blank response can also trigger a flag (if possible for the given list type).

Flags added to existing questions will not retroactively be enabled for manuscripts already submitted by an Author. The flag will only be enabled for that question for new submissions moving forward, or if a previously submitted questionnaire is edited by an Author or Editor via the Edit Submission interface.

Detail of Add/Edit Custom Question page

If the question is not already associated with a submission questionnaire, go to Questionnaire Policies > Create Questionnaires, to add or edit a submission questionnaire.

Institution for Co-authors on Author Details Page

In previous versions of EM, Editors and editorial staff did not have quick and easy access to the institutional affiliations of Co-authors. In EM version 14.1, Co-author affiliation and/or institution information will automatically appear in Other Authors and All Authors sections (when the collection of affiliation/institution data is configured as required or optional).

All Authors section from Submission Details page, showing Author affiliations
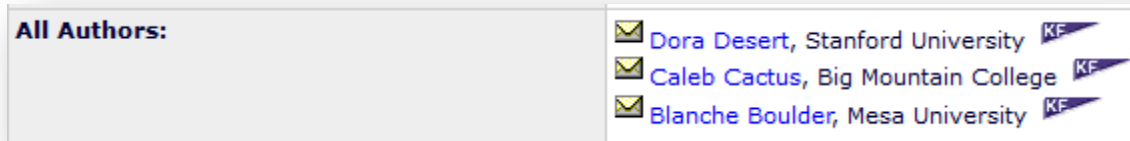
TO CONFIGURE:
Go to PolicyManager > General Policies > Define Details Page Layouts. Select the applicable layout and click the Edit link next to it. On the Add/Edit Details Page Layout page, click the link, Select Items to Display. On the Select Items to Display page, go to the Information Submitted by Author section and check the boxes next to "Other Authors (List excluding Corresponding Author)" and "All Authors (List including Corresponding Authors)."

Then go to PolicyManager > Submission Policies > Set Other Author Parameters. In the list of parameters, find "Set 'Affiliation' Text Entry Box Preference" and select either Optional or Required from the drop-down menu.

Allow Different Deadlines for Different Revision Decisions

In previous versions of EM, the number of days an Author was allotted to revise a submission was set by Article Type. The publication could set the number of days for first revision and a different number of days for subsequent revisions. However, this did not take into account that the number of days appropriate for minor revisions and major revisions might be different.

In EM 14.1, configuration options of revision terms are enhanced to include, within each Article Type, separate settings for each Revise decision term. In the Author Parameters section of the Add/Edit Article Type page, publications can set due dates for revisions based on their configured Revision decision terms.

Two views of Editor Decision page, showing different Revision decisions and different allotted days to revise
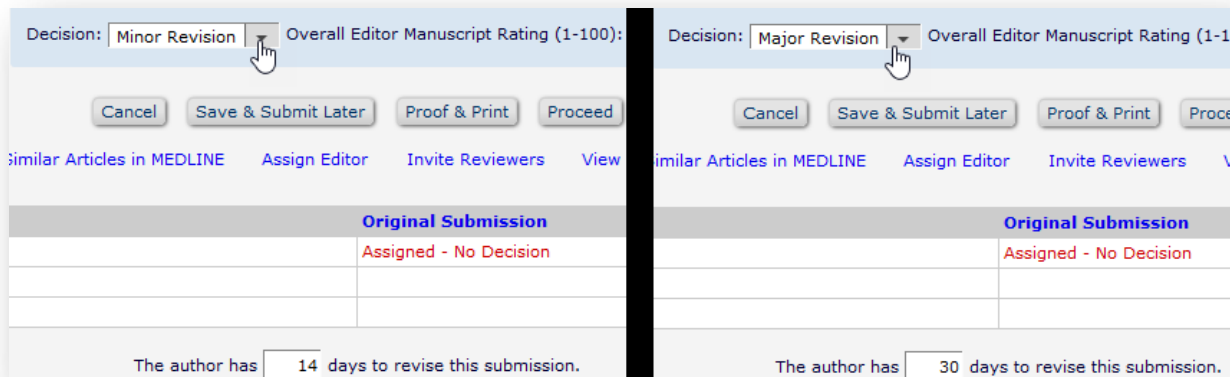
The same decision terms appear in the Modify Decision drop-down menu on the Notify Author page. If the decision is changed to a new Revision decision term, the calculated due date (based on the configuration) displays on a button.

Detail of Notify Author page, showing calculated due date

TO CONFIGURE:

First define the Revision decision terms. Go to PolicyManager > Editor Decision Policies > Edit Editor Decision Terms. On the Add/Edit Decision Term page, enter a name for the term, select Letter option, and select "Revise" from the options for Document Status and Decision Family. If the decision terms are already configured, all that needs to be done is to assign a different number of days per Revision decision term.

Then go to PolicyManager > Submission Policies > Edit Article Types. On the Add/Edit Article Type page, go to the Author Parameters section. Radio buttons allow the publication to choose the definition of revision times:

- Same for all Revision Decisions: Text boxes appear for entry of the number of days for First Revision and Subsequent Revisions.
- By Revision Decision Term: All publication-defined revision decision terms appear with a text box for entry of the number of days.

Email Autofill for Ad Hoc Letters

In previous versions of EM, when a letter's configuration allowed manual entry of an email address on the Customize Letter page, the user was required to type the full email address for each recipient every time, which was time consuming and prone to error.

New in EM 14.1, an Email Autofill function provides an auto-complete mechanism that quickly identifies and suggests recipients, based on the characters typed by the user and the frequency with which addresses are used. This will save the Editor from having to hunt elsewhere in EM for email addresses and to repeatedly type or copy/paste the same email address. It should also reduce the number of manual typing errors.

Email Autofill suggests possible email addresses based on the characters the user types and the user's history of frequently used addresses

The behavior of the Email Autofill function is similar to that of MS Outlook in providing email address suggestions. Suggestions available to a particular user (Editor or Publisher) may be people who have records in EM (not necessarily tied to the submission for which the email is being sent) as well as people who may not have records in EM. Each individual Editor/Publisher will have his/her own set of frequently used email addresses that builds over time.

Once a user sends a letter to an email address, the address is added to a Suggested Recipient List for that user, which the system draws on later for the autofill function. Users can remove addresses from their lists (helpful if a contact's email address changes); clicking the gear icon on the Customize Letter page opens a pop-up window, Manage Suggested Recipient List, where addresses can be selected and removed.

Gear icon on the Customize Letter page opens the Manage Suggested Recipient List (if recipients exist from prior use)
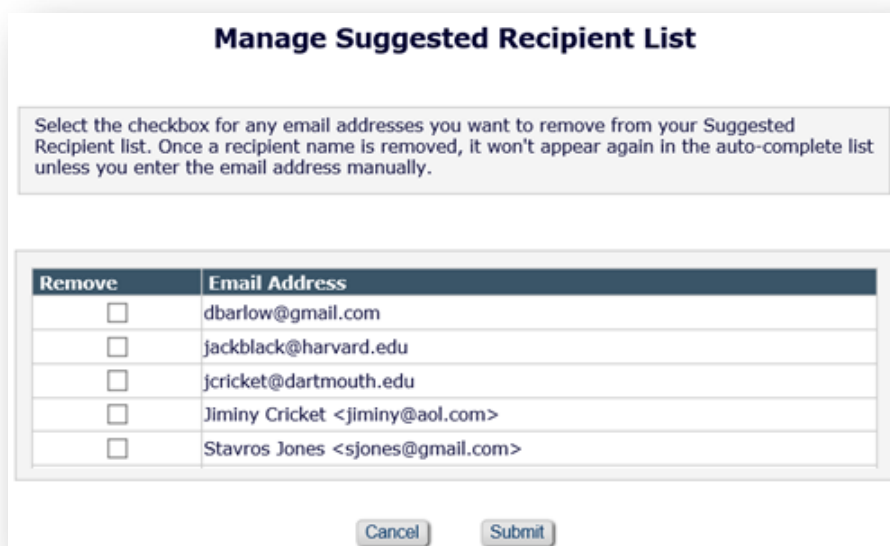
From:	"Joe Pulitzer" <editor@thisjournal.org>	⚙
To:	"mary mary" <author@bigworld.com>;	
	Multiple addresses may be entered, separated by a semicolon	
Letter Subject:	Please contact me about this	

Users can remove unwanted email address from their Suggested Recipient List

Manage Suggested Recipient List

Select the checkbox for any email addresses you want to remove from your Suggested Recipient list. Once a recipient name is removed, it won't appear again in the auto-complete list unless you enter the email address manually.

Remove	Email Address
☐	dbarlow@gmail.com
☐	jackblack@harvard.edu
☐	jcricket@dartmouth.edu
☐	Jiminy Cricket <jiminy@aol.com>
☐	Stavros Jones <sjones@gmail.com>

Cancel   Submit

In EM 14.1, this feature is available for the Ad Hoc from Editor and Ad Hoc from Publisher letter families. To use Email Autofill, Editor and Publisher roles must have permission to send ad hoc email (verify in RoleManager for applicable roles).

TO CONFIGURE:
No configuration for the tool is required, but letter settings must be configured to allow senders to enter free-form email addresses when customizing a letter before sending (existing functionality). Go to PolicyManager > Email and Letter Policies > Edit Letters. Any letter in the Ad Hoc from Editor or Ad Hoc from Publisher family may be configured to allow this feature. Click the Edit link next to the applicable letter.

On the Edit Letter page, in the **Recipient** section, check the box next to "Display text box so sender can insert an email address." Additionally, in the **Allow choice on Send Letter page** check the settings (if desired) to display a text box for copied (cc and/or bcc) recipients.

Anchor on Search Reviewers after Proxy Registration

The Register and Select New Reviewer workflow allows Editors to proxy register and then immediately invite that new Reviewer to review a submission. Once the proxy registration is complete, the system returns the Editor to the Reviewer Search Results page, where the newly registered Reviewer's name appears in the Reviewer Candidates grid.

In previous versions of EM, Editors often did not realize the search results page was displaying the Reviewer Candidates grid, because the grid could be pushed off the bottom of the screen by the search tools displayed above it.

New in EM 14.1, the Reviewer Search Results page is enhanced so that, after completing a proxy registration, the Editor is returned to an anchor point on the page, positioned to make the Reviewer Candidate grid visible. In addition, a new floating link is added to the page to allow the Editor to go to the top of the page with a click.

Floating link returns user to the top of the page with a single click
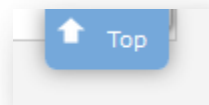
TO CONFIGURE:

No configuration is necessary.

Import Enhancements

Improved Communication and Second Factor Validation

The EM Ingest Service provides a way to import new submissions from a publisher's Author Portal (AP) or a Manuscript Service Provider (MSP), such as Chronos, Overleaf, bioRxiv or Editage. In previous versions of EM, success or failure notifications for each attempted import were sent to the target publications and the AP/MSP; however, the AP/MSP received less detailed information in their notifications.

In EM 14.1, the same level of information provided to the publication will also be provided to the AP/MSP. The information will be sent both via email and via an API (if an API endpoint has been provided to Aries from the Author Portal or MSP).

If an import succeeds but warning/informational messages are generated by EM during the process, the AP/MSP will receive both the success notification and a separate notification with the additional information. (This was not the case in earlier EM versions.) If the import succeeds without warnings, the EM system will send the AP/MSP a single notification; similarly, a single notification will be sent if the import fails.

During the import process, EM checks a number of authentication factors before a submission is imported into a publication's EM site from an AP/MSP. This authentication includes validating that the journal code in the go.xml file belongs to a valid EM publication. Because acronyms can be short (only a few letters), many publications' acronyms are similar and can easily be mistyped, or an incorrect acronym can be entered by mistake.

In EM 14.1, a second level of authentication is added to the validation process to help ensure that a submission is going to the intended publication before the submission is imported. A new optional attribute, holding the full journal title, is added to the import schema for the go.xml file (used for all imports into EM). When the optional full journal title is included in the go.xml file, both the journal code and the full journal title will be examined to ensure that they refer to the same publication

TO CONFIGURE:
No configuration is necessary for the improved email communication. If your publication would like to include the second factor validation, contact your Aries Account Coordinator for more information.
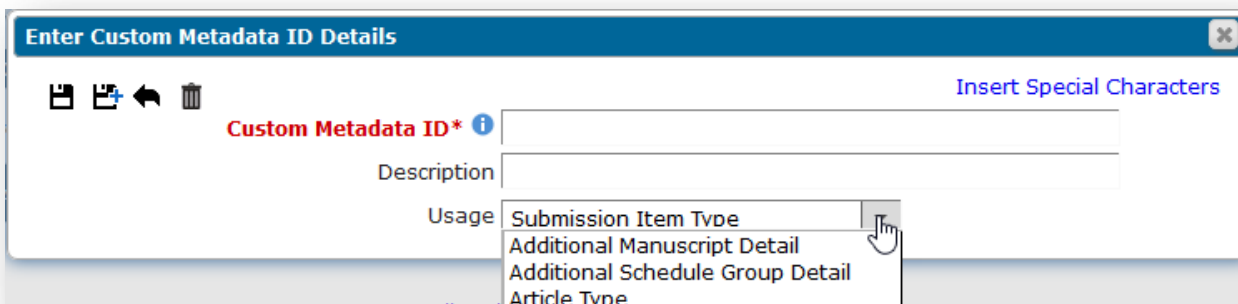
Custom Metadata IDs for Submission Item Types

In previous versions of EM, publications could define Custom Metadata ID tags to identify their custom metadata related to Additional Manuscript Details (AMDs), Additional Schedule Group Details, Custom Questions, and Article Types. These IDs are used in the processes to transmit, transfer, and import submissions.
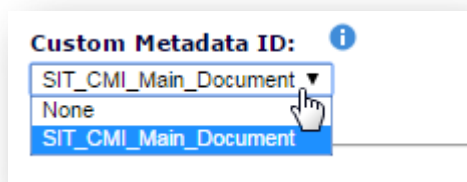
EM 14.1 introduces Custom Metadata IDs for Submission Item Types. These IDs uniquely identify the Submission Item Types to be associated with submission files for imports, transmittals, and transfers between Author Portals/Manuscript Service Providers and EM. The EM-to-EM transfer method is updated to use the new Custom Metadata IDs for Submission Item Types, so that Submission Item Types can be assigned automatically to submission items after transfer to another EM site; however, the Custom Metadata IDs are not included for EM-to-non-EM transfers.

TO CONFIGURE:
Go to PolicyManager > General Policies > Define Custom Metadata IDs, and click the Add Another Custom Metadata ID link to open the pop-up window. Enter ID name, description, and select Submission Item Type from the Usage drop-down menu. When finished, click the Save icon.

After creating the Custom Metadata ID, associate it with the appropriate Submission Item Type. Go to Submission Policies > Edit Submission Items. Click Edit next to the item, and on the Edit Submission Item Type page, select the Custom Metadata ID from the drop-down menu. When finished, click Submit.

Enhanced "Transferred Submissions" Folder

In previous versions of EM, all transferred submissions, regardless of the source or type of transfer, were directed to the Transferred Submissions folder on the Editor Main Menu. (This folder is visible to Editors who have the RoleManager permission, Receive New Transferred Submissions in 'Transferred Submissions' Folder.) These submissions came from: EM-to-EM site transfers (IJRS or non-IJRS); Manuscript Import from a sister journal (using JATS or Cadmus Manuscript Import); or MSP Manuscript Import from an Author Portal/Manuscript Service Provider (using EM Ingest).

New in EM 14.1, a sub-header, Ingested Submissions, is added to the Editor Main Menu. Submissions received from an AP/MSP are directed to new Ingested Submissions folders. (Submissions from an EM-to-EM transfer and from a sister journal are directed, as before, to the existing Transferred Submissions folder. The Ingested Submissions sub-header, visible to Editors with permission to receive transferred submissions, contains three folders:

- **New Ingested Submissions** contains initial submissions (when they are first ingested to the EM site).
- **Ingested Submissions Returned to Publication** contains updated submission (which have been re-ingested after an Editor used the Send Back to Author option, and the Author modified the submission outside of the EM system).
- **Revised Ingested Submissions** contains revised submissions (which have been re-ingested after an Author received a Revise decision and revised the submission outside of the EM system).

Once approved, submissions go into the normal editorial workflow until Authors resubmit via an AP or MSP after a Revise decision—then they come back to the Revised Ingested Submissions folder. (Submissions for which the Author has approved the PDF from within the EM interface are not displayed in these new folders.)

Detail of Editor Main Menu, showing the Ingested Submissions sub-header and folders
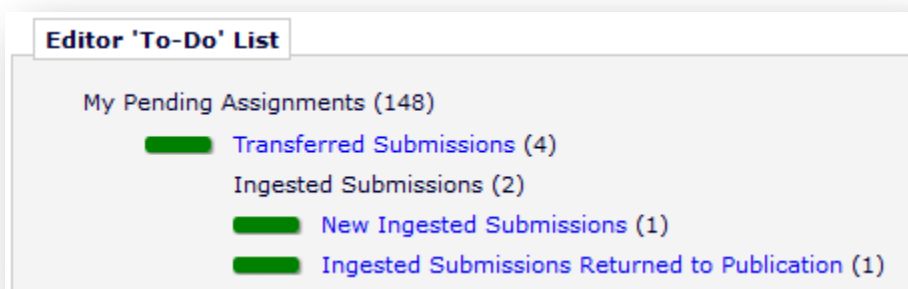
These folders do not display if they are empty (as in the image above, which does not show the Revised Ingested Submissions folder).

TO CONFIGURE:
The Ingested Submissions folders appear only on publication sites configured to receive submissions via EM Ingest. This is initially enabled outside of the Editorial Manager interface. Please contact your Aries Account Coordinator for more information. No additional configuration is necessary if a publication is already using EM Ingest.

The Ingested Submissions folders appear on upgrade for publications using the EM Ingest feature. They display on the Editor Main Menu for any Editor role with the RoleManager permission, Receive New Transferred Submissions in 'Transferred Submissions' Folder, if there are submissions in these folders. (Like other Editor folders, these new folders feature the color-coded signposts. Go to PolicyManager > General Policies > Configure Warning Thresholds to set the time frames for their warning statuses.)

Automatic "Submission Sent Back to Author" for Imported and Transferred Submissions

When submissions are first ingested or transferred into an EM site, an EM system–generated PDF is not created. In previous versions of EM, Editors had to send these submissions back to the Authors (to align the metadata for the submission with the configuration options on the receiving publication, and to build and approve the system PDF) or edit the submission metadata and build and approve the system PDF themselves. In either case, the submission remained in the Transferred Submissions folder, because, until the PDF was built and approved by the Author or Editor, an Editor could not click the Transfer Complete link to move the paper forward into the editorial workflow.

In EM 14.1, rather than sending these submissions back to the Author manually, publications have the option to automatically direct them to the Corresponding Author's Submissions Sent Back to Author folder (and the Editor's Submissions Sent Back to Author for Approval folder) and to trigger a notification letter to the Corresponding Author. In addition, the transfer can automatically be marked as complete, once the Author approves the submission PDF.

TO CONFIGURE:

For transferred submissions, go to AdminManager > Configure Cross-publication Submission Transfer > Configure Automatic Settings for Transferred Submissions.

Configure Automatic Settings for Transferred Submissions

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

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

New Submissions transferred-in from another publication are:

☐ Automatically sent back to the Author from:

Editor Role: Please Select ▼   Editor: Please Select ▼

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

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

Check the first box shown above to automatically send submissions back to the Author. Select an Editor Role and Editor from the drop-down lists; these indicate which Editor is identified as the initiator of the Submission Sent Back to Author event. Additionally, check the second box to automatically complete the transfer and move the submission to the appropriate folder once the Author has approved the submission PDF from within the EM interface.

For imported submissions: Each Author Portal or MSP site must be configured with a valid API Endpoint URL. Contact your Aries Account Coordinator.

Then, go to AdminManager > Configure Manuscript Service Providers for Ingest Service. Check the permission to automatically trigger the Send Back to Author event (for each active AP/MSP).

Select   **Name**

☑   14.0-23 Provider

→ ☑ Automatically trigger 'Send Back to Author' for new submissions from this provider

☐ Push Editorial Status Updates to this provider

☐ Push 'Send Back to Author' information and files to this provider

☐ Push Revision information and files to this provider

☐ Push Transfer information and files to this provider at Final Disposition - Transfer

Enhanced Ingest Interactions: Send Submission Status Information and Files via API, Author Can Resubmit through Author Portal/Manuscript Service Provider

In previous versions of EM, a publication could use an in-house Author Portal (AP) or third-party Manuscript Service Provider (MSP) to facilitate the Author submission process. Authors submitted their manuscript to one of these services outside Editorial Manager. The service then fed the submission and associated information into a publication's EM site via the EM Ingest service. Once the submission was imported, editorial office staff would proceed with the workflow within EM as usual.

However, it was not possible to direct submission information back to the originating AP or MSP, and Authors were required to revise and resubmit their manuscripts via the standard EM interface for any submission that had been imported via EM Ingest.

New in 14.1, publications can send submission information back to the originating AP or MSP. This includes information and files related to Send Back to Author, Revision, and Transfer decisions as well as Editorial Status updates. For publications using EM Ingest, the Author experience will be less confusing, as the Author's initial submission and subsequent revisions can be handled within a single interface.

TO CONFIGURE:
Each Author Portal or MSP site must be configured with one or more valid API Endpoint URLs, which allows EM to interact with the service. This is configured outside of the Editorial Manager interface. Please contact your Aries Account Coordinator for more information.

After valid endpoints have been established, a publication can configure API pushes to the AP/MSP in AdminManager.

Go to AdminManager > Configure Manuscript Service Providers for Ingest Service. This page lists each Author Portal or Manuscript Service Provider associated with the publication. To enable EM Ingest from any of the listed providers, check the box next to the AP or MSP name. Doing so enables up to five additional checkboxes for that provider (see below). Check the box to enable the desired feature(s).

Select	Name
☑	14.0-23 Provider
	☐ Automatically trigger 'Send Back to Author' for new submissions from this provider
	☐ Push Editorial Status Updates to this provider
	☐ Push 'Send Back to Author' information and files to this provider
	☐ Push Revision information and files to this provider
	☐ Push Transfer information and files to this provider at Final Disposition - Transfer

- **Automatically trigger 'Send Back to Author' for new submissions from this provider.** This feature is described on page 22.

- **Push Editorial Status Updates to this provider.** This setting enables EM to send submission status updates to the originating AP/MSP. This lets the Author keep track of a submission via the AP or MSP, rather than in EM. If a document status in EM is configured with Alternative Text for Authors, the API push includes both the alternative text and the status term configured to be displayed to Editors.

- **Push 'Send Back to Author' information and files to this provider.** This setting enables the EM system to return the submission record to the originating AP/MSP via the API when Editors can use the Send Back to Author action link to return a new submission to an Author. The submission is also placed in the Author's Sent Back to Author folder in EM, as well as in the Editor's Submissions Sent Back to Author folder.

- **Push Revision information and files to this provider.** This setting enables the EM system to return the submission record to the originating AP/MSP via the API when Editors make a Revise decision and return a peer-reviewed submission to an Author. If the Author revises their submission in the AP/MSP, the AP/MSP can then re-ingest the revision back into EM for futher processing, in which case the submission lands in the new subfolder, Revised Ingested Submissions. As with Send Back to Author, the submission is also placed into the Author folder in EM.

- **Push Transfer information and files to this provider at Final Disposition – Transfer.** This setting allows the transfer to another publication to be performed from the AP/MSP instead of from within EM. Editors can set Final Disposition to Transfer and designate the originating AP/MSP as the transfer target; they can also provide suggestions of EM and non-EM target journals. Additionally, a zip file consisting of all the submission files, companion files, attachments, decision letters and system PDFs for all revisions of the submission, and the EM-to-non-EM XML file is streamed via the API. The AP/MSP can then perform the transfer to a different journal.

All of the above features can be used together or separately. This allows publications greater control over what information is transmitted back and forth between EM and an AP/MSP.

In addition to the AdminManager settings, related configurations in PolicyManager and ActionManager should be considered when using these features.

Two new Document Statuses are added in **PolicyManager**:
- Submission Returned to Publication via Ingest
- Revision Received via Ingest

These statuses can be edited on the Edit Document Statuses page, but they cannot be removed.

In **ActionManager**, publications should configure a notification letter for the Author role to be triggered by the Submission Transferred to Publication event. This ensures the Author knows the publication received the submission successfully.

In addition, letters can be configured for Editor roles for the new events, Submission Returned to Publication via Ingest and Revision Received via Ingest. These letters notify Editors that a new or revised ingested submission has arrived.

Publications can also identify additional email addresses if certain Editors/Editorial staff should be notified of ingested submissions in addition to the Editors in a submission's Editor chain. To do this, go to AdminManager > Configure Cross-Publication Submission Transfer > Configure E-mail Addresses for Notification. Enter the appropriate email address(es) in the fields:
- Transferred submission received
- Submission returned to publication via ingest
- Revision received via ingest

Importing Custom Question and Responses from AP/MSP

In previous versions of EM, a limited set of article metadata could be ingested from an XML file compliant with the JATS journal archiving document type definition (DTD). The metadata that could be ingested did not include the responses to custom questions configured on the publication's EM site.

New in 14.1, custom Author submission questions and their responses can be imported directly into EM from an Author Portal (AP) or third-party Manuscript Service Provider (MSP). This feature enhances the EM Ingest service. Only responses from the Corresponding Author can be ingested, not from co-Authors.

Questions created on the AP or MSP side are configured with a unique metadata ID value. The publication creates those same questions in EM and assigns an identical ID value. The publication must then associate the questions with a questionnaire, and select that questionnaire as the Submission or Author questionnaire for an Article Type. During the EM Ingest process, the AP/MSP matches its question's ID with that same ID in EM. This ensures all of the Corresponding Author's responses flow seamlessly from an AP/MSP into their submission record in EM.

TO CONFIGURE:
The publication's EM site must be configured in advance with the custom submission questions, questionnaires, and Article Type/questionnaire associations. A separate custom metadata ID must be associated with each question whose response is eexpected to be ingested (both parent and follow-up questions).

Go to PolicyManager > Questionnaire Policies > Create Custom Questions. To associate a custom metadata ID with a question, click the Edit link next to the question. On the Edit Custom Question page, go to the Integration Options section and enter the Custom Metadata ID.

Detail of Edit Custom Question page

Values can be entered manually in this field or selected via the Select Custom Metadata ID link if the IDs have already been created.

The IDs can be created and stored in PolicyManager > General Policies > Define Custom Metadata IDs. Any IDs configured on this page will available via the Select Custom Metadata ID link on the Edit Custom Question screen above.

Corresponding question and metadata configurations (with identical Custom Metadata IDs) must be made by the AP/MSP. Publications are expected to communicate directly with the AP/MSP to provide the questionnaire information. This ensures the questions and responses submitted via the AP/MSP can be matched to the questions in EM. The JATS XML must contain the custom metadata IDs, questions, and responses. Detailed EM Ingest instructions are available for AP/MSPs that are sending submissions to EM.

Publication Charges Processing Enhancements

Include Grant Recipient in JSON

Editorial Manager supports publication-charges processing, also known as Article Processing Charges (APC), with third-party payment systems through an Application Program Interface (API). EM passes selected metadata to the payment system in a JSON object during the submission process.

New in version 14.1, when RightsLink from Copyright Clearance Center (CCC) is the configured payment system, the Grant Recipient is included in the Funding Information that is written to the JSON object sent through the APC API. The Grant Recipient is added to the "grants" complex element, when the data is available.

TO CONFIGURE:

No configuration is necessary for publications using RightsLink for APC processing.

Reporting Enhancements

Journal ID Added to Cross-publication EAR Drill-down Key

In EM, Enterprise Analytics Reporting (EAR) can link reports using the Subreport feature to connect the two reports on a common field (known as the drill-down key). Any of the fields selected on the Fields tab and the Summary tab of a report can be used to perform a sub-query by passing the field's value to a subreport.

In single-journal EAR, the value of any field selected—in particular the Unique Document ID, People Unique ID and Reviewer Assignment Unique ID—is unique within the publication (e.g., there can only be one People Unique ID with a value of "1" within a publication's database). If a subreport uses the People Unique ID as the drill-down key, the values pulled into the main report are unique, and the user can be confident that the subreport pulls data that is tied to the correct user.

However, this is not the case for Cross-Publication EAR (XEAR). A business publisher's Unified Database (UDB) holds data from more than one publication, meaning there is more than one record in the UDB's People table that has a People ID = "1" (i.e., a record from each publication). Although drill-down functionality was not included in any standard XEAR reports, the interface did allow users to create subreports, which could result in the report pulling in incorrect/invalid information.

In EM 14.1, XEAR functionality is enhanced to pass both the drill-down key and the Journal ID to a subreport. Both are used as filters when executing the subreport. Adding the Journal ID to the drill-down key ensures that the drill-down key values are unique in the resulting report.

TO CONFIGURE:

This feature is available at upgrade for publications using XEAR. No configuration is necessary.

SFTP Scheduled Report Transmittal for EAR and XEAR

In previous version of EM, single-journal and cross-publication EAR and XEAR reports could be scheduled for automatic delivery over email at regular intervals. Emails sent out for scheduled reports can contain an attachment of the report in PDF or Excel format.

New in 14.1 scheduled EAR and XEAR reports can be delivered via a secure FTP (SFTP) site, rather than sending them over email. Scheduled reports sent via SFTP can be sent as CSV files (in addition to PDF or Excel format).

To use the SFTP delivery option, a user scheduling the report can select the SFTP setting in the Delivery Method section on the Report Delivery Schedule pop-up window. This opens the SFTP Options section, where entry of server address information is required. The user can also select the file format of the report (PDF, Excel, or CSV).

Detail of the Report Delivery Schedule popup

Delivery Method:	○ Email ◉ SFTP	
SFTP Options:	SFTP Server Address (e.g. reports.customer.net):	
	Username	
	Password	
	Subdirectory:	
	Email Address (for transmittal notification):	
	☐ Include PDF of report ☐ Include Excel file of report ☐ Include CSV file of report	
	Save Delivery Schedule	

TO CONFIGURE:
Publication sites must be configured to use Enterprise Analytics Reporting. No additional site configuration is necessary for this feature.

Production Tracking Enhancements

Configurable NIHMS Embargo Period

The NIH Manuscript Submission System (NIHMS) facilitates the submission of full-text manuscripts to PubMed Central (PMC). The NIHMS system allows users (e.g., authors, principal investigators, publishers) to supply material for conversion to XML documents in a format that can be imported by PMC. When a submission is sent to a repository (such as US PMC, Europe PMC, etc.), the repository needs to know at what point the submission will be available to the public. Sometimes funders mandate the time of an embargo period (e.g., research they fund must be available to the public no later than three months after publication).

In previous versions of ProduXion Manager, the NIHMS-PubMed Central Deposit production task transmittal method pulled the embargo period from a database field that could only be modified by Aries Systems staff. In PM 14.1, system administrators can configure embargo period rules in PolicyManager.

An Editor or Publisher who is assigning an NIHMS-PubMed Central Deposit transmittal method task can select the appropriate embargo period rule from a drop-down list on the Edit Submission Production Task page or the Assign Production Task page.

TO CONFIGURE:
Go to PolicyManager > ProduXion Manager > Configure NIHMS Embargo Period Rules. Use the Add or Edit function to open a pop-up window for the embargo period rule. Enter a description for the rule and a value (defined by number of months), and click the Save icon. The list of embargo period descriptions can be reordered on this page; this order determines the order displayed in the NIHMS Embargo Rule drop-down list.