

# Welcome to EEMUG 2017

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





# Multi-journal Configuration Options

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13<sup>th</sup> January 2017



13<sup>th</sup> Annual **em** European  
**Editorial Manager**<sup>®</sup>  
User Group Meeting





# Agenda

- Why share data?
- What kinds of data can be shared?
- EM Portal
  - People sharing
  - Reviewer sharing
  - People Notes sharing
- Publisher Group
  - Single sign on
  - Sharing letters
- Unified Database
  - Cross publication reporting
  - Duplicate submission check
- Transfers



Why share data?



# Why share data?

- Consistent username/password across multiple sites
- Single sign on (SSO) across sites
- Changes in one site synchronise across all sites
- Ability to view a variety of people information
- Master site for letter changes
- Duplicate Submission Check across multiple sites
- Reporting across multiple sites
- Transfer submissions to other related sites





# What kind of data can be shared?

- EM Portal/IJRS
  - Users
  - Reviewers
  - People Notes
- Publisher Group
  - Letters
  - Single Sign On
- UDB
  - Cross Publication Reports
  - Cross Publication Duplicate Submission Check
- Transfers

# EM Portal (IJRS)

- Shares people records between sites
- Can be set to share people data, and to also share reviewers
  - Journals are not required to participate in Reviewer Data sharing, even if a 'User Data Sharing' relationship exists.
- Can also share detailed people notes
- Requires users to have a unique email address



# Publisher Group

- Works for all journals with the same publisher on EM/PM
- Can designate a master site and share letters to other sites
- Can create a drop down list of journals to toggle between sites
- Can use a single sign on across sites

# Unified Database (UDB)

- Allows for cross publication reporting (XEAR for all journals, cross publication custom reports for up to 50 sites)
- Allows cross publication duplication submission checking
- Reviewer stat sharing and Author invite stat sharing



# Transfers

- Refers to sending papers from one journal to another
- Can be set up between
  - IJRS linked sites
  - Non-IJRS linked sites on EM
  - An EM site and a non-EM site

# EM Portal



also known as Inter Journal Resource Sharing (IJRS)



# Setting up EM Portal (IJRS)

- First, in Admin Manager, define the journals in the people sharing group
- Sharing people data means that certain user information will synchronise across all defined shared publications.
- Changing your user information on one publication will automatically perpetuate that change out to all shared publications

The image shows two overlapping screenshots from a web application. The top screenshot is titled "AdminManager Main Menu" and lists several menu items. The "Share People" item is highlighted with a red rectangular box. The bottom screenshot is titled "Share People" and lists several sub-menu items. The "Define People Sharing Group" item is highlighted with a red rectangular box.

**AdminManager Main Menu**

- Set Live Journal Flag
- Set Default Target FTP Site for Extract of Conference Submissions
- Share People**
- Configure Shared Letters Management
- Configure Cross-Publication Submissions Transfer
- View File Transfer Statistics
- Configure Restricted Access
- Configure Manuscript

**Share People**

- Define People Sharing Group**
- Define Reviewer Sharing Partners
- Set Inactivation and Merging Policies
- View Duplicate E-mail Policies
- Set Detailed People Notes Sharing Policy
- Configure Group Notifications

# Confirming the sharing relationship

- Each journal in the group will need to confirm the sharing arrangement

## Define People Sharing Group

Please enter the journals with whom you want to Share User Data. A relationship remains "unconfirmed" until the reciprocating journal agrees to Share User Data with your journal. When a user's data is synchronized, a single login for all journals in the group is achieved. This means that Usernames, Passwords and Contact Information will be synchronized among all journals with whom a confirmed relationship exists.

### Allow Other Journals to:

Journal	Current Status	Inactivate Users	Merge Users	Share Detailed People Notes
JOURNALB	Confirmed	Yes	Yes	Yes

Add journal  (enter journal code)

[Stop Sharing User Data](#)



# Protecting user data

- You can prevent an individual user's information from being overwritten by viewing the user record and clicking on the box indicated

Default Login Role:	Author ▼
<b>Default Login Menu</b>	Editorial Menu ▼
Available as a Reviewer?	Yes <input checked="" type="radio"/> No <input type="radio"/>
Board Member?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Forbidden as a Reviewer?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Reviewer Role *</b>	Reviewer ▼
<b>Publisher Role *</b>	Publisher ▼
<b>Editorial Role *</b>	Managing Editor ▼
Editor Description	<input type="text"/>
<input type="button" value="Activity Details"/>	
<input type="button" value="Additional People Details"/>	

Do not allow this user's contact information to be overwritten during synchronization with other publications in the group. (Note: the Username might change even if this box is checked.)

# Sharing Reviewers

- Sharing Reviewers allows the journal to search and invite reviewers from other publications.
- Editors must have the permission in Role Manager to search other publications.

## Share People

- [Define People Sharing Group](#)
- [Define Reviewer Sharing Partners](#)
- [Set Inactivation and Merging Policies](#)
- [View Duplicate E-mail Policies](#)
- [Set Detailed People Notes Sharing Policy](#)
- [Configure Group Notifications](#)

### Reviewer Search

- Search My Publication
- Search Another Publication

Search for Reviewers ▼

from All Reviewers ▼

Choose Publication ▼

mode Search for Reviewers ▼

Go

# Detailed People Notes

- Detailed People Notes:
  - Allow multiple notes to be added for a user with the ability to share with other publications.
  - Each note is timestamped and records the user and publication who added the note.
  - Managed on the Update Information page
  - Can be added during Proxy Registration
  - Cannot be edited

# Detailed People Notes

- Detailed People Notes are found at the bottom of every people record, unless opted to display the people notes at the top of the record.
- Editors with 'View Detailed People Notes' permissions can view the notes created by other users on their publication.
- Editors with 'Manage Detailed People Notes' permissions can view, add, or remove notes created by other users on their publication.

### Detailed People Notes

**Add New Note:** ⓘ  
Randi is an excellent clinical reviewer.

Character Count: 40 / 4000

Filter By: All Publications ▾

Publication ▲▼	Operator ▲▼	Note	Date ▲▼	Action
JOURNALA	Clyde Stratton	Randi's clinical expertise makes her a superior candidate reviewer.	Dec 18, 2015	
JOURNALA	Bronwyn Taylor	Randi is prompt, pleasant, and very professional.	Dec 15, 2015	
JOURNALA	Clyde Stratton	Randi would make an excellent reviewer on clinical-based papers	Dec 15, 2015	

Display this section at the top of this page

# Viewing Detailed People Notes

## RoleManager

Listed below are the roles that are currently defined for Editors. You may Add new roles or Remove or Edit ex new Editor Role by copying an existing role. When you Copy an Editor Role, all options in Editor RoleManager (e.g. Editor Forms, Manuscript Rating Questions, ActionManager letters, etc.) are carried over to the new role Name and make sure all settings pertaining to the new role are correct, as the new role will be available for s Roles are displayed as soon as the Edit Role Definition page is submitted.

Managing Editor Remove Edit Copy  
Editor Remove Edit Copy  
Editorial Assistant Remove Edit Copy

Add

## Edit Role Definition

Role Name:\*

*Maximum Role name is 40 characters.*

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

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

- New Submissions
- Editor Assignment
- Reviewer Invitations
- Editor Decisions
- Proposals/Commentaries
- General Searching and Viewing
- Edit Submission
- Discussion Forums
- Transmittal Form
- Sending E-mail
- Viewing and Editing People Data
- Flag Icons
- Proxy Activities
- Administrative and Reporting Functions
- Cross-Publication Login
- ProduXion Manager

- Permission to view and edit detailed people notes can be found in Role Manager



# Viewing Detailed People Notes

Viewing and Editing People Data

- Search People
  - View/Change Username and Password
  - Send Username and Password
  - Change E-mail Address
  - Change Preferred Method of Contact
  - Change Editor Role Designation to/from : 
    - Managing Editor
    - Editor
    - Editorial Assistant
- Inactivate Users
- Merge Duplicate Users
- View People Activity Details
- View Additional People Details
  - Edit Additional People Details
- View People Notes
- Edit People Notes
- View Detailed People Notes
- Manage Detailed People Notes
- View Portal-Shared Detailed People Notes
- Manage Portal-Shared Detailed People Notes

- **View Portal-Shared Detailed People Notes permissions:** Allow an editor to view notes created by users on their local publication, and also any notes created by users on other publications and shared with local publications.
- **Manage Portal-Shared Details People Notes permissions:** Allow an editor to view, add, and remove Detailed People Notes created by users on their local publication, and also any notes created by users on other publications and shared with their local publication.

# Viewing Detailed People Notes

Journal A



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

Go to: -- Search Page --  
Role: Managing Editor Username: clyde

English

## Search People - Search Results

Choose the criterion for selecting People Records.

[Help with Searching](#)

[Insert Special Character](#)

[Register New User](#)

Criterion	Selector	Value	User Role
Last Name	Begins With	Balzan	ALL
Last Name	Begins With		END
Last Name	Begins With		END

Clear Search

Page: 1 of 1 (1 total People Matches)

Download Search Results

Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Rena Balzan				Author	Reviewer		

Page: 1 of 1 (1 total People Matches)

Display 50 results per page.

Merge People Records

Download Search Results

# Viewing Detailed People Notes

**Detailed People Notes**

Add New Note: [i](#)

Character Count: 0 / 4000

Submit Note

View/Print All

Filter By: **All Publications**  
JOURNALA  
JOURNALB

Publicat	Note	Date	Action	
JOURNALA	Clyde Stratton	Rena is an excellent reviewer!	Jun 01, 2016	

- Journals can filter the Detailed People Notes by all publications that are portal-linked
- View comments made by one or multiple journals at the same time



# Configuring Detailed People Notes

## AdminManager Main Menu

Set Live Journal Flag  
Set Default Target FTP Site for Extract of Conference Submissions  
**Share People**  
Configure Shared Letters Management  
Configure Cross-Publication Submission Transfer

## Share People

Define People Sharing Group  
Define Reviewer Sharing Partners  
Set Inactivation and Merging Policies  
View Duplicate E-mail Policies  
**Set Detailed People Notes Sharing Policy**  
Configure Group Notifications

- Configured in Admin Manager
- Each journal in the group can choose whether to share Detailed People Notes or not

## Set Detailed People Notes Sharing Policy

To share Detailed People Notes with other journals that have also selected to share Detailed People Notes, click the checkbox for 'Share Detailed People Notes with other journals'. You may select this option at any time. Your journal will synchronize your Detailed People Notes with all the other journals that are sharing notes.

You may deselect this option at any time to stop sharing Detailed People Notes. If you do, your journal will retain all the previously shared Detailed People Notes, but will not share any further changes to Detailed People Notes with other journals from that point on. If you do not wish to retain the notes shared from other journals, you may manually remove them from each user's personal record.

Share Detailed People Notes with other journals

Cancel Submit



# Publisher Group Sharing

# Enabling Single Sign On

- Initially enabled in Role Manager

## **Cross-Publication Login**

- Access 'Go To:' Publication List
- Allow Automatic Login to this Role

# Enabling Single Sign On

## Update My Information

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

[Edit 'Go to' Publication List](#)

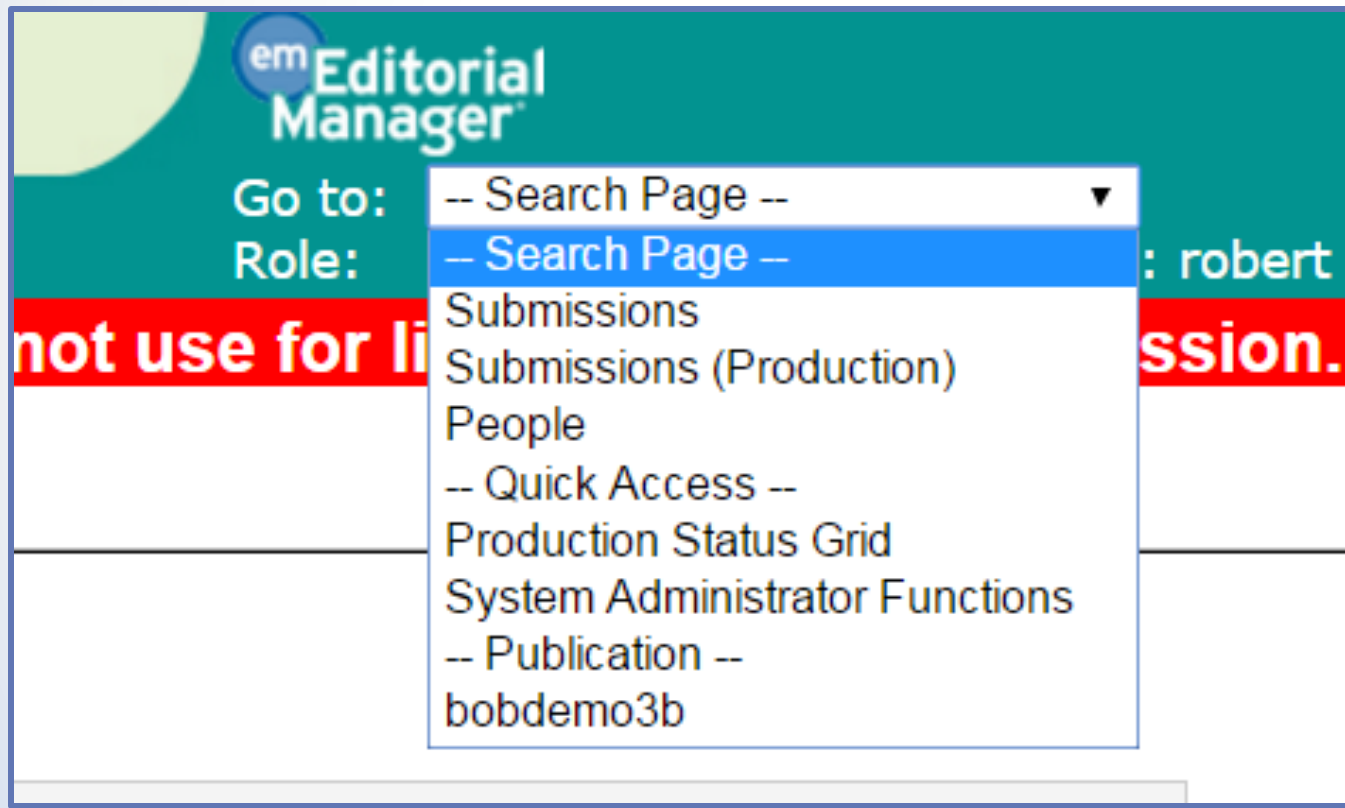
- Journals can then be added by going to update the user information
- The option to edit the 'Go To' Publication List is now visible

**Go to' Publication List**

Publication	Matching Record?	Auto Login?	
demokh122	No	-	<a href="#">Remove</a>
demovs122	Yes	Yes	<a href="#">Remove</a>

Add Publication (Acronym):

# Using Single Sign On



- The list of journals will now appear in the 'Go to' drop-down menu
- Users can toggle quickly between the different sites

# Sharing Letter Templates

- Publications in the same business publisher can manage a Master set of letter templates that may be shared across selected publications within the group of publications.
- Updates on the Master site are pushed out to all subscriber sites
- Publications that subscribe to the Master site may still add and edit their own local letter templates as well as edit some properties of shared templates.



# Enabling Shared Letters

- Letter sharing is configured in Admin Manager

## AdminManager Main Menu

Set Live Journal Flag

Set Default Target FTP Site for Extract of Conference

Share People

Configure Shared Letters Management

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access

Configure Manuscript Service Providers for Ingest Se

## Configure Shared Letters Management

Confirming the letter sharing relationship and establishing a shared letters group is the responsibility of the publications involved.

The Shared Letters feature enables one site (known as a "master site"), to designate specific letter templates as "shared" and then push those shared letter templates to selected sites, known as "subscriber sites".

To configure this site as a master site for the Shared Letters feature, select the checkbox 'Enable Shared Letters and designate this site as a master site', then click the Submit button. The confirmation page will contain a "Manage Subscriber Sites" link, allowing you to add subscriber sites.

*To designate letter templates as "shared" and push them to subscriber sites:  
First configure this site as a master site on this page and add subscriber sites using the "Manage Subscriber Sites" link. Then go to PolicyManager, Edit Letters for letter configuration.*

Enable Shared Letters and designate this site as a master site.

Cancel

Submit

# Enabling Shared Letters

- Once a Master site has been designated, subscriber sites can be added to the group
- There can be multiple groups per publisher, but only master site per group

## Shared Letters Management - Master Site Confirmation

The Shared Letters feature has been enabled. The current site has been designated as a master site.

Click the 'Manage Subscriber Sites' link to add Subscriber sites.

After adding subscriber sites, go to 'PolicyManager - Edit Letters' to share letter templates and push them to all subscriber sites.

[Manage Subscriber Sites](#)

[Return to AdminManager](#)

## Manage Subscriber Sites

No subscriber sites have yet been added. To add a subscriber site, enter that site's publication code into the box (or a list of publication codes separated by semi-colons), and click the button 'Add New Subscriber Sites'.

Close

Additional Subscriber Sites (Enter Publication Codes):

*Enter one publication code or a list of publication codes separated by semi-colons.*

Close



# Sharing Letters – the Master site

- Here we can see that this is the Master site
- A Master site may share its letter templates with subscriber sites by selecting the “Share Letter” checkbox next to the desired letter on the Edit Letters page in Policy Manager and clicking the “Save Changes and Update Subscriber Sites” button.
- A Master site can view all current subscribers sites by clicking the “View Subscriber Sites” link.

**Journal A** Editorial Manager  
Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

### Edit Letters

This site is a master site for the Shared Letters feature. To share letters across all publications in a Shared Letters group, first add Subscriber Sites in AdminManager. Then, select the Share Letter checkbox for each letter template that you want to be available to subscriber sites, then click the 'Save Changes and Update Subscriber Sites' button. ([more...](#))





[View Subscriber Sites](#)  
[Back to PolicyManager](#)

[Add New Letter](#) [Save Changes and Update Subscriber Sites](#) [Edit Image Files for Letters](#)

Share Letter	Letter Purpose	Letter Family Group by:	ActionManager Roles and Events	Letter Format		All Formats
				Text	Rich Text (HTML)	
<input checked="" type="checkbox"/>	Abracadabra Open Access Policy	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Approve Changes	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Changed Invited Due Date Confirmation	General	Author - Invited Submission Due Date Changed	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Instructions and Due Date	General	Author - Author Agrees to Invitation	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Invitation for Commentary	Author Invitation	Author - Solicit Commentary on Submission	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Invitation for Proposal	Author Invitation	Author - Invite Authors for Proposal	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Letter for			<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide

www.editorialmanager.com/journala/admin/AddEditLetters.aspx?op=3&style=0&id=107&familyID=1

# Sharing Letters – Subscriber sites

Hidden Letters					
Letter Purpose ▲ ▼	Letter Family Group by: ▲ ▼	ActionManager Roles and Events	Letter Format		All Formats
			Text	Rich Text (HTML)	
Author - Other Author Verification	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Restore
Author - Other Author Verification Reminder 	Author Reminder		<input type="radio"/> Edit	<input type="radio"/> Edit	Remove   Restore
Editor Decision - Accept 	Decision		<input type="radio"/> Edit	<input type="radio"/> Edit	Remove   Restore
Reviewer Invitation 	Reviewer Invitation		<input type="radio"/> Edit	<input type="radio"/> Edit	Remove   Restore
Reviewer Invitation 	Reviewer Invitation		<input type="radio"/> Edit	<input type="radio"/> Edit	Remove   Restore

- On the subscriber site, shared letters are marked with a green 'S' logo
- Shared letters are initially set as hidden. Clicking on 'Restore' will unhide the letter
- The letter can either replace a locally saved letter, or be added to the list of letters on this site

# Sharing Letters – Subscriber sites

## Journal B

em Editorial Manager  
Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

### Edit Letters

This site is a subscriber site for the Shared Letters feature. Its master site is **JORNALA**.

The master site may have already subscribed this site to shared letter templates. If so, these are designated with a  symbol. [\(more...\)](#)

[Back to PolicyManager](#)

[Add New Letter](#) [Save Changes](#) [Edit Image Files for Letters](#) [Replace Selected Letters with Shared Letters](#)

Replace with Shared Letter	Letter Purpose	Letter Family Group by:	ActionManager Roles and Events	Letter Format		
				Text	Rich Text (HTML)	All Formats
<input checked="" type="checkbox"/>	Abacadabra Open Access Policy	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author Approve Changes	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide

- To replace an existing letter with a shared letter
  - select the “Replace With Shared Letter” checkbox next to the local version of the letter template
  - click on the ‘Replace Selected Letters with Shared Letters’ button



# Sharing Letters – Subscriber sites

**Journal B**  Role: Managing Editor Username: dyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

### Replace with Shared Letter

Listed below are all the letter templates that you have selected to be replaced by a Shared Letter template. Replacing an existing letter template with a shared letter template will hide the existing letter template. If the existing letter template is associated with an ActionManager event or Editor Decision Term, the replacement letter will automatically be associated with the same ActionManager event or Editor Decision Term, and the existing letter template will no longer be associated with it.


To replace an existing letter template with a shared letter template, select the appropriate shared letter template from the drop-down list. When you have finished making all selections, click the Submit button.

Letter Purpose	Letter Family	Replace with:
Abracadabra Open Access Policy	General	None Configured ▼

- Choose which of the shared letter templates should replace the selected letter
- If the existing letter is tied to an event in Action Manager this will also be updated




# Updating Shared Letters – Subscriber site

**Journal B**  Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP


## Edit Letters

This site is a subscriber site for the Shared Letters feature. Its master site is JOURNALA.

The master site may have already subscribed this site to shared letter templates. If so, these are designated with a  symbol. (more...)

[Back to PolicyManager](#)

[Add New Letter](#) [Save Changes](#) [Edit Image Files for Letters](#) [Replace Selected Letters with Shared Letters](#)

Replace with Shared Letter	Letter Purpose ▲▼	Letter Family Group by: ▲▼	ActionManager Roles and Events	Letter Format		
				Text	Rich Text (HTML)	All Formats
<input type="checkbox"/>	Abracadabra Open Access Policy 	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove   Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide

editorialmanager.com/journalb/admin/AddEditLetters.asp...

- Clicking on 'Edit' allows us to see the body of the letter
- We can use this to see if the changes have been successfully pushed to the subscriber site

# Updating Shared Letters – Subscriber site

Journal B

em Editorial Manager

Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

Allow attachments

Letter Body:

Source [Rich Text Toolbar]

policy on Open Access.

Open Access License

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body

Cancel Preview Letter Save

- When checking the letter we can see that the highlighted text has been copied over from the Master site to the subscriber site

# Unified Database (UDB)

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# UDB – Publication Groups

## AdminManager Main Menu

- Set Live Journal Flag
- Manage Publication Groups
- Set Default Target FTP Site for Extract of Conference Submissions
- Share People
- Configure Shared
- Configure Cross-F
- View File Transfer
- Configure Restrict
- Configure Manusc

**Kate's Journals**  
*Journals managed by Kate Luckey*

[Open Special Character Palette](#)

**Publication Group Name\***  
Kate's Journals

Brief Description  
Journals managed by Kate |

**Publication Code\***  
Add to Group

---

**Publications in the Group**

Publication Code	Full Publication Title
BOBDemo3A	Bob's Demo Site 3A
BOBDemo3B	Bob's Demo Site 3B

- Speak to your Account Coordinator to set up a UDB
- Not all sites have to be included in the UDB
- Even if all sites are included, it is possible to set up publication groups to report on specific sites only
- You can set up and manage publication groups in Admin Manager



# Cross Publication EAR (XEAR)

## Report Tools

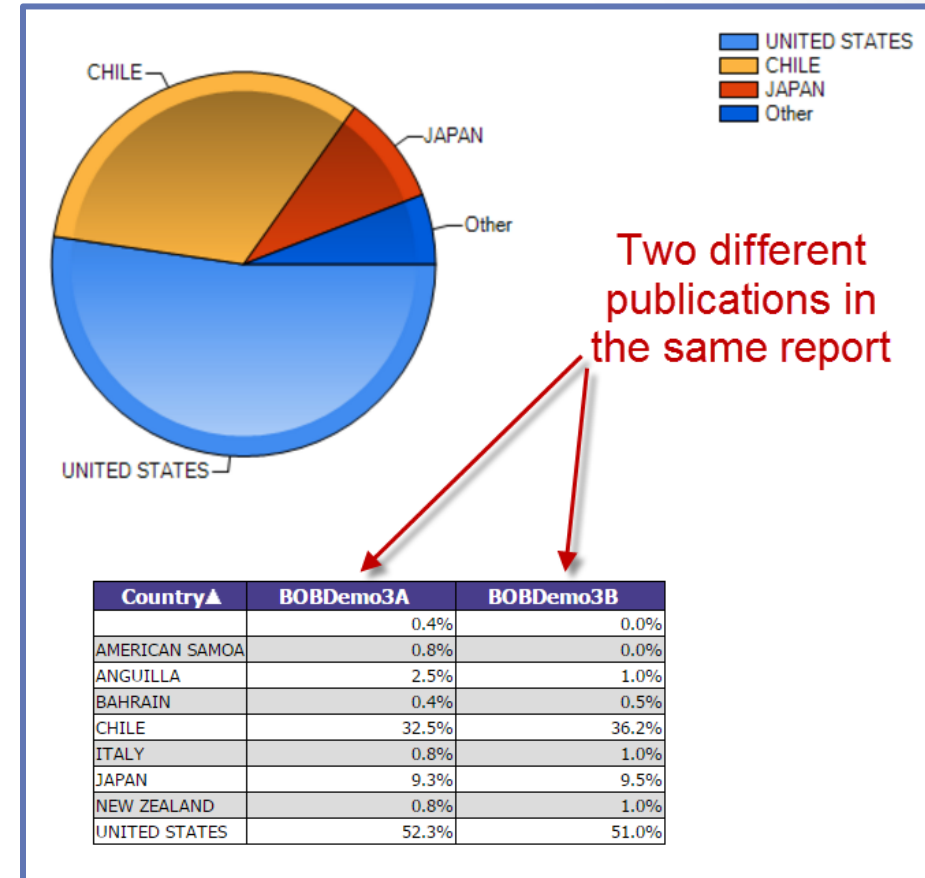
Enterprise Analytics Reporting

Cross-Publication Enterprise Analytics Reporting

General Data Export

Custom Report

- New option in the Reports menu gives access to XEAR
- Can run reports across multiple sites
- Can also filter on publication code to only show specific sites



# Cross Publication Duplicate Submission Check

## Configure Duplicate Submission Check

- If the Author has submitted a new manuscript within the number of days set below, a **D** symbol will appear next to the Author's name in the Editor folders New Submissions, New Submissions Requiring Assignment, Direct-to-Editor New Submissions and New Assignments. The Editor can then click the Author's name to see information about prior submissions.
- If a manuscript with a similar title, list of authors, or abstract has been previously submitted, a 'Duplicate Submission Check Results' link will be displayed to users with permission. Clicking the link will display a list of similar submissions.
  - You may select a minimum score used to select which potential duplicate submissions are displayed on the 'Duplicate Submission Check Results' page.
  - You may highlight scores that exceed a configured threshold.
  - An overall 'EM Duplicate Score' will be calculated, based on a weighted average of the Article Title (40%), the list of Authors (30%), and the Abstract (30%)

### Alert me when:

The same Corresponding Author has submitted a paper in the past  days

A similar paper has been previously submitted.

- Only display potential duplicate submissions that have an EM Duplicate Score that is  % or more
- Highlight the EM Duplicate Score when it is  % or more

- Configured in Policy Manager

# Cross Publication Duplicate Submission Check

Potential Duplicate Submissions									
Publication Code	Manuscript/ Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
SALLYDEV100	SALLYDEV100-D-13-00005 <a href="#">View Submission Details</a>	Jan 31 2013 4:42PM	1	Submitted to Journal	Applications of Graphene in Technology	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	100%	100%	100%
SALLYDEV100	SALLYDEV100-D-11-00873 <a href="#">View Submission Details</a>	Jan 30 2013 3:42PM	2	With Editor	Technology Constant for Visual Transparency of Graphene	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	73%	100%	51%
SALLYDEV100	SALLYDEV100-D-12-00043 <a href="#">View Submission Details</a>	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	61%	49%	58%
CAROLINEDEV100 <a href="#">Send E-mail</a>	CAROLINEDEV100-S-10-00345	Oct 29 2012 11:34AM	1	Completed	Graphene-based nanotechnology in energy applications	John Henry, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	57%	51%	49%
SALLYDEV100	SALLYDEV100-D-10-00230 <a href="#">View Submission Details</a>	Aug 16 2012 4:23PM	0	Submitted to Journal	Graphene-based composite materials	Buzz Aldrin, PhD; John Smith, PhD; Charlie Chaplin, PhD	56%	48%	51%
SALLYDEV100	SALLYDEV100-D-10-00345 <a href="#">View Submission Details</a>	Jun 30 2010 4:42PM	1	Completed	High-quality and uniform graphene films on copper foils	John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD	53%	51%	36%
SALLYDEV100	SALLYDEV100-D-12-00343 <a href="#">View Submission Details</a>	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	53%	46%	29%
JANETDEV100 <a href="#">Send E-mail</a>	JANETDEV100-D-10-00345	Jul 14 2011 11:58AM	1	Completed	Flexible Touch Screens with Printed Graphene	Buzz Aldrin, PhD; John Nash, PhD; Will Smith, PhD	45%	53%	53%
CAROLINEDEV100 <a href="#">Send E-mail</a>	CAROLINEDEV100-D-10-00230	Jan 31 2013 4:42PM	2	Under Review	Two-dimensional material graphene	Buzz Aldrin, PhD; Jonathan Fry, PhD	42%	51%	51%
JANETDEV100 <a href="#">Send E-mail</a>	JANETDEV100-D-10-00345	Aug 23 2012 9:32AM	1	Under Review	Graphene - A Material for all Seasons	Buzz Aldrin, PhD; John Nash, PhD; Mary Chaplin, PhD	39%	51%	26%

EM Duplicate Score: 100%

# Transfers

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# Configuring Transfer Relationships

## AdminManager Main Menu

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Set Live Journal Flag

Manage Publication Groups

Set Default Target FTP Site for Extract of Conference Submissions

Share People

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access Rights

Configure Manuscript Service Providers for Ingest Service

- Configured in Admin Manager
- Includes
  - EM to EM transfer via IJRS
  - EM to EM transfer for non-IJRS linked sites
  - EM to non-EM sites



# EM to EM Transfers

## Configure Transfer Time Limit

If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time limit during which the Author can agree or decline to transfer a submission to one of the target sites configured below. If the deadline passes and the Author has not agreed to transfer, Final Disposition will be set automatically to "Reject", and the submission will not be transferred. You may enter a number between 1 and 90 in the box below.

Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within  days.

## Configure Transfer Target Publications

- Enable cross-publication submission transfer for EM publications in a People Sharing Group
- Enable cross-publication submission transfer for Editorial Manager publications not in a People Sharing Group

### Other Editorial Manager Publications:

**There are currently no other EM publications defined for transfer.**

Other Editorial Manager Publication  (enter publication code)

Add

- Can check the box to enable transfers between IJRS sites
- Can manually add other EM sites by entering the publication code
  - Can include sites with a different publisher



# EM to EM Transfers

## Restrict Transfer Target Publication(s)

When Authors are notified of a decision in the "Reject and Transfer" Decision Family, they are given the opportunity to agree or decline to transfer their submission to another publication. You may allow the notifying Editor to restrict the list of transfer targets presented to the Author.

Allow the Editor to suggest the transfer target publication(s)

Editors may suggest up to  publication(s)

- Can set whether the Editor is allowed to suggest publications for transferred submissions
- Can also limit the number of publications that an Editor is allowed to suggest

# EM to non-EM Transfers

Enable cross-publication submission transfer to non-Editorial Manager publications

## Non-Editorial Manager Publications

There are currently no non-Editorial Manager Publications defined for transfer.

Add



- The manuscript is sent via FTP to the other journal
- The FTP details for the other site must be entered before any transfers can take place

## Add Publication for FTP Transfer

Cancel

Submit

[Insert Special Character](#)

Publication Name:

Publication URL:

Transfer Method:

 ▼

FTP Server address  
(e.g. ftp.ariessys.com):

FTP Username:

FTP Password:

Subdirectory:

Cancel

Submit

# Recipient EM Publication View

**Editor 'To-Do' List**

My Pending Assignments (3)

- Transferred Submissions (2)**
- New Submissions (0)
- Revised Submissions (0)
- New Submissions Requiring Assignment (1)
- Revised Submissions Requiring Assignment (0)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)

Action	Article Type	Se
<a href="#">View Submission Details</a>		
<a href="#">History</a>		
<a href="#">View Transferred Information</a>		
<a href="#">View Transferred Decision Letter</a>		
<a href="#">File Inventory</a>	Full Paper	
<a href="#">Edit Submission</a>		
<a href="#">Send Back to Author</a>		
<a href="#">Remove Submission</a>		
<a href="#">Send E-mail</a>		
<a href="#">Transfer Complete</a>		

- Manuscripts will be received in the Transferred Submissions folder
- Clicking on the Action Links will allow you to view the Transferred Information and Decision Letter

# Data for Transferred Papers

## **EM to EM Transfer:**

- Corresponding Author information - will link to People record or create new record
- Co-Authors, including verification status
- Submission metadata entered by Author e.g. Title, Abstract, Keywords
- Submission Metadata, matching Article Type, Classifications, Category
- Files - all files for all versions of the submission
- Additional Information - matching Custom Submission Questions
- Reviews & Decision Letter

## **EM to non-EM Transfer:**

- Information is transferred via FTP
- Includes all submission files
- XML file with submission metadata
- Receiving site must import the submission

Questions?

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