Welcome to
EEMUG 2017

13th Annual
European
em Editorial Manager®
User Group Meeting

Aries systems

Invited Submissions

Caroline Webber
January 12, 2017

13th Annual
European
em Editorial Manager®
User Group Meeting
Aries systems

Agenda

- Review of current functionality
  - Commentaries
  - Letters to the Editor
  - Proposals
- Overview of new and new(ish) functionality
  - Author List File
  - Predefined invited article titles
  - 'Assign' Authors (without invitation)
  - Exclude users from reminders
  - Pre-assign Proposal and invited submissions to Schedule Group
  - Predefined Invited Manuscript Numbers

Overview

Commentaries

- o Controversial article has been published (or may still be in process). This is the "parent" submission
- o Editor invites Authors to submit commentaries on that article
- o The invited papers received are "child" submissions and are automatically linked with the parent submission in EM

Overview

Letters to the Editor

o Unsolicited Letters to the Editor are received by the publication

o These are grouped together via Linked Submissions

o The original Author can then be invited to respond to the letters and be given access to all of the submissions in the linked group

o When the original Author submits their response, the response is automatically linked with the letters

Overview

Proposals

- o Publication invites experts to submit a manuscript on a particular topic. This is the "Proposal" and is not peer-reviewed or published
- o An entire issue may be devoted to invited manuscripts (e.g. festschrift)
- o The invited papers received are automatically linked to the Proposal in EM and may be published together
- o New: For PM customers - Proposals can appear on the Schedule Group TOC as "Headers", and their invited submissions can automatically be assigned to an Issue (Schedule Group) or Book
- o New: A Proposal's invited submissions can have customized MS numbers to aid in sorting, searching

Soliciting Commentaries

Solicit Commentary

Commentaries are invited submissions based on an existing submission that has already been assigned to an Editor

All Submissions with Final Disposition Accept - Ed Ed Garcia, M.D.

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

Page: 1 of 3 (242 total submissions)   1 2 3 >> >| Display 100 ▾ results per page.

Action	Manuscript Number ▲▼	Article Type ▲▼	Section Category ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor Name ▲▼	Final Disposition ▲▼	Editor Decision ▲▼
View Submission Details ⚐ ⭐ History File Inventory Edit Submission Solicit Commentary Publish Information View Reviews and Comments Initiate Production Transmittal Form View Related Submissions Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail Linked Submissions	STACEYTEST82-D-11-00001	Clinical		Article for EMUG 2016	Stacey J Lavelle, MD	Sep 08, 2009	May 12, 2016	Completed	Ed Editor	Accept	Ready

Create Target Publication Schedule

Search for Authors

Author Selection Summary - Manuscript STACEYTEST82-D-11-00001
Article for EMUG 2016

Manuscript Details

Author Search

Search My Publication

- Search for Authors
- Search by Personal Classifications
- Upload Author List
- Search for Alternate Authors
- Search for Alternate Authors by Personal Classifications

Go

Selected Authors

Invited Authors

There are no Authors Invited for this submission

Alternate Authors

There are currently no Alternate Authors selected for this submission

Register and Invite New Author

Return to All Submissions with Editor's Decision

Return to Manage Proposals Menu
Return to Main Menu

Select Authors to Invite

Search for Authors - Manuscript STACEYTEST82-D-11-00001
"Article for EMUG 2016"

Manuscript Details ⊳ ⊕ Register and Invite New Author

Help with Searching   Insert Special Character

Criterion	Selector	Value	
Last Name ⌄	Begins With ⌄	lab	END ⌄
Last Name ⌄	Begins With ⌄		END ⌄
Last Name ⌄	Begins With ⌄		

[Clear] [Search]

Target Publication Information: *Date:* Jul 15, 2016 *Volume:* Unspecified *Issue:* Unspecified

Author Candidates

Check the box for each person you want to invite to submit, and then proceed.

Page: 1 of 1 (5 total Authors)   Display [100 ⌄] results per page.

Select	Number of Invitation Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics		Invitation Statistics	
				Invited	Unsolicited				
☑	1	Anna Labanca ⊳	No	0	0	Agreed and Awaiting Submission:	0	Date Last Invited:	Apr 06, 2016
						Invited Submissions Received:	0	Outstanding Invitations:	1
						Un-invited Before Agreeing:	0	Agreed:	0
						Un-invited After Agreeing:	0	Declined:	0
						Last Invited Submission Agreed:	-	Un-invited:	0
						Last Invited Submission Received:	-	Total Invitations:	1
						Last Invited Submission Declined:	-		
						Avg Days to Submit:	0		
☐		Karin Labanca ⊳	No			Agreed and Awaiting Submission:		Date Last Invited:	-
						Invited Submissions Received:		Outstanding Invitations:	

Adjust Due Dates and Add Notes

Merge Fields for Author Invitations

- **%TITLE_OF_PARENT_SUBMISSION%**- Inserts the Title of the Proposal, or the Submission Requiring Commentary

- **%TARGET_PUB_DATE%**- Inserts the projected Publication date

- **%INVITED_SUBMISSION_RESPOND_DATE%**- Inserts the date by which the Author is expected to respond to the invitation

- **%INVITED_SUBMISSION_DUE_DATE%**- Inserts the date by which the Author is expected to submit an invited submission

- **%INVITATION_NOTES_TO_AUTHOR%**- Inserts text entered by the Editor in the 'Invitation Notes to Author' field at the time of the invitation

- **%INVITED_AUTHOR_NAME%**- Inserts the name of the sender when an Author declines to submit. To pull in the name of the Invited Author when an invitation is being sent, use %REALNAME%

- **%ACCEPT_INVITATION%** - Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees to Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Accept Invitation' page

- **%DECLINE_INVITATION%**- Inserts a hyperlink in a letter that automatically triggers the 'Author Declines Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Decline Author Invitation' page

- **%SUBMIT_INVITED_MANUSCRIPT%**- Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees to Invitation' function in the system (if the Author has not previously accepted), fully logs the Author into the system, and delivers the Author directly to the Manuscript Submission interface

Summary Page – Authors Invited

Author Selection Summary - Manuscript STACEYTEST82-D-11-00001
Article for EMUG 2016

Manuscript Details

Author Search

Search My Publication   Search for Authors ⌄   Go

Selected Authors

Invited Authors

Anna Labanca ⏴	Author Complete - May 12, 2016	View Letter	
Clifford L. Craig, M.D. ⏴	Author Invited - May 12, 2016	View Letter	Un-invite
Gerold Labek, MD ⏴	Author Declined - May 12, 2016	View Letter	

Alternate Authors

Sam Smith ⏴	Promote	Remove

Alternate Authors will be promoted if: (1) an Invited Author declines the invitation, (2) an Author is un-invited by an Editor or (3) an Author does not respond to the invitation within the number of days specified.

Alternate Author Invitation Letters

Tracking Commentaries: Proposal Menu

Submissions with Pending Commentaries Folder

Commentaries – Author Experience

New Author Invitations Folder

Author Agrees and Submits

The submission now appears in the invited author's "Accepted Invitations" folder.

Submitted Commentaries – Editor View

All Submissions with Final Disposition Accept - Ed Ed Garcia, M.D.

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

Page: 1 o

☐ Action ▲	Manuscript Number ▲2▼
View Submission Details ▷ ✪ History File Inventory Edit Submission Solicit Commentary Publish Information View Reviews and Comments Initiate Production Transmittal Form View Related Submissions Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail Linked Submissions	STACEY D-11-00

View Related Submissions for Manuscript Number STACEYTEST82-D-11-00001.

Contents: Submissions where one or more Authors have submitted related manuscripts. The parent manuscript is listed first, with Related Submissions listed below the parent. The parent manuscript cannot be sorted.

Page: 1 of 1 (1 total commentaries)   Display [10 ▾] results per page.

Submission With Commentary												
☐ Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Target Pub. Date	Target Pub. Volume	Target Pub. Issue	Status Date	Current Status	Editors Decision	Final Disposition
View Submission Details ▷ ✪ History Initiate Production Solicit Commentary Move to Completed Folder Go to Submission Similar Articles in MEDLINE	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	Sep 08, 2009	Jul 15, 2016			May 12, 2016	Completed	Ready	Accept
Related Submissions												
☐ Action ▲	Manuscript Number ▲▽	Article Type ▲▽	Article Title ▲▽	Author Name ▲▽	Initial Date Submitted ▲▽	Target Pub. Date ▲▽	Target Pub. Volume ▲▽	Target Pub. Issue ▲▽	Status Date ▲▽	Current Status ▲▽	Editors Decision ▲▽	Final Disposition ▲▽
View Submission Edit Submission Details ▷ History Set Final Disposition Initiate Production Go to Submission Similar Articles in MEDLINE		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	May 12, 2016	Jul 15, 2016			May 12, 2016	Submitted to Journal		

Page: 1 of 1 (1 total commentaries)   Display [10 ▾] results per page.

Commentaries – Complete

Submissions with Pending Commentaries - Ed Ed Garcia, M.D.

Contents: These are submissions for which commentaries have been solicited that have been Assigned to the Editor. They require one of the following: 1) another Editor ass additional Commentaries, or 4) Move to Completed folder. Use the up/down arrows to change the sort order.

Page: 1 of 1 (6 total commentaries)

Display 10 ⌄ resul

Action	Manuscript Number	Article Type	Section/ Category	Article Title	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Handling Editor	Initial Date Authors Invited	Target Pub. Date
View Submission View Related Submissions Details ▽ ⭐ History Solicit Commentary Move to Completed Folder Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail	STACEYTEST82-D-11-00001	Clinical		Article for EMUG 2016	3	1	1	1	Ed Ed Garcia, M.D.	May 12, 2016	Jul 15, 2016

Letters to the Editor

Letters to the Editor Workflow

- Multiple *reactionary* letters are received (*unsolicited* Letters to the Editor about a published article)

- Editor can *link* these reactionary Letters to the Editor together and make them available to the Author of the published article

- The original Author of the published article can then be invited to *respond* to the Letters

Create Linked Submissions Group

Create Linked Submissions Group

Create a New Linked Submission Group

To create a new Linked Submission Group

Please enter a Linked Submission Group Name (limit of 1000 characters) and select a Linked Submission Group Type.

Linked With Group: A general group suitable for linking submission together for a wide variety of uses (*e.g.*, submissions by the same Author or submissions based on a similar topic.)

Letter to the Editor Group: A 'speciality' group where Invited Authors may be provided PDF access to other linked submissions that belong to the group when they are solicited for a commentary. *Note: A submission can only belong to one Letter to the Editor Group.*

Once the new Linked Submission Group has been created, it is selected by default in the drop-down on the Add to/Create Linked Submission Group page. Clicking the 'Add to Group' button on the Add to/Create Linked Submission Group page will then add the submission to the newly created group.

	Insert Special Character
Linked Submission Group Name:	EMUG 2016 - Letters to the Editor ✕
	Maximum Linked Submission Group Name is 1000 characters.
Linked Submission Group Type:	◯ Linked With ⬤ Letter to the Editor

Cancel   Submit

Add Submission to Group

Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

To add the submission to an existing Linked Submission Group

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

[EMUG 2016 - Letters to the Editor ▾] [Add to Group]

To create a new Linked Submission Group

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

[Create a New Group]

Assign Publish With ID

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

[Assign Publish With ID]

Submission Added to Group

Active Linked Submission Groups

Page: 1 of 1 (1 total Linked Submission Groups)   Display [10 ⌄] results per page.

☐ Action 🅰	Linked Submission Group Name ②▽	Linked Submission Group Type 🔺▽
Edit and View Linked Group Set Inactive Status	EMUG 2016 - Letters to the Editor	Letter to the Editor

Page: 1 of 1 (1 total Linked Submission Groups)   Display [10 ⌄] results per page.

Inactive Linked Submission Groups
Editor Main Menu

Submission Added to Group

Edit Linked Submission Group

Cancel   Submit   Add Submissions

Linked Submission Group:

Linked Submission Group Name:	Insert Special Character
	EMUG 2016 - Letters to the Editor
	1000 characters maximum
Linked Submission Group Type:	○ Linked With
	● Letter to the Editor

Linked Submissions

⊟ Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Section/ Category ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Details ⊳ Go to Submission Remove from Group	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Anna Labanca	05-23-2016		06-02-2016	Received by Editor
View Submission Details ⊳ ✪ Go to Submission Remove from Group	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009		05-12-2016	Completed

Return to Active Linked Submissions Groups

Invite Original Author to Respond

Select Submissions to Include

Linked Submissions for Manuscript Number STACEYDEV130-D-16-00002

This submission has been identified as belonging to a Letter to the Editor Linked Submission Group. All submissions linked to this group are displayed below.

Select the submissions you would like to provide the Author access to using the available checkboxes, and then click the **Proceed** button to provide the Invited Author with PDF access to these linked submissions.

Letter to the Editor Linked With

Check All Clear All

Linked Submissions

Select	Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/ Category	Status Date	Current Status
☐	View Submission View PDF for Invited Author Details ⚐		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	05-12-2016		05-12-2016	Submitted to Journal
☑	View Submission View PDF for Invited Author Details ⚐	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Stacey J Lavelle, MD	05-23-2016		06-02-2016	Received by Editor
☐	View Submission View PDF for Invited Author Details ⚐ ✪	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009		05-12-2016	Completed

Check All Clear All

[Cancel] [Proceed]

Original Author – New Invitation

New Author Invitations for Stacey J Lavelle, MD

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions)

Display 10 ▼ results per page.

⊟ Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	Date Response Requested	Days Invitation Outstanding	Editor's Name
View Submission Requiring Commentary View Invitation Letter Agree to Submit Decline to Submit Send E-mail Linked Submissions	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Jun 02, 2016	Arrived safely at JO!	Jun 02, 2016		0	Ed Editor

Original Author – New Invitation

New Author Invitations for Stacey J Lavelle, MD

Linked Submissions for Manuscript Number STACEYDEV130-D-16-00002

Contents: Submissions that are linked to STACEYDEV130-D-16-00002.

Return to My New Invitations
Editor Main Menu

Letter to the Editor Linked With

	Linked Submission Group					
	Linked Submission Group Name					
	EMUG 2016 - Letters to the Editor					
	Linked Submissions					
☐ Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Section/ Category ▲▼
View Submission		Letter to the Editor	Letter to editor	gunasekaran kumar	10-17-2002	New Section
View Submission		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	05-12-2016	
View Submission	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Stacey J Lavelle, MD	05-23-2016	
View Submission	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009	

Author Agrees and Submits their "commentary" (response)

Response Automatically added to Linked Submissions group

Letter to the Editor Linked With

Linked Submission Group

☐ Action	Linked Submission Group Name	Linked Submission Group Status
Add Submission Edit Linked Group Set Inactive Status Clear Group	Letter to the Editor attempt	Active

Linked Submissions

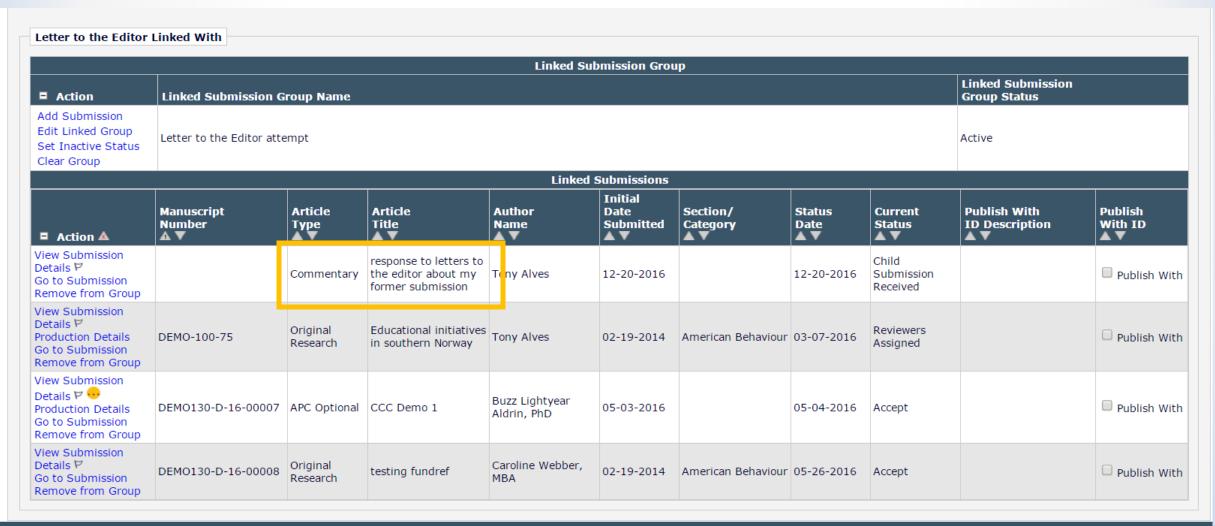| ☐ Action ⚠	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Section/ Category ▲▼	Status Date ▲▼	Current Status ▲▼	Publish With ID Description ▲▼	Publish With ID ▲▼
View Submission Details ▷ Go to Submission Remove from Group		Commentary	response to letters to the editor about my former submission	Tony Alves	12-20-2016		12-20-2016	Child Submission Received		☐ Publish With
View Submission Details ▷ Production Details Go to Submission Remove from Group	DEMO-100-75	Original Research	Educational initiatives in southern Norway	Tony Alves	02-19-2014	American Behaviour	03-07-2016	Reviewers Assigned		☐ Publish With
View Submission Details ▷ 😶 Production Details Go to Submission Remove from Group	DEMO130-D-16-00007	APC Optional	CCC Demo 1	Buzz Lightyear Aldrin, PhD	05-03-2016		05-04-2016	Accept		☐ Publish With
View Submission Details ▷ Go to Submission Remove from Group	DEMO130-D-16-00008	Original Research	testing fundref	Caroline Webber, MBA	02-19-2014	American Behaviour	05-26-2016	Accept		☐ Publish With

Your Time: 12:16, 20 December • **Site Time:** 12:16, 20 December

Proposals

Initiate Proposal

Initiate Proposal

Select an Article Type for the proposal, then enter a Proposal Title and other information.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

* Article Type:	Proposal ▾
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select ▾
* Title:	

Insert Special Character

```
New Proposal for EMUG 2016
```

* Target Publication Date:	06/30/2016 🔲 (mm/dd/yyyy)
Target Publication Volume:	6
Target Publication Issue:	12
Author Response Due: Number of Days Author has to Respond to Invitation	10 *A value of zero indicates the Response due date feature is not being used.*
Author Submission Due: Number of Days prior to Target Publication Date	21 ✕ *A value of zero indicates the Submission due date feature is not being used.*

Cancel | Proceed and Build PDF | Proceed with no PDF | Assign to Myself and Invite Authors

Invite Authors

Author Selection

Author Search

Search My Publication

Selected Authors

Invited Authors

Alternate Authors

There are

Page: 1 of

Select	Number of Invitation Letters
☑	1
☐	

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. (more...)

Target Publication Information: *Date:* Jul 15, 2016 *Volume:* Unspecified *Issue:* Unspecified

Authors to Invite

Open Special Character Palette

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Clifford L. Craig, M.D.	Author Invitation ▾ Customize Important information for	05/23/2016 (mm/dd/yyyy)	06/27/2016 (mm/dd/yyyy)	☐

Others Notified of Author Invitation

Name	Letter	Do Not Send

Cancel   Submit

Proposal Menu

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

Editor-in-Chief Proposal Menu

Search
Search Proposals | Search Submissions | Search People

New Proposals
Initiate Proposal

Active
New Proposals Requiring Assignment (2)
New Assignments - Proposals (1)
My Pending Proposals (2)
View All Assigned Proposals (10)
My Submissions With Pending Commentaries (6)
View All Submissions With Pending Commentaries (6)
Proposals With Invitations In Progress (4)
Proposals With Outstanding Invitations (3)
Proposals With Invited Submissions In Progress (3)
Proposals With Invited Submissions Received (2)

Completed
My Completed Proposals (1)
My Submissions With No Pending Commentaries (0)
View All Completed Proposals (2)
View All Submissions With No Pending Commentaries (0)

Invited Workflow Reports

Invited Workflow Reports

Reports

Proposal Pipeline Report

Authors Invited - No Response

Author Invitation Status Report

Automated Author Invitation Reminder Report

Automated Author Invitation Reminder Report (v13.0) – criteria

Automated Author Invitation Reminder Report

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the Automated Author Invitation reminder e-mails will be sent once every 24 hours to each recipient.

Reminder Type:	⦿ **Outstanding Invitations:** Send an automated reminder e-mail to Authors who were invited to submit for a Proposal or for a Commentary on another submission exactly [10] days ago. If Authors have already agreed to or declined the invitation, they will not receive a reminder.
	○ **Reminder Before Invitation Response Due Date:** Send an automated reminder e-mail for invitations that are exactly [7] days before their Invitation Response Due Date. Reminders will be sent to Authors who have not agreed to or declined the invitation yet.
	○ **Reminder Past Invitation Response Due Date:** Send an automated reminder e-mail for invitations that are exactly [7] days after their Invitation Response Due Date. To send reminders for invitation responses that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who have not agreed to or declined their invitation yet.
	○ **Outstanding Submissions:** Send an automated reminder e-mail to Authors who agreed to submit for a Proposal or for a Commentary on another submission exactly [10] days ago. If Authors have already submitted their manuscript, they will not receive a reminder.
	○ **Reminder Before Submission Due Date:** Send an automated reminder e-mail for invited submissions that are exactly [7] days before their submission due date. Reminders will be sent to Authors who have agreed to their invitation, but have no submitted their manuscript yet.
	○ **Reminder Past Submission Due Date:** Send an automated reminder e-mail for invited submissions that are exactly [7] days past their submission due date. To send reminders for invited submissions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who have agreed to their invitation, but have not submitted their manuscript yet.
Invitation Type:	Invitations to Respond to a Proposal ▼
Handling Editor:	(All Editors) ▼
Reminder Name:	Insert Special Character [ ] *Maximum 200 characters*

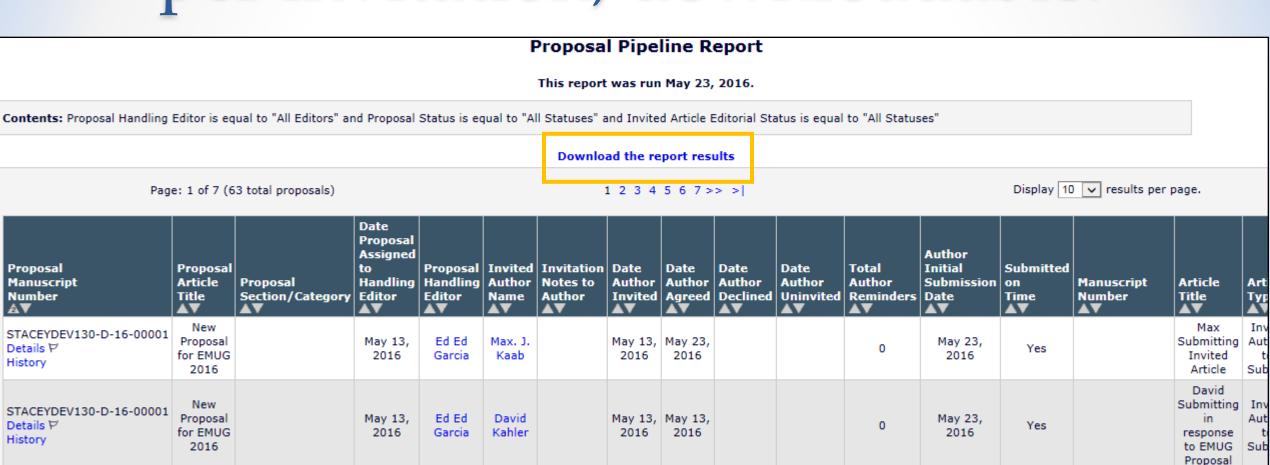# Automated Author Invitation Reminder Report – even more criteria

Proposal Pipeline Report

Proposal Pipeline Report

This report displays all Author invitations and invited submissions associated with a proposal. If you select multiple criteria, the results returned will be limited to those invitations and manuscripts that fulfil all of the selected criteria. Incomplete proposals with unapproved PDFs and proposals with a final disposition of 'Withdrawn Proposal' are automatically excluded from the results.

Proposal Handling Editor:	(All Editors)
Proposal Status:	(All Statuses)
Proposal Manuscript Number:	
Proposal Title (contains):	
Proposal Target Publication Volume:	
Proposal Target Publication Issue:	
Proposal Target Publication Date:	from ___ to ___ (mm/dd/yyyy)
Proposal Approved Date:	from ___ to ___ (mm/dd/yyyy)
Invitation Notes to Author (contains):	
Author Submission Due Date:	from ___ to ___ (mm/dd/yyyy)
Invited Article Title (contains):	
Invited Article Editorial Status:	(All Statuses)
Submission Actual Publication Volume:	
Submission Actual Publication Issue:	
Submission Actual Publication Date:	from ___ to ___ (mm/dd/yyyy)
Submission Target Publication Volume:	
Submission Target Publication Issue:	
Submission Target Publication Date:	from ___ to ___ (mm/dd/yyyy)

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Proposal Article Type:	Proposal Book Proposal (pre 13.0-30)	Select All Clear All
Proposal Section/Category:	No Section Assigned ANother New Section Stacey's New Section	Select All Clear All
Submission Article Type:	Invite Author to Submit	Select All Clear All

☐ Exclude Proposals with a Final Disposition

☐ Exclude Invited Submissions with a Final Disposition

Proposal Pipeline Report – one row per invitation; downloadable!

Proposal Pipeline Report

This report was run May 23, 2016.

Contents: Proposal Handling Editor is equal to "All Editors" and Proposal Status is equal to "All Statuses" and Invited Article Editorial Status is equal to "All Statuses"

Download the report results

Page: 1 of 7 (63 total proposals)   1 2 3 4 5 6 7 >> >| Display [10 ▾] results per page.

Proposal Manuscript Number ▲▼	Proposal Article Title ▲▼	Proposal Section/Category ▲▼	Date Proposal Assigned to Handling Editor ▲▼	Proposal Handling Editor ▲▼	Invited Author Name ▲▼	Invitation Notes to Author ▲▼	Date Author Invited ▲▼	Date Author Agreed ▲▼	Date Author Declined ▲▼	Date Author Uninvited ▲▼	Total Author Reminders ▲▼	Author Initial Submission Date ▲▼	Submitted on Time ▲▼	Manuscript Number ▲▼	Article Title ▲▼	Art Typ ▲▼
STACEYDEV130-D-16-00001 Details ▽ History	New Proposal for EMUG 2016		May 13, 2016	Ed Ed Garcia	Max. J. Kaab		May 13, 2016	May 23, 2016			0	May 23, 2016	Yes		Max Submitting Invited Article	Inv Aut t Sub
STACEYDEV130-D-16-00001 Details ▽ History	New Proposal for EMUG 2016	David Submitting in response to EMUG Proposal	May 13, 2016	Ed Ed Garcia	David Kahler		May 13, 2016	May 13, 2016			0	May 23, 2016	Yes			Inv Aut t Sub
STACEYDEV130-D-15-00003 Details ▽	caroline testing		Oct 02,	Ed Editor	Michael		Nov 18,	Apr 06,			0	Apr 06,			Woo-hoo	Inv Aut

Invited Author Manual Reminder Reports

Authors Invited - No Response Report

Please select the report parameters.

- ● Show all Invited
- ○ Show all Invited
- ○ Show all Invited
- ○ Show all Invited
- ○ Show all Invited
- ○ Show Invited Aut
- ○ Show all Invited

Author Invitation Status Report

This report displays all Invited Authors who have accepted an invitation but have not yet submitted a manuscript, based on the parameters below:

Handling Editor: [(All Editors) ▼]

- ● Show all Invited Authors who accepted the invitation more than [7] days ago.
- ○ Show all Invited Authors whose submission is due between [05/01/2016] 📅 and [05/31/2016] 📅 (mm/dd/yyyy)
- ○ Show all Invited Authors with a Target Publication date between [05/01/2016] 📅 and [05/31/2016] 📅 (mm/dd/yyyy)
- ○ Show Invited Authors for Target Publication Volume [   ] and Issue [   ]

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Article Type:
```
Clinical
Research
Stacey Testing - Everything Optional
```
Select All

Clear All

[Cancel] [Submit]

Author Invitation Status Report

Author Invitation Status Report

Content: All Authors who have agreed to submit a manuscript, but have not done so and who accepted the invitation more than 7 days ago, for Manuscripts assigned to: All Editors, with All Article Types:

Page: 1 of 4 (31 total submissions)   1 2 3 4 >> >| Display 10 ▾ results per page.

Check All   Clear All

Send Reminder	Manuscript Number	Article Type	Manuscript Title	Invited Author Name	Phone Number	Handling Editor Name	Date Agreed to Invitation	Elapsed Days	Submission Due Date	Target Publication Date	Target Publication Volume	Target Publication Issue	Date Last Reminder Sent	Total # Reminders Sent
☐	Details ⚐ History	General Invitation	sdfsdfsd	Andrew Author	555-555-5555	Mary François Smith	Nov 14 2016 2:54PM	38		Dec 31 2017 12:00AM				0
☐	CAROLINE-MANUAL-00001 Details ⚐ History	General Invitation	Caroline's test title	a1-one a1-one	3245342152	Mary François Smith	Mar 2 2016 10:25AM	295		Dec 31 2017 12:00AM				0
☐	DEMO633 Details ⚐ History	General Invitation	Call for Proposal: Topic of Cardiology	Tony Alves	222-222-2222	Mary François Smith	Oct 13 2015 1:57PM	436		Dec 31 2017 12:00AM	22	13		0
☐	DEMO633 Details ⚐ History	General Invitation	Call for Proposal: Topic of Cardiology	Marcel The Shell		Mary François Smith	Oct 13 2015 2:04PM	436		Dec 31 2017 12:00AM	22	13		0
☐	DEMO725 Details ⚐ History	Book Unit	Stacey Testing #1	Ann Reviewer		Mary François Smith	Apr 3 2015 11:10AM	629	Apr 3 2015 11:10AM	Mar 1 2009 12:00AM	A	3		0

New Functionality

- Author List File (v 13.0)
- Predefined Invited Article Titles (v 13.0)
- Predefined Invited Article Title Merge fields (v 13.0)
- 'Assign' Authors (without invitation) (v 13.1)
- Exclude users from reminders (v 13.1)
- Pre-assign Proposal and invited submissions to Schedule Group (v 13.0)
- Predefined Invited Manuscript Numbers (v 13.1)

What is an Author List File? [ALF]

What is an Author List File? [ALF]

- A file containing Authors to be invited or assigned
- Avoids proxy registering each Author separately
- Tab or comma-delimited file
- Contains Author names and email addresses [Required], as well as ORCIDs, Note, Invite flag, Invited Article Title [Optional]
- Editor uploads file using new "Upload Author List" option on Author Selection Summary page
- EM validates file, points out missing data
- Displays Authors from the file in the 'Author Candidates' Grid
  - Authors can be pre-selected for invitation or assignment
- No Configuration needed
- For EM and EM/PM sites

Author Selection Summary Upload Author List File

Author Selection Summary - Manuscript CAROLINEDEV131-D-16-00029
Submission for EMUG 2016

Manuscript Details

Author Search

Search My Publication   Upload Author List ▼ ⓘ   Go

Selected Authors

Invited Authors

There are no Authors Invited for this submission

Alternate Authors

There are currently no Alternate Authors selected for this submission

"Info" icon gives you full instructions on how to format the file

Browse or drag & drop the file

Author List File - Manuscript CAROLINEDEV131-D-16-00029
Submission for EMUG 2016

Upload Author List

Use this option to upload a list of potential Authors 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 iD. (more...)

Browse your computer:

Choose File

Or Drag & Drop a File Here

No Author List File has been uploaded for this submission.

Cancel

EM gives you a preview of the data in the file

Author Candidates

The Author 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 Authors before importing the list.

To load the approved records into the 'Author 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	Caroline	Webber	cwebber@ariessys.com		Chapter 1	Note for Chapter 1	☐
True	Sally	Ubnoske	subnoske1@ariessys.com	0000-0002-5605-6957			☐
True	Larry	Luchecz	ll@ariessys.com				☐
True	Caroline	Webber	cwebber@ariessys.com		Chapter 2	Note for Chapter 2	☐
True	Caroline	Webber	cwebber@ariessys.com		Chapter 3	Note for Chapter 3	☐

[Remove] [Import]

Set Invitation Column to "True" to preselect Author for invitation

Author Candidates

The Author 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 Authors before importing the list.

To load the approved records into the 'Author 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	Caroline	Webber	cwebber@ariessys.com		Chapter 1	Note for Chapter 1	☐
True	Sally	Ubnoske	subnoske1@ariessys.com	0000-0002-5605-6957			☐
True	Larry	Luchecz	ll@ariessys.com				☐
True	Caroline	Webber	cwebber@ariessys.com		Chapter 2	Note for Chapter 2	☐
True	Caroline	Webber	cwebber@ariessys.com		Chapter 3	Note for Chapter 3	☐

Remove   Import

EM finds matching registered users (email address, ORCID, names)

Author Candidates

Check the box for each person you want to invite to submit and then proceed.

Page: 1 of 1 (3 total Authors)   Display 10 ▼ results per page.

| Select | Number of Invitation Letters | Author Name | Board Member | Submissions Being Processed | | Author Statistics | Invitation Statistics |
				Invited	Unsolicited		
☑	3	**Confirmed Match** Caroline S Webber, MD ⚐ **Information from File:** Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note: Note for Chapter 1 Note: Note for Chapter 2 Note: Note for Chapter 3	No	0	0		
☑	1	**No Match Found;** **Account will be proxy-registered** **Information from File:** Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957	No	0	0		
☑	1	**No Match Found;** **Account will be proxy-registered** **Information from File:** Larry Luchecz	No	0	0		

EM shows matching registered users as "Confirmed Match"

Or proxy-registers Author at invitation

Author Candidates

Check the box for each person you want to invite to submit and then proceed.

Page: 1 of 1 (3 total Authors)

Display 10 ▾ results per page.

Select	Number of Invitation Letters	Author Name	Board	Submissions Being Processed		Author Statistics	Invitation Statistics
	☑	1		No Match Found; Account will be proxy-registered Information from File: Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957		No	
		Information from File: Larry Luchecz		No Match Found;		No	

Your Time: 13:45, 28 December • Site Time: 13:45, 28 December

Author can be invited for multiple submissions (useful for book chapters)
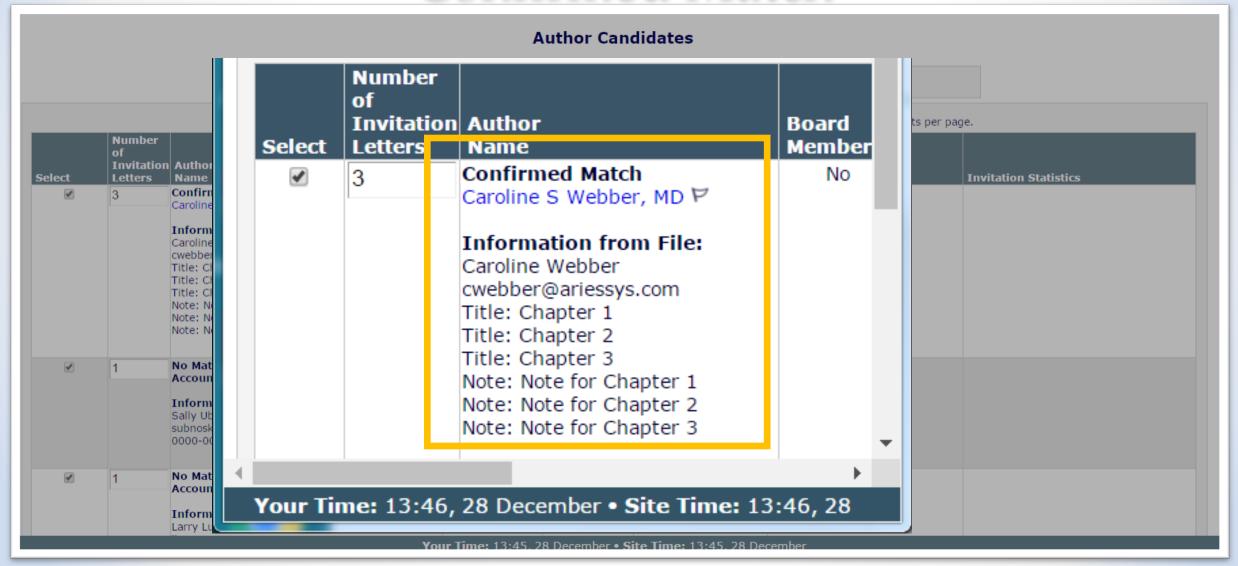

Author Candidates

Check the box for each person you want to invite to submit and then proceed.

Page: 1 of 1 (3 total Authors)

Display [10 ▼] results per page.

Select	Number of Invitation Letters	Author Name	Submissions	Invitation Statistics
☑	3	**Confirmed Match** Caroline S Webber, MD ⚑ **Information from File:** Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note: Note for Chapter 1 Note: Note for Chapter 2 Note: Note for Chapter 3		
☑	1	**No Match Found;** **Account will be proxy-registered** **Information from File:** Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957		
☑	1	**No Match Found;** **Account will be proxy-registered** **Information from File:** Larry Luchecz		

Inset detail:

Select	Number of Invitation Letters	Author Name	Board Member
☑	3	**Confirmed Match** Caroline S Webber, MD ⚑ **Information from File:** Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note: Note for Chapter 1 Note: Note for Chapter 2 Note: Note for Chapter 3	No

Your Time: 13:46, 28 December • **Site Time:** 13:46, 28

Your Time: 13:45, 28 December • **Site Time:** 13:45, 28 December

Predefined Full Invited Article Title and Invitation Notes displayed in Author Candidates Grid (if present in ALF)

Select	Number of Invitation Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Stat
				Invited	Unsolicited		
☑	3	**Confirmed Match** Caroline S Webber, MD ⚑ **Information from File:** Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note: Note for Chapter 1 Note: Note for Chapter 2 Note: Note for Chapter 3	No	0	0		

Adding predefined titles
at Author Invitation

Authors to Invite

Open Special Character Palette

Name	Letter / Invitation Notes To Author	Article Title	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Caroline S Webber, MD	Author Invite ▼ Customize Note for Chapter 1	Full Title (Limit 40 words): Chapter 1 Secondary Full Title: Short Title: Secondary Short Title:	(mm/dd/yyyy)	(mm/dd/yyyy)	☐

Predefined title from ALF shown as "Full Title" (if uploaded). Other title entry boxes depend on invited Article Type configuration

Adding predefined titles at Author Invitation

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. (more...)

Target Publication Information: *Date:* Dec 31 2017 12:00AM *Volume:* Unspecified *Issue:* Unspecified

Authors to Invite

Open Special Character Palette

Name	Letter / Invitation Notes To Author	Article Title	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Mike Di Natale	Author Invited to Submit ▼ Customize Chapter 1	Full Title (Limit 40 words): Secondary Full Title: Short Title: Secondary Short Title: ☑ Lock title(s) for Author	(mm/dd/yyyy)	(mm/dd/yyyy)	☐

Titles can be "Locked" to prevent Author from Editing, or available for Author to edit

Summary of Predefined Invited Article Titles

- Can be added to Author List File or typed in manually
- Displays pre-populated in "Enter Title" step for invited Author
  - Can be "locked" so that Author cannot change it, or available for Author edit
- New merge fields available for Author Invitation letters:
  - %INVITED_SUBMISSION_TITLE%
  - %INVITED_SUBMISSION_SHORT_TITLE%
- Configurations: Edit Article Type [parent submission] – "Allow Editor to Predefine Submission Title Values"/"Provided Titles are initially unlocked" or "Provided Titles are initially locked"; Editor RoleManager – "Lock/Unlock Predefined Article Title"

Assign Authors
(EM 13.1)

- New 'Assignment' option for solicited Authors
- Similar to "Assign Reviewer"
- Displays 'Asn.' checkbox on Author Candidates Grid
- Can be preselected in Author List File (set "Invitation" column's value to "FALSE")
- Assignment goes directly into "My Accepted Invitations" folder for Author
- Useful for special issues, review journals, books

Assign Authors
(EM 13.1)

- Configurations: RoleManager permission for Editor
  - New RoleManager permission for Editor - "Assign Authors (without invitation)"
  - New ActionManager Letter Events
    - Author Assigned (Not Invited) for Proposals
    - Author Assigned (Not Invited) for Commentary
  - New ActionManager Document Status event
    - Author Assigned (Not Invited) for Proposal

Exclude users from Reminders (EM 13.1)

- Editors can now set users to be "opted out" of reminders – either "Always" or "When Unavailable Dates are Active"

- Configured per user on the 'Search People – Update Information' page displayed to Editors

- These users are automatically excluded from batch reminders generated by automated reminder reports

- These users appear on manual reminder reports but with warning text and without a checkbox in the "Send Reminder" column

Pre-assign Proposal and invited submissions to Issue (Schedule Group)

- Proposals (and their children) can be automatically assigned to an Issue (Schedule Group)
- New "Assign to Schedule Group" configuration option on "Edit Article Type" page, for Article Types in the 'Proposal' family
- For EM/PM sites

Pre-assign Proposal and invited submissions to Issue/Schedule Group

- When Proposal Initiated, drop-down of Schedule Groups available
  - Selection of Schedule Group can be Optional or Required
  - Editors with "Manage Schedule Groups" permission can also 'Add Schedule Group' directly from the Initiate Proposal workflow
- Proposal automatically listed as a 'header' in Schedule Group Table of Contents grid

Select Schedule Group for Proposal and its invited submissions

Initiate Proposal

Selecting a Schedule Group is optional. To associate the Proposal with a Schedule Group, select a Schedule Group from the drop-down list and click the 'Proceed' button. Or, to proceed with Proposal creation without associating the Proposal with a Schedule Group, click the 'Proceed with No Schedule Group' button. A Schedule Group can be added to the list by clicking the 'Add Schedule Group' link.

* Article Type:	General Invitation ▼	
Schedule Group:	June 2017 Special Issue ▼	Add Schedule Group

Cancel   Proceed with No Schedule Group   Proceed

Pre-assign Proposal and invited submissions to Schedule Group

- When invited submissions received, automatically listed in new "Pre-selected Submissions Grid" on the Edit Schedule Group Details/Schedule Group Details pages (if Proposal was associated with Schedule Group)

- When production initiated on each submission, it automatically "jumps up" into the Schedule Group TOC under its associated Proposal header

Pre-assign Proposal and invited submissions to Schedule Group

Table of Contents

Actions	Proposal Header	Target TOC Position	Manuscript Number	Article Type	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Article Title	Black and White Image Count	Color Image Count
Details ⚑ Remove Header		1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	Ed J Editor		0					This is my Issue Proposal for EMUG 2016		0
Production Details ⚑ Transmittal Form Remove from Group Linked Submissions		2	CAROLINEDEV130-D-16-00020	Perspective		Sharon Webster, MD	0	0	0	Custom Status -copy edit started	10.11260150031	This is my invited submission for a proposal	0	0
⊞ Additional Manuscript Details														

[Update TOC] [Insert Header]

Pre-selected Submissions

Actions		Target TOC Position	Manuscript Number	Article Type ▲▼	Article Title ▲▼	Editor Originating Proposal	Author Name	Target Number of Pages	Editorial Status	DOI	Black and White Image Count	Color Image Count	Submission Target Online Date	Submission Actual Online Date
		1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	This is my Issue Proposal for EMUG 2016	Ed J Editor		0	Authors Invited for Proposal			0		
Details ⚑ Transmittal Form View Reviews and Comments			CAROLINEDEV130-D-16-00021	Perspective	Caroline's invited submission		Caroline Webber	0	Submitted to Journal		0	0		

[Submit] [Cancel] [Add Submissions]

Pre-assign Proposal and invited submissions to Schedule Group

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Article Title	Black and White Image Count	Color Image Count
Details ⚐ Remove Header	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	Ed J Editor		0					This is my Issue Proposal for EMUG 2016		0
Production Details ⚐ Transmittal Form Remove from Group Linked Submissions	2	CAROLINEDEV130-D-16-00020	Perspective		Sharon Webster, MD	0	0	0	Custom Status -copy edit started	10.11260150031	This is my invited submission for a proposal	0	0

⊞ Additional Manuscript Details

[Update TOC] [Insert Header]

Pre-selected Submissions Grid

Pre-selected Submissions

Actions	Target TOC Position	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Editor Originating Proposal	Author Name	Target Number of Pages	Editorial Status	DOI	Black and White Image Count	Color Image Count	Submission Target Online Date	Submission Actual Online Date
	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	This is my Issue Proposal for EMUG 2016	Ed J Editor		0	Authors Invited for Proposal			0		
Details ⚐ Transmittal Form View Reviews and Comments		CAROLINEDEV130-D-16-00021	Perspective	Caroline's invited submission		Caroline Webber	0	Submitted to Journal		0	0		

[Submit] [Cancel] [Add Submissions]

Predefine Invited Submission Manuscript Numbers (version 13.1)

- Each Proposal can have its own set of predefined Invited Manuscript Numbers for its child submissions
  - Example:
    - SPECIALISSUE1-D-00001
    - SPECIALISSUE1-D-00002
  - Consists of "Prefix", "Starting Number", and "Minimum Number of Digits in Starting Number"
    - Prefix= SPECIALISSUE1-D-
    - Starting Number = 1
    - Minimum Number of Digits in Starting Number = 5

Predefine Invited Submission Manuscript Numbers (EM 13.1)

- Configured for each Proposal Article Type
- Values for "Prefix", "Starting Number", and "Minimum Number of Digits in Starting Number" entered on 'Initiate Proposal' page
- Independent of Manuscript Numbering for submissions *not* associated with that Proposal

Predefine Invited Submission Manuscript Numbers

* Invited Submission Manuscript Number Format:	
Prefix	[ ] Required field
Starting Number	[ ] Required field
Minimum Number of digits in Starting Number	[ ] Required field
	Preview

Cancel   Proceed and Build PDF   Proceed with no PDF   Assign to Myself and Invite Authors

Questions on New Functionality?

Thank You!