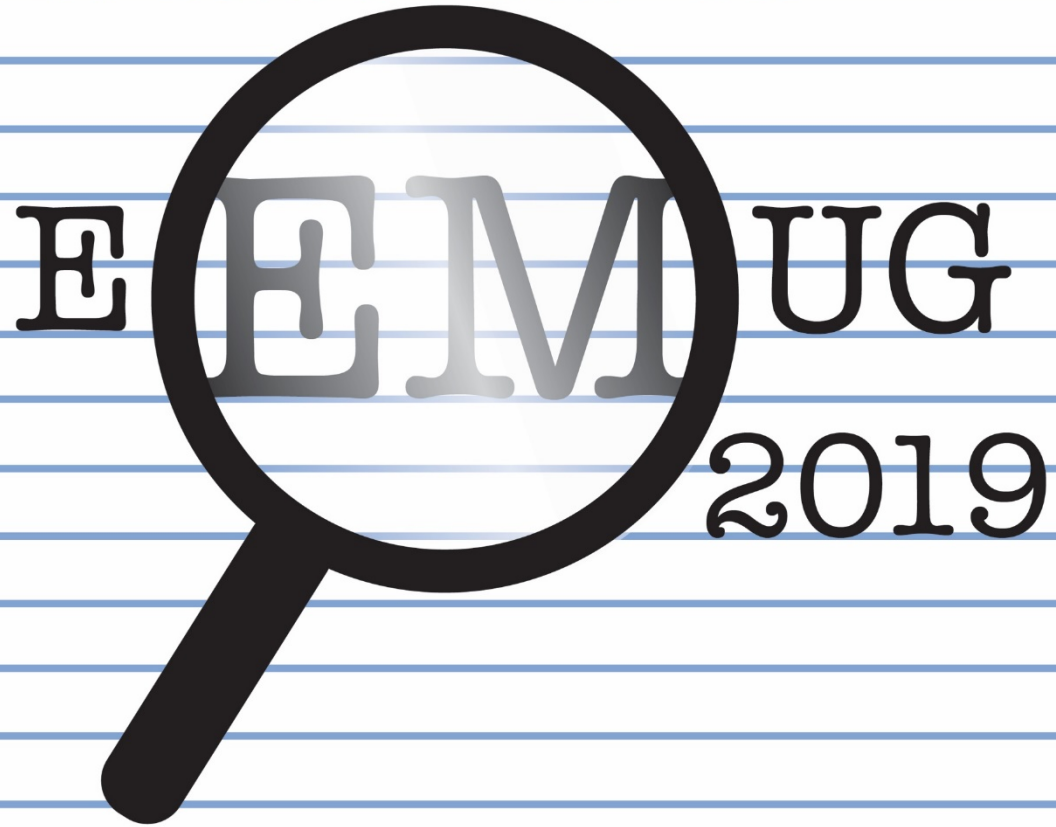


Welcome to



#EEMUG2019



# Decision Support Tools: Use Cases

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# Decision Support Tools: Use Cases - Agenda

- Artwork Quality Check
- Check CIF
- Duplicate Submission Check
- iThenticate Similarity Check
- Reviewer Discovery
- External Reviewer Database (v15.1)
- Reference Linking and Clean Up
- Discussion Forum
- Review Questions and Responses
- Automated Statistical Analysis - Stat Reviewer

For each of the above we will look at:

- What it is
- How to configure it
- Benefits and Use Cases

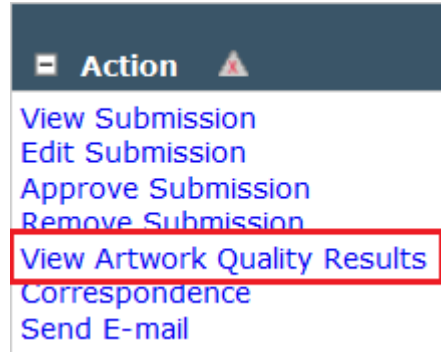


# Artwork Quality Check

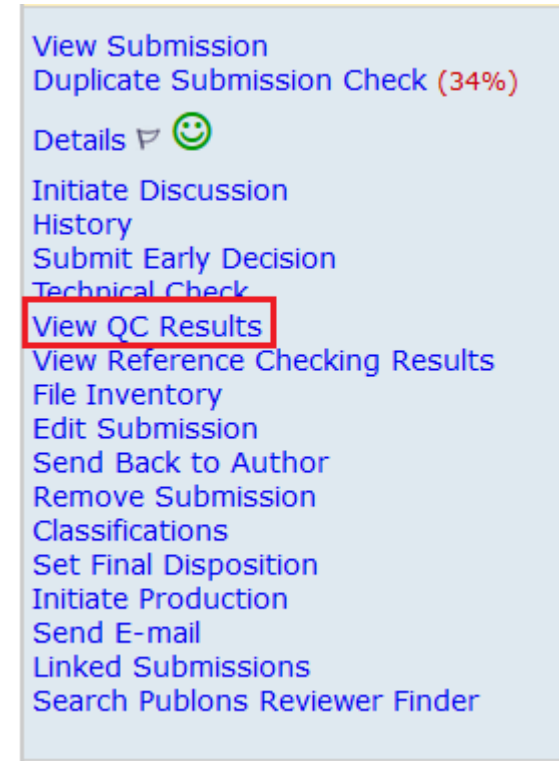


# Artwork Quality Check

Author's  
"Submissions  
Waiting for  
Approval"  
Folder:



- Third-party, online Artwork checking tool.
- Analyses the suitability of files for print or web reproduction.
- Once enabled the journal can configure which submission items to check and when (at which points in the workflow) to check them.
- Authors and the Editorial Office then have the opportunity to provide substitute artwork.



# Artwork Quality Check

## Artwork Quality Results - Submission DEMOAW.2018.0025 "Research Proposal - EEMUG 3"

If your uploaded Item has a **Fail** link, this indicates that the Item does not meet the publication's production standards. You can click the **Fail** link to obtain more information about how to correct the Item. In order to replace an Item, click 'Edit Submission' on the prior page.

Close

Re-Send Files to AQC

### Submission Files

Item Type	Item Description	File Name	Size	Artwork Quality Results
PDF	PDF			<a href="#">View</a>
Manuscript	Manuscript	Research Proposal ACW.docx	1.4 MB	N/A
Figure	Figure	Parthenon.jpeg	6.8 KB	Pass with Warning <a href="#">[View]</a>
Figure	Figure	map1.jpeg	15.5 KB	Pass with Warning <a href="#">[View]</a>

### Artwork Quality Results

Pass  
[\[View\]](#)

### Artwork Quality Results

Fail  
[\[View\]](#)



# Artwork Quality Check

Pass:

[Print](#) [Close](#)

cats jumping in kitchen - Hooray.jpg			
<b>Class:</b>	JPEG	<b>1 column (20 P) effective:</b>	150 dpi
<b>Creator:</b>		<b>1.5 column (30 P) effective:</b>	100 dpi
<b>Color:</b>	sRGB	<b>2 column (40 P) effective:</b>	75 dpi
<b>Height:</b>	333 px / 8.32 P	<b>Max image scale @ 72 dpi:</b>	41.67 P
<b>Width:</b>	500 px / 12.5 P	<b>Max combo scale @ 200 dpi:</b>	15 P
<b>Resolution:</b>	240 dpi	<b>Max mono scale @ 300 dpi:</b>	10 P

[Print](#) [Close](#)

Pass with Warning:

[Print](#) [Close](#)

Parthenon.jpeg			
<b>Class:</b>	JPEG	<b>1 column (20 P) effective:</b>	82 dpi
<b>Creator:</b>		<b>1.5 column (30 P) effective:</b>	55 dpi
<b>Color:</b>	sRGB	<b>2 column (40 P) effective:</b>	41 dpi
<b>Height:</b>	184 px / 15.33 P	<b>Max image scale @ 266 dpi:</b>	6.18 P
<b>Width:</b>	274 px / 22.83 P	<b>Max combo scale @ 500 dpi:</b>	3.29 P
<b>Resolution:</b>	72 dpi	<b>Max mono scale @ 900 dpi:</b>	1.83 P

**Warning:** Low 1 Column Effective Resolution Image

**Challenge**

This 4 color or greyscale image has an effective resolution that is too low when the image is scaled to 1 standard column width (about 3 inches). This might be caused by the image itself being too low in resolution. It can also be caused by expanding an image in a document, which decreases the effective resolution.

**Solution**

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)

**Warning:** Low 1.5 Column Effective Resolution Image

**Challenge**

This 4 color or greyscale image has an effective resolution that is too low when the image is scaled to 1.5 standard column width (about 4.5 inches). This might be caused by the image itself being too low in resolution. It can also be caused by expanding an image in a document, which decreases the effective resolution.

**Solution**

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)

**Warning:** Low 2 Column Effective Resolution Image

**Challenge**

This 4 color or grayscale image has an effective resolution that is too low when the image is scaled to 2 standard column width (about 6 inches). This might be caused by the image itself being too low in resolution. It can also be caused by up-scaling an image in a document, which decreases the effective resolution.

**Solution**

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)



# Artwork Quality Check

Fail:

## AQC Advisor Detail Report

Submitted: Tuesday, November 24, 2015

Print

Close

figure.jpg			
Class :	JPEG_PSD	18 Pica effective :	86 dpi
Creator :		24 Pica effective :	41 dpi
Color :	RGB	36 Pica effective :	0 dpi
Height :	29.75 P	Max image scale @ 266dpi :	5.3 P
Width :	22.08 P	Max combo scale @ 500dpi :	P
Resolution :	72 dpi	Max mono scale @ 900dpi :	1.32 P

### Warning: RGB Image

#### Challenge

This file has components that use the Red Green Blue (RGB) color model. This image needs to be converted to the Cyan Magenta Yellow Black (CMYK) color model before the job will pass proflight. Further information on the need for images to be in the CMYK color space is explained below.

[More Info](#)

#### Solution

Convert the image from RGB to CMYK. To do this, it is best to use Adobe(r) Photoshop(r).

[Suggested Procedure](#)

### Warning: JPEG Image

#### Challenge

The format of this file is JPEG (Joint Photograph Experts Group). This image will need to be converted to a standard TIFF or pixel-based EPS format before the job will pass the proflight. Further information on the need for images to be either TIFF or EPS formats is explained below.

[More Info](#)

#### Solution

Convert the image from a JPEG format to a TIFF format. To do this, it is best to use Adobe(r) Photoshop(r).

[Suggested Procedure](#)





# Artwork Quality Check – How to Configure?

## Configure Artwork Quality Checking

When you have finished configuring the actions which will trigger Artwork AQC, instructions, and the Artwork QC Status Terms, go to the Edit Submission Items page to enable Artwork Quality Checking for any Submission Item that requires it.

Select the actions that will trigger Artwork Quality Checking:

- Original PDF Building
- Revised PDF Building
- Final Disposition Set to Accept
- Upload Substitute Item on Transmittal Form
- Create Submission

Customize Artwork QC Instructions

Line Wrap:  [Insert Special Character](#)

The text shown below is the default text which appears when using AQC. You may revert to this text by clicking &quot;Revert to Default Instructions&quot; under the instruction box on the page <b>Configure Artwork Quality Checking</b> page.

[View Default Instructions](#) [Revert to Default Instructions](#)

Authors are Required to View Artwork QC Results before approving their submission

Configure the Artwork QC Status Terms, and map them to the appropriate Artwork QC Status Family. The customized AQC Status Terms are displayed to users on the Artwork QC Results page. There is a maximum of 256 characters allowed for each Status Term.

AQC Status Family	AQC Status Term (text)	AQC Status Term (HTML)
N/A	N/A	<span style=
Testing in Progress	Testing in Progress	<span style=
Pass	Pass	<span style=
Fail	Fail	<span style=
Pass with Warning	Pass with Warning	<span style=
AQC Error	Error	<span style=
Untested	Untested	<span style=
Pass (indicated by file size)	Pass (indicated by file size)	<span style=
Cannot Be Processed	Cannot Be Processed	<span style=
Unsupported	Unsupported	<span style=

[Insert Special Character](#)

- Enabled by Aries Account Coordinator.
- In System Administrator Functions > Policy Manager > ProduXion Manager > Configure Artwork Quality Checking
- Configure the trigger points.
- Can customize instruction text.
- Can force authors to view results before approving submission.
- Can edit status terms.



# Artwork Quality Check – How to Configure?

**Edit Submission Item Type**

[Insert Special Character](#)

Item Type:  Maximum 256 characters

Item Type Family:  ▼

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

Reviewer PDF Handling  ▼

Author/Editor PDF Handling  ▼

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

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

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

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

- In System Administrator Functions > Policy Manager > Submission Policies > Edit Submission Items
- Edit the submission item(s) you wish AQC run on and check the “Include this Item Type for Artwork Quality Checking” box.



# Artwork Quality Check – How to Configure?

Show required Items for each Article Type first in the drop-down list.  
*Click the 'Save Changes' button to save this setting*

Save Changes

Order	Item Type	Item Family	Artwork QC	Reference Checking	Actions
1	Author Agreement	Default			Remove Edit
2	Manuscript	Document		✓	Edit
3	Table	Table			Edit
4	Figure	Figure	✓		Edit
5	Dataset	Default			Remove Edit
6	Title Page	Document			Remove Edit
7	Copy Edited File	Document			Edit
8	Typeset File	Document			Edit
9	Crystallography Image	Figure			Edit

Update Item Order

Sort In Alphabetical Order

Save Changes

- On the main Edit Master Submission Item Types page you can see which item(s) are selected for AQC.



# Artwork Quality Check – Use Case

## Benefits:

- Checking artwork early in the manuscript submission process reduces costs.
- Improves the overall time to production.

## Use Cases:

- Journals can be working on the artwork while the submission goes through peer review to ensure that once a submission has been accepted there are no additional delays.
- As the Author can access the AQC results when Viewing and approving their submission, this means that the artwork could be replaced before the submission comes into the journal or on send back to author.
- Prevents getting to the final stages of publication and then needing to find artwork that is up to standard.
- Useful for all journals as recommends improvements to figures/artwork to ensure it is up to publication standard.



Check CIF



# Check CIF

- Version 13.0
- Tool from the International Union of Crystallography.
- Allows the user to upload a file with the extension .cif (Crystallographic Information Format) to be examined by the tool.
- The tool is hosted by the IUCr (International Union of Crystallography).
- The images are sent via API.
- A report on the file is generated in HTML and/or PDF format.
- Reports on the consistency and integrity of crystal structure determinations contained in the file.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">CrossCheck/Thenticate Results</a> <a href="#">checkCIF Results</a> <a href="#">Duplicate Submission</a> <a href="#">Check</a> (38%) <a href="#">Details</a> ▾ <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Technical Information</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	DEMO-D-16-00015	Original Manuscript		Submission with CIF files	<a href="#">Elizabeth Mary Webber BA in Art History</a> ▾	Jan 7 2016 10:11AM	Jan 7 2016 10:11AM	Submitted to Journal



# Check CIF



**checkCIF from IUCr journals - Submission DEMO-D-16-00015**  
**"Submission with CIF files"**

Items associated with the current revision of the Submission, and configured to be sent to the checkCIF tool, are listed below. Click the 'Completed' link to see a PDF of the results. [\(more...\)](#)

Close

## Submission Files

Item Type	Item Description	File Name	Size	Date Tested	Actions	checkCIF Results
Crystallographic file (CIF file)	Crystallographic file (CIF File)	cv6285.cif	5.30 KB	Jan 07, 2016	<a href="#">Download</a>	<a href="#">Completed</a>
Crystallographic file (CIF file)	Crystallographic file (CIF File)	gg2036.cif	7.10 KB	Jan 07, 2016	<a href="#">Download</a>	<a href="#">Completed</a>

Close



# Check CIF

Report:

## checkCIF/PLATON report

No syntax errors found. [CIF dictionary](#) [Interpreting this report](#)

### Datablock: 2a

Bond precision: C-C = 0.0020 A Wavelength=0.71073  
Cell: a=9.296(3) b=32.256(10) c=9.505(3)  
alpha=90 beta=97.739(9) gamma=90  
Temperature: 100 K

	Calculated	Reported
Volume	2824.1(15)	2824.3(16)
Space group	P 21/n	P 21/n
Hall group	-P 2yn	-P 2yn
Moiety formula	C24 H37 B2 Cl4 N, 0.5(C6 H6)	C27 H40 B2 Cl4 N
Sum formula	C27 H40 B2 Cl4 N	C27 H40 B2 Cl4 N
Mr	542.02	542.02
Dx,g cm-3	1.275	1.275
Z	4	4
Mu (mm-1)	0.436	0.436
F000	1148.0	1148.0
F000'	1150.65	
h,k,lmax	11,39,11	11,39,11
Nref	5571	5570
Tmin,Tmax	0.877,0.916	0.638,0.746
Tmin'	0.877	

Correction method= # Reported T Limits: Tmin=0.638 Tmax=0.746  
AbsCorr = MULTI-SCAN

Data completeness= 1.000 Theta(max)= 26.021

R(reflections)= 0.0287( 5299) wR2(reflections)= 0.0722( 5570)

S = 1.056 Npar= 317

The following ALERTS were generated. Each ALERT has the format  
test-name ALERT alert-type alert-level.  
Click on the hyperlinks for more details of the test.

#### Alert level G

<a href="#">PLAT042 ALERT 1 G</a>	Calc. and Reported MoietyFormula Strings Differ	Please Check
<a href="#">PLAT720 ALERT 4 G</a>	Number of Unusual/Non-Standard Labels .....	58 Note
<a href="#">PLAT978 ALERT 2 G</a>	Number C-C Bonds with Positive Residual Density.	18 Info

### Datablock: 3b

Bond precision: C-C = 0.0030 A Wavelength=0.71073  
Cell: a=8.862(3) b=23.954(9) c=10.497(4)  
alpha=90 beta=106.053(10) gamma=90  
Temperature: 103 K

	Calculated	Reported
Volume	2141.4(14)	2141.4(14)
Space group	P 21/n	P 21/n
Hall group	-P 2yn	-P 2yn
Moiety formula	C46 H72 B2 Cl2 N2	C23 H36 B Cl N
Sum formula	C46 H72 B2 Cl2 N2	C23 H36 B Cl N
Mr	745.58	372.79
Dx,g cm-3	1.156	1.156
Z	2	4
Mu (mm-1)	0.185	0.185
F000	812.0	812.0
F000'	812.82	
h,k,lmax	10,29,12	10,29,12
Nref	4212	4213
Tmin,Tmax	0.965,0.980	0.655,0.746
Tmin'	0.965	

Correction method= # Reported T Limits: Tmin=0.655 Tmax=0.746  
AbsCorr = MULTI-SCAN

Data completeness= 1.000 Theta(max)= 26.022

R(reflections)= 0.0466( 3310) wR2(reflections)= 0.1208( 4213)

S = 1.018 Npar= 303

The following ALERTS were generated. Each ALERT has the format  
test-name ALERT alert-type alert-level.  
Click on the hyperlinks for more details of the test.

#### Alert level C

<a href="#">PLAT413 ALERT 2 C</a>	Short Inter XH3 .. XHn H13A ..H12B_1 . 2.09 Ang. -1/2+x,1/2-y,1/2+z = 4_566 Check
<a href="#">PLAT906 ALERT 3 C</a>	Large K Value in the Analysis of Variance ..... 3.713 Check





# Check CIF

Report:

---

● **Alert level G**

<u>PLAT003</u> ALERT 2 G	Number of Uiso or Uij Restrained non-H Atoms ...	12	Report
<u>PLAT042</u> ALERT 1 G	Calc. and Reported MoietyFormula Strings Differ		Please Check
<u>PLAT045</u> ALERT 1 G	Calculated and Reported Z Differ by a Factor ...	0.50	Check
<u>PLAT178</u> ALERT 4 G	The CIF-Embedded .res File Contains SIMU Records		1 Report
<u>PLAT186</u> ALERT 4 G	The CIF-Embedded .res File Contains ISOR Records		1 Report
<u>PLAT187</u> ALERT 4 G	The CIF-Embedded .res File Contains RIGU Records		1 Report
<u>PLAT301</u> ALERT 3 G	Main Residue Disorder .....(Resd 1 )	23%	Note
<u>PLAT720</u> ALERT 4 G	Number of Unusual/Non-Standard Labels .....	29	Note
<u>PLAT860</u> ALERT 3 G	Number of Least-Squares Restraints .....	222	Note
<u>PLAT978</u> ALERT 2 G	Number C-C Bonds with Positive Residual Density.	13	Info

---

0 ALERT level A - Most likely a serious problem - resolve or explain  
0 ALERT level B - A potentially serious problem, consider carefully  
2 ALERT level C - Check. Ensure it is not caused by an omission or oversight  
10 ALERT level G - General information/check it is not something unexpected

2 ALERT type 1 CIF construction/syntax error, inconsistent or missing data  
3 ALERT type 2 Indicator that the structure model may be wrong or deficient  
3 ALERT type 3 Indicator that the structure quality may be low  
4 ALERT type 4 Improvement, methodology, query or suggestion  
0 ALERT type 5 Informative message, check

---

It is advisable to attempt to resolve as many as possible of the alerts in all categories. Often the minor alerts point to easily fixed oversights, errors and omissions in your CIF or refinement strategy, so attention to these fine details can be worthwhile. In order to resolve some of the more serious problems it may be necessary to carry out additional measurements or structure refinements. However, the purpose of your study may justify the reported deviations and the more serious of these should normally be commented upon in the discussion or experimental section of a paper or in the "special\_details" fields of the CIF. checkCIF was carefully designed to identify outliers and unusual parameters, but every test has its limitations and alerts that are not important in a particular case may appear. Conversely, the absence of alerts does not guarantee there are no aspects of the results needing attention. It is up to the individual to critically assess their own results and, if necessary, seek expert advice.



# Check CIF – How to Configure?

## Configure checkCIF

Configure the options below. Submit this page, then click the 'Edit Submission Item Types' link to select at least one Submission Item to be sent to the checkCIF tool. If you need to disable checkCIF, please unselect the checkbox labelled 'Enable checkCIF'.

Enable checkCIF

Select the workflow points that will trigger checkCIF:

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Original PDF Building By Author
<input type="checkbox"/>	Original PDF Building By Editor
<input type="checkbox"/>	First Reviewer Invited/Assigned for Original Submission
<input type="checkbox"/>	Revised PDF Building By Author
<input type="checkbox"/>	Revised PDF Building By Editor
<input type="checkbox"/>	Author Notified of Editor Decision in the 'Accept' Decision Family
<input type="checkbox"/>	Author Notified of Editor Decision in the 'Revise' Decision Family
<input type="checkbox"/>	Create Submission

Page	Instructions
View checkCIF Results	<p><a href="#">Insert Special Character</a></p> <p>The files shown below are eligible for analysis using the checkCIF tool from the International Union of Crystallography (IUCr). If the files have already been sent to the checkCIF tool, the analysis report can be viewed by clicking the 'Completed' link.</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p>

- In System Administrator Functions > Policy Manager > Submission Policies > Configure checkCIF
- Click “Enable checkCIF”.
- Select the workflow trigger points.
- Instructions can also be updated.



# Check CIF – How to Configure?

**Edit Submission Item Type**

[Insert Special Character](#)

Item Type:  Maximum 256 characters

Item Type Family:

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


Reviewer PDF Handling

Author/Editor PDF Handling

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

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

- Display with automatic line numbering in PDF
- Include this Item Type for Artwork Quality Checking
- 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](#)

**Custom Metadata ID:** 

- In System Administrator Functions > Policy Manager > Submission Policies > Edit Submission Items
- Check the “*This Submission Item Type is a Companion File (not built into PDF)*” box.
- Check the “*Include this Item Type for checkCIF*” box.



# Check CIF – How to Configure?

## Select Items to Display for Alternate Editorial Details Page

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

Expand All Collapse All

Links

- Blinded Editors \*
- Technical Check \*
- Additional Manuscript Details \*
- Similarity Check \*
- checkCIF Results \*
- Duplicate Submission Check \*
- Select Submissions Flags \*
- File Inventory \*
- Publish Information
- Transmittal Form \*

System Conversion Tasks

General Searching and Viewing

Use Editorial Details Layout

- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results
- View Duplicate Submission Check Results
- Initiate checkCIF
- View checkCIF Results

Bibliographic Search

If using ProDuXion Manager can also add/edit Add/Edit Production Task ➤ ‘Automatically assign checkCIF results PDFs when .cif file is assigned’.

- In System Administrator Functions > Policy Manager > General Policies > Details Page Layouts > Select Items to Display and check the *checkCIF Results* box to show on Custom Details Layout.
- In System Administrator Functions > Role Manager > Editor Roles > Edit, under General Searching and Viewing – to *Initiate checkCIF* and *View checkCIF Results*.
- In System Administrator Functions > Role Manager > Author/Reviewer Roles > Edit – to *View checkCIF Results*.



# Check CIF – Use Case

## Benefits:

- .cif was adopted in 1990 as a standard file structure for the archiving and distribution of crystallographic information.

## Use Cases:

Relevant for journals which focus on Crystallography.



- The checkCIF tool reports on the consistency and integrity of crystal structure determinations contained in the .cif file.
- The CheckCIF PDF would highlight any inconsistencies/discrepancies/errors in the data.
- Some customers have reported cases where the authors uploaded a report as a separate submission item in which the alerts were removed/altered! So the automatically generated CheckCIF PDF is very helpful.




# Duplicate Submission Check



# Duplicate Submission Check

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">View QC Results</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a> <a href="#">Search PUBLONS Reviewer Finder</a>	DEMOAW.2018.0030	Original Study	Clinical Section	Diabetes Mellitus - EEMUG Demo Duplicate	Doctor Worm 	Dec 12, 2018	Dec 12, 2018	Manuscript Submitted
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (30%)</a> <a href="#">Details</a> <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">View QC Results</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a>	DEMOAW.2018.0029	Original Study	Clinical Section	Diabetes Mellitus	Doctor Worm 	Dec 12, 2018	Dec 12, 2018	Manuscript Submitted

- Helps publications easily identify duplicate submissions where either an author has submitted more than one paper by mistake or a co-author has also submitted the same paper.
- A green D symbol  shows if the author of a submission has submitted another paper within the previous X days (X is configurable).



# Duplicate Submission Check

**New Submissions - mary mary, phd**

**Contents:** These are the new submissions that require a Technical Check. Use the up/down arrows to change the sort order.

Page: 1 of 1 (3 total submissions)      Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">Action Links</a> (0%)	DEOMDG-81-38	Original Study		EMUG	Arthur Author	Jun 08, 2015	Jun 08, 2015	Manuscript Submitted
<a href="#">Action Links</a> (50%)	DEOMDG-81-21	Original Study		EMUG demo1	Arthur Author	Dec 17, 2012	Dec 17, 2012	Manuscript Submitted
<a href="#">Action Links</a>	DEOMDG-81-20	Review		Custom Submission Question Enhancements v9.2	Arthur Author	Aug 21, 2012	Aug 21, 2012	Manuscript Submitted

**Potential Duplicate Submissions**

**EM Duplicate Score: 50%**

Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
DEOMDG-81-38 <a href="#">View Submission Details</a>	06/08/2015 13:07:52	0	Manuscript Submitted	EMUG	Arthur Author	50%	100%	0%

## Duplicate Submission Check Results - Dec 12, 2018 Submission "Diabetes Mellitus - EEMUG Demo Duplicate"

The results of a comparison between this submission and previously submitted manuscripts are listed below. A separate similarity score is shown for the Article Title, the list of Authors and the Abstract of a submission. The EM Duplicate Score is the highest weighted average for any of the submissions displayed below.

**Potential Duplicate Submissions**

**EM Duplicate Score: 61%**

Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
DEMOAW.2018.0029 <a href="#">View Submission Details</a>	12/12/2018 07:12:57	0	Manuscript Submitted	Diabetes Mellitus	Doctor Worm	40%	100%	50%
DEMO.2018.0011 <a href="#">View Submission Details</a>	09/13/2018 05:20:08	1	Accept	Test Auto Assign at Revision, AE role and Ed role selected 1 rev	Doctor Worm	0%	100%	0%
DEMO.2018.0015 <a href="#">View Submission Details</a>	09/25/2018 08:40:18	0	Under Review	124823 Test Submission	Doctor Worm	0%	100%	0%
DEMOAW-S-18-00041 <a href="#">View Submission Details</a>	12/06/2018 10:44:47	0	Completed Accept	test aqc sheridan 1	Doctor Worm	0%	100%	0%
DEMOAW.2018.0028 <a href="#">View Submission Details</a>	12/06/2018 11:07:58	0	Decision in Process	EEMUG Demo Submission	Harry Potter	40%	0%	17%
DEMO.2018.0016 <a href="#">View Submission Details</a>	11/01/2018 06:00:49	0	Completed Accept	Drinking Tea Makes You Happy! Test submission for Chris and Gareth	Doctor Worm; Amy Author; Alexander Author	0%	33%	0%
DEMOAW.2018.0020 <a href="#">View Submission Details</a>	12/05/2018 10:03:54	0	Completed Accept	Drinking Tea Has Miraculous Benefits to Your Health!	Doctor Worm; Anna Author; Alexander Author	0%	33%	0%


- Enhanced Duplicate Submission Checking calculates a score as %:
  - Article Title Similarity – 40% of the total score
  - Author Similarity – 30% of the total score
  - Abstract Similarity – 30% of the total score
- Also a 'Duplicate Submission Check Results' link will be displayed to users with permission. Clicking the link will display a list of similar submissions.





# Duplicate Submission Check – How to Configure?

## Configure Duplicate Submission Check


- If the Author has submitted a new manuscript within the number of days set below, a  symbol will appear next to the Author's name in the Editor folders New Submissions, New Submissions Requiring Assignment, Direct-to-Editor New Submissions and New Assignments. The Editor can then click the Author's name to see information about prior submissions.
- If a manuscript with a similar title, list of authors, or abstract has been previously submitted, a 'Duplicate Submission Check Results' link will be displayed to users with permission. Clicking the link will display a list of similar submissions.
  - You may select a minimum score used to select which potential duplicate submissions are displayed on the 'Duplicate Submission Check Results' page.
  - You may highlight scores that exceed a configured threshold.
  - An overall 'EM Duplicate Score' will be calculated, based on a weighted average of the Article Title (40%), the list of Authors (30%), and the Abstract (30%)

### Alert me when:

- The same Corresponding Author has submitted a paper in the past  days
- A similar paper has been previously submitted.
  - Only display potential duplicate submissions that have an EM Duplicate Score that is  % or more
  - Highlight the EM Duplicate Score when it is  % or more

- In System Administrator Functions > Policy Manager > Submission Policies > Configure Duplicate Submission Check

- In System Administrator Functions > Policy Manager > Submission Policies > Edit Article Types

Page	Instruc
Duplicate Submission Check Results	<p>Article Type: <input type="text" value="Original Study"/> <small>Maximum Article Type name is 75 characters.</small> <small>Warning: changing the Article Type name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.</small></p> <p>Family: Regular    Editor Use Only: <input type="checkbox"/></p> <p><input type="checkbox"/> Hide    When you <b>Hide</b> an Article Type, the Article Type will be deactivated (not available for new manuscripts).</p> <p>Custom Metadata ID: </p> <p><input type="text" value=""/> <a href="#">Select Custom Metadata ID</a></p> <p><input type="checkbox"/> Allow file uploads from arXiv.org server</p>

- Similarity Check:**
- Send Reviewer PDF on Initial Submission
  - Send Reviewer PDF on First Revision
  - Send Reviewer PDF on Final Disposition to Accept

- Duplicate Submission Check:**  Check for duplicate submissions to Editorial Manager

You must also set up Automatic Transfer to a checking service on the Configure Similarity Check page. Editor and Publisher Roles can be configured to send files by Automatic Transfer from the File Inventory or Technical Check pages even if you do not enable the options on this page.

You must also enable the check for duplicate submissions on the Configure Duplicate Submission Check page.



# Duplicate Submission Check – How to Configure?

- View All Proposals and Submissions with Commentaries
- Set Final Disposition on Proposals

## + System Conversion Tasks

### - General Searching and Viewing

Use Editorial Details Layout  ▾

- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results
- View Duplicate Submission Check Results
- Initiate checkCIF
- View checkCIF Results

- In System Administrator Functions > Role Manager
- Under General Searching and Viewing check the “View Duplicate Submission Check Results” box.



# Duplicate Submission Check – Use Case

## Benefits:

- Identify instances of Authors accidentally submitting the same manuscript multiple times.
- Saves time.
- No need to search through previous submissions etc.

## Use Cases:

- Helps prevent scenarios where an author submits the same submission twice by accident.
- Helps to prevent an author from submitting multiple papers on the same topic within a short space of time.
- Helps to identify instances of a co-author submitting a paper that has already been submitted by a corresponding author.
- Helps to identify instances of Authors resubmitting previously rejected manuscripts without noting this in the submission.



# iThenticate Similarity Check



# iThenticate Similarity Check

<a href="#">View Submission</a> <b>Similarity Check/iThenticate Results</b> (8%) <a href="#">CHECKCIF Results</a> <a href="#">Duplicate Submission Check (56%)</a> <a href="#">Details</a> ▾ ☹️ <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">View QC Results</a> <a href="#">View Reference Checking Results</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a> <a href="#">Search Publons Reviewer Finder</a>	DEMOAW.2018.0024	Original Study	Basic Science Section	Research Proposal Peer Review - EEMUG Submission 2	<a href="#">View Submission</a> <b>Similarity Check/iThenticate Results</b> (69%) <a href="#">Details</a> ▾ <a href="#">Discussions</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>
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- Integrates CrossRef's Similarity Check.



# iThenticate Similarity Check

## Similarity Check Results - Submission DEMOAW.2018.0024 "Research Proposal Peer Review - EEMUG Submission 2"

The results from each file deposited with CrossCheck/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score returned by CrossCheck/iThenticate when the report is completed; click on the 'Completed' status link to view the full Similarity Report from CrossCheck/iThenticate.

The largest Score value will be displayed as the overall Similarity Score for the submission, unless the associated 'Ignore Score' checkbox is set/enabled.

[File Inventory](#)

### Similarity Check/iThenticate History

				Submission Similarity Score: 8%		
Date:	Rev.	Triggered By	File Sent	Report Status	Score	Ignore Score
Dec 06, 2018	0	Anna Anna, Managing Editor	DEMOAW.2018.0024.pdf	<a href="#">Completed</a>	8	<input type="checkbox"/>
Dec 06, 2018	0	Anna Anna, Managing Editor	DEMOAW.2018.0024.pdf	<a href="#">Completed</a>	8	<input type="checkbox"/>

[Duplicate Submission Check \(56%\)](#)

Close



# iThenticate Similarity Check

https://api.ithenticate.com/?lang=en\_us&o=42166408 - iThenticate Document Viewer - Internet Explorer

06-Dec-2018 10:03AM 4549 words • 13 matches • 8 sources FAQ

**iThenticate** DEMOAW.2018.0024.pdf  
BY ANNA WALTON

Quotes Excluded  
Bibliography Excluded  
8% SIMILAR

64  
65

1 recommended reviewer information by creating a fictitious email account (often in the name  
2 of a well-known expert and without their knowledge) to enable the authors to provide  
3 glowing reviews of their own papers. Oransky, I. (2015) believes **1** the number of papers that  
4 have been retracted for fake peer reviews is now "well in excess of 100... [and] continues to  
5 grow". **2** In July 2014, the publisher SAGE "retracted 60 articles from the Journal of Vibration and  
6 Control after an investigation revealed a "peer review and citation ring" in which at least one  
7 professor in Taiwan, Peter Chen, allegedly assumed false identities to promote his own work"  
8 (Marcus & Oransky, 2014) and in December 2014, Elsevier retracted 16 papers by one single  
9 researcher (Khalid Zaman) after it became apparent that "fake peer reviews were behind the  
10 acceptances of [the] papers" (Marcus & Oransky, 2014).  
11  
12 Peer review depends on a delicate triumvirate of trust, the integrity of its authors and its  
13 reviewers. Lee, et al. (2013) found that despite all of the concerns authors may have  
14 regarding bias "researchers still believe peer-review is necessary for the vetting of knowledge  
15 claims".  
16  
17 In this study I aim to examine two questions. The first is how to encourage professionals to  
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**Match Overview**

1	Internet 174 words crawled on 12-Nov-2018 <a href="http://retractionwatch.com">retractionwatch.com</a>	4%
2	Internet 52 words crawled on 03-Dec-2018 <a href="http://www.the-scientist.com">www.the-scientist.com</a>	1%
3	Internet 30 words crawled on 07-Nov-2018 <a href="http://forestprodjournals.com">forestprodjournals.com</a>	1%
4	Crossref 29 words Hames. "Reviewers - A Precious Resource", Peer Review ... and Manuscript Management in Scientific Journals, 03/03/2	1%
5	Internet 13 words <a href="http://www.y2kids.net">www.y2kids.net</a>	<1%
6	Internet 12 words crawled on 20-Oct-2018 <a href="http://tel.archives-ouvertes.fr">tel.archives-ouvertes.fr</a>	<1%
7	Internet 10 words	<1%

PAGE: 3 OF 15

Text-Only Report



# iThenticate Similarity Check

09-Mar-2015 12:44PM 249 words • 5 matches • 3 sources FAQ

iThenticate® WEBDEM-S-15-00006.pdf BY TOM SMITH Quotes Included Bibliography Included 57% SIMILAR

### Abstract

A 43-year-old woman presented with an ischemic stroke in the right middle cerebral artery territory. Cardiac echography disclosed a tumor of a primary chordae of the anterior leaflet of the mitral valve. After neurologic recovery, the patient was referred to surgery for excision of the tumor and plastic reconstruction using a chordal transfer technique. Histological examination of the tumor showed a typical papillary fibroelastoma. Papillary fibroelastoma is the third most frequent cardiac benign tumor. The high embolic potential of this tumor is in favour of an aggressive surgical attitude.

### Match Overview

1	Internet 106 words crawled on 29-Jan-2010 <a href="http://ejcts.ctsnetjournals.org">ejcts.ctsnetjournals.org</a>	42%
2	Internet 25 words crawled on 14-Aug-2014 <a href="http://nooritc.org">nooritc.org</a>	10%
3	Internet 15 words crawled on 15-Sep-2009 <a href="http://int-asianannals.ctsnetjournals.org">int-asianannals.ctsnetjournals.org</a>	6%

PAGE: 3 OF 3 Text-Only Report



# iThenticate Similarity Check – How to Configure?

- Enabled by Aries Account Coordinator.
- Need an account with CrossRef.
- System Administrator Functions > Policy Manager > Submission Policies > Configure Similarity Check

1. Enable the automatic transfer to Similarity Check.

2. Select Similarity Score threshold for warning.

## Configure Similarity Check

Use this page to enable the automatic transfer of files to Similarity Check/iThenticate and provide guidance for Editor and Publisher Roles for display on the 'Similarity Check Results' page. Set a threshold value to highlight Similarity Scores that exceed that threshold value.

Before you can configure your account settings, you must already have a Similarity Check/iThenticate user account, and you must have created a destination folder under this account to receive files transferred from Editorial Manager. After enabling automatic transfer, enter your account details below then select this destination folder from the list that is retrieved using the supplied account details.

After configuring these settings, additional configuration is found under each article type for a threshold value to trigger changes in similarity score display and trigger points for automatic deposit of the Reviewer PDF with Similarity Check.

Enable Automatic Transfer to Similarity Check (powered by iThenticate)

Username :

Password :

Destination Folder :

Select

Highlight Similarity Scores that exceed:

Similarity Score Threshold:  %

Page	Instructions
<a href="#">View Similarity Check/iThenticate Results</a>	<p><a href="#">Insert Special Character</a></p> <p>The results from each file deposited with CrossCheck/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score returned by CrossCheck/iThenticate when the report is completed; click on the 'Completed' status link to view the full Similarity Report from CrossCheck/iThenticate.</p> <p>The largest Score value will be displayed as the overall Similarity Score for the submission, unless</p> <p><a href="#">View Default Instructions</a> <a href="#">Revert to Default Instructions</a></p>

Cancel

Submit



# iThenticate Similarity Check – How to Configure?

- System Administrator Functions > Role Manager > Editor/Publisher Role
- Edit the role(s) and under General Searching and Viewing check the boxes to allow Admins/Editors/Publishers to:
  1. “Initiate Similarity Check” and
  2. “View Similarity Check Results”.

## General Searching and Viewing

Use Editorial Details Layout

- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results
- View Duplicate Submission Check Results
- Initiate checkCIF
- View checkCIF Results

Bibliographic Search



# iThenticate Similarity Check – Use Case

## Benefits:

- Less time spent spot checking during tech check.
- Helps editors, authors and researchers prevent misconduct by comparing manuscripts against its database of over 60 billion web pages and 155 million content items, including 49 million works from 800 scholarly publisher participants of CrossRef Similarity Check\*.

## Use Cases:

- Identify similarity of the submission with other previously published content.
- Helps to ensure the originality of written work before publication.
- Helps editor/admin to see sources of quotes and confirm that quotations have been adequately referenced or identify those which need referencing corrected or adding.

\*From CrossRef website  
(<https://www.crossref.org/>)



# Reviewer Discovery



# Reviewer Discovery



## Reviewer Selection Summary - Submission DEMO.2017.0007

Andy Author  
Tea is Essential to Life!

Reviewer Search

Search My Publication    Search for Reviewers    from All Reviewers    Go

Reviewer Discovery from PIVOT ProQuest Community of Scholars

- Journals need to find reviewers in a timely fashion.
- A journal's reviewer pool is often overburdened and journals can spend a lot of time searching outside of the reviewer pool.
- RD uses ProQuest, a well-curated database of biographic and bibliographic profiles on approximately 2.5 million scholars and researchers (including e-mail addresses).
- RD allows these profiles to be matched against the title and abstract of a submission, based on how closely the topics reflected in the title/abstract correlate with the PQ scholar profiles.
- Increases and refreshes the journal's reviewer pool and also helps to find reviewers for more niche submissions.



# Reviewer Discovery

Select As				Reviewer Name
Inv.	Asn.	Alt.	Prop.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Confirmed EM Match:</b> Jamie Bartram (Reviewer) University of North Carolina at Chapel Hill  jbartram@email.unc.edu jbartram@unc.edu  Proxy Registered from Reviewer Discovery Search on Dec 05, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>E-mail Match Found in EM:</b> <input type="checkbox"/> Use this Candidate  Frank Joseph Chaloupka (Reviewer)  fjc@uic.edu
				<b>People Notes:</b> For RD
				<b>Information from Reviewer Discovery:</b> E-mail match found; please select person above  Frank Joseph Chaloupka Department of Economics College of Liberal Arts and Sciences University of Illinois at Chicago  fjc@uic.edu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> Michael Thomas French Department of Health Sector Management and Policy Miami Business School University of Miami  mfrench@miami.edu

**Confirmed Match** → [Inv. Asn. Alt. Prop.]

**Possible Match** → [Inv. Asn. Alt. Prop.]

**New Candidate** → [Inv. Asn. Alt. Prop.]

- Using an API, candidate reviewers are automatically identified based on submitted manuscript “fingerprint” (title, authors, abstract, etc.).
- Workflow integration makes it easy to evaluate, select and invite candidate reviewers without copy and pasting.



# Reviewer Discovery

Inv. <input type="checkbox"/>	Asn. <input type="checkbox"/>	Alt. <input type="checkbox"/>	Prop. <input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> Michael Thomas French Department of Health Sector Management and Policy Miami Business School University of Miami  <a href="mailto:mfrench@miami.edu">mfrench@miami.edu</a>	No	<b>1 Reviewer Discovery Keyword(s) Found</b> Health Services Administration	<a href="#">View Researcher Profile and Publications</a>
Inv. <input type="checkbox"/>	Asn. <input type="checkbox"/>	Alt. <input type="checkbox"/>	Prop. <input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> David Hammond School of Public Health and Health Systems Faculty of Applied Health Sciences University of Waterloo  <a href="mailto:dhammond@uwaterloo.ca">dhammond@uwaterloo.ca</a> <a href="mailto:dhammond@healthy.uwaterloo.ca">dhammond@healthy.uwaterloo.ca</a>	No	<b>3 Reviewer Discovery Keyword(s) Found</b> Gerontology Public Health Allied Health	<a href="#">View Researcher Profile and Publications</a>
Inv. <input type="checkbox"/>	Asn. <input type="checkbox"/>	Alt. <input type="checkbox"/>	Prop. <input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> Kristina M. Jackson Department of Behavioral and Social Sciences School of Public Health Division of Life Sciences Brown University  <a href="mailto:Kristina_Jackson@brown.edu">Kristina_Jackson@brown.edu</a> <a href="mailto:JacksonKM@missouri.edu">JacksonKM@missouri.edu</a>	No	<b>1 Reviewer Discovery Keyword(s) Found</b> Social Sciences	<a href="#">View Researcher Profile and Publications</a>
Inv. <input type="checkbox"/>	Asn. <input type="checkbox"/>	Alt. <input type="checkbox"/>	Prop. <input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> Megan E. Patrick Survey Research Center Institute for Social Research University of Michigan  <a href="mailto:meganpat@umich.edu">meganpat@umich.edu</a> <a href="mailto:MeganPat@isr.umich.edu">MeganPat@isr.umich.edu</a> <a href="mailto:meganpat@isr.umich.edu">meganpat@isr.umich.edu</a>	No	(Keywords unavailable)	<a href="#">View Researcher Profile and Publications</a>

- Clicking on “View Researcher Profile and Publications” allows you to drill down and see more information about each possible match.



# Reviewer Discovery

- Drill down data available:

- Past Affiliations
- Qualifications: degree, discipline, institution
- Honors and Awards
- Memberships
- Languages
- Personal Keywords
- Expertise
- Grants
- Patents
- Most Recent Publications

## Reviewer Discovery from ProQuest Community of Scholars

Michael Thomas French

Close

### Profile

Past Affiliations:	
Qualifications:	PhD, Economics, Boston College MA, Economics, Boston College BA, Economics, James Madison University
Honors and Awards:	
Memberships:	
Languages:	
Personal Keywords:	Health Services Administration
Expertise:	Health economics; health policy; alternative health care delivery systems; and human resource economics My interests and experience includes health economics, health policy, program evaluation, substance abuse research, alternative health care delivery systems, pharmaco-economics, human resource economics, and the economics of crime.

### Patents & Grants

Patents:	
Grants:	
<b>Summarized Publications</b>	
Total Articles	70
Total Book Chapters	0
Total Conference Papers	0
Total Other	0
<b>Most Recent Publications</b>	

Publication Date	Type	Name	Volume	Issue	External Link	Title	Abstract
September 24, 2018	ARTICLE	Social science & medicine (1982)	216		<a href="#">CrossRef</a> <a href="#">PubMed</a>	Watch for motorcycles! The effects of texting and handheld bans on motorcyclist fatalities.	Motorcyclists account for a much higher proportion of traffic fatalities relative to the share of motorcycles among all motor vehicles and vehicle miles driven in the U.S. In this paper, we posit <a href="#">(more...)</a>
August 2017	ARTICLE	Journal of substance abuse treatment	79		<a href="#">CrossRef</a> <a href="#">PubMed</a>	Benefit-cost analysis of SBIRT interventions for substance using patients in emergency departments.	Screening, brief intervention, and referral to treatment (SBIRT) has been widely implemented as a method to address substance use disorders in general medical settings, and some evidence suggests <a href="#">(more...)</a>
August 24, 2016	ARTICLE	Social science & medicine (1982)	167		<a href="#">CrossRef</a> <a href="#">PubMed</a>	To your health!: Re-examining the health benefits of moderate alcohol use.	Although excessive alcohol use and alcohol misuse contribute to a broad range of health problems, recent research indicates that moderate alcohol consumption may in fact be beneficial. The present <a href="#">(more...)</a>
Apr 2014	ARTICLE	The Journal of Behavioral Health Services & Research	41	2	<a href="#">CrossRef</a> <a href="#">PubMed</a>	Cannabis Use, Employment, and Income: Fixed-Effects Analysis of Panel Data	Uncertainty exists regarding the direction and magnitude of the association between cannabis use and labor market outcomes. Using panel data from waves 1





# Reviewer Discovery – How to Configure?

- Enabled by Aries Account Coordinator.
- Once this feature is enabled, the new “*Reviewer Discovery from ProQuest Community of Scholars*” search option is available for Editors with permission to Invite/Assign/Propose/select Alternate Reviewers (in Role Manager).

## Reviewer Invitations

- Invite Reviewers
- Un-Invite Reviewers
- Assign Reviewers
- Search Reviewers in Other Journals
- Override Reviewer Due Date
- Propose Reviewers
- Remove Proposed Reviewers
- Select Alternate Reviewers
- Promote Alternate Reviewers
- Link/Un-link Alternate Reviewers
- Remove Alternate Reviewers



# Reviewer Discovery – Use Case

## Benefits:

- Reviewer Discovery identifies new reviewers and expands your Reviewer Pool!
- Selected new candidates are proxy-registered in the background at selection, then invited (or assigned, or selected as alternates/proposed) using existing reviewer invitation/assignment process.
- Selected new candidates are registered in your system for future use when identifying reviewers.

## Use Cases:

- When struggling to find reviewers for a submission as the usual reviewers are unavailable or too busy.
- A submission in a niche part of the subject area needs more reviews and the journal either does not have (or know of) any specialists on the subject or where the journal has only a handful or a couple of subject specialists but they are away or overworked.
- Finds more reviewers for submissions and increases the journal's reviewer pool.



# External Reviewer Database

Coming in version 15.1



# External Reviewer Database

[Return to New Editor Assignments](#)  
[Return to Main Menu](#)

**View Submission Information**  
[Manuscript Details](#)

**Classifications**  
[View Submission](#)

**Quick Action Links**  
[Submit Editor's Decision and Comments](#)  
[Send E-mail](#)  
[Register and Select New Reviewer](#)  
[Request Unregistered Reviewer](#)  
[Search Similar Articles in MEDLINE](#)

**Set Preferences**  
[My Suggest Reviewer Preferences](#)  
[My Reviewer Display Preferences](#)


### Reviewer Selection Summary - Submission DEMO-D-16-00015

Elizabeth Mary Webber, MD  
Very Important Research Article

**Reviewer Search**

Search My Publication    Search for Reviewers    from All Reviewers   

Search Another Publication    Choose Publication    mode Search for Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

**Review Settings**

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 0 [Change] review(s) have been completed.  
Automatically un-invite Reviewers who do not respond to an invitation within 7 [Change] day(s). [\(more...\)](#)  
Automatically un-assign Reviewers who do not complete a review within 0 [Change] day(s) of the review due date. [\(more...\)](#)

**Selected Reviewers**

**Invited Reviewers and Linked Alternate Reviewers**

Caroline Webber (Reviewer-NON-OPH)	Un-invited Before Agreeing to Review Dec 20 2016 02:35AM
David Myles Waitzman (Reviewer-OPH)	Un-invited Before Agreeing to Review Feb 14 2017 02:37AM

**Alternate Reviewers**

**There are currently no Alternate Reviewers selected for this submission.**

Alternate Reviewers will be promoted automatically. [\(more...\)](#)

**Proposed Reviewers**

**No Reviewers have been proposed by any Editor for this submission.**

These reviewers have been chosen as potential reviewers by your colleagues. [\(more...\)](#)

[Return to New Editor Assignments](#)  
[Return to Main Menu](#)

- An additional method of finding qualified Reviewers by allowing Editors to send a request from EM to an External Reviewer Database.
- The candidates identified in the external system are imported into EM and presented as Proposed Reviewers on the *Reviewer Selection Summary* page, making the external candidates available to the Editor for selection in EM.
- There will be a new permission in Role Manager “Request External Reviewers”.



# External Reviewer Database

**External Reviewer Request Form - Submission DEMO-D-16-00015**

**Request External Reviewers**

Please select the desired number of Reviewers for each Reviewer Role and (optionally) enter any notes related to your request.

<input type="text" value="0"/>	Regular Reviewer	<input type="text"/>
<input type="text" value="0"/>	Tech Reviewer	<input type="text"/>
<input type="text" value="0"/>	Stats Reviewer	<input type="text"/>



# External Reviewer Database

**External Reviewer Request Form - Submission DEMO-D-16-00015**

**External Reviewer Request History**

Date Request Sent	Current Status	Request Details	Operator
11/13/2017	Pending	3 Regular Reviewers - I want 3 Reviewers with expertise in cardiomyopathy and at least one needs to be a cardiac surgeon. 2 Stat Reviewers	Stacey J Lavelle, MD
10/20/2017	Complete	1 Tech Reviewer	Ed P Garcia, M.D.

**Request External Reviewers**

Please select the desired number of Reviewers for each Reviewer Role and (optionally) enter any notes related to your request.

0 ▼ Regular Reviewer

0 ▼ Tech Reviewer

0 ▼ Stats Reviewer

**Request External Reviewers Confirmation**

Your request for external reviewers has been submitted. When the results have been returned a notification will be sent and the Proposed Reviewers will be displayed on the Reviewer Selection Summary page.

[Return to Reviewer Selection Summary](#)

# External Reviewer Database – Use Case

## Benefits:

- Helps find qualified Reviewers in a timely fashion.
- An additional method of finding qualified Reviewers by allowing Editors to send a request from EM to an External Reviewer Database (“ERD”).
- The candidates identified in the external system are imported into EM and presented as Proposed Reviewers on the Reviewer Selection Summary page, making the external candidates available to the Editor for selection in EM.

## Use Cases:

- When struggling to find reviewers for a submission as the usual reviewers are unavailable or too busy.
- Finds more reviewers for submissions and increases the journal’s reviewer pool.

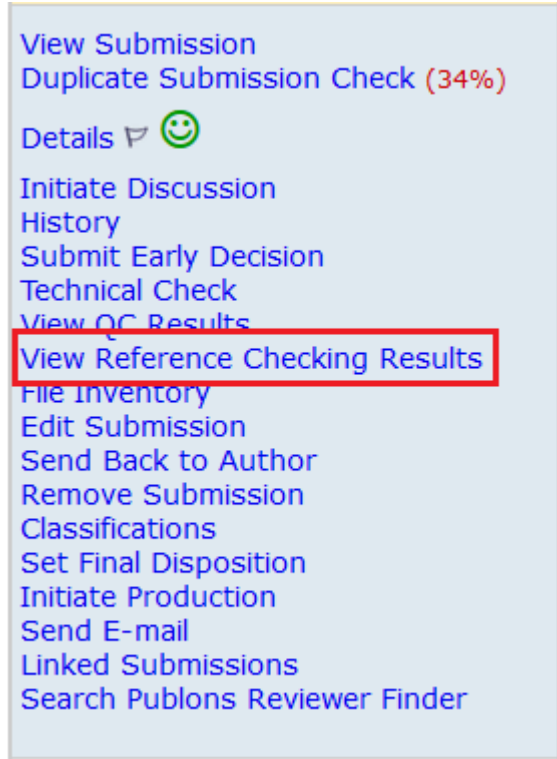


# Reference Linking and Clean Up





# Reference Linking and Clean Up



- Uses Inera Incorporated's eXtyles Reference Cleanup and Reference Linking system to process document files from EM (and PM).
- Can be configured to clean up references, automatically reformatting them to match your selected style, to link references to matching entries in CrossRef and/or PubMed, to add missing data to references (from PubMed or CrossRef, depending on configuration), or to add missing data and remove or correct incorrect data.
- Reduces time and effort required to prepare a submission for publication.
- Reference linking ensures that citations are valid, and can give Reviewers rapid access to the source material cited by the submissions they are reviewing.
- Saves copyediting time.



# Reference Linking and Clean Up

## Linking Results Page

### Submission

Results produced by eXtyle<sup>®</sup>

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

Close

#### Summarized Results

Filename .doc

[Download File](#)

<b>Total Citations</b>	<b>47</b>
<b>Validated and Linked</b>	<b>31</b>
<b>Not Checked</b>	<b>16</b>
<b>Not Validated</b>	<b>0</b>

#	Citation	Validation	PubMed	CrossRef
1	1. Muzet A. Environmental noise, sleep and health. Sleep Med Rev. 2007;11(2):135-142.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
2	2. Janssen SA, Basner M, Griefahn B, Miedema H, Kim R. (2011) Environmental Noise and Sleep Disturbance. In: Organisation WH, editor. Burden of disease from environmental noise. Copenhagen. pp. 55-70.	Not Checked		
3	3. Kageyama T, Kabuto M, Nitta H, et al. A population study on risk factors for insomnia among adult Japanese women: a possible effect of road traffic volume. Sleep. 1997;20(11):963-971.	Validated	<a href="#">PubMed</a>	
4	4. Berglund B, Lindvall T, Schwela DH. (1999) Guidelines for community noise. World Health Organisation.	Not Checked		
5	5. (2001) White Paper - European transport policy for 2010: time to decide. Brussels: Commission of the European Communities.	Not Checked		
6	6. Saremi M, Grenèche J, Bonnefond A, Rohmer O, Eschenlauer A, Tassi P. Effects of nocturnal railway noise on sleep fragmentation in young and middle-aged subjects as a function of type of train and sound level. Int J Psychophysiol. 2008;70(3):184-191.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
7	7. Tassi P, Rohmer O, Schimchowitsch S, et al. Living alongside railway tracks: Long-term effects of nocturnal noise on sleep and cardiovascular reactivity as a function of age. Environ Int. 2010;36(7):683-689.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
8	8. Tassi P, Saremi M, Schimchowitsch S, Eschenlauer A, Rohmer O, Muzet A. Cardiovascular responses to railway noise during sleep in young and middle-aged adults. Eur J Appl Physiol. 2010;108(4):671-680.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
9	9. Basner M, Samel A. Effects of Nocturnal Aircraft Noise on Sleep Structure. Somnologie. 2005;9:84-95.	Validated	NOT_FOUND;INVALID_JOURNAL	<a href="#">CrossRef</a>



# Reference Linking and Clean Up

## Accessing Cleaned Up Files

### Submission

Results produced by eXtyles

the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

**Select a File**

[Download Original File](#)

[Download Cleaned-up File](#)

[Download Marked-up File](#)

Cancel

Close

Download File

Tot				
V		47		
N		31		
N		16		
		0		

#	Citation	Validation	PubMed	CrossRef
1	1. Muzet A. Environmental noise, sleep and health. <i>Sleep Med Rev.</i> 2007;11(2):135-142.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
2	2. Janssen SA, Basner M, Griefahn B, Miedema H, Kim R. (2011) Environmental Noise and Sleep Disturbance. In: Organisation WH, editor. Burden of disease from environmental noise. Copenhagen. pp. 55-70.	Not Checked		
3	3. Kageyama T, Kabuto M, Nitta H, et al. A population study on risk factors for insomnia among adult Japanese women: a possible effect of road traffic volume. <i>Sleep.</i> 1997;20(11):963-971.	Validated	<a href="#">PubMed</a>	
4	4. Berglund B, Lindvall T, Schwela DH. (1999) Guidelines for community noise. World Health Organisation.	Not Checked		
5	5. (2001) White Paper - European transport policy for 2010: time to decide. Brussels: Commission of the European Communities.	Not Checked		
6	6. Saremi M, Grenèche J, Bonnefond A, Rohmer O, Eschenlauer A, Tassi P. Effects of nocturnal railway noise on sleep fragmentation in young and middle-aged subjects as a function of type of train and sound level. <i>Int J Psychophysiol.</i> 2008;70(3):184-191.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
7	7. Tassi P, Rohmer O, Schimchowitsch S, et al. Living alongside railway tracks: Long-term effects of nocturnal noise on sleep and cardiovascular reactivity as a function of age. <i>Environ Int.</i> 2010;36(7):683-689.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
8	8. Tassi P, Saremi M, Schimchowitsch S, Eschenlauer A, Rohmer O, Muzet A. Cardiovascular responses to railway noise during sleep in young and middle-aged adults. <i>Eur J Appl Physiol.</i> 2010;108(4):671-680.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
9	9. Basner M, Samel A. Effects of Nocturnal Aircraft Noise on Sleep Structure. <i>Somnologie.</i> 2005;9:84-95.	Validated	NOT_FOUND;INVALID_JOURNAL	<a href="#">CrossRef</a>



# Reference Linking and Clean Up – How to Configure?

**Configure Reference Checking**  
 Customize Instructions Displayed on the Reference Checking Results Page

Configure one or more Reference Linking r then click the 'Edit Submission Item Types'

<input checked="" type="checkbox"/>	Use P
<input type="checkbox"/>	<input checked="" type="checkbox"/> D
<input type="checkbox"/>	<input type="checkbox"/> P
<input type="checkbox"/>	<input checked="" type="checkbox"/> P
<input type="checkbox"/>	Use C
<input type="checkbox"/>	<input type="checkbox"/> C
<input type="checkbox"/>	<input type="checkbox"/> C

---

No Reference

<input checked="" type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

(If you select "Source file cannot be carried forward", the Author

<input checked="" type="radio"/>	S
<input type="radio"/>	[
<input type="radio"/>	S

---

**To Authors:**  
 Line Wrap:  [Insert Special Character](#)

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

[View Default Instructions](#) [Revert to Default Instructions](#)

**To Reviewers:**  
 Line Wrap:  [Insert Special Character](#)

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

[View Default Instructions](#) [Revert to Default Instructions](#)

**To Editors and Publishers:**  
 Line Wrap:  [Insert Special Character](#)

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

[View Default Instructions](#) [Revert to Default Instructions](#)

**Enter comment text displayed to Authors, next to specific citations which could not be validated.**

[Insert Special Character](#)

*Maximum 100 characters*

- Enabled by Aries Account Coordinator.
- In System Administrator Functions > PolicyManager > ProduXion Manager > Configure Reference Checking
- Select trigger points.
- Select whether the Author can carry forward the source file at time of Revision.
- Choose PubMed and CrossRef Linking and Auto-correction options.
- Configure Custom Instructions.
- Enter comment text displayed to Authors, next to specific citations which could not be validated.



# Reference Linking and Clean Up – How to Configure?

## Edit Submission Item Type

[Insert Special Character](#)

Item Type:

*Maximum 256 characters*

Item Type Family:

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

Reviewer PDF Handling

Author/Editor PDF Handling

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

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

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

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

Custom Metadata ID: 


## Restricted File Types

- In System Administrator Functions > PolicyManager > Submission Policies > Edit Submission Items.
- Edit the submission items you wish to be checked.
- Check the “*Include this Item Type for Reference Checking*” box.
- If the Submission Item will contain Reference annotations also check this box - this setting should be enabled only if your journal regularly receives references that contain text that is not strictly citation information (for example, descriptive text explaining why the reference is relevant) .



# Reference Linking and Clean Up – How to Configure?

E.g. Author Role:

- View Other Author Status
  - Manage Other Authors
    - Edit Other Author E-mail Address
- Allow Access to Reviewer Names and Reviews:
  - After Final Decision of Accept, Reject or Reject and Transfer
  - After First Decision
- Send Ad Hoc E-mail
- View Author Related Correspondence History
- View Similarity Check Results
- View checkCIF Results
- Search Similar Articles in MEDLINE
- Bibliographic Search
  - Google Title Search
  - Google Scholar Title Search
  - Search Publons
  - Publons w/ Abstract
- Display "Alternate Contact Information" Link on Main Menu
- Display "Unavailable Dates" Link on Main Menu
- Hide Manuscript Submission Interface
  - Display Invited Submission Folders
-  View Reference Checking Results

- In System Administrator Functions > RoleManager
- Edit Author/Reviewer/Editor/Publisher Roles – give access to *View Reference Checking Results*.



# Reference Linking and Clean Up – Use Case

## Benefits:

- Confirms that the Author's References are valid.
- Creates links directly to citations in PubMed and CrossRef.
- Reformats references to journal style.
- Saves time.
- Saves copyediting references.

## Use Cases:

- Useful for flagging up invalid references.
- Useful for submissions which have previously been submitted to other journals (and rejected) as the references can be reformatted to your journal style.
- Saves the Journal time as it removes the need to send the submission back to the author to correct or to copyedit themselves.
- Adds missing data to references.
- Helps to save reviewer's time as Reviewers have quick access to the sources cited by the submissions they are reviewing.




# Discussion Forum





# Discussion Forum

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (61%)</a> <a href="#">Details ▾</a> <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">View QC Results</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a> <a href="#">Search Publons Reviewer Finder</a>	DEMOAW.2018.0030	Original Study	Clinical Section	Diabetes Mellitus - EEMUG Demo Duplicate	Doctor Worm  ▾	Dec 12, 2018	Dec 12, 2018	Manuscript Submitted

- Provides a means for Editors to solicit informal opinions, feedback or an editorial consultation regarding a submission from other Editors.
- Supports collaborative Editorial workflows.
- Discussions can be initiated at any point in the workflow and can run concurrently to Peer Review.
- Multiple discussion topics can be created for a submission.



# Discussion Forum

**Initiate Discussion for Manuscript Number: DEMOAW.2018.0030  
Doctor Worm  
"Diabetes Mellitus - EEMUG Demo Duplicate"**

**Choose Topic Template:** Please Choose

- Please Choose
- Master Topic Template
- Pre Decision and Draft Decision Letter Discussion
- Special Issue Discussion Topic Template

**Editor Candidates**

Insert Special Character Value Options

(	Criterion	Is/Is not	Selector	Value	)
	Last Name	is	Begins With		

Clear Search

Cancel

- If more than one Topic Template has been created, the editor/admin can choose from the drop down template list or (if configured) users can type in a Topic and Initial Comment.



# Discussion Forum

**Initiate Discussion for Manuscript Number: DEMOAW.2018.0021  
Doctor Worm  
"Drinking Tea Makes You Happy and is Good for your Health!"**

<b>Topic</b>	This submission - what do you think?
<b>Initial Comments</b>	I like this submission and think we should publish it, what do you think?

**Editor Candidates**

[Search Again](#)

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
<input checked="" type="checkbox"/>	Associate Editor	<a href="#">Alison Associate-Editor</a>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Editor <small>(This editor is already assigned to the current submission)</small>	<a href="#">Eddie Editor</a>	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor	<a href="#">Alison Admin</a>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Managing Editor	<a href="#">Anna Anna</a>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor <small>(Possible author of the submission)</small>	<a href="#">Amie Author</a>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Managing Editor	<a href="#">mary mary</a>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

[Search Again](#)

[Cancel](#)

[Start Discussion without Sending Letters](#)

[Proceed To Customize Letters](#)



# Discussion Forum

## Discussion Participants - Confirm Selections and Customize Letters

You have selected the following people to participate in this discussion. To change the letter sent, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

Click 'Customize' if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

If there is a person in the list whom you do not want to participate in this discussion, check the Do Not Ask Editor to Participate box next to that person's name. When you click Send All Letters, that person will not be asked to participate in this discussion.

### Editor Candidates

Name	Letter		Do Not Ask Editor To Participate
Alison Associate-Editor (Associate Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>
Eddie Editor (Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>
mary mary (Managing Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>

Cancel

Confirm Selections and Send Letters

## Discussion Participants Confirmation

**An E-mail has been sent to the following Editors asking them to participate in the discussion:**

Alison Associate-Editor (Associate Editor)  
Eddie Editor (Editor)  
mary mary (Managing Editor)

Close


Set Flag



# Discussion Forum

**Discussion for Manuscript Number: DEMOAW.2018.0021**  
**Doctor Worm**  
**"Drinking Tea Makes You Happy and is Good for your Health!"**

[Cancel](#) [Save and Close](#) [Conclude Discussion](#)

[Participant Summary](#) [View Submission](#) [View Reviews and Comments](#) [File Inventory](#) [Add/Edit Submission Flags](#) [Details](#) 

**Topic:**

This submission - what do you think?

[View/Print All](#)





**Comments:**

[Post](#)

Participant ▲▼	Comments	Date ▲▼
mary mary	● I agree!	Dec 05, 2018
Eddie Editor	● I like this submission and think it would be good in our Special Issue	Dec 05, 2018
Anna Anna	I like this submission and think we should publish it, what do you think?	Dec 05, 2018

[Add Participants](#)

**Editor Participants**

Editor Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	View Reviews and Comments	Download Files	View Draft Decision Letter	
Anna Anna 	Managing Editor	1	Dec 05, 2018	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Send E-mail</a>
Alison Associate-Editor 	Associate Editor	0		Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>
Eddie Editor 	Editor	1	Dec 05, 2018	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>
mary mary 	Managing Editor	1	Dec 05, 2018	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>



# Discussion Forum

## Search

[Search Submissions](#) | [Search People](#)

## Editor 'To-Do' List

My Pending Assignments (7)

[Transferred Submissions](#) (2)

[New Submissions](#) (0)

[Revised Submissions](#) (0)

[New Submissions Requiring Assignment](#) (0)

[Revised Submissions Requiring Assignment](#) (0)

[Submissions Needing Approval by Editor](#) (2)

[New Invitations](#) (0)

[New Assignments](#) (0)

[Submissions with Required Reviews Complete](#) (0)

[Submissions Requiring Additional Reviewers](#) (0)

[Submissions with One or More Late Reviews](#) (0)

[Submissions with Active Discussions](#) (3) **1**

Reviews in Progress (0)

[Reviewers Invited - No Response](#) (0)

[Submissions Under Review](#) (0)

- An indicator showing the number of unread posts may be configured to display.
- On the Editor's Main Menu, next to the Submissions with Active Discussions folder, the indicator shows the number of unread posts for all discussions.
- Within the Submissions with Active Discussions folder, an indicator shows the number of unread posts for each discussion topic.



# Discussion Forum – How to Configure?

## PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

⊕ **Registration and Login Policies**

⊕ **Status Policies**

⊕ **Submission Policies**

⊕ **Questionnaire Policies**

⊕ **Additional Data Policies**

⊕ **Editor Assignment Policies**

⊕ **Suggest Editor Policies**

⊕ **Reviewer and Editor Form Policies**

⊕ **E-mail and Letter Policies**

⊕ **General Policies**

⊖ **Discussion Forums**

[Configure Discussion Forum Settings](#)


[Configure Discussion Topic Templates](#)

[Configure Automatic Discussion Initiation](#)

⊕ **Linked Submissions Policies**

⊕ **Conference Submission Policies**

⊕ **Transmittal Policies**

⊕  **ProduXion Manager**

- In System Administrator Functions > Policy Manager > Discussion Forums



# Discussion Forum – How to Configure?

**Configure Discussion Forum Settings**

---

**Custom Instructions**

[Open Special Character Palette](#)

Enter any instructions that you would like to appear on the Editor version of the Discussion page.

Enter any instructions that you would like to appear on the Reviewer version of the Discussion page.

---

**Deep Link Expirations**

Please specify how long the Discussion Deep Links (%DISCUSSION\_DEEP\_LINK% and %REVIEWER\_DISCUSSION\_DEEP\_LINK%) remain active. To keep the links active indefinitely, do not check any of the boxes. If all boxes are checked, each link expires when the first criterion is met.


Expire link after  clicks

Expire link after  days

Expire when discussion is concluded

---

**Discussion Indicators**

If the checkbox below is selected, discussion badges (e.g. ) are displayed to alert a user when new comments have been posted to discussions. Also, on the Discussion page, a blue dot is displayed at the beginning of each new comment to indicate at a glance which comments are new.

Display Discussion Indicators

- In System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Forum Settings
- Custom instructions can be added.
- Deep Link Expirations can be set.
- Discussion Indicators can be enabled.





# Discussion Forum – How to Configure?

- In System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Topic Templates
- To force the editor/admin to choose a topic template from the list on “Initiate Discussion” (rather than typing in a Topic and Initial comment) check the “**Require**” box below.

## Configure Discussion Topic Templates

Listed below are the Discussion Topic Templates configured for your publication. To create a new template, click the 'Add' button. [\(more...\)](#)

**Require** Editors to choose a Discussion Topic Template on the Initiate Discussion page for an Editor Consultation discussion. If this checkbox is not selected, users can either type in a Topic and Initial Comment, or select a Topic template to pre-populate the Topic and Initial Comments boxes.

Save Changes

Add

Order	Type	Description	Actions
<input type="text" value="1"/>	Editor Consultation	Master Topic Template	<a href="#">Edit</a> (Master)
<input type="text" value="2"/>	Editor Consultation	Pre Decision and Draft Decision Letter Discussion	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="3"/>	Editor Consultation	Special Issue Discussion Topic Template	<a href="#">Remove</a> <a href="#">Edit</a>

Update Order

Add

[Configure Discussion Forum Settings](#)

[Configure Automatic Discussion Initiation](#)

### Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. [\(more...\)](#)

**Discussion Topic Template Type**

[Open Special Character Palette](#)

<b>Discussion Topic Template Name</b>	<input style="width: 90%;" type="text"/>
<b>'Initiate Discussion' Page Custom Instructions</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Topic</b>	<input style="width: 90%;" type="text"/> <input type="checkbox"/> Allow user to modify Topic name when initiating a discussion
<b>Initial Comments</b>	<div style="border: 1px solid #ccc; height: 40px;"></div> <input type="checkbox"/> Allow user to modify Initial Comments when initiating a discussion
<b>Default Editor Participant Permissions</b>	<input type="checkbox"/> View Reviews and Comments <input type="checkbox"/> Download Files (source and companion) <input type="checkbox"/> View Draft Decision Letter
<b>Editor Access to 'Details' Link</b>	<input type="checkbox"/> Display 'Details' link in Submissions with Active Discussions folder and on Discussion page.  Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.' <input type="text" value="Editorial Details Layout Configured for the Editor's Role"/>
<b>Editor Discussion Letters</b>	Select the Letter to send asking Editors to participate: <input type="text" value="None"/> <hr/> Select the notification letter to send to Editors when comments are posted: <input type="text" value="None"/> <input type="radio"/> Notify discussion initiator only <input type="radio"/> Notify all active Editor participants

# Discussion Forum – How to Configure?

- In System Administrator Functions > Role Manager > Editor Role
- Edit the role(s).
- The permissions are in the **Discussion Forums** Section.
- Permission to “*View All Discussions*”.
- “*Initiate and Manage Discussions*” with sub-setting:
  - My Discussions Only or
  - All Discussions

Edit Other Author E-mail Address

Bypass 'Restricted File Types' Requirements

Edit Global MS ID

Edit Early Proof URL

## Discussion Forums

View All Discussions

Initiate and Manage Discussions

My Discussions Only

All Discussions

## Transmittal Form

View Transmittal Form

Edit Transmittal Form Fields



# Discussion Forum – Use Case

## Benefits:

- Saves time as can run concurrently to peer review.
- If the issue is a showstopper the Discussion can take place before Editor assignment and peer review.
- Keeps a record of the Editors' discussions about the submissions.
- Can be used for some papers (for example submissions where there is an issue or special issue papers) or all submissions.

## Use Cases:

- Collaborative Editor workflows – editors can all discuss the submission and the assigned Editor can then set the decision and the author can be notified.
- Editors and Admins can discuss any or all submissions and/or key issues about certain submissions.
- Allows Editors to pose questions and post comments without delaying the editorial (or production) process in any way.
- However, if a publication wants to effectively freeze the editorial process on a submission while a discussion takes place, this can be done by not assigning Editors or inviting Reviewers until the discussion topic is closed.
- Can give guest editors access to the submission PDF, Reviews and Draft Decision Letter and to give their feedback, while the Editor in Chief or Main Editor invites reviewers and makes the decision.



# Review Questions and Responses Grid



# Review Questions and Responses Grid on Decision Page

## Editor Decision Phrases

Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

### Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

## Review Questions and Responses

Karen Little Reviewer 1	Becky Reviewer Reviewer 2	Numair Salmalin Reviewer 3
Are you willing to review the revision of this manuscript?		
Yes	Yes	Yes
Will this paper be of interest to our readers?		
Yes	Yes	Yes
Please rate the research:		
Very Good	Very Good	Excellent
Would you recommend that we publish this manuscript?		
Yes	Yes	Yes

[Cancel](#) [Save & Submit Later](#) [Proof & Print](#) [Proceed](#)



# Review Questions and Responses Grid – How to Configure?

Current Editor Decision Phrase List + Add Editor Decision Phrase

	This is a good paper.
	The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
	The reviewers have evaluated your paper and have recommended some changes.
	I am sorry to tell you that your submission has not been successful.
	Your submission to our journal has not been successful. The reason for this is....

+ Add Editor Decision Phrase

Display Custom Review Questions and Responses Grid

**Order**

- 1 'Confidential Comments to Editor/Author' textboxes
- 2 Manuscript Rating Questions (when displayed)
- 3 Custom Review Questions and Responses (when displayed)
- 4 Editor Decision Phrases (when displayed)

Update Order

Cancel Submit

[Configure Editor Decision Phrases](#)

- Policy Manager > Reviewer and Editor Form Policies > Editor Decision Policies > Create Editor Forms
- Edit Editor Form.
- Check “*Display Custom Review Questions and Responses Grid*”.



# Review Questions and Responses – Use Case

## Benefits:

- Clear grid of Reviewer questions and each reviewer's response side by side.
- Compare Reviewer responses.
- Helps with Decision Making.

## Use Cases:

- For journals with reviewer questionnaires this can help editors to compare/contrast the Reviewers' responses when making their decision.
- If the reviewers on a submission have differing opinions this gives a clear visual comparison of the responses side by side for the Editor.

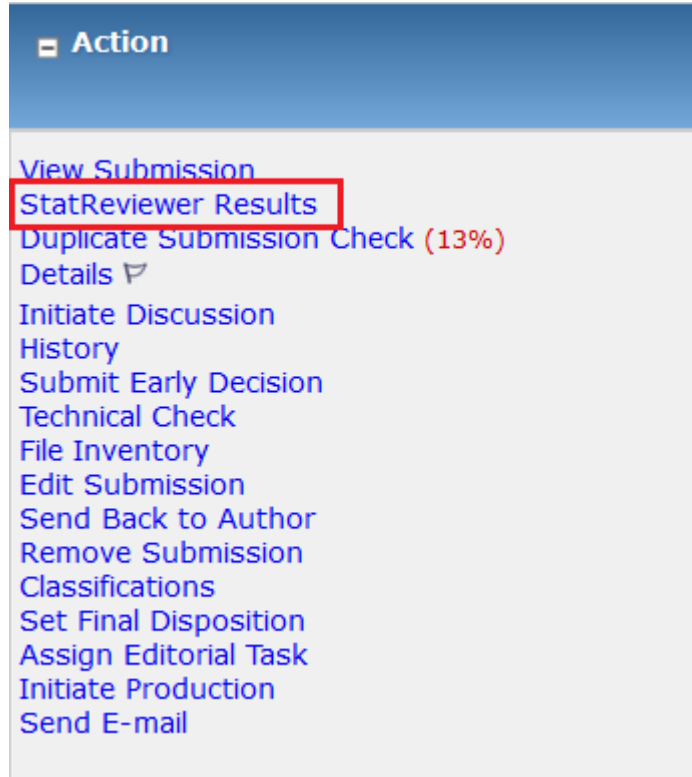


# Automated Statistical Analysis Stat Reviewer





# Automated Statistical Analysis: Stat Reviewer



- A third-party tool that takes a manuscript PDF and returns information about the quality of the statistical information in the article.
- The tool runs thousands of proprietary algorithms against the manuscript, checking for numerical errors, appropriate statistical texts, style, and methodological reporting, using industry standards such as Consort 2010, STROBE, STARD, etc.
- The result is one or more reports that can be delivered via email or API or posted to a website.
- StatReviewer can serve as an automated, non-human “Reviewer” that returns results in minutes and supports the editorial review and decision process.



# Automated Statistical Analysis: Stat Reviewer

**Forecasting Individual Headache Attacks:  
Development of a prediction model for episodic migraine sufferers** ▾

Original Submission

[View Submission](#)  
[Technical Check History](#)  
[Author Status](#)

Technical Check Incomplete  
 Technical Check Complete

[Cancel](#) [Send Back to Author](#) [StatReviewer: Reviewer PDF](#) [Save and Close](#)

**File Inventory Manuscript Number: EM-TEST-D-18-00024**  
**Amy R. Author (UNITED STATES): "Forecasting Individual Headache  
Attacks: Development of a prediction model for episodic migraine  
sufferers"** ([View Submission PDFs](#))

Listed below are the files included in the current version of the latest Revision of the submission. ([more...](#))

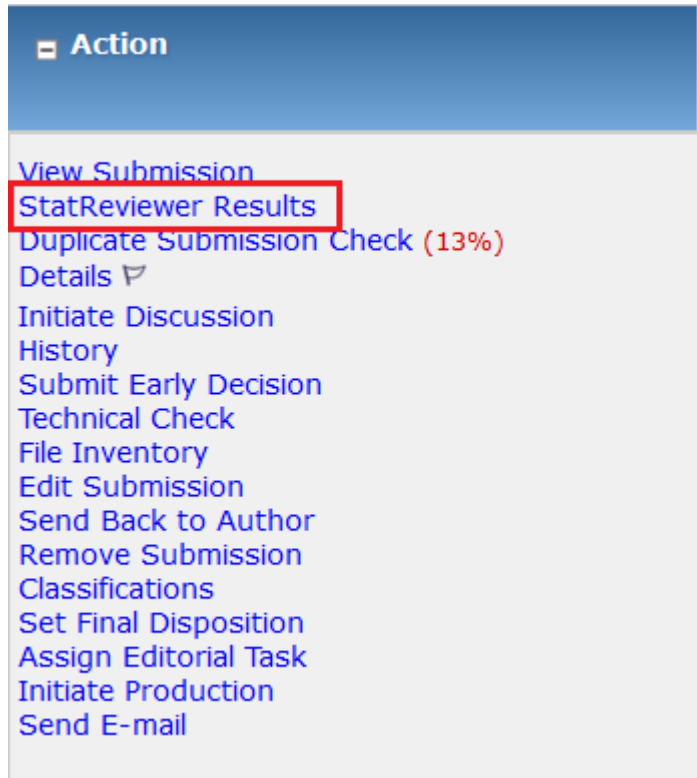
[Download Selections as Zip File](#) [StatReviewer: Reviewer PDF](#) [Close](#) [Save and Close](#)

Sending a submission to StatReviewer:

- Can occur automatically at predefined workflow events:
  - New Submission
  - Technical Check Completion
  - Editor Assignment
  - First Revision
- Can be done manually by Editors with “*Initiate StatReviewer Analysis*” permission:
  - Technical Check
  - File Inventory



# Automated Statistical Analysis: Stat Reviewer



- Editors with “*View StatReviewer Results*” permission see a **StatReviewer Results** link.



# Automated Statistical Analysis: Stat Reviewer

## Viewing Results in EM

The **StatReviewer Results** link is available throughout the system:

### Folders:

- New Submissions
- Revised Submissions
- New Submissions Requiring Assignment
- Revised Submissions Requiring Assignment
- New Assignments
- My Assignments with Final Decision
- View All Assigned Submissions
- (And others)

### Pages:

- Technical Check
- File Inventory
- Search Submission Results
- Details
- Reviewer Selection Summary
- Editor Decision and Comments



# Automated Statistical Analysis: Stat Reviewer

## StatReviewer Results

Submission Title

All reports returned by the StatReviewer tool are listed below. Click "Download" next to any completed reports to download a PDF of the results file. ([more...](#))

- Display StatReviewer Results to Author after making a decision or sending the submission back to the Author
- Display StatReviewer Results to Reviewers after acceptance of reviewer invitation

Close

### Reports

Report ID ▲▼	Report Name ▲▼	Date Created ▲▼	Revision ▲▼	Visible to Author ▲▼	Visible to Reviewers ▲▼	Actions
5af7a518-c90b-4749-91bb-f31642e4d875	sr-fundamentals 5af7a518-c90b-4749-91bb-f31642e4d875	Dec 07 2018 02:01PM	0	✓	✓	<a href="#">Download</a>
5af7a518-c90b-4749-91bb-f31642e4d875	sr-fundamentals 5af7a518-c90b-4749-91bb-f31642e4d875	Dec 07 2018 02:01PM	0	✓	✓	<a href="#">Download</a>

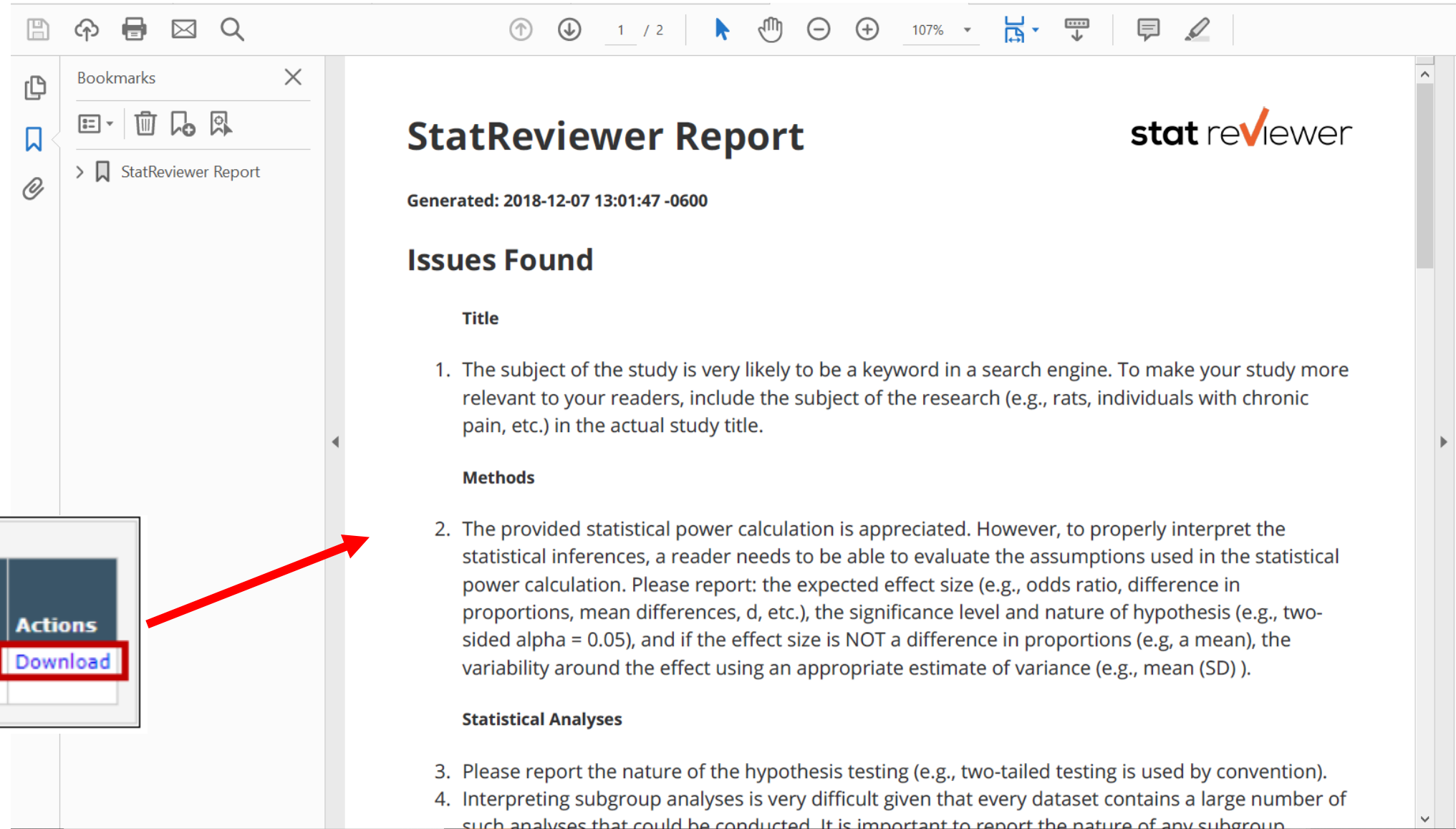
Close

- New **StatReviewer Results** page lists all reports received for each revision.
- Editors can view all reports.
- Authors and Reviewers only see reports to which they have been granted access.
- On **StatReviewer Results** page, Editors control whether reports are visible to Authors and Reviewers.



# Automated Statistical Analysis: Stat Reviewer

- Reports are retrieved from StatReviewer in PDF format.



The screenshot displays the StatReviewer Report interface. The main content area shows a list of issues found, with the first issue highlighted. The interface includes a top navigation bar with icons for save, share, print, email, and search. A left sidebar contains a bookmarks section with a 'StatReviewer Report' bookmark. The main content area is titled 'StatReviewer Report' and includes the 'stat reviewer' logo. The report is generated on 2018-12-07 13:01:47 -0600. The 'Issues Found' section lists several issues, with the first issue highlighted. The first issue is titled 'Title' and describes a problem with the study's subject matter. The second issue is titled 'Methods' and describes a problem with the statistical power calculation. The third issue is titled 'Statistical Analyses' and describes a problem with the hypothesis testing. The fourth issue is titled 'Interpreting subgroup analyses' and describes a problem with the interpretation of subgroup analyses. A red arrow points from the 'Download' button in the table below to the first issue in the list.

Visible to Author	Visible to Reviewers	Actions
▲ ▼	▲ ▼	<a href="#">Download</a>

Visible to Author	Visible to Reviewers	Actions
▲ ▼	▲ ▼	<a href="#">Download</a>

# Automated Statistical Analysis: Stat Reviewer

**Select Reviewers - Confirm Selection and Customize Letters**  
**Submission EM-TEST-D-18-00024**  
**Amy R. Author, MBA**  
**"Forecasting Individual Headache Attacks: Development of a prediction model for episodic migraine sufferers"**

You have selected the following people as potential Reviewers ([more...](#))

**Reviewers to Invite**

Name	Letter	Due Date	Do Not Invite
Ron The Reviewer   (Reviewer's "Role")	Reviewer Invitation <a href="#">Customize</a>	06/13/2018 (mm/dd/yyyy)	<input type="checkbox"/>
Rhonda Reviewer    (Reviewer's "Role")	Reviewer Invitation <a href="#">Customize</a>	06/13/2018 (mm/dd/yyyy)	<input type="checkbox"/>

**StatReviewer Results**

Display StatReviewer Results to Reviewers - [View StatReviewer Results](#)

[Change Selections](#)

[Cancel](#) [Confirm Selections and Proceed](#)

- Editors can give Reviewers report access when sending invitations.



# Automated Statistical Analysis: Stat Reviewer

Journal of Demonstration  
Forecasting Individual Headache Attacks: Development of a prediction model for episodic migraine sufferers

Dear Dr. %LASTNAME%:

Thank you for your submission to the journal. We have reviewed your manuscript and deemed it acceptable pending the following changes:

body

Notify author attachments instruction section displayed to editors: The following files can be made available to the Author. If the 'Allow Author Access' checkbox is selected, the file will be available to the Author. If the 'Allow Author Access' checkbox is NOT selected, the file will not be available to the Author.

**Attachments:**

There are currently no Attachments.

Upload Attachments

**StatReviewer Results**

Display StatReviewer Results to Author - [View StatReviewer Results](#)

- Editors can give Authors report access when sending the Decision letter.





# Automated Statistical Analysis: Stat Reviewer

## – How to Configure?

### Configure StatReviewer

Use the following checkboxes to set whether StatReviewer reports will be visible to Authors and Reviewers by default, for submissions that have been sent to StatReviewer. Authors will be able to see StatReviewer reports on submissions that have received a decision or been returned to them after submission. Reviewers will be able to see StatReviewer reports for pending and completed assignments.

Authors and Reviewers will only have access to reports that are configured to be visible to their role in the StatReviewer interface.

- Display StatReviewer results to Authors by default
- Display StatReviewer results to Reviewers by default

Cancel Submit

- Contact your Aries Account Coordinator.
- In System Administrator Functions > Policy Manager > Submission Policies > Configure StatReviewer
- Check the “*Display StatReviewer results to Authors by default*” box to display to authors by default.
- Check the “*Display StatReviewer results to Reviewers by default*” box to display to reviewers by default.



# Automated Statistical Analysis: Stat Reviewer – How to Configure?

- In System Administrator Functions > Policy Manager > Submission Policies > Edit Article Types
- Edit the Article Type you would like to run StatReviewer for and select the trigger points.

**Duplicate Submission Check:**  Check for duplicate submissions to Editorial Manager

*You must also enable the check for duplicate submissions on the Configure Duplicate Submission Check page.*

**StatReviewer Analysis:**

- Send Reviewer PDF when Transfer Complete link is clicked
- Send Reviewer PDF when New Submission Received
- Send Reviewer PDF on Tech Check Completion
- Send Reviewer PDF at First Editor Assignment
- Send Reviewer PDF at First Revision

*Select one or more trigger points to automatically send the Reviewer PDF to the StatReviewer analysis tool. Editor roles can be configured to send the PDF from the Technical Check and File Inventory pages even if the automatic triggers on this page are not enabled.*



# Automated Statistical Analysis: Stat Reviewer – How to Configure?

**General Searching and Viewing**

Use Editorial Details Layout  ▼

Search All Manuscripts

Search Only Assigned Manuscripts

Share Saved Searches

View Linked Submission Groups

Create/Edit Linked Submission Groups

Set Active/Inactive Status on Linked Submission Groups

Enable Review Sharing for Linked Submission Groups

Search Similar Articles in MEDLINE

Search Author Publications in MEDLINE

Initiate Similarity Check

View Similarity Check Results

View Duplicate Submission Check Results

Initiate checkCIF

View checkCIF Results

Initiate StatReviewer Analysis

View StatReviewer Results

Bibliographic Search

- In System Administrator Functions > Role Manager > Editor Roles
- Edit the editor role(s).
- Check/enable the “*Initiate StatReviewer Analysis*” box to give the role permission to initiate.
- Check/enable the “*View StatReviewer Results*” box to give the permission to view.



# Automated Statistical Analysis: Stat Reviewer – Use Case

## Benefits:

- Only a small fraction of journals employ a professional statistician to assist in peer review or to arbitrate conflicting advice that is received by authors and if there are Statistical Reviewers they can be often overburdened and busy – StatReviewer provides this statistical knowledge.
- For sites which receive submissions containing stats this adds to the information available to the Editor when making a decision.

## Use Cases:

- For journals that use statistics this adds an in depth analysis of the stats in the manuscript.
- For journals with no or few statistical reviewers this can act as a non-human automated referee as it adds a statistical review that the editors can share with the authors and use when making their decision.
- Gives the Editor more information with which to make their decision.
- StatReviewer is designed to work with your Journal's workflow – it can be used on every submission or only certain relevant submissions.



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