

Invited Article Workflow in Editorial Manager

*European Editorial Manager and ProduXion Manager User Group Meeting
London, 12-13 January 2017*

WILEY

Dr. Jos Lenders, Associate Editor

Advanced Materials
Advanced Functional Materials
Advanced Healthcare Materials
Advanced Engineering Materials

Proposal Menu in Editorial Manager

- Initiating *new* proposals
- Tracking *active* proposals
 - invitations
 - outstanding, agreed/declined
 - submissions
 - in progress, received
- Archiving *completed* proposals
 - completed
 - withdrawn
- Sending *reminders (Reports)*
 - invited but no response yet
 - agreed but late submission
 - manually or automatically

Editorial | **Proposal Menu** | Production Tasks

Search

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

New Proposals

[Initiate Proposal](#)

Active

- [New Proposals Requiring Assignment](#) (0)
- [New Assignments - Proposals](#) (1)
- [My Pending Proposals](#) (70)
- [View All Assigned Proposals](#) (134)
- [My Submissions With Pending Commentaries](#) (0)
- [View All Submissions With Pending Commentaries](#) (0)
- [Proposals With Invitations In Progress](#) (133)
- [Proposals With Outstanding Invitations](#) (31)
- [Proposals With Invited Submissions In Progress](#) (76)
- [Proposals With Invited Submissions Received](#) (38)

Completed

- [My Completed Proposals](#) (26)
- [My Submissions With No Pending Commentaries](#) (0)
- [View All Completed Proposals](#) (38)
- [View All Submissions With No Pending Commentaries](#) (0)

Reports

- [Proposal Pipeline Report](#)
- [Authors Invited - No Response](#)
- [Author Invitation Status Report](#)
- [Automated Author Invitation Reminder Report](#)

Step 1: Initiating a new proposal

- Different **proposal types** can be set up and selected
 - e.g., *Article Invitation*
 - for a single author
 - *Special Issue Invitations*
 - for multiple authors

Initiate Proposal

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

* **Article Type:**
Article Invitation
Special Issue Invitations

Step 1: Initiating a new proposal

- Different **proposal types** can be set up and selected
 - e.g., *Article Invitation*
 - for a single author
 - *Special Issue Invitations*
 - for multiple authors
- **Article Type** can be pre-selected, or left for author
- **Title** has to be provided
 - working title, can be changed for submission
 - e.g., title of special issue
- **Target Publication Date, Volume, Issue** can be set (optional, not in continual)
- Proposal can be linked to **Section / Category**

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:	Article Invitation
Pre-select Article Type for Invited Submissions generated from this Proposal:	<input type="checkbox"/> Author Will Select <input type="checkbox"/> Invited Communication <input type="checkbox"/> Invited Review <input type="checkbox"/> Invited Progress Report <input type="checkbox"/> Invited Research News <input type="checkbox"/> Guest Editorial <input type="checkbox"/> Invited Essay <input type="checkbox"/> Response to Comment <input type="checkbox"/> Invited Comment
* Title:	Review on Advanced Materials for Solar Cells and Batteries by Professor X
Target Publication Date:	<input type="text"/> (mm/dd/yyyy)
Target Publication Volume:	<input type="text"/>
Target Publication Issue:	<input type="text"/>
Author Response Due: Number of Days Author has to Respond to Invitation	<input type="text" value="0"/> 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	<input type="text" value="0"/> 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**

Step 2: Searching for and selecting authors

- From user database in EM using search criteria
- Register and Invite New Author
- **Author List File**
- Proposal is assigned own **manuscript number**, any resulting submission (*child manuscript*) will be assigned new manuscript number

Author Selection Summary - Manuscript **adma.201606752** Review of Advanced Materials for Solar Cells and Batteries by Professor X

Manuscript Details

Author Search

Search My Publication **Search for Authors**

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

Selected Authors

Invited Authors

There are no Authors Invited for this submission

Alternate Authors

There are currently no Alternate Authors selected for this submission

Search for Authors - Manuscript **adma.201606752** "Review of Advanced Materials for Solar Cells and Batteries by Professor X"

Manuscript Details ▾

Help with Searching [Insert Special Character](#)

Criterion	Selector	Value	
Last Name	Contains	X	AND
First Name	Begins With	Professor	OR
E-mail Address	Is Equal To		

[Register and Invite New Author](#)

[Return to New Proposal Assignments](#)

[Return to Manage Proposals Menu](#)
[Return to Main Menu](#)

Step 2: Searching for and selecting authors

- From user database in EM using search criteria
- Register and Invite New Author
- **Author List File**
 - .txt or .csv file
 - LASTNAME
 - FIRSTNAME
 - EMAIL
 - TITLE (optional)


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.

Author List (2016.12.05).csv - Microsoft Excel

	A	B	C	D
1	LASTNAME	FIRSTNAME	EMAIL	TITLE
2	C	S	s	N
3	R	F	r	R
4	H	J	j	T
5	Z	Z	z	P
6	T	Z	z	B
7	G	L	l	T
8	T	Y	t	M
9	C	V	v	S
10	X	D	d	R
11	Z	Y	y	D
12	G	L	g	R
13	Ji	X	x	R

Step 2: Searching for and selecting authors

- From user database in EM using search criteria
- Register and Invite New Author
- **Author List File**
 - .txt or .csv file
 - useful for inviting multiple authors at once
 - matched with records in EM user database during import

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.

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	C	W	ca				<input type="checkbox"/>
True	F	L	fu				<input type="checkbox"/>
True	H	L	h				<input type="checkbox"/>
True	J	Y	z				<input type="checkbox"/>

Step 2: Searching for and selecting authors

Invitation / Author Statistics are displayed during author selection:

- Numbers and dates outstanding / agreed / declined / un-invited invitations
- For agreed invitations, numbers and dates awaiting / received submissions
- **Cross-journal (portal-wide) statistics** also are provided

Select	Number of Invitation Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Statistics
				Invited	Unsolicited		
<input type="checkbox"/>			No	0	3	Agreed and Awaiting Submission: 1 Invited Submissions Received: 3 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: 20 Oct 2016 Portal-wide: (advenergymat) 07 Dec 2016 Last Invited Submission Received: 20 Sep 2016 Portal-wide: (advmat) 20 Sep 2016 Last Invited Submission Declined: - Portal-wide: - Avg Days to Submit: 237.33	Date Last Invited: 20 Oct 2016 Portal-wide: (advenergymat) 07 Dec 2016 Outstanding Invitations: 0 Agreed: 4 Declined: 0 Un-invited: 0 Total Invitations: 4
<input type="checkbox"/>			No			Agreed and Awaiting Submission: Invited Submissions Received: Un-invited Before Agreeing: Un-invited After Agreeing: Last Invited Submission Agreed: - Portal-wide: (afm-journal) 26 Oct 2016 Last Invited Submission Received: - Portal-wide: (advhealthmat) 27 Feb 2015 Last Invited Submission Declined: - Portal-wide: - Avg Days to Submit:	Date Last Invited: - Portal-wide: (small-methods) 08 Dec 2016 Outstanding Invitations: Agreed: Declined: Un-invited: Total Invitations:

Step 3: Sending the invitation letter

Useful merge fields:

- **%INVITATION_NOTES_TO_AUTHOR%**
 - info about scope, etc.
- **%INVITED_SUBMISSION_RESPOND_DATE%**
 - response deadline
- **%INVITED_SUBMISSION_DUE_DATE%**
 - submission deadline

Select Authors - Confirm Selection and Customize Letters

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

Target Publication Information: *Date: Unspecified 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
Jos Lenders	Author Invitation -NEEDS EDITING Customize advanced materials for solar cells and batteries	01/31/2017 (mm/dd/yyyy)	05/31/2017 (mm/dd/yyyy)	<input type="checkbox"/>

Step 3: Sending the invitation letter

Useful merge fields:

- %INVITATION_NOTES_TO_AUTHOR%
 - info about scope, etc.
- %INVITED_SUBMISSION_RESPOND_DATE%
 - response deadline
- %INVITED_SUBMISSION_DUE_DATE%
 - submission deadline
- Different (shared) **Author Invitation** letters can be set up in EM
- Letters can be **customized** before sending

Select Authors - Confirm Selection and Customize Letters

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

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

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

Name		Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Jos Lenders	<div style="border: 2px solid red; padding: 2px;">NOT IN USE Author Invitation for Author Uninvited N Author Invitation - Author Invitation S Author Invitation N Author Invitation to Author Invitation h Author Invitation - Author Invitation - S-Author Invitation</div>	01/31/2017 (mm/dd/yyyy)	05/31/2017 (mm/dd/yyyy)	<input type="checkbox"/>

[Customize](#)

Step 3: Sending the invitation letter

Useful merge fields:

- %INVITATION_NOTES_TO_AUTHOR%
 - info about scope, etc.
- %INVITED_SUBMISSION_RESPOND_DATE%
 - response deadline
- %INVITED_SUBMISSION_DUE_DATE%
 - submission deadline
- **Custom merge fields**
 - journal-specific info, etc.
 - used in shared letters

From:	"Advanced Materials" <advmat@wiley-vch.de>
To:	Jos Lenders
Letter Purpose:	S-Author Invitation for Review or Progress Report
Letter Subject:	Invitation to contribute an article to %JOURNALFULLTITLE% (%LAST_NAME%)
The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).	
cc:	<input type="text"/>
bcc:	<input type="text"/>
Letter Body:	Insert Special Character Insert Custom Merge Field Open in New Window
Dear %TITLE% %LAST_NAME%,	
I hereby would like to extend an invitation to you to submit a paper to % JOURNALFULLTITLE%. I wonder whether you, perhaps together with a few co-authors of your choice, would be interested in contributing a Review or Progress Report to our journal.	
Having followed your recent research, I believe that a contribution from you and your collaborators (within or outside your own group) on the latest developments in your field would be extremely timely and a great addition to % JOURNALFULLTITLE%. An article based on your work on %INVITATION_NOTES_TO_AUTHOR% would undoubtedly interest the interdisciplinary readership of our journal, and would complement the top-level science published with us.	
%CUSTOM_JOURNAL_SPECIFIC_TEXT%	
Progress Reports provide a critically selected overview of recent progress in important research fields. It is not intended that the articles be comprehensive, but rather insightful, selective, critical, opinionated, and even visionary. Reviews in contrast give a general overview of a particular field, providing the reader with an appreciation of the importance of the work, a summary of recent developments, and a guide to the relevant literature.	

Step 3: Sending the invitation letter

Useful merge fields:

- **%INVITATION_NOTES_TO_AUTHOR%**
 - info about scope, etc.
- **%INVITED_SUBMISSION_RESPOND_DATE%**
 - response deadline
- **%INVITED_SUBMISSION_DUE_DATE%**
 - submission deadline
- Custom merge fields
 - journal-specific info, etc.
 - used in shared letters
- **%ACCEPT_INVITATION%**
 - deep link to EM account
- **%DECLINE_INVITATION%**
 - deep link to EM account

From:	"Advanced Materials" <advmat@wiley-vch.de>
To:	Jos Lenders
Letter Purpose:	S-Author Invitation for Review or Progress Report
Letter Subject:	Invitation to contribute an article to %JOURNALFULLTITLE% (%LAST_NAME%)

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:

bcc:

Letter Body: [Insert Special Character](#) | [Insert Custom Merge Field](#) [Open in New Window](#)

We expect invited contributions to %JOURNALFULLTITLE% to become the most read and best cited papers that we publish. Therefore, I hope that you will accept this invitation to address our international audience, as I am sure that your article would generate much attention in the community.

I would be grateful if you could respond to this invitation by % INVITED_SUBMISSION_RESPOND_DATE%, and I would suggest a submission date of % INVITED_SUBMISSION_DUE_DATE%. However, by contacting the editorial office, a more suitable schedule can be arranged. I further would be more than happy to comment on the suitability of a proposed (sub)topic or working title.

If you would like to accept this invitation, please follow this link: % ACCEPT_INVITATION%

If you do not wish to contribute, you can decline by following this link: % DECLINE_INVITATION%

Alternatively, please log in to %JOURNAL_URL% with your username (%USERNAME%) and password, and agree or decline to submit via the "My New Invitations" link in your "Invited Submissions" menu. If you do not know your password, please contact the editorial office for assistance. You also may send us a short message in direct reply to this e-mail instead.

Step 3: Sending the invitation letter

Useful merge fields:

- **%INVITATION_NOTES_TO_AUTHOR%**
 - info about scope, etc.
- **%INVITED_SUBMISSION_RESPOND_DATE%**
 - response deadline
- **%INVITED_SUBMISSION_DUE_DATE%**
 - submission deadline
- **Custom merge fields**
 - journal-specific info, etc.
 - used in shared letters
- **%ACCEPT_INVITATION%**
 - deep link to EM account
- **%DECLINE_INVITATION%**
 - deep link to EM account

Invitation to contribute an article to Advanced Materials (Lenders)
em.advmat.0.4f842a.61d3fa27@editorialmanager.com on behalf of Advanced Materials <em@editorialmar>
Sent: Mon 28/11/2016 12:28
To: Lenders, Jos - Weinheim

Dear Dr. Lenders,

I hereby would like to extend an invitation to you to submit a paper to Advanced Materials. I wonder whether you, perhaps together with a few co-authors of your choice, would be interested in contributing a Review or Progress Report to our journal.

Having followed your recent research, I believe that a contribution from you and your collaborators (within or outside your own group) on the latest developments in your field would be extremely timely and a great addition to Advanced Materials. An article based on your work on Invitation Notes: Test Proposal would undoubtedly interest the interdisciplinary readership of our journal, and would complement the top-level science published with us.

Advanced Materials has been bringing you the latest progress in materials science for 25 years. Read carefully selected, top-quality Reviews, Progress Reports, Communications, and Research News at the cutting edge of the chemistry and physics of functional materials. Advanced Materials topped its previous spectacular performance with an Impact Factor of 18.96 (2016 Journal Citation Reports). A key to the success of Advanced Materials is its pronounced interdisciplinarity, manifested in its rare listing in six different topic categories by ISI.

Progress Reports provide a critically selected overview of recent progress in important research fields. It is not intended that the articles be comprehensive, but rather insightful, selective, critical, opinionated, and even visionary. Reviews in contrast give a general overview of a particular field, providing the reader with an appreciation of the importance of the work, a summary of recent developments, and a guide to the relevant literature.

We expect invited contributions to Advanced Materials to become the most read and best cited papers that we publish. Therefore, I hope that you will accept this invitation to address our international audience, as I am sure that your article would generate much attention in the community.

I would be grateful if you could respond to this invitation by 15 Dec 2016, and I would suggest a submission date of 15 Jan 2017. However, by contacting the editorial office, a more suitable schedule can be arranged. I further would be more than happy to comment on the suitability of a proposed (sub)topic or working title.

If you would like to accept this invitation, please follow this link: <http://advmat.edmgr.com/l.asp?i=294653&l=NZ8CN4HP>

If you do not wish to contribute, you can decline by following this link: <http://advmat.edmgr.com/l.asp?i=294654&l=XNGF1TO8>

Alternatively, please log in to <http://advmat.edmgr.com/> with your username (JLenders) and password, and agree or decline to submit via the "My New Invitations" link in your "Invited Submissions" menu. If you do not know your password, please contact the editorial office for assistance. You also may send us a short message in direct reply to this e-mail instead.

Advanced Healthcare Materials

Step 4: Author agrees / declines to submit

- Deep link in invitation takes author to **EM user account**
- Invitation can be **agreed to or declined**

Invited Submissions

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

New Author Invitations for [redacted]

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	Current Status	Date Author Invited	Date Response Requested	Days Invitation Outstanding	Editor's Name
View Invitation Letter Agree to Submit Decline to Submit Send E-mail	adma.201606249	Article Invitation	[redacted]	Author Invited	18 Nov 2016	01 Dec 2016	31	Jos Lenders

Step 4: Author agrees / declines to submit

- Deep link in invitation takes author to **EM user account**
- Invitation can be **agreed to or declined**
- Once accepted, invited manuscript can be **submitted** through available link
- Invitation also can be agreed to **by proxy**

Invited Submissions

[My Accepted Invitations \(1\)](#)

New Author Invitations for [redacted]

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	Current Status	Date Author Invited	Date Response Requested	Days Invitation Outstanding	Editor's Name
View Invitation Letter Agree to Submit Decline to Submit Send E-mail	adma.201606249	Article Invitation	[redacted]	Author Invited	18 Nov 2016	01 Dec 2016	31	Jos Lenders

Accepted Invitations for [redacted]

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' when you are ready.

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

Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date	Author Submission Due Date	Editor's Name
View Invitation Letter Submit Invited Manuscript Send E-mail	adma.201606250	Article Invitation	[redacted]	18 Nov 2016	12 Dec 2016	7	01 May 2017	Jos Lenders

Step 4: Author agrees / declines to submit

- **Pending Proposals** provides overview of all proposals
 - numbers of authors invited / accepting / declining / submissions, etc.

Pending Proposals - Jos Lenders

Contents: Proposals for which one or more Authors have been invited. These Proposals require one of the following actions: 1) View the status of Authors Invited or Invite additional Authors complete their work; 3) Set a Final Disposition. Use the up/down arrows to change the sort order.

Page: 1 of 1 (44 total proposals) Display results

Action	Proposal Manuscript Number	Proposal Article Type	Proposal Title	Section/Category	Initial Date of Proposal	Editor Originating Proposal	Handling Editor	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions
View Proposal Details History File Inventory Edit Proposal Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE PubMed - Title Search ISI Web of Knowledge Send E-mail	adfm.201604479	Special Issue Invitations	[REDACTED]	[REDACTED]	30 Aug 2016	Jos Lenders	Jos Lenders	18	17	0	2
Details History File Inventory Edit Proposal Invite Authors Set Final Disposition Similar Articles in MEDLINE PubMed - Title Search ISI Web of Knowledge Send E-mail	adfm.201504720	Article Invitation	[REDACTED]	[REDACTED]	03 Nov 2015	Jos Lenders	Jos Lenders	1	0	0	0

Step 4: Author agrees / declines to submit

- **Pending Proposals** provides overview of all proposals
 - numbers of authors invited / accepting / declining / submissions, etc.
- **Details / Author Selection Summary** provides overview per proposal
 - due dates can be extended here

Name:	[Redacted] [Proxy]
Author Status:	Author Complete
Date Author Invited:	30 Aug 2016
Elapsed Days Since Invitation:	28
Date Submission Due:	01 Jan 2017
Date Submission Received:	27 Sep 2016

Name:	[Redacted] [Proxy]
Author Status:	Agreed to Submit
Date Author Invited:	06 Sep 2016
Date Author Agreed:	26 Oct 2016
Elapsed Days Since Invitation:	105
Date Submission Due:	<input type="text" value="01/01/2017"/> (mm/dd/yyyy)

Name:	[Redacted] [Proxy]
Author Status:	Agreed to Submit
Date Author Invited:	31 Oct 2016
Date Author Agreed:	31 Oct 2016
Elapsed Days Since Invitation:	50
Date Submission Due:	<input type="text" value="01/01/2017"/> (mm/dd/yyyy)

Name:	[Redacted] [Proxy]
Author Status:	Author Invited
Date Author Invited:	29 Nov 2016
Date Response Due:	<input type="text" value="12/12/2016"/> (mm/dd/yyyy)
Elapsed Days Since Invitation:	21
Date Submission Due:	<input type="text" value="03/01/2017"/> (mm/dd/yyyy)

Selected Authors		
Invited Authors		
Author Complete - 02 Dec 2016	View Letter	
Author Complete - 27 Sep 2016	View Letter	
Agreed to Submit - 26 Oct 2016	View Letter	Un-invite
Agreed to Submit - 21 Nov 2016	View Letter	Un-invite
Agreed to Submit - 02 Nov 2016	View Letter	Un-invite
Agreed to Submit - 31 Oct 2016	View Letter	Un-invite
Agreed to Submit - 26 Oct 2016	View Letter	Un-invite
Agreed to Submit - 26 Oct 2016	View Letter	Un-invite
Agreed to Submit - 30 Aug 2016	View Letter	Un-invite
Agreed to Submit - 29 Nov 2016	View Letter	Un-invite
Agreed to Submit - 18 Sep 2016	View Letter	Un-invite
Agreed to Submit - 27 Sep 2016	View Letter	Un-invite
Agreed to Submit - 06 Sep 2016	View Letter	Un-invite
Agreed to Submit - 20 Oct 2016	View Letter	Un-invite
Agreed to Submit - 27 Sep 2016	View Letter	Un-invite
Agreed to Submit - 30 Aug 2016	View Letter	Un-invite
Agreed to Submit - 30 Aug 2016	View Letter	Un-invite
Author Invited - 29 Nov 2016	View Letter	Un-invite
Author Declined - 22 Aug 2016	View Letter	
Author Un-invited - 01 Jul 2016	View Letter	
Author Un-invited - 01 Jul 2016	View Letter	
Author Un-invited - 01 Jul 2016	View Letter	
Author Un-invited - 15 Sep 2016	View Letter	
Author Un-invited - 01 Jul 2016	View Letter	
Author Un-invited - 21 Nov 2016	View Letter	

Sending reminder letters (through Reports)

- **Authors Invited – No Response**
 - if authors have been invited, but not agreed or declined to submit (yet)

Reports

- [Proposal Pipeline Report](#)
- [Authors Invited - No Response](#)**
- [Author Invitation Status Report](#)
- [Automated Author Invitation Reminder Report](#)

Authors Invited - No Response Report

Please select the report parameters.

Handling Editor: ▼

- Show all Invited Authors that are within days of their Invitation Response Due Date.
- Show all Invited Authors that are days past the Invitation Response Due Date.
- Show all Invited Authors whose invitation response is due between and (mm/dd/yyyy)
- Show all Invited Authors whose submission is due between and (mm/dd/yyyy)
- Show all Invited Authors with a Target Publication date between and (mm/dd/yyyy)
- Show Invited Authors for Target Publication Volume and Issue
- Show all Invited Authors who have not yet submitted.

Sending reminder letters (through Reports)

- **Authors Invited – No Response**
 - if authors have been invited, but not agreed or declined to submit (yet)
- **Author Invitation Status Report**
 - if authors have agreed to submit, but not submitted (yet)

Reports

- [Proposal Pipeline Report](#)
- [Authors Invited - No Response](#)
- [Author Invitation Status Report](#)
- [Automated Author Invitation Reminder Report](#)

Authors Invited - No Response Report

Please select the report parameters.

Handling Editor:

- Show all Invited Authors that are within days of their Invitation Response Due Date.
- Show all Invited Authors that are days past the Invitation Response Due Date.
- Show all Invited Authors whose invitation response is due between and (mm/dd/yyyy)
- Show all Invited Authors whose submission is due between and (mm/dd/yyyy)
- Show all Invited Authors with a Target Publication date between and (mm/dd/yyyy)
- Show Invited Authors for Target Publication Volume and Issue
- Show all Invited Authors who have not yet submitted.

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:

- Show all Invited Authors who accepted the invitation more than days ago.
- Show all Invited Authors whose submission is due between and (mm/dd/yyyy)
- Show all Invited Authors with a Target Publication date between and (mm/dd/yyyy)
- Show Invited Authors for Target Publication Volume and Issue

Sending reminder letters (through Reports)

- A selection of authors can be made from the search results
- Different (shared) **Author Reminder** letters can be set up in EM
- Letters additionally can be **customized** per author
- Letters can be sent **immediately**, or scheduled to be sent **at any later time**

Send Reminder	Manuscript Number	Article Type	Manuscript Title	Invited Author Name	Phone Number	Handling Editor Name	Date Invited	Elapsed Days	Invitation Response Due Date	Submission Due Date
<input checked="" type="checkbox"/>	adma.201606249	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606235	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606246	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606240	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606244	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606226	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017
<input checked="" type="checkbox"/>	adma.201606255	Article Invitation				Jos Lenders	18 Nov 2016	26	01 Dec 2016	01 May 2017

Authors Invited - No Response Report

Select a letter to send to the Authors.

Proposal - Unanswered Invitation Reminder

Cancel Customize Letter Send Reminders

Author Invitation Status Report

Select a letter to send to the Authors.

Proposal - Accepted Invitation Reminder

Cancel Customize Letter Send Reminders

Sending reminder letters (through Reports)

- Reminders also can be scheduled to be sent **automatically**
 - author invited, but no response yet
 - x days before or after **response due date**
 - author agreed, but no submission yet
 - x days before or after **submission due date**

Reports

[Proposal Pipeline Report](#)
[Authors Invited - No Response](#)
[Author Invitation Status Report](#)
[Automated Author Invitation Reminder Report](#)

Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
☰	Invitation Reminder - before subm - due 28 days	Reminder Before Submission Due Date (Proposal)	28	Advanced Biosystems Editorial Office
☰	Invitation Reminder - before subm - due 7 days	Reminder Before Submission Due Date (Proposal)	7	Advanced Biosystems Editorial Office
☰	Invitation Reminder - late subm - 14 days late	Reminder Past Submission Due Date (Proposal)	14	Advanced Biosystems Editorial Office
☰	Invitation Reminder - late subm - 28 days late	Reminder Past Submission Due Date (Proposal)	28	Advanced Biosystems Editorial Office
☰	Invitation Reminder - no response - 21 days late	Reminder Past Invitation Response Due Date (Proposal)	21	Advanced Biosystems Editorial Office
☰	Invitation Reminder - no response - 7 days late	Reminder Past Invitation Response Due Date (Proposal)	7	Advanced Biosystems Editorial Office

Thank you!

WILEY

Dr. Jos Lenders, Associate Editor

Advanced Materials

Advanced Functional Materials

Advanced Healthcare Materials

Advanced Engineering Materials