

# Welcome to EEMUG 2018

em

cm

pm

# Preparing for 14.1

**Jennifer Fleet**

Director of Strategic Client Solutions

[jfleet@ariessys.com](mailto:jfleet@ariessys.com)

# Agenda

- Walk through the new Author Submission Interface
  - Original Submissions
  - Revision
- Review areas that will require updating
- Review roll out process
- Discuss documentation

# Author Submission: Select Article Type



Article Type Selection      Attach Files      Manuscript Data

*Choose the Article Type of your submission from the drop-down menu.*

Select Article Type

None ▾

Proceed →


# Upload Manuscript File

Progress bar with steps: Article Type Selection (checked), Attach Files (current), General Information, Review Preferences, Additional Information, Comments, Manuscript Data.

**A Manuscript is requested.**

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

[Insert Special Character](#)

OR  Drag & Drop Files Here


# Upload the Other Submission Files

Progress bar showing steps: Article Type Selection (completed), Attach Files (current), General Information, Review Preferences, Additional Information, Comments, Manuscript Data.

Please provide any additional items.

Select Item Type: Manuscript  
Description: Manuscript  
Manuscript Word Count:   
Delivery Method:  Online Web System  Offline

[Insert Special Character](#)

OR  Drag & Drop Files Here

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Manuscript	Manuscript	ManuscriptPlants.docx	159.3 KB	Dec 28, 2017	<a href="#">Edit Data</a> <a href="#">Download</a>	<input type="checkbox"/>

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

# Enter General Information

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

Groups multiple steps together

Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

Choose Region

Next

Section/Category

Keywords

Classifications

Back Proceed

# Expanded

Select the Region of Origin related to your submission from the drop-down menu below.

UNITED STATES

---

**Section/Category**

Select the Section or Category related to your manuscript from the drop-down menu below.

Basic Science Section

---

**Keywords**

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords Keyword Count:3

key; words; here

---

**Classifications**

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Select up to 3 Classification(s)  
(None Selected)



# Classification Selection

### Select Submission Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. [\(less...\)](#)

---

Search:

[Matching terms display in red text]

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

<input type="checkbox"/>	10: <b>Biology</b>
<input type="checkbox"/>	20: <b>Physics</b>
<input type="checkbox"/>	30: <b>Chemistry</b>

**Selected Classifications:** Select up to 3 Classification(s)

--

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

# Author Questionnaire

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

*Please respond to the presented questions/statements.*

[Insert Special Character](#)

**Questionnaire**

Please confirm you have approval from all Co-authors to submit this manuscript?

Answer Required:  Please select a response.

Please enter the **Word Count** of your manuscript

Answer Required:

If you have submitted this manuscript to another publication please give details below

Character Count: 0

Limit 20000 characters

Please enter the date you submitted the paper to another publication.

Please confirm you have approval from all Co-authors to submit this manuscript?

# New Instructions Indicator

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

Insert Special Character

Enter Comments

Back Proceed

# Populated Data

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

[Insert Special Character](#)

**Title**

**Full Title (required)**  
Limit 300 characters Character Count: 91

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

**Secondary Full Title**

**Short Title**  
Limit 20 words

[Next](#)

[Abstract](#)

[Authors](#)

[Back](#) [Save & Submit Later](#) [Build PDF for Approval](#)

**New Plants from the Lower Devonian Pingyipu Group,  
Jiangyou County, Sichuan Province, China**

**Dianne Edwards<sup>1\*2</sup>, Bao-Yin Geng,<sup>1</sup> Cheng-Sen Li<sup>1</sup>**

<sup>1</sup> State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany,  
Chinese Academy of Sciences, Beijing, China

<sup>2</sup> School of Earth and Ocean Sciences, Cardiff University, Cardiff, UK

[\*author for correspondence]

[Short heading; New Lower Devonian plants from Sichuan, China]

**Abstract**

Descriptions of Lower Devonian plants from Yunnan, South China, have  
revolutionized concepts of diversity and disparity in tracheophytes soon after

# Requirements Enforced

**Abstract**

**Abstract** (required) ✓  
Limit 100 words

**Word Count: 298**

Descriptions of Lower Devonian plants from Yunnan, South China, have revolutionized concepts of diversity and disparity in tracheophytes soon after they became established on land. Sichuan assemblages have received little attention since their discovery almost 25 years ago and require revision. With this objective, fieldwork involving detailed logging and collection of fossils was undertaken in the Longmanshan Mountain Region, Jiangyou County and yielded the two new taxa described here. They are preserved as coalified compressions and impressions that allowed morphological but not anatomical analyses. Yanmenia (*Zosterophyllum*) longa comb nov is based on numerous rarely branching shoots with enations resembling lycophte microphylls, without evidence for vasculature. The presence of sporangia is equivocal making assignation to the Lycopsida conjectural. The

Next

**Authors**

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

**Some required information is missing.**

**Current Author List** + Add Another Author

⋮	✎	<b>Jennifer Fleet, MBA</b> [Corresponding Author] [First Author] [You]	
⋮	✎	<b>Dianne Edwards</b> <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	⚠
⋮	✎	<b>Bao-Yin Geng</b> <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	⚠
⋮	✎	<b>Cheng-Sen Li</b> <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	⚠

+ Add Another Author

# Complete the Details

**Abstract** (required) ✓  
Limit 100 words

Word Count: 298

Descriptions of Lower Devonian plants from Yunnan, South China, have revolutionized concepts of diversity and disparity in tracheophytes soon after they became established on land. Sichuan assemblages have received little attention since their discovery almost 25 years ago and require revision. With this objective, fieldwork involving detailed logging and collection of fossils was undertaken in the Longmanshan Mountain Region, Jiangyou County and yielded the two new taxa described here. They are preserved as coalified compressions and impressions that allowed morphological but not anatomical analyses. Yanmenia (*Zosterophyllum*) longa comb nov is bas... without evidence for

↓ Next

**Authors**

You may reorder the authors by dragging

Some required information is missing

**Current Author List**

✎	Jennifer Fleet, MBA [C]
✎	Dianne Edwards State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China
✎	Bao-Yin Geng State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China
✎	Cheng-Sen Li State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

+ Add Another Author

**Edit Author Details**

Dianne Edwards

Insert Special Characters

**Given/First Name\*** Dianne

Middle Name

**Family/Last Name\*** Edwards

Academic Degree(s)

Affiliation State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

**E-mail Address\***

ORCID Fetch

What is ORCID?

This is the corresponding author

← Back Save & Submit Later Build PDF for Approval →

# PDF Build

## Submissions Waiting for Approval by Author Jennifer Fleet, MBA

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
<a href="#">Action Links</a>	New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China	Dec 28, 2017	Dec 28, 2017	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

[<< Author Main Menu](#)

You should use the free Adobe Reader 10 or later for best PDF Viewing results.





# Revision Workflow

**New and Unusual Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China**

**Dianne Edwards<sup>1\*2</sup>, Bao-Yin Geng,<sup>1</sup> Cheng-Sen Li<sup>1</sup>, Holden Frost<sup>2</sup>,  
Lincoln Hawthorne<sup>2</sup>**

<sup>1</sup> State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

<sup>2\*</sup> School of Earth and Ocean Sciences, Cardiff University, Cardiff, UK

[\*author for correspondence]

[Short heading; New Lower Devonian plants from Sichuan, China]

**Abstract**

Descriptions of Lower Devonian plants from Yunnan, South China, have

# Select from Previous or Extracted Title



Article Type Selection



Attach Files



General Information



Review Preferences



Comments



Manuscript Data

*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

[Insert Special Character](#)

**- Title**

**Full Title (required)** ✓  
Limit 300 characters Character Count: 91

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

**Secondary Full Title**

**Short Title**  
Limit 20 words

**+ Abstract** ⚠

**+ Authors** ⚠

**New Full Title Found**

Editorial Manager has identified a new Submission Full Title value in your uploaded manuscript file. Please review the new and existing values below. Click the 'Use New Title' button to update the Full Title value or click the 'Use Existing Title' button to retain the previously entered value. You will be able to manually edit the selected value if necessary.

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

New and Unusual Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

# Configurations

# PolicyManager

## ☐ 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](#)

[Set Other Author Parameters](#)

[Configure Contributor Roles](#)

[Set Revision File Selection Option](#)

[Configure Duplicate Submission Check](#)

[Configure Technical Check](#)

[Configure Similarity Check](#)

[Configure checkCIF](#)

[Configure Bibliometric Intelligence](#)

[Configure Author Accept Checkbox](#)

# Select New Instructions Indicator

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
<b>Article Type Selection</b>  <a href="#">View Default Instructions</a>	Choose the Article Type of your submission from the drop-down menu.  <a href="#">Revert to Default Instructions</a>	Change the Article Type of your submission from the drop-down menu if necessary.  <a href="#">Revert to Default Instructions</a>
<b>Select Article Type</b>  <a href="#">View Default Instructions</a>	<input type="checkbox"/> Display using Information Icon <a href="#">Revert to Default Instructions</a>	<input type="checkbox"/> Display using Information Icon <a href="#">Revert to Default Instructions</a>
<b>Attach Primary Manuscript File</b>  <a href="#">View Default Instructions</a>	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.  <a href="#">Revert to Default Instructions</a>	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.  <a href="#">Revert to Default Instructions</a>

# Article Type: Select Primary Manuscript File

## Submission Item Parameters:

Primary Manuscript File:

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

**New  
Submission**

Manuscript



**Revised  
Submission**

Manuscript



# Roll Out of the New Interface

- Interface available in version 14.1
  - At upgrade the new interface is NOT enabled
  - Configurations are available
  - During the version 14.1 timeframe sites can have the new interface enabled at any time
    - Must contact your Account Coordinator
- Interface is standard in version 15.0



# Documentation

# New Author Submission Interface



## **Author Submission Interface**

A redesigned Author Submission Interface is available in Editorial Manager® (EM) Version 14.1. Authors can utilize the updated interface to quickly submit manuscripts to publications. Authors will use this interface for initial submission and submission of revisions. (Only Authors will see the new interface in EM 14.1. Editors will continue to use the existing submission interface when editing a submission or submitting as an Editor.)

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

In addition, Editorial Manager can pull data directly from a manuscript file during the upload process to automatically populate specific submission data fields. These fields

# Frequently Asked Questions



## Editorial Manager® Author Submission Interface Frequently Asked Questions

1. *Q. What do publication offices need to do to prepare for the changes to the Author Submission Interface?*

A. Publications staff should review and revise the custom instructions for Author submissions in PolicyManager. They should also review their Author instructions to ensure they are consistent with the new interface.
2. *Q. When will the improved Author submission interface be available?*

A: The new feature will be rolled out as an option in Release 14.1, scheduled for early 2018. It will replace the existing Author submission interface entirely in Release 15.0, schedu

# FAQ Highlights

*Q. Will Editors be able to use the new submission interface?*

A. Through Release 15.0, only Authors will have access to the new interface. Enabling it for Editor submissions is planned for a future release.

*Q. Why aren't keywords extracted from the Author manuscript?*

A. For the first release, the set of metadata extracted was limited to items that most manuscripts have. Since a fair number of journals do not accept or publish keywords, that function was deferred to a later release.

*Q. How can I handle a double-blind review process with the new extraction feature?*

A. Publishers that already require a cover page or title page that includes the Author names and affiliations separate from the manuscript file should request Authors to include all the article metadata to be extracted in those cover page/title page files. The publication office can configure those files with complete metadata as the required "Primary Manuscript File" that is run through the extraction process instead of the file that includes the manuscript text. This process increases the likelihood that those fields automatically populate.

# Manuscript Preparation Best Practices



## **Best Practices for Preparing Submission Files for LiXuid Manuscript Extraction**

---

Although the LiXuid author submission interface does not require conformance to any specific style of manuscript preparation for the automatic extraction of data in Editorial Manager®, the following tips should yield higher-quality results.

1. The file that is designated as the Primary Manuscript File must contain the data to be extracted. This is the case even if the text of the submission is in a separate file (see #13 below)
2. The auto-extraction tool will only work on Microsoft Word--readable files (.doc and .docx).

# Questions?

Jennifer Fleet

Director of Strategic Client Solutions

[jfleet@ariessys.com](mailto:jfleet@ariessys.com)

OR contact your Account Coordinator