

# Welcome to EEMUG 2018

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#EEMUG2018

# Author Best Practices

**Kate Horgan,**  
Sr. Client Services Manager  
khorgan@ariessys.com

# Agenda

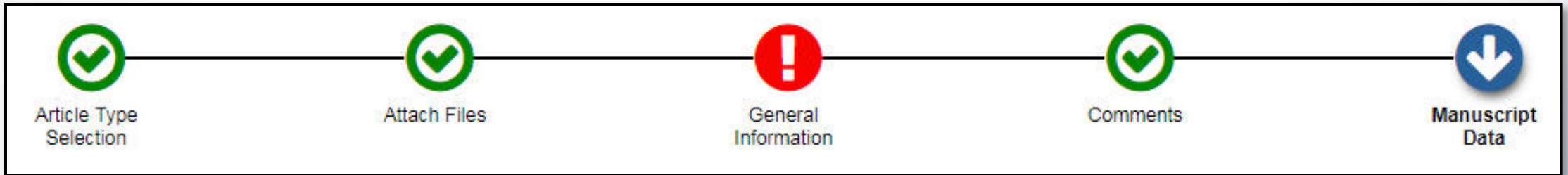
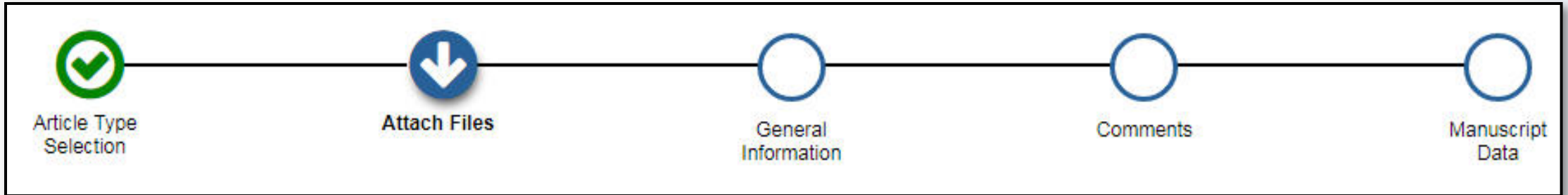
- Article Type restrictions from new to revised submission
- Additional Information and Co-Author Confirmation/Questionnaires
- Customizable Instructional Text
- File format requirements
- Alternate Status Text to Authors
- Rich Text Letters
- Custom Merge Fields
- Author Reminders

# Article Type Restrictions

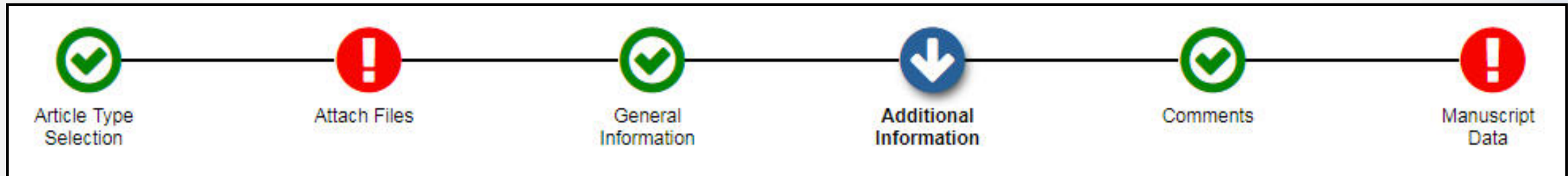
# Article Type Restrictions

- New and revised submissions in Editorial Manager may be configured to capture different levels of detail as a submission moves through the revision process
  - New Submission
    - Title
    - Abstract
    - Classifications
    - Files
  - Revised Submission
    - Additional Information
    - Funding Information

# Article Type Restrictions



# Article Type Restrictions



# Article Type Restrictions

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

## [-] Submission Policies

[Edit Article Types](#)



[Edit Submission Items](#)

[Configure Color Codes for Companion Files](#)

[Edit Sections/Categories](#)

[Set Classifications Display Policy](#)

[Edit Classifications](#)

[Edit Request Authenticated ORCID iD Instructions](#)

[Define PDF Cover Page Layouts](#)

[Configure PDF Watermarks](#)



# Article Type Restrictions

Article Type Parameters	New Submission	Revised Submission
Set Secondary "Full Title" Preferences:	Hidden ▼	Hidden ▼
Set "Short Title" Preferences:	Hidden ▼	Required ▼
Set Secondary "Short Title" Preferences:	Hidden ▼	Hidden ▼
Set "Funding Information" Preferences:	Hidden ▼	Optional ▼
Set "Select Section/Category" Preferences:	Hidden ▼	Hidden ▼
Set "Submit Abstract" Preferences:	Required ▼	Required ▼
Set Secondary "Submit Abstract" Preferences:	Hidden ▼	Hidden ▼
Set "Enter Keywords" Preferences:	Hidden ▼	Optional ▼
Set "Enter Secondary Keywords" Preferences:	Hidden ▼	Hidden ▼
Set "Select Classifications" Preferences:	Required ▼	Required ▼

# Article Type Restrictions


Article Type Parameters	New Submission	Revised Submission
Set Secondary "Full Title" Preferences:	Hidden ▼	Hidden ▼
Set "Short Title" Preferences:	Hidden ▼	Required ▼
Set Secondary "Short Title" Preferences:	Hidden ▼	Hidden ▼
Set "Funding Information" Preferences:	Hidden ▼	Optional ▼
Set "Select Section/Category" Preferences:	Hidden ▼	Hidden ▼
Set "Submit Abstract" Preferences:	Required ▼	Required ▼
Set Secondary "Submit Abstract" Preferences:	Hidden ▼	Hidden ▼
Set "Enter Keywords" Preferences:	Hidden ▼	Optional ▼
Set "Enter Secondary Keywords" Preferences:	Hidden ▼	Hidden ▼
Set "Select Classifications" Preferences:	Required ▼	Required ▼


# Additional Information for Corresponding and Co-Authors


# Additional Information


- The Additional Information Step may be configured to capture a wide range of publisher specific questions directed to the corresponding author
  - Conflict of Interest
  - Copyright Transfer
  - Ethics Statements
  - Figure and word counts
- All or a subset of these questions can be sent to any listed co-authors as part of an Author Questionnaire
- Can be asked at New Submission or First Revision


# Additional Information


  
Article Type  
Selection

  
Attach Files

  
General  
Information

  
Additional  
Information

  
Comments

  
Manuscript  
Data

*Please respond to the presented questions/statements.*

[Insert Special Character](#)

Questionnaire

Please enter your word count in the space provided.

Was your paper reviewed by a statistician prior to submission?

- Please select a response
- Yes
- No
- Not Applicable

Would you like your paper considered for fast-track review?

- Yes
- No

Select All   Clear All

# Additional Information

Would you like your paper considered for fast-track review?

Yes

No

Select All Clear All

Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work (including, but not limited to grants, data monitoring board, study design, manuscript preparation, statistic analysis, etc...)?

No

# Additional Information

Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work (including, but not limited to grants, data monitoring board, study design, manuscript preparation, statistic analysis, etc...)?

Yes

If yes, please check the type of support received.

Grant  
Consulting fee or honorarium  
Support for travel to meetings for the

Select All Clear All


Please describe the entity(or entities) that provided the above funding in the space provided.

Character Count: 0

Limit  
20000  
characters

# Additional Information

## Corresponding Author Status

Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	<a href="#">Kate M Horgan</a>	khorgan@ariessc.com	0000-0002-1804-3311 	MD	Boston University	<a href="#">View Author Details</a>

## Other Author Status

Order	Author Name	Added in Revision	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
 	 	 				 	 	
2	Brian Meuleman	R0	<a href="mailto:katehrgn@gmail.com">katehrgn@gmail.com</a> <a href="#">Edit</a>				No Response	<a href="#">Resend Letter</a> <a href="#">View Author Details</a> Questionnaire Not Completed

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

[Send Letters](#)



# Additional Information

Dear Mr. Meuleman,

You have been listed as a contributing author for the above manuscript submitted to XYZ Quarterly. Please verify your contribution by clicking one of the below links.

Yes, I am affiliated: <http://demokh131.edmgr.com/l.asp?i=10961&l=NDXNWR84>



No, I am not affiliated: <http://demokh131.edmgr.com/l.asp?i=10962&l=XTJDGG44>

The corresponding author has listed the following personal identifiers as belonging to you. Please ensure these are correct:

ISNI:

ORCID:

PubMed Author ID:


Researcher ID:

Scopus ID:

Thank you,

# Additional Information

## Corresponding Author Status

Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	<a href="#">Kate M Horgan</a>	khorgan@ariessc.com	0000-0002-1804-3311 	MD	Boston University	<a href="#">View Author Details</a> <a href="#">View Questionnaire Responses</a>

## Other Author Status

Order	Author Name	Added in Revision	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
								
2	Brian Meuleman	R0	<a href="#">katehrgn@gmail.com</a> <a href="#">Edit</a>				Yes 01/06/2017	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> <a href="#">View Questionnaire Responses</a>

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

# Additional Information

## Co-Author Parameters

### Register/Verify Other Authors

Co-Authors verify on new submission ▼

Corresponding Author only

Co-Authors verify on new submission

Co-Authors register and verify on new submission

**Co-Authors verify on revision**

Co-Authors register and verify on revision

Authenticated ORCID ID Request: Hidden ▼

Display Author Questionnaire to Co-Authors

# Additional Information

Set "Additional Information" Preferences:

Designate Submission Questionnaire:

Hidden ▼

Submission Questionnaire EMUG ▼

Designate Author Questionnaire:

Hidden ▼

Author Questionnaire ▼

Set "Enter Comments" Preferences:

Optional ▼

Optional ▼

Set "Suggest Reviewers" Preferences:

Hidden ▼

Hidden ▼

Set "Oppose Reviewers" Preferences:

Hidden ▼

Hidden ▼

Set "Respond to Reviewers" Preferences:

Hidden

Optional ▼

Set "Request Editor" Preferences:

Hidden ▼

Hidden ▼

Set "Select Region of Origin" Preferences:

Hidden ▼

Required ▼

# Customizable Instructional Text

# Customizable Instructional Text

- Manuscript Submission Instructional Text can vary for New and Revised Submissions
- Editorial Manager does provide default instructional text, however, the focus is more towards the technical of how a field works
- Publishers can add or amend these technical instructions to align clearly with the larger Instructions for Author document
- Fields can support basic HTML so links to relevant sections of the Instructions for Authors may be included

# Customizable Instructional Text

**Abstract**

**Abstract (required) \***  
*Limit 250 words*

**i**

**↓ Next**

# Customizable Instructional Text

**Abstract**

**Abstract (required) \***  
*Limit 250 words*

**i**

Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.


All abstracts should be no more than 250 words and structured in the following manner:

Introduction:  
Methods:  
Results:  
Discussion:

**+ Auth**



# Customizable Instructional Text

**– Abstract** 

---

Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

All abstracts should be no more than 250 words and structured in the following manner:

Introduction:  
Methods:  
Results:  
Discussion:

---

**Abstract (required) \***  
*Limit 250 words*

[↓ Next](#)

# Customizable Instructional Text

## ☐ Submission Policies

[Edit Article Types](#)

[Edit Submission Items](#)

[Configure Color Codes for Companion Files](#)

[Edit Sections/Categories](#)

[Set Classifications Display Policy](#)

[Edit Classifications](#)

[Edit Request Authenticated ORCID iD Instructions](#)

[Define PDF Cover Page Layouts](#)

[Configure PDF Watermarks](#)

[Select Author's Reviewer Preferences](#)

[Set Request Editor or Assign Editor Display Options](#)

[Edit Manuscript Geographic Region of Origin](#)

[Edit Manuscript Submission Instructions](#)

[Edit Legacy Manuscript Submission Instructions](#)

[Configure Instructions for New Submission Redirect](#)

[Configure Manuscript Services Icon](#)

[Set Maximum Size of Uploaded File](#)


# Customizable Instructional Text

<p><b>Abstract</b></p> <p><a href="#">View Default Instructions</a></p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. <code>&lt;br /&gt;&lt;br /&gt;</code>All abstracts should be no more than 250 words and structured in the following manner: <code>&lt;br /&gt;&lt;br /&gt;</code>Introduction: <code>&lt;br /&gt;</code>Methods: <code>&lt;br /&gt;</code>Results: <code>&lt;br /&gt;</code>Discussion:</p> <p><input type="checkbox"/> Display using Information Icon</p> <p><a href="#">Revert to Default Instructions</a></p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. <code>&lt;br /&gt;&lt;br /&gt;</code>All abstracts should be no more than 250 words and structured in the following manner: <code>&lt;br /&gt;&lt;br /&gt;</code>Introduction: <code>&lt;br /&gt;</code>Methods: <code>&lt;br /&gt;</code>Results: <code>&lt;br /&gt;</code>Discussion:</p> <p><input type="checkbox"/> Display using Information Icon</p> <p><a href="#">Revert to Default Instructions</a></p>
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# Customizable Instructional Text

<p><b>Abstract</b></p> <p><a href="#">View Default Instructions</a> ←</p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. &lt;br /&gt;&lt;br /&gt;All abstracts should be no more than 250 words and structured in the following manner:&lt;br /&gt;&lt;br /&gt;Introduction:&lt;br /&gt;Methods:&lt;br /&gt;Results:&lt;br /&gt;Discussion:</p> <p><input type="checkbox"/> Display using Information Icon</p> <p><a href="#">Revert to Default Instructions</a> ←</p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. &lt;br /&gt;&lt;br /&gt;All abstracts should be no more than 250 words and structured in the following manner:&lt;br /&gt;&lt;br /&gt;Introduction:&lt;br /&gt;Methods:&lt;br /&gt;Results:&lt;br /&gt;Discussion:</p> <p><input type="checkbox"/> Display using Information Icon</p> <p><a href="#">Revert to Default Instructions</a></p>
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# Customizable Instructional Text

<p><b>Abstract</b></p> <p><a href="#">View Default Instructions</a></p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. &lt;br /&gt;&lt;br /&gt;All abstracts should be no more than 250 words and structured in the following manner: &lt;br /&gt;&lt;br /&gt;Introduction: &lt;br /&gt;Methods: &lt;br /&gt;Results: &lt;br /&gt;Discussion:</p> <p><input checked="" type="checkbox"/> Display using Information Icon </p> <p><a href="#">Revert to Default Instructions</a></p>	<p>Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. &lt;br /&gt;&lt;br /&gt;All abstracts should be no more than 250 words and structured in the following manner: &lt;br /&gt;&lt;br /&gt;Introduction: &lt;br /&gt;Methods: &lt;br /&gt;Results: &lt;br /&gt;Discussion:</p> <p><input type="checkbox"/> Display using Information Icon</p> <p><a href="#">Revert to Default Instructions</a></p>
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# File Format Requirements

# File Format Requirements

- The ability to restrict file formats is a newer piece of functionality
- Publishers may choose to restrict at either New or Revised Submission
- The options are exclusive (which of list do you NOT allow) and inclusive (which of list DO you allow)
- These are submission item specific:
  - Figure Files
    - New Submission – any file format for initial consideration
    - Revised Submission – only .tiff or .eps files

# File Format Requirements

## Restricted File Types

You can restrict the types of files that can be uploaded for a Submission Item on the Attach Files page for both New and Revised submissions, with one exception: compressed files (zip, gz, tgz, and tar) cannot be restricted.

For a file that will be built into a Reviewer PDF or Author/Editor PDF, you can allow all file types supported by the system for PDFs, or define either an exclusive list or an inclusive list which is based on the file types supported by the system for PDF handling:

- Allow all file types supported for PDFs (no publication file restrictions)
- Exclusive: Allow all file types on the list except the ones selected.
- Inclusive: Allow only the file types selected on the list.

### New Submission

- Allow all file types
- Exclusive: Allow all file types on the list except the ones selected.

Open Office PowerPoint (OPD)  
Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)

- Inclusive: Allow only these files types

Open Office PowerPoint (OPD)  
Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)

### Revised Submission

- Allow all file types
- Exclusive: Allow all file types on the list except the ones selected.

Open Office PowerPoint (OPD)  
Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)

- Inclusive: Allow only these files types

Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)  
TIFF Image (TIF TIFF)

Cancel

Submit



# File Format Requirements

## Restricted File Types

You can restrict the types of files that can be uploaded for a Submission Item on the Attach Files page for both New and Revised submissions, with one exception: compressed files (zip, gz, tgz, and tar) cannot be restricted.

For a file that will be built into a Reviewer PDF or Author/Editor PDF, you can allow all file types supported by the system for PDFs, or define either an exclusive list or an inclusive list which is based on the file types supported by the system for PDF handling:

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- Allow all file types
- Exclusive: Allow all file types on the list except the ones selected.

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Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
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- Inclusive: Allow only these files types

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Compiled LaTeX File (DVI)

- Inclusive: Allow only these files types

Open Office Word (ODT)  
Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)  
TIFF Image (TIF TIFF)

Cancel

Submit

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## Restricted File Types

You can restrict the types of files that can be uploaded for a Submission Item on the Attach Files page for both New and Revised submissions, with one exception: compressed files (zip, gz, tgz, and tar) cannot be restricted.

For a file that will be built into a Reviewer PDF or Author/Editor PDF, you can allow all file types supported by the system for PDFs, or define either an exclusive list or an inclusive list which is based on the file types supported by the system for PDF handling:

- Allow all file types supported for PDFs (no publication file restrictions)
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### New Submission

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Open Office PowerPoint (OPD)  
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Compiled LaTeX File (DVI)

- Inclusive: Allow only these files types

Open Office PowerPoint (OPD)  
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PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
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### Revised Submission

- Allow all file types
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Open Office PowerPoint (OPD)  
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Open Office Excel (ODS)  
PowerPoint 2007 (PPTM PPTX)  
Excel 2007 (XLSB XLSM XLSX)  
Word 2007 (DOCX DOCM DOTM DOTX)  
Compiled LaTeX File (DVI)

- Inclusive: Allow only these files types

Compiled LaTeX File (DVI)  
TIFF Image (TIF TIFF)  
TeX Supporting File (STY BST BIB BBL CLS CLO PRO CFG)  
MacDraw PICT (PCT PICT)  
SuperPaint PICT (PCT PICT)  
PowerPoint 97-2003 File (PPT)  
Excel 97-2003 Spreadsheet (XLS)

Cancel

Submit

# Alternate Status Text for Authors

# Alternate Status Text

- Editorial Status text may be configured to display for Authors to allow better access into how their submission is progressing through peer-review
- Not all terms are appropriate for Authors to see
  - Required Reviews Complete
- Alternate Text may be displayed to better signal to Authors the status of their submission and expectations for turnaround time
  - Under Review

# Alternate Status Text

Revisions Being Processed for Author Kate M Horgan, MD					
Page: 1 of 1 (3 total revisions being processed)			Display 10 results per page.		
Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	DEMOKH131-D-17-00001R1	EEMUG 2017 Submission	01/06/2017	01/06/2017	Revised Manuscript Submitted
<a href="#">View Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	DEMOKH102-D-14-00001R1	Longitudinal assessment of endolymphic hydrops with contrast-enhanced MR imaging of the labrynth	01/13/2014	04/21/2015	Under Review

# Alternate Status Text

<a href="#">View Submission</a> <a href="#">Duplicate Submission Check</a> (53%) <a href="#">Details</a> ▾ <a href="#">History</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">Notify Editor</a> <a href="#">View Reviews and Comments</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">OVID Title and Keywords Search</a> <a href="#">BJ Author Search</a> <a href="#">BJ Title Search</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	DEMOKH102-D-14-00001R1	Original Study	Longitudinal assessment of endolymphic hydrops with contrast-enhanced MR imaging of the labyrinth	Kate M Horgan MD	01/13/2014	04/21/2015	Required Reviews Completed
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# Alternate Status Text

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

## PolicyManager Main Menu

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[Expand All](#)   [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊖ **Status Policies**
  - [Edit Document Statuses](#) ←
  - [Change Edit Submission Status](#)

# Alternate Status Text

Decision in Process	Decision Imminent	No Change	<a href="#">Remove</a>	<a href="#">Edit</a>
Decision Rescinded		EDITOR		<a href="#">Edit</a>
Editor Declined Invitation		No Change		<a href="#">Edit</a>
Editor Declined Invitation		No Change		<a href="#">Edit</a>
Editor Invited		EDITOR	<a href="#">Remove</a>	<a href="#">Edit</a>
Error		No Change		<a href="#">Edit</a>
Error with Editor		No Change	<a href="#">Remove</a>	<a href="#">Edit</a>
Incomplete		AUTHOR		<a href="#">Edit</a>
Incomplete with Editor		EDITOR	<a href="#">Remove</a>	<a href="#">Edit</a>
Initiate Proposal		EDITOR	<a href="#">Remove</a>	<a href="#">Edit</a>
Manuscript Submitted	Submission Received by Journal Office	EDITOR	<a href="#">Remove</a>	<a href="#">Edit</a>
Needs Approval		AUTHOR	<a href="#">Remove</a>	<a href="#">Edit</a>
PDF Needs Editor Approval		No Change	<a href="#">Remove</a>	<a href="#">Edit</a>
Rebuttal		AUTHOR		<a href="#">Edit</a>
Reject		NOBODY	<a href="#">Remove</a>	<a href="#">Edit</a>
Reject Conference Submission		EDITOR		<a href="#">Edit</a>
Removed by Author		No Change	<a href="#">Remove</a>	<a href="#">Edit</a>
Removed by Editor		NOBODY	<a href="#">Remove</a>	<a href="#">Edit</a>
Required Reviews Completed	Under Review	EDITOR	<a href="#">Remove</a>	<a href="#">Edit</a>



# Rich Text Letters

# Rich Text Letters

- Rich text letters rely on a “What you see is what you get” editing tool that allows the publisher to highly customize letter content.
- Unlike plain text letters, Rich Text letters may contain links, formatting changes such as bold lettering, and graphics
- These Rich Text formatting options can be used to highlight expectations as well as link out to ancillary content or additional resources
- Rich Text formatting options will also be available in the Customize Letter options throughout EM so additional changes can be made as needed

# Rich Text Letters

**From:** em.demokh131.0.5060cd.852bd94c@editorialmanager.com [mailto:em.demokh131.0.5060cd.852bd94c@editorialmanager.com] **On Behalf Of** The Journal  
**Sent:** Friday, January 06, 2017 11:51 AM  
**To:** Kathleen Horgan  
**Subject:** Submission Confirmation for EEMUG 2017 - [EMID:09208f407d08ba0b]

Dear Ms Horgan,

Your submission entitled "EEMUG 2017" has been received by journal KH Demo 13.1 You will be able to check on the progress of your paper by logging on to Editorial Manager as an author.

The URL is <http://demokh131.edmgr.com/>.

Your manuscript is currently being processed by our editorial staff for completeness. Should we require additional information or changes prior to peer review you will receive a request within **three business days**. We will require a response to our requests within **five business days** or your manuscript will be **withdrawn from consideration**.

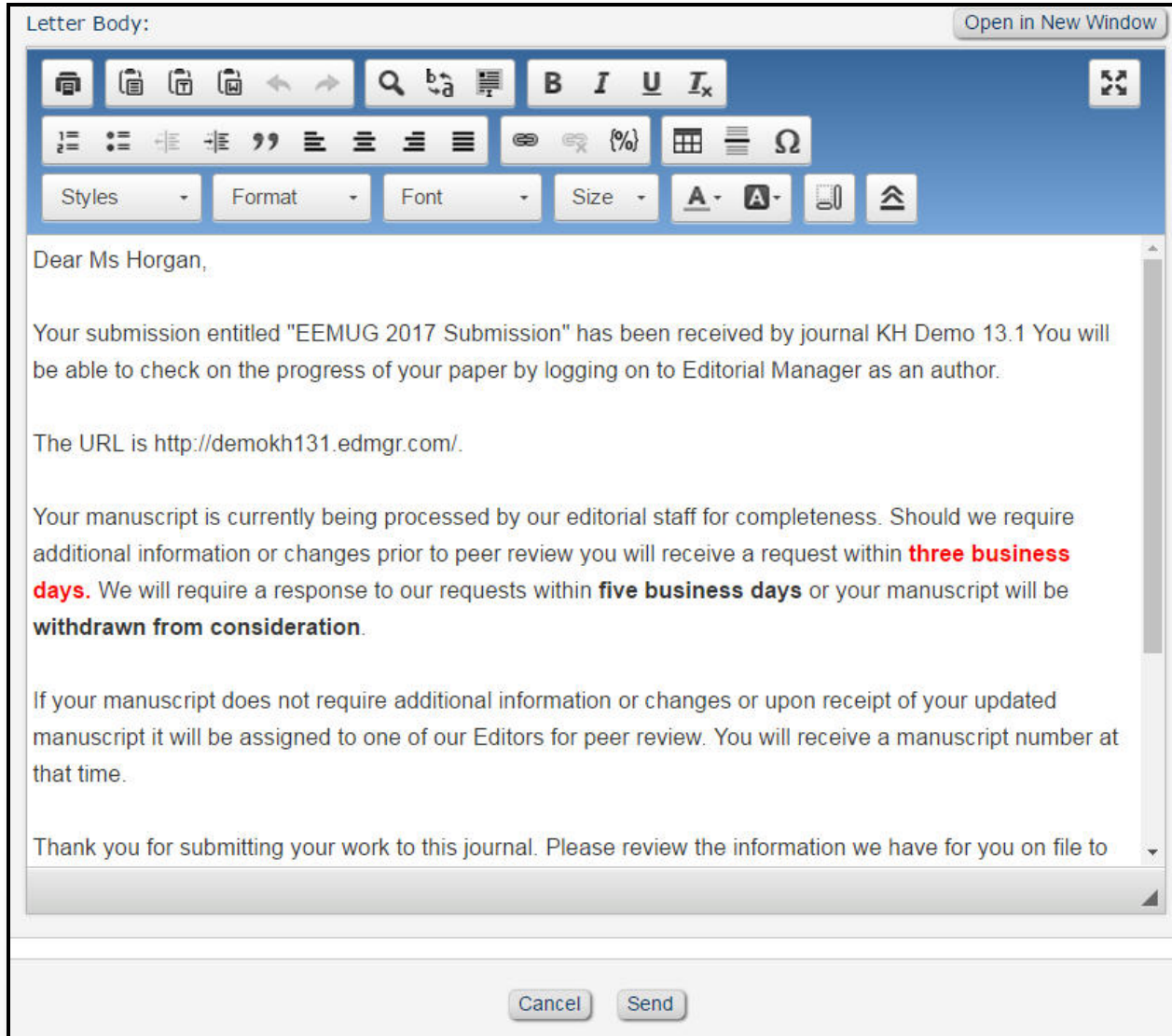
If your manuscript does not require additional information or changes or upon receipt of your updated manuscript it will be assigned to one of our Editors for peer review. You will receive a manuscript number at that time.

Thank you for submitting your work to this journal. Please review the information we have for you on file to ensure that your details are up-to-date:

Kind regards,  
KH Demo 13.1

# Rich Text Letters

Letter Body: Open in New Window



The screenshot shows a rich text editor window titled "Letter Body:" with a button "Open in New Window" in the top right corner. The editor has a blue header bar containing a toolbar with icons for undo, redo, search, and various text formatting options (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, insert table, insert table of contents, and insert table of figures). Below the toolbar are four dropdown menus: "Styles", "Format", "Font", and "Size", followed by two buttons for font color and background color, and two buttons for text color and background color. The main text area contains the following text:

Dear Ms Horgan,

Your submission entitled "EEMUG 2017 Submission" has been received by journal KH Demo 13.1 You will be able to check on the progress of your paper by logging on to Editorial Manager as an author.

The URL is <http://demokh131.edmgr.com/>.

Your manuscript is currently being processed by our editorial staff for completeness. Should we require additional information or changes prior to peer review you will receive a request within **three business days**. We will require a response to our requests within **five business days** or your manuscript will be **withdrawn from consideration**.

If your manuscript does not require additional information or changes or upon receipt of your updated manuscript it will be assigned to one of our Editors for peer review. You will receive a manuscript number at that time.

Thank you for submitting your work to this journal. Please review the information we have for you on file to

At the bottom of the window are two buttons: "Cancel" and "Send".

# Rich Text Letters

## 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**
  - [Edit Letters](#) ←
  - [Define Custom Merge Fields](#)
  - [Set "Email From" Address](#)
  - [Manage Preferred Method of Contact Settings](#)
  - [Configure Waiver Request](#)
  - [Configure Email Import](#)
  - [Set Notify Author Blinding Policy](#)
  - [Set Notify Editor Preference](#)

# Rich Text Letters

Letter Purpose ▲▼	Letter Family Group by: ▲▼?	ActionManager Roles and Events	Letter Format				
			Text		Rich Text (HTML)		All Formats
Author Submits New Manuscript Confirmation	General	Author - New Submission Sent to Publication	<input type="radio"/>	Edit	<input checked="" type="radio"/>	Edit	

# Rich Text Letters

### Edit 'General' Letter

HTML formatting tags may be used. It is not necessary to use the <HTML> or <BODY> tags.

Custom Instructions

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

Letter Purpose:

Subject:

Letter Family:  ▼

Sender's E-mail Address

"The Journal" <khorgan@ariessys.com>

Use Corresponding Editor's E-mail address

Use Corresponding Production Editor's E-mail address

**Additional Recipients**

- Recipients of a cc: copy will be revealed to and able to see the sender, the primary recipient(s) and any cc: recipients
- Recipients of a bcc: copy will not be revealed to any other recipients, but will be revealed to the sender and able to see the sender, the primary recipient(s) and any cc: recipients

**Automatically cc: bcc:**

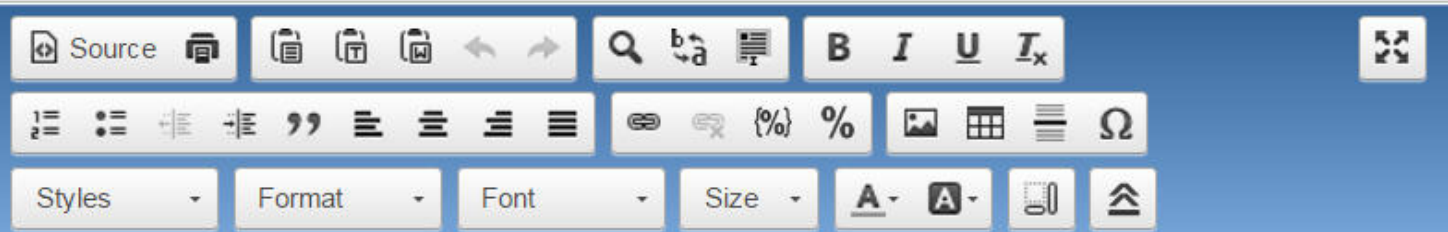
All Co-Authors

Corresponding Editor

Corresponding Production Editor

# Rich Text Letters

Letter Body:



Dear %TITLE% %LAST\_NAME%,

Your submission entitled "%ARTICLE\_TITLE%" has been received by journal %JOURNALFULLTITLE%. You will be able to check on the progress of your paper by logging on to Editorial Manager as an author.

The URL is %JOURNAL\_URL%.

Your manuscript is currently being processed by our editorial staff for completeness. Should we require additional information or changes prior to peer review you will receive a request within **three business days**. We will require a response to our requests within **five business days** or your manuscript will be **withdrawn from consideration**.

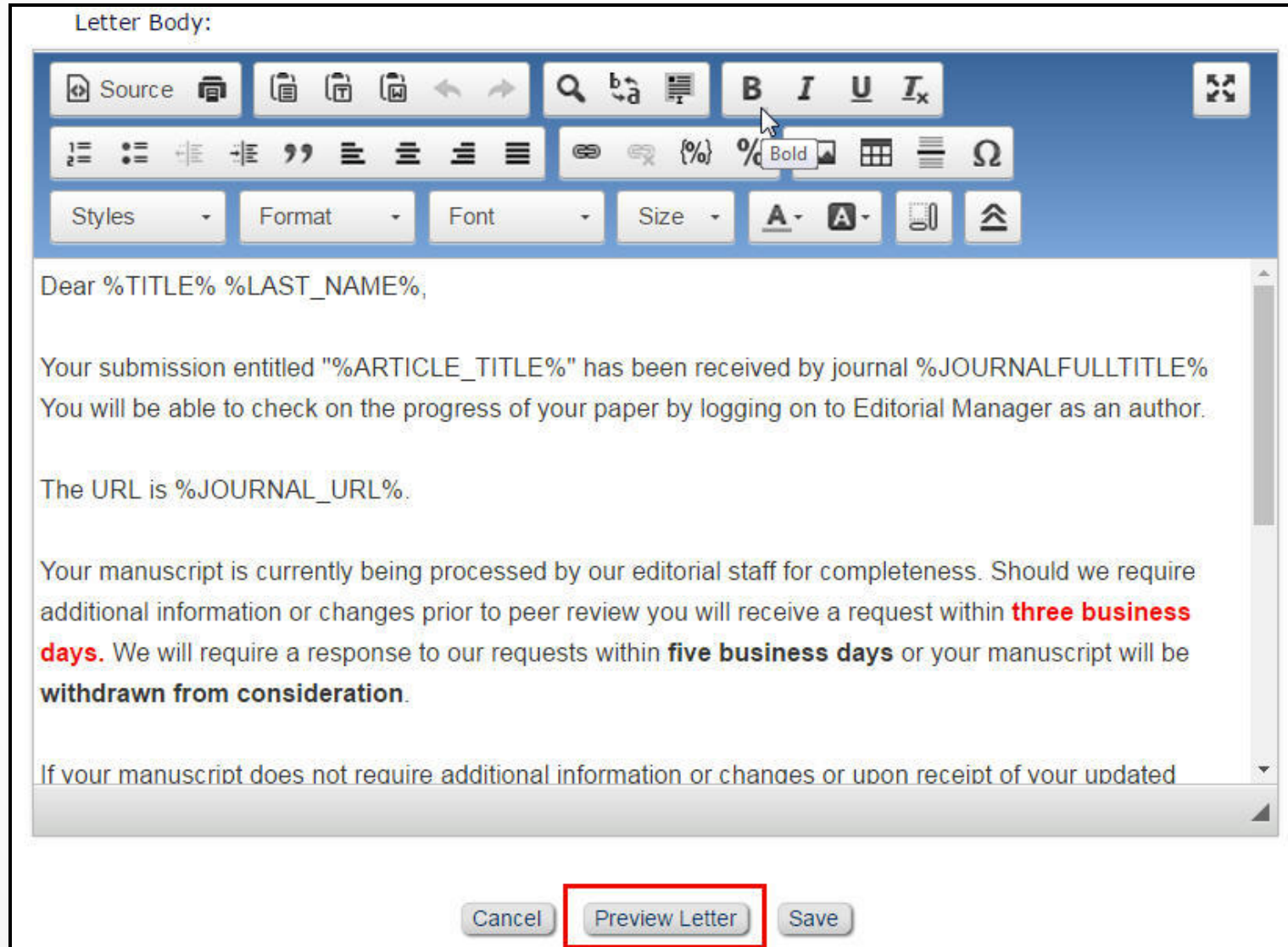
If your manuscript does not require additional information or changes or upon receipt of your updated

Cancel Preview Letter Save



# Rich Text Letters

Letter Body:



Dear %TITLE% %LAST\_NAME%,

Your submission entitled "%ARTICLE\_TITLE%" has been received by journal %JOURNALFULLTITLE%.  
You will be able to check on the progress of your paper by logging on to Editorial Manager as an author.

The URL is %JOURNAL\_URL%.

Your manuscript is currently being processed by our editorial staff for completeness. Should we require additional information or changes prior to peer review you will receive a request within **three business days**. We will require a response to our requests within **five business days** or your manuscript will be **withdrawn from consideration**.

If your manuscript does not require additional information or changes or upon receipt of your updated

Cancel Preview Letter Save

# Custom Merge Fields

# Custom Merge Fields

- A merge field is text string that may be inserted into a letter that pulls specific content into the letter body prior to sending
- System merge fields include:
  - %TITLE% - Recipient's Title
  - %ARTICLE\_TITLE% - title of the content submitted to EM
- Custom merge fields may be created to supplement the standard list of system merge fields
- These can be used to assist with standardizing requests to Authors
  - Request for Figures in manuscript can be included as a merge field in Technical Check letter

# Custom Merge Fields





From:	"The Journal"<khorgan@ariessys.com>
To:	<a href="#">Kate M Horgan, MD</a>
Letter Purpose:	Manuscript Failed Technical Check
Letter Subject:	Manuscript Sent Back to Author for Changes
Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).	
cc:	<input type="text"/>
bcc:	<input type="text"/>
Letter Body:	<a href="#">Insert Special Character</a>   <a href="#">Insert Custom Merge Field</a> <input type="button" value="Open in New Window"/>
<p>Dear Ms Horgan,</p> <p>Thank you for submitting your manuscript entitled "EEMUG 2017 Submission" to XYZ Quarterly. However, your manuscript has been returned to you as it does not comply with all of our Instructions for Authors. Your submission is available in the "Submissions Sent Back to Author" folder in Editorial Manager. Please log in and make the following changes:</p> <p>After you have made the requested changes, resubmit your manuscript to the Journal office and we will forward it on to the appropriate editors. If you have any questions, please contact the Journal office.</p> <p>Kind regards,</p> <p>Kate M Horgan, MD KH Demo 13.1</p>	

# Custom Merge Fields

**Insert Custom Merge Field** ✕

You can drag and drop merge fields from here to the letter Subject or Body. [\(more...\)](#)

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

-  %CUSTOM\_COPYRIGHTFORM%
-  %CUSTOM\_COPYRIGHTTEXT%
-  %CUSTOM\_COPYRIGHTTEXT2015%
-  %CUSTOM\_FIGURES%

# Custom Merge Fields

From:	"The Journal"<khorgan@ariessys.com>
To:	<a href="#">Kate M Horgan, MD</a>
Letter Purpose:	Manuscript Failed Technical Check
Letter Subject:	Manuscript Sent Back to Author for Changes

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:	
bcc:	

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#)

Dear Ms [Horgan](#),

Thank you for submitting your manuscript entitled "EEMUG 2017 Submission" to [XYZ Quarterly](#). However, your manuscript has been returned to you as it does not comply with all of our Instructions for Authors. Your submission is available in the "Submissions Sent Back to Author" folder in Editorial Manager. Please log in and make the following changes:

**%CUSTOM\_FIGURES%**

After you have made the requested changes, resubmit your manuscript to the Journal office and we will forward it on to the appropriate editors. If you have any questions, please contact the Journal office.

Kind regards,

[Kate M Horgan, MD](#)  
[KH Demo 13.1](#)

# Custom Merge Fields

Dear Ms Horgan,

Thank you for submitting your manuscript entitled "EEMUG 2017 Submission" to XYZ Quarterly. However, your manuscript has been returned to you as it does not comply with all of our Instructions for Authors. Your submission is available in the "Submissions Sent Back to Author" folder in Editorial Manager. Please log in and make the following changes:

Your paper references figures but none have been uploaded with your submission. Please upload any figure files you would like considered with your submission.

After you have made the requested changes, resubmit your manuscript to the Journal office and we will forward it on to the appropriate editors. If you have any questions, please contact the Journal office.

Kind regards,

# Custom Merge Fields

## 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**
  - [Edit Letters](#)
  - [Define Custom Merge Fields](#) ←
  - [Set "Email From" Address](#)
  - [Manage Preferred Method of Contact Settings](#)
  - [Configure Waiver Request](#)
  - [Configure Email Import](#)
  - [Set Notify Author Blinding Policy](#)
  - [Set Notify Editor Preference](#)



# Custom Merge Fields





## Define Custom Merge Fields

These custom merge fields enable your publication to define standardized text that can be added to letters sent from your publication, such as signatures, marketing messages, announcements, and legal disclaimers. ([more...](#))

Add New Field

Sort In Alphabetical Order

Edit Image Files for Letters

Custom Merge Fields	Actions
 %CUSTOM_COPYRIGHTFORM%	<a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a>
 %CUSTOM_COPYRIGHTTEXT2015%	<a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a>
 %CUSTOM_COPYRIGHTTEXT%	<a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a>
 %CUSTOM_FIGURES%	<a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a>

Sort In Alphabetical Order

Edit Image Files for Letters

Add New Field

# Custom Merge Fields

## Edit Custom Merge Field

To define a custom merge field, enter a name for it and define the content. When you submit your definition, the system appends a prefix and suffix to the name you entered. When a letter that contains a custom merge field name is sent, the content is merged into the letter. ([more...](#))

Cancel

Submit

**Name:**

TABLES

*Maximum 256 alphanumeric characters and underscores allowed, no spaces*

**Content:**

[Insert Image](#) [Insert Special Character](#)

You manuscript references tables and yet none have been uploaded.  
Please include any tables you wish to be considered alongside your  
manuscript.

# Author Reminders

# Author Reminders

- Author reminders may be sent at several points throughout the workflow
- Reports may be generated manually at any time or scheduled to run on an automated schedule
- Automated reports are sent on a nightly basis
- Author reminders can be set up for invited content as well as revisions for the corresponding author
- Co-author reminders may be set up to remind co-authors to complete their verification and questionnaires

# Author Reminders

## **Send Reminder Letters**

Click a link below to access the reminder report, from which reminder letters can be sent.

### **Author Reminder Reports**

[Co-Author Reminder Report](#)

[Author Revision Status Report](#)

[Author Revision Reminder Report](#)

[Automated Author Revision Reminder Report](#)

[Automated Author Transfer Reminder Report](#)

### **Invited Author Reminder Reports**

[Authors Invited - No Response](#)

[Author Invitation Status Report](#)

[Automated Author Invitation Reminder Report](#)

# Author Reminders

<b>Reminder Type:</b>	<p><input checked="" type="radio"/> <b>Outstanding Revisions:</b> Send an automated reminder e-mail to Authors who were asked to revise their submission exactly <input type="text" value="10"/> days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder.</p> <p><input type="radio"/> <b>Reminder Before Revision Due Date:</b> Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days before their due date. Reminders will be sent to Authors who have agreed to submit a revised manuscript but have not yet submitted their revision.</p> <p><input type="radio"/> <b>Reminder Past Revision Due Date:</b> Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days past the due date. To send reminders for revisions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.</p>
<b>First Assigned Editor:</b>	<input type="text" value="(All Editors)"/> ▼
<b>Editor Who Made First Decision:</b>	<input type="text" value="(All Editors)"/> ▼


# Author Reminders

<b>Reminder Name:</b>	<a href="#">Insert Special Character</a> <input type="text" value="Author Revision Reminder - 10 days ago"/> <i>Maximum 200 characters</i>												
<b>Reminder Letter:</b>	Please Choose an Automated Reminder Letter <input type="button" value="v"/>												
<p>You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.</p>													
<b>Article Type:</b>	<table border="0"><tr><td>Original Study</td><td>▲</td><td><a href="#">Select All</a></td></tr><tr><td>Editorial</td><td>■</td><td></td></tr><tr><td>Review</td><td></td><td></td></tr><tr><td>Rapid Communication</td><td>▼</td><td><a href="#">Clear All</a></td></tr></table>	Original Study	▲	<a href="#">Select All</a>	Editorial	■		Review			Rapid Communication	▼	<a href="#">Clear All</a>
Original Study	▲	<a href="#">Select All</a>											
Editorial	■												
Review													
Rapid Communication	▼	<a href="#">Clear All</a>											
<b>Section/Category:</b>	<table border="0"><tr><td>Basic Science Section</td><td>▲</td><td><a href="#">Select All</a></td></tr><tr><td>Clinical Section</td><td></td><td></td></tr><tr><td>Epidemiology Section</td><td></td><td></td></tr><tr><td>No Section Assigned</td><td>▼</td><td><a href="#">Clear All</a></td></tr></table>	Basic Science Section	▲	<a href="#">Select All</a>	Clinical Section			Epidemiology Section			No Section Assigned	▼	<a href="#">Clear All</a>
Basic Science Section	▲	<a href="#">Select All</a>											
Clinical Section													
Epidemiology Section													
No Section Assigned	▼	<a href="#">Clear All</a>											
<input type="button" value="Save as Automated Reminder"/>													

# Author Reminders

## Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
 	Author Revision Reminder - 10 days ago	Outstanding Revisions	10	Kate M Horgan, MD



# Author Reminders

## Administrative and Reporting Functions

- System Administration Functions
  - Unrestricted Access
  - Restricted Access
- Produce Reports
  - Schedule Reports
  - Run Cross-Publication Custom Reports
- Create Automated Reviewer Reminders
- Send Reviewer Reminders
- Send Editor Reminders
- Create Automated Author Revision Reminders
- Create Automated Author Transfer Reminders
- Create Automated Author Invitation Reminders
- Send Author Reminders
- Restrict Reminder Reports to Assigned Submissions
- Search/Manage Conference Submissions
- Initiate Rebuttal
- Set Final Disposition

Questions?