

Version 16.0

Beta to begin March/April 2019

Upgrades May/June 2019

TENTATIVE AND SUBJECT TO CHANGE

Custom Registration Questions

Currently Registration Questions or Statements can appear whenever a new user registers or when an existing user logs into the system. Registration Question/Statement responses are a single checkbox, where the user either ticks or does not tick the box

There is a need to ask more complex questions during the registration process and to collect data on those registering and on registered users in general.

SOLUTION: The Additional People Details function will be enhanced so that there will be an option to display APD's during user registration and on the *Update My Information* page.

Custom Registration Questions

Currently Registration Questions appear when a new user registers, or when an existing user logs in.

- If a Registration Question is “Required” a new user must respond in order to register. Response cannot be changed.
- If a Registration Question is “Forced” existing users are directed to the questions when they log in, and must respond. Response cannot be changed.
- If a Registration Question is “Optional” it can be skipped. It can also be changed.

The only response to a Registration Question is a checkbox.

Custom Registration Questions & APDs

NEW! Additional People Detail fields can be configured to appear during new user Registration.

Response types: Text, Date, Integer, Notes, Lists (radio buttons, check boxes, multi selection, etc.)

Required Questions

Please respond to the question(s) below by checking the box(s) and clicking Continue:

This publication requires all users to confirm that they are not logging in on Saturday. Please tick the checkbox to proceed with your task at hand.

* Today is absolutely, positively not Saturday.

* I have read the [Publisher's Data User Privacy Policy](#) and the [Aries Privacy Policy](#).

* **When is your birthday?** (mm/dd/yyyy)

* **What is the value of Pi (π)?**

* **Please order a refreshing beverage:**

Please select a beverage

Please select a beverage

A strong cup of coffee

A chilled glass of Sauvignon Blanc

A frosty Coca-Cola

A cold brew

A tall glass of lemonade

<< Logout Continue >>

APDs – Registration

APDs can be set to Hidden, Optional or Forced on the *Registration* page.

The settings below affect the pages related to a user's registration record. Additional People Detail Fields can be configured for Optional or Required responses at registration, or Hidden. 'Enforced at Login' means that users must enter a response the first time they log in after the field was added. Responses to Additional People Detail Fields on the Update My Information page may be configured as Hidden, Editable, or Not Editable. These settings apply both to the owner of the registration record and to editors viewing the Update My Information page in proxy mode.

Page	Options	Help Text
Confirm Registration	<ul style="list-style-type: none">OptionalHiddenOptionalRequiredEnforced at LoginOptional	
Update My Information	<ul style="list-style-type: none">HiddenHiddenEditableNot Editable	

APDs – People Records

APDs can be configured to appear on the *Additional People Details (existing)* page, and/or on the *Search People – Update Information (new)* page.

When help text is entered, a help link or icon is displayed on the appropriate page.

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="text"/>
Search People - Additional Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="text"/>
People Activity Details	<input type="checkbox"/>	N/A	N/A	<input type="text"/>
Transmittal Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

APDs – Hidden From Certain Roles

APDs can be configured to be hidden from certain roles. For example, APDs whose responses reveal age, race, or other sensitive personal information may be disclosed to editorial staff members, but concealed from editors or associate editors.

Field Description: [Insert Special Character](#)

Likes cats?
Maximum 256 characters

Field Type: [View/Edit Values for Drop-down List](#)

Hide this field from:

- Managing Editor ▲
- Editor-in-Chief
- Editor
- Associate Editor ▼

Options

Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional People Details

APDs – Users Can View, Enter and Edit

APDs can now be configured to be accessible to a user via the *Update My Information* page.

- APDs will **not** be shown to Editors during proxy registration .
- APDs will **not** be shown on a user's *Update My Information* page in proxy mode.

This allows the publication to collect data directly from a user on their People Record

Per GDPR – this will allow a publication to expose data that is being collected about a user to that user, if they wish.

APDs – Users Can View, Enter and Edit

APDs can be set to Hidden, Editable or Not Editable on the *Update My Information* page.

The settings below affect the pages related to a user's registration record. Additional People Detail Fields can be configured for Optional or Required responses at registration, or Hidden. 'Enforced at Login' means that users must enter a response the first time they log in after the field was added. Responses to Additional People Detail Fields on the Update My Information page may be configured as Hidden, Editable, or Not Editable. These settings apply both to the owner of the registration record and to editors viewing the Update My Information page in proxy mode.

Page	Options	Help Text
Confirm Registration	<input type="text" value="Optional"/> Optional Hidden Required Enforced at Login Optional	
Update My Information	<input type="text" value="Hidden"/> Hidden Editable Not Editable	

Email Import/Drop-box Improvements

Email Imports – Subject Line: Currently, emails imported to EM using the Email Import/Drop-Box feature display ‘Imported E-mail’ in the Correspondence History. This description can be edited after import.

A new configuration option will allow publications to have the **subject** line of an imported email display as the description.

Email Import/Drop-box Improvements

Configure Email Import

A user who receives replies, outside the system, to system-generated Emails may add them to the appropriate Correspondence History by forwarding them to the 'Drop-Box' address displayed below, once submitted.

Partial Page Shown

Once activated, the system will attempt to import Email sent to the 'Drop-Box' address. If this import fails, and the mail subject line contains a valid import identifier code created by EM, then the system can forward the failed Email to a contact address for notification. To enable failure notifications, type in the desired Email address below. Delete this address to disable this feature.

Set Email Address for Failure Notifications:


Display subject line in the 'Letter' column in Correspondence History

Email Import/Drop-box Improvements

CORRESPONDENCE HISTORY

Add Editorial Correspondence

Add Production Correspondence

Correspondence Date	Letter	Recipient	Status
Aug 4 2017 10:19PM	Prod - Production Task Assignment		Final Requests Before Production Complete; FTC C Production; Sent to Composition
Aug 4 2017 10:19PM	Prod - Production Task Completed		Final Requests Before Production Complete; FTC C Production
Aug 4 2017 2:49PM	Prod - Production Task Completed		Final Requests Before Production Complete; FTC C Production Accept; Sent to Production
Aug 4 2017 2:25PM	Imported E-mail (External) Remove Edit		
Aug 4 2017 12:15PM	Prod - Final Requests Before Production Completed		Final Requests Before Production Complete; FTC C Production Accept; Sent to Production
Aug 3 2017 4:27PM	Imported E-mail (External) Remove Edit		
Jul 18 2017 10:12AM	Prod - Final Requests Before Production 		Final Requests Before Production in Progress; FTC Production Accept; Sent to Production
Jul 17 2017 10:01PM	Prod - Production Task Assignment		FTC Complete; FTC Fail in Progress; PM in Progress

Email Import/Drop-box Improvements

CORRESPONDENCE HISTORY

Add Editorial Correspondence

Add Production Correspondence

Correspondence Date	Letter	Recipient	Status
Aug 4 2017 10:19PM	Prod - Production Task Assignment	Compositor	Final Requests Before Production Complete; Sent to Production; Sent to Composition
Aug 4 2017 10:19PM	Prod - Production Task Completed	Susie Kabloози	Final Requests Before Production Complete; Sent to Production
Aug 4 2017 2:49PM	Prod - Production Task Completed	Susie Kabloози	Final Requests Before Production Complete; Production Accept; Sent to Production
Aug 4 2017 2:25PM	RE: Request for additional proofs for Manuscript Number DEMO-D-18-04468 (External) Remove Edit		
Aug 4 2017 12:15PM	Prod - Final Requests Before Production Completed	Editorial Staff	Final Requests Before Production Complete; Production Accept; Sent to Production
Aug 3 2017 4:27PM	RE: ORCID request for DEMO-D-18-04468 (External) Remove Edit		
Jul 18 2017 10:12AM	Prod - Final Requests Before Production	Anthony Author	Final Requests Before Production in Progress; Production Accept; Sent to Production
Jul 17 2017 10:01PM	Prod - Production Task Assignment	Editorial Staff	FTC Complete; FTC Fail in Progress; PM in Progress
Jul 15 2017 6:00PM	Prod - Production Task Assignment	Susie Kabloози	FTC Complete; PM in Progress; Production A
Jul 14 2017 5:02PM	Formal Accept Letter	Anthony Author	Completed Accept

Email Import/Drop-box Improvements

Email Imports – Configurable Drop-Box Address: Currently, the Drop-Box Email Address used for email import is automatically generated. The system-generated email address is difficult for some editors to remember.

A new configuration option will allow publications to configure a custom drop-box email addresses.

Email Import/Drop-box Improvements

Email address contains “em” + “journal acro” + randomly generated series

Configure Email Import

A user who receives replies, outside the system, to system-generated emails may add them to the appropriate Correspondence History by forwarding them to the Drop-Box address displayed below, once submitted.

If you **configure or automatically** generate and submit a new address, any previous address is made inactive and cannot be used again (this allows you to retire an address that has become a target for spam emails). **Click the 'Clear Address' button** and submit the page to turn off the ability to import mail into the publication.

You must submit this page for any changes to the Drop-Box Address to take effect. You should inform anyone who forwards mail in this way immediately of any changes to this address.

Set Drop-Box Email Address:

emdev.staceydev141-ce7daa43c75201f0@editorialmanager.com

Configure New Address

Automatically Generate New Address

Clear Address



Email Import/Drop-box Improvements

Email address contains “em” + “journal acro” + Your Choice!

Customize Drop-Box Email Address

In the textbox below, enter the customizable portion of the drop-box email address. The prefix and suffix shown cannot be changed. The drop-box email address:

- Can only include letters, numbers, periods (.), and dashes (-).
- Cannot be reused once it has been retired.
- Becomes active when the 'Submit' button is clicked on the Configure Email Import page.

em.demo150- @editorialmanager.com

Cancel

Save

People-Based Correspondence History

Users can access a Correspondence History of MOST emails received.

- Includes most correspondence that user has received, whether it is associated with a submission or not (such as a batch email).
- Editors with permission to edit and resend letters will be able to do so.
- Editors with appropriate permission will be able to access other users' Correspondence History via Search People, Update Information page.

“Author Title” added to Author List File

When inviting Authors for an Invited Workflow an Editor can upload a list of Authors from an external Author List File (ALF), so that the Editor does not have to search for and invite each Author individually.

- Current fields include First Name, Last Name, Email, Invitation Note, ORCID, Article Title.
- People “Title”, such as Mr., Ms. Prof., Dr., etc. can now be included.

AUTHOR_TITLE	FIRSTNAME	LASTNAME	INVITE	ORCID	EMAIL	NOTE	TITLE
Dame	Mary	Smith	TRUE	0000-0002-0136-5875	mary@ariessys.com	Unit 1	
Dr.	John	Andrew	FALSE	0000-0003-0879-1234	john@ariessys.com		
	Eric	O'Connell	TRUE	0000-0005-0789-1234	eric@ariessys.com	Unit 5	Cause & Effect
Ms.	Danielle	Harding	TRUE	0000-0001-7845-1234	danielle@ariessys.com	Unit 3	

MORE Invited Papers

Invited Papers

Friday, 13:30 - 14:30

Learn how EM supports invitation-based workflows, including letters to the Editor and commentary.

URL/URI Submission Item Verification

Publications can configure a Submission Item to be a “URL/URI” (populated by the Author at submission). This appears as a link which leads the user to the location of the file on the web.

This means the Author does not need to upload the large files, such as data sets & videos.

Publications would like the system to independently confirm that a URL/URI entered by an Author actually points to a live web page.

SOLUTION: A configuration option will require the EM system to ping the Author-provided URL to test that it actually resolves to a real webpage.

SOLUTION: Authors can be required to click the “Preview” button before clicking the “Attach This Information” button.

URL/URI Submission Item Verification



Article Type Selection



Attach Files



General Information



Review Preferences



Comments



Manuscript Data

Required For Submission:

- Manuscript
- URL ONLY

Please provide any additional items.

Insert Special Character

Select Item Type

*URL ONLY

Description

URL ONLY

URL/URI/External Resource Location:

http://

Preview

Please select http://, https://, ftp:// or sftp://, then type in the remainder of the web address (e.g. www.example.com). Click the Preview button to ensure that the URL is valid. Once you are satisfied click the Attach This Information button.

Attach This Information

Warning: 1 or more items may require attention

Change Item Type of all files to

[Dismiss All](#) [Check All](#) [Clear All](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	Test Submission.docx	1.2 MB	Feb 12 2018 03:41PM	Download	<input type="checkbox"/>
2	*URL ONLY	URL ONLY	External Item		Mar 30 2018 11:53AM	Access Item	<input type="checkbox"/>
		Not Attached: Invalid URL				Dismiss	<input type="checkbox"/>

Warning: 1 or more items may require attention

[Dismiss All](#) [Check All](#) [Clear All](#)

URL/URI Submission Item Verification

Edit Submission Item Type

[Insert Special Character](#)

Item Type:

Maximum 256 characters

Item Type Family:

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

Reviewer PDF Handling

Author/Editor PDF Handling

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

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

Require HTTPS/SETP for URL/URI/External Resource Entry

Validate URL/URI

Require user to click Preview button

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Do Not Unpack Archive files (.ZIP, .tar) of this Type

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

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

Co-Author Verification

Co-Authors can be asked to independently verify their authorship of a submission, which helps prevent false or inaccurate author lists.

Currently, co-authorship verification status cannot be set or changed by Editors or staff, this means that verification status must be cleared and the request sent again to the co-author. This can be frustrating to authors who are providing verbal verification, and it is obviously an unrealistic expectation for deceased authors.

SOLUTION: A new RoleManager permission will allow Editor roles to set co-author verification status manually.

Co-Author Verification

This only allows an Editor to set verification status to “yes” or “no”, it does not require ORCID retrieval or provide access to the co-author questionnaire. Those two actions must be taken by the actual co-author.

Edit Submission

- Edit Submission Before Decision
 - View Reviewer PDF After Edit Submission
 - Require View of Reviewer PDF After Edit Submission
- Edit Submission After Decision and Final Disposition
- Download Source Files
 - Download Companion Files
 - Upload, Hide and Restore Companion files
- Assign Manuscript Classifications
- Manage Other Authors
 - Edit Other Author E-mail Address
 - Set Co-Author Verification Status**
- Bypass 'Restricted File Types' Requirements
- Edit Global MS ID

Confirmed?	Options
▲▼ Yes (by Twink E. Jonesey) Jul 18 2017 9:04 AM Change	Reset Confirmation Status View Author Details Questionnaire Not Completed
Yes (by Twink E. Jonesey) Jul 18 2017 9:05 PM Change	Reset Confirmation Status View Author Details Questionnaire Not Completed

Editor Decision Form Improvement

There is a desire to have Editors complete a questionnaire on the Editor Decision Form, similar to the questionnaires that can be presented to Reviewers.

SOLUTION: The Review Questions feature will be enhanced so that questions can be configured to appear on the Editor Decision form.

This function mirrors the existing Custom Review Questions function.

Questions will be available for both the initial and revised submissions.

Questions and responses can be merged into letters.

Editor Decision Form Improvement

From the *Add/Edit Editor Form* page, the administrator selects questions from the existing pool of Review Questions, orders them, selects visibility and required/optional status.

Custom Review Questions

Select Questions

No Custom Review Questions have been added to this Form

Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Reviewers	Visible to Author	Actions
1	This is a custom review question #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
2	This is custom review question #2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
3	This is review question #3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
4	List question	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
5	This is a yes/no/text question	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove

Update Item Order

Editor Decision Form Improvement

The “Editor Review Questions” will display on the Editor Decision Form.

Other sections might be:

- Comments to Author
- Confidential Comments to Editor
- Decision Phrases
- Review Ratings

	Revision 1	Original Submission
Cindy Reviewer (Reviewer 1)	Minor Revision	Major Revision
Karen Reviewer (Reviewer 2)	Minor Revision	Major Revision

Editor Review Questions

Do you have a pet? [Instructions] [Insert Special Character](#)

No

Editor Question #1 (Limit 2000 Characters)

This is Michael Editor's response to Editor Question #1

Character Count: 53

Editor Question #2 (Limit 2000 Characters)

This is Michael Editor's response to Editor Question #2

Character Count: 53

Editor Decision Form Improvement

Grids will display showing Reviewer and other Editor responses – if configured

Reviewer Questions and Responses

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

Cindy Reviewer Reviewer 1	Roger Rabbit Reviewer 3	Karen Reviewer Reviewer 2
Do you have a pet?		
<input checked="" type="checkbox"/> Yes:I still have two cats.	<input checked="" type="checkbox"/> Yes:I have a Norwegian Elkhound	<input checked="" type="checkbox"/> No
Where did you go on vacation?		
<input checked="" type="checkbox"/> I went to Dublin and London	<input checked="" type="checkbox"/> France	<input checked="" type="checkbox"/> I stayed home
This is a large Notes response-type question		
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	

Editor Questions and Responses

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

Michael Editor Section Editor	Another Editor Section Editor
Do you have a pet?	
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No Response
Editor Question #1	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #1	<input checked="" type="checkbox"/> This is Another Editor's response to Editor Question #1
Editor Question #2	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #2	

ProduXion Manager

Display Production Notes (Editable) on PSG: See and edit the Production Notes directly in the Production Status Grid without opening the Details page.

Production Status Grid

Show:

Page: 1 of 6 (147 total submissions) 1 2 3 4 5 6 ▶▶▶ 25

Action	Author Name	Manuscript Number	Article Type	Article Title	Production Notes	Production Status
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory End Production Send E-mail Linked Submissions	keith sails ▾	SMOKETEST-102-132	ArticleTypeV	67315 / 25694 ELEMENTA: JATS 1.0A v2 transmittal will continuously include custom submission questions if they have ever been included in XML previous for any previous task	1 Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. Cras nec imperdiet enim. Maecenas pellentesque velit nec nibh congue, a tempus libero mattis. Vestibulum euismod, elit et tincidunt more... Edit	Fresh In; New In Production; 9.0-13 awaiting action
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory Send E-mail Linked Submissions	rory mi x ▾	SMOKETEST-102-133	Co-Authors Verify on New Submission, Fee	Scrolling Selector TEST	2 Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. Edit	Fresh In; New In Production; Ready For Copy Editing; Artwork Being Redrawn; 9.0-13 awaiting action
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory Send E-mail Linked Submissions	Bob Anderson ▾	SMOKETEST-102-134	Co-Authors Verify on New Submission, Fee	Scrolling Selector List by Bob	3 No Production Notes have been entered. Edit	Fresh In; New In Production; Ready For Copy Editing; Artwork Being Redrawn; 9.0-13 awaiting action

ProduXion Manager

Drag and drop files for Production Tasks: Today, file upload for submitting an article is feature-rich! This will be extended to PM file uploads.

Important Note: This page allows you to upload **one or more new files** to attach to this submission.


When an **Item** is selected, you can enter an optional **Description**, and upload one or more files to the list of Companion Files.


Item: Language Edited Manuscript ▼

Description:

Character Count: 0 / 256

Or Drag & Drop Files Here





MORE ProduXion Manager

ProduXion Manager Bootcamp

Thursday, 15:40 - 16:40

Just starting out with ProduXion Manager, or interested in learning more? This session provides a basic overview and introduction.

Production Manager User Group

Friday, 10:50 - 12:45

An exploration of new cross-publication functionality which will make it easier to work with and manage multiple journals from within ProduXion Manager. This session will also cover EAR and XEAR reporting for production tracking.



Questions?
Thank you!

Tony Alves
Director, Product Management
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