Welcome to
EEMUG 2017

13th Annual European **Editorial Manager**® User Group Meeting

Aries systems

Author Best Practices

Kate Horgan
12 January 2017

13th Annual European
em Editorial Manager®
User Group Meeting

Aries systems

Agenda

o Article Type restrictions from new to revised submission

o Additional Information and Co-Author Confirmation/Questionnaires

o Customizable Instructional Text

o File format requirements

o Alternate Status Text to Authors

o Rich Text Letters

o Custom Merge Fields

o Author Reminders

Article Type Restrictions

Article Type Restrictions

o New and revised submissions in Editorial Manager may be configured to capture different levels of detail as a submission moves through the revision process

   o New Submission

      • Title

      • Abstract

      • Classifications

      • Files

   o Revised Submission

      • Additional Information

      • Funding Information

Article Type Restrictions

Article Type Restrictions

Article Type Restrictions

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

o The Additional Information Step may be configured to capture a wide range of publisher specific questions directed to the corresponding author

  o Conflict of Interest

  o Copyright Transfer

  o Ethics Statements

  o Figure and word counts

o All or a subset of these questions can be sent to any listed co-authors as part of an Author Questionnaire

o Can be asked at New Submission or First Revision

Additional Information

Please Enter the Following

Please respond to the questions/statements below.

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

Please enter **all** conflicts of interest in the space provided. *This information may be made available to reviewers at the discretion of the editors.*

Character Count: 0

Limit
20000
characters

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...)?

Please select a response ▼

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 study or othe
Fees for participation in review activities such as ⌄

Select All   Clear All

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

Character Count: 27

Grant from Gates Foundation

Limit
20000
characters

Additional Information

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	Kate M Horgan	khorgan@ariessc.com	0000-0002-1804-3311 🟢	MD	Boston University	View Author Details View Questionnaire Responses

Other Author Status

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

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

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

o Manuscript Submission Instructional Text can vary for New and Revised Submissions

o Editorial Manager does provide default instructional text, however, the focus is more towards the technical of how a field works

o Publishers can add or amend these technical instructions to align clearly with the larger Instructions for Author document

o Fields can support basic HTML so links to relevant sections of the Instructions for Authors may be included

Customizable Instructional Text

Customizable Instructional Text

New Submission

✓ **Select Article Type**

➡ **Enter Title**

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your submission. You cannot enter a submission without a title.

Please note that the maximum word limit for all titles is **20 words**.

Full Title *(Limit 20 words)*

Previous   Next

Customizable Instructional Text

Customizable Instructional Text

Customizable Instructional Text

Please Enter Abstract

Submitting an Abstract is Required for Submission.

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:

Customizable Instructional Text

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

Select Author's Reviewer Preferences

Set Request Editor or Assign Editor Display Options

Edit Manuscript Geographic Region of Origin

Edit 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

Customizable Instructional Text

Enter Article Title	Enter the title of your submission. You cannot enter a submission without a title. Please note that the maximum word limit for all titles is 20 words.	Revise the title of your submission if necessary. You cannot enter a submission without a title.
View Default Instructions	Revert to Default Instructions	Revert to Default Instructions

Customizable Instructional Text

Enter Article Title

Enter the title of your submission. You cannot enter a submission without a title.

Please note that the maximum word limit for all titles is 20 words.

Revise the title of your submission if necessary. You cannot enter a submission without a title.

View Default Instructions

Revert to Default Instructions

Revert to Default Instructions

Customizable Instructional Text

Enter Article Title

Enter the title of your submission. You cannot enter a submission without a title.

Please note that the maximum word limit for all titles is 20 words.

Revise the title of your submission if necessary. You cannot enter a submission without a title.

View Default Instructions

Revert to Default Instructions

Revert to Default Instructions

File Format Requirements

File Format Requirements

o The ability to restrict file formats is a newer piece of functionality

o Publishers may choose at restrict at either New or Revised Submission

o The options are exclusive (which of list do you NOT allow) and inclusive (which of list DO you allow)

o These are submission item specific:

   o 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	Revised Submission
⦿ Allow all file types	⦿ Allow all file types
◯ Exclusive: Allow all file types on the list except the ones selected.	◯ 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)	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	◯ 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)	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:

- 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:

- 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

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

o Editorial Status text may be configured to display for Authors to allow better access into how their submission is progressing through peer-review

o Not all terms are appropriate for Authors to see

  o Required Reviews Complete

o Alternate Text may be displayed to better signal to Authors the status of their submission and expectations for turnaround time

  o 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 ▲▼
View Submission Correspondence Send E-mail	DEMOKH131-D-17-00001R1	EEMUG 2017 Submission	01/06/2017	01/06/2017	Revised Manuscript Submitted
View Submission Correspondence Send E-mail	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

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

Alternate Status Text

Alternate Status Text

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

Rich Text Letters

Rich Text Letters

o Rich text letters rely on a "What you see is what you get" editing tool that allows the publisher to highly customize letter content.

o Unlike plain text letters, Rich Text letters may contain links, formatting changes such as bold lettering, and graphics

o These Rich Text formatting options can be used to highlight expectations as well as link out to ancillary content or additional resources

o 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

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

Styles | Format | Font | Size | A▾ | A▾

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

Cancel   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	○	Edit	⦿	Edit	Remove | Hide

Rich Text Letters

Edit 'General' Letter

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

Cancel   Preview Letter   Save

Custom
Instructions

View Default Instructions   Revert to Default Instructions

Letter Purpose: Author Submits New Manuscript Confirmation

Subject: Submission Confirmation for %ARTICLE_TITLE%

Letter Family: General ▼

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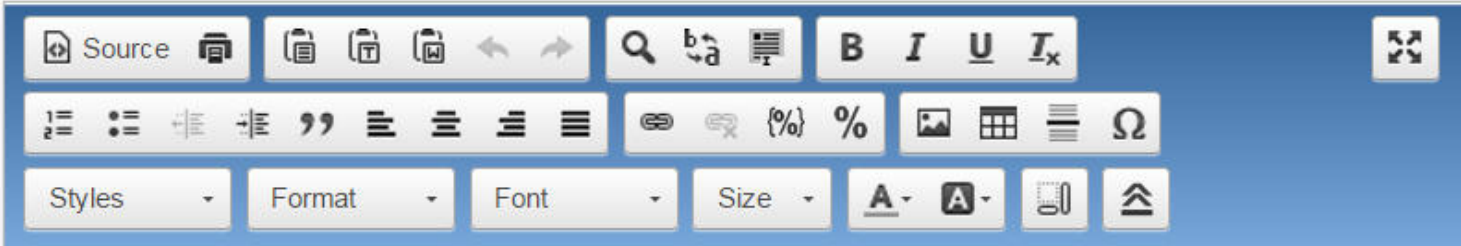
- Recipients of a cc: copy will be revealed to and able to see the sender, the primary recipient(s) and any cc: recipients
- Recipients of a bcc: copy will not be revealed to any other recipients, but will be revealed to the sender and able to see the sender, the primary recipient(s) and any cc: recipients

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

o A merge field is text string that may be inserted into a letter that pulls specific content into the letter body prior to sending

o System merge fields include:

  o %TITLE% - Recipient's Title

  o %ARTICLE_TITLE% - title of the content submitted to EM

o Custom merge fields may be created to supplement the standard list of system merge fields

o These can be used to assist with standardizing requests to Authors

  o Request for Figures in manuscript can be included as a merge field in Technical Check letter

Custom Merge Fields

Custom Merge Fields

Custom Merge Fields

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%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_COPYRIGHTTEXT2015%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_COPYRIGHTTEXT%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_FIGURES%	View Content Edit Definition Edit Letter Templates Copy Remove

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

o Author reminders may be sent at several points throughout the workflow

o Reports may be generated manually at any time or scheduled to run on an automated schedule

o Automated reports are sent on a nightly basis

o Author reminders can be set up for invited content as well as revisions for the corresponding author

o 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

Reminder Type:	⦿ **Outstanding Revisions:** Send an automated reminder e-mail to Authors who were asked to revise their submission exactly [10] days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder.
	◯ **Reminder Before Revision Due Date:** Send an automated reminder e-mail for revisions that are exactly [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.
	◯ **Reminder Past Revision Due Date:** Send an automated reminder e-mail for revisions that are exactly [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.
First Assigned Editor:	(All Editors) ▼
Editor Who Made First Decision:	(All Editors) ▼

Author Reminders

Author Reminders

Author Reminders

Questions?