

# Welcome to EEMUG 2017

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





# I'll handle it...

Michaela Barton  
12<sup>th</sup> January 2017

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





# [I'll handle it!]

- Restricted File Types
- URL/ URI submission
- Two ways of dealing with .zip files
- Companion Files
- How to configure these file types by article type
- PDF Watermarks
- CheckCIF
- Reference checking
- Attachments



# Restricted File Types



Submission Items



# Why Restrict File Types?

- Publications can choose to restrict the types of files that the Author may submit on the 'Attach Files' page for New and Revised Submissions.

## Options:

- Allow all file types (current, default functionality),
- Allow all file types with discrete exclusions ("Exclusive" multi-selector box),
- Allow only the selected file types ("Inclusive" multi-selector box) for the Author attaching the submission item on the 'Attach Files' page.

- Different restrictions may be placed on the Submission Item Type for New Submissions and Revised Submissions submitted to the publication.
- Editor or Publisher roles can be granted the ability to upload all file types for a restricted Submission Item, by enabling the the "Bypass 'Restricted File Types' Requirements" permission in RoleManager.



# Restricted File Types

System Administration > Policy Manager > Submission Policies > Edit Submission Items

## Restricted File Types

You can restrict the types of files that can be uploaded for a Submission Item on the Attach Files page for both New and Revised submissions, with one exception: compressed files (zip, gz, tgz, and tar) cannot be restricted.

For a file that will be built into a Reviewer PDF or Author/Editor PDF, you can allow all file types supported by the system for PDFs, or define either an exclusive list or an inclusive list which is based on the file types supported by the system for PDF handling:

- Allow all file types supported for PDFs (no publication file restrictions)
- Exclusive: Allow all file types on the list except the ones selected.
- Inclusive: Allow only the file types selected on the list.

### New Submission

Allow all file types



Exclusive: Allow all file types on the list except the

### Revised Submission

Allow all file types



Exclusive: Allow all file types on the list except the



# Restricted File Types

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

Exclusive: Allow all file types on the list except the ones selected.

PICT Image (PCT PICT)  
TeX Document (TEX)  
WordPerfect Document (WPD WPG)  
Word 97-2003 Compatible Document (DOC RTF HTM HTML TXT)  
PDF Document (PDF)  
PostScript (PS EPS)  
**General Image (JPG JPEG GIF BMP PSD PNG)**

Inclusive: Allow only these files types

PICT Image (PCT PICT)  
TeX Document (TEX)  
WordPerfect Document (WPD WPG)  
Word 97-2003 Compatible Document (DOC RTF HTM HTML TXT)  
PDF Document (PDF)  
PostScript (PS EPS)  
General Image (JPG JPEG GIF BMP PSD PNG)

# URL/ URI/ External Items for Submission



Submission Item Settings

# What are URL/ URI / External Submission Items?

- This option allows Authors to enter a URI/URL address or external resource location (i.e. FTP)
- For accessing larger data sets (such as institutional repositories often housed at universities and other scientific institutions) or other data (such as videos) accessible via the Internet.
- If an Item is configured for the PDF Handling method “Build Hyperlink to the Item into the PDF”, the name of the Item is shown at the top of the page in the PDF, followed by the full URL of the Item as a hyperlink on a new line.



# URL/ URI Submission

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

### Edit Submission Item Type

[Insert Special Character](#)

Item Type:   
*Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling:

Author/Editor PDF Handling:

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :  Hidden  
 Optional  
 Required

Display with automatic line numbering in

Include this Item Type for checkCIE

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

# URL/URI / External Submission Item Types: During Submission

**Please Attach Files**

---

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

---

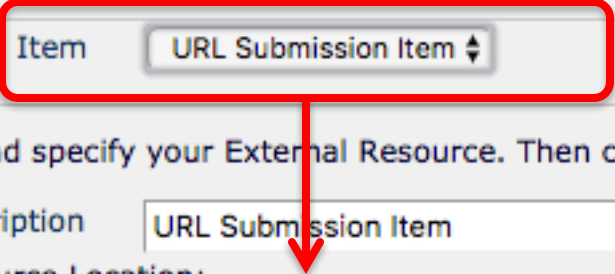
Item

Enter a **Description** and specify your External Resource. Then click **Attach This Information**.

Description

URL/URI/External Resource Location:

Please select http://, https:// or ftp://, then type in the remainder of the web address (e.g. www.targetsite.edu/datasets/dataset1) and click the 'Preview' button to ensure that the address you entered navigates to the correct location. Once you are satisfied with your entry, click the 'Attach This Information' button.



# URL/URI / External Submission Item Types: During Submission

[Insert Special Character](#)

**Please Attach Files**

---

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

---

Item

Enter a **Description** and specify your External Resource. Then click **Attach This Information**.

Description

URL/URI/External Resource Location:

Please select [http://](#), [https://](#) or [ftp://](#), then type in the remainder of the web address (e.g. [www.targetsite.edu/datasets/dataset1](#)) and click the 'Preview' button to ensure that the address you entered navigates to the correct location. Once you are satisfied with your entry, click the 'Attach This Information' button.



# URL/URI / External Submission Item Types: During Submission

Change Item Type of all  files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
<input type="text" value="1"/>	<input type="text" value="Manuscript"/>	<input type="text" value="Manuscript"/>	I am a wonderful companion File8.docx	22.6 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text" value="URL Submission Item"/>	<input type="text" value="URL Submission Item"/>	<a href="#">External Item</a>		22 Dec 2016	<a href="#">Access Item</a>	<input type="checkbox"/>

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

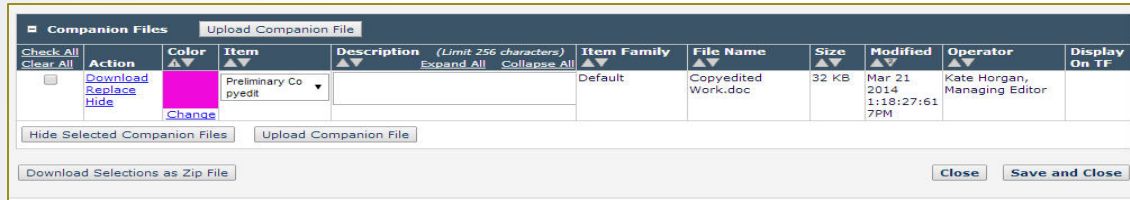
Click here to access/download  
**URL Submission Item**  
<http://www.youtube.com/watch?v=9tdgOCN9QrA>

# Companion Files



Submission Item Settings

# Companion Files



Check All	Action	Color	Item	Description <small>(Limit 256 characters)</small>	Item Family	File Name	Size	Modified	Operator	Display On TF
<input type="checkbox"/>	<a href="#">Download</a> <a href="#">Replace</a> <a href="#">Hide</a>	▲▼	Preliminary Co pyedit ▼		Default	Copyedited Work.doc	32 KB	Mar 21 2014 1:18:27:61 7PM	Kate Horgan, Managing Editor	

Buttons: Hide Selected Companion Files, Upload Companion File, Download Selections as Zip File, Close, Save and Close

- Configure post-accept file(s) as companion files
- May be included in export to production vendor
- Colour coding for easy use
- Can replace as needed in File Inventory



# Companion Files

Editor Main Menu > Folders > Manuscript > Action > File Inventory

Submission Files								
Check All Clear All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF
<input type="checkbox"/>	<a href="#">Download</a>	Manuscript	Manuscript	Document	Manuscript.doc	30 KB	Mar 20 2014 10:12:35:400AM	✓
<input type="checkbox"/>	<a href="#">Download</a>	Author Agreement	Author Agreement	Default	Sample Abstract.doc	25.5 KB	Mar 20 2014 10:12:42:680AM	
<input type="checkbox"/>	<a href="#">Download</a>	Figure	Figure 1	Figure	rose-flower-14.jpg	425.7 KB	Mar 20 2014 10:12:47:947AM	✓

Companion Files										
Check All Clear All	Action	Color ▲▼ Change	Item ▲▼ Preliminary Copyedit ▼	Description (Limit 256 characters) ▲▼ Expand All Collapse All	Item Family ▲▼	File Name ▲▼	Size ▲▼	Modified ▲▼	Operator ▲▼	Display On TF
<input type="checkbox"/>	<a href="#">Download</a> <a href="#">Replace</a> <a href="#">Hide</a>				Default	Manuscript.doc	30 KB	Jun 12 2014 1:22:42:9 33PM	Kate Horgan, Managing Editor	✓

# [Companion Files]

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

### Add New Submission Item Type

[Insert Special Character](#)

Item Type:   
*Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling:

Author/Editor PDF Handling:

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload):

- Display with automatic line numbering in PDF
- Do Not Unpack Archive files (.ZIP, .tar) of this Type
- Include this Item Type for checkCIF
- Include this Item Type for Reference Checking
- This Item Type will contain reference annotations. [Example](#)



# [Colour Codes]: For Companion Files

Editor Main Menu > System Administration > Policy Manager > Submission Policies > Configure color codes for companion files


### Configure Color Codes for Companion Files

Listed below are the color codes that may be assigned automatically when companion files are uploaded. You may specify a 'default' color (or 'No default color') for companion files on the Edit Submission Item Type page in PolicyManager.

Color codes can also be modified after the companion file has been uploaded. Editor and Publisher Roles with permission to 'Upload, Hide and Restore Companion files' can change the color associated with a companion files on the Change Color Code page.

Order	Color	RGB #	Description
1		52BCB6	Dark Mint Green
2		B721D5	Papers about Paperiness

[Update Item Order](#)

New Color Code:  

*[Enter HEX color code or choose with the color picker]*

[Insert Special Character](#)



New Color Code Description:

*Maximum 256 characters*

[Add](#)

### Color Codes for Companion Files

Choose the default color code for companion file upload:

Default	Color	Description
<input checked="" type="radio"/>		No default color
<input type="radio"/>		Dark Mint Green
<input type="radio"/>		Papers about Paperiness

[Cancel](#) [Submit](#)



# .ZIP files???



Submission Item Settings

# Managing .ZIP files

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

### Add New Submission Item Type

[Insert Special Character](#)

Item Type:   
*Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

- Display with automatic line numbering in PDF
- Do Not Unpack Archive files (.ZIP, .tar) of this Type
- Include this Item Type for checkCIF
- Include this Item Type for Reference Checking
  - This Item Type will contain reference annotations. [Example](#)

# Managing .ZIP files

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

### Add New Submission Item Type

[Insert Special Character](#)

Item Type:   
*Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling:

Author/Editor PDF Handling:

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload):

Display with automatic line numbering in PDF

Do Not Unpack Archive files (.ZIP, .tar) of this Type

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

# Uploading .ZIP files

## Packed vs. Unpacked – during submission

Author Main Menu > Submit a Manuscript > Choose article type & type title > Attach Files step

3	Zip File Dont Unpack ▾	Zip File Dont Unpack	Travel Images.zip	784.0 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>
4	Choose ▾		image10.jpeg	12.3 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>
5	Choose ▾		image11.jpeg	8.7 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>
6	Choose ▾		image12 .jpg	387.6 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>
7	Choose ▾		image13.jpg	362.2 KB	22 Dec 2016	<a href="#">Download</a>	<input type="checkbox"/>

# PDF Handling



Submission Item Settings



# PDF Handling

- Submission Items can be configured to display (or not display) in the submission PDF.
- Configuration determines how each Submission Item will display in the Author/Editor PDF as well as the Reviewer PDF.
- The option of having Submission Items handled differently in the Author/Editor PDF and the Reviewer PDF gives publications more control over what kind of information is accessible to users accessing the submission.

# Configuring Submission Items: PDF Handling

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

## Edit Submission Item Type

[Insert Special Character](#)

Item Type:

*Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

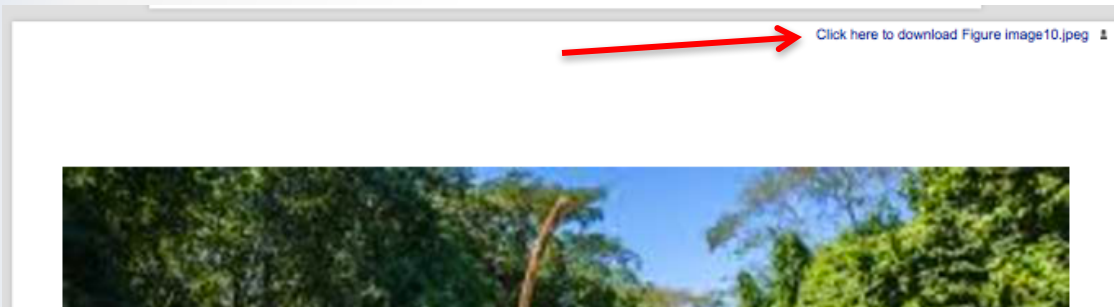
Important Note: If 'Build Hyperlink to the Item into the PDF (Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

- ✓ Create Link for Image Files only (TIF, GIF, JPEG, JPG, PICT, BMP, PSD, WPG, PNG)
- Build Item into PDF
- Build Item and Hyperlink to the Item into the PDF
- Build Hyperlink to the Item into the PDF (Item Not Displayed in PDF)

# PDF Handling

How does each option show in the PDF?

Create link for Image

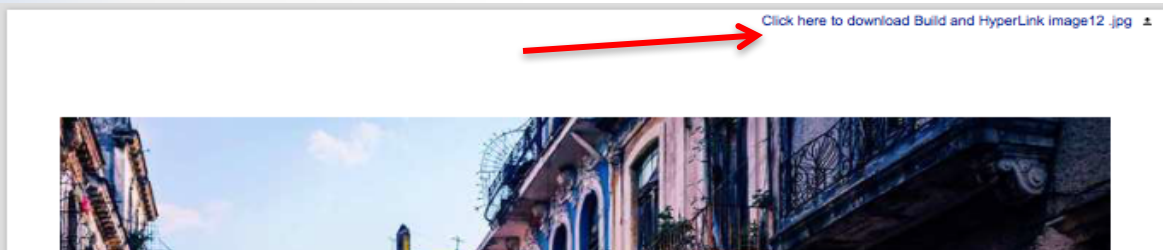


Build Hyperlink to the item into the PDF (item not displayed in PDF)

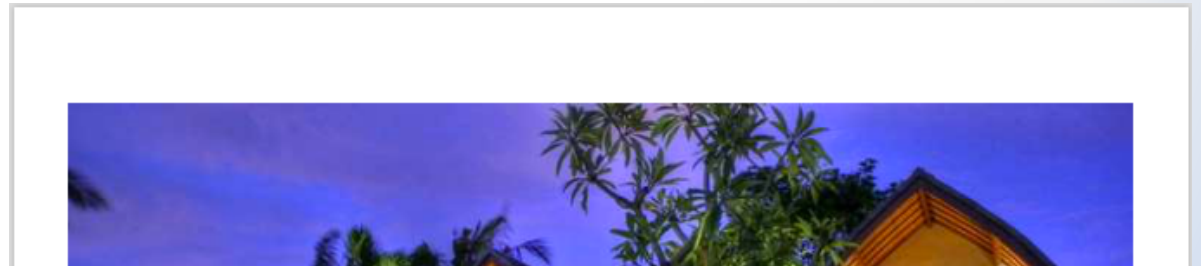


Click here to access/download  
**Hyperlink Dont Build**  
image11.jpeg

Build and hyperlink to the item into the PDF



Build item into PDF



# Configuring Submission Items: Final Step - Configuring Article Types

System Administration > Policy Manager > Submission Policies > Edit Article Type  
> Submission Item Parameters

<b>Video File</b>		
Required for Submission:	Optional Required ✓ Hidden	<b>Revised Submission</b> Hidden
Allow Offline Submission:	Optional	Optional
<b>Item Metadata:</b> Supplemental Data Information	Hidden	Hidden
<input type="checkbox"/> Exclude from Reviewer PDF (for New and revised Submissions)		
<input type="checkbox"/> Publisher gets file: (for New and revised Submissions)		

# PDF Watermarks





# PDF Watermarks

- Administrators can add “watermark” graphics to the PDFs that are built by the Editorial Manager system. This feature is great for publications that wish to brand their PDFs with publisher, society, or publication logos and messages.
- Upload images (up to 9 images may be in the image library at one time, and there is a 500KB size limit on the images)
- Choose one of the uploaded images to use for each of the following (if desired):
  - Author/ Editor & Reviewer PDFs
    - Cover Page
    - Body pages (portrait orientation)
    - Body pages (landscape orientation)
  - Three “stock” watermark images are available for immediate use and convenience: “Confidential,” “Reviewer PDF,” and “Do Not Distribute.” Custom images can be uploaded by clicking the ‘Upload Image’ button.


# PDF watermarks

System Administration > Policy Manager > Submission Policies > Configure PDF Watermark

### Configure PDF Watermarks


To use watermarks on your PDFs, select the image you wish to use and drag it into place on the page. Once you have done so, you may resize the image relative to the page using the drag handle. You may also adjust the desired transparency.

[FAQ](#)



#### Author/Editor PDF


Cover page



Transparency:  Preview

#### Reviewer PDF

Cover page

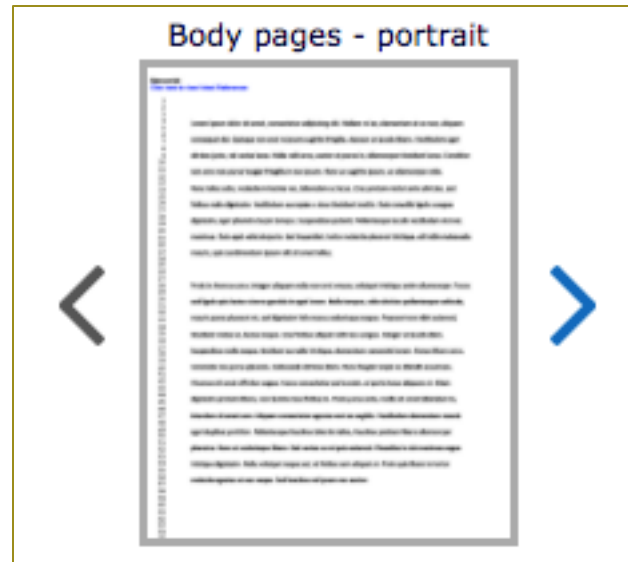
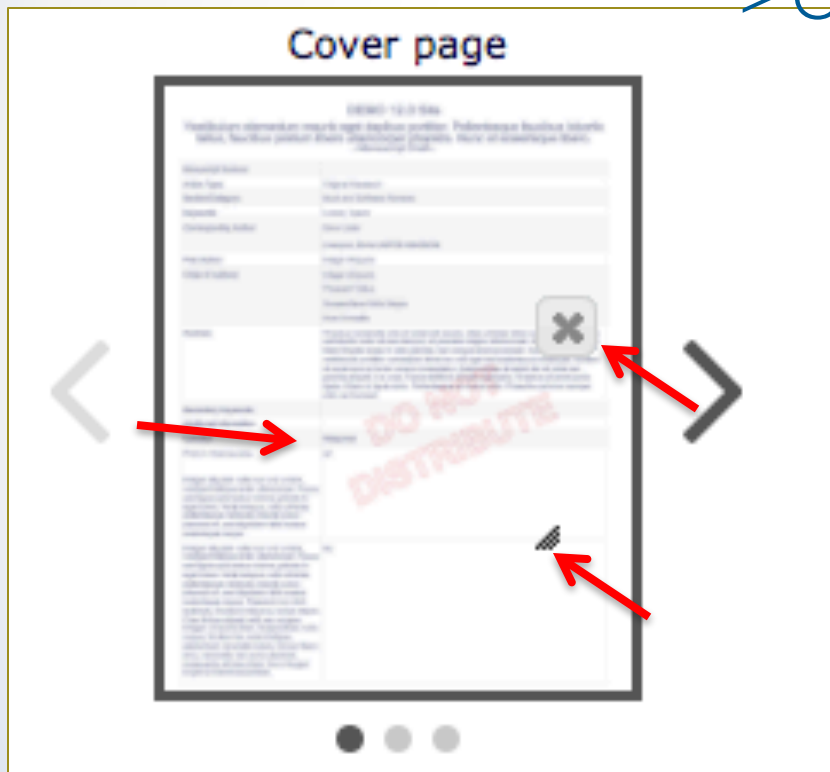


Transparency:  Preview

Cancel Save & Close

# PDF Watermarks

System Administration > Policy Manager > Submission Policies  
> Configure PDF Watermarks



# PDF Watermarks

System Administration > Policy Manager > Submission Policies  
> Configure PDF Watermarks

To use watermarks on your PDFs, select the image you wish to use and drag it into place on the page. Once you have done so, you may resize the image relative to the page using the drag handle. You may also adjust the desired transparency.

[FAQ](#)



Upload Image



# Configuring CheckCIF

...



# What is: CheckCIF?

- CIF: Crystallographic information files.
- CIF files are structured text files containing crystallographic information.
- The CheckCIF tool reports on the consistency and integrity of crystal structures contained in the file.
- The tool is hosted by the IUCr (International Union of Crystallography).
- Once configured - CIF files are automatically processed by checkCIF in the background when a CIF file is uploaded on the attach files page.

# CheckCIF: How it works?

Action	Manuscript Number	Article Type	Section/Category	Article Title
<a href="#">View Submission</a>				
<a href="#">checkCIF Results</a>				
<a href="#">Duplicate Submission Check (...)</a>				
<a href="#">Details</a>				
<a href="#">Initiate Discussion</a>				
<a href="#">History</a>				
<a href="#">File Inventory</a>				
<a href="#">Edit Submission</a>				
<a href="#">Send Back to Author</a>				
<a href="#">Remove Submission</a>				
<a href="#">Classifications</a>				
<a href="#">Assign Editor</a>				
<a href="#">Set Final Disposition</a>				
<a href="#">Send E-mail</a>				
<a href="#">Linked Submissions</a>				

- Clicking the 'Completed' link in the checkCIF Results column will initiate the download of a PDF copy of the checkCIF results for that file.
- Clicking the 'Download' link allows the user to download the original .cif file.

checkCIF/PLATON report

No syntax errors found. [CIF dictionary](#) [Interpreting this report](#)

**Datablock: I**

---

Bond precision: C-C = 0.0030 Å Wavelength=0.71073

Cell: a=8.636(2) b=12.728(3) c=15.688(4)  
alpha=90 beta=103.218(4) gamma=90

Temperature: 98 K

	Calculated	Reported
Volume	1678.7(7)	1678.7(7)
Space group	C c	C c
Hall group	C -2yc	C -2yc
Moiety formula	C10 H8 N2 S2, C7 H7 N O2	C10 H8 N2 S2, C7 H7 N O2
Sum formula	C17 H15 N3 O2 S2	C17 H15 N3 O2 S2
Mr	357.44	357.46

# Configure CheckCIF:

System Administration > Policy Manager > Submission Policies > Configure checkCIF

Enable checkCIF

**Select the workflow points that will trigger checkCIF:**

<input checked="" type="checkbox"/>	Original PDF Building By Author
<input type="checkbox"/>	Original PDF Building By Editor
<input type="checkbox"/>	First Reviewer Invited/Assigned for Original Submission
<input type="checkbox"/>	Revised PDF Building By Author
<input type="checkbox"/>	Revised PDF Building By Editor
<input type="checkbox"/>	Author Notified of Editor Decision in the 'Accept' Decision Family
<input type="checkbox"/>	Author Notified of Editor Decision in the 'Revise' Decision Family
<input type="checkbox"/>	Create Submission

# Configure CheckCIF:

System Administration > Policy Manager > Submission Policies > Configure checkCIF

Page	Instructions
<b>View checkCIF Results</b>	<b>Insert Special Character</b>  The files shown below are eligible for analysis using the checkCIF tool from the International Union of Crystallography (IUCr). If the files have already been sent to the checkCIF tool, the analysis report can be viewed by clicking the 'Completed' link.

Editor Main Menu > System Administration > Policy Manager > Submission Policies > Edit Submission Items

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in PDF

**Include this Item Type for checkCIF**

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

# Permissions: CheckCIF

Editor Main Menu > System Administration > Role Manager > Editor Roles  
> Edit > General Searching and Viewing

Use Editorial Details Layout

- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups
- View COS Scholar Universe Author Profiles
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results
- View Duplicate Submission Check Results
- Initiate checkCIF
- View checkCIF Results
- View Editorial Status History

- Editor and Publisher Roles that have 'Initiate checkCIF' permission -will be able to select files to send to checkCIF by selecting the checkbox next to the item type and clicking the 'checkCIF: Selected Files' button.



# Reference Linking, Checking and Mark- Up



[eXtyles Product Sheet Link](#)

## References: Link / Check /Mark

- References Linked to PubMed/CrossRef
- Word Doc is marked-up with edits
- Missing data added, e.g. missing page numbers
- Inaccurate data corrected, e.g. author name misspelled
- DOI added
- Retractions identified:

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32(5):1822-1828. [PMID:21498042](#)

**Comment [BDR1]:** Medline reports that reference 3 was retracted in "Res Dev Disabil. 2011 Nov-Dec;32(6):3018".

# References: Clean Up

- References are formatted to the correct journal style
- Out-of-the-box styles: APA, AMA, Chicago, ICMJE
- Custom journal styles available

## BEFORE

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32:1822.

## AFTER

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32(5):1822-1828. [PMID:21498042](#)

## DIFFERENCE

3. ~~J.E.~~ Van Luit JE, ~~M.J.~~ Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res. Dev. Disabil.* 2011;32;:-1822-~~(2011)~~

# Reference Checking

## Link Up/ Clean up / Mark Up

Summarized Results

1 Manuscript.doc [Download File](#)

Total Citations

- Validated and Linked
- Not Checked
- Not Validated

#	Citation			CrossRef
1	1. Petito CK, Cho E-S, Lemann W, Navia BA, Price RW. M... acquired immunodeficiency syndrome AIDS): an autopsy... Neuropathol Exp Neurol. 1986;45(6):635-646. .			<a href="#">CrossRef</a>
2	2. Glass JD, Fedor H, Wesselingh SL, McArthur JC. Immu... quantitation of human immunodeficiency virus in the bra... dementia. Ann Neurol. 1995;38(5):755-762. .			<a href="#">CrossRef</a>
3	3. Smit TK, Wang B, Ng T, Osborne R, Brew B, Saksena... of HIV-1 isolates derived from different regions of adult... discriminate between patients with and without AIDS der... (ADC): evidence for neurotropic HIV variants. Virology. 2001;279(2):509-526. .			<a href="#">CrossRef</a>
4	4. Gabuzda D, Wang J. Chemokine receptors and mecha... HIV neuropathogenesis. J Neurovirol. 2000;6(Suppl 1):S27-35.			
5	5. Bissel SJ, Wiley CA. Human immunodeficiency virus infection of the brain: pitfalls in evaluating infected/affected cell populations. Brain Pathol. 2004;14(1):97-108. .	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>
6	6. Gorry PR, Bristol G, Zack JA. et al. Macrophage tropism of human			

Download Reference F...

www.editorialmanager.com/veronicade

### Select a File

- [Download Original File](#)
- [Download Cleaned-up File](#)
- [Download Marked-up File](#)

Cancel



# Reference Checking: Clean up

1. Access of Medicaid recipients to outpatient care. 1994;330:1426-1430.
2. Alcohol-related traffic fatalities among adults: United States, 1982-1989. Rep. 1991;40:178-179,185-187.
3. Logan AG, Achber C, Milne BJ, Campbell W. Site treatment of hypertension by controlled trial Lancet 1979:1175-1178.
4. Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clinical Orthopaedics and Related Research* 2002;(401):230-8.
5. M. G. Banwell, J. R. Dupuche, *Chemical Communications (Cambridge)*, 869.
6. T.-J. Shen et al., *Protein Eng.* 38 (1997), XXX.
7. Curcio, F., Pegoraro, I., Dello Russo, P., Falletti, E., *Protein Eng.* 1996;10:100-105.

<jrn>1. (1994). Access of Medicaid recipients to outpatient care. *The New England Journal of Medicine*, 330, 1426-1430 doi:10.1056/NEJM199405193302007. Medline:8159198</jrn>

<jrn>2. (1991). Alcohol-related traffic fatalities among youth and young adults: United States, 1982-1989. *MMWR. Morbidity and Mortality Weekly Report*, 40, 178-179, 185-187. Medline:1900563</jrn>

<jrn>3. Logan, A. G., Achber, C., Milne, B. J., Campbell, W. P., & Haynes, R. B. (1979). Work-Site treatment of hypertension by specially trained nurses A controlled trial. *Lancet*, xxx, 1175-1178 doi:10.1016/S0140-6736(79)92397-3. Medline:91901</jrn>

<jrn>4. Banit, D. M., Kaufer, H., & Hartford, J. M. (2002). Intraoperative frozen section analysis in revision total joint arthroplasty. *Clinical Orthopaedics and Related Research*, (401), 230-238 doi:10.1097/00003086-200208000-00026. Medline:12151900</jrn>

<jrn>5. Banwell, M. G., & Dupuche, J. R. (1996). *Chemical Communications (Cambridge)*, 869.</jrn>

<jrn>6. Shen, T.-J., et al. (1997). *Protein Engineering*, 38, xxx.</jrn>

<jrn>7. Curcio, F., Pegoraro, I., Dello Russo, P., Falletti, E.,

Comment [BDR1]: CrossRef reports the author should be "The Medicaid Access Study Group" not "" in the reference 1 "Access of Medicaid recipients to, 1994".

Comment [BDR2]: The reference has no authors. Please proof carefully. (in reference 1 "Access of Medicaid recipients to, 1994").

Comment [BDR3]: The reference has no authors. Please proof carefully. (in reference 2 "Alcohol-related traffic fatalities among youth, 1991").

Comment [BDR4]: Please provide the missing volume number in this journal reference. (in reference 3 "Logan, Achber, Milne, Campbell, Haynes, 1979").

Comment [BDR5]: eXtyle has not found a volume number in the journal reference. Please check the issue/supplement information (";(401):") and update if necessary. (in reference 4 "Banit, Kaufer, Hartford, 2002").

Comment [BDR6]: Medline cannot find the journal "Chemical Communications (Cambridge)" (in reference 5 "Banwell, Dupuche, 1996"). Please check the journal name.

Comment [BDR7]: The article title is missing from this reference. Please provide one. (in reference 5 "Banwell, Dupuche, 1996").

Comment [BDR8]: Reference has only first page number. Please provide the last page number if article is longer than one page. (in reference 5 "Banwell, Dupuche, 1996").

# Reference Checking: Configuration

System Administration > Policy Manager > ProduXion Manager > Configure Reference Checking

- [-] **ProduXion Manager**
  - pm Configure Automatic Production Initiation
  - pm Configure Automatic Copy of Target to Actual Publication Information
  - pm Configure Book Processing
  - pm Configure Submission Workflows and Production Tasks
  - pm Configure Schedule Group Production Tasks
  - pm Set Author Production Task Deep Link Expiration
  - pm Configure Identifiers Displayed in Production Tracking
  - pm Configure Production Statuses
  - pm Define National Holidays
  - pm Configure Reference Checking**
  - pm Configure Attachment Security
  - pm Edit Instructions for Attachments
  - pm Set Attachments Deep Link Policy



# Reference Checking: Configuration

Editor Main Menu > System Administration > Policy Manager > Production Manager > Configure Reference Checking

**Select the method(s) for Reference Linking:**

<input checked="" type="checkbox"/>	Use PubMed ID
<input checked="" type="checkbox"/>	Display error messages on results page
<input type="checkbox"/>	PubMed Automatic Reference Correction (Add missing data only)
<input checked="" type="checkbox"/>	PubMed Automatic Reference Correction (Add missing data and replace incorrect data)
<input checked="" type="checkbox"/>	Use CrossRef DOI
<input type="checkbox"/>	CrossRef Automatic Reference Correction (Add missing data only)
<input checked="" type="checkbox"/>	CrossRef Automatic Reference Correction (Add missing data and replace incorrect data)

# Reference Checking: Configuration

Editor Main Menu > System Administration > Policy Manager > Production Manager > Configure Reference Checking

Select the workflow points that will trigger Reference Checking:

No Reference Checking	Reference Linking Only	Reference Cleanup and Linking	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original PDF Building by Author
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original PDF Building by Editor
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	First Reviewer Invited/Assigned for Original Submission
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Revised PDF Building by Author
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Revised PDF Building by Editor
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Author Notified of Editor Decision in the 'Accept' Decision Family
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Author Notified of Editor Decision in the 'Revise' Decision Family
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Create Submission

# Reference Checking: Configuration

Editor Main Menu > System Administration > Policy Manager > Production Manager > Configure Reference Checking

**Select whether the Author can carry forward the source file at time of Revision:**

(If you select "Source file cannot be carried forward", the Author must download or view the results and upload a corrected file. If results are not yet available, or Reference Checking has not yet been triggered, the Author can carry forward the source file by default).

<input checked="" type="radio"/>	Source file <u>can</u> be carried forward during Revision
<input type="checkbox"/>	Automatically replace original file with cleaned-up file.
<input type="radio"/>	Source file <u>cannot</u> be carried forward during Revision

**Customize Instructions Displayed on the Reference Checking Results Page**

**To Authors:**

Line Wrap:  [Insert Special Character](#)

Reference checking is done for journal citations. If the journal citation has a PubMed or CrossRef link, it has been validated. If 'Not Checked' is displayed, either the citation could not be identified as a journal citation, or the linking service did not return results. If 'Not Validated' is displayed, the journal citation could not be validated on the linking service.

[View Default Instructions](#)

[Revert to Default Instructions](#)

# Configure: Reference Checking

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

Item Type:  *Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in

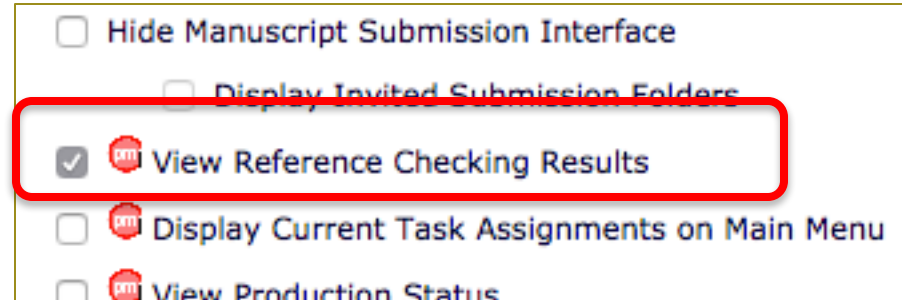
Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)


# Permissions: View Reference checking Results


System Administration > Role Manager > **Author or Reviewer or Editor Role**  
> View Reference Checking results:




Hide Manuscript Submission Interface

Display Invited Submission Folders

 View Reference Checking Results

 Display Current Task Assignments on Main Menu

 View Production Status

For Authors, Reviewers and Editors – a permission is available in Role manager to allow them to “view reference checking results”

AQC  
...



# Artwork Quality Check

- Editorial Manager works third-party, on-line artwork checking tools which analyse the suitability of files for print or web reproduction.
- Enabled for you by your AC
- Once configured - Files are sent to the third party system for checking against a standard profile; that system returns a detailed report on problems with the files, with an overall pass/fail/warning result.
- These results are then made available to the Author and/or Editor on designated pages, and to the Editor on the Transmittal Form.
- Helps to highlight files that may cause problems later providing the opportunity to source improved files at an early stage, reducing the time to publication.
- AQC can be configured to be carried out at several stages in the process, from initial submission, through submission of revised versions to final acceptance.

# Artwork Quality Check

System Administration > Policy Manager > ProduXion Manager > Configure Artwork Quality Checking

## Configure Artwork Quality Checking

When you have finished configuring the actions which will trigger Artwork AQC, instructions, and the Artwork QC Status Terms, go to the Edit Submission Items page to enable Artwork Quality Checking for any Submission Item that requires it.

---

Select the actions that will trigger Artwork Quality Checking:

- Original PDF Building
  - Revised PDF Building
  - Final Disposition Set to Accept
  - Upload Substitute Item on Transmittal Form
  - Create Submission
-

# Artwork Quality Check

System Administration > Policy Manager > ProduXion Manager > Configure Artwork Quality Checking

Configure the Artwork QC Status Terms, and map them to the appropriate Artwork QC Status Family. The customized AQC Status Terms are displayed to users on the Artwork QC Results page. There is a maximum of 256 characters allowed for each Status Term.

AQC Status Family	AQC Status Term (text)	AQC Status Term (HTML)
N/A	<input type="text" value="N/A"/>	<input type="text" value="&lt;span style='color:black'&gt;{0}&lt;/span&gt;"/>
Testing in Progress	<input type="text" value="Testing in Progress"/>	<input type="text" value="&lt;span style='color:orange'&gt;{0}&lt;/span&gt;"/>
Pass	<input type="text" value="Pass"/>	<input type="text" value="&lt;span style='color:green'&gt;{0}&lt;/span&gt;"/>
Fail	<input type="text" value="Fail"/>	<input type="text" value="&lt;span style='color:red'&gt;{0}&lt;/span&gt;"/>
Pass with Warning	<input type="text" value="Pass with Warning"/>	<input type="text" value="&lt;span style='color:#999900'&gt;{0}&lt;/span&gt;"/>
Error	<input type="text" value="Error"/>	<input type="text" value="&lt;span style='color:red'&gt;{0}&lt;/span&gt;"/>
Untested	<input type="text" value="Untested"/>	<input type="text" value="&lt;span style='color:orange'&gt;{0}&lt;/span&gt;"/>
Untested (File Too Large)	<input type="text" value="Pass (indicated by file size)"/>	<input type="text" value="&lt;span style='color:#999900'&gt;{0}&lt;/span&gt;"/>
Unsupported	<input type="text" value="Unsupported"/>	<input type="text" value="&lt;span style='color:red'&gt;{0}&lt;/span&gt;"/>

[Insert Special Character](#)

# Artwork Check

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Submission Items

Item Type:  *Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

# CrossCheck Integration

...

# CrossCheck Integration

- The CrossCheck system allows publications to upload a copy of a submission to the iThenticate checking system where the submission is compared to a database of published papers submitted to CrossCheck by participating publishers (and to other sources, such as web sites).
- A report is generated detailing similarities between the uploaded submission and the published literature.
- EM can be configured to transfer files directly to CrossCheck.
- You must already have a CrossCheck/iThenticate account, set up in advance to receive files.
- Selected files can be sent to CrossCheck from EM on an ad hoc basis.
- Enabled by your AC.



# Configuring: CrossCheck

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Configure Similarity Check

---

Enable Automatic Transfer to CrossCheck (powered by iThenticate)

Username :

Password :

Destination Folder :

---

Highlight Similarity Scores that exceed:

Similarity Score Threshold:  %

# Configuring: CrossCheck

Editor Main Menu > System Administration > Policy Manager > Submission Policies  
> Edit Article Types > Edit (next to article type for checking)

Article  
Type:

Original Article - Ideal

Maximum Article Type name is 75 characters.

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

Family: Regular

Editor Use Only:

- Hide** When you **Hide** an Article Type, the Article Type will be deactivated (not available for new manuscripts).
- Allow file uploads from arXiv.org server

**Similarity Check:**

- Send Reviewer PDF on Initial Submission
- Send Reviewer PDF on First Revision
- Send Reviewer PDF on Final Disposition to Accept

*You must also set up Automatic Transfer to a checking service on the Configure Similarity Check page. Editor and Publisher Roles can be configured to send files by Automatic Transfer from the File Inventory or Technical Check pages even if you do not enable the options on this page.*

# CrossCheck: Assigning Roles

Editor Main Menu > System Administration > Role Manager > Edit Role Type > Edit Role

The screenshot displays the 'Edit Role' configuration page. It is divided into two main sections: 'General Searching and Viewing' and 'Action'.

**General Searching and Viewing**

- Use Editorial Details Layout:
- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
  - Create/Edit Linked Submission Groups
    - Set Active/Inactive Status on Linked Submission Groups
    - Enable Review Sharing for Linked Submission Groups
- View COS Scholar Universe Author Profiles
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results
- View Duplicate Submission Check Results
- Initiate checkCIF
- View checkCIF Results
- View Editorial Status History

**Action**

- View Submission
- CrossCheck/iThenticate Results (20%)
- Duplicate Submission Check (10%)
- Details
- Initiate Discussion
- History
- Technical Check
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Set Final Disposition
- Send E-mail
- Linked Submissions

# CrossCheck

Editor Main Menu > Manuscript > Action List > CrossCheck/iThenticate (00%)

## CrossCheck/iThenticate Results - Submission [redacted]

The results from each file deposited with CrossCheck/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score returned by CrossCheck/iThenticate when the report is completed; click on the 'Completed' status link to view the full Similarity Report from CrossCheck/iThenticate.

The largest Score value will be displayed as the overall Similarity Score for the submission, unless the associated 'Ignore Score' checkbox is set/enabled.

[File Inventory](#)

### CrossCheck/iThenticate History

Submission Similarity Score: 20%

Date:	Rev.	Triggered By	File Sent	Report Status	Score	Ignore Score
Dec 22, 2016	0	New Submission	[redacted]	<a href="#">Completed</a>	20	<input type="checkbox"/>


[Duplicate Submission Check \(10%\)](#)

# CrossCheck

Editor Main Menu > Manuscript > Action List > CrossCheck/iThenticate (00%) > Complete

23-Dec-2016 05:12AM 2861 words 98 matches • 13 sources FAQ

---

 **AJTCAM-S-16-00593.pdf** Quotes Excluded  
BY GUANGLEI WANG Bibliography Excluded **20%**  
SIMILAR

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**African Journal of Traditional, Complementary and Alternative Medicine**  
**Antrodia camphorata and Inonotus obliquus alleviate diabetic symptoms in rodents**  
--Manuscript Draft--

Manuscript Number:	
Full Title:	Antrodia camphorata and Inonotus obliquus alleviate diabetic symptoms in rodents
Article Type:	Research Article
Keywords:	Antrodia camphorata, diabetes, Inonotus obliquus, pancreatic pathology
Manuscript Region of Origin:	CHINA
Abstract:	<p><b>Background:</b> This study examines the pharmacodynamics of Antrodia camphorata and Inonotus obliquus tablets and their effects on glycemia, insulin, and pancreatic function in diabetic rats.</p> <p><b>Materials and Methods:</b> Antrodia camphorata and Inonotus obliquus, in tablet form, were dosed daily for 30 days in a streptozotocin-induced rodent model of diabetes. Body weight, blood glucose levels and insulin were measured during the course of our dosing. Upon completion of treatment, pancreatic tissue was sectioned, stained and compared.</p> <p><b>Result:</b> In comparison to the untreated group, we find that the rats dosed with Antrodia camphorata and Inonotus obliquus decreased weight gain. This was associated with hypoglycemia and healthier pancreatic tissue, suggesting a marked improvement in their diabetic state compared to control group.</p> <p><b>Conclusion:</b> We concluded that both Antrodia camphorata and Inonotus obliquus tablets developed independently, have anti-diabetic efficacy in streptozotocin-induced diabetic rats. These treatments may serve as novel therapeutics for the treatment of diabetes.</p>
Order of Authors:	GONG WANG GUANGLEI WANG

### Match Overview

1	<b>Internet</b> 145 words crawled on 27-Aug-2016 <a href="http://bmccomplementalternmed.biomedcentral.com">bmccomplementalternmed.biomedcentral.com</a>	6%
2	<b>Internet</b> 128 words crawled on 20-Dec-2016 <a href="http://journal.frontiersin.org">journal.frontiersin.org</a>	5%
3	<b>Internet</b> 82 words crawled on 21-Dec-2015 <a href="http://www.mdpi.com">www.mdpi.com</a>	3%
4	<b>Internet</b> 35 words crawled on 01-Apr-2010 <a href="http://www.unisa.it">www.unisa.it</a>	1%
5	<b>Crossref</b> 32 words	1.0%

# Attachments



Submission Item Settings



# Attachments

- Email Attachments
- Attachment Security
- Automatic Attachments (decision letters)
- Attachment Availability (who can access them)
- Attachment Sanitization

# Attaching Files to Emails:

System Admin > Policy Manager > Email and Letter Policies > Edit Letters

## Allow choice on 'Send Letter' page

The following options will allow the sender to choose whether to send carbon copies (cc:) or blind carbon copies (bcc:) to the designated group of people. Selecting these options does not automatically cc: or bcc: the indicated recipients.

cc:    bcc:

- Display checkbox for co-Authors
- Display checkbox for Reviewers assigned to current Revision
- Display checkbox for Editors assigned to current Revision

Display e-mail entry box on 'Send Letter' page:

- cc:(Allow sender to manually enter cc: recipients)
- bcc:(Allow sender to manually enter bcc: recipients)

Allow attachments

Allow sender to add Rich Text (HTML) formatting

*Selecting this option will allow a sender who is customizing the letter to switch the letter format from text to Rich Text (HTML) and add rich text formatting. Note: if the sender switches the format, the letter will be sent in Rich Text (HTML) format.*

# Attaching Files to Emails

## Customise Letter

### Customize Letter - General Email to Author

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

Cancel

Preview and Send

From: "Steven Gain" <sgain@ariessys.com>

To: Corresponding Author;

Letter Subject: Email to Author

Attachments: [Add/Change Attachments](#)

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

Attachment

Cancel

Preview and Send

# Attaching Files

Customise Letter > Add/ Change Attachments

## Select Files

To add a file from your computer, use the Choose Files button to browse your computer, or drag and drop the files onto the folder image below.

**Caution:** Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.

Browse your computer:

Choose Files

Or drag and drop files here:



## [-] Add Files from Submission Inventory

Select the checkbox next to the file(s) you would like to attach.

[Submission Files](#)

### System PDFs

A System PDF is the copy of the submission when the "View Submission" link is clicked. Depending on configuration, the Reviewer version and Editor/Author version may not contain the same items.

Select	Submission Revision	PDF Version	Size	Last Modified
<input checked="" type="checkbox"/>	Original	Editor/Author Version	2.5 MB	03/03/2015
<input type="checkbox"/>	Original	Reviewer Version	2.5 MB	03/03/2015

### Submission Files

[Top](#)

Select	File Name	Description	Item	Size	Last Modified
<input type="checkbox"/>	COPE_BAMS_DistributionCopy5.docx		Manuscript	15.9 MB	03/03/2015
<input type="checkbox"/>	COPE_BAMS_Supplement_v2.docx		Manuscript	135.3 KB	03/03/2015
<input type="checkbox"/>	BAMS-D-14-00157_CoverLetter.docx		Manuscript	70 KB	03/03/2015
<input checked="" type="checkbox"/>	IEPC_BAMS-D-14-00157.pdf		Manuscript	538.9 KB	03/03/2015

Cancel

Proceed

# Attaching Files

Customise Letter > Add/ Change Attachments

## Customize Letter - General Email to Author

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.


Cancel

Preview and Send

From: "Steven Gain" <sgain@ariessys.com>

To: Corresponding Author;

Letter Subject:

 Attachments: DEMOSGG112-S-15-00021-Original\_Submission-Editor-Author\_Version.pdf  
IEPC\_BAMS-D-14-00157.pdf

Letter Body:

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

Attachment



# Decision letters: Automatic Attachments

System Admin> Policy Manager> ProducXion Manager > Configure Attachment Security

The screenshot displays the 'PolicyManager Main Menu' with a list of expandable menu items. The 'ProducXion Manager' item is expanded, and the 'Configure Attachment Security' option is highlighted with a yellow box. The menu items are as follows:

- Expand All
- Collapse All
- Registration and Login Policies
- Status Policies
- Submission Policies
- Questionnaire Policies
- Additional Data Policies
- Editor Assignment Policies
- Reviewer and Editor Form Policies
- E-mail and Letter Policies
- General Policies
- Discussion Forums
- Linked Submissions Policies
- Conference Submission Policies
- Transmittal Policies
- ProducXion Manager
  - Configure Attachment Security
  - Edit Instructions for Attachments
  - Set Attachments Deep Link Policy

# Decision letters: Automatic Attachments

System Admin> Policy Manager> ProducXion Manager > Configure Attachment Security

---

## Author Access

When the final decision is made and the Notification letter is sent to the Author, files the Editors and Reviewers have uploaded that are marked as available to the Author may be included. To append these files to the Notification letter as e-mail attachments, select the option below. Deep links to access the files via the EM interface may also be used in the body of the letter. Both options may be used together, if desired.

Include available Editor/Reviewer Attachments with the Author Notification letter as e-mail attachments

---

Cancel

Submit

# Attachment Availability

System Admin > Policy Manager > ProducXion Manager

> Configure Attachment Security

## Availability

Select the applicable option(s) below to designate all uploaded Editor/Reviewer Attachments as available to the Author and/or Reviewers by default. The availability of individual files can also be set manually at various access points throughout the system.

A Reviewer always has access to files he or she uploaded, but if a file is marked as "Available to Reviewers" it will also be available to other Reviewers of the same submission.

	Author	Reviewers
Designate <b>Editor</b> -uploaded files as available by default to:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Designate <b>Reviewer</b> -uploaded files as available by default to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Attachment Sanitization

System Admin > Policy Manager > ProduXion Manager > Configure Attachment Security

Cancel

Submit

## Sanitization

Files uploaded by Editors and Reviewers as part of their work on the submission ("Attachments") may be made available to the Author and other Reviewers. Check the box below and click the 'Submit' button to "sanitize" these files by removing identifying information from the 'File Properties' and 'Track Changes' features of Microsoft Office files, and the 'Properties' of PDF files. PDF annotations (with the exception of dynamic stamps) are also sanitized. Note: any personal identifying information included in the actual text of the file must be removed manually.

If sanitization is enabled, Authors will only have access to the sanitized version of the Attachments. Editors will have access to both the original and sanitized files. Reviewers will have access to the original files unless the checkbox 'Allow other Reviewers access only to Attachments with personal information removed' is selected.

**Important Notes:** Any Attachments which are not in Microsoft Office or PDF format will not have identifying information removed. Microsoft Office files include Word, Excel, and PowerPoint.

If the checkboxes are unchecked, Authors and/or Reviewers will only have access to the original (unsanitized) files, even if sanitized files have been created.

- Remove Personal Information from Editor/Reviewer Attachments in Microsoft Office or PDF format.
- Allow other Reviewers access only to Attachments with personal information removed.

# Any Questions?

Helpful Links:

- [File Upload Options](#)
- [Video: Limiting file types](#)
- [Defining Companion Files](#)
- [Customised PDF Watermarks](#)
- [Video: Automated Crystallography Check](#)
- [Reference Checking](#)
- [Crosscheck integration](#)
- [Attachments](#)