Welcome
to the 16TH Annual
EMUG
BOSTON

#EMUG2018

em Editorial Manager® pm ProduXion Manager®

Transfers:

Preprint Servers, MECA & More

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16th Annual em Editorial Manager® User Group Meeting

Aries systems

Why Transfer Manuscripts?

Publisher's Point of View

- Publishers wish to keep submissions

- Journals risk losing papers

- Manuscripts can be rejected for topic or suitability

- Manuscripts can be rejected at submission or post peer review

Author's Point of View

- Authors want to submit to the most prestigious journal

- May be disappointed by outright rejection

- May need guidance about alternative publications

- Re-submitting a manuscript is a tedious task
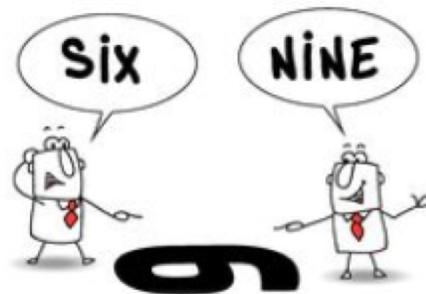
Transfers into EM

- EM-to-EM transferred submissions
  - Direct database copy
- EM Ingest – manuscript import into EM
  - Submissions come from an outside submission partner or preprint server → Editorial workflow
- "Sister Journal" manuscript import into EM or PM
  - Submissions come from a non-EM journal → Editorial workflow or Production Workflow – various types of XML accepted (JATS, Cadmus, etc).
  - MECA Import (Manuscript Exchange Common Approach) – new zip/XML format for import into Editorial Workflow

EM Ingest and Submission Partner Integrations

- Preprint Server
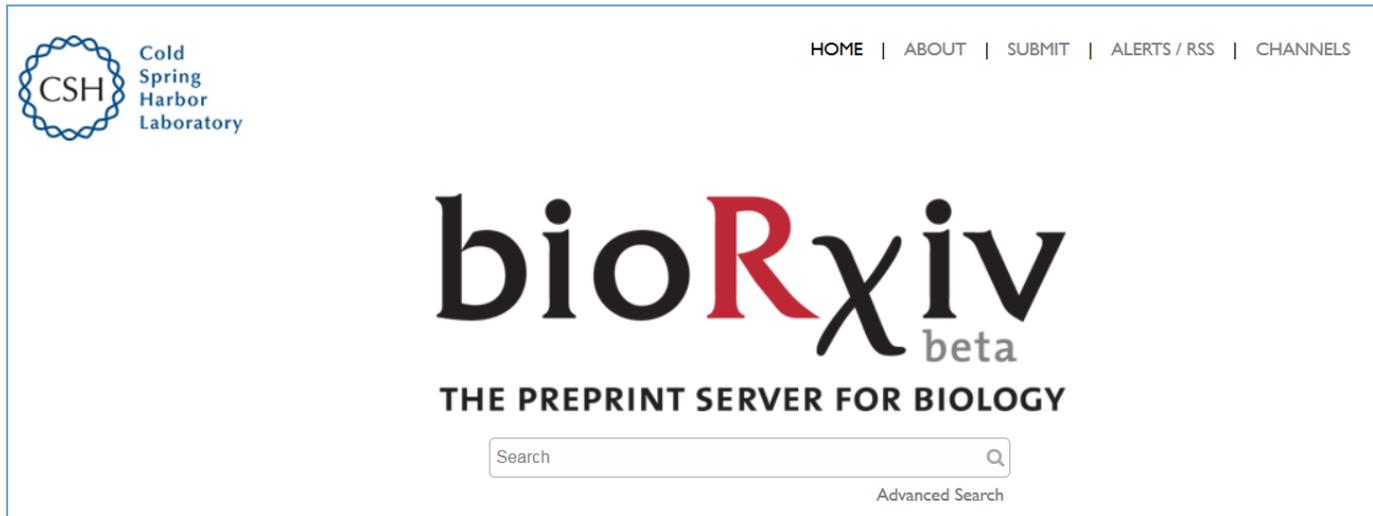
EM Ingest and Submission Partner Integrations

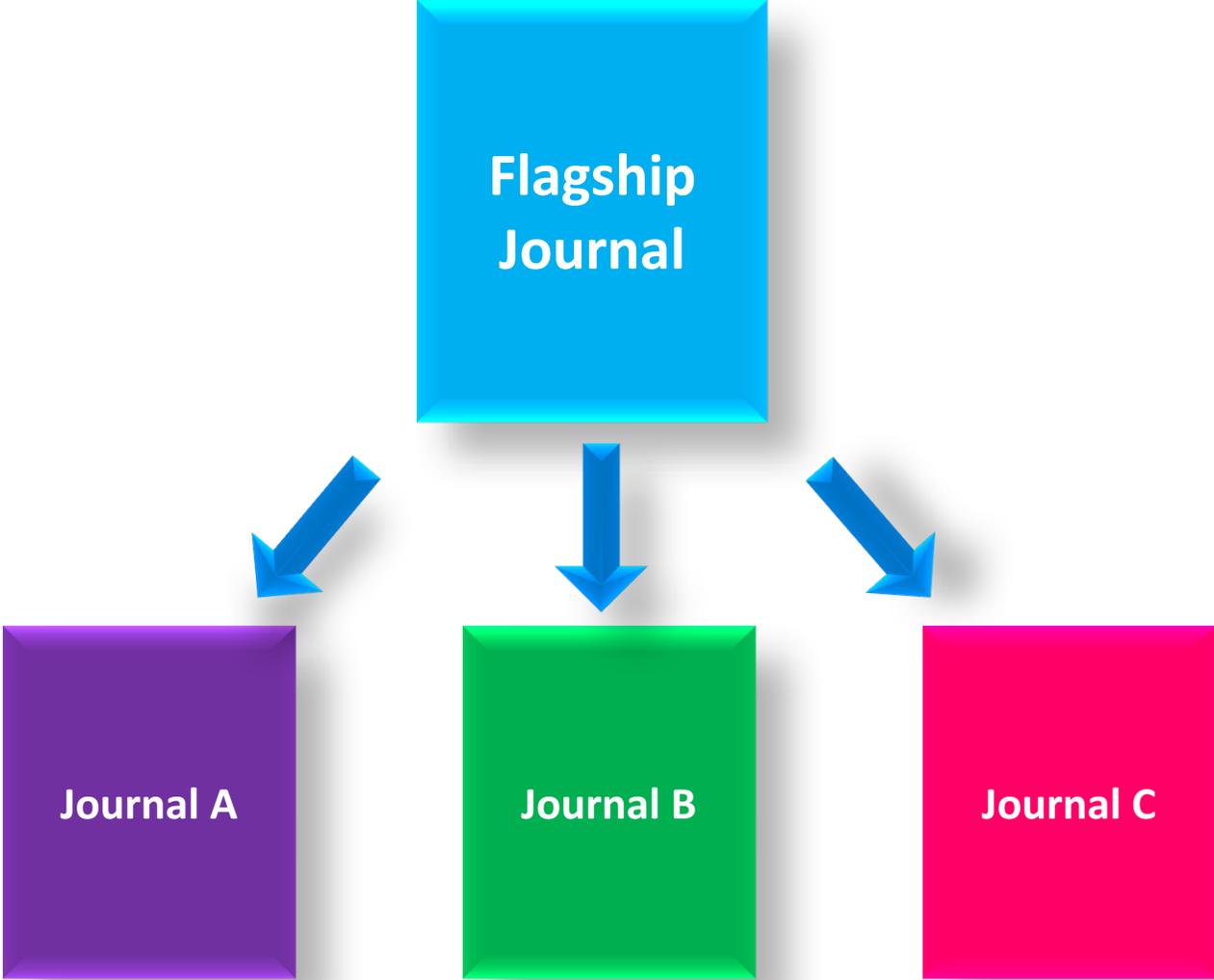- Manuscript Editing Tools/Author Services

EM Ingest →

Guest Speakers

John Inglis, bioRxiv

Ryan Looney, Overleaf

Transfers Out

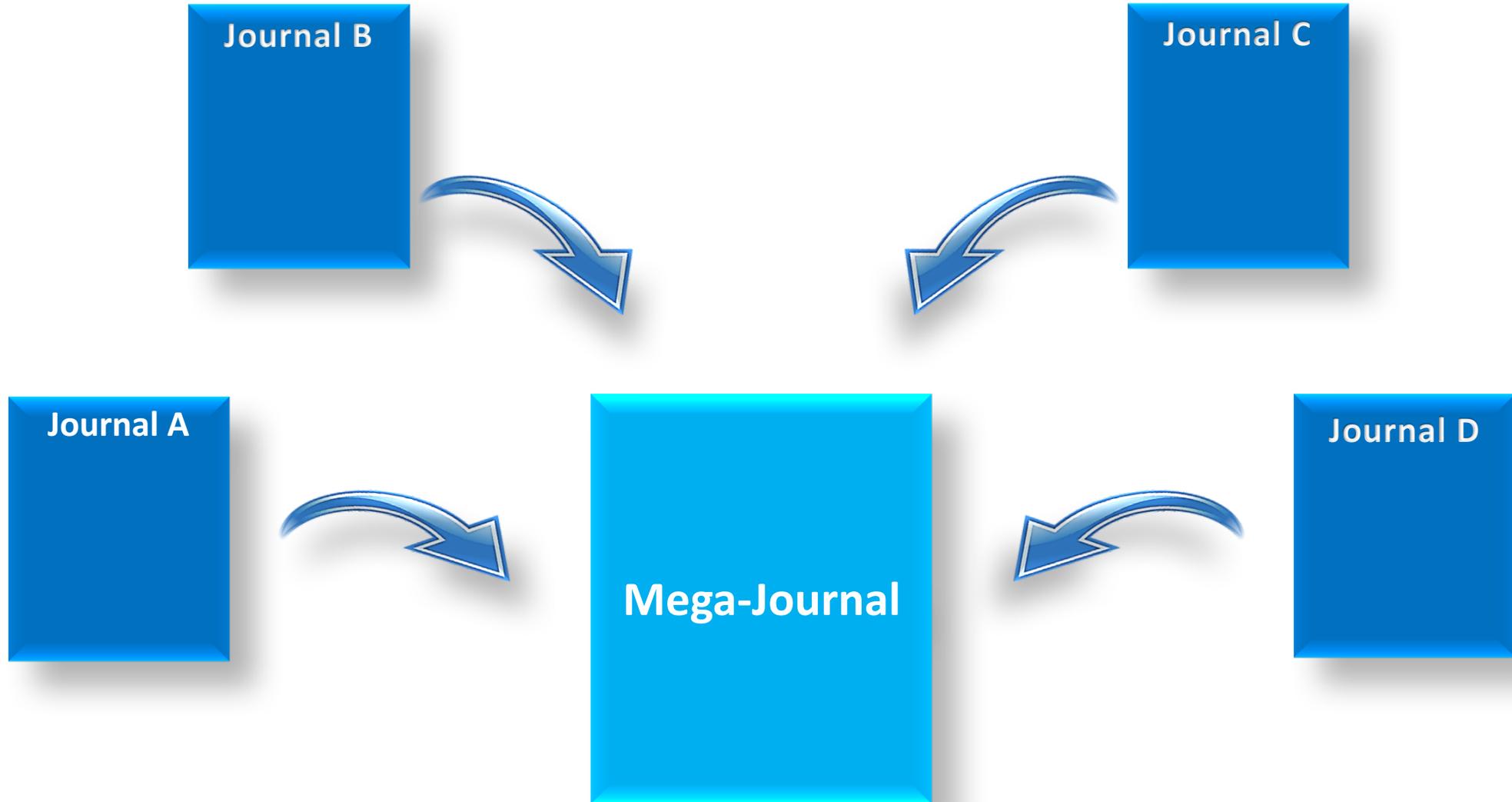# Flagship Journal Transfers to Other Publications

Flagship Journal

Journal A

Journal B

Journal C

Many Journals Transfer to Mega-Journal

Types of Transfer Out

- EM-to-EM (direct database transfer)
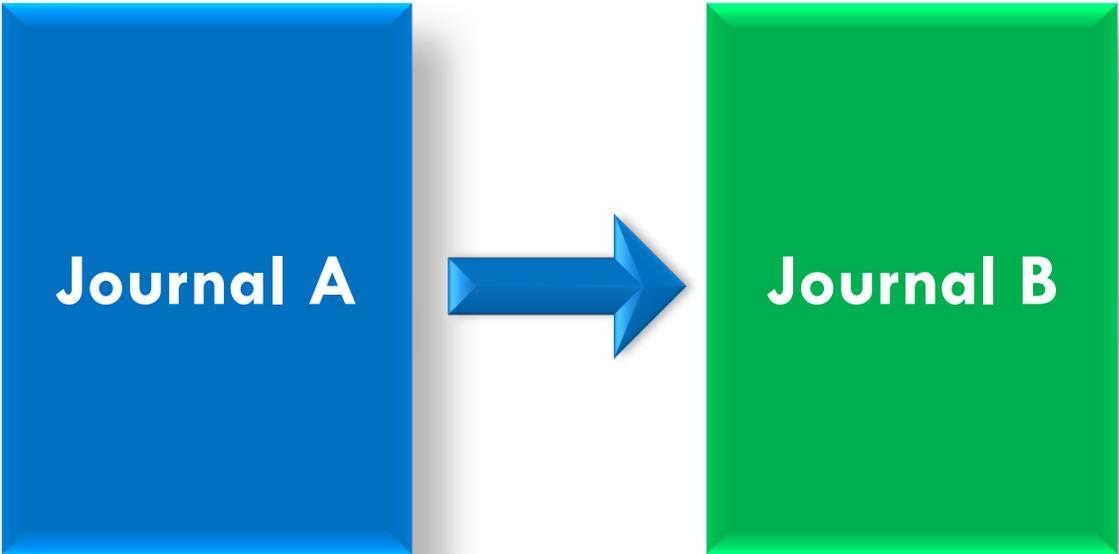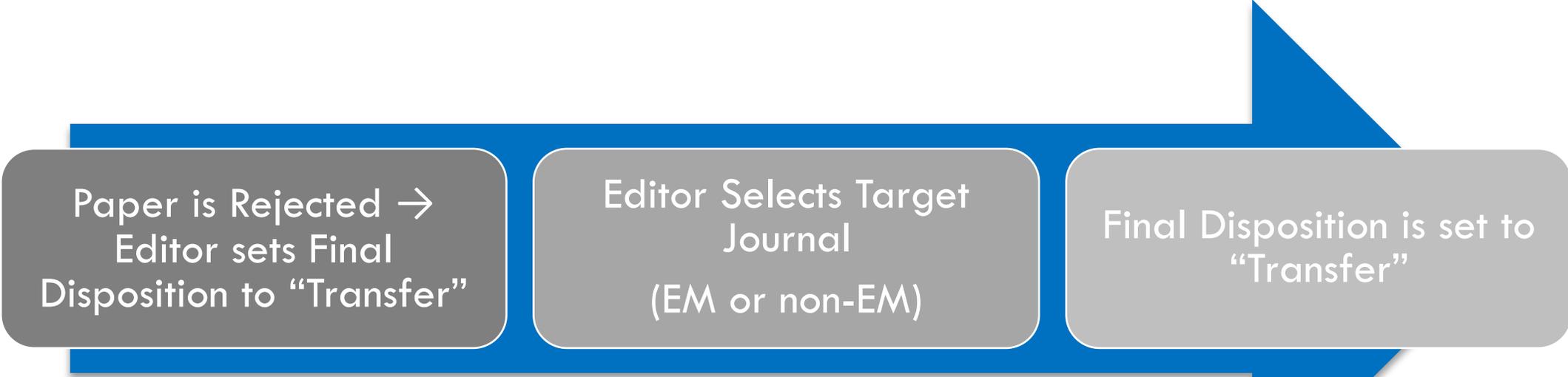- EM-to-non-EM via SFTP

Transfers out

- When can submissions be transferred?
  - At submission
  - After Author is notified of final decision

- Who triggers the transfer?
  - An Editor → by setting the Final Disposition to Transfer
  - An Author → by agreeing to transfer the submission as part of the Reject & Transfer workflow

Editor sets the Final Disposition to Transfer

Paper is Rejected → Editor sets Final Disposition to "Transfer"

Editor Selects Target Journal

(EM or non-EM)

Final Disposition is set to "Transfer"

Journal A → **Journal B**

Editor Notifies Author of "Reject and Transfer" Decision

- Editor can propose Target Journals to Author
- Author chooses Target Journal
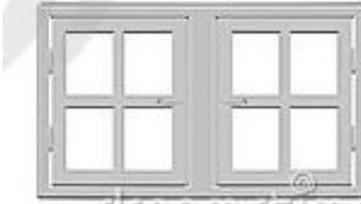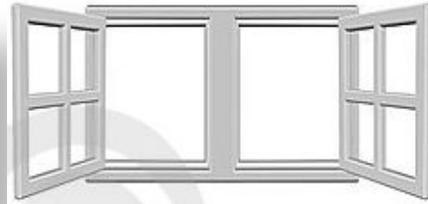
Reject & Transfer Workflow

Notify Author of Decision:
"Reject and Transfer"
Decision Family

No response from the
Author . . . tick tock!

Editorial Workflow

Final Disposition → "Reject"

Author clicks deep link to:

Decline Transfer

Final Disposition → "Reject"

Accept Transfer

Final Disposition → "Transfer"

Author Agrees to Transfer the Submission

Transfer Submission

The Editor has suggested that your submission may be better suited for a different publication.

If you do not wish to transfer your submission you may select the radio button "DO NOT TRANSFER SUBMISSION" and click on the submit button. If you agree to transfer your submission, please select the radio button for the publication and click on the "Submit" button.

○ DO NOT TRANSFER SUBMISSION

○ Janet's 14.1 TW Site   EM Website

◉ Tony's 14.1 TW Site   EM Website

○ Aries Target One   Non-EM Publication Website

[Cancel]   [Submit]

Agree to Transfer Submission Confirmation

Thank you for agreeing to transfer Manuscript Number SALLYDEV141-D-17-00021 to Tony's 14.1 TW Site.

Main Menu

Transferred Submissions – Sending Site

Editorial | **Proposal Menu** | **Production Tasks**

Managing Editor Main Menu

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
4	1	0	0	0

Partial Page Displayed

Submissions with Decisions

Submissions out for Revision (14)
All Submissions with Editor's Decision (36)
All Submissions Pending Transfer (1)
All Submissions with Final Disposition:
Accept (118), Reject (15), Withdrawn (16), Transfer (105)
Unsent, Pending or Failed Transmittals (16)
Completed Conference Submissions (5)
Withdrawn Conference Submissions (1)
My Assignments with Decision (24)
My Assignments Pending Transfer (1)
My Assignments with Final Disposition (89)

Paper moves to "Final Disposition – Transfer" folder on sending site

Transferred Submissions - Sending Site

All Submissions with Final Disposition Transfer - Sally Editor, PhD

Contents: All Submissions for which a final disposition of "Transfer" has been set.

Page: 1 of 2 (104 total submissions)   1 2 >> >| Display 100 ▼ results per page.

Action ⊟ ▲	Manuscript Number ▲▼	Article Type ▲▼	Section Category ▲▼	Article Title ▲▼	Author Name ▲▼	Transferred To ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor Name ▲▼	Final Disposition ▲▼	Editor Decision ▲▼
View Submission Duplicate Submission Check (85%) Details ▱ History File Inventory Similar Articles in MEDLINE Send E-mail Resend Transfer	SALLYDEV141-D-17-00022	Original Study		Editor Sets the Final Disposition to "Transfer"	Buzz Lightyear Aldrin, PhD	TONYDEV141 - Tony's 14.1 TW Site	Dec 18 2017 3:03PM	Dec 18 2017 3:06PM	Submission Transferred		Transfer	
View Submission Duplicate Submission Check (100%) Details ▱ History File Inventory View Reviews and Comments Similar Articles in MEDLINE Send E-mail	SALLYDEV141-D-17-00021	Original Study		Reject & Transfer Workflow	Buzz Lightyear Aldrin, PhD	TONYDEV141 - Tony's 14.1 TW Site	Dec 18 2017 10:44AM	Dec 18 2017 3:32PM	Submission Transferred	Sally Editor, PhD	Transfer	Reject and Transfer

- "Transferred To" site is displayed on grid in "Final Disposition – Transfer" folder
- "Reject and Transfer" submissions have a link to the Decision Letter

Transferred Submission – Sending Site

Details for Manuscript Number: SALLYDEV141-D-17-00021 "Reject & Transfer Workflow"

[Cancel] [Save] [Save and Close]

Abstract   Manuscript Notes   Editors   Reviewers   Alternate Reviewers   Reviewers Proposed by Editors   Additional Information   Production
                                                          Notes

Full Title:	Reject & Transfer Workflow
Manuscript Number:	SALLYDEV141-D-17-00021
Corresponding Author:	Buzz Lightyear Aldrin, Massachusetts Institute of Technology Cambridge, MA UNITED STATES [Proxy]
Corresponding Author E-Mail:	subnoske@ariessys.com
Transfer Information	
Transfer Offer Expiration Date:	Jan 17 2018 11:59PM
Transferred to:	TONYDEV141 - Tony's 14.1 TW Site
Global MS ID:	EM_SALLYDEV141_2736 [Edit]
Other Authors:	Richard Feynman, PhD, Caltech| California Institute of Technology Author Status

Transferred Submission – Receiving EM Site

Transferred Submissions - Mary François Smith, PhD

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the Author to do so. After the PDF is built and approved, the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the "Transfer Complete" action link in this folder to move the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 1 (38 total submissions)   Display [100 ▼] results per page.

Action	Article Type	Section/ Category	Article Title	Author Name	Transferred From	Initial Date Submitted	Status Date	Current Status
Details History View Transferred Information View Transferred Decision Letter File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail	Original Study		Reject & Transfer	Ann Author	SALLYDEV140 - Sally's 14.0 Testweb Site	Dec 18 2017 5:46PM	Dec 18 2017 5:46PM	Transferred Submission Received

On receiving EM journal, submission moves to:
- Author's "Submissions Sent Back to Author" folder OR
- Editor's "Transferred Submissions" folder OR
- **New in EM 15.0,** automatically built system PDF moves to "New Submissions" or "New Submissions Requiring Assignment" folder

Transferred Submission – Receiving EM Site

Transferred Submissions - Mary François Smith, PhD

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the Author to do so. After the PDF is built and approved, the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the "Transfer Complete" action link in this folder to move the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 1 (38 total submissions)

Display 100 ▾ results per page.

▲▼	▬ Action ▲⚠		Author Name ▲▼	Transferred From ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
	Details ⚐ History View Transferred In View Transferred D File Inventory Edit Submission Send Back to Autho Remove Submission Send E-mail	sfer	Ann Author	SALLYDEV140 - Sally's 14.0 Testweb Site	Dec 18 2017 5:46PM	Dec 18 2017 5:46PM	Transferred Submission Received

Details ⚐
History
View Transferred Information
View Transferred Decision Letter
File Inventory
Edit Submission
Send Back to Author
Remove Submission
Send E-mail

Receiving Site – *Transferred Information* page

- Corresponding Author information
- Information about each version of the submission:
  - View Transferred Submission
  - View Transferred Decision Letter
- Transferred reviews (with Reviewer's consent):
  - Reviewer's identity
  - Recommendation term
  - Overall Reviewer manuscript rating
  - Review dates
  - Transfer authorization questions and responses
  - Reviewer comments to Author
 - Reviewer comments to Editor

Receiving Site – *Transferred Information* page

- *Transferred Information* page displays information about each revision and each review
- Reviewers have choice to transfer their reviews and/or their identifying information

What is Transferred EM-to-non-EM?

- In 15.0, one method available – External Transfer

  o All files for all versions of the submission

  o An XML file that contains submission metadata for all versions of the submission including reviews (if the Reviewer agreed)

  o The receiving site must import the submission

- In 15.1, two methods available –

  o External Transfer (existing)

  o ***NEW* - MECA Transfer**

MECA Transfer

Metadata

Files

Destination
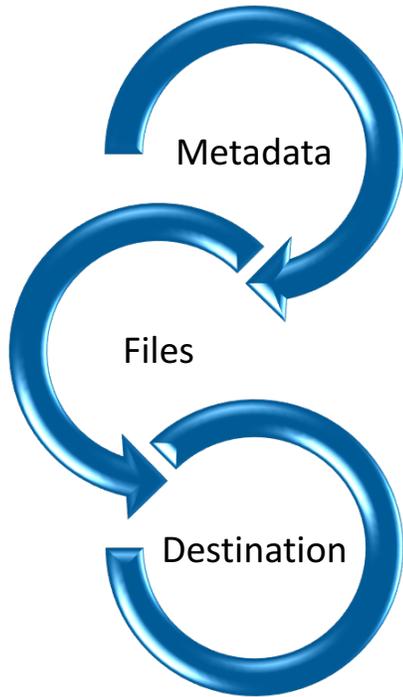
- A consortium of vendors and publishers have proposed:
- A common approach
  - o Not a central service, not a database
  - o Recommended best practices
  - o Non-proprietary, CC-BY
- Hope for wide adoption
  - o NISO working group

MECA transfer – what is it?

- Zip File sent by FTP/SFTP:
  - **Manifest.xml** (new DTD for file manifest)
  - **Transfer.xml** (new DTD for source/destination, contact, and security information)
  - **Article.xml** (JATS-compliant) – highest revision of the submission
  - **PeerReview.xml** (optional - JATS-like) – reviews for multiple revisions
  - **Source files** (for the highest revision of the submission)
  - **Reviewer Attachments** (for all revisions of the submission)
- The receiving site must import the submission.

MECA Submission Production Task Export

- MECA zip "package" also available as a Submission Production Task Export using FTP/SFTP.

- The receiving vendor must be able to parse/import the MECA package.

Configuration

AdminManager | PolicyManager | RoleManager | ActionManager

AdminManager

AdminManager Main Menu

Set Live Journal Flag
Manage Publication Groups
Configure Enterprise Analytics Reporting Menus
Set Default Target FTP Site for Extract of Conference Submissions
Share People
Configure Shared Letters Management
Configure Cross-Publication Submission Transfer
View File Transfer Statistics
Configure Restricted System Administration Access Rights
Configure Manuscript Service Providers for Ingest Service

- Click "System Administrator Functions" link on the Editor Main Menu
- Select AdminManager
- Then click "Configure Cross-Publication Submission Transfer"

Configure Cross-Publication Submission Transfer

Configure Cross-Publication Submission Transfer

Cancel   Submit

Confirming submission transfer relationships is the responsibility of the publications involved.

Please select the box(es) below to enable the transfer of submissions to or from other Editorial Manager sites. You may also designate non-Editorial Manager publications as target sites for submissions transferred from your site. Please enter e-mail addresses to receive notification when a transferred submission is received or in the case of a transfer error.

- You may add other Editorial Manager publications that are not in a People Sharing Group, in the "Other Editorial Manager Publications" section. Please enter a publication's Editorial Manager acronym and click the "Add" button. Any publication to which you would like to transfer submissions must confirm this relationship by entering your publication's acronym on its site.
- You may also configure non-Editorial Manager publications as recipients of transferred submissions in the "Target Non-Editorial Manager" section.

Please click on the "Submit" button to save your changes.

Publications are responsible for confirming the transfer relationships!

Configure Automatic Settings

Configure Automatic Settings for Transferred Submissions

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

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

New Submissions transferred-in from another publication are:

☑ Automatically sent back to the Author from:

Editor Role: [Managing Editor ▼] Editor: [Dr. Ed J Editor, MD ▼]

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

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

Publications can configure automatic **Send Back to Author** and **Transfer Complete.**

Configure Transfer Time Limit

Configure Transfer Time Limit

If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time limit during which the Author can agree or decline to transfer a submission to one of the target sites configured below. If the deadline passes and the Author has not agreed to transfer, Final Disposition will be set automatically to "Reject", and the submission will not be transferred. You may enter a number between 1 and 90 in the box below.

Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within [30] days.

- A **transfer time limit** can be configured for "Reject and Transfer" workflow
- If Author does not agree to transfer the submission within this time limit, Final Disposition is automatically set to "Reject"

Configure Cross-Publication Submission Transfer

Configure Transfer Target Publications

☑ Enable cross-publication submission transfer for EM publications in a People Sharing Group

☑ Enable cross-publication submission transfer for Editorial Manager publications not in a People Sharing Group

Other Editorial Manager Publications:

Publication	Current Status	
DEMO131	Confirmed	Remove

Other Editorial Manager Publication [_____] (enter publication code)

Add

Publications can enable transfer between sites in a People Sharing Group or any EM site.

Both sites must confirm the relationship!

Configure Cross-Publication Submission Transfer

☑ Enable cross-publication submission transfer to non-Editorial Manager publications

Non-Editorial Manager Publications

Publication	Publication Website		
Aries Target One	http://www.edmgr.com	Edit	Remove
Aries Target Two	http://www.edmgr.com	Edit	Remove

Add

- Click Add button to add a non-EM transfer target site
- Click Edit link to edit information about an existing external site

Configure Cross-Publication Submission Transfer

Edit Publication for FTP Transfer

Cancel   Submit

Insert Special Character

Publication Name:	Outside Journal
Publication URL:	http://www.edmgr.com
Transfer Method:	ExternalTransfer
Secure FTP Server address (e.g. sftp://ftp.ariessys.com):	sftp://ftp.ariessys.net
FTP Username:	Username
FTP Password:	•••••••
Subdirectory:	Caroline

ExternalTransfer
None
ExternalTransfer
Profile for MECA Submission Transfer Service

Cancel   Submit

Configure Transfer Target Selection and Email Addresses for Success / Failure Notifications

Restrict Transfer Target Publication(s)

When Authors are notified of a decision in the "Reject and Transfer" Decision Family, they are given the opportunity to agree or decline to transfer their submission to another publication.You may allow the notifying Editor to restrict the list of transfer targets presented to the Author.

☑ Allow the Editor to suggest the transfer target publication(s)

☑ Editors may suggest up to [3] publication(s)

Configure E-mail Addresses for Notification

Transferred submission received:

subnoske@ariessys.com

If entering more than one e-mail address, use a semicolon between each address.

Submission returned to publication via ingest:

subnoske@ariessys.com

If entering more than one e-mail address, use a semicolon between each address.

Revision received via ingest:

subnoske@ariessys.com

If entering more than one e-mail address, use a semicolon between each address.

Error during outbound transfer:

subnoske@ariessys.com

If entering more than one e-mail address, use a semicolon between each address.

PolicyManager – Edit Editor Decision Terms

Editor Decision Terms

Listed below are the terms used for Editor Decisions. You may Add new terms, Remove, Edit or Hide existing terms. Note that the New Document Status will not take effect until the Author is notified of the Editor Decision. After this, Editors, Publishers and Reviewers with permission to view the current Status will see the New Document Status term; Authors will see the Alternative Text for Authors where one exists, otherwise they will also see the New Document Status Term.

Cancel   Add New Term

Update Order

Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family		
1	Accept	Editor Decision - Accept	None	Accept		Accept	Remove	Edit
2	Revise	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	Remove	Edit
3	Reject	Editor Decision - Reject	Reviewer Notification of Reject Decision	Reject		Reject	Remove	Edit
4	Revise, No Review	Editor Decision - Revise	None	Revise		Revise	Remove	Edit
5	Reject and Transfer	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit
6	Reject and Transfer to Journal A	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit
7	Reject and Offer Transfer to 3 Journals	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit

Update Order

Cancel   Add New Term

Notifying Author of Editor Decision in "Reject and Transfer" Decision Family allows Authors to select a transfer target site.

Edit Letters – Merge Codes

- **Editor Decision – Reject and Transfer**
  - %TRANSFER_TARGETS%
  - %TRANSFER_OFFER_EXPIRATION_DATE%
  - %AGREE_TO_TRANSFER%
  - %DECLINE_TO_TRANSFER%

- **Transfer Letter**
  - %DECISION_LETTER%

- **Editor Notices**
  - %ACTUAL_TRANSFER_PUBLICATION_TITLE%

- **Author Notice Submission Transferred**
  - %ACTUAL_TRANSFER_PUBLICATION_TITLE%

- **Automated Transfer Reminder Report**
  - %AUTHOR_TRANSFER_REMIND_DATE%

Configure Custom Metadata IDs – Article Type

Edit Article Type

Cancel   Submit

Article Type: Original Study

Maximum Article Type name is 75 characters.

Warning: changing the Article Type name will apply the name change to all submissions of this type, including manuscripts/submissions.

Family: Regular   **Editor Use Only:** ☐

☐ **Hide**   When you **Hide** an Article Type, the Article Type will be deactivated (not available for new manuscripts).

Custom Metadata ID: ℹ️

All_Original_Research

Select Custom Metadata ID

Configure Custom Metadata IDs – Submission Item

Edit Submission Item Type

Insert Special Character

Item Type: Manuscript

Maximum 256 characters

Item Type Family: Document

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

Reviewer PDF Handling   Build Item and Hyperlink to the Item into the PDF

Author/Editor PDF Handling   Build Item and Hyperlink to the Item into the PDF

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) :   Hidden

☐ 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:

Manuscript_file

None

Manuscript_file

Configure Custom Metadata IDs – Custom Questions

Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel | Save and Close | Save and Add Another Question

Insert Special Characters

⊟ **Initial Question**

Question text:
Do you have color figures?

Integration Options ⓘ

☐ Include in Editorial Transmittal
☐ Include in Production Task Transmittal
☐ Transmit as Author Note/Footnote
☑ Include in Publication Charges Metadata *(Please enter a Custom Metadata ID below)*

Custom Metadata ID: ⓘ

Have_Color_Figures

Select Custom Metadata ID

RoleManager – Editor Roles

Edit Role Definition

Role Name:* [Managing Editor]
Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple ro you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple clicking.

Expand All   Collapse All

New Submissions
- ☑ Receive New Submissions in 'New Submissions Requiring Assignment' Folder
  - ☑ Perform Technical Check (submission received in 'New Submissions' Fold
- ☑ Receive New Transferred Submissions in 'Transferred Submissions' Folder
- ☑ Submit Manuscript as an Editor
  - ☐ Restrict to 'Editor/Publisher Use Only' Article Types
  - ☑ Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use

Editor Decisions
- ☑ Make a Decision

- Send Any Notification Letter OR
- "Draft and Send" permission for Reject and Transfer Decision Terms

Reject
Revise, No Review

- ☑ Notify Author after making a Decision
  - ● Draft Notification Letter for any decision
    - ☑ Send Any Notification Letter
  - ○ Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	●	○	○
Revise	●	○	○
Reject	●	○	○
Revise, No Review	●	○	○
Reject and Transfer	●	○	○
Reject and Transfer to Journal A	●	○	○
Reject and Offer Transfer to 3 Journals	●	○	○

- Receive New Transferred Submissions in "Transferred Submissions Folder"

ActionManager – Author Letters

Editor Decision and Final Disposition

Event	Author Letters
Editor Decision	NONE
Rescind Decision	Author Notice Decision Rescinded
Publication Charges Payment Requested	APC - Payment Due
Publication Charges Payment Complete	APC Complete - Author
Final Disposition - Accept on Submission	Editor Decision - Accept
Final Disposition - Accept	NONE
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	NONE
Author Declines to Transfer Submission	NONE
Final Disposition - Transfer	Author Notice Submission Transferred

- The Decision Letter is associated with the Decision Term
- But publications may also configure **Author** letters for other Transfer events, e.g. "Final Disposition – Transfer"

ActionManager – Editor Letters

Editor Decision and Final Disposition

Event	Managing Editor Letters
Editor Decision	Journal Office Notice Editor Decision Notification
Rescind Decision	NONE
Publication Charges Payment Requested	Journal Office Notice APC Requested
Publication Charges Payment Complete	Journal Office Notice APC is Complete
Final Disposition - Accept on Submission	NONE
Final Disposition - Accept	Editor Notice Submission Transferred
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	Editor Notice - Author Agrees to Transfer
Author Declines to Transfer Submission	Editor Notice - Author Declines to Transfer
Final Disposition - Transfer	Editor Notice Submission Transferred

- Publications may configure **Editor** Letters for Transfer events, e.g. "Author Agrees to Transfer Submission"

Don't forget the Videos! (www.ariessys.com)