

Welcome to EEMUG 2017

13th Annual  European
Editorial Manager®
User Group Meeting



Editorial Manager for Books

Kate Horgan
13 January 2017



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



Agenda

- **Part 1: EM for Books Overview**
 - EM for Books Origin
 - Books Language and Terminology
 - Sample Books Structure
 - Schedule Groups
 - Project Enhancements
- **Part 2: EM for Books Functionality (continued)**
 - Contributor Invitation/Assignment
 - Tracking
 - Configuration
 - BITS

EM for Books

An Origin Story

EM for Books

- In 2015 Aries launched a pilot with a large commercial publisher to evaluate how existing EM functionality could support a books workflow
 - Two titles processed via pilot
 - Editorial Manager and Production Manager features evaluated
- Pilot results indicated that existing Editorial Manager largely supported the needs of a books workflow
 - Efficient tracking and search for submitted content
 - Stored correspondence and history
 - Management of invitations and assignments

EM for Books

- Aries identified several key areas to further develop to support a books workflow, including:
 - Terminology and language modifications
 - Book-specific metadata fields
 - Chapter assignment options
 - Author proxy-registration enhancements
 - Multi-part book product support
 - Book-specific XML metadata export
 - Lock editing of specific fields such as Chapter Title
 - Unique, product-specific tracking numbers

Book Language and Terminology

Translating Functionality

Language and Terminology

- Editorial Manager focused heavily on journal-specific language throughout the interface

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • **JOURNAL OVERVIEW**
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Editorial **Proposal Menu** Production Tasks

▣ Action **Article Type** ▲▼ **Article Title** ▲▼ **Author Name** ▲▼

Language and Terminology

- EM for Books shifts the focus away from journals and towards content pertaining to books and related content

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • **OVERVIEW**
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR CONTRIBUTORS

Editorial **Project Menu** Tasks

Action	Manuscript Number	Manuscript Component	Manuscript Component Title	Contributor Name
---------------	-------------------	-----------------------------	-----------------------------------	------------------

EM for Books

Journal Language	Book Language
Proposal	Project
Article Type/Title	Manuscript Component
Abstract	Manuscript Component Summary
Author	Contributor
Attach Files	Attach or Download Files
Journal Overview	Overview

Language and Terminology

- Editorial Manager also contains many metadata fields that support a journals workflow

Number of Color Figures	<input type="text"/>
Number of Line Drawings	<input type="text"/>
Number of Half Tone Figures	<input type="text"/>
Number of Tables	<input type="text"/>
DOI	10.1000/DEMOKH.0000000000000004
Table of Contents Position	<input type="text"/>
Page Range	<input type="text"/>
Publication Volume Number	<input type="text"/>
Publication Issue Number	<input type="text"/>

Language and Terminology

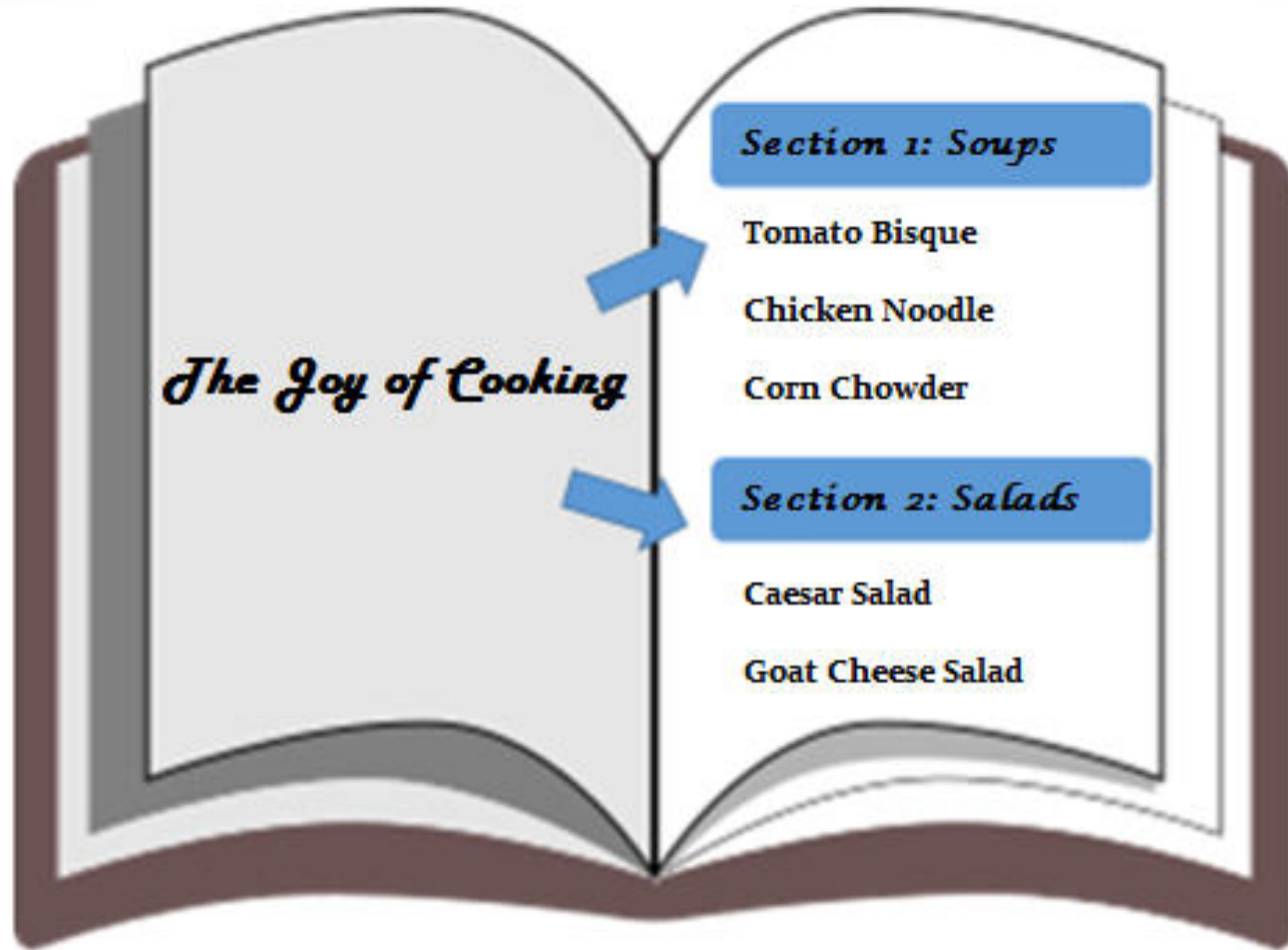
- EM for Books now includes several fields that track book-specific metadata

ISBN:	2374928321; 332341372
Edition:	4
Authors/Volume Editors:	Julia Child; Martha Stewart

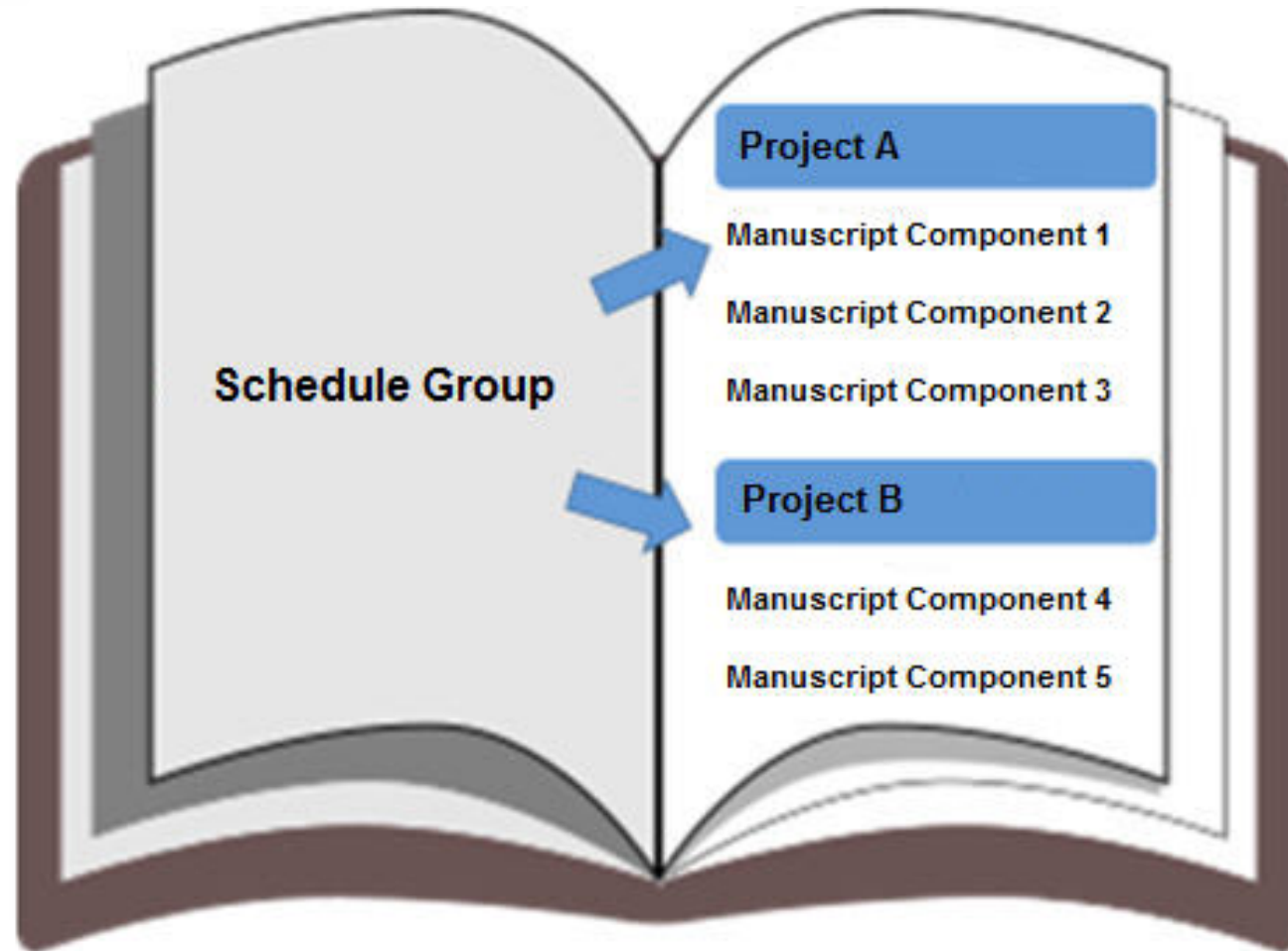
Book Structure

The Joy of Cooking

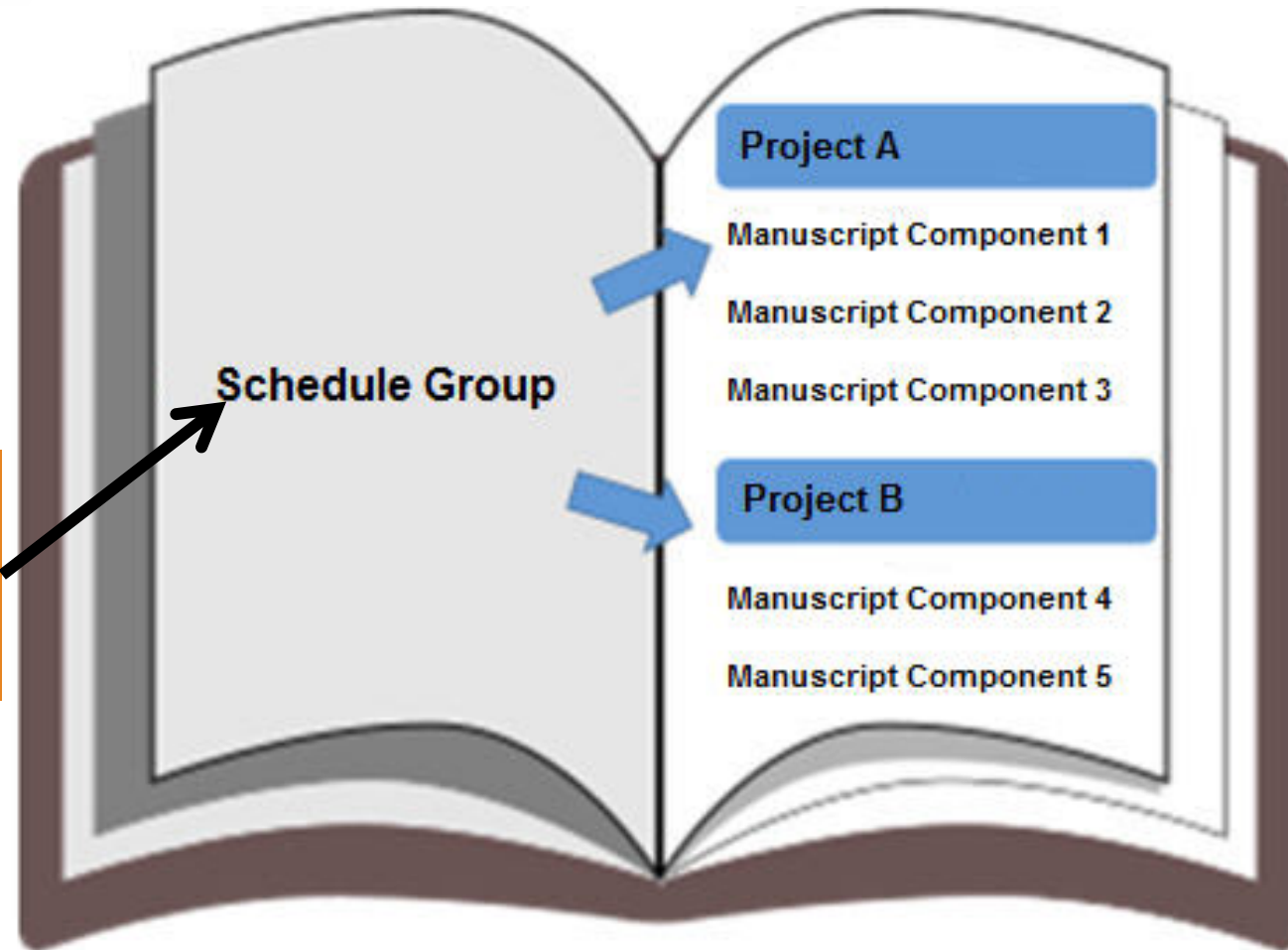
Book Structure



Book Structure

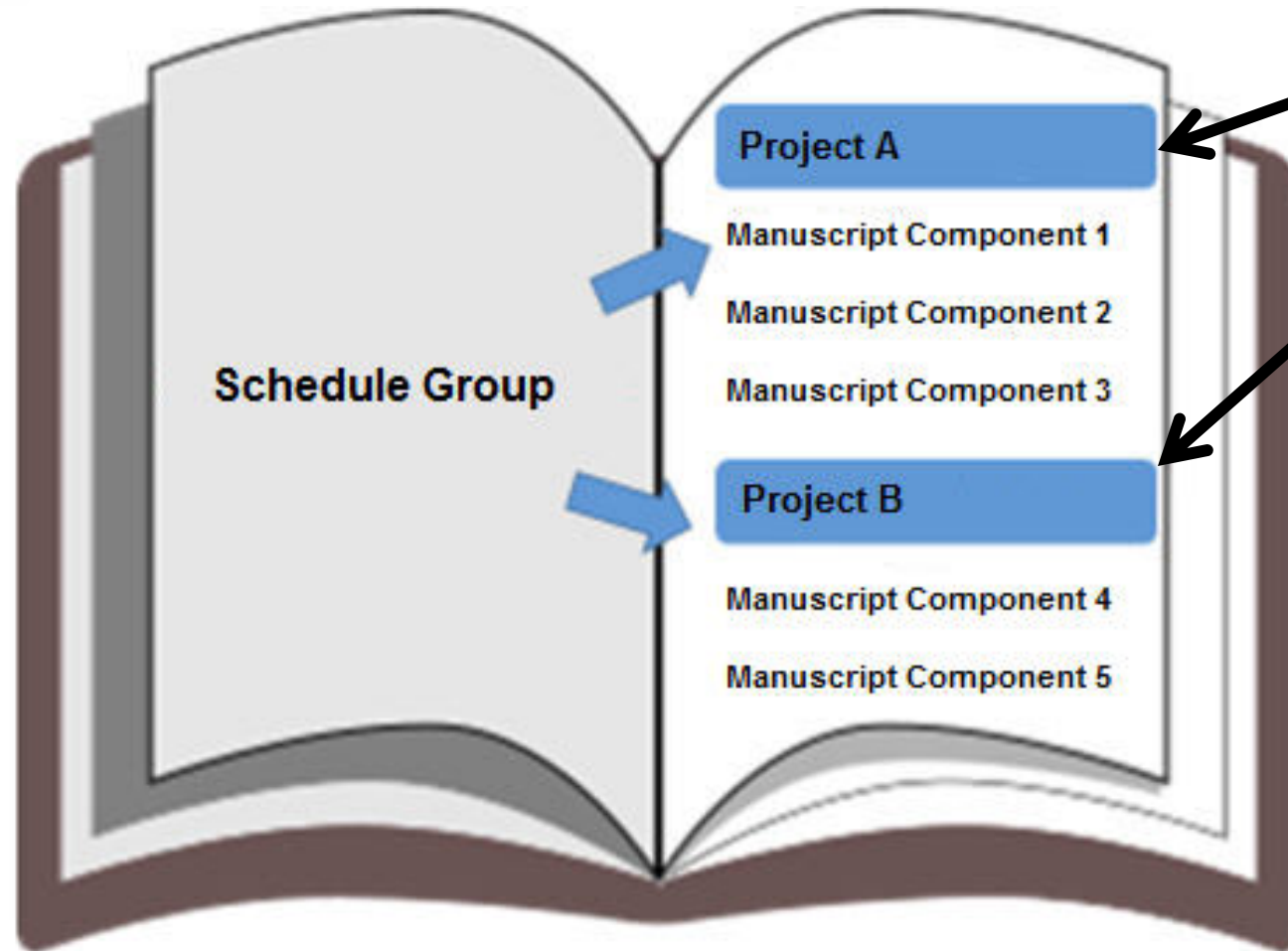


Book Structure



Existing ProduXion
Manager functionality
enhanced to support
books workflow

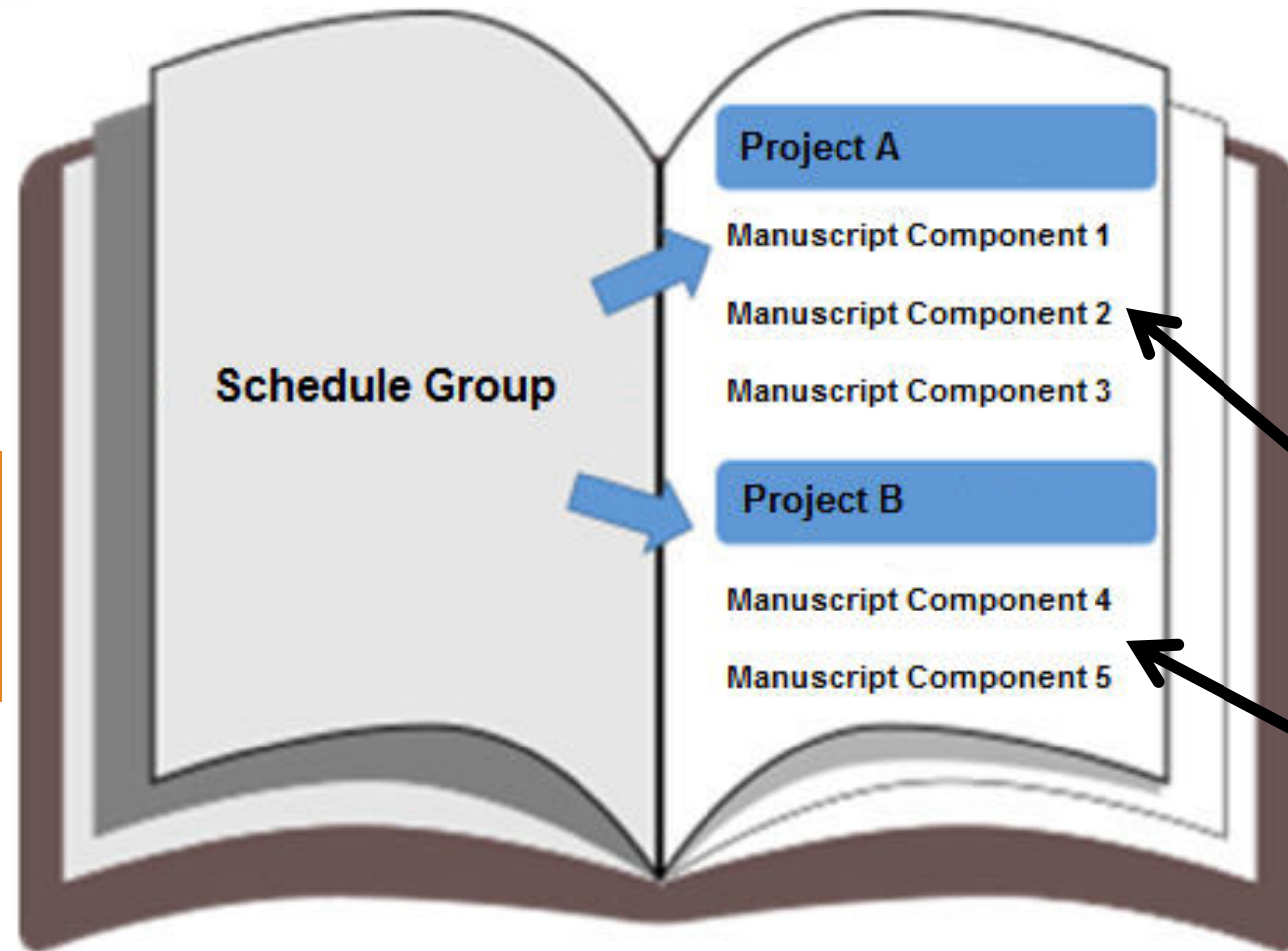
Book Structure



Existing ProduXion Manager functionality enhanced to support books workflow

Projects can be Units, Sections, or Assignments and rely on existing Proposal functionality enhanced for books

Book Structure



Existing ProduXion Manager functionality enhanced to support books workflow

Projects can be Units, Sections, or Assignments and rely on existing Proposal functionality enhanced for books

Manuscript Components can be Chapters, Sections, or other individual solicited content that relies on existing Child Submission functionality enhanced for books

Book Structure

- **Schedule Group** – Capture book-level content and metadata
 - Book Title (The Joy of Cooking)
 - ISBN (9780452254251)
 - Author/Lead Editor (Irma S. Rombauer)
- **Project** – Captures section/unit specific content and metadata
 - Section Title (Section 1: Soups)
 - Content requested of contributors (Recipes)
- **Manuscript Component** – Chapter specific content and metadata
 - Title of Content (Chicken Noodle)
 - Contributor Information (Jessica Merchant)

Features Overview

Features Overview

- Version 13.0 – Ability to Enable Book Processing +
 - Schedule Group Enhancements for Books
 - Project & Invited Submission Enhancements
 - Predefine Invited Component Titles
 - Upload Contributor List
 - Books Language Pack
- Version 13.1
 - Assign Contributor
 - Invited Submission Manuscript Numbering enhancements
- Version 14.0
 - BITS Production Task Transmittals

Book Workflow

- Initial New Book Set-up Options
- Project Creation
- Contributor Assignments
- Contributor Workflow
- Component Management

Schedule Group Enhancement

Schedule Group Enhancement

“Schedule Group” is a PM concept, in 12.2:

- Container for submissions (typically for an issue)
- Has Schedule Group level metadata + a table of contents

In 13.0:

- Schedule Groups separated into “Families”
 - Issue (existing SG functionality) and Book (new SG functionality)
 - Book family has new metadata fields specific to books (e.g. Book Title, multiple ISBNs, Edition)
 - Schedule Groups can be automatically created in the ‘Book’ family when added

Schedule Group Enhancement

Existing Issue Schedule Group Metadata Fields (also used for books):

- Schedule Group Description
- Schedule Group Notes
- Schedule Group Target Online Publication Date
- Schedule Group Target Publication Date
- Schedule Group Target Publication Volume
- Year
- Target Number of Submissions
- Page Budget
- Black and White Image Budget
- Color Image Budget

Schedule Group Enhancement

PLUS new Book-Specific Schedule Group Metadata Fields:

- Title (e.g Book Title, handbook title)
- ISBN (multiple are allowed)
- Edition
- Authors/Volume Editors
- Doppler Black and White Budget
- Doppler Color Budget
- FIGS: Total # of parts
- Estimated Figure pp:
- Char Count Text:

Schedule Group Enhancement

And even more:

- Text (ms pp):
- Estimated Text pp:
- References (#):
- Estimated Reference pp:
- Tables (#):
- Estimated Table pp:
- Estimated Printed pp:
- Previous Edition pp:

Schedule Group Enhancement

The screenshot displays a web application interface with a top navigation bar containing three tabs: 'Editorial', 'Project Menu', and 'Tasks'. The 'Tasks' tab is highlighted with a red border. Below the navigation bar, the main content area is divided into two sections. On the left, the 'Development Editor Tasks Menu' is shown, featuring a 'Quick Searches:' section with a link for 'Definition Search'. On the right, there are three main functional areas: 'Search', 'Overview', and 'Scheduling'. The 'Search' area contains links for 'Search Submissions' and 'Search People'. The 'Overview' area displays the status 'Production Initiated - No Tasks Assigned (1)'. The 'Scheduling' area includes links for 'Manage Schedule Groups', 'Add Schedule Group', and 'Closed Schedule Groups'.

Editorial **Project Menu** **Tasks**

Development Editor Tasks Menu

Quick Searches:
[Definition Search](#)

Search

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

Overview

[Production Initiated - No Tasks Assigned \(1\)](#)

Scheduling

[Manage Schedule Groups](#)
[Add Schedule Group](#)
[Closed Schedule Groups](#)

Schedule Group Enhancement

Editorial **Project Menu** **Tasks**

**Development Editor
Tasks Menu**

Quick Searches:
[Definition Search](#)

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

Overview
[Production Initiated - No Tasks Assigned \(1\)](#)

Scheduling
[Manage Schedule Groups](#) ←
[Add Schedule Group](#)
[Closed Schedule Groups](#)

Schedule Group Enhancement

Manage Schedule Groups

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date	Target Publication Volume	Year	Target Publication Issue	Target Online Date	Black and White Image Budget	Color Image Budget	Current Black and White Image Total	Current Color Image Total
Edit Group Details File Inventory Copy Group Close Group	Cooking, Vol. 4	100	1	300	0		2	2018			100	100	0	0
Edit Group Details File Inventory Copy Group Close Group	Food and Wine v2	0	0	0	0						0	0	0	0
Edit Group Details File Inventory Copy Group Close Group	French Cuisine v8	100	0	500	0			2018			100	100	0	0

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

[Add Schedule Group](#)

Schedule Group Enhancement

Manage Schedule Groups

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date	Target Publication Volume	Year	Target Publication Issue	Target Online Date	Black and White Image Budget	Color Image Budget	Current Black and White Image Total	Current Color Image Total
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Edit Group Details File Inventory Copy Group Close Group	Food and Wine v2	0	0	0	0						0	0	0	0
Edit Group Details File Inventory Copy Group Close Group	French Cuisine v8	100	0	500	0			2018			100	100	0	0

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.


Add Schedule Group

Schedule Group Enhancement

Add Schedule Group

Schedule Group Description:	Insert Special Character Joy, Volume 9	<i>Maximum Schedule Group Description is 100 characters</i>
Title:	The Joy of Cooking <i>Maximum 2000 characters</i>	
Schedule Group Notes:	A new volume of recipes with food blogger input	
ISBN:	9780452254251; 9780451	
Edition:	9	
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker	


Schedule Group Enhancement

Add Schedule Group	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character Joy, Volume 9 <small>Maximum Schedule Group Description is 100 characters</small>
Title:	The Joy of Cooking  <small>Maximum 2000 characters</small>
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Schedule Group Enhancement

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Schedule Group Enhancement

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ISBN:	9780452254251; 9780451
Edition:	9
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker ←

Schedule Group Enhancement

Schedule Group Target Online Publication Date:	<input type="text"/>	 (mm/dd/yyyy)
Schedule Group Target Publication Date:	<input type="text"/>	 (mm/dd/yyyy)
Schedule Group Target Publication Volume:	<input type="text"/>	
Year:	<input type="text"/>	
Target Number of Submissions:	<input type="text"/>	
Page Budget:	<input type="text"/>	
Black and White Image Budget:	<input type="text"/>	
Doppler Black and White Budget:	<input type="text"/>	
Color Image Budget:	<input type="text"/>	
Doppler Color Budget:	<input type="text"/>	
FIGS: Total # of parts:	<input type="text"/>	
Estimated Figure pp:	<input type="text"/>	
Char Count Text:	<input type="text"/>	
Text (ms pp):	<input type="text"/>	
Estimated Text pp:	<input type="text"/>	
References (#):	<input type="text"/>	
Estimated Reference pp:	<input type="text"/>	
Tables (#):	<input type="text"/>	
Estimated Table pp:	<input type="text"/>	
Estimated Printed pp:	<input type="text"/>	
Previous Edition pp:	<input type="text"/>	

Schedule Group Enhancement

Add Schedule Group	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character Joy, Volume 9 <small>Maximum Schedule Group Description is 100 characters</small>
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Schedule Group Enhancement

Manage Schedule Groups

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date	Target Publication Volume	Year	Target Publication Issue	Target Online Date	Black and White Image Budget	Color Image Budget	Current Black and White Image Total	Current Color Image Total
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Edit Group Details File Inventory Copy Group Close Group	Food and Wine v2	0	0	0	0						0	0	0	0
Edit Group Details File Inventory Copy Group Close Group	French Cuisine v8	100	0	500	0			2018			100	100	0	0
Edit Group Details File Inventory Copy Group Close Group	Joy, Volume 9	0	0	0	0						0	0	0	0

Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

[Add Schedule Group](#)

Schedule Group Enhancement

Manage Schedule Groups														
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Edit Group Details File Inventory Copy Group Close Group	French Cuisine v8	100	0	500	0			2018			100	100	0	0
Edit Group Details File Inventory Copy Group Close Group	Joy, Volume 9	0	0	0	0						0	0	0	0

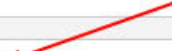
Page: 1 of 1 (4 total Schedule Groups) Display 10 results per page.

[Add Schedule Group](#)

Schedule Group Enhancement

Schedule Group Description:	Insert Special Character Joy, Volume 9 (Copy) <i>Maximum Schedule Group Description is 100 characters</i>
Title:	The Joy of Cooking <i>Maximum 2000 characters</i>
Schedule Group Notes:	Copied from Joy, Volume 9 on Dec 13, 2016
ISBN:	9780452254251; 9780451
Edition:	9
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker


Schedule Group Enhancement

Schedule Group Copy	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character  Joy, Volume 10 <small>Maximum Schedule Group Description is 100 characters</small>
Title:	The Joy of Cooking <small>Maximum 2000 characters</small>
Schedule Group Notes:	Copied from Joy, Volume 9 on Dec 13, 2016 Updated with new recipes
ISBN:	9780452254251; 9780451
Edition:	10
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker

Schedule Group Enhancement

Schedule Group Copy	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character Joy, Volume 10 <small>Maximum Schedule Group Description is 100 characters</small>
Title:	The Joy of Cooking <small>Maximum 2000 characters</small>
Schedule Group Notes:	<p>Copied from Joy, Volume 9 on Dec 13, 2016</p> <p>Updated with new recipes ←</p>
ISBN:	9780452254251; 9780451
Edition:	10
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker

Schedule Group Enhancement

Schedule Group Copy	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character Joy, Volume 10 <small>Maximum Schedule Group Description is 100 characters</small>
Title:	The Joy of Cooking <small>Maximum 2000 characters</small>
Schedule Group Notes:	
Copied from Joy, Volume 9 on Dec 13, 2016 Updated with new recipes	
ISBN:	9780452254251; 9780451
Edition:	10 
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker

Schedule Group Enhancement

Schedule Group Copy	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit and Add Submissions to Group"/>	
Schedule Group Description:	Insert Special Character Joy, Volume 10 <small>Maximum Schedule Group Description is 100 characters</small>
Title:	The Joy of Cooking <small>Maximum 2000 characters</small>
Schedule Group Notes:	
Copied from Joy, Volume 9 on Dec 13, 2016 Updated with new recipes	
ISBN:	9780452254251; 9780451
Edition:	10
Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker

Schedule Group Enhancement

Manage Schedule Groups														
Page: 1 of 1 (5 total Schedule Groups)										Display 10 results per page.				
Action ▲	Schedule Group ▲▼	Target Number of Submissions ▲▼	Current Number of Submissions ▲▼	Page Budget ▲▼	Current Page Total ▲▼	Target Publication Date ▲▼	Target Publication Volume ▲▼	Year ▲▼	Target Publication Issue ▲▼	Target Online Date ▲▼	Black and White Image Budget ▲▼	Color Image Budget ▲▼	Current Black and White Image Total ▲▼	Current Color Image Total ▲▼
Edit Group Details File Inventory Copy Group Close Group	Cooking, Vol. 4	100	1	300	0		2	2018			100	100	0	0
Edit Group Details File Inventory Copy Group Close Group	Food and Wine v2	0	0	0	0						0	0	0	0
Edit Group Details File Inventory Copy Group Close Group	French Cuisine v8	100	0	500	0			2018			100	100	0	0
Edit Group Details File Inventory Copy Group Close Group	Joy, Volume 10	0	0	0	0						0	0	0	0
Edit Group Details File Inventory Copy Group Close Group	Joy, Volume 9	0	0	0	0						0	0	0	0

Page: 1 of 1 (5 total Schedule Groups) Display 10 results per page.

Book Workflow

- Initial New Book Set-up Options
- Project Creation
- Contributor Assignments
- Contributor Workflow
- Component Management

Project Enhancements

Project Enhancements

- Project Component Types can now be designated as book-related
- Projects (Section) can be associated with Schedule Group (Book) when the Project is initiated
 - Streamlines workflow; Projects are shown as “headers” in the Schedule Group Table of Contents
- Book metadata is displayed on *Initiate Projects* page, *View Related Submissions* page

Project Enhancements

- Invited submissions also have book-related metadata fields available
- New “Default Book” Details page available for Projects and Submissions
 - Can be customized
- Invited Submissions (Chapters) from each Project (Section) are pre-assigned to Schedule Group (Book), if Project is assigned to Schedule Group
 - Occurs when chapter is submitted
 - Chapters shown in new ‘Pre-selected Submissions’ grid on Schedule Group Details pages
 - New “Pre-selected Schedule Group” criterion added to Search Submissions
 - Assists with workflow management

Project Enhancements

The screenshot displays a web application interface with a top navigation bar containing three tabs: 'Editorial', 'Project Menu', and 'Tasks'. The 'Project Menu' tab is highlighted with a red border. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with the heading 'Development Editor Project Menu'. On the right, there are two main content boxes. The first box is titled 'Search' and contains the text 'Search Projects | Search Submissions | Search People'. The second box is titled 'New Projects' and contains the text 'Initiate Project' and 'Incomplete Projects (1)'.

Editorial **Project Menu** **Tasks**

Development Editor Project Menu

Search
Search Projects | Search Submissions | Search People

New Projects
Initiate Project
Incomplete Projects (1)

Project Enhancements

The screenshot displays a web interface with a top navigation bar containing three tabs: 'Editorial', 'Project Menu', and 'Tasks'. The 'Project Menu' tab is active. On the left side, there is a sidebar with the text 'Development Editor Project Menu'. The main content area is divided into two sections. The first section, titled 'Search', contains a search bar with the text 'Search Projects | Search Submissions | Search People'. The second section, titled 'New Projects', contains a button labeled 'Initiate Project' which is highlighted with a red rectangular border, and the text 'Incomplete Projects (1)' below it.

Editorial **Project Menu** **Tasks**

Development Editor Project Menu

Search
Search Projects | Search Submissions | Search People

New Projects
Initiate Project
Incomplete Projects (1)

Project Enhancements

Initiate Project

Select an Project Type for the project, then enter a Project Title and other information.

* **Manuscript Component:**

None ▼
None
Section

Cancel

Project Enhancements

Initiate Project

Selecting a Schedule Group is required. Once a Schedule Group has been selected, information from that Schedule Group will be displayed automatically, and Project creation can continue. A Schedule Group can be added to the list by clicking the 'Add Schedule Group' link.

* **Manuscript Component:**

Section ▼

* **Schedule Group:**

Please Choose a Schedule Group ▼

[Add Schedule Group](#)

Cancel

Proceed

Project Enhancements

Initiate Project

Selecting a Schedule Group is required. Once a Schedule Group has been selected, information from that Schedule Group will be displayed automatically, and Project creation can continue. A Schedule Group can be added to the list by clicking the 'Add Schedule Group' link.

* **Manuscript Component:**

Section ▼

* **Schedule Group:**

Please Choose a Schedule Group ▼

[Add Schedule Group](#)

Please Choose a Schedule Group

Cooking, Vol. 4

Food and Wine v2

French Cuisine v8

Joy, Volume 10

Joy, Volume 9

Project Enhancements

Initiate Project

Selecting a Schedule Group is required. Once a Schedule Group has been selected, information from that Schedule Group will be displayed automatically, and Project creation can continue. A Schedule Group can be added to the list by clicking the 'Add Schedule Group' link.

* **Manuscript Component:**

Section ▼

* **Schedule Group:**

Please Choose a Schedule Group ▼ [Add Schedule Group](#)

Cancel

Proceed

Project Enhancements

Initiate Project

Pre-selecting a manuscript component for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited manuscript components.

* Manuscript Component:	Section
* Schedule Group:	Joy, Volume 9; The Joy of Cooking
Schedule Group ISBN:	9780452254251; 9780451159922
Schedule Group Edition:	9
Schedule Group Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker
Pre-select Manuscript Component for Invited Submissions generated from this Project	Contributor Will Select ▼
* Title: <i>(Limit 20 words)</i>	

[Insert Special Character](#)

Project Enhancements

Initiate Project

Pre-selecting a manuscript component for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited manuscript components.

* Manuscript Component:	Section
* Schedule Group:	Joy, Volume 9; The Joy of Cooking
Schedule Group ISBN:	9780452254251; 9780451159922
Schedule Group Edition:	9
Schedule Group Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker
Pre-select Manuscript Component for Invited Submissions generated from this Project	Contributor Will Select ▼
* Title: <i>(Limit 20 words)</i>	

[Insert Special Character](#)

Project Enhancements

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Schedule Group ISBN:	9780452254251; 9780451159922
Schedule Group Edition:	9
Schedule Group Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker
Pre-select Manuscript Component for Invited Submissions generated from this Project	<input type="button" value="Contributor Will Select"/> ▼ <input type="button" value="Contributor Will Select"/> <input type="button" value="Chapter"/>
* Title: <i>(Limit 20 words)</i>	<input type="text"/>

[Insert Special Character](#)

Project Enhancements

Initiate Project

Pre-selecting a manuscript component for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited manuscript components.

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Schedule Group ISBN:	9780452254251; 9780451159922
Schedule Group Edition:	9
Schedule Group Authors/Volume Editors:	Irma S. Rombauer, Marion Rombauer Becker
Pre-select Manuscript Component for Invited Submissions generated from this Project	<input type="text" value="Contributor Will Select"/>
* Title: <i>(Limit 20 words)</i>	Word Count: 3

[Insert Special Character](#)

Section 1: Soups ←

Project Enhancements

Section 1: Soups	
Target Publication Date:	
Target Publication Volume:	
Page Budget:	<input type="text"/>
Char Count Text:	<input type="text"/>
Text (ms pp):	<input type="text"/>
Estimated Text pp:	<input type="text"/>
References (#):	<input type="text"/>
Estimated Reference pp:	<input type="text"/>
Tables (#):	<input type="text"/>
Estimated Table pp:	<input type="text"/>
Black and White Image Budget:	<input type="text"/>
Doppler Black and White Budget:	<input type="text"/>
Color Image Budget:	<input type="text"/>
Doppler Color Budget:	<input type="text"/>
FIGS: Total # of parts:	<input type="text"/>
Estimated Figure pp:	<input type="text"/>
Estimated Printed pp:	<input type="text"/>
Previous Edition pp:	<input type="text"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text"/> Required field
Starting Number	<input type="text"/> Required field
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text"/> Required field
Starting Number	<input type="text"/> Required field
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

- Projects (Units) are tracked in EM using the Project Manuscript Number, invited submissions are tracked using their individual Manuscript Numbers
- The automated manuscript numbering functionality has been enhanced to create a clear link between the Projects and Components, as well as between the related submissions

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
<input type="text" value="Prefix"/>	<input type="text"/> Required field
Starting Number	<input type="text"/> Required field
Minimum Number of digits in Starting Number	<input type="text"/> Required field <input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1 "/>
Starting Number	<input type="text"/> Required field
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1"/>
Starting Number	<input type="text"/> Required field
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1"/>
Starting Number	<input type="text" value="1"/>
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1"/>
Starting Number	<input type="text" value="1"/>
Minimum Number of digits in Starting Number	<input type="text"/> Required field
	<input type="button" value="Preview"/>

Project Enhancements

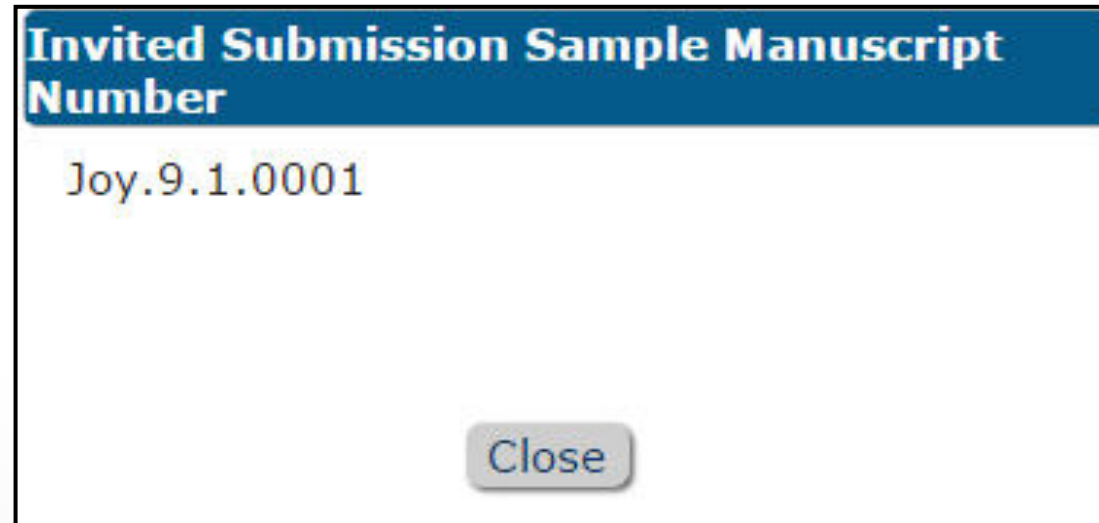
Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1"/>
Starting Number	<input type="text" value="1"/>
Minimum Number of digits in Starting Number	<input type="text" value="4"/> <input type="button" value="Preview"/>

Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1"/>
Starting Number	<input type="text" value="1"/>
Minimum Number of digits in Starting Number	<input type="text" value="4"/> <input type="button" value="Preview"/>

Project Enhancements

- A preview of the Invited Submission manuscript number will be available to Editors prior to finalizing the Project
- Example: Prefix = Joy.9.1
- Starting Number = 1
- Minimum Number of Digits in Starting Number = 4



Project Enhancements

- Each invited submission will have the same Prefix
- The first invited submission will have the suffix 0001
- The second invited submission will have the suffix 0002



Project Enhancements

Contributor Response Due: Number of Days Contributor has to Respond to Invitation	<input type="text" value="14"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Contributor Submission Due: Number of Days after Contributor has Accepted Invitation	<input type="text" value="60"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
* Invited Submission Manuscript Number Format:	
Prefix	<input type="text" value="Joy.9.1."/>
Starting Number	<input type="text" value="1"/>
Minimum Number of digits in Starting Number	<input type="text" value="4"/> <input type="button" value="Preview"/>

Project Enhancements

Manuscript Component



Select Manuscript Component

Enter Title

Attach or Download Files

Please Select a Manuscript Component

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

Choose Manuscript
Component

Section ▼

Next

Project Enhancements

Manuscript Component

- ✓ Select Manuscript Component
- ➔ Enter Title
- Attach or Download Files

Please Enter The Full Title of Your Component

Entering a Full Title is Required for Manuscript Component.

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

Full Title *(Limit 20 words)* Word Count: 3

Section 1: Soups

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

Project Enhancements

Manuscript Component


- ✓ Select Manuscript Component
- ✓ Enter Title
- ➔ Attach or Download Files

Please Attach or Download Files

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

Item	Description
*Instructions for Contributors	
*Instructions for Contributors	
Welcome Letter	
Figure Permission Form and Guidelines	S.
Previously Published Chapter Proof	
Instructions for Contributors	

Or Drag & Drop Files Here



No Items have yet been attached for this submission.

Project Enhancements

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
<input type="text" value="1"/>	Welcome Letter ▾	Welcome Letter	Welcome Letter.docx	12.3 KB	Dec 13, 2016	Download	<input type="checkbox"/>
<input type="text" value="2"/>	*Instructions for Contributors ▾	Instructions for Contributors	Instructions for Author.docx	12.4 KB	Nov 09, 2016	Download	<input type="checkbox"/>
<input type="text" value="3"/>	Figure Permission Form and Guidelines ▾	Figure Permission Form and Guidelines	Figure Permissions.docx	12.4 KB	Nov 09, 2016	Download	<input type="checkbox"/>

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

Project Enhancements

Summary Following Attach or Download 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		Online
Welcome Letter	1	*Instructions for Contributors	1
Figure Permission Form and Guidelines	1	Previously Published Chapter Proof	0

Previous

Build PDF for my Approval

Project Enhancements

If no Actions appear for your project, please wait a few minutes for your PDF to be built. The Action build within a few minutes, click the refresh button on your browser.

Page: 1 of 1 (1 total projects)










Action ▲	Project Tracking Number ▲▼	Project Component Type ▲▼	Project Title ▲▼	Section/Category ▲▼	Editor Originating Project ▲▼	Date Submission Began ▲▼
View Project ← Edit Project Approve Project		Section	Section 1: Soups		mary mary	Dec 13, 2016

Page: 1 of 1 (1 total projects)

Project Enhancements

If no Actions appear for your project, please wait a few minutes for your PDF to be built. The Action build within a few minutes, click the refresh button on your browser.

Page: 1 of 1 (1 total projects)










 Action 	Project Tracking Number 	Project Component Type 	Project Title 	Section/Category 	Editor Originating Project 	Date Submission Began 
View Project Edit Project  Approve Project		Section	Section 1: Soups		mary mary	Dec 13, 2016

Page: 1 of 1 (1 total projects)

Project Enhancements

If no Actions appear for your project, please wait a few minutes for your PDF to be built. The Action build within a few minutes, click the refresh button on your browser.

Page: 1 of 1 (1 total projects)

 Action 	Project Tracking Number 	Project Component Type 	Project Title 	Section/Category 	Editor Originating Project 	Date Submission Began 
View Project Edit Project Approve Project 		Section	Section 1: Soups		mary mary	Dec 13, 2016

Page: 1 of 1 (1 total projects)

Project Enhancements

Active

[New Projects Requiring Assignment \(1\)](#) ←

[New Assignments - Projects \(0\)](#)

[My Pending Projects \(3\)](#)

[View All Assigned Projects \(3\)](#)

[My Submissions With Related Submissions \(0\)](#)

[View All Submissions With Pending Related Submissions \(0\)](#)

[Projects With Invitations In Progress \(3\)](#)

[Projects With Outstanding Invitations \(2\)](#)

[Projects With Invited Submissions In Progress \(1\)](#)

[Projects With Invited Submissions Received \(3\)](#)

Project Enhancements

Contents: These are the new projects that require an Editor Assignment. Use the up/down arrow

Page: 1 of 1 (1 total projects)

Action ▲	Project Tracking Number ▲▼	Project Component Type ▲▼	Project Title ▲▼	Section/Category ▲▼	Editor Originating Project ▲▼
View Project Details ▾ History File Inventory Edit Project Remove Project Classifications Assign Editor ← Set Final Disposition Send E-mail		Section	Section 1: Soups		Bridget Cabral

Page: 1 of 1 (1 total projects)

Project Enhancements

Assign Editor

Title: "Section 1: Soups"

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

Click the Blind Editors link to block access to this submission for one or more Editors.

[Blind Editors](#)

Select	Editor Role	Editor Name	Number of Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Editor	Eleanor Author	0	0		Yes
<input checked="" type="radio"/>	Development Editor	Bridget Cabral	0	0		Yes
<input type="radio"/>	Editor	Anneliese Lead-Editor	1	0		Yes

Cancel

Send Custom Letter

Send Default Letter

Project Enhancements

Active

New Projects Requiring Assignment (0)

[New Assignments - Projects \(1\)](#) ←

[My Pending Projects \(3\)](#)

[View All Assigned Projects \(4\)](#)

[My Submissions With Related Submissions \(0\)](#)

[View All Submissions With Pending Related Submissions \(0\)](#)

[Projects With Invitations In Progress \(3\)](#)

[Projects With Outstanding Invitations \(2\)](#)

[Projects With Invited Submissions In Progress \(1\)](#)

[Projects With Invited Submissions Received \(3\)](#)

Book Workflow

- Initial New Book Set-up Options
- Project Creation
- Contributor Assignments
- Contributor Workflow
- Component Management

Contributor Assignment

Project Enhancements

Active

New Projects Requiring Assignment (0)

[New Assignments - Projects \(1\)](#) ←

[My Pending Projects \(3\)](#)

[View All Assigned Projects \(4\)](#)

[My Submissions With Related Submissions \(0\)](#)

[View All Submissions With Pending Related Submissions \(0\)](#)

[Projects With Invitations In Progress \(3\)](#)

[Projects With Outstanding Invitations \(2\)](#)

[Projects With Invited Submissions In Progress \(1\)](#)

[Projects With Invited Submissions Received \(3\)](#)

Contributor Assignment

Contents: These are projects that have been Assigned to the Editor. They require one of the following: an arrows to change the sort order.

Page: 1 of 1 (1 total projects)

Action ▲	Project Tracking Number ▲▼	Project Component Type ▲▼	Project Title ▲▼	Section/Category ▲▼	Editor Originating Project ▲▼
View Project Details ▾ History File Inventory Edit Project Classifications Assign Editor Set Final Disposition Invite Contributor ← Send E-mail	BOOKSDEMO-D-16-00006	Section	Section 1: Soups		Bridget Cabral

Contributor Assignment

Contributor Selection Summary - Manuscript BOOKSDEMO-D-16-00006 Section 1: Soups

[Manuscript Details](#)

Contributor Search

Search My Publication

- Search for Contributors
- Search for Contributors
- Search by Personal Classifications
- Upload Contributor List**
- Search for Alternate Contributors
- Search for Alternate Contributors by Personal Classifications

Go

Selected Contributors

Invited Contributor

There are no Contributors Invited for this component

Alternate Contributors

There are currently no Alternate Contributors selected for this component

[Register and Invite New Contributor](#)

[Return to New Project Assignments](#)

[Return to Manage Projects Menu](#)

[Return to Main Menu](#)

Contributor Assignment

Contributor Selection Summary - Manuscript BOOKSEMO-D-16-00006 Section 1: Soups

[Manuscript Details](#)

Contributor Search

Search My Publication

- Search for Contributors
- Search for Contributors
- Search by Personal Classifications
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Contributor Selection Summary - Manuscript BOOKSDEMO-D-16-00006

Section 1: Soups

[Manuscript Details](#)

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There are no Contributors Invited for this component

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There are currently no Alternate Contributors selected for this component

[Register and Invite New Contributor](#)

[Return to New Project Assignments](#)

[Return to Manage Projects Menu](#)

[Return to Main Menu](#)

Contributor Assignment

Contributor List File - Manuscript BOOKSDEMO-D-16-00006 Section 1: Soups

Upload Contributor List

Use this option to upload a list of potential Contributors from a file which includes their First Name, Last Name, Email Address, and optionally, a description of the material they will be asked to author and an ORCID ([more...](#))

Browse your computer:





Choose File

Or Drag & Drop a File Here



No Contributor List File has been uploaded for this submission.

Contributor Assignment

Name	Date modified	Type
 Author List File Format.xlsx	11/9/2016 8:43 AM	TXT File
 DEMOCAM130-S-16-00001	11/4/2016 5:05 PM	Adobe Acrobat D...
 Figure Permissions	11/9/2016 8:48 AM	Microsoft Word D...
 Figure Permissions	11/9/2016 8:49 AM	Adobe Acrobat D...

Contributor Assignment

Contributor Candidates

The Contributor Candidates found in the uploaded file are displayed below. If any errors exist within the data they are highlighted with a warning icon. Depending on the issue with the data, the offending record may not be imported. Rolling over the  icon where an issue has been discovered will provide information about the issue. The 'Ignore' option can be used to exclude Contributors before importing the list.

To load the approved records into the 'Contributor Candidates' grid choose 'Import'. Choose the 'Remove' option to remove your file so that you may correct any issues and upload the file again.

Remove

Import


Invitation	FIRSTNAME	LASTNAME	EMAIL	ORCID	Title	NOTE	Ignore
True	Mary	Smith	ms@email.com		Carrot Soup	Consider incorporating curry	<input type="checkbox"/>

Remove

Import

Contributor Assignment

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Invitation	FIRSTNAME	LASTNAME	EMAIL	ORCID	Title	NOTE	Ignore
True	Mary	Smith	ms@email.com		Carrot Soup	Consider incorporating curry	<input type="checkbox"/>

Contributor Assignment

Contributor Candidates

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). Your selection may vary Author to Author, but each individual may only be selected for invitation or assignment

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics											
Inv.	Asn.				Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Date Last Invited:	Outstanding Invitations:	Agreed:	Declined:	Uninvited:	Total Invitations:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1	Invited Submissions Received: 1	Un-invited Before Agreeing: 0	Un-invited After Agreeing: 0	Last Invited Submission Agreed: Dec 02 2009	Last Invited Submission Received: Dec 02 2009	Last Invited Submission Declined: -	Avg Days to Submit: 0.00	Date Last Invited: -	Outstanding Invitations: 1	Agreed: 2	Declined: 0	Uninvited: 0	Total Invitations: 3
			Information from File: Mary Smith ms@email.com Title: Carrot Soup Consider incorporating cu...																	

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Contributor Assignment

Contributor Candidates

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). Your selection may vary Author to Author, but each individual may only be selected for invitation or assignment

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Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics											
Inv.	Asn.				Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Date Last Invited:	Outstanding Invitations:	Agreed:	Declined:	Uninvited:	Total Invitations:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1	Invited Submissions Received: 1	Un-invited Before Agreeing: 0	Un-invited After Agreeing: 0	Last Invited Submission Agreed: Dec 02 2009	Last Invited Submission Received: Dec 02 2009	Last Invited Submission Declined: -	Avg Days to Submit: 0.00	Date Last Invited: -	Outstanding Invitations: 1	Agreed: 2	Declined: 0	Uninvited: 0	Total Invitations: 3
			Information from File: Mary Smith ms@email.com Title: Carrot Soup Consider incorporating cu...																	

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Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Select As	Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics	
				Invited	Unsolicited				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1 Invited Submissions Received: 1 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02 2009 Last Invited Submission Received: Dec 02 2009 Last Invited Submission Declined: - Avg Days to Submit: 0.00	Date Last Invited: - Outstanding Invitations: 1 Agreed: 2 Declined: 0 Uninvited: 0 Total Invitations: 3	

Page: 1 of 1 (1 total Contributors)

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Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics	
Inv.	Asn.				Invited	Unsolicited	Agreed and Awaiting Submission:	Date Last Invited:	Invited Submissions Received:	Outstanding Invitations:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1	Date Last Invited: -	Invited Submissions Received: 1	Outstanding Invitations: 1
			Information from File: Mary Smith ms@email.com Title: Carrot Soup Consider incorporating cu...				Un-invited Before Agreeing: 0	Agreed: 2	Un-invited After Agreeing: 0	Declined: 0
							Last Invited Submission Agreed: Dec 02 2009	Un-invited: 0	Last Invited Submission Received: Dec 02 2009	Total Invitations: 3
							Last Invited Submission Declined: -			
							Avg Days to Submit: 0.00			

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Contributor Assignment

Contributor Candidates

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). Your selection may vary Author to Author, but each individual may only be selected for invitation or assignment

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Select AS		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1 Invited Submissions Received: 1 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02 2009 Last Invited Submission Received: Dec 02 2009 Last Invited Submission Declined: - Avg Days to Submit: 0.00	Date Last Invited: - Outstanding Invitations: 1 Agreed: 2 Declined: 0 Uninvited: 0 Total Invitations: 3

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

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Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics													
Inv.	Asn.				Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Date Last Invited:	Outstanding Invitations:	Agreed:	Declined:	Uninvited:	Total Invitations:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission:	1	Date Last Invited:	-	Invited Submissions Received:	1	Outstanding Invitations:	1	Agreed:	2	Declined:	0	Uninvited:	0	Total Invitations:	3
			Information from File: Mary Smith ms@email.com Title: Carrot Soup Consider incorporating cu...				Un-invited Before Agreeing:	0	Un-invited After Agreeing:	0	Last Invited Submission Agreed:	Dec 02 2009	Last Invited Submission Received:	Dec 02 2009	Last Invited Submission Declined:	-	Avg Days to Submit:	0.00				

Page: 1 of 1 (1 total Contributors)

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Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics		Invitation Statistics											
Inv.	Asn.				Invited	Unsolicited	Agreed and Awaiting Submission:	Invited Submissions Received:	Un-invited Before Agreeing:	Un-invited After Agreeing:	Last Invited Submission Agreed:	Last Invited Submission Received:	Last Invited Submission Declined:	Avg Days to Submit:	Date Last Invited:	Outstanding Invitations:	Agreed:	Declined:	Uninvited:	Total Invitations:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Confirmed Match Mary Smith	No	2	1	Agreed and Awaiting Submission: 1	Invited Submissions Received: 1	Un-invited Before Agreeing: 0	Un-invited After Agreeing: 0	Last Invited Submission Agreed: Dec 02 2009	Last Invited Submission Received: Dec 02 2009	Last Invited Submission Declined: -	Avg Days to Submit: 0.00	Date Last Invited: -	Outstanding Invitations: 1	Agreed: 2	Declined: 0	Uninvited: 0	Total Invitations: 3
			Information from File: Mary Smith ms@email.com Title: Carrot Soup Consider incorporating cu...																	

Page: 1 of 1 (1 total Contributors)

Display 10 results per page.

Contributor Assignment

Select Contributors - Confirm Selection and Customize Letters

You have selected the following people as potential Contributor. ([more...](#))

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
Mary Smith	Author Invitation for Proposal <input type="button" value="Customize"/>	Full Title (Limit 20 words): Carrot Soup <input type="checkbox"/> Lock title(s) for Contributor	12/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	06/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

Cancel

Submit

Contributor Assignment

Select Contributors - Confirm Selection and Customize Letters

You have selected the following people as potential Contributor. ([more...](#))

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
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Cancel

Submit

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Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
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Cancel

Submit

Contributor Assignment

Select Contributors - Confirm Selection and Customize Letters

You have selected the following people as potential Contributor. ([more...](#))

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
Mary Smith	Author Invitation for Proposal <input type="text"/> Customize	Full Title (Limit 20 words): <input type="text" value="Carrot Soup"/> <input type="checkbox"/> Lock title(s) for Contributor	12/30/2017 <input type="text"/> (mm/dd/yyyy)	06/30/2017 <input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>

Cancel

Submit

Contributor Assignment

Select Contributors - Confirm Selection and Customize Letters

You have selected the following people as potential Contributor. ([more...](#))

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
Mary Smith	Author Invitation for Proposal <input type="text"/> Customize	Full Title (Limit 20 words): <input type="text"/> Carrot Soup <input type="checkbox"/> Lock title(s) for Contributor	12/30/2017 <input type="text"/> <input type="calendar"/> (mm/dd/yyyy)	06/30/2017 <input type="text"/> <input type="calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

Cancel

Submit

Contributor Assignment

Select Contributors - Confirm Selection and Customize Letters

You have selected the following people as potential Contributor. ([more...](#))

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Contributors to Invite

[Open Special Character Palette](#)

Name	Letter	Component Title	Invited Contributor Response Due Date	Author Contributor Due Date	Do Not Invite
Mary Smith	Author Invitation for Proposal <input type="button" value="Customize"/>	Full Title (Limit 20 words): Carrot Soup <input type="checkbox"/> Lock title(s) for Contributor	12/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	06/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

Cancel

Submit

Contributor Assignment

Contributor Selection Summary - Manuscript BOOKSDEMO-D-16-00006 Section 1: Soups

[Manuscript Details](#)

Contributor Search

Search My Publication

Search for Contributors ▼

Go

Selected Contributors

Invited Contributor

[Mary Smith](#)

Contributor Invited - Dec 13, 2016

[View Letter](#)

[Un-invite](#)

Alternate Contributors

There are currently no Alternate Contributors selected for this component

Contributor Assignment

Contributor Selection Summary - Manuscript BOOKSDEMO-D-16-00006 Section 1: Soups

[Manuscript Details](#)

Contributor Search

Search My Publication

Search for Contributors

Go

Selected Contributors

Invited Contributor

Mary Smith

Contributor Invited - Dec 13, 2016

[View Letter](#)

[Un-invite](#)

Alternate Contributors

There are currently no Alternate Contributors selected for this component

Contributor Assignment

Contributor Selection Summary - Manuscript BOOKSDEMO-D-16-00006 Section 1: Soups

[Manuscript Details](#)

Contributor Search

Search My Publication

Search for Contributors

Go

Selected Contributors

Invited Contributor

[Mary Smith](#)

Contributor Invited - Dec 13, 2016

[View Letter](#)

[Un-invite](#)

Alternate Contributors

There are currently no Alternate Contributors selected for this component

Contributor Assignment

Search for Contributors - Manuscript BOOKSDEMO-D-16-00006 "Section 1: Soups"

[Manuscript Details](#) [Register and Invite New Contributor](#)

[Help with Searching](#)

[Open Special Character Palette](#)

(Criterion	Is/Is not	Selector	Value)	
▼	Last Name	is	Begins With		▼	OR ▼ Remove
▼	Last Name					
▼	First Name	is	Begins With		▼	OR ▼ Remove
	Position					
▼	Department	is	Begins With		▼	OR ▼ Remove
	Institution					
▼	City	is	Begins With		▼	OR ▼ Remove
	State					
▼	Country	is	Begins With		▼	OR ▼ Remove
	E-mail Address					
▼	Last Name	is	Begins With		▼	Remove

Add

Clear Search

Contributor Assignment

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input type="checkbox"/>	<input type="checkbox"/>		Bridget Cabral	No	0	0		
<input type="checkbox"/>	<input type="checkbox"/>		MR Allan Author	No	14	0	Agreed and Awaiting Submission: 0 Invited Submissions Received: 14 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02, 2016 Last Invited Submission Received: Dec 02, 2016 Last Invited Submission Declined: Dec 02, 2016 Avg Days to Submit: 0.00	Date Last Invited: Dec 02, 2016 Outstanding Invitations: 0 Agreed: 14 Declined: 1 Un-invited: 0 Total Invitations: 15
<input type="checkbox"/>	<input type="checkbox"/>		Caroline Contributor	No	0	0		

Contributor Assignment

Select As	Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics	Invitation Statistics
				Invited	Unsolicited		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Bridget Cabral	No	0	0	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	MR Allan Author	No	14	0	Agreed and Awaiting Submission: 0 Invited Submissions Received: 14 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02, 2016 Last Invited Submission Received: Dec 02, 2016 Last Invited Submission Declined: Dec 02, 2016 Avg Days to Submit: 0.00 Date Last Invited: Dec 02, 2016 Outstanding Invitations: 0 Agreed: 14 Declined: 1 Uninvited: 0 Total Invitations: 15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Caroline Contributor	No	0	0	

Contributor Assignment

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Bridget Cabral	No	0	0		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	MR Allan Author	No	14	0	Agreed and Awaiting Submission: 0 Invited Submissions Received: 14 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02, 2016 Last Invited Submission Received: Dec 02, 2016 Last Invited Submission Declined: Dec 02, 2016 Avg Days to Submit: 0.00	Date Last Invited: Dec 02, 2016 Outstanding Invitations: 0 Agreed: 14 Declined: 1 Uninvited: 0 Total Invitations: 15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Caroline Contributor	No	0	0		

Contributor Assignment

Select As		Number of Letters	Contributor Name	Board Member	Submissions Being Processed		Contributor Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Bridget Cabral	No	0	0		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	MR Allan Author	No	14	0	Agreed and Awaiting Submission: 0 Invited Submissions Received: 14 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Dec 02, 2016 Last Invited Submission Received: Dec 02, 2016 Last Invited Submission Declined: Dec 02, 2016 Avg Days to Submit: 0.00	Date Last Invited: Dec 02, 2016 Outstanding Invitations: 0 Agreed: 14 Declined: 1 Uninvited: 0 Total Invitations: 15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Caroline Contributor	No	0	0		

Contributor Assignment

Authors to Assign [Open Special Character Palette](#)

Name	Letter	Component Title	Author Contributor Due Date	Do Not Assign
Bridget Cabral	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Chicken Noodle Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Allan Author	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Tomato Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Lobster Bisque <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal Customize	Full Title (Limit 20 words): New England Clam Chowder <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>

Contributor Assignment

Authors to Assign [Open Special Character Palette](#)

Name	Letter	Component Title	Author Contributor Due Date	Do Not Assign
Bridget Cabral	Author Invitation for Proposal ▼ Customize	Full Title (Limit 20 words): Chicken Noodle Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Allan Author	Author Invitation for Proposal ▼ Customize	Full Title (Limit 20 words): Tomato Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal ▼ Customize	Full Title (Limit 20 words): Lobster Bisque <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal ▼ Customize	Full Title (Limit 20 words): New England Clam Chowder <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>

Contributor Assignment

Authors to Assign [Open Special Character Palette](#)

Name	Letter	Component Title	Author Contributor Due Date	Do Not Assign
Bridget Cabral	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Chicken Noodle Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Allan Author	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Tomato Soup <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal Customize	Full Title (Limit 20 words): Lobster Bisque <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>
Caroline Contributor	Author Invitation for Proposal Customize	Full Title (Limit 20 words): New England Clam Chowder <input checked="" type="checkbox"/> Lock title(s) for Contributor	06/30/2017 (mm/dd/yyyy)	<input type="checkbox"/>

Book Workflow

- Initial New Book Set-up Options
- Project Creation
- Contributor Assignments
- Contributor Workflow
- Component Management

Contributor Submission

Contributor Submission

Contributor Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

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

Production

Components in Production (0)

Current Task Assignments (0)



Invited Components

[My Projects \(2\)](#)

Contributor Submission

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' w


Page: 1 of 1 (1 total submissions)

 Action	Manuscript Number	Manuscript Component	Component Title	Date Contributor Invited	Date Contributor Accepted
View Project  View Assignment Letter Submit Accepted Project Send E-mail	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Dec 13, 2016	Dec 13, 2016

Contributor Submission

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' w

Page: 1 of 1 (1 total submissions)

 Action	Manuscript Number	Manuscript Component	Component Title	Date Contributor Invited	Date Contributor Accepted
View Project View Assignment Letter Submit Accepted Project Send E-mail	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Dec 13, 2016	Dec 13, 2016

Contributor Submission

Manuscript Component

- Enter Title
- Contributors
- Submit Component Summary
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach or Download Files

Please Enter The Full Title of Your Component

Entering a Full Title is Required for Manuscript Component.

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

Full Title *(Limit 20 words)* Word Count: 2

Lobster Bisque

[Next](#)

Contributor Submission

Manuscript Component

- Enter Title
- Contributors
- Submit Component Summary
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
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Lobster Bisque

[Next](#)

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- Additional Information
- Enter Comments
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Full Title *(Limit 20 words)* Word Count: 2

Lobster Bisque ←

[Next](#)

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- Select Classifications
- Additional Information
- Enter Comments
- Attach or Download Files

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

Full Title *(Limit 20 words)* Word Count: 2

Lobster Bisque

Contributor Submission

Manuscript Component

Enter Title

→ Contributors

Submit Component Summary

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Attach or Download Files

Please Add, Edit, or Remove Contributors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Contributor List

+ Add Another Contributor

☰ ✎ **Caroline Contributor** [Corresponding Contributor] [First Contributor] [You]

+ Add Another Contributor

Previous

Next

Contributor Submission

Manuscript Component

Enter Title

→ Contributors

Submit Component Summary

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Attach or Download Files

Please Add, Edit, or Remove Contributors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Contributor List

+ Add Another Contributor



Caroline Contributor [Corresponding Contributor] [First Contributor] [You]





+ Add Another Contributor

Previous

Next

Contributor Submission

Enter Contributor Details ✕

    [Open Special Character Palette](#)

Title*

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)


Affiliation

E-mail Address*

ORCID [Fetch](#)



[What is ORCID?](#)

Institution*

This is the corresponding contributor 

Contributor Submission

Enter Contributor Details ✕

    [Open Special Character Palette](#)

Title*

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)


Affiliation

E-mail Address*

ORCID [Fetch](#)

[What is ORCID?](#)

Institution*

This is the corresponding contributor 

Contributor Submission

Enter Contributor Details ✕

[Open Special Character Palette](#)

Title*

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

Affiliation

E-mail Address*

ORCID [Fetch](#)

[What is ORCID?](#)

Institution*

This is the corresponding contributor [i](#)

Contributor Submission

Manuscript Component

Enter Title

Contributors

Submit Component Summary

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Attach or Download Files

Please Add, Edit, or Remove Contributors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Contributor List

+ Add Another Contributor



Caroline Contributor [Corresponding Contributor] [First Contributor] [You]



Jessica Merchant

+ Add Another Contributor

Previous

Next

Contributor Submission





Manuscript Component

- Enter Title
- Contributors**
- Submit Component Summary
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach or Download Files

Please Add, Edit, or Remove Contributors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Contributor List + Add Another Contributor

		Caroline Contributor [Corresponding Contributor] [First Contributor] [You]
	 	Jessica Merchant

+ Add Another Contributor

Previous Next

Contributor Submission

Manuscript Component

Enter Title

→ Contributors

Submit Component Summary

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Attach or Download Files

Please Add, Edit, or Remove Contributors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Contributor List

+ Add Another Contributor



Jessica Merchant [First Contributor]



Caroline Contributor [Corresponding Contributor] [You]

+ Add Another Contributor

Previous

Next

Contributor Submission

Manuscript Component

- Enter Title
- Contributors
- Submit Component Summary**
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach or Download Files

Please Enter Component Summary

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 200 words Word Count: 12

Fresh Maine lobster tail and cream-based broth make this recipe extra rich.

/

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

Contributor Submission

Manuscript Component

- Enter Title
- Contributors
- ✓ Submit Component Summary
- ➔ Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach or Download Files

Please Enter Keywords

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 5 Keywords Keyword Count:3

Lobster; Bisque; Summer|

Contributor Submission

Manuscript Component

- Enter Title
- Contributors
- ✓ Submit Component Summary
- ✓ Enter Keywords
- ➔ **Select Classifications**
- Additional Information
- Enter Comments
- Attach or Download Files

Please Select Classifications

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select up to 5 Classification(s)

Selected Classifications

(None Selected)

Select Classifications

Previous Next

Contributor Submission

Manuscript Component

Enter Title

Contributors

✓ Submit Component Summary

✓ Enter Keywords

✓ Select Classifications

➔ Additional Information

Enter Comments

Attach or Download Files

Please Enter the Following

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

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

Answer Required:

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

Answer Required:

Please select a response



Please select a response.

Previous

Next

Contributor Submission

Manuscript Component

Enter Title

Contributors

✓ Submit Component Summary

✓ Enter Keywords

✓ Select Classifications

✓ Additional Information

➔ Enter Comments

Attach or Download Files

Please Enter Comments

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.

Please cc co-contributor on all correspondence.

Previous

Next

Contributor Submission

Manuscript Component

Enter Title

Contributors

✓ Submit Component Summary

✓ Enter Keywords

✓ Select Classifications


✓ Additional Information

✓ Enter Comments

➔ Attach or Download Files

Please Attach or Download Files

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

Item	Description
*Manuscript *Manuscript Table Figure Dataset Video Author Agreement	<p>Enter a Description and then either click Choose Files to select files or drag and drop files.</p> <p>Choose Files Or Drag & Drop Files Here</p> 

Contributor Submission

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
<input type="text" value="1"/>	<input type="text" value="*Manuscript"/>	<input type="text" value="Manuscript"/>	Manuscript.doc	30.0 KB	Nov 09, 2016	Download	<input type="checkbox"/>

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

Contributor Submission

Manuscript Component

Enter Title

Contributors

✓ Submit Component Summary

✓ Enter Keywords

✓ Select Classifications

✓ Additional Information

✓ Enter Comments

➔ Attach or Download Files

Please Attach or Download Files

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

Item

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

Description

Figure Number:

[Help](#)

Permission Received?:

Illustration Instructions:

Or Drag & Drop Files Here



Contributor Submission

Manuscript Component

Enter Title

Contributors

✓ Submit Component Summary

✓ Enter Keywords

✓ Select Classifications

✓ Additional Information

✓ Enter Comments

➔ Attach or Download Files

Summary Following Attach or Download 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		Online
*Manuscript	1	Table	0
Figure	0	Dataset	0
Video	0	Author Agreement	0

Previous

Build PDF for my Approval

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component Edit Manuscript Component Approve Manuscript Component View Project Correspondence Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component ← Edit Manuscript Component Approve Manuscript Component View Project Correspondence Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component Edit Manuscript Component Approve Manuscript Component ← View Project Correspondence Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component Edit Manuscript Component ← Approve Manuscript Component View Project Correspondence Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component Edit Manuscript Component Approve Manuscript Component View Project ← Correspondence Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Manuscript Component Edit Manuscript Component Approve Manuscript Component View Project Correspondence ← Send E-mail	Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Needs Approval

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

Contributor Submission

New Components

[Submit New Component](#)









Components Sent Back to Contributor (0)

Incomplete Components (0)

Components Waiting for Contributor's Approval (0)

[Components Being Processed \(2\)](#) ←

Contributor Submission

 Action 	Manuscript Number  	Title  	Initial Date Submitted  	Status Date  	Current Status  
View Manuscript Component Contributor Status View Project View Invitation Letter Correspondence Send E-mail		Lobster Bisque	Dec 14, 2016	Dec 14, 2016	Manuscript Submitted
View Manuscript Component View Project View Invitation Letter Correspondence Send E-mail		New England Clam Chowder	Dec 13, 2016	Dec 13, 2016	Manuscript Submitted

Component Management

Component Management

Development Editor Main Menu

Quick Searches:

[Definition Search](#)

Search

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

Editor 'To-Do' List

My Pending Assignments (19)

[New Submissions Requiring Assignment \(18\)](#)

[Revised Submissions Requiring Assignment \(1\)](#)

[New Assignments \(0\)](#)

[Submissions with Required Reviews Complete \(0\)](#)

[Submissions Requiring Additional Reviewers \(0\)](#)

[Submissions with One or More Late Reviews \(0\)](#)

[Submissions with Active Discussions \(1\)](#)

Reviews in Progress (0)

[Reviewers Invited - No Response \(0\)](#)

[Submissions Under Review \(0\)](#)

Component Management

Development Editor Main Menu

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[Definition Search](#)

Search

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

Editor 'To-Do' List

My Pending Assignments (19)

[New Submissions Requiring Assignment](#) (18)

[Revised Submissions Requiring Assignment](#) (1)

[New Assignments](#) (0)

[Submissions with Required Reviews Complete](#) (0)

[Submissions Requiring Additional Reviewers](#) (0)

[Submissions with One or More Late Reviews](#) (0)










[Submissions with Active Discussions](#) (1)

Reviews in Progress (0)


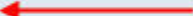

[Reviewers Invited - No Response](#) (0)

[Submissions Under Review](#) (0)

Component Management

 Action	Manuscript Number	Manuscript Component	Component Title	Contributor Name	Initial Date Submitted
Action Links 		Chapter	Goat Cheese Salad	Eleanor Author	Dec 14, 2016
Action Links 		Chapter	Caesar Salad	Dennis Author	Dec 14, 2016
Action Links 		Chapter	Tomato Soup	Allan Author 	Dec 14, 2016
Action Links 		Chapter	Lobster Bisque	Caroline Contributor 	Dec 14, 2016
Action Links 		Chapter	New England Clam Chowder	Caroline Contributor 	Dec 13, 2016

Component Management

View Manuscript Component Details   Initiate Discussion History File Inventory Edit Manuscript Component Send Back to Contributor Remove Manuscript Component Classifications Assign Editor Set Final Disposition Initiate Production View Related Submissions Send E-mail Linked Submissions		Chapter	Lobster Bisque	Caroline Contributor 	Dec 14, 2016
--	--	---------	----------------	--	--------------


Component Management

Details for Manuscript Number: Unassigned Caroline Contributor (UNITED STATES): "Lobster Bisque"

[Cancel](#)[Save](#)[Save and Close](#)[Editors](#)[Schedule Group](#)[Tasks](#)

Full Title:	Lobster Bisque
Short Title:	
Editors	
Top	
Corresponding Editor:	There is no Corresponding Editor for this manuscript
No Editors have been assigned to this manuscript.	
Corresponding Contributor:	Caroline Contributor , Harvard University UNITED STATES [Proxy]
Corresponding Contributor E-Mail:	author2@ariestrash.com
Contributor Comments:	
<div style="border: 1px solid #ccc; padding: 5px;"><p>Please cc co-contributor on all correspondence.</p></div>	
Insert Special Character	
Other Contributors:	Jessica Merchant
	Contributor Status


Component Management

Schedule Group		Top
Schedule Group:	Joy, Volume 9 	
Schedule Group Title (Controlling Group):	The Joy of Cooking	
Schedule Group ISBN (Controlling Group):	9780452254251; 9780451159922	
Schedule Group Edition (Controlling Group):	9	
Schedule Group Authors/Volume Editors (Controlling Group):	Irma S. Rombauer, Marion Rombauer Becker	

Component Management

Submission Actual Number of Pages:	<input type="text"/>
Submission Actual Start Page:	<input type="text"/>
Submission Actual End Page:	<input type="text"/>
Submission Actual Volume Number:	<input type="text"/>
Submission Actual TOC Position:	<input type="text"/>
Previous Edition Chapter:	<input type="text"/>
Previous Edition pp:	<input type="text"/>
Char Count Text:	<input type="text"/>
Text (ms pp):	<input type="text"/>
Estimated Text pp:	<input type="text"/>
References (#):	<input type="text"/>
Estimated Reference pp:	<input type="text"/>
Tables (#):	<input type="text"/>
Estimated Table pp:	<input type="text"/>
FIGS: Total # of parts:	<input type="text"/>
Estimated Figure pp:	<input type="text"/>
Estimated Printed pp:	<input type="text"/>

Component Management

View Manuscript Component Details ▾ Initiate Discussion History File Inventory Edit Manuscript Component Send Back to Contributor Remove Manuscript Component Classifications Assign Editor Set Final Disposition Initiate Production View Related Submissions ← Send E-mail Linked Submissions		Chapter	Lobster Bisque	Caroline Contributor 	Dec 14, 2016
--	--	---------	----------------	--	--------------

Component Management

[View Related Submissions for Manuscript Number BOOKSDEMO-D-16-00006.](#)

Contents: Submissions where one or more Contributors have submitted related manuscripts.


















Schedule Group: Joy, Volume 9; The Joy of Cooking

ISBN: 9780452254251; 9780451159922


















Edition: 9

Authors/Volume Editors: Irma S. Rombauer, Marion Rombauer Becker

Component Management

Project					
 Action	Project Tracking Number	Project Component Type	Project Component Title	Editor Originating Project	Initial Date of Project
View Project Details  History Set Final Disposition Invite Contributor	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral	Dec 13, 2016
Related Submissions					
 Action 	Manuscript Number  	Manuscript Component  	Manuscript Component Title  	Contributor Name  	Initial Date Submitted  
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	Lobster Bisque	Caroline Contributor	Dec 14, 2016
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	Tomato Soup	Allan Author	Dec 14, 2016
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	New England Clam Chowder	Caroline Contributor	Dec 13, 2016

Component Management

Project					
 Action	Project Tracking Number	Project Component Type	Project Component Title	Editor Originating Project	Initial Date of Project
View Project Details  History Set Final Disposition Invite Contributor	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral	Dec 13, 2016
Related Submissions					
 Action 	 Manuscript Number 	 Manuscript Component 	 Manuscript Component Title 	 Contributor Name 	 Initial Date Submitted 
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	Lobster Bisque	Caroline Contributor	Dec 14, 2016
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	Tomato Soup	Allan Author	Dec 14, 2016
View Manuscript Component Edit Manuscript Component Details  History Set Final Disposition Initiate Production Go to Submission		Chapter	New England Clam Chowder	Caroline Contributor	Dec 13, 2016

Component Management

Table of Contents									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Target Start Page	Target Page
No submissions have yet been added to this Schedule Group.									
Details ▾ Remove Header	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0		
Details ▾ Remove Header	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0		
<input type="button" value="Update TOC"/> <input type="button" value="Insert Header"/>									
Pre-selected Submissions									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Editorial Status	
	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	New England Clam Chowder		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Lobster Bisque		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Tomato Soup		Allan Author	0	Manuscript Submitted	
	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Goat Cheese Salad		Eleanor Author	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Caesar Salad		Dennis Author	0	Manuscript Submitted	

Component Management

Table of Contents									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Target Start Page	Target Page
No submissions have yet been added to this Schedule Group.									
Details ▾ Remove Header	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0		
Details ▾ Remove Header	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0		
<input type="button" value="Update TOC"/> <input type="button" value="Insert Header"/>									
Pre-selected Submissions									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Editorial Status	
	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	New England Clam Chowder		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Lobster Bisque		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Tomato Soup		Allan Author	0	Manuscript Submitted	
	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Goat Cheese Salad		Eleanor Author	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Caesar Salad		Dennis Author	0	Manuscript Submitted	

Component Management

Table of Contents									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Target Start Page	Target Page
No submissions have yet been added to this Schedule Group.									
Details ▾ Remove Header	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0		
Details ▾ Remove Header	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0		
<input type="button" value="Update TOC"/> <input type="button" value="Insert Header"/>									
Pre-selected Submissions									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Editorial Status	
Details ▾ Transmittal Form View Reviews and Comments	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	New England Clam Chowder		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Lobster Bisque		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Tomato Soup		Allan Author	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Goat Cheese Salad		Eleanor Author	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Caesar Salad		Dennis Author	0	Manuscript Submitted	

Component Management

Table of Contents									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Target Start Page	Target Page
No submissions have yet been added to this Schedule Group.									
Details ▾ Remove Header	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0		
Details ▾ Remove Header	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0		
<input type="button" value="Update TOC"/> <input type="button" value="Insert Header"/>									
Pre-selected Submissions									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Editorial Status	
	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	New England Clam Chowder		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Lobster Bisque		Caroline Contributor	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Tomato Soup		Allan Author	0	Manuscript Submitted	
	2	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0	Contributor Invited	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Goat Cheese Salad		Eleanor Author	0	Manuscript Submitted	
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Caesar Salad		Dennis Author	0	Manuscript Submitted	

Component Management

Table of Contents									
Actions	Target TOC Position	Manuscript Number	Manuscript Component	Component Title	Editor Originating Project	Contributor Name	Target Number of Pages	Target Start Page	Target End Page
Details <input type="checkbox"/> Remove Header	1	BOOKSDEMO-D-16-00006	Section	Section 1: Soups	Bridget Cabral		0		
Production Details <input type="checkbox"/> Transmittal Form Remove from Group Linked Submissions	2		Chapter	Tomato Soup		Allan Author	0		
Production Details <input type="checkbox"/> Transmittal Form Remove from Group Linked Submissions	3		Chapter	Lobster Bisque		Caroline Contributor	0		
Details <input type="checkbox"/> Remove Header	4	BOOKSDEMO-D-16-00007	Section	Section 2: Salads	Bridget Cabral		0		
Production Details <input type="checkbox"/> Transmittal Form Remove from Group Linked Submissions	5		Chapter	Goat Cheese Salad		Eleanor Author	0		

Update TOC Insert Header

Book Workflow

- Initial New Book Set-up Options
- Project Creation
- Contributor Assignments
- Contributor Workflow
- Component Management

Configuration

The Joy of ~~Cooking~~ Configuration

Configuration

- All configurations are available in System Administrative Functions only for Editor Roles with appropriate permissions
- Most configurations for EM for Books are available in PolicyManager
- Editorial Manager and ProduXion Manager settings are required to support EM for Books
- Once enabled, a single Editorial Manager site can support multiple books at one time
- Restricted access may be granted to those Editor Roles that require access to all content

Configuration

Administrator Main Menu

Search

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

Administrative Functions

[System Administrator Functions](#)

[Reports](#)

[Send Reminder Letters](#)

Configuration

ROLEMANAGER • ACTIONMANAGER • **POLICYMANAGER** • ADMINMANAGER • ADMINISTRATION HELP

☐ ProduXion Manager

-  Configure Automatic Production Initiation
-  Configure Automatic Copy of Target to Actual Publication Information
-  Configure Book Processing ←
-  Configure Submission Workflows and Tasks
-  Configure Schedule Group Tasks
-  Set Contributor Production Task Deep Link Expiration
-  Configure Identifiers Displayed in Production Tracking
-  Configure Production Statuses
-  Define National Holidays
-  Configure Attachment Security
-  Edit Instructions for Attachments
-  Set Attachments Deep Link Policy

Configuration

Configure Book Processing

Use this page to configure the publication to process books. Selecting the checkbox 'Enable Book Processing' will enable book-related metadata to be entered and displayed throughout the system. Selecting the checkbox 'New Schedule Groups are automatically created in the Book Schedule Group Family' will cause the 'Add Schedule Group' interface to contain only book-related metadata. Leave this setting unselected/unchecked to allow the user to choose the Schedule Group family when the Schedule Group is added.

-
- Enable Book Processing
 - New Schedule Groups are automatically created in the Book Schedule Group Family
-

Cancel

Submit

Configuration

Configure Book Processing

Use this page to configure the publication to process books. Selecting the checkbox 'Enable Book Processing' will enable book-related metadata to be entered and displayed throughout the system. Selecting the checkbox 'New Schedule Groups are automatically created in the Book Schedule Group Family' will cause the 'Add Schedule Group' interface to contain only book-related metadata. Leave this setting unselected/unchecked to allow the user to choose the Schedule Group family when the Schedule Group is added.

-
- Enable Book Processing
 - New Schedule Groups are automatically created in the Book Schedule Group Family
-

Cancel

Submit

Configuration

Configure Book Processing

Use this page to configure the publication to process books. Selecting the checkbox 'Enable Book Processing' will enable book-related metadata to be entered and displayed throughout the system. Selecting the checkbox 'New Schedule Groups are automatically created in the Book Schedule Group Family' will cause the 'Add Schedule Group' interface to contain only book-related metadata. Leave this setting unselected/unchecked to allow the user to choose the Schedule Group family when the Schedule Group is added.

-
- Enable Book Processing
 - New Schedule Groups are automatically created in the Book Schedule Group Family
-

Cancel

Submit

Configuration

▣ Submission Policies

[Edit Manuscript Components](#)

[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 Contributor'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 Co-Contributor Parameters](#)

[Configure Contributor Roles](#)

[Set Revision File Selection Option](#)

[Configure Duplicate Submission Check](#)

[Configure Technical Check](#)

[Configure checkCIF](#)

[Configure Contributor Accept Checkbox](#)

Configuration

Order	Item Type	Item Family	Artwork QC	Reference Checking	Actions
1	Welcome Letter	Document			Remove Edit
2	Instructions for Contributors	Document			Edit
3	Figure Permission Form and Guidelines	Document			Edit
4	Previously Published Chapter Proof	Document			Remove Edit
5	Manuscript	Document			Edit
6	Table	Table			Edit
7	Figure	Figure			Edit
8	Dataset	Default			Remove Edit
9	Video	Supplemental			Remove Edit
10	Author Agreement	Default			Remove Edit

Configuration

Order	Item Type	Item Family	Artwork QC	Reference Checking	Actions
1	Welcome Letter	Document			Remove Edit
2	Instructions for Contributors	Document			Edit
3	Figure Permission Form and Guidelines	Document			Edit
4	Previously Published Chapter Proof	Document			Remove Edit
5	Manuscript	Document			Edit
6	Table	Table			Edit
7	Figure	Figure			Edit
8	Dataset	Default			Remove Edit
9	Video	Supplemental			Remove Edit
10	Author Agreement	Default			Remove Edit

Configuration

Order	Item Type	Item Family	Artwork QC	Reference Checking	Actions
1	Welcome Letter	Document			Remove Edit
2	Instructions for Contributors	Document			Edit
3	Figure Permission Form and Guidelines	Document			Edit
4	Previously Published Chapter Proof	Document			Remove Edit
5	Manuscript	Document			Edit
6	Table	Table			Edit
7	Figure	Figure			Edit
8	Dataset	Default			Remove Edit
9	Video	Supplemental			Remove Edit
10	Author Agreement	Default			Remove Edit

Configuration

Edit Manuscript Components

Listed below are the Manuscript Components available for manuscript submission, conference submissions, project creation, invited submissions, solicited related submissions, and submissions by an Editor. [\(more...\)](#)

Order	Manuscript Component	Manuscript Component Family	Invited	Editor/Publish Use Only
<input type="text" value="1"/>	Section 	Proposal		Remove Edit Copy
<input type="text" value="2"/>	Chapter	Regular	<input checked="" type="checkbox"/>	Remove Edit Copy

Configuration

Add Manuscript Component

Cancel

Submit

Component Type:

Section

Maximum Manuscript Component name is 75 characters.

Warning: changing the Manuscript Component name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family:

Proposal

Regular

Proposal

Conference Submission

Invited:

Editor Use Only:

Book-related:

Assign to Schedule

Family to Editor-generated Article Types.

Configuration

Add Manuscript Component

Cancel

Submit

Component Type:

Section

Maximum Manuscript Component name is 75 characters.

Warning: changing the Manuscript Component name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: Proposal ▼

Invited:

Editor Use Only:

Book-related:

Assign the 'Project' Family to Editor-generated Article Types.

Assign to Schedule Group: Hidden ▼

Configuration

Add Manuscript Component

Component Type:

Maximum Manuscript Component name is 75 characters.
Warning: changing the Manuscript Component name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: **Invited:** **Editor Use Only:** **Book-related:**

Assign the 'Project' Family to Editor-generated Article Types.

Assign to Schedule Group:

Hide When you **Hide** this Manuscript Component, the Manuscript Component will be deactivated (not available for new or revised manuscripts).

Allow file uploads from arXiv.org server

Configuration

Allow Editor to predefine submission title values:

- Provided titles are initially unlocked (Contributor can change)
- Provided titles are initially locked (Contributor cannot change)

Configuration

Allow Editor to predefine submission title values:



- Provided titles are initially unlocked (Contributor can change)
- Provided titles are initially locked (Contributor cannot change)



Configuration

Allow Editor to predefine submission title values:



- Provided titles are initially unlocked (Contributor can change)
- Provided titles are initially locked (Contributor cannot change)



Configuration

Edit Manuscript Components

Listed below are the Manuscript Components available for manuscript submission, conference submissions, project creation, invited submissions, solicited related submissions, and submissions by an Editor. [\(more...\)](#)

Order	Manuscript Component	Manuscript Component Family	Invited	Editor/Publish Use Only
<input type="text" value="1"/>	Section	Proposal		Remove Edit Copy
<input type="text" value="2"/>	Chapter	Regular	<input checked="" type="checkbox"/>	Remove Edit Copy

Configuration

Add Manuscript Component

Cancel

Submit

Component
Type:

Chapter

Maximum Manuscript Component name is 75 characters.

Warning: changing the Manuscript Component name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: Regular

Invited:

Editor Use Only:

Assign the 'Project' Family to Editor-generated Article Types. Components used when Contributors are invited to submit.

Check the 'Invited' box for Manuscript

Configuration

Add Manuscript Component

Cancel

Submit

Component Type:

Chapter

Maximum Manuscript Component name is 75 characters.

Warning: changing the Manuscript Component name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: Regular ▼

Invited:

Editor Use Only:

Assign the 'Project' Family to Editor-generated Article Types. Components used when Contributors are invited to submit.

Check the 'Invited' box for Manuscript

Configuration

☐ General Policies

[Set Manuscript Number Type](#)

[Set Manuscript Number Revision Suffix](#)

[Set Date Format](#)

[Set Time Zone Display Policy](#)

[Configure Unavailability Check and Instructions](#)

[Set ISO Country Standard](#)

[Configure General Due Date Preferences](#)

[Set Reviewer Preferences](#)

[Configure Electronic Calendar Due Date Preferences](#)

[Set Editor Deep Link Expiration](#)

[Set Enterprise Analytics Reporting Deep Link](#)

[Define Details Page Layouts](#) ←

[Set Update Information Deep Link Expiration](#)

[Create Customized Submission Flags](#)

[Create Customized People Flags](#)

[Edit Production Notes Instructions](#)

[Edit Alternate Contact Notes Instructions](#)

[Customize Contributor Main Menu Instructions](#)

[Configure Personal Classification Rankings](#)

[Customize Reviewer Selection Summary Instructions](#)

[Enable Institution Name Normalization](#)

Configuration

Details Page Layouts

You can create custom Layouts for the Details page, controlling the information each user can see. After defining a custom Layout, use RoleManager to select the correct Details Page Layouts to be used by each Editor or Publisher role. Note that a Layout cannot be removed from this list if it is currently selected for use by any role. Use the **Copy** link to create a new Layout based on an existing one.

Default Layouts

Default Editorial	Copy
Default Proposals	Copy
Default Production	Copy
Default Books	Copy



User-Defined Layouts

Alternate Editorial Details Page	Remove	Edit	Copy
Copy of Default Books	Remove	Edit	Copy

[Add New Layout](#)

Configuration

Add/Edit Details Page Layout for Copy of Default Books

Cancel

Submit

Layout Name:

(Maximum of 100 characters)

Page Title

- Use standard identifiers (Manuscript Number and Title)
- Use identifiers selected in "Configure Identifiers Displayed in Production Tracking"

Select Items

These links allow you to select the items that can appear in this details page. Use the Select/Add Section Headings link to add headings to your layout for ease of navigation. Note that certain RoleManager "View" permissions take precedence, and will suppress the field if a user without the correct permissions has access to this layout.

[Select Section Headings to Display](#)

[Select Items to Display](#)



Configuration

Select the information to appear on the Details page

* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

[Expand All](#)

[Collapse All](#)

- Links**
- Information Submitted by Contributor**
- General Manuscript Information**
- Project Specific Information**
- Key Workflow Dates and Status Information**
- Information for Invited Manuscript Components**
- Assignments and Invitations**
- Publishing and Production Information** ←

[Expand All](#)

[Collapse All](#)

Configuration

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

RoleManager

[Contributor Role](#)
[Reviewer Role](#)
[Editor Role](#)
[Publisher Role](#)

Configuration

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

RoleManager

[Contributor Role](#)

[Reviewer Role](#)

[Editor Role](#)

[Publisher Role](#)

Configuration

[-] Projects/Related Submissions

Use Projects Details Layout

Default Books



- Search All Projects
- Initiate Project
- Invite Contributors/Solicit Related Submissions
 - Select Alternate Contributors
 - Promote Alternate Contributors
 - Remove Contributors Authors
- Lock/Unlock predefined Manuscript Component
- Override Contributor Invited Submission Due Dates
- View All Projects and Submissions with Related Submissions
- Set Final Disposition on Projects

Configuration


Projects/Related Submissions

Use Projects Details Layout ▼

- Search All Projects
- Initiate Project
- Invite Contributors/Solicit Related Submissions
 - Select Alternate Contributors
 - Promote Alternate Contributors
 - Remove Contributors Authors
- Lock/Unlock predefined Manuscript Component 
- Override Contributor Invited Submission Due Dates
- View All Projects and Submissions with Related Submissions
- Set Final Disposition on Projects

Configuration

[-] ProduXion Manager

- Create Submission
- Initiate Production Manually
- Allow Task Assignment and Assignment to Schedule Group when Initiating Production
- Serve as Corresponding Production Editor
- Change Corresponding Production Editor
- View Schedule Groups 
- Manage Schedule Groups
 - Assign Submissions to Multiple Schedule Groups
 - Copy Contents when Copying a Group
 - Automatically Cancel Task Assignments when Closing Schedule Groups

Configuration

[-] ProduXion Manager

- Create Submission
- Initiate Production Manually
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BITS 2.0

- Schedule Group and Production Task Transmittal Export Methods
- Based on the 'JATS' XML
- Includes Book-level and Book-part (unit/chapter) sections
- New fields added to Schedule Group Book metadata and written into BITS transmittal (along with existing book metadata fields)
 - Subtitle
 - Alt-title
 - Schedule Group DOI
 - Book ID
 - Copyright Statement, Copyright Year, Copyright Holder

Questions?