

Welcome to EEMUG 2017

13th Annual  European
Editorial Manager[®]
User Group Meeting



Boot Camp

Betsy Hopkins
12 January 2017

13th Annual  European
Editorial Manager®
User Group Meeting



Boot Camp Agenda

- How is EM Structured
- Getting Information Into EM
- User registration
 - Self register
 - Proxy register
- Managing people records
- The author submission process
- Submission processing
- Inviting Reviewers
- Completing a review – the Reviewer form
- View reviews and comments
- Editor decisions and the decision letter
- Letters
- Reporting



You are here!

How is EM Structured



EM is made up of 4 role families

- The author role is the default role. Everyone is an author!
- Users can have one role from each family
- Each role is assigned a set of permissions that determine what a user can see and do

Getting Information Into EM

PEOPLE

- Import
- Self registration
- Proxy registration

SUBMISSIONS

- Author submission
 - Unsolicited
 - Invited
- Transferred submissions
 - Between EM sites
 - From non-EM sites into EM
- EM Ingest
 - Author submission via third party Manuscript Service Providers



Register New User



Let's Do it!

Self Registration

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please Enter the Following

[Insert Special Character](#)

Given/First Name*

Family/Last Name*

E-mail Address*

ORCID

[Fetch/Register ORCID](#)

[What is ORCID?](#)

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Cancel

[Forgot Your Login Details?](#)

[Continue >>](#)

Self Registration

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information		Insert Special Character
Title *	<input type="text"/>	(Mr., Mrs., Dr., etc.)
Given/First Name *	<input type="text" value="Dianne"/>	
Secondary Given/First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Family/Last Name *	<input type="text" value="Gullo"/>	
Secondary Family/Last Name	<input type="text"/>	
Degree *	<input type="text"/>	(Ph.D., M.D., etc.)
Secondary Degree	<input type="text"/>	
Preferred Name	<input type="text"/>	(nickname)
Primary Phone	<input type="text"/>	(including country code)
Secondary Phone	<input type="text"/>	(including country code)
Secondary Phone is for	Mobile <input checked="" type="radio"/> Beeper <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>	
Fax Number	<input type="text"/>	(including country code)
E-mail Address *	<input type="text" value="dgullo@ariessys.com"/>	

You can determine which fields will be required or optional.

Institution Name Normalization

Institution Related Information		Insert Special Character
Position	<input type="text"/>	
Secondary Position	<input type="text"/>	
Institution	Americ (max 300 characters)	
Department	American Automobile Association Inc	
Secondary Institution	American Academy of Family Physicians	
Secondary Department	American Academy of Pediatrics	
Street Address	American Association for the Advancement of Science	
	American Association of Physics Teachers	
	American Astronomical Society	
	American Cancer Society	
City	American College of Cardiology	
State or Province	American Congress of Obstetricians and Gynecologists	
Secondary Street Address	American College of Physicians	
	<input type="text"/>	

Aries has partnered with Ringgold and is using their curated database of institutions. This is another way to keep your data clean!

Self Registration

Confirm Registration

Please confirm the following very important information:

Given/First Name:	Dianne
Family/Last Name:	Doe
Username:	deg
E-mail Address:	d@trash.com
Country:	ALGERIA

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

[<< Previous Page](#) [Continue >>](#)

New registrants will be sent an email that contains their new user name and password.

Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

[Go to Login Page](#)

Proxy Registration

Administrative Functions

- System Administrator Functions
- Register New User
- Reports
- Send Reminder Letters
- Send Batch E-mail

Editors with permission can proxy register users from:

Editor Main Menu

Register and invite new reviewer

Register and invite new author

Search people

Results page of search people

Proxy Register New User

You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information:

[Insert Special Character](#)

E-mail Address
If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Required Information

Personal Information

Given/First Name *

Family/Last Name *

Preferred Method of Contact * E-mail Fax Postal Mail Telephone

Title * (Mr., Mrs., Dr., etc.)

Institution Related Information

Country * Please choose a country

Address is for (Work, Home, Other) * Work Home Other

User Information

Enter More Contact Information

Managing People Records

Keeping your data clean!



Let's Do it!

User Records

Search People - Search Results

Choose the criterion for selecting People Records.

[Help with Searching](#)

[Insert Special Character](#)

[Register New User](#)

Criterion	Selector	Value	User Role
Last Name ▼	Begins With ▼	lgullo	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Clear



Search

User Records

Clicking on a users name opens the complete user record

[Download Search Results](#)

Page: 1 of 1 (1 total People Matches)

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼
<input type="checkbox"/>	Dianne Gullo, PHD  	x		UNITED STATES

Inside a User Record

Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Dr. Dianne Gullo ▾

Proxy-Registered:
Aug 06, 2010
(Data Verified by User)

Last Modified:
May 24, 2016

Inactivate this User

Send Login Details

User Information

[Open Special Character Palette](#)

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name * ME

Password * ●●●●●●

Re-type Password * ●●●●●●

[Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role: Author ▾

Default Login Menu: Editorial Menu ▾

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role * None ▾


Publisher Role * None ▾

Editorial Role * Managing Editor ▾

Editor Description

Activity Details

Additional People Details



Inside of a user record is where you assign the user a reviewer or editor role

Users Activity Details

Current Editor Assignments

MS Number	Date Editor Assigned	Elapsed Days	Status	Action
demodg16 -46	Apr 12, 2016	31	With Editor	View Submission Details ▾ History
DEOMDG-81-21	Apr 25, 2016	18	With Editor	View Submission Details ▾ History 🚩 🚩 🚩 🚩 🚩 🚩 🚩 🚩 🚩 🚩

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating	Review Rating	Action
DEOMDG-81-1	Mar 15, 2012	Mar 15, 2012	Mar 15, 2012	-14	0	Reject	0	0	View Submission Details ▾ History 🚩
DEOMDG-81-10	Sep 12, 2011	Sep 12, 2011	Sep 13, 2011	-13	0	Accept	0	0	View Submission Details ▾ History
DEOMDG-81-13	Mar 15, 2012	Mar 15, 2012	Mar 15, 2012	-14	0	Accept	0	0	View Submission Details ▾ History

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
demodg15 -41	10/28	Oct 28, 2015	Completed Accept	Oct 28, 2015		Accept	View Submission Details ▾ History
demodg15 -42	Dmitri	Oct 28, 2015	Completed Accept	Oct 28, 2015		Accept	View Submission Details ▾ History

In addition to historical and statistical information a user record also contains current editor assignments, completed reviews and authored submissions.

Inactivating User Records

Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

bob becker ▾

Proxy-Registered:
Mar 22, 2011
(Data Verified by User)

Last Modified:
Feb 01, 2016

[Inactivate this User](#)

[Send Login Details](#)

User Information

[Open Special Character Palette](#)

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password * [Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *

Publisher Role *

Editorial Role *

Editor Description

[Activity Details](#)

[Additional People Details](#)

- An inactivated user cannot be reinstated
- The recorded actions and details of the inactivated user do not get removed from manuscript history or details, from Editor or Reviewer performance statistics or from any table or record that uses historical information

Configurations!

Merging Duplicate User Records

Page: 1 of 1 (2 total People Matches) Download Search Results Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input checked="" type="checkbox"/>	Bob T. Becker			UNITED STATES	[Author]	[Reviewer]		
<input checked="" type="checkbox"/>	bob becker, PhD	Port Orange		UNITED STATES	[Author]	[Reviewer]	[Editor]	

Page: 1 of 1 (2 total People Matches) Merge People Records Download Search Results

Merge Duplicate Users - Verify Data

Please verify that the two people records you have selected are the records you want to merge. Then choose which people record will be retained, by clicking 'Combine and Keep this Record' in the appropriate box.

<p><input type="button" value="Combine and Keep this Record"/></p> <p>bob becker, PhD (boob) University of Southern California Department of Pediatrics Port Orange, UNITED STATES diannegullo@hotmail.com</p> <p>Roles: Author, Reviewer, Editor User has History? Yes User has Current Assignments? Yes User has Shared their Searches? No People Record Last Update Date: 02/01/2016</p> <p>Personal Classifications: This user has no personal classifications</p> <p><input type="button" value="Combine and Keep this Record"/></p>	<p><input type="button" value="Combine and Keep this Record"/></p> <p>Bob T. Becker (BobBecker) Harvard Medicine UNITED STATES dgullo@ariessys.com</p> <p>Roles: Author, Reviewer User has History? No User has Current Assignments? No User has Shared their Searches? No People Record Last Update Date: 05/13/2016</p> <p>Personal Classifications: This user has no personal classifications</p> <p><input type="button" value="Combine and Keep this Record"/></p>
---	--

- Surviving record assumes user name, personal classifications and all contact information
- Old address is no longer available. The surviving address is now the address of record.
- All history and current assignments are copied to the surviving record



Questions about the Registration Process or Managing
People records?



KEEP
CALM
AND
SUBMIT
YOUR PAPER

Author Main Menu

Unsolicited

Author Main Menu

[Alternate Contact Information](#)
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

The #1 reason that submissions are returned to author is missing information in the title page. Don't let this happen to you! Please be sure to include:
* Corresponding author contact information
* Contributing author information

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(1\)](#)
- [Submissions Being Processed \(5\)](#)

Revisions

- [Submissions Needing Revision \(0\)](#)
- [Revisions Sent Back to Author \(0\)](#)
- [Incomplete Submissions Being Revised \(1\)](#)
- [Revisions Waiting for Author's Approval \(0\)](#)
- [Revisions Being Processed \(4\)](#)
- [Declined Revisions \(0\)](#)

Completed

- [Submissions with a Decision \(11\)](#)

Invited

Author Main Menu

[Alternate Contact Information](#)
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

The #1 reason that submissions are returned to author is missing information in the title page. Don't let this happen to you! Please be sure to include:
* Corresponding author contact information
* Contributing author information

Invited Submissions

- [My New Invitations \(1\)](#)

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(5\)](#)

Revisions

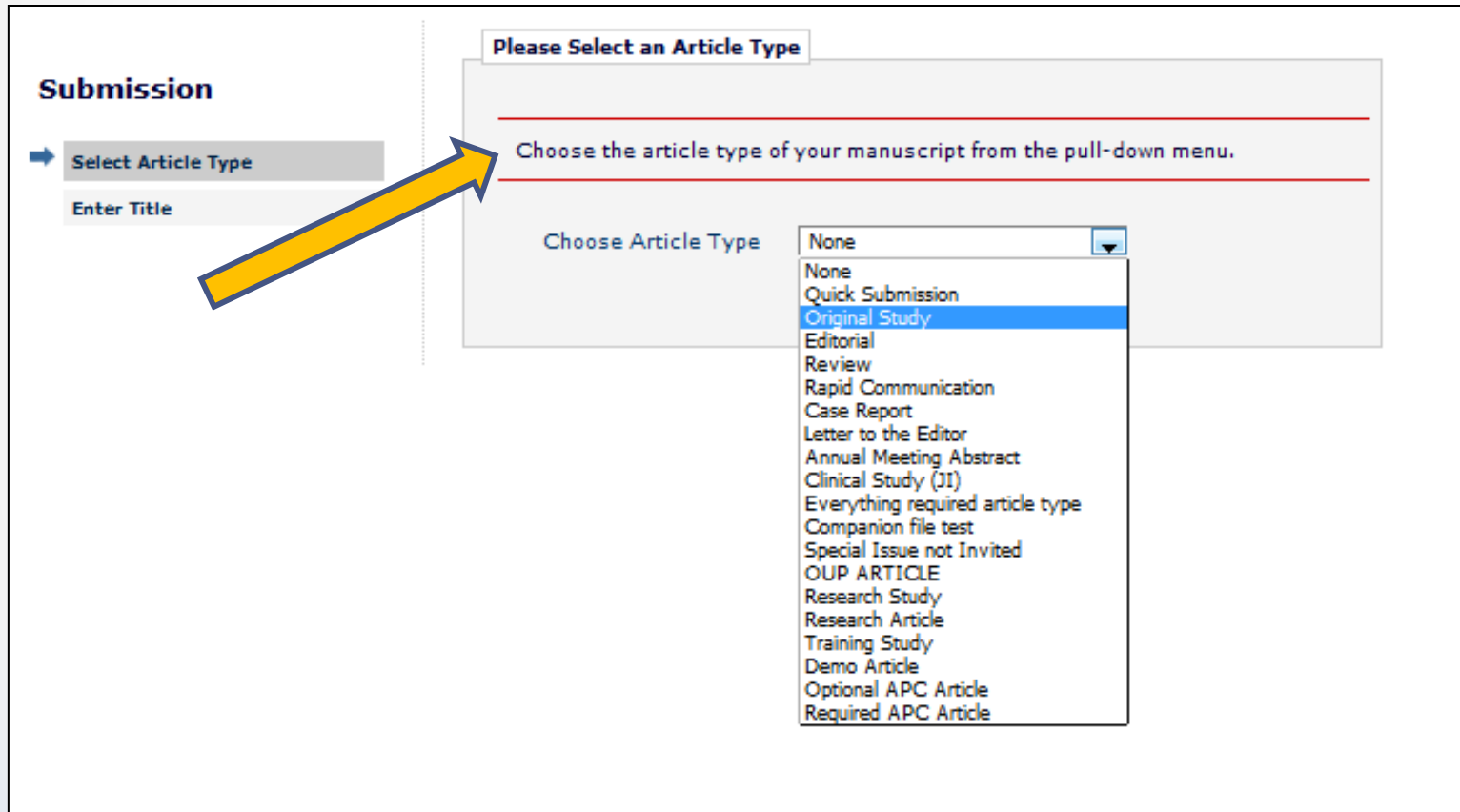
- [Submissions Needing Revision \(0\)](#)
- [Revisions Sent Back to Author \(0\)](#)
- [Incomplete Submissions Being Revised \(0\)](#)
- [Revisions Waiting for Author's Approval \(0\)](#)
- [Revisions Being Processed \(0\)](#)
- [Declined Revisions \(0\)](#)

Completed

- [Submissions with a Decision \(1\)](#)

Let's Do it!

Select Article Type



Submission

→ **Select Article Type**

Enter Title

Please Select an Article Type

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

- None
- None
- Quick Submission
- Original Study
- Editorial
- Review
- Rapid Communication
- Case Report
- Letter to the Editor
- Annual Meeting Abstract
- Clinical Study (J1)
- Everything required article type
- Companion file test
- Special Issue not Invited
- OUP ARTICLE
- Research Study
- Research Article
- Training Study
- Demo Article
- Optional APC Article
- Required APC Article

The selection of an article type determines which submission steps will be presented to the author.

Enter the Title of the Submission

[Insert Special Character](#)

Submission

✓ Select Article Type

➔ Enter Title

Please Enter The Full Title and Short Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Welcome to EMUG 2016

Secondary Full Title

Bienvenido a 2016 EMUG

Short Title (Limit 20 words) Word Count: 1

Bootcamp

Secondary Short Title

Campo de entrenamiento

Secondary title fields can be used to enter the submission title in a different language.

Add/Edit/Remove Authors Step

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ➔ Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Add, Edit, or Remove Authors

Enter the names of anyone who will be contributing to this manuscript. The names may be changed by updating the number of authors. The number of authors may be indicated.

Current Author List

...	Dianne Gullo, F...
-----	--------------------

+ Add Another Author

Enter Author Details

Open Special Character Palette

Title* Dr.

Given/First Name* Melanie

Middle Name

Family/Last Name* Cotterell

Academic Degree(s)

Affiliation

E-mail Address* mcotterell2@ariessys.com

ISNI

ORCID [Fetch](#)

[What is ORCID?](#)

PubMed Author ID

ResearcherID

Scopus Author ID

Position

Institution Aries Systems Corporation

Department

Street Address

City

State

Zip or Postal Code

Country* UNITED KINGDOM

This is the corresponding author

Deceased Status

Equal Contribution Status

Post-Publication Corresponding Author

You can configure which contributing author fields will be required or optional.

Funding

New Submission

WEBDEM-D-16-00010

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ➔ Funding Information
- Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- ✓ Attach Files

Funding Information

Funding Information is Required for Submission.

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

Funding Information is not available.

Current Funding Sources List

+ Add a Funding Source

There are currently no Funding Sources in the list

+ Add a Funding Source

Previous Next

Enter Funding Source Details

Open Special Character Palette

Find a Funder:

Award Number:

Grant Recipient:

- American Cancer Society (US)
- American Heart Association (US)
- American Institute for Cancer Research (US)
- American Orthopaedic Foot and Ankle Society (US)
- American Psychiatric Publishing (US)
- Belgian American Educational Foundation (BE)
- American Academy of Dermatology (US)
- American Councils (US)
- American Hotel and Lodging Educational Foundation (US)
- American Psychological Foundation (US)

Enter Funding Source Details

Open Special Character Palette

Find a Funder:

Award Number:

Grant Recipient:

- Dianne Gullo, PHD
- Melanie Cotterell
- Not applicable

Entering the first few characters of the funding source will populate the pull-down list of funders.

You can also select which author is the grant recipient.

Sections/Categories

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ➔ Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Select Section/Category

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

Please Choose

- None
- Invited Editor Section
- Clinical Section
- Epidemiology Section
- Conference

Submit Abstract

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ➔ **Submit Abstract**
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Enter Abstract [Insert Special Character](#)

Submitting an Abstract is Required for Submission.

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

Limit 300 words Word Count: 10

The abstract can be included in the reviewer invitation email.

Enter Secondary Abstract

El resumen se puede incluir en el mensaje de invitación revisor.

[Previous](#) [Next](#)

You limit the number of words or characters of the abstract.

The abstract can be included in the Reviewer invitation letter by using the %ABSTRACT% merge field.

Author Submission Process

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- Select Section/Category
- ✓ Submit Abstract
- ➔ Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Enter Keywords [Insert Special Character](#)

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption.
Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords Keyword Count:2

EMUG; boot camp

[Previous](#) [Next](#)

You can allow authors to manually enter keywords associated with the content area of their submission.

Author Submission Process

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

- 20: **Second Major Term**
 - .500: Minor Term under Second
 - .600: New Classification
- 30: **Third Major Term**
- 40: **Training and Education**

Selected Classifications: *Select up to 2 Classification(s)*

- 20.600: New Classification
- 20: **Second Major Term**
- 40: **Training and Education**

Expand All Collapse All

If you require the selection of classifications during registration and also require the author to select classifications during submission process EM can provide a list of potential reviewers by matching Reviewers areas of expertise with the content area of a manuscript.

Additional Information

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ➔ **Additional Information**
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Enter the Following [Insert Special Character](#)

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Did you learn anything new in Bootcamp?

Instructions
Answer Required:

Please select a response
 Yes
 No

Which sections covered today were of most value?

Answer Required:

The submission process
 Managing people records
 All about letters
 Basic Reporting
 Other

Please select a response.

[Select All](#) [Clear All](#)

The journal can create custom question?

Yes

Did you receive payments or services from a third party for any aspect of this work?

Please select a response
 Yes
 No

Questionnaires are article type specific.

Follow-on questions can be used to collect additional information.

Questions can be required or optional.

Comment Box

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- ➔ Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Enter Comments [Insert Special Character](#)

If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

The comment box can be used to enter anything the author feels the publication should know.

[Previous](#) [Next](#)

Suggest / Oppose Reviewers

Suggest reviewers

Suggest Reviewers [Insert Special Character](#)

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution (max 300 characters)

Department (max 450 characters)

E-mail Address*

Reason

Oppose reviewers

Oppose Reviewers [Insert Special Character](#)

Please identify anyone who you would prefer not to review this submission.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution (max 300 characters)

Department (max 450 characters)

E-mail*

Reason*

You can determine which fields are required or optional for both the suggest and oppose reviewers submission step.

Select Region of Origin

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- ✓ Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- ➔ **Select Region of Origin**
- Attach Files

Please Select Region of Origin

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

Please Choose

Choose Region

- Choose Region
- UNITED STATES
- AFGHANISTAN
- ÅLAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

This is the ISO (International Organization for Standardization) official list of countries.

Author Submission Process

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- ➔ **Attach Files**

Please Attach Files

Insert Special Character

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.


Item	*Manuscript
------	-------------

Enter a **Description** and then either choose files or drag and drop files.

Description: Manuscript

Manuscript Word Count:

Or Drag & Drop Files Here



The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

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

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	manuscript.doc	22.0 KB	May 19, 2016	Edit Data Download	<input type="checkbox"/>

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

Authors can upload a variety of file types: for example

- Zip file
- URL / URI to external resource
- Supplemental files
 - Audio / video / wave

Required and optional submission items are configured in Policy Manager.

Author Submission Process

Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- ➔ **Attach Files**

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
Author Agreement	0	0	AVI	0	0
AVI (companion file)	0	0	Correl Draw File	0	0
Figure	0		*Manuscript	1	
Table	0		Companion File Test	0	
Zip File - Do not unpack	0	0	URL/URI Submission Item - Optional	0	0
URL/URI Submission Item - Required	0	0			

You cannot complete your submission until the following requirements are met (click on the bold text to be navigated to the appropriate step):

Required information is missing from the Additional Information step.

Previous

EM verifies that all required submission steps and submission items have been included before allowing the author to complete their submission.

EM builds two pdf's: an author/editor and a reviewer pdf.

Author Submission Process

Publication Charges

You may choose to submit this manuscript for Open Access publication. Please click the 'View Publication Charges' button to see the estimated Article Processing Charge.

If you would like to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for Open Access publication, please select the 'No' radio button below.

When you have made your selection, please click the 'Proceed' button.

[View Publication Charges](#)

Would you like to submit this manuscript for Open Access publication?

Yes

No

[Cancel](#) [Proceed](#)

- Aries has partnered with RightsLink for the collection of open access article processing charges (APC)
- APCs can be configured by article type
- APCs can be required or optional

I Accept Checkbox

Submissions Waiting for Approval by Author Dianne Gullo, PHD

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 ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please agree that you have followed the instructions for Authors
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail		Welcome to EMUG 2016	Jun 07, 2016	Jun 07, 2016	Needs Approval	<input type="checkbox"/> I accept

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

[<< Author Main Menu](#)

The author must view their submission before it can be approved

Author's Decision	<hr/> <p>Thank you for approving "EMUG 2016 Boot camp submission".</p> <hr/> <p>Main Menu</p>
--------------------------	---



Questions about the author submission process or corresponding configurations?

What happens once the author submits the paper to the publication?



To peer review or not to peer review that is the question!

Let's Do it!

Editor Main Menu

Editorial **Proposal Menu** Production Tasks

Managing Editor Main Menu

Quick Searches:
[2015 submissions](#)
[RADT Test](#)

Submissions With:

0 Reviews Complete 0	1 Review Complete 0	2 Reviews Complete 0	3 Reviews Complete 0	4+ Reviews Complete 0
-------------------------	------------------------	-------------------------	-------------------------	--------------------------

Search

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

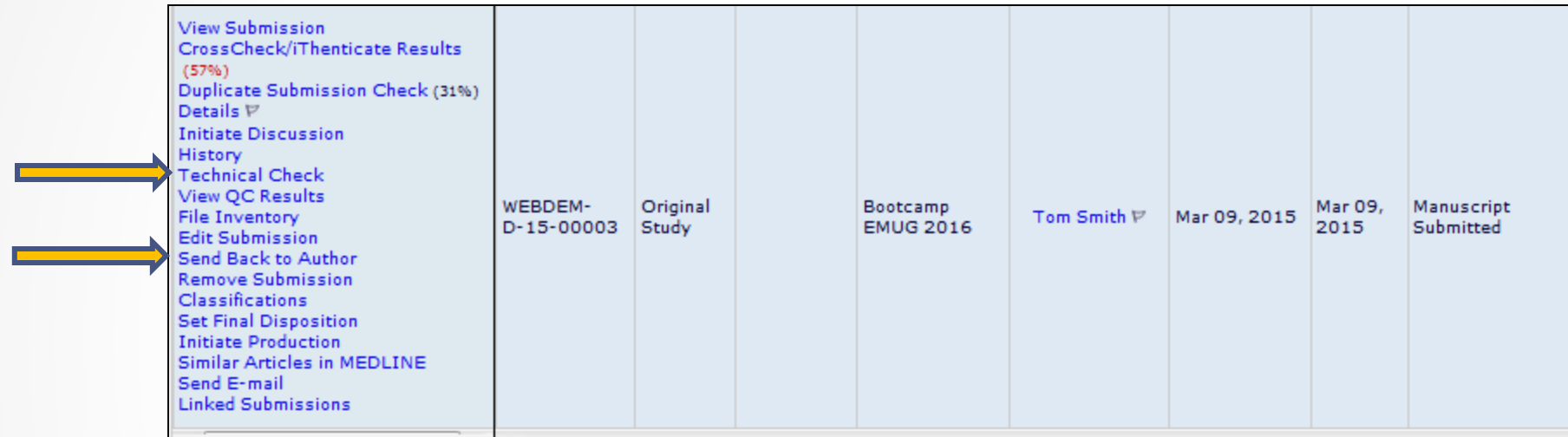
Editor 'To-Do' List

- My Pending Assignments (63)
 - [Transferred Submissions](#) (1)
 - [New Submissions](#) (44)
 - [Revised Submissions](#) (9)
 - New Submissions Requiring Assignment (0)
 - [Revised Submissions Requiring Assignment](#) (2)
 - [Incomplete Submissions](#) (1)
 - New Invitations (0)
 - New Assignments (0)
 - [Submissions with Rescinded Decision](#) (4)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (0)
 - [Submissions with Active Discussions](#) (4)
- Reviews in Progress (0)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (0)

View All Assigned

- [View All Assigned Submissions](#) (55)
- [View All Assigned Submissions being Edited](#) (19)

Technical Check and Send Back to Author



View Submission CrossCheck/iThenticate Results (57%) Duplicate Submission Check (31%) Details ▾ Initiate Discussion History Technical Check View QC Results File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	WEBDEM- D-15-00003	Original Study	Bootcamp EMUG 2016	Tom Smith ▾	Mar 09, 2015	Mar 09, 2015	Manuscript Submitted
---	-----------------------	-------------------	-----------------------	-----------------------------	--------------	-----------------	-------------------------

Return to author sends the submission back to the author with a letter, however the number of times and reasons for the return are not tracked.

Technical Check

Technical Check for WEBDEM-D-15-00003

Bootcamp EMUG 2016

Original Submission

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

CrossCheck/iThenticate Results (57%)
Duplicate Submission Check (31%)

ORIGINAL STUDY

- maximum word count 6000
- maximum color figures 5

LETTER TO THE EDITOR

- maximum word count 500

Technical Check Incomplete
 Technical Check Complete

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

Technical Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Technical Notes

Display Technical Notes Flag [Insert Special Character](#) [Open in New Window](#)

- Technical check is an opportunity to triage a submission and return it to the author prior to beginning the peer review process
- Technical check tracks the number of times and reasons a submissions has been sent back to the author
- %TECHNICAL_COMMENTS_TO_AUTHOR% merge field can be used in the technical check fail letter
- Once a submission passes technical check it can be assigned to an Editor

Assign Editor

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission CrossCheck/iThenticate Res (57%) Duplicate Submission Check (31%) Details ▾ Initiate Discussion History View QC Results Technical Information File Inventory Edit Submission Send Back to Author Remove Submission Classifications Assign Editor Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	WEBDEM-D-15-00003	Original Study		Bootcamp EMUG 2016	Tom Smith ▾	Mar 09, 2015	Mar 09, 2015	Manuscript Submitted



Assign Editor

Assign Editor

Manuscript Number: WEBDEM-D-15-00003

Title: Bootcamp EMUG 2016

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Manuscript Classifications
 (1) Second Major Term; (2) Third Major Term

Cancel Send Custom Letters Send Default Letters

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Assistant Editor (Possible author of the submission)	Mary Smith, Junior	2	0		Yes
<input type="radio"/>	Demo Editor	Tammy Wynette	0	0		Yes
<input type="radio"/>	Editor	Ellen Editor, PHD	8	0		Yes
<input type="radio"/>	Editor (by assignment)	Bjornstjerne Bjornson, PHD	2	0		Yes
<input type="radio"/>	Editor (by invitation)	Oliver Bennett	5	1	1	Yes
<input type="radio"/>	Editorial Director	Danny Chan, Jr.	0	0		Yes
<input type="radio"/>	Editor-in-Chief	Chief Editor, PHD	14	0		Yes
<input type="radio"/>	Guest Associate Editor	rob rob, MD	0	2	1, 2	Yes
<input type="radio"/>	JAOCD editor	JAOCD Editor, Science	0	0		Yes
<input type="radio"/>	Managing Editor (Possible author of the submission)	Dianne Gullo, PHD	1	0		Yes
<input type="radio"/>	Managing Editor	mary mary, dr	2	2	1, 2	Yes
<input type="radio"/>	Managing Editor	Julianna Yik	0	0		Yes
<input type="radio"/>	Super - Suggest Editor User	Mike DiNatale, BA	0	0		Yes
<input type="radio"/>	Super User (all access)	Melanie Cotterell, LLB	0	0		Yes
<input type="radio"/>	Super User (all access)	Mike Di Natale, n/a	1	0		Yes
<input type="radio"/>	Super User (all access)	Jingle Editor, Ph.D.	7	0		Yes
<input type="radio"/>	Super User (all access)	Stephanie Editor, none	2	1	1	Yes
<input type="radio"/>	Super User (all access)	Nichole Ferree, etc.	4	2	1, 2	Yes
<input type="radio"/>	Super User (all access)	Jennifer Fleet, MBA	0	0		Yes
<input type="radio"/>	Super User (all access)	Kate Horgan, MD	2	2	1, 2	Yes
<input type="radio"/>	Super User (all access)	John Super User, MD	0	0		Yes
<input type="radio"/>	Super User (all access)	Super User, P	7	1	1	Yes
<input type="radio"/>	Transfer Paper Editor	colleen cusworth	0	0		Yes

Cancel Send Custom Letters Send Default Letters

Blinding an Editor from a submission prevents that Editor from having any access to the submission.



Questions about Technical check or Editor assignment?



PEER REVIEW



Let's Do it!

Inviting Reviewers

There are a number of ways to search for potential Reviewers:

- Classification matches
- Personal classifications
- Reviewers suggested by the author
- Name
- Suggest Reviewers
- Register and select a new Reviewer
- Request unregistered Reviewer
- Search from the entire database for users without reviewer roles
- Search using Reviewer Discovery

Searching for Reviewers by Classification Matches

The Reviewer selection summary page

[Return to Rescinded Decisions](#)
[Return to Main Menu](#)

View Submission Information
[View Reviews and Comments](#)
[Manuscript Details ▾](#)
[Classifications](#)
[View Submission](#)

Quick Action Links
[Send E-mail](#)
[Register and Select New Reviewer](#)
[Request Unregistered Reviewer](#)
[Search Similar Articles in MEDLINE](#)
Set Preferences
[My Suggest Reviewer Preferences](#)
[My Reviewer Display Preferences](#)

Reviewer Selection Summary - Submission WEBDEM-D-15-00012

Allan Author, MD
Global Health Initiatives Article

Reviewer Search

Search My Publication Reviewer Discovery from Search for Reviewers

Search for Reviewers from All Reviewers

▾
Search by Classification Matches
Search by Personal Classifications
Suggest Reviewers

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 1 [\[Change\]](#) review(s) have been completed.
Automatically un-invite Reviewers who do not respond to an invitation within 7 [\[Change\]](#) day(s). [\(more...\)](#)
Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)

Selected Reviewers


Searching for Reviewers by Classification Matches

Search Reviewer All Reviewers - Manuscript Number WEBDEM-D-15-00012 by Classification
Allan Author
Global Health Initiatives Article

[View Reviews and Comments](#) [Manuscript Details](#) [Register and Select New Reviewer](#)

Change Search Type

Search My Publication Search by Classification Matches from All Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

The number next to each Classification term below indicates the number of Reviewers with a Classification match. By selecting the Classification term(s) you will be able to view a list of those Reviewers.

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

		Classification	Number of Reviewers
<input checked="" type="checkbox"/>	20	Second Major Term	9
<input checked="" type="checkbox"/>	30	Third Major Term	6
<input checked="" type="checkbox"/>	40	Training and Education	2

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

[Register and Select New Reviewer](#)
[Request Unregistered Reviewer](#)
[My Suggest Reviewer Preferences](#)
[Editor Main Menu](#)

EM matches the submission classifications with Reviewer areas of expertise.

EM tells you how many Reviewers in your database match the submission classifications.

Searching for Reviewers by Classification Matches

20 Second Major Term								
Select As				Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
Inv.	Asn.	Alt.	Prop.					
				Oliver Bennett (Reviewer)	No	2 Class match with MS * 20: Second Major Term * 40: Training and Education	Reviews in Progress: 1 Completed Reviews: 5 Un-assigned After Agreeing: 3 Terminated After Agreeing: 0 Last Review Agreed: May 20, 2016 Last Review Completed: May 20, 2016 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 85 Avg Review Rating: 0.0	Date Last Invited: Apr 15, 2015 Outstanding Invitations: 0 Agreed: 9 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nichole Ferree, etc. (Test Reviewer) CS	No	2 Class match with MS * 20: Second Major Term * 30: Third Major Term	Reviews in Progress: 2 Completed Reviews: 2 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: Jun 01, 2012 Last Review Completed: Jun 01, 2012 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 100 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 4 Declined: 0 Un-invited Before Agreeing: 3 Terminated: 0 Total Invitations: 7

People Notes:
test people notes search functionality

Personal Classifications (* indicates match with document)	
Classification	Experience Ranking
* 20: Second Major Term	High
20,600: New Classification	Medium
* 40: Training and Education	Low

Clicking on a Reviewers name provides additional Reviewer information including their classification ranking.

Completing a Review

Once a Reviewer accepts the invitation to review or is assigned to review, the submission will move to the Reviewer's pending assignment folder where he can submit the review.

Pending Reviewer Assignments for Jack Jia, NA

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

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Current Status ▲▼	Date Reviewer Invited ▲▼	Date Reviewer Agreed ▲▼	Date Review Due ▲▼	Days Until Review Due ▲▼	Editor's Name ▲▼
View Submission CrossCheck/iThenticate Results (32%) Similar Articles in MEDLINE Submit Recommendation Send E-mail	3	WEBDEM-D-16-00010	Original Study	EMUG 2016 Boot camp submission	Editor Invited	Jun 07, 2016	Jun 07, 2016	Jun 21, 2016	14	

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

<< Reviewer Main Menu



Completing a Review

Reviewer Recommendation and Comments for Manuscript Number WEBDEM-D-16-00018

EEMUG 2017

Original Submission

Renee Reviewer (Reviewer 1)

Recommendation: Overall Manuscript Rating (1-100):

Cancel

Save & Submit Later

Upload Reviewer Attachments

Proof & Print

Proceed

Reviewer Instructions

Thank you for taking the time to review for the Aries Demo Journal.

Please answer all questions as **completely** as possible.

Should you have any questions, please contact your Aries Account Coordinator.

Review Questions

*Is there a financial or other conflict of interest between your work and that of the authors?

[Insert Special Character](#)

Quality of Illustrations

- Please select a response
- Excellent
- Average
- Poor

Completing a Review

Reviewer Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Reviewer Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Completing a Review

The review form can contain:

- Instructions – either embedded on the form or in a pop up window
- Manuscript rating questions
 - Scale of 1-3 / 1-5 / 1-10
- Custom review questions
- Confidential comment to author box
- Comment to editor box
- Ability to upload reviewer attachments

The review form is configured in Policy Manager



Questions about inviting reviewers, completing a review, or the corresponding configurations?

Editor Decisions



Let's Do it!

View Reviews and Comments

Editor 'To-Do' List

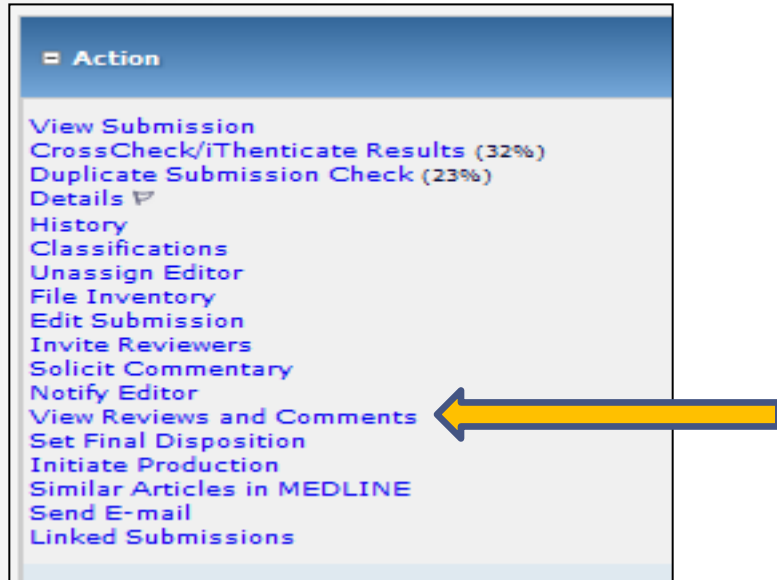
- My Pending Assignments (20)
 - New Invitations (0)
 - New Assignments (4)
 - Submissions with Rescinded Decision (3)
 - Submissions with Required Reviews Complete (4)
 - Submissions Requiring Additional Reviewers (6)
 - Submissions with One or More Late Reviews (0)
 - Submissions with Active Discussions (4)
- Reviews in Progress (1)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (1)

Editor can monitor progress of reviews in a variety of folders on the main menu.

Specific review statuses can be seen in folders under the Review Status column.

Review Status
1 Partial Review Saved <i>Renee Reviewer - Accept</i> <i>Due: Jan 13, 2017</i>
2 Invited - No Respons <i>Remy Reviewer</i> <i>Invited 0 days ago</i> <i>Roland Reviewer</i> <i>Invited 0 days ago</i> (less...)
1 Complete  <i>Mike Di Natale, n/a -</i> <i>Minor Revision</i> <i>2 Total Required</i>
1 Agreed <i>Roland Reviewer</i> <i>Due: Jan 13, 2017</i> (less...)

View Reviews and Comments



To view completed reviews the Editor can click on the View Reviews and Comments link in their list of available action steps.

This information is also available on the top of the Editor's decision form.

View Reviews and Comments

Close

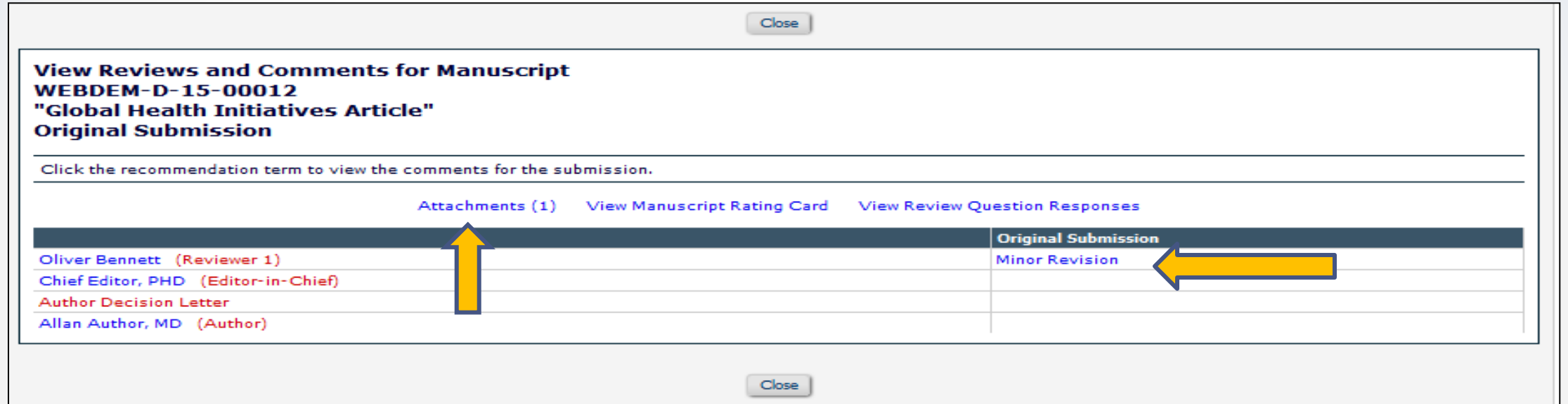
View Reviews and Comments for Manuscript
WEBDEM-D-15-00012
"Global Health Initiatives Article"
Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(1\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Oliver Bennett (Reviewer 1)	Minor Revision
Chief Editor, PHD (Editor-in-Chief)	
Author Decision Letter	
Allan Author, MD (Author)	

Close



The Editor has access to any uploaded reviewer attachments.
Clicking on the reviewer's recommendation will open the review form.

View Reviews and Comments

Cancel Re-open Review Save and Close

WEBDEM-D-16-00010
"EMUG 2016 Boot camp submission"
Original Submission

Mike Di Natale, n/a (Reviewer 2)
[Edit Reviewer Comments](#)

Reviewer Recommendation Term: Minor Revision

Overall Reviewer Manuscript Rating: N/A

Rate Review:

Manuscript Rating Question(s)	Scale	Rating
The subject addressed in this article is worthy of investigation.	[1-3]	3
The information presented was new.	[1-5]	2

Custom Review Question(s)	Response
Is there a financial or other conflict of interest between your work and that of the authors?	No
Quality of Illustrations	Average
Would you be willing to review a revision of this manuscript?	No
This proposal is for a novel application.	N/A = not applicable
If you answered not applicable to question 3, please indicate why?	
Another example of a list type question.	Possible acceptable
Yet another list example	<input type="checkbox"/> Cannot Decide

Comments to Editor:
Comments to the editor can also be entered. These comments will not merge into the decision letter

Comments to Author:
A reviewer can enter confidential comments to the author in this box. These comments can be merged into the author decision letter.

[More Reviewer Details](#)

Cancel Re-open Review Save and Close

Inside the review form an Editor can:

- Reopen a review – returns the paper to the reviewer
- Rate the reviewer – The rating is averaged into the overall reviewer rating
- View and Edit the reviewer comments (with appropriate permission)
- View the rating and custom question responses

View Reviews and Comments

Manuscript rating card

View Review Questions Responses

Close

Initial Submission Manuscript Rating Card
WEBDEM-D-13-00018
"11.0 Feature Presentation (All) - Individual comments to Author Fields"

Manuscript Rating Question(s)	Scale	Editor	Roland Reviewer	Renee Reviewer	Remy Reviewer	Reviewer Average
The subject addressed in this article is worthy of investigation.	[1-3]	-	3	3	2	2.67
The information presented was new.	[1-5]	-	5	4	3	4
The conclusions were supported by the data.	[1-10]	-	-	6	-	6
Clarity of Presentation	[1-5]	-	-	3	-	3
Overall Manuscript Rating		-	-	-	-	-

Close

Close

Review Question Responses
WEBDEM-D-13-00018
"11.0 Feature Presentation (All) - Individual comments to Author Fields"
Original Submission

Original Submission

Custom Review Question(s)	Roland Reviewer	Renee Reviewer	Remy Reviewer
Is there a financial or other conflict of interest between your work and that of the authors?	No	No	No
Quality of Illustrations	Average	Excellent	Poor
Would you be willing to review a revision of this manuscript?	No	No	No
This proposal is for a novel application.	1	1	1
If you answered not applicable to question 3, please indicate why?		yyyyy	test test test
Another example of a list type question.		Not applicable	Not applicable
Yet another list example		<input type="checkbox"/> Not Applicable <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree

Close

Custom questions and responses can be merged into the decision letter.

View Reviews and Comments

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access	Allow Reviewer Access
Original Submission							
Download Download Sanitized Copy Remove Upload Revised File	Oliver Bennett (Reviewer 1)		Reviewer Comments.doc	48.0 KB	May 20, 2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Upload Attachments


Save and Close

- Reviewer attachments can be made available to the author or other reviewers
- Attachments can be sanitized – author identifying information is removed from the file properties

Editor Decisions

Editor 'To-Do' List

- My Pending Assignments (20)
 - New Invitations (0)
 - New Assignments (4)
 - Submissions with Rescinded Decision (3)
 - Submissions with Required Reviews Complete (4)
 - Submissions Requiring Additional Reviewers (6)
 - Submissions with One or More Late Reviews (0)
 - Submissions with Active Discussions (4)
- Reviews in Progress (1)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (1)



An Editor is notified when the required number of reviews have been completed.

These submissions move to the Editor's "Submission with Required Reviews Complete" folder.

Click on the submit Editor's Decision and Comments link to open the Editor decision form.

- View Submission
- Details ▾
- Initiate Discussion
- History
- File Inventory
- Edit Submission
- Classifications
- Unassign Editor
- Assign Editor
- Invite Reviewers
- Solicit Commentary
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- Submit Editor's Decision and Comments
- Send E-mail
- Linked Submissions 



Editor Decisions

Assistant Editor Decision and Comments for Manuscript Number WEBDEM-D-16-00018

EEMUG 2017

Original Submission
Mary Smith, Junior (Assistant Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

Original Submission	
Renee Reviewer (Reviewer 1)	Accept
Remy Reviewer (Reviewer 3)	Reject
Mary Smith, Junior (Assistant Editor)	Assigned - No Decision
Author Decision Letter	
Dianne Gullo (Author)	

Review Questions and Responses


Renee Reviewer Reviewer 1	Remy Reviewer Reviewer 3
Is there a financial or other conflict of interest between your work and that of the authors?	
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No
Quality of Illustrations	
<input checked="" type="checkbox"/> (No Response)	<input checked="" type="checkbox"/> (No Response)
Would you be willing to review a revision of this manuscript?	
<input checked="" type="checkbox"/> Yes:Because it is good	<input checked="" type="checkbox"/> No

Notify Author

Manuscript Number:
WEBDEM-D-16-00018

Title: EEMUG 2017

To finalize your decision and pass this draft notification letter to the next Editor, use the 'Submit Decision with Draft Letter' button.

Date Revision Due:	01/29/2017  (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise ▼
From:	"Training and Demonstration Journal" <trash1@ariessys.com>
To:	Dianne Gullo
Modify Letter:	Editor Decision - Revise ▼
Letter Subject:	Your Submission

The Editors assigned to the current version of the submission are shown below. 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 (;).

<input type="checkbox"/>	cc:	<input type="checkbox"/>	bcc:	
Editors Assigned to Manuscript				
<input type="checkbox"/>	<input type="checkbox"/>	Mary Smith (Assistant Editor)		
<input type="checkbox"/>	<input type="checkbox"/>	All Co-Authors with known e-mail addresses		
<input type="checkbox"/>	cc:	<input type="text"/>		
<input type="checkbox"/>	bcc:	<input type="text"/>		

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

Ref.: Ms. No. WEBDEM-D-16-00018
EEMUG 2017
Webinar Demo

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below.

If the Editor has the Notify Author permission the letter that corresponds to the Editor decision is automatically presented.

The Editor can select a different decision letter if multiple letters are configured for a decision term.

To submit a revision, go to <http://webdem.edmgr.com/> and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

The following files can be made available to the Author. If the 'Allow Author Access' checkbox is selected, the file will be available to the Author. If the 'Allow Author Access' checkbox is NOT selected, the file will not be available to the Author.

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access
Original Submission						
Download Download Sanitized Copy	Oliver Bennett (Reviewer 1)		Reviewer Comments.doc	48.0 KB	May 20, 2016	<input checked="" type="checkbox"/>

[Upload Attachments](#)



Production Notes:

Please enter any information or instructions that you would like passed on to the production department.

[Insert Special Character](#)

[Open in New Window](#)

[Cancel](#)

[Submit Decision without Notifying Author](#)

[Preview Letter](#)

[Save](#)

[Save and Close](#)

[Send Now](#)

An Editor can upload attachments directly on the decision letter.

Editor Decisions

Reviewer Notification Letters

Manuscript Number: WEBDEM-D-15-00012 "Global Health Initiatives Article"

The following Reviewers have submitted reviews for this manuscript. Click the link in the [Reviewer Notification Letter](#) column if you want to customize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

If there is a person in the list to whom you do not want to send a letter, check the "Do Not Send Letter" box next to that person's name. When you click "Send All Letters", that person will not be sent a letter.

[Continue Without Sending Any Reviewer Letters](#)

[Send All Letters](#)

Reviewer	Manuscript Number	Revisions Reviewed	Article Title	Reviewer Notification Letter	Do Not Send Letter
Oliver Bennett (Reviewer)	WEBDEM-D-15-00012	Original Submission	Global Health Initiatives Article	Reviewer Notification of Revise Decision	<input type="checkbox"/>

[Continue Without Sending Any Reviewer Letters](#)

[Send All Letters](#)

Reviewers can be notified when an Editor makes a decision.

Editor Decisions

Submissions with Decisions

Submissions out for Revision (13)

All Submissions with Editor's Decision (6)

All Submissions with Final Disposition:

Accept (62), Reject (3), Withdrawn (5), Transfer (17)

Completed Conference Submissions (2)

Withdrawn Conference Submissions (0)

My Assignments with Decision (0)

My Assignments with Final Disposition (0)

Editor Main Menu shows Decision Folders

Author View of Attachments

Submissions Needing Revision for Author Allan Author, MD

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

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

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