

EEMUG 2020



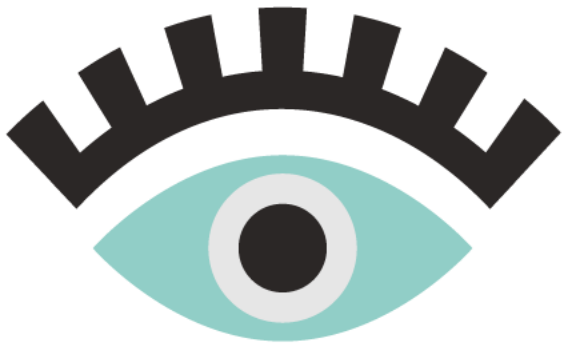
#EEMUG2020





EM Boot Camp

*Editorial Manager basics,
tips, and tricks*



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Account Manager
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#EEMUG2020



Sampling of EM Features and Functionality



Please ask questions as we go along!

HOW SHOULD I ANSWER



THAT QUESTION?

 **If i eat myself would i become twice as big or disappear completely?**
Scott Kennymore 2 years ago [Report Abuse](#)

 **Best Answer** - Chosen by Voters
That just blew my mind.
Sergio 2 years ago [Report Abuse](#)

 100% 1 Vote
[6 people rated this as good](#)



BOOTCAMP AGENDA:

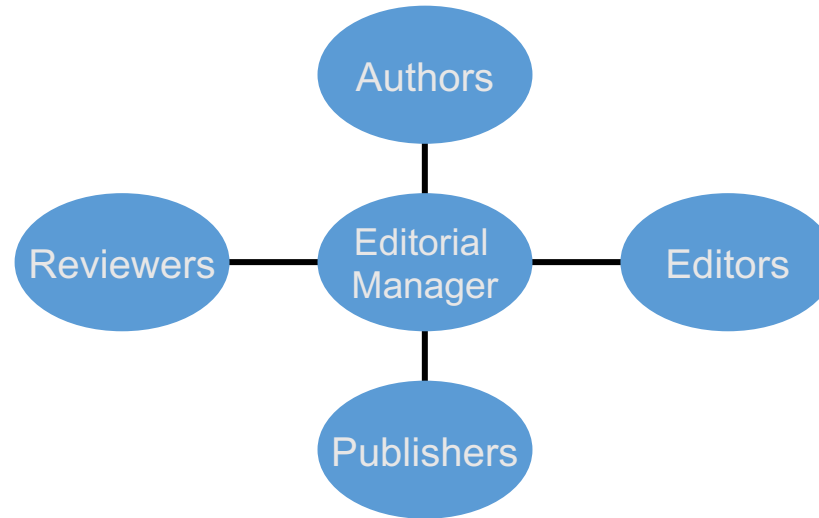
- Welcome
- Basic EM Structure
- A Brief Overview of System Administration
 - The Author Submission Process: a walkthrough.
 - Editorial Functionality: editor chains, editor designations.
 - Reviewer Functionality: How to search for and invite reviewers.
- Communicating with your users
- Basic Reporting: Saved searches, creating custom reports, searching people and submissions.
- Resources: How to utilize the “Help” link and the Aries video tutorial library; contacting your account coordinator.



Basic EM Structure



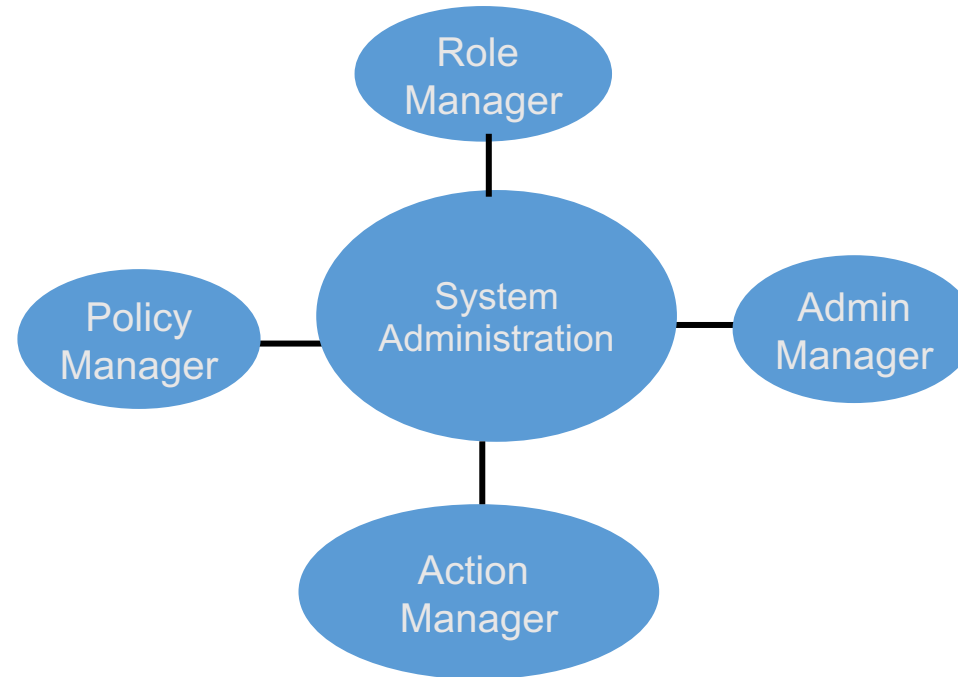
How Editorial Manager is Organised



- There are 4 role families: Authors, Editors, Reviewers and Publishers.
- The author role is the default user role; one person can only be assigned one role from each of these role families.
- Roles are created and permissions assigned in RoleManager.



How System Administration is Organized



- RoleManager – Roles are configured and permissions assigned.
- PolicyManager – General Configurations.
- ActionManager – Who gets what letter at what event.
- AdminManager – Share data, Transfer submissions, Share letters.



A Brief Overview of System Administration



How System Administration is Organized

Administrative Functions

System Administrator Functions

Register New User

Reports

Send Reminder Letters

Send Batch E-mail

- The Administrative Functions section will appear at the bottom of the Editor main menu for those Editors with either full or restricted access to System Administration.



Role Manager

RoleManager

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

Managing Editor	Remove Edit Copy
Editor (by invitation)	Remove Edit Copy
Editorial Assistant - with tech check	Remove Edit Copy
Super User (all access)	Remove Edit Copy
Editor-in-Chief	Remove Edit Copy



Training and Demo Site

[ROLEMANAGER](#) • [ACTIONMANAGER](#) • [POLICYMANAGER](#) • [ADMINMANAGER](#) • [ADMINISTRATION HELP](#)



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

- Receive New Submissions in 'New Submissions Requiring Assignment' Folder
 - Perform Technical Check (submission received in 'New Submissions' Folder)
 - Submit Early Decision on New Submissions
- Receive New Transferred Submissions in 'Transferred Submissions' Folder
- Submit Manuscript as an Editor
 - Restrict to 'Editor/Publisher Use Only' Article Types
 - Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Types

[-] Editor Assignment

- Receive Assignments
 - Classic Method of Editor Assignment
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments



Action Manager



ActionManager

ActionManager allows you to specify who receives letters when a document's status changes, based on all the events that are tracked by Editorial Manager®. All the roles that have been defined in RoleManager are listed below.

[Document Status](#)
[Author Letters](#)
[Test Reviewer Letters](#)
[Reviewer Letters](#)
[Managing Editor Letters](#)
[Editor \(by invitation\) Letters](#)

- There are a fixed set of events that can trigger a letter.
- Each role can have its own letters configured.

Action Manager Events Quick Reference Guide

https://www.editorialmanager.com/robohelp/16.0/index.htm#t=ActionManager_Events_Quick_Reference_Guide.htm&rhsearch=actionmanager&rhhfilter=actionmanager&rhsyns=%20



Action Manager

ActionManager

Author Letters

Registration

Event	Author Letters
New User Registers	Welcome
Forgot Username or Password	Send Username and Password
Forced Username Change	NONE
Merged Duplicate Users	Merge Duplicate User Notice
User is Made Inactive	NONE
Proxy Register New User	Proxy Registration Notice to Registrant

Author Submission

Event	Author Letters
Incomplete Submission by Author	NONE
Author Removes Submission	NONE
Building PDF for Author	NONE
Author PDF Build Error	Author PDF Build Error
Original PDF Built by Author	PDF Built and Requires Approval
Revised PDF Built by Author	PDF Built and Requires Approval



Action Manager

Reviewer Assigned

Event	Reviewer Letters						
Request Unregistered Reviewer	NONE <input type="button" value="v"/>						
Reviewer Invited	<table border="0"> <tr> <td><i>Original Submission:</i></td> <td>Reviewer Invitation</td> </tr> <tr> <td><i>Revision - Re-Invite:</i></td> <td>Reviewer Invitation on Revision</td> </tr> <tr> <td><i>Revision - First Invite:</i></td> <td>Reviewer Invitation - Revision: First Invite</td> </tr> </table> <p style="text-align: center;">Select Letters</p>	<i>Original Submission:</i>	Reviewer Invitation	<i>Revision - Re-Invite:</i>	Reviewer Invitation on Revision	<i>Revision - First Invite:</i>	Reviewer Invitation - Revision: First Invite
<i>Original Submission:</i>	Reviewer Invitation						
<i>Revision - Re-Invite:</i>	Reviewer Invitation on Revision						
<i>Revision - First Invite:</i>	Reviewer Invitation - Revision: First Invite						
Reviewer Assigned (Not Invited)	<table border="0"> <tr> <td><i>Original Submission:</i></td> <td>Reviewer Assignment Letter</td> </tr> <tr> <td><i>Revision - Re-Invite:</i></td> <td>Reviewer Assignment Letter</td> </tr> <tr> <td><i>Revision - First Invite:</i></td> <td>Reviewer Assignment Letter</td> </tr> </table> <p style="text-align: center;">Select Letters</p>	<i>Original Submission:</i>	Reviewer Assignment Letter	<i>Revision - Re-Invite:</i>	Reviewer Assignment Letter	<i>Revision - First Invite:</i>	Reviewer Assignment Letter
<i>Original Submission:</i>	Reviewer Assignment Letter						
<i>Revision - Re-Invite:</i>	Reviewer Assignment Letter						
<i>Revision - First Invite:</i>	Reviewer Assignment Letter						
Reviewer Agree	<table border="0"> <tr> <td><i>Original Submission:</i></td> <td>NONE</td> </tr> <tr> <td><i>Revision - Re-Invite:</i></td> <td>NONE</td> </tr> <tr> <td><i>Revision - First Invite:</i></td> <td>NONE</td> </tr> </table> <p style="text-align: center;">Select Letters</p>	<i>Original Submission:</i>	NONE	<i>Revision - Re-Invite:</i>	NONE	<i>Revision - First Invite:</i>	NONE
<i>Original Submission:</i>	NONE						
<i>Revision - Re-Invite:</i>	NONE						
<i>Revision - First Invite:</i>	NONE						
Reviewer Decline	NONE <input type="button" value="v"/>						
Review Due Date Changed	Reviewer Instructions and Due Date <input type="button" value="v"/>						
Un-invite Reviewers Before Agreeing to Review	NONE <input type="button" value="v"/>						
Un-assign Reviewers After Agreeing to Review	NONE <input type="button" value="v"/>						



Policy Manager



Training and Demo Site

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



PolicyManager Main Menu

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

- + **Registration and Login Policies**
- + **Status Policies**
- + **Submission Policies** ←
- + **Questionnaire Policies**
- + **Additional Data Policies**
- + **Editor Assignment Policies**
- + **Suggest Editor Policies**
- + **Reviewer and Editor Form Policies**
- + **E-mail and Letter Policies**
- + **General Policies**
- + **Discussion Forums**
- + **Linked Submissions Policies**
- + **Conference Submission Policies**
- + **Transmittal Policies**
- +  **ProduXion Manager**



Policy Manager – Submission Policies – Edit Article Types

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

- + **Registration and Login Policies**
- + **Status Policies**
- + **Submission Policies**
- + **Questionnaire Policies**
- + **Additional Data Policies**
- + **Editor Assignment Policies**
- + **Suggest Editor Policies**
- + **Reviewer and Editor Form Policies**
- + **E-mail and Letter Policies**
- + **General Policies**
- + **Discussion Forums**
- + **Linked Submissions Policies**
- + **Conference Submission Policies**
- + **Transmittal Policies**
- + **ProduXion Manager**

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

+ **Registration and Login Policies**

+ **Status Policies**

- **Submission Policies**

[Edit Article Types](#)

[Edit Submission Items](#)

[Configure Color Codes for Companion Files](#)

[Edit Sections/Categories](#)

[Set...](#)

[Edit...](#)

[Edit...](#)

[Def...](#)

[Cor...](#)

[Sel...](#)

[Set...](#)

Edit Article Types

Listed below are the Article Types available for manuscript submission, conference submissions, proposal creation, invited submissions, commentaries and submissions by an Editor. [\(more...\)](#)

Order	Article Type	Article Type Family	Editor/Publish		
			Invited	Use Only	
1	Quick Submission	Regular			Remove Edit Copy
2	Original Study	Regular			Remove Edit Copy
3	Editorial	Regular			Remove Edit Copy

Policy Manager – Email and Letter Policies – Edit Letters

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊕ **Submission Policies**
- ⊕ **Questionnaire Policies**
- ⊕ **Additional Data Policies**
- ⊕ **Editor Assignment Policies**
- ⊕ **Suggest Editor Policies**
- ⊕ **Reviewer and Editor Form Policies**
- ⊖ **E-mail and Letter Policies**

[Edit Letters](#)

[Define Custom Merge Fields](#)

[Set "Email From" Address](#)

[Manage Preferred Method of Contact Settings](#)

[Configure Waiver Request](#)

[Configure Email Import](#)

[Set Notify Author Blinding Policy](#)

[Set Notify Editor Preference](#)

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](#)

[Edit Image Files for Letters](#)

Letter Purpose ▲ ▼	Letter Family Group by: ▲ ▼	ActionManager Roles and Events	Letter Format			
			Text	Rich Text (HTML)	All Formats	
X Reject and Transfer	Decision		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide	
X Author Reminder Report Test Letter	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide	
Welcome Letter - Go Live	Batch E-mail		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide	
Welcome	General	Author - New User Registers	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide	

Admin Manager



AdminManager Main Menu

[Set Live Journal Flag](#)
[Configure Enterprise Analytics Reporting Menus](#)
[Set Default Target FTP Site for Extract of Conference Submissions](#)
[Share People](#)
[Configure Shared Letters Management](#)
[Configure Cross-Publication Submission Transfer](#)
[View File Transfer Statistics](#)
[Configure Restricted System Administration Access Rights](#)
[Configure Manuscript Service Providers for Ingest Service](#)

- Set your site live
- Configure transfers
- Share people (portal functionality)
- Share Letters
- Configure Restricted System Administration Access



The Author Submission Process

A walkthrough



Author Main Menu

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

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

New Submissions



[Submit New Manuscript](#)

[Submissions Sent Back to Author \(0\)](#)

[Incomplete Submissions \(1\)](#)

[Submissions Waiting for Author's Approval \(0\)](#)

[Submissions Being Processed \(1\)](#)

Revisions

[Submissions Needing Revision \(0\)](#)

[Revisions Sent Back to Author \(0\)](#)

[Incomplete Submissions Being Revised \(0\)](#)

[Revisions Waiting for Author's Approval \(0\)](#)

[Revisions Being Processed \(0\)](#)

[Declined Revisions \(0\)](#)

Completed

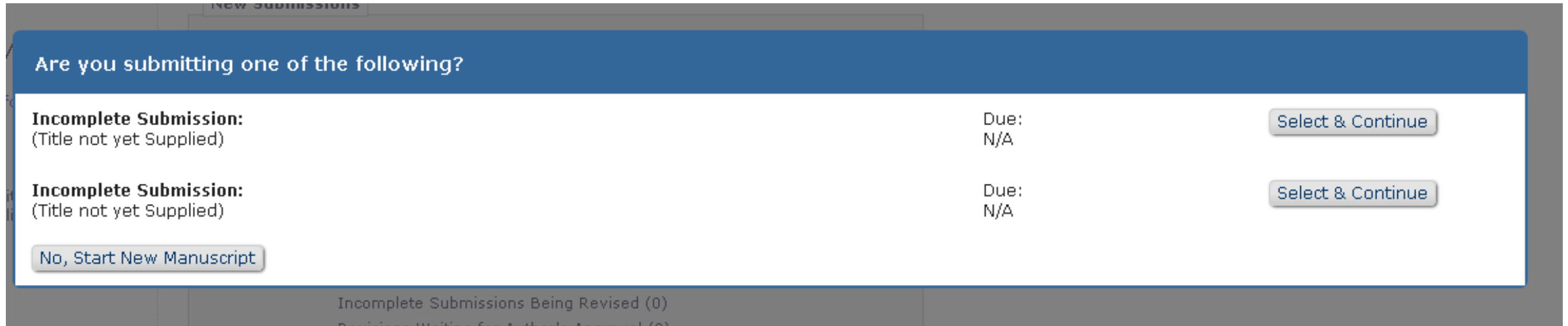
[Submissions with a Decision \(0\)](#)

[Submissions with Production Completed \(0\)](#)

- After logging in as an author, the user can begin the new submission process by clicking “Submit New Manuscript” in the Author Main Menu



Author Main Menu



The screenshot shows a pop-up message with a blue header bar containing the text "Are you submitting one of the following?". Below the header, there are two rows of submission information. Each row includes the text "Incomplete Submission: (Title not yet Supplied)", a "Due:" field with the value "N/A", and a "Select & Continue" button. At the bottom left of the pop-up, there is a "No, Start New Manuscript" button. Below the pop-up, the main menu is partially visible, showing "Incomplete Submissions Being Revised (0)" and "Revisions Waiting for Author's Approval (0)".

Are you submitting one of the following?

Incomplete Submission: (Title not yet Supplied)	Due: N/A	Select & Continue
Incomplete Submission: (Title not yet Supplied)	Due: N/A	Select & Continue

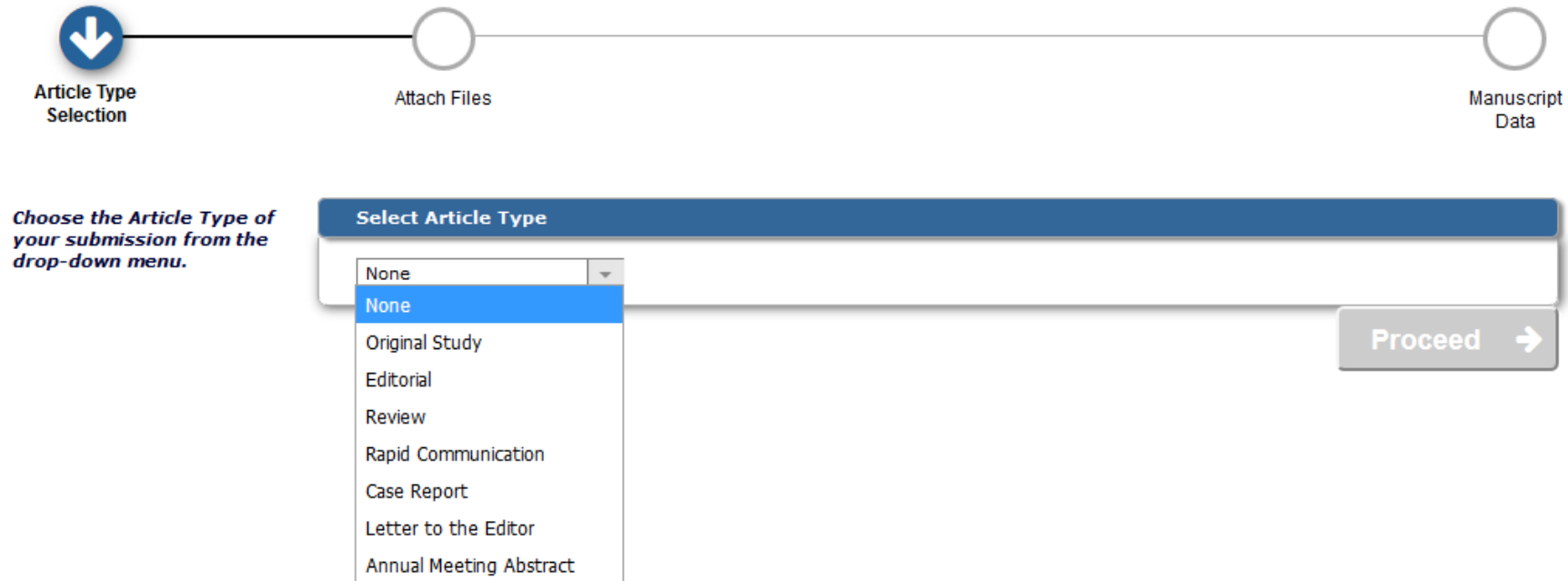
No, Start New Manuscript

Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)

- If the author goes to submit a new manuscript when they still have a submission that hasn't been completed yet, they will be asked via pop-up message if they're trying to submit a previously un-completed submission.



The Author Submission



- Each step of the submission process has customizable submission instructions.
- The list of available article types is configured by the publication.
- Each article type can have differently configured submission steps/items.



Article Type

The diagram shows a three-step process flow: 1. Article Type Selection (indicated by a blue circle with a white downward arrow), 2. Attach Files (indicated by a grey circle), and 3. Manuscript Data (indicated by a grey circle). Below the first step, there is a form titled "Select Article Type" with a dropdown menu currently showing "Original Study" and a "Proceed" button with a right-pointing arrow.

Article Type Selection

Attach Files

Manuscript Data

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

Original Study

Proceed →

- Authors Can Select an Article Type from this dropdown menu, then upload their source files by clicking “Proceed”.
- Article types will always be a required submission step; this is non-configurable.




Attach Files



Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

[Insert Special Character](#)

Upload options: [Browse...](#) OR  Drag & Drop Files Here

No Items have yet been attached for this submission.

[← Back](#) [Proceed →](#)

- Notice that completed submission steps are highlighted with a green checkmark.
- Authors may upload files by browsing their computer or dragging and dropping them onto the page.



Uploading And Naming Source Files



Required For Submission:

✓ Manuscript

Please provide any additional items, such as tables, figures or supplementary material.

Insert Special Character

Select Item Type
*Manuscript

Description
Manuscript

Manuscript Word Count:

Browse... OR Drag & Drop Files Here

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	Author Submission Demo.docx	11.4 KB	Apr 27, 2018	Edit Data Download	<input type="checkbox"/>

Update File Order Remove Check All Clear All

← Back Proceed →

- The author must upload one manuscript file. While the author moves through the submission process, EM attempts to extract :
 - Manuscript title
 - List of authors
 - Abstract
 - Key words
- Note: If you want to use the Extract feature, you must upload your manuscript as a Word file.
- Authors can upload
 - Zip files – We can unpack or not
 - URLs
 - Supplemental material (movies)
- You can restrict the types of files that authors upload at submission.



General Information

Article Type Selection Attach Files **General Information** Review Preferences Additional Information Comments Manuscript Data

Please provide the requested information.

Insert Special Character

- Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

UNITED STATES

↓ Next

+ Section/Category

+ Keywords

+ Classifications

← Back Proceed →

- “General Information” is where region of origin, section/category, keywords and classifications for the submission are collected. The new collapsible menu enables authors to view either one section at a time or all sections at once. You can expand each new section by clicking the + sign or “Next”.



Compressed “General Information” Menu vs. Uncompressed “General Information” Menu

[Insert Special Character](#)

- Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

UNITED STATES

+ Section/Category

+ Keywords

+ Classifications

[Insert Special Character](#)

- Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

UNITED STATES

- Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

None

- Keywords

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords

Additional Information

[Insert Special Character](#)

+ Region Of Origin

- Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

None

None

Basic Science Section

Clinical Section

Epidemiology Section

↓ Next

← Back Proceed →

- Selecting a section or category for a submission allows the editorial office to group submissions with similar topics or structures together.
- The Section/Category submission step can also be used in conjunction with Editorial Manager's Direct-to-Editor functionality.
- Direct to editor functionality allows the submission to be directly assigned to a specific editor bypassing the need for manual editor assignment.



Keywords

[Insert Special Character](#)

+ Region Of Origin

+ Section/Category

- **Keywords**

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords Keyword Count:3

Editorial; Manager; EMUG

↓ Next

+ Classifications

← Back Proceed →

- Keywords are free form terms that can be used to identify the area(s) of study found in the submission.
- You can restrict the number of keywords an author is allowed to enter.
- Keywords are searchable, and can be used by the editorial office to match submissions with qualified reviewers.



Classifications

[Insert Special Character](#)

- [+ Region Of Origin](#)
- [+ Section/Category](#)
- [+ Keywords](#)
- [- Classifications](#)**

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Select up to 2 Classification(s)
(None Selected)

[Add Classifications](#)

[↓ Next](#)

[← Back](#) [Proceed →](#)

Edit Classifications

The Editorial Manager Classification schema contains a hierarchical numbering structure. Each level is separated by a decimal point/period character. To add or change a classification, enter the full classification number, for example 10.100.020.001 for a fourth-level classification. Click a Classification's description to view the full list of classifications above it in the hierarchy. Note that 'Expand All' and 'Collapse All' navigation links are initially provided for smaller classification lists, but if your list exceeds 1000 terms these will not display.

[View Selection and Display Policies](#)

[Add Classification](#)

Search

[Search](#) [Clear](#)

Matching terms display in red text

Active Classifications

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

- [+](#) [Remove](#) [Edit](#) 10:First Major Term
- [+](#) [Remove](#) [Edit](#) 20:Second Major Term
 - [-](#) [Remove](#) [Edit](#) 30:Third Major Term
 - [-](#) [Remove](#) [Edit](#) 40:Tea
 - [-](#) [Remove](#) [Edit](#) 40.10:Ceylon
 - [-](#) [Remove](#) [Edit](#) 40.20:Darjeeling
 - [-](#) [Remove](#) [Edit](#) 40.30:Oolong
 - [-](#) [Remove](#) [Edit](#) 40.40:Puerh

- Classifications are terms from the journal's taxonomy that can be associated with the submission.
- Searching for reviewers by classifications can match submission content with reviewer expertise.
- Removes the risk of typos etc.
- A classifications list can be hierarchical, with a major term (e.g. "Tea") being followed up with a subset of minor terms (e.g. "Darjeeling", "Ceylon")



Reviewer Preferences



Please provide the requested information.

– Suggest Reviewers

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Current Suggested Reviewers List + Add Suggested Reviewer

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

↓ Next

+ Oppose Reviewers

← Back **Proceed →**

- The publication can allow authors to suggest reviewers for their submission.



Reviewer Preferences

- Suggest Reviewers

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.





Current Suggested Reviewers

There are currently no Suggested Reviewers

+ Add Suggested Reviewer

+ Oppose Reviewers

Enter Suggested Reviewer Details ✕

    [Insert Special Characters](#)

Given/First Name *

Middle Name

Family/Last Name *

Degree

Position

Institution

Department

E-mail *

Reason

- The required fields for this step can be configured by the editorial office.
- Note that this does not register this reviewer into EM; it's merely a suggestion to the publication.
- The editor does not have to use the recommendations.



Reviewer Preferences

The screenshot shows a web interface with two main sections: 'Suggest Reviewers' and 'Oppose Reviewers'. The 'Suggest Reviewers' section has a header with instructions: 'Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.' Below this is a 'Current Suggested Reviewers List' with a '+ Add Suggested Reviewer' button. A list item for 'Claire Commentator' is shown with edit and delete icons. The 'Oppose Reviewers' section has instructions: 'Please identify anyone who you think should not review your submission in the comments box here, but will try to accommodate them if possible.' Below this is a 'Currently Opposed Reviewers' section with the text 'There are currently no Opposed Reviewers' and a '+ Add Opposed Reviewer' button. A modal window titled 'Enter Opposed Reviewer Details' is open, containing the following fields: 'Given/First Name *', 'Middle Name', 'Family/Last Name *', 'Degree', 'Position', 'Institution', 'Department' (a dropdown menu), 'E-mail *', and 'Reason *' (a text area). The modal also includes icons for save, add, delete, and back, and a link for 'Insert Special Characters'.

- Authors can also suggest reviewers who should not review their submission. The same information fields are available as for suggesting a reviewer.
- This does not prevent an editor from using this person – it's at their discretion.



Additional Information

Questionnaire

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

Answer Required: Yes

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

567

On a scale of 1-5, how would you rate this submission, 5 being the best, 1 being the worst?

Answer Required: Please select a response

- 1
- 2
- 3
- 4
- 5

Why do you think your submission is perfect?

Answer Required: because it is Limit 200 characters
Character Count: 13

- Questions and questionnaires are configured in PolicyManager.
- Question responses can be configured in a variety of formats, from text boxes, to numerical ratings systems, to checkboxes with pre-written responses.
- Questions can be configured to be required or optional.
- Question responses can be associated with submission flags.



Comments



Please provide the requested information.

[Insert Special Character](#)

Enter Comments

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Submitting with EM has been fantastic!

[← Back](#) [Proceed →](#)

- Comments that authors have for the editorial office can be entered here.
- Many use it to enter a cover letter.
- It can also be used to enter any additional information.



Missing Required Information



- When an author doesn't submit information into a required field, the step missing the required entry will glow red with a white exclamation mark. If this reminder isn't heeded, a window will pop up instructing the author to go back if they try to build the PDF in the last step.



Manuscript Data

Title

Full Title (required) ✓
Limit 300 characters Character Count: 22

Author Submission Demo

Secondary Full Title

Short Title
Limit 20 words

Next

Abstract

Abstract (required) ✓
Limit 100 words Word Count: 11

This paper demonstrates how to submit a manuscript to Editorial Manager.

Secondary Abstract

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List + Add Another Author

Mr. Zdeno Chara [Corresponding Author] [First Author] [You]
Smithsonian Institution

+ Add Another Author

Next

- EM has been able to extract article info from the manuscript doc, such as title, abstract and author list.
- If this information wasn't able to be extracted, it can still be entered manually.
- Authors have the ability to add co-authors here, and even promote them to first author or make them the corresponding author.



Manuscript Data

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List + Add Another Author

Mr. Zdeno Chara [Corresponding Author] [First Author] [You]
Smithsonian Institution

+ Add Another Author ←

Enter Author Details × Next

📄 🔍 ↶ 🗑️ Insert Special Characters

Given/First Name* Claire

Middle Name

Family/Last Name* Commentator

Academic Degree(s)

Affiliation

E-mail Address* trash14@ariessco.com

ORCID Fetch
[What is ORCID?](#)

Contributor Roles 📄 ↶

- Conceptualization
- Data curation
- Formal analysis
- Funding acquisition
- Investigation
- Methodology
- Project administration
- Resources

Instructions

Select degree

Select degree

Lead ←

Equal


Supporting

Select degree

- Co-authors can also be added and promoted to first and/or corresponding author from the Manuscript Data step.
- To promote to first author, you can use the blue bars to drag and drop the co-author's name to the top of the author list.
- The corresponding author of a submission must register/be registered in EM.
- You can configure the option to list a co-author's contribution role to the submission, which is driven by CRediT Taxonomy.
- You can even list the degrees of each contribution, be it Supporting, Equal or Lead.



Manuscript Data

- Funding Information 

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.


Required *





Funding information is not available.

Current Funding Sources List + Add a Funding Source

There are currently no Funding Sources in the list

+ Add a Funding Source


Enter Funding Source Details 

[Insert Special Characters](#)

Find a Funder:

Award Number:

Grant Recipient: 

- Funding information can be added as a required or optional step.
- Users can enter the funding institution, award number and grant recipient, or simply click “Funding Information is Not Available”



Building the PDF

Build PDF for Approval →

Warning

You cannot complete your submission until the following requirements are met (click on the bold text to be navigated to the appropriate step):

The **Abstract** is missing.

Required information is missing from the **Funding Information** step.

OK

ing Source

- Once all manuscript data steps have been filled out, you can build your submission's PDF.
- Two PDFs are built here- one for Authors and Editors, and another for Reviewers.
- The Reviewer PDF will have less information than the Author/Editor PDF- it just has the essentials.
- EM will not build the submission's PDF if there are required fields that are missing information. You'll receive a reminder pop-up that specifies what information is missing.



Approving the PDF

Submissions Waiting for Approval by Author Zdeno Chara

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status	This column header can be customized with links to outside websites e.g. ethical rules etc.
Action Links	Author Submission Demo	Apr 30, 2018	Apr 30, 2018	Needs Approval	<input checked="" type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

- Once the PDF has been built, the author will need to view the submission and check the “I Accept” box. This will allow them to approve the submission, sending it to the editorial office.
- The “I Accept” Box can be configured to host resource links that the author can use for assistance.
- The Author PDF contains all the metadata captured during the submission process, as well as the source files placed in the order in which they were uploaded or sorted by the author.

JC Demo 14.1 Author Submission Demo --Manuscript Draft--

Manuscript Number:	
Full Title:	Author Submission Demo
Short Title:	
Article Type:	Original Study
Section/Category:	Basic Science Section
Keywords:	Hockey
Corresponding Author:	Zdeno Chara Smithsonian Institution UNITED STATES
Corresponding Author Secondary Information:	
Corresponding Author's Institution:	Smithsonian Institution
Corresponding Author's Secondary Institution:	
First Author:	Zdeno Chara
First Author Secondary Information:	
Order of Authors:	Zdeno Chara
Order of Authors Secondary Information:	
Manuscript Region of Origin:	UNITED STATES
Abstract:	This is a test abstract
Suggested Reviewers:	Kenny Chesney

Author/Editor PDF vs. Reviewer/Editor PDF

JC Demo 14.1 Author Submission Demo --Manuscript Draft--

Manuscript Number:	
Full Title:	Author Submission Demo
Short Title:	
Article Type:	Original Study
Section/Category:	Basic Science Section
Keywords:	Hockey
Corresponding Author:	Zdeno Chara Smithsonian Institution UNITED STATES
Corresponding Author Secondary Information:	
Corresponding Author's Institution:	Smithsonian Institution
Corresponding Author's Secondary Institution:	
First Author:	Zdeno Chara
First Author Secondary Information:	
Order of Authors:	Zdeno Chara
Order of Authors Secondary Information:	
Manuscript Region of Origin:	UNITED STATES
Abstract:	This is a test abstract
Suggested Reviewers:	Kenny Chesney

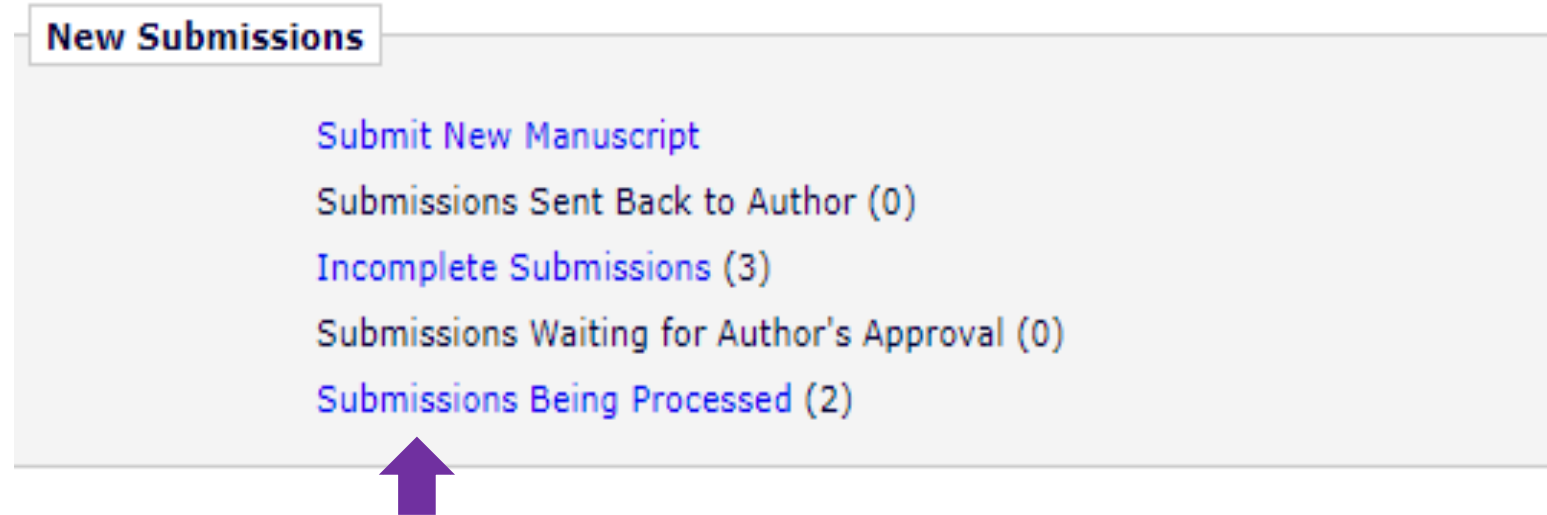
JC Demo 14.1 Author Submission Demo --Manuscript Draft--

Manuscript Number:	DEMOJC141-D-18-00029
Full Title:	Author Submission Demo
Article Type:	Original Study
Section/Category:	Basic Science Section
Keywords:	Hockey
Manuscript Region of Origin:	UNITED STATES
Abstract:	This is a test abstract

- Both authors and reviewers receive separate PDFs.
- PDF cover pages are configurable.
- Editors can have access to both PDFs.
- You can configure what submission items are visible on both PDFs.



Submissions Being Processed Folder



- Once approved, the submission will now be visible to the author in the “**Submissions Being Processed**” folder in the author main menu.



CONGRATULATIONS!



CONGRATULATIONS!



You've successfully submitted a manuscript in Editorial Manager!



Now, let's take a break.



Editorial Functionality

*Early Decision, Assigning an
Editor, Making a Decision*



Editor Main Menu

Editor 'To-Do' List

My Pending Assignments (26)

- [New Submissions \(12\)](#)
- [Revised Submissions \(0\)](#)
- [New Submissions Requiring Assignment \(9\)](#)
- [Revised Submissions Requiring Assignment \(2\)](#)
- [New Invitations \(0\)](#)
- [New Assignments \(0\)](#)
- [Submissions with Rescinded Decision \(3\)](#)
- [Submissions with Required Reviews Complete \(0\)](#)
- [Submissions Requiring Additional Reviewers \(0\)](#)
- [Submissions with One or More Late Reviews \(0\)](#)

Reviews in Progress (0)

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

MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS Role: Super User (all access) Username: JohnH

New Submissions - John Super User, MD

Contents: These are the new submissions that require a Technical Check. Use the up/down arrows to change the sort order.

Page: 1 of 2 (12 total submissions) 1 2 ▶▶

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Similarity Check/Thenticate Report (80%) Duplicate Submission Check (10%) Details Initiate Discussion History Technical Check View QC Results File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions Google Scholar Title Search Google Title Search Google Scholar Author Search	WEBDEM-D-18-00005	Original Study	Invited Editor Section	Papillary fibroelastoma of a mitral valve chordae - case report	Allan Author MD	May 31, 2018	May 31, 2018	Manuscript Submitted

- The submission is now in the Editor's Main Menu in the To Do List: either in *New Submissions* or *New Submissions Requiring Assignment*.
- Clicking on either of these links will take the Editor to the Action Grid.



Early Decision

Version 15.0



Early Decision

View Submission Duplicate Submission Check (56%) Details 🗲 😊 Initiate Discussion History Submit Early Decision Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Send E-mail Linked Submissions Search Publons Reviewer Finder	DEMOAW.2018.0	Original Study	Basic Science Section	Research Proposal - EEMUG Submission 1	Anna Walton 🟢 🗲	Dec 06, 2018	Dec 06, 2018	Manuscript Submitted
--	---------------	----------------	-----------------------	--	---------------------------------	--------------	--------------	----------------------

- This allows Editors/editorial staff (with permission) to submit early decisions on new submissions without assigning an Editor.
- This can be configured for any (or all) decision terms, not only the Reject decision, also Accept, Revise, and Reject and Transfer.



Early Decision

Submit Early Decision
Manuscript Number: DEMOAW.2018.0023
"Research Proposal - EEMUG Submission 1"

Please select an Editor to be associated with the early decision.

Assign to Me

All Editor Roles

Select Editor: Eddie Editor

Decision: **Please Select**
Accept
Minor Revision
Revise
Reject
Immediate Reject
Reject and Transfer

Editor Decision Phrases

Editor Decision Phrases available for inclusion in the Decision below. Select the phrases you wish to include.

Preview Selected Phrases

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Comments to Author

- The Admin or Editor needs to select an Editor to be associated with the decision - they can "Assign to Me" or select another editor.
- If using Editor Decision Phrases these can be incorporated.



Early Decision

Decision:

Editor Decision Phrases

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Please make the following changes and submit your revised paper:

1. On page 4 line 3...
2. On page 7, line 17....

I look forward to seeing a revision of this submission|

[Cancel](#)

[Proceed](#)

As with normal decisions “*Comments to Author*” can be added.



Early Decision

Notify Author

Manuscript Number:
DEMOAW.2018.0023

Title: Research Proposal -
EEMUG Submission 1

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

- The Editor or Admin can then draft and send the decision letter in the usual way.

[Cancel](#)

[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

Date Revision Due: (mm/dd/yyyy)

Editor Decision: Revise

Modify Decision:

Rescind Decision: [Return to Editor](#)

From: "Anna Demo 15.0 Site" <awalton@ariessys.com>

To: [Anna Walton](#)

Letter Purpose: Editor Decision - Revise

Letter Subject:

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:

Editors Assigned to Manuscript

[Eddie Editor \(Editor\)](#)

cc:

bcc:

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

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by %DATE_REVISION_DUE%.

To submit a revision, go to <https://demoaw.editorialmanager.com/> and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

Eddie Editor
Editor
DEMO AW Site|

Editors' comments:

Please make the following changes and submit your revised paper:

1. On page 4 line 3...
2. On page 7, line 17....

I look forward to seeing a revision of this submission.

The following files can be made available to the Author. If the 'Allow Author Access' checkbox is selected, the file will be available to the Author. If the 'Allow Author Access' checkbox is NOT selected, the file will not be available to the Author.

Attachments:



Early Decision

Notify Author Confirmation

The Author Notification Letter 'Your Submission' has been e-mailed to:

Anna Walton awalton@edmgr.com

Close

- The decision has been set and the author notified.
- Saves time as for submissions which are out of scope or need immediate revision before peer review as the Admin or Editor can set the decision without the additional steps of assigning an editor.



Early Decision - Configuration

Editor Decision Term:

Author Notification Letter Options:

Minor Revision

Default	Optional	Letter Purpose
<input type="radio"/>	<input type="checkbox"/>	None Selected
<input type="radio"/>	<input type="checkbox"/>	Editor Decision - Accept
<input type="radio"/>	<input type="checkbox"/>	Editor Decision - Reject
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Editor Decision - Revise

Reviewer Notification Letter:

Reviewer Notification of Revise Decision ▼

Document Status

Revise ▼

Decision Family:

Revise ▼

Allow Early Decision When you select **Allow Early Decision**, the Editor Decision Term will be available on the Submit Early Decision page.

(hidden) When you **Hide** an Editor Decision Term, the term will no longer be available to Editors making a decision on new or revised manuscripts. Decisions that already use this term *will* appear in historical reports.

- In System Administrator Functions > Policy Manager > Editor Decision Policies > Edit Editor Decision Terms
- Click the “*Edit*” link next to the decision term(s) to be included in the early decision options.
- On the Add/Edit Editor Decision Term page, check the box next to “*Allow Early Decision*”.
- When finished, click Submit to save.



Early Decision - Configuration

Editor Decision Terms

Listed below are the terms used for Editor Decisions. You may Add new terms, Remove, Edit or Hide existing terms. Note that the New Document Status will not take effect until the Author is notified of the Editor Decision. After this, Editors, Publishers and Reviewers with permission to view the current Status will see the New Document Status term; Authors will see the Alternative Text for Authors where one exists, otherwise they will also see the New Document Status Term.

[Cancel](#) [Add New Term](#)

[Update Order](#)

Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family	Allow Early Decision		
<input type="text" value="1"/>	Accept	Editor Decision - Accept	None	Accept		Accept		Remove	Edit
<input type="text" value="2"/>	Minor Revision	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	✓	Remove	Edit
<input type="text" value="3"/>	Revise	Editor Decision - Revise	None	Revise		Revise	✓	Remove	Edit
<input type="text" value="4"/>	Reject	Editor Decision - Reject	None	Reject		Reject		Remove	Edit
<input type="text" value="5"/>	Immediate Reject	Editor Decision - Reject	None	Reject		Reject	✓	Remove	Edit
<input type="text" value="6"/>	Reject and Transfer	Editor Decision - Reject	None	Transfer Pending		Reject and Transfer	✓	Remove	Edit

[Update Order](#)

[Cancel](#) [Add New Term](#)

- On the main Editor Decision Terms page, all terms that have been designated for use with this feature have a checkmark in the “Allow Early Decision” column.
- These terms will appear in the drop-down menu on the Submit Early Decision page.



Early Decision - Configuration

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

- Receive New Submissions in 'New Submissions Requiring Assignment' Folder
 - Perform Technical Check (submission received in 'New Submissions' Folder)
 - Submit Early Decision on New Submissions
- Receive New Transferred Submissions in 'Transferred Submissions' Folder
- Submit Manuscript as an Editor
 - Restrict to 'Editor/Publisher Use Only' Article Types
 - Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Types

Editor Assignment

- Receive Assignments in 'New Assignments' Folder

- In System Administrator Functions > Role Manager > Editor Roles
- Select the appropriate Editor role and click Edit.
- On the Edit Role Definition page, in the **New Submissions** section, check the box for:
 1. The permission: *Receive New Submissions in "New Submissions Requiring Assignment Folder"*
 2. The sub-permission: *Submit Early Decision on New Submissions*
- When finished, click Submit to save.



Assigning an Editor

Action

- View Submission
- Duplicate Submission Check (9%)
- Details ▾
- Initiate Discussion
- History
- Technical Information
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Assign Editor**
- Set Final Disposition
- Initiate Production
- Send E-mail
- Linked Submissions

Assign Editor

Manuscript Number: DEMOHW141-D-18-00032

Title: Petrol, Diesel or Electricity? Tomorrow's vehicles discussed

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

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Manuscript Classifications

(1) Biotechnology; (2) Bioinformatics; (3) Nanotechnology

[Cancel](#) [Send Custom Letters](#) [Send Default Letters](#)

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Editor	Amy Winehouse ▾	2	0		Yes
<input type="radio"/>	Senior Editor	Sarah Senior ▾	0	0		Yes
<input type="radio"/>	Editorial Board	Olivia Opinion ▾	2	0		Yes
<input type="radio"/>	Managing Editor	mary mary ▾	3	0		Yes
<input type="radio"/>	Editor-in-Chief	Edwin Expert ▾	0	0		Yes
<input type="radio"/>	Editor	Edward Editor ▾	1	0		Yes
<input checked="" type="radio"/>	Editor	Claire Commentator ▾	1	1	1	Yes

[Cancel](#) [Send Custom Letters](#) [Send Default Letters](#)

- If not setting an Early Decision, when you have a submission that's ready to go, you can assign an Editor.
- Use the Action Link: this will open the Assign Editor Page.
- Your options for assigning are shown to you: from there, choose your candidate.
- You can also blind Editors from here.
- Clicking on either of these links will take the Editor to the Action Grid.



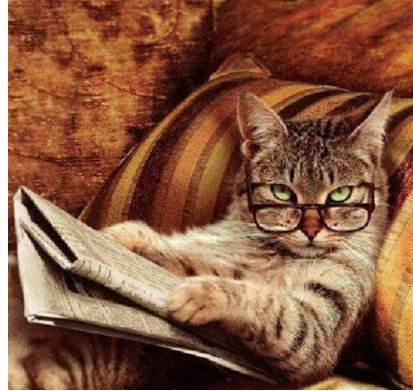
Editor Chain

Editors	
Name:	mary mary ▾ [Proxy]
Role:	Managing Editor
Date Assigned:	06-06-2018
Date Completed:	
Elapsed Days:	0
Recommendation:	
<hr/>	
Name:	Claire Commentator ▾ [Proxy]
Role:	Editor
Date Assigned:	06-06-2018
Date Completed:	
Elapsed Days:	0
Recommendation:	
<hr/>	
Name:	Edwin Expert ▾ [Proxy]
Role:	Editor-in-Chief
Date Assigned:	06-06-2018
Date Completed:	
Elapsed Days:	0
Recommendation:	

- Here's an example of an Editor Chain on a Details page of a paper.
- Edwin Expert is currently the Handling Editor.



Editor Terminology









- An '**Attached Editor**' is the Editor who picks up a new or revised submission and assigns the first Editor. Generally a editorial office person. They have a 'Special Relationship' with the submission, although they are not assigned to it.
- '**Handling Editor**' is the Editor with current responsibility for the submission.
- '**First Editor**' is the Editor who was first assigned to the submission and may or may not also be the Handling Editor.
- '**Assigned Editor**' is any Editor who is assigned to the submission and is in the list of Editors on the Details page. The Assigned Editor can be the First Editor, the Handling Editor, or any other Editor in the Editor Chain.
- '**Corresponding Editor**' is the First Editor, unless the 'Corresponding Editor' setting is changed on a submission's Details page.



Details, Details

Details for Manuscript Number: WEBDEM-D-18-00009 "Standing by Your Man: it's Overrated"

[Cancel](#) [Save](#) [Save and Close](#)

Abstract Manuscript Notes Production Notes Editors Reviewers Alternate Reviewers Reviewers Proposed by Editors Additional Information	
Corresponding Author:	 Tammy Wynette  BAHAMAS [Proxy] 
Corresponding Author E-Mail:	trash1@ariessys.com
Author Comments:	
Global MS ID:	EM_WEBDEM_556
Short Title:	
Article Type:	Original Study
Section/Category:	Clinical Section
Keywords:	
Classifications:	Vermont Mountains ; Mount Hunger
Requested Editor:	
Technical Check:	Technical Check Information
Initial Date Submitted:	Jun 05, 2018
Editorial Status Date:	Jun 06, 2018
Current Editorial Status:	Under Review
Submission Target Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Submission Target Volume:	<input type="text"/>
Submission Target Issue:	<input type="text"/>
Transmittal Form:	Link to Transmittal Form
Author Days To Revise:	<input type="text" value="30"/>
Final Disposition Term:	
Corresponding Editor:	 Ellen Editor, PHD, Editor  [Proxy]
Abstract:	
After all, he's just a man.	

- This is the Details page, which is accessible via the submission's Action Links.
- It compiles all the key pieces of information about the submission.
- It is configurable: you can show the information that is important to your workflow.

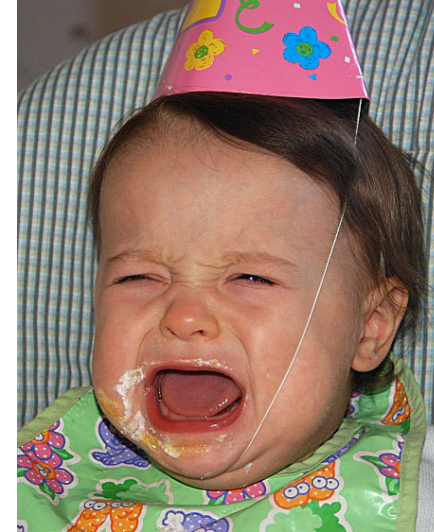


Reviewer Functionality

*How to search for and invite
reviewers*



Invite or Assign?



- In EM, there is the option to either INVITE or ASSIGN Editors and Reviewers. What's the difference?
- Inviting an Editor or Reviewer allows them to accept or decline an invitation to participate.
- Assigning an Editor or Reviewer assumes the participant's agreement!
- Just as you can un-invite someone, you can also un-assign them.
- Whether you are invited or assigned depends on your role permissions.



Reviewer Selection Summary Page

[Return to View All Assigned Submissions](#)

[Return to Main Menu](#)

View Submission Information

[Manuscript Details](#)   

[History](#)

[Classifications](#)

[View Submission](#)

[Author's Reviewer Preferences](#)

Quick Action Links

[Send E-mail](#)

[Register and Select New Reviewer](#)

Set Preferences

[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)

Reviewer Selection Summary - Submission DEMOHW141-D-18-00029

Frankie Hollywood
The Sights and Sounds of Cambridge

Reviewer Search

Search My Publication from

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [\[Change\]](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 5 [\[Change\]](#) day(s). [\(more...\)](#)

Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)

Selected Reviewers

- This is a useful page that allows you to manage everything Reviewer-related in one place.
- In the Review Settings section, you can override the default article type settings.
- You can conduct all your searches for Reviewers from the Reviewer Search box.



Reviewer Search and Selection: is it me you're looking for?

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers Go

Reviewer Search

Search My Publication Search by Classification Matches from All Reviewers Go

Reviewer Search

Search My Publication Suggested by Author from All Reviewers Go

- There are a number of ways to search for reviewers using EM:
 - Standard search – plug in first/last name, email address. Great if you know who you're looking for...
 - Suggested by Author
 - Search by Classification Matches
 - Search by Personal Classifications
 - Search the Entire Database – everyone who is AND isn't a Reviewer.



Options for Inviting Reviewers

Select As			
Inv.	Asn.	Alt.	Prop.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers

Arnold Appraiser (Reviewer) ▾	Agreed to Review 16-05-2018	Un-assign
Claire Commentator (Reviewer) ▾	Agreed to Review 16-05-2018	Un-assign
Charles Critic (Reviewer) ▾	Reviewer Invited 16-05-2018	Un-invite
Cressida Darwin (Reviewer) ▾	Reviewer Invited 16-05-2018	Un-invite
Sarah Conacher (Reviewer) ▾	Reviewer Invited 16-05-2018	Un-invite

Alternate Reviewers

Mimi Dolphin (Reviewer) ▾

[Alternate Reviewer Invitation Letters](#)

Alternate Reviewers will be promoted automatically. [\(more...\)](#)

Proposed Reviewers

Display Proposed Reviewer Flag ▾

Name	Proposed By	Date Proposed	Notes	Invite	Alternate
Edwin Expert (Reviewer) ▾	mary mary	16-05-2018		<input type="checkbox"/>	<input type="checkbox"/>

- There are plenty of options:
- **Assigning**: assumes the Reviewer has already agreed to complete a review.
- **Alternate Reviewers**: allows you to automatically promote Reviewers if others decline. Alternate Reviewers can be linked to specific invited Reviewers.

- **Proposed Reviewers**: Allows an Editor to create a list of potential Reviewers who can be invited later.




Reviewers suggested by Author

Reviewers Suggested By Author
Adam Ant, adam@ariestrash.com;

Re

Select a checkbox by each person you wish to select as

Page: 1 of 1 (1 total Reviewers)

Select As				Reviewer Name
Inv.	Asn.	Alt.	Prop.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adam Ant  (Reviewer)

This publication:
Author may have suggested this reviewer; an email match was found.
Proposed Reviewer for 1 other submission

- EM locates existing Users/ Reviewers suggested by the author in the journal database.
- Allows you to Register and Select New Reviewer from scratch if the person is not already in the system.



Reviewer Search and Selection: Classification Matches

Page: 1 of 1 (3 total Classification matches) Display results per page.

Classification	Number of Reviewers
<input type="checkbox"/> 1 EMUG Presentations	5
<input type="checkbox"/> 1.01 Introduction to EAR	3
<input type="checkbox"/> 1.02 EM Bootcamp	5

Page: 1 of 1 (3 total Classification matches) Display results per page.

Inv.	Asn.	Alt.	Prop.	Name	Member	Classifications	(Agreed Invitations)	Invitation Statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abby Olivia Author (Reviewer)	No	2 Class match with MS * 1: EMUG Presentations * 1.02: EM Bootcamp	Reviews in Progress: 0 Completed Reviews: 0 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: - Last Review Completed: - Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 0 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charles Critic (Reviewer)	No	3 Class match with MS * 1: EMUG Presentations * 1.01: Introduction to EAR * 1.02: EM Bootcamp	Reviews in Progress: 0 Completed Reviews: 0 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: - Last Review Completed: - Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 0 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 0

This publication:
 Author may have suggested this reviewer; a match on first and last name was found.



Reviewer Search and Selection: Classification Matches

Page: 1 of 1 (3 total Classification matches) Display results per page.

Classification	Number of Reviewers
<input type="checkbox"/> 1 EMUG Presentations	5
<input type="checkbox"/> 1.01 Introduction to EAR	3
<input type="checkbox"/> 1.02 EM Bootcamp	5

Page: 1 of 1 (3 total Classification matches) Display results per page.

Inv.	Asn.	Alt.	Prop.	Name	Member	Classifications	(Agreed Invitations)	Invitation Statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abby Olivia Author (Reviewer)	No	2 Class match with MS * 1: EMUG Presentations * 1.02: EM Bootcamp	Reviews in Progress: 0 Completed Reviews: 0 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: - Last Review Completed: - Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 0 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charles Critic (Reviewer)	No	3 Class match with MS * 1: EMUG Presentations * 1.01: Introduction to EAR * 1.02: EM Bootcamp	Reviews in Progress: 0 Completed Reviews: 0 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: - Last Review Completed: - Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 0 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 0

This publication:
 Author may have suggested this reviewer; a match on first and last name was found.



Reviewer Discovery

Increase your Reviewer Pool!



Reviewer Discovery



Reviewer Selection Summary - Submission DEMO.2017.0007

Andy Author
Tea is Essential to Life!

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers

Reviewer Discovery from **Pivot** ProQuest Community of Scholars

- A journal's reviewer pool is often overburdened and journals can spend a lot of time searching outside of the reviewer pool.
- RD uses ProQuest, a well-curated database of biographic and bibliographic profiles on approximately 3.5 million scholars and researchers (including e-mail addresses).
- RD allows these profiles to be matched against the title and abstract of a submission, based on how closely the topics reflected in the title/ abstract correlate with the PQ scholar profiles.
- Increases and refreshes the journal's reviewer pool and also helps to find reviewers for more niche submissions.



Reviewer Discovery

The screenshot displays a web interface for Reviewer Discovery. It features a table with columns for 'Select As' (Inv., Asn., Alt., Prop.) and 'Reviewer Name'. The interface is divided into several sections:

- Confirmed Match:** A callout box points to a reviewer entry with a checked 'Inv.' checkbox. The reviewer's name is redacted, and their affiliation is 'University of North Carolina at Chapel Hill'. Email addresses like '@email.unc.edu' and '@unc.edu' are listed. A red note states 'Proxy Registered from Reviewer Discovery Search on Dec 05, 2018'.
- Possible Match:** A callout box points to a reviewer entry with unchecked 'Inv.', 'Asn.', 'Alt.', and 'Prop.' checkboxes. The reviewer's name is redacted, and their affiliation is 'University of Illinois at Chicago'. An email address '@uic.edu' is listed. A checkbox labeled 'Use this Candidate' is present.
- Information from Reviewer Discovery:** A callout box points to a note that says 'E-mail match found; please select person above'. Below this, a reviewer's name is redacted, and their affiliation is 'Department of Economics, College of Liberal Arts and Sciences, University of Illinois at Chicago'. An email address '@uic.edu' is listed.
- Information from Reviewer Discovery:** A callout box points to a reviewer entry with unchecked 'Inv.', 'Asn.', 'Alt.', and 'Prop.' checkboxes. The reviewer's name is redacted, and their affiliation is 'Department of Health Sector Management and Policy, Miami Business School, University of Miami'. An email address '@miami.edu' is listed.

- Using an API, candidate reviewers are automatically identified based on submitted manuscript “fingerprint” (title, authors, abstract, etc.).
- Workflow integration makes it easy to evaluate, select and invite candidate reviewers without copy and pasting.



Reviewer Discovery

Inv.	Asn.	Alt.	Prop.	Information from Reviewer Discovery:	No	1 Reviewer Discovery Keyword(s) Found	View Researcher Profile and Publications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Department of Health Sector Management and Policy Miami Business School University of Miami</p> <p>██████████@miami.edu</p>	No	Health Services Administration	View Researcher Profile and Publications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School of Public Health and Health Systems Faculty of Applied Health Sciences University of Waterloo</p> <p>██████████@uwaterloo.ca ██████████@healthy.uwaterloo.ca</p>	No	Gerontology Public Health Allied Health	View Researcher Profile and Publications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Department of Behavioral and Social Sciences School of Public Health Division of Life Sciences Brown University</p> <p>██████████@brown.edu ██████████.edu</p>	No	Social Sciences	View Researcher Profile and Publications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Survey Research Center Institute for Social Research University of Michigan</p> <p>██████████@umich.edu ██████████@isr.umich.edu ██████████t@isr.umich.edu</p>	No	(Keywords unavailable)	View Researcher Profile and Publications

- Clicking on “View Researcher Profile and Publications” allows you to drill down and see more information about each possible match.



Reviewer Discovery

• Drill down data available:

- Past Affiliations
- Qualifications: degree, discipline, institution
- Honors and Awards
- Memberships
- Languages
- Personal Keywords
- Expertise
- Grants
- Patents
- Most Recent Publications

Reviewer Discovery from ProQuest Community of Scholars

[REDACTED]

Close

Profile

Past Affiliations:	
Qualifications:	PhD, Economics, Boston College MA, Economics, Boston College BA, Economics, James Madison University
Honors and Awards:	
Memberships:	
Languages:	
Personal Keywords:	Health Services Administration
Expertise:	Health economics; health policy; alternative health care delivery systems; and human resource economics My interests and experience includes health economics, health policy, program evaluation, substance abuse research, alternative health care delivery systems, pharmaco-economics, human resource economics, and the economics of crime.

Patents & Grants

Patents:	
Grants:	

Summarized Publications

Total Articles	70
Total Book Chapters	0
Total Conference Papers	0
Total Other	0

Summarized Publications

Total Articles	
Total Book Chapters	
Total Conference Papers	
Total Other	

Most Recent Publications

Publication Date	Type	Name	Volume	Issue	External Link	Title	Abstract
September 24, 2018	ARTICLE	Social science & medicine (1982)	216		CrossRef PubMed	Watch for motorcycles! The effects of texting and handheld bans on motorcyclist fatalities.	Motorcyclists account for a much higher proportion of traffic fatalities relative to the share of motorcycles among all motor vehicles and vehicle miles driven in the U.S. In this paper, we posit more...
August 2017	ARTICLE	Journal of substance abuse treatment	79		CrossRef PubMed	Benefit-cost analysis of SBIRT interventions for substance using patients in emergency departments.	Screening, brief intervention, and referral to treatment (SBIRT) has been widely implemented as a method to address substance use disorders in general medical settings, and some evidence suggests more...
August 24, 2016	ARTICLE	Social science & medicine (1982)	167		CrossRef PubMed	To your health!: Re-examining the health benefits of moderate alcohol use.	Although excessive alcohol use and alcohol misuse contribute to a broad range of health problems, recent research indicates that moderate alcohol consumption may in fact be beneficial. The present more...
Apr 2014	ARTICLE	The Journal of Behavioral Health Services & Research	41	2	CrossRef PubMed	Cannabis Use, Employment, and Income: Fixed-Effects Analysis of Panel Data	Uncertainty exists regarding the direction and magnitude of the association between cannabis use and labor market outcomes. Using panel data from waves 1



Reviewer Discovery

Benefits:

- Reviewer Discovery identifies new reviewers and expands your Reviewer Pool!
- Selected new candidates are proxy-registered in the background at selection, then invited (or assigned, or selected as alternates/proposed) using existing reviewer invitation/assignment process.
- Selected new candidates are registered in your system for future use when identifying reviewers.

Inv.	Asn.	Alt.	Prop.	Information from Reviewer Discovery:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information from Reviewer Discovery: [Redacted] School of Public Health and Health Systems Faculty of Applied Health Sciences University of Waterloo [Redacted]@uwaterloo.ca [Redacted]@healthy.uwaterloo.ca
<p>This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.</p>				

Assign Reviewer Role

All Reviewer candidates must be assigned a Reviewer Role before being invited to review. Please assign a Reviewer Role to the people who do not yet have roles. You can also check 'Do not use this Person' if you decide not to invite them.

Name	Selected As	Reviewer Role	Do not use this Person
[Redacted]	Invited	Reviewer ▾	<input type="checkbox"/>
[Redacted]	Invited	Reviewer ▾	<input type="checkbox"/>

Cancel

Assign Reviewer Roles



Reviewer Discovery – Configuration

- Enabled by Aries Account Coordinator.
- Once this feature is enabled, the new “*Reviewer Discovery from ProQuest Community of Scholars*” search option is available for Editors with permission to Invite/Assign/Propose/select Alternate Reviewers (in Role Manager).

Reviewer Invitations

- Invite Reviewers
- Un-Invite Reviewers
- Assign Reviewers
- Search Reviewers in Other Journals
- Override Reviewer Due Date
- Propose Reviewers
- Remove Proposed Reviewers
- Select Alternate Reviewers
- Promote Alternate Reviewers
- Link/Un-link Alternate Reviewers
- Remove Alternate Reviewers



External Reviewer Database

Version 15.1



External Reviewer Database

[Return to New Editor Assignments](#)
[Return to Main Menu](#)

View Submission Information
[Manuscript Details](#)

Classifications
[View Submission](#)

Quick Action Links
[Submit Editor's Decision and Comments](#)
[Send E-mail](#)
[Register and Select New Reviewer](#)
[Request Unregistered Reviewer](#)
[Search Similar Articles in MEDLINE](#)

Set Preferences
[My Suggest Reviewer Preferences](#)
[My Reviewer Display Preferences](#)


Reviewer Selection Summary - Submission DEMO-D-16-00015

Elizabeth Mary Webber, MD
Very Important Research Article

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers

Search Another Publication Choose Publication mode Search for Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 0 [\[Change\]](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 7 [\[Change\]](#) day(s). [\(more...\)](#)

Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers

Caroline Webber (Reviewer-NON-OPH)	Un-invited Before Agreeing to Review Dec 20 2016 02:35AM
David Myles Waitzman (Reviewer-OPH)	Un-invited Before Agreeing to Review Feb 14 2017 02:37AM

Alternate Reviewers

There are currently no Alternate Reviewers selected for this submission.

Alternate Reviewers will be promoted automatically. [\(more...\)](#)

Proposed Reviewers

No Reviewers have been proposed by any Editor for this submission.

These reviewers have been chosen as potential reviewers by your colleagues. [\(more...\)](#)

[Return to New Editor Assignments](#)
[Return to Main Menu](#)

- An additional method of finding qualified Reviewers by allowing Editors to send a request from EM to an External Reviewer Database.
- The candidates identified in the external system are imported into EM and presented as Proposed Reviewers on the *Reviewer Selection Summary* page, making the external candidates available to the Editor for selection in EM.
- There is a new permission in Role Manager “Request External Reviewers”.



External Reviewer Database

External Reviewer Request Form - Submission DEMO-D-16-00015

Request External Reviewers

Please select the desired number of Reviewers for each Reviewer Role and (optionally) enter any notes related to your request.

<input type="text" value="0"/>	Regular Reviewer	<input type="text"/>
<input type="text" value="0"/>	Tech Reviewer	<input type="text"/>
<input type="text" value="0"/>	Stats Reviewer	<input type="text"/>



External Reviewer Database

External Reviewer Request Form - Submission DEMO-D-16-00015

External Reviewer Request History

Date Request Sent	Current Status	Request Details	Operator
11/13/2017	Pending	3 Regular Reviewers - I want 3 Reviewers with expertise in cardiomyopathy and at least one needs to be a cardiac surgeon. 2 Stat Reviewers	Stacey J Lavelle, MD
10/20/2017	Complete	1 Tech Reviewer	Ed P Garcia, M.D.

Request External Reviewers

Please select the desired number of Reviewers for each Reviewer Role and (optionally) enter any notes related to your request.

0 ▼ Regular Reviewer

0 ▼ Tech Reviewer

0 ▼ Stats Reviewer

- An additional method of finding qualified Reviewers by allowing Editors to send a request from EM to an External Reviewer Database (“ERD”).
- The candidates identified in the external system are imported into EM and presented as Proposed Reviewers on the Reviewer Selection Summary page, making the external candidates available to the Editor for selection in EM.

Request External Reviewers Confirmation

Your request for external reviewers has been submitted. When the results have been returned a notification will be sent and the Proposed Reviewers will be displayed on the Reviewer Selection Summary page.

[Return to Reviewer Selection Summary](#)

Reviewer Recommendation Forms

Reviewer Recommendation and Comments for Manuscript Number WEBDEM-D-18-00009

Standing by Your Man: it's Overrated
Original Submission
Remy Reviewer (Reviewer 3)

Recommendation: Major Revision Overall Manuscript Rating (1-100): 54

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

[View Reviewer Comments](#)

Manuscript Rating

Please rate your answers 1-5 where 1 is excellent and 5 is poor.

*The subject addressed in this article is worthy of investigation.

N/A 1 2 3

The information presented was new.

N/A 1 2 3 4 5

The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10

- Reviewer Recommendation Forms allow you to collect information from Reviewers about the paper.
- Rating Questions are available on a scale of 1-3, 1-5, 1-10.
- Add custom questions with various response types (dates, digit, note, nested).
- Comments to Author are automatically pulled through to your decision letter. Don't worry! You can edit these to improve sense or remove anything defamatory.



Review Questions and Responses Grid

Review Questions and Responses Grid on Decision Page

Editor Decision Phrases

Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Review Questions and Responses

Karen Little Reviewer 1	Becky Reviewer Reviewer 2	Numair Salmalin Reviewer 3
Are you willing to review the revision of this manuscript?		
Yes	Yes	Yes
Will this paper be of interest to our readers?		
Yes	Yes	Yes
Please rate the research:		
Very Good	Very Good	Excellent
Would you recommend that we publish this manuscript?		
Yes	Yes	Yes

[Cancel](#) [Save & Submit Later](#) [Proof & Print](#) [Proceed](#)



Review Questions and Responses Grid – Configuration

Current Editor Decision Phrase List [+ Add Editor Decision Phrase](#)

	This is a good paper.
	The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
	The reviewers have evaluated your paper and have recommended some changes.
	I am sorry to tell you that your submission has not been successful.
	Your submission to our journal has not been successful. The reason for this is....

[+ Add Editor Decision Phrase](#)

Display Custom Review Questions and Responses Grid

Order

1	'Confidential Comments to Editor/Author' textboxes
2	Manuscript Rating Questions (when displayed)
3	Custom Review Questions and Responses (when displayed)
4	Editor Decision Phrases (when displayed)

[Update Order](#)

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

[Configure Editor Decision Phrases](#)

- Policy Manager > Reviewer and Editor Form Policies > Editor Decision Policies > Create Editor Forms
- Edit Editor Form.
- Check “*Display Custom Review Questions and Responses Grid*”.



View Reviews and Comments

Action

- View Submission
- Similarity Check/iThenticate Results (31%)
- Duplicate Submission Check (0%)
- Details ▾
- History
- Classifications
- Unassign Editor
- File Inventory
- Edit Submission
- Invite Reviewers
- Solicit Commentary
- Notify Editor
- View Reviews and Comments**
- Set Final Disposition

View Reviews and Comments for Manuscript WEBDEM-D-18-00009 "Standing by Your Man: it's Overrated" Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(1\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

- Constantin F. Aliferis (Reviewer 1)
- Oliver Bennett (Reviewer 2)
- Ellen Editor, PHD (Editor)
- Author Decision Letter
- Tammy Wynette (Author)

WEBDEM-D-18-00009 "Standing by Your Man: it's Overrated" Original Submission

Oliver Bennett (Reviewer 2)
Edit Reviewer Comments

Reviewer Recommendation Term: Minor Revision
Overall Reviewer Manuscript Rating: N/A
Rate Review: Please enter a number from 1-100

Manuscript Rating Question(s)	Scale	Rating
The subject addressed in this article is worthy of investigation.	[1-3]	2
The information presented was new.	[1-5]	3
The conclusions were supported by the data.	[1-10]	6

Custom Review Question(s)	Response
Is there a financial or other conflict of interest between your work and that of the authors?	No
Would you be willing to review a revision of this manuscript?	No
Which of the following categories do you feel this submission fits into?	<input type="checkbox"/> Education <input type="checkbox"/> Emerging Technologies


Comments to Editor:
Terrible author. SAD

- When all Reviews are completed, the Editor is notified via a letter.
- They can then use the View Reviews and Comments action link to look at the responses.
- All recommendations, comments, ratings, and attachments from Reviewers are collected together in one place.



Discussion Forum

Discussion Forum

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Duplicate Submission Check (61%) Details ▾ Initiate Discussion History Submit Early Decision Technical Check View QC Results File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Send E-mail Linked Submissions Search Publons Reviewer Finder	DEMOAW.2018.0030	Original Study	Clinical Section	Diabetes Mellitus - EEMUG Demo Duplicate	Doctor Worm  ▾	Dec 12, 2018	Dec 12, 2018	Manuscript Submitted

- Provides a means for Editors to solicit informal opinions, feedback or an editorial consultation regarding a submission from other Editors.
- Supports collaborative Editorial workflows.
- Discussions can be initiated at any point in the workflow and can run concurrently to Peer Review.
- Multiple discussion topics can be created for a submission.



Discussion Forum

**Initiate Discussion for Manuscript Number: DEMOAW.2018.0030
Doctor Worm
"Diabetes Mellitus - EEMUG Demo Duplicate"**

Choose Topic Template: Please Choose

- Please Choose
- Master Topic Template
- Pre Decision and Draft Decision Letter Discussion
- Special Issue Discussion Topic Template

Editor Candidates

Insert Special Character Value Options

(Criterion	Is/Is not	Selector	Value)
	Last Name	is	Begins With		

Clear Search Add

Cancel

- If more than one Topic Template has been created, the editor/admin can choose from the drop down template list or (if configured) users can type in a Topic and Initial Comment.



Discussion Forum

Initiate Discussion for Manuscript Number: DEMOAW.2018.0021
 Doctor Worm
 "Drinking Tea Makes You Happy and is Good for your Health!"

Topic	This submission - what do you think?
Initial Comments	I like this submission and think we should publish it, what do you think?

Editor Candidates

Search Again

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
<input checked="" type="checkbox"/>	Associate Editor	Alison Associate-Editor	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Editor <small>(This editor is already assigned to the current submission)</small>	Eddie Editor	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor	Alison Admin	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Managing Editor	Anna Anna	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor <small>(Possible author of the submission)</small>	Amie Author	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Managing Editor	mary mary	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		Yes

Page: 1 of 1 (6 total candidates)

Display 10 results per page.

Search Again

Cancel

Start Discussion without Sending Letters

Proceed To Customize Letters



Discussion Forum

Discussion Participants - Confirm Selections and Customize Letters

You have selected the following people to participate in this discussion. To change the letter sent, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

Click 'Customize' if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

If there is a person in the list whom you do not want to participate in this discussion, check the Do Not Ask Editor to Participate box next to that person's name. When you click Send All Letters, that person will not be asked to participate in this discussion.

Editor Candidates

Name	Letter		Do Not Ask Editor To Participate
Alison Associate-Editor (Associate Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>
Eddie Editor (Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>
mary mary (Managing Editor)	Discussion Forum Invitation ▾	Customize	<input type="checkbox"/>

Cancel

Confirm Selections and Send Letters

Discussion Participants Confirmation

An E-mail has been sent to the following Editors asking them to participate in the discussion:

Alison Associate-Editor (Associate Editor)
Eddie Editor (Editor)
mary mary (Managing Editor)

Close


Set Flag



Discussion Forum

Discussion for Manuscript Number: DEMOAW.2018.0021
Doctor Worm
"Drinking Tea Makes You Happy and is Good for your Health!"

[Cancel](#) [Save and Close](#) [Conclude Discussion](#)

[Participant Summary](#) [View Submission](#) [View Reviews and Comments](#) [File Inventory](#) [Add/Edit Submission Flags](#) [Details](#) 



Topic:

This submission - what do you think?

[View/Print All](#)








Comments:

[Post](#)

Participant 	Comments	Date 
mary mary	<ul style="list-style-type: none">I agree!	Dec 05, 2018
Eddie Editor	<ul style="list-style-type: none">I like this submission and think it would be good in our Special Issue	Dec 05, 2018
Anna Anna	<ul style="list-style-type: none">I like this submission and think we should publish it, what do you think?	Dec 05, 2018

[Add Participants](#)

Editor Participants

Editor Participant 	Role 	# Posts	Latest Post	Participant Status 	View Reviews and Comments	Download Files	View Draft Decision Letter	
Anna Anna 	Managing Editor	1	Dec 05, 2018	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail
Alison Associate-Editor 	Associate Editor	0		Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Eddie Editor 	Editor	1	Dec 05, 2018	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail
mary mary 	Managing Editor	1	Dec 05, 2018	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail



Discussion Forum

Search

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

Editor 'To-Do' List

My Pending Assignments (7)

[Transferred Submissions](#) (2)

[New Submissions](#) (0)

[Revised Submissions](#) (0)

[New Submissions Requiring Assignment](#) (0)

[Revised Submissions Requiring Assignment](#) (0)

[Submissions Needing Approval by Editor](#) (2)

[New Invitations](#) (0)

[New Assignments](#) (0)

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

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

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

[Submissions with Active Discussions](#) (3) **1**

Reviews in Progress (0)

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

[Submissions Under Review](#) (0)

- An indicator showing the number of unread posts may be configured to display.
- On the Editor's Main Menu, next to the Submissions with Active Discussions folder, the indicator shows the number of unread posts for all discussions.
- Within the Submissions with Active Discussions folder, an indicator shows the number of unread posts for each discussion topic.



Discussion Forum – Configuration

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

⊕ **Registration and Login Policies**

⊕ **Status Policies**

⊕ **Submission Policies**

⊕ **Questionnaire Policies**

⊕ **Additional Data Policies**

⊕ **Editor Assignment Policies**

⊕ **Suggest Editor Policies**

⊕ **Reviewer and Editor Form Policies**

⊕ **E-mail and Letter Policies**

⊕ **General Policies**

⊖ **Discussion Forums**

[Configure Discussion Forum Settings](#)


[Configure Discussion Topic Templates](#)

[Configure Automatic Discussion Initiation](#)

⊕ **Linked Submissions Policies**

⊕ **Conference Submission Policies**

⊕ **Transmittal Policies**

⊕  **ProduXion Manager**

- In System Administrator Functions > Policy Manager > Discussion Forums



Discussion Forum – Configuration

Configure Discussion Forum Settings

Custom Instructions

[Open Special Character Palette](#)

Enter any instructions that you would like to appear on the Editor version of the Discussion page.

Enter any instructions that you would like to appear on the Reviewer version of the Discussion page.

Deep Link Expirations


Please specify how long the Discussion Deep Links (%DISCUSSION_DEEP_LINK% and %REVIEWER_DISCUSSION_DEEP_LINK%) remain active. To keep the links active indefinitely, do not check any of the boxes. If all boxes are checked, each link expires when the first criterion is met.

Expire link after clicks

Expire link after days

Expire when discussion is concluded

Discussion Indicators

If the checkbox below is selected, discussion badges (e.g. ) are displayed to alert a user when new comments have been posted to discussions. Also, on the Discussion page, a blue dot is displayed at the beginning of each new comment to indicate at a glance which comments are new.

Display Discussion Indicators

- In System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Forum Settings
- Custom instructions can be added.
- Deep Link Expirations can be set.
- Discussion Indicators can be enabled.



Discussion Forum – Configuration

- In System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Topic Templates
- To force the editor/admin to choose a topic template from the list on “Initiate Discussion” (rather than typing in a Topic and Initial comment) check the “**Require**” box below.

Configure Discussion Topic Templates

Listed below are the Discussion Topic Templates configured for your publication. To create a new template, click the 'Add' button. [\(more...\)](#)

Require Editors to choose a Discussion Topic Template on the Initiate Discussion page for an Editor Consultation discussion. If this checkbox is not selected, users can either type in a Topic and Initial Comment, or select a Topic template to pre-populate the Topic and Initial Comments boxes.

Save Changes

Add

Order	Type	Description	Actions
<input type="text" value="1"/>	Editor Consultation	Master Topic Template	Edit (Master)
<input type="text" value="2"/>	Editor Consultation	Pre Decision and Draft Decision Letter Discussion	Remove Edit
<input type="text" value="3"/>	Editor Consultation	Special Issue Discussion Topic Template	Remove Edit

Update Order

Add

[Configure Discussion Forum Settings](#)

[Configure Automatic Discussion Initiation](#)

Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. [\(more...\)](#)

Discussion Topic Template Type

[Open Special Character Palette](#)

Discussion Topic Template Name	<input style="width: 90%;" type="text"/>
'Initiate Discussion' Page Custom Instructions	<div style="border: 1px solid #ccc; height: 40px;"></div>
Topic	<input style="width: 90%;" type="text"/> <input type="checkbox"/> Allow user to modify Topic name when initiating a discussion
Initial Comments	<div style="border: 1px solid #ccc; height: 40px;"></div> <input type="checkbox"/> Allow user to modify Initial Comments when initiating a discussion
Default Editor Participant Permissions	<input type="checkbox"/> View Reviews and Comments <input type="checkbox"/> Download Files (source and companion) <input type="checkbox"/> View Draft Decision Letter
Editor Access to 'Details' Link	<input type="checkbox"/> Display 'Details' link in Submissions with Active Discussions folder and on Discussion page. Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.' <input type="text" value="Editorial Details Layout Configured for the Editor's Role"/>
Editor Discussion Letters	Select the Letter to send asking Editors to participate: <input type="text" value="None"/> <hr/> Select the notification letter to send to Editors when comments are posted: <input type="text" value="None"/> <input type="radio"/> Notify discussion initiator only <input type="radio"/> Notify all active Editor participants



Discussion Forum – Configuration

- In System Administrator Functions > Role Manager > Editor Role
- Edit the role(s).
- The permissions are in the **Discussion Forums** Section.
- Permission to “*View All Discussions*”.
- “*Initiate and Manage Discussions*” with sub-setting:
 - My Discussions Only or
 - All Discussions

Edit Other Author E-mail Address

Bypass 'Restricted File Types' Requirements

Edit Global MS ID

Edit Early Proof URL

Discussion Forums

View All Discussions

Initiate and Manage Discussions

My Discussions Only

All Discussions

Transmittal Form

View Transmittal Form

Edit Transmittal Form Fields



Discussion Forum – Benefits

Benefits:

- Saves time as can run concurrently to peer review.
- If the issue is a showstopper the Discussion can take place before Editor assignment and peer review.
- Keeps a record of the Editors' discussions about the submissions.
- Can be used for some papers (for example submissions where there is an issue or special issue papers) or all submissions.

Use Cases:

- Collaborative Editor workflows – editors can all discuss the submission and the assigned Editor can then set the decision and the author can be notified.
- Editors and Admins can discuss any or all submissions and/or key issues about certain submissions.
- Allows Editors to pose questions and post comments without delaying the editorial (or production) process in any way.
- However, if a publication wants to effectively freeze the editorial process on a submission while a discussion takes place, this can be done by not assigning Editors or inviting Reviewers until the discussion topic is closed.
- Can give guest editors access to the submission PDF, Reviews and Draft Decision Letter and to give their feedback, while the Editor in Chief or Main Editor invites reviewers and makes the decision.




Making a Decision

To accept or not to accept...?



Decision Permissions – who does what?

- Decisions, the decision making process and decision permissions are highly configurable.
- This allows for different decision workflows.
- Flexible.
- Different editor roles can have different permissions.
- It is also possible to allow for different permissions based on the decision term – for example if a journal has AEs and EiCs then it could be configured that for certain decisions an AE can make the decision, draft and send the letter but for others only a recommendation is allowed and the Senior Editor makes the decision.
- This also allows for journals where the Editor makes the decision and the ME drafts and sends the notification letter.
- This does not prevent a simple one editor does all workflow!

Action	Manuscript Number
View Submission Details 	DEMOAW.2018.0028
Discussions 2	
History	
File Inventory	
Edit Submission	
Classifications	
Assign Editor	
Unassign Editor	
Invite Reviewers	
Solicit Commentary	
View Reviews and Comments	
Set Final Disposition	
Submit Editor's Decision and Comments	
Send E-mail	



Making a Decision

Editor Decision and Comments for Manuscript Number DEMOHW141-D-18-00029

The Sights and Sounds of Cambridge

Original Submission
Claire Commentator (Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [Send E-mail](#)

Original Submission	
Claire Commentator (Editor)	Assigned - No Decision
mary mary (Managing Editor)	Assigned - No Decision
Author Decision Letter	
Frankie Hollywood (Author)	

If the decision is Revise, the author has days to revise this submission.

Please rate the article as appropriate.

The subject addressed in this article is worthy of investigation.

N/A 1 2 3

The information presented was new.

N/A 1 2 3 4 5

The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10

- An assigned Editor with the correct permissions can make a decision at any time.
- Editors with permission can terminate outstanding Editor or Reviewer assignments to proceed with the decision.
- There are two parts to making a decision in EM: the decision, and notifying the author.
- The ability to notify the author of a decision is an Editor permission.



Editor Decision Page

Editor Decision and Comments for Manuscript Number DEMOAW.2018.0021

Drinking Tea Makes You Happy and is Good for your Health!

Original Submission
Eddie Editor (Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#)  [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#) [Send E-mail](#)

	Original Submission
Karen Little (Reviewer 1)	Accept
Becky Reviewer (Reviewer 2)	Minor Revision
Numair Salmalin (Reviewer 3)	Accept
Eddie Editor (Editor)	Assigned - No Decision
Author Decision Letter	
Doctor Worm (Author)	

If the decision is Revise, the author has days to revise this submission.

Confidential Comments to Editor

Please give a frank account of the strengths and weaknesses of the article:

[Insert Special Character](#)



Editor Decision Page – Reviewer Comments Merged In

Confidential Comments to Editor

Editor Instructions

[Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:

Reviewer, Karen Little: Good submission, I recommend acceptance

Reviewer, Becky Reviewer:

Please give a frank account of the strengths and weaknesses of the article:

This is a good submission and there is original research

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Reviewer #1: This is a very good paper.

Please expand on point 4 on page 5 line 27...

There is a typo on page 14

Reviewer #2: I like this paper and I think you make a good point.

Recommend publish

Reviewer #3: This is a very good submission, and I recommend publication especially because Tea is so important.



Editor Decision Page – Reviewer Comments Separate

Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Reviewer, Reggie Reviewer: Reviewer 1 comments to Editor - this is a good submission and although it needs a few changes it would be a good publication

Reviewer, Rosie Reviewer: Reviewer 2 comment to editor - I recommend publishing this paper

Reviewer, Rapunzel Reviewer: Reviewer 3 comment to editor - I have attached my review. I think this is a good submission and the ideas are original. I would like to see the authors expand on their conclusions more
Then I would recommend publication

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Editor comments to author

Individual Reviewer Comments to Author (Editor's Copy)

Select comments for inclusion in the Decision Letter sent to the Author. * indicates a comment modified from the original.

[Insert Special Character](#) [Open in New Window](#)

Reggie Reviewer
Reviewer 1

Reviewer 1 Comments to Author

I like this paper and recommend acceptance after a few changes....

[Insert Special Character](#) [Open in New Window](#)

Rosie Reviewer
Reviewer 2

Reviewer 2 Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Rapunzel Reviewer
Reviewer 3

Reviewer 3 - please see attached comments

original ideas, well presented

Please expand on conclusions



Editor Decision Page – Reviewer Comments – Merged or Separate?

- Reviewer comments can be merged in or separated out.
- For both options the reviewers' comments to Editor are in the “Confidential comments to Editor” box.
- Set in System Administrator Functions > Policy Manager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Create/Edit Review Forms > Edit Form – select “Keep separate from Editor Comments in Decision Chain” under “Display Comments to Author text box”.
- If using separate comments the merge field to insert these separate comments into the decision letter is
%INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%



Editor Decision Page

Editor Decision Phrases

Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Review Questions and Responses

Karen Little Reviewer 1	Becky Reviewer Reviewer 2	Numair Salmalin Reviewer 3
Are you willing to review the revision of this manuscript?		
Yes	Yes	Yes
Will this paper be of interest to our readers?		
Yes	Yes	Yes
Please rate the research:		
Very Good	Very Good	Excellent
Would you recommend that we publish this manuscript?		
Yes	Yes	Yes

Cancel

Save & Submit Later

Proof & Print

Proceed



Editor Questionnaires

Version 16.0

Editor Questionnaires

- Extends the Custom Review Question functionality to the Editor Form.
- Allows publications to collect specific information from their Editors as part of the peer review process during all revisions of a submission.
- Similar to current functionality, a Custom Review Question can be added to multiple Editor and/or Review Forms.
- Allows you to ask your Editors the same questions as your reviewers, different questions or both.
- Available for Decision Letter merging (using 2 new merge fields).

Editor Review Questions Insert Special Character

Do you have a pet? [\[Instructions\]](#)

No

Editor Question #1 (Limit 2000 Characters)

This is Sally Editor's response to Editor Question #1

Character Count: 53

Editor Question #2 (Limit 2000 Characters)

This is Sally Editor's response to Editor Question #2

Character Count: 53

Reviewer Questions and Responses

Expand All / Collapse All

Cindy Reviewer Reviewer 1	Roger Rabbit Reviewer 3	Karen Reviewer Reviewer 2
Do you have a pet?		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes:I still have two cats.	Yes:I have a Norwegian Elkhound	No
Where did you go on vacation?		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I went to Dublin and London	France	I stayed home
This is a large Notes response-type question		
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.(less...)	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.(less...)	

Editor Questions and Responses

Expand All / Collapse All

Michael Editor Section Editor	Another Editor Section Editor
Do you have a pet?	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No	No Response
Editor Question #1	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
This is Michael Editor's response to Editor Question #1	This is Another Editor's response to Editor Question #1
Editor Question #2	
<input checked="" type="checkbox"/>	
This is Michael Editor's response to Editor Question #2	



Drafting the Decision Letter

Good News or Bad News?

Drafting the Decision Letter – Drafting the Letter Only

Notify Author

Manuscript Number:
DEMOAW.2018.0028

Title: EEMUG Demo
Submission

To finalize your decision and pass this draft notification letter to the next Editor, use the 'Submit Decision with Draft Letter' button.

Cancel Submit Decision with Draft Letter

Preview Letter Save Save and Close

Date Revision Due: 01/05/2019 (mm/dd/yyyy)

Editor Decision: Minor Revision

Modify Decision: Minor Revision

From: "Anna Demo 15.0 Site" <awalton@ariessys.com>

To: Harry Potter

Letter Purpose: Editor Decision - Revise

Letter Subject: Your Submission

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:

Editors Assigned to Manuscript

Eddie Editor (Editor)

Alison Associate-Editor (Associate Editor)

cc:

bcc:

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

Ref.: Ms. No. DEMOAW.2018.0028
EEMUG Demo Submission
DEMO AW Site

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your

- Depending on permissions the Decision Letter Draft can be done by a lower editor and passed back up the chain or drafted and Sent by the EiC or Managing Editor.
- If the lower level Editor can only draft (but not send) the letter they will “*Submit Decision with Draft Letter*” and then their assignment is finished.
- When drafting the Decision Letter the editor can Preview the letter to see how it will look and also has the option to Save or Save and Close.
- If there is a middle level editor (and they have permission) they can review the draft from the lower Editor and add their comments in.



Drafting the Decision Letter – Drafted Letter passes up the Editor Chain

Notify Author

Manuscript Number:
DEMOAW.2018.0028

Title: EEMUG Demo Submission

This draft was last saved by another editor.

If you agree with the previous editor's decision, you may continue with this draft notification.

To reject this decision and send the assignment back to the previous Editor, use the Return to (Editor) link.

To override this decision by submitting your own decision and comments, use the 'Submit New Decision' button.

Cancel Submit Decision without Notifying Author Submit New Decision

Preview Letter Save Save and Close Send Now

Date Revision Due:	01/05/2019 (mm/dd/yyyy)
Editor Decision:	Minor Revision
Rescind Decision:	Return to Associate Editor
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Harry Potter
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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:

Editors Assigned to Manuscript

<input type="checkbox"/>	<input type="checkbox"/>	Eddie Editor (Editor)
<input type="checkbox"/>	<input type="checkbox"/>	Alison Associate-Editor (Associate Editor)

cc:

bcc:

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

Ref.: Ms. No. DEMOAW.2018.0028
EEMUG Demo Submission
DEMO AW Site

- If the Decision Letter was drafted by another editor a warning will show: *"This draft was last saved by another editor"*.
- The next level of editor can review the letter and edit it as desired.
- If the higher editor does not agree with the lower editor's decision they can change it (with permission).
- The editor who has permission to *"Notify Author"* will see the **Send Now** link to send the decision letter and set the decision.



Drafting the Decision Letter – Draft and Send Letter

Notify Author

Manuscript Number:
DEMOAW.2018.0021

Title: Drinking Tea Makes You Happy and is Good for your Health!

To finalize your decision and notify the author, use the 'Send Now' button.

If you wish to submit your decision to the next editor for review before the author is notified, use the 'Submit Decision without Notifying Author' button.

Cancel Submit Decision without Notifying Author

Preview Letter Save Save and Close Send Now

Date Revision Due:	01/09/2019 (mm/dd/yyyy)
Editor Decision:	Minor Revision
Modify Decision:	Minor Revision
From:	"Anna Demo 15.0 Site" <awalton@ariessys.com>
To:	Doctor Worm
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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:

Editors Assigned to Manuscript

Eddie Editor (Editor)

cc: _____

bcc: _____

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

Ref.: Ms. No. DEMOAW.2018.0021
Drinking Tea Makes You Happy and is Good for your Health!
DEMO AW Site

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your

- For workflows where one person drafts and sends the decision letter they will be able to view, edit and send the decision letter.
- They will also be able to Preview, Save and Save and Close the decision letter draft.
- Until the Decision Letter is sent to the author the Editorial Status will show as *Decision in Process*.



Notify Author

Is it good news?

Notify Author

View Submission Details ▾ History Unassign Editor File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition Initiate Production View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions	ANNATEST131-D-17-00003	Original Study	Ice Tea is Only a Pretend Tea - Discuss!	Andy Middle Author, PhD ▾	Feb 07, 2017	Dec 10, 2018	Decision in Process	Eddie Editor	Reject	Notify Author
--	------------------------	----------------	--	---	--------------	--------------	---------------------	--------------	--------	--------------------------------------

- Once all editors in the chain have made their decision and the decision letter has been drafted – to set the decision the author must be notified.
- Notify Author can be done by an Editor or Admin with permission.



Notify Author

Notify Author

Manuscript Number:
ANNATEST131-D-17-00003

Title: Ice Tea is Only a Pretend Tea - Discuss!

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

[Cancel](#)

[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

Date Revision Due:	01/09/2019 <input type="text"/> (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise <input type="text"/>
Rescind Decision:	Return to Editor
From:	The Journal <trash1@ariessc.com>
To:	Andy Middle Author
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

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:
Editors Assigned to Manuscript	
<input type="checkbox"/>	<input type="checkbox"/> Eddie Editor (Editor)
<input type="checkbox"/>	<input type="checkbox"/> Oliver AE (Associate Editor)
<input type="checkbox"/>	cc: <input type="text"/>
<input type="checkbox"/>	bcc: <input type="text"/>

Letter Body: [Insert Special Character](#) [Open in New Window](#)

Ref.: Ms. No. ANNATEST131-D-17-00003
Ice Tea is Only a Pretend Tea - Discuss!
Anna Test 15.0

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision

For your guidance, reviewers' comments are appended below.

- The letter text can be customized if desired.
- The Comments to Author can be pulled in using a merge field.
- If the Editor wants to add additional information into the decision letter they can do so.
- Comments from reviewers can also be amended if needed.
- The draft letter can be saved and previewed.



Notify Author - Configuration

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Accept
Revise
Reject
Minor Revision

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept
Revise
Reject
Minor Revision

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minor Revision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revise	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject and Transfer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete

And Modify Editor's Decision

Rescind Decision

Override Author Revision Due Date

- For Journals where the Managing Editor or Admin Notifies the author after the editor decision(s) the role will need the “*Notify Author of Editor's Decision when Editor Chain is Complete*” permission checked.
- There is also a sub-permission “*And Modify Editor's Decision*” which can also be enabled.





Managing People Records

That's not my name!



User Records

[Help with Searching](#) [Insert Special Character](#) [Register New User](#)

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

Page: 1 of 1 (3 total People Matches) Display results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Allan Author			UNITED STATES	[Author]			
<input type="checkbox"/>	Abby Author			UNITED STATES	[Author]			
<input type="checkbox"/>	Abby Olivia Author			UNITED STATES	[Author]	[Reviewer]		

- Use ***Search People*** to locate user records.
- Clicking the users name opens the user's record.



User Records

- Inactivate or Anonymize the user
- Assign user roles
- View Activity Details
- Send Login Details

Search People - Update Information

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

Andy Author ▾

Proxy-Registered:
Mar 11, 2019
(Data Unconfirmed by User)

Last Modified:
Mar 11, 2019

Viewed Privacy Policies:
(has not viewed them yet)

Inactivate this User

Anonymize this User

Retain Name

Send Login Details

**The user will be sent an email with a link to reset their password. The password will not reset until the user clicks that link.

Exclude this user from receiving all batch and reminder emails:

Always

[Open Special Character Palette](#)

[Expand All](#)

[Collapse All](#)

User Information

Default Login Menu

Editorial Menu ▾

Available as a Reviewer?

Yes No

Board Member?

Yes No

Forbidden as a Reviewer?

Yes No

Reviewer Role *

Reviewer ▾

Publisher Role *

None ▾

Editorial Role *

None ▾

Editor Description

Activity Details

Personal Information

Title *

Dr.

(Mr., Mrs., Dr., etc.)

Given/First Name *

Andy

Middle Name

Family/Last Name *

Author

Degree

(Ph.D., M.D., etc.)

Preferred Name

(nickname)

Telephone Number

(including country code)

Secondary Phone

(including country code)

Secondary Phone For

Mobile Beeper Home Work Admin. Asst.

Fax Number

(including country code)

E-mail Address *

Andy@trash.com



User Records

Personal Information

Title * (Mr., Mrs., Dr., etc.)

Given/First Name *

Middle Name

Family/Last Name *

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Telephone Number (including country code)

Secondary Phone (including country code)

Secondary Phone For Mobile Beeper Home Work Admin. Asst.

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more](#)

Preferred Contact Method * E-mail Fax Postal Mail Telephone

ORCID

[What is ORCID?](#)

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications (None Selected)

Personal Keywords (None Defined)

Institution Related Information

Position

Institution (max 300 characters)

Department (max 450 characters)

Street Address

City

State or Province

Zip or Postal Code

Country or Region *

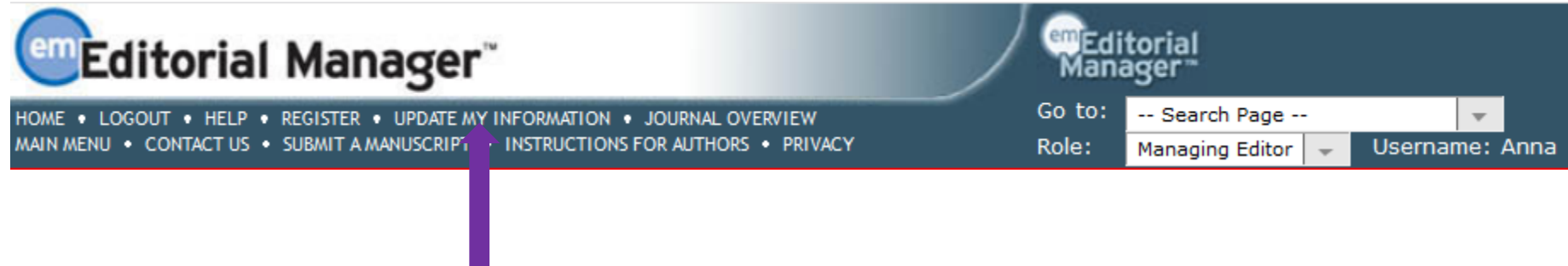
Address is for * Work Home Other

People Notes

- Update personal and business related information, classifications keywords, and people notes.
- People notes display for Editors with Reviewer search results.



User Records



- Once logged into EM a user can update their own record by clicking on the “Update My Information” link in the main navigation bar.
- Individual users do not see the people notes field.



Activity Details

Reviewer Recommendation Summary

Accept:	0
Accept with Provision:	0
Major Revision:	0
Minor Revision:	0
Reject:	0

Current Author Invitation Statistics

Date Last Agreed	Invited Submissions in Progress	Outstanding Invitations
Feb 18, 2016	0	1


Historical Author Invitation Statistics

Total Author Invitations	Agreed to Submit	Declined to Submit	Un-invited Before Agreeing to Submit
2	1	0	0

Historical Author Invitation Averages

Days to Respond to Author Invitation	Days to Submit Invited Submission	Days Late	# of Author Reminders
0	0	0	0

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
WEBDEM-D-12-00011	INITIATE PRODUCTION MANUALLY - 7/18/12	May 25, 2012	Completed Accept	Jul 12, 2012	Accept	Accept	View Submission Details  History

- Reviewer Recommendation Summary
- Current Author Invitation Statistics
- Historical Author Invitation Statistics
- Authored Submissions



User Records - Merge Users

[Download Search Results](#)

Page: 1 of 1 (3 total People Matches) Display results per page.

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼	Author Role	Reviewer Role ▲▼	Editor Role ▲▼	Publisher Role ▲▼
<input type="checkbox"/>	Allan Author			UNITED STATES	[Author]			
<input checked="" type="checkbox"/>	Abby Author			UNITED STATES	[Author]			
<input checked="" type="checkbox"/>	Abby Olivia Author			UNITED STATES	[Author]	[Reviewer]		

Page: 1 of 1 (3 total People Matches) Display results per page.

[Merge People Records](#) [Download Search Results](#)

- Select the users to be merged and click the Merge People Records button.
- Two users can be merged at a time.
- The ability to Merge Users is a permission in Role Manager.
- Although possible, undoing a merge is difficult. We recommend that users are carefully checked prior to merging and that the permission is not given to everyone.



User Records - Merge Users

Merge Duplicate Users - Verify Data

Please verify that the two people records you have selected are the records you want to merge. Then choose which people record will be retained, by clicking 'Combine and Keep this Record' in the appropriate box.

<p>Combine and Keep this Record</p> <p>Abby Author (abby)</p> <p>UNITED STATES trash18@ariessc.com</p> <p>Roles: Author User has History? Yes User has Current Assignments? Yes User has Shared their Searches? No User has not viewed privacy policies People Record Last Update Date: 06/08/2018</p> <p>Personal Classifications: This user has no personal classifications</p> <p>Combine and Keep this Record</p>	<p>Combine and Keep this Record</p> <p>Abby Olivia Author (AbbyAuthor)</p> <p>UNITED STATES trash18@ariessc.com</p> <p>Roles: Author, Reviewer User has History? No User has Current Assignments? No User has Shared their Searches? No User has not viewed privacy policies People Record Last Update Date: 06/14/2018</p> <p>Personal Classifications: 1 EMUG Presentations 1.02 EM Bootcamp</p> <p>Combine and Keep this Record</p>
--	---

Note the following things that occur when two people records are merged:

- Person assumes Username, Personal Classifications, and all Contact Information for the surviving record.
- The old address (e.g. possibly the address under which a manuscript was submitted) is no longer available for the person, and the surviving address is the address of record for all submissions under both people records.
- All history and current assignments are copied to the surviving record.

Cancel

- Determine which record should be kept.
- Click on the “Combine and Keep this Record” button.
- The user is sent a letter notifying them of the merge.
- The merged record is inactivated.



Communicating With Your Users



Communicating with your users!



Providing Information

- Publication Main Page
- Author Main Menu
- Custom Instructions
 - Registration Instructions
 - Submission Instructions
 - Login Box
 - “I accept” Checkbox

Collecting Information

- Questionnaires
 - Author Questionnaires
 - Contributing Author Questionnaires
 - Reviewer Forms
 - Editor Forms

Providing Information



- Publication Main Page
- Author Main Menu
- Custom Instructions
- Registration Instructions
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- “I accept” Checkbox



Publication Main Page

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

em Editorial Manager™
Not logged in.

Important Message: Site under development. Do not use for live manuscript submission.

Welcome to Editorial Manager® for
THE JOURNAL TITLE

Cover
Image
Here

Please Enter the Following [Insert Special Character](#)

Username:
Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

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[Instructions for Authors](#) [Instructions for Reviewers](#) [About the Journal](#) [Contact Editorial Office](#)

First-time users: Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

Repeat users: Please click the "Login" button from the menu above and proceed as appropriate.


Authors: Please click the "Login" button from the menu above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

Reviewers: Please click the "Login" button from the menu above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.


To change your username and/or password: Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.



Publication Main Page




Training and Demo Site



Not logged in.

[HOME](#) • [LOGIN](#) • [HELP](#) • [REGISTER](#) • [UPDATE MY INFORMATION](#) • [JOURNAL OVERVIEW](#)
[MAIN MENU](#) • [CONTACT US](#) • [SUBMIT A MANUSCRIPT](#) • [INSTRUCTIONS FOR AUTHORS](#)



Training and Demonstration

[Login](#)

[Register](#)

TESTIMONIALS

"I find Editorial Manager incredibly useful; organized, intuitive, and fast. It helps me to answer author questions quickly, keep my LTE manuscripts organized, and export data for the editors efficiently. Excellent!"
Jessica Brabant
Editorial Assistant
Journal of Vascular Surgery

[Browse All >>](#)

[Author Instructions](#)

[Reviewer Instructions](#)

[FAQ's](#)


More than **3,700+** publications from **150** scholarly societies, university presses and commercial publishers use workflow solutions from Aries Systems Corporation. Such a large and diversified base of customers ensures successful ongoing product feedback and development.

Aries Systems Corporation, developer of Editorial Manager and Preprint Manager, has **20 years of experience** developing successful publishing technology.

Aries has a track record of delivering **exceptional customer service** validated through user surveys, testimonials and 99.99% system availability.

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Aries Systems transforms the way scholarly publishers bring high-value content to the world. The company's innovative and forward-looking workflow solutions manage the complexities of modern print and electronic publishing—from submission to editorial management and peer review, to production tracking and publishing channel distribution. As the publishing environment evolves, Aries Systems is committed to delivering solutions that help publishers and scholars enhance the discovery and dissemination of human knowledge. Publish faster, publish smarter, with Aries Systems.



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E-mail: marketing@edmgr.com

Adobe

The system creates files in Portable Document Format (PDF), which can be viewed using **Adobe Acrobat Reader** and is provided free from Adobe's website.



Publication Main Page

em Editorial Manager™

Editorial Manager will be unavailable due to a scheduled maintenance period beginning at 2 p.m. EST on Tuesday, December 12th, and is scheduled to last four hours. Once the maintenance is completed the sites will return online.

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: melanie

English

Important Message: Site under development. Do not use for live manuscript submission.

Editorial | Proposal Menu | Production Tasks

Managing Editor Main Menu

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
0	0	0	0	0

Search

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

Editor 'To-Do' List

My Pending Assignments (6)

- [New Submissions](#) (4)
- [Revised Submissions](#) (0)
- [New Submissions Requiring Assignment](#) (0)
- [Revised Submissions Requiring Assignment](#) (0)
- [Incomplete Submissions](#) (1)
- [New Invitations](#) (1)
- [New Assignments](#) (0)
- [Submissions with Required Reviews Complete](#) (0)
- [Submissions Requiring Additional Reviewers](#) (0)
- [Submissions with One or More Late Reviews](#) (0)

Reviews in Progress (0)

- [Reviewers Invited - No Response](#) (0)
- [Submissions Under Review](#) (0)

View All Assigned

[View All Assigned Submissions](#) (12)

[View All Assigned Submissions being Edited](#) (6)

Editorial | Menú de propuestas | Tareas de producción

Menú principal Managing Editor

Manuscritos con:

0 evaluaciones completadas	1 evaluaciones completadas	2 evaluaciones completadas	3 evaluaciones completadas	4 evaluaciones completadas
1	0	0	0	0

Buscar

[Buscar manuscritos](#) | [Buscar personas](#)

Lista de 'quehaceres' del editor

Mis trabajos pendientes (6)

- [Nuevos manuscritos](#) (4)
- [Manuscritos revisados](#) (0)
- [Nuevos Envíos que Requieren Asignación](#) (0)
- [Manuscritos revisados que requieren asignación](#) (0)
- [Manuscritos incompletos](#) (1)
- [Nuevas invitaciones](#) (0)
- [Nuevos trabajos](#) (1)



Author Main Menu

Author Main Menu

Instructions:

- Provide links to outside sources
- Use HTML to format text
- Provide links to download forms
- Special instructions

The screenshot shows the Editorial Manager interface for an author. At the top, there is a navigation bar with the Editorial Manager logo and a menu of links: HOME, LOG OUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. On the right side of the navigation bar, there is a dropdown menu for the user's role (currently set to 'Author') and the username 'mary140'. Below the navigation bar, a red banner displays an important message: 'Important Message: Site under development. Do not use for live manuscript submission.' The main content area is divided into several sections:

- Author Main Menu:** A section highlighted with a red rounded rectangle. It contains the following text:

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

The #1 reason that submissions are returned to author is missing information in the title page. Don't let this happen to you! Please be sure to include:

 - * Corresponding author contact information
 - * Contributing author information
- Production:** A section containing two items:
 - Submissions in Production (14)
 - Current Task Assignments (2)
- New Submissions:** A section containing four items:
 - Submit New Manuscript
 - Submissions Sent Back to Author (1)
 - Incomplete Submissions (7)
 - Submissions Waiting for Author's Approval (10)
 - Submissions Being Processed (4)
- Revisions:** A section containing five items:
 - Submissions Needing Revision (8)
 - Revisions Sent Back to Author (0)
 - Incomplete Submissions Being Revised (2)
 - Revisions Waiting for Author's Approval (0)
 - Revisions Being Processed (1)
 - Declined Revisions (0)
- Completed:** A section containing three items:
 - Submissions with a Decision (17)
 - Completed Production Task Assignments (2)
 - Submissions with Production Completed (2)



Author Main Menu

Customize Author Main Menu Instructions

Enter the custom instructions you would like Authors to see on the Author Main Menu page. Please check the text carefully, as the instructions will be immediately visible to all Authors as soon as you click the 'Submit' button.

Cancel Submit

Page	Instructions
Author Main Menu	<p>Insert Special Character</p> <pre>For additional help with your submission, please click here for the Author Tutorial.

 The #1 reason that submissions are returned to author is missing information in the title page. Don't let this happen to you! Please be sure to include:
</pre>

Cancel Submit

- Author Main Menu Instructions configured in Policy Manager - General Policies
- You can use HTML tags to format text or insert links



Custom Registration Instructions

Pre-registration Page


To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.



Choose a Registration Method

[Insert Special Character](#)

Retrieve your details from the ORCID registry:

 [Use My ORCID Record](#)

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address*

[Continue >>](#)

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

[Cancel](#)

[Forgot Your Login Details?](#)

- Guide registrants through the registration process using Custom Registration Instructions



Custom Registration Instructions - Configuration

Edit Registration Instructions

Edit the text you would like to appear on the Registration page and in the 'Select Personal Classifications' popup window. Click "View Default Instructions" to see default instructions. Click "Revert to Default Instructions" to revert the registration instructions to the default. HTML tags and special characters may be used.

If you have not edited the instructions, the default instructions are in the text areas below and will appear on the page.

	Line Wrap: <input type="text" value="soft"/> Insert Special Character
Registration Information	Instructions
Header Pre-Registration Instructions (Top of Pre-Registration Page)	To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.
View Default Instructions	Revert to Default Instructions
Footer Pre-Registration Instructions (Bottom of Pre-Registration Page)	WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button. If you are registering again because you want to change your current information, changes must be made to your existing

- Configure Custom Registration Instructions:
- Policy Manager - Registration and Login Policies -
- Edit Registration Instructions



Custom Submission Instructions

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by updating the number in the 'Order' column then clicking 'Update Author Order'. The first author of the manuscript may be indicated.

Current Author List + Add Another Author

...	mary mary [Corresponding Author] [First Author] [You]
-----	---

+ Add Another Author

Previous Next

- Guide Authors through the submission process using Custom Submission Instructions

Funding Information

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

Current Funding Sources List + Add a Funding Source

There are currently no Funding Sources in the list

+ Add a Funding Source

Previous Next

- Custom instructions are available for every submission step



Custom Submission Instructions - Configuration

Insert Special Character		
Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Select Article Type	Choose the article type of your manuscript from the pull-down menu.	Change the article type of your manuscript from the pull-down menu if necessary.
View Default Instructions	Revert to Default Instructions	Revert to Default Instructions
Enter Article Title	Enter the title of your manuscript. You cannot submit a manuscript without a title.	Revise the title of your manuscript if necessary. You cannot submit a manuscript without a title.
View Default Instructions	Revert to Default Instructions	Revert to Default Instructions

- Configure custom submission instructions:
- Policy Manager - Submission Policies - Edit Manuscript Submission Instructions
- Different instructions available for initial submission and revision



Login Box

Welcome to Editorial Manager® for
THE JOURNAL TITLE


Cover
Image
Here

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via:  [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

FOOTER

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[Instructions for Authors](#) [Instructions for Reviewers](#) [About the Journal](#) [Contact Editorial Office](#)

- The login box can be placed directly on the publication main page
- Define login box colour
- Insert footer
- This can include links to outside sources or to download files. HTML can also be used to format text



Login Box

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

Login


header

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via:  [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

FOOTER

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- The login box can be accessed from the main navigation bar if it's not placed directly on the main page
- In addition to the footer this page can also contain:
- Header - an additional location for text
- A thumbnail image can be used for a logo or other image



Configure Login Page

Configure Login Page


Please select any alternative, third party Login options you also wish to enable.

 Login via ORCID

If you want to customize various components of the publication's Login page, you can change the settings and modify the HTML in the text boxes below. We strongly suggest that you test the changes in a separate HTML editing tool (e.g. Dreamweaver), and preview the HTML and/or theme color in different browsers to ensure the page displays properly on all platforms. In other words, if you want to experiment with different theme colors, you should do so outside the system, and do not save a new theme color in Editorial Manager until you are satisfied with the appearance.

You can upload files to be referenced in the Login Header and Footer Text, by clicking the 'Manage Files for Login Page' link. Once you have uploaded the files (e.g. tutorials, PDFs, etc.), you can insert the file reference by clicking the 'Insert File Reference' link. Internet Explorer users should place the cursor at the appropriate spot in the box, then click the link.

You should also be sure to save a backup copy of your entry outside of Editorial Manager to ensure that no work is lost if there is a browser error when submitting the page. Once you submit this page, any changes are automatically visible to all users.

Theme Color <i>[Enter HEX color code or choose with the color picker]</i>	#9999FF 
Login Header Text	Insert File Reference Insert Special Character Manage Files for Login Page login!
Thumbnail Image	Manage Thumbnail Images
Login Footer Text	Insert File Reference Insert Special Character Manage Files for Login Page can add footer

- System Administrator Functions –
- Policy Manager – Registration and Login Policies – Configure Login Page
- Can instantly show on Mainpage for communication purposes



Author “I Accept” Checkbox

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please read the Plagiarism Agreement and indicate your acceptance by checking the box below.
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Boot Camp	May 16, 2017	May 16, 2017	Needs Approval	<input type="checkbox"/> I accept

- “I Accept” checkbox can be used to have Authors indicate that they have read and agreed to certain policies or guidelines
- Warning text can also be configured if the Author does not check the box
- The “I Accept” checkbox is for initial submission only

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please read the Plagiarism Agreement and indicate your acceptance by checking the box below.
View Submission Edit Submission Approve Submission Remove Submission Correspondence	Boot Camp	May 16, 2017	May 16, 2017	Needs Approval	<input type="checkbox"/> I accept

You forgot to click the box!

OK



Author “I Accept” Checkbox

Area	Instructions
Instruction to display on the Author's Submissions Waiting for Author's Approval Page	<p>Insert Special Character</p> <p>If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.</p> <p>The 'Edit Submission' link allows you to fix or alter your submission. Please use</p> <p>View Default Instructions Revert to Default Instructions</p>
Column Header	<p>Insert Special Character</p> <p>Please read the Plagiarism Agreement and indicate your acceptance by checking the box below.</p>
Alert Text displayed if Author does not tick/select box before clicking Approve Submission	<p>Insert Special Character</p> <p>You forgot to click the box!</p>

To enable and configure instructions for the “I Accept” checkbox:

- Policy Manager > Submission Policies > Configure Author Accept checkbox.



Collecting Information



- Author Questionnaires
- Contributing Author Questionnaires
- Reviewer Forms
- Editor Forms



Author Questionnaires

Questionnaire

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

Answer Required:

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

On a scale of 1-5, how would you rate this submission, 5 being the best, 1 being the worst?

Answer Required: Please select a response
 1
 2
 3
 4
 5

Why do you think your submission is perfect?

Answer Required: Character Count: 13 Limit 200 characters

- The submission step 'Additional Information' allows a publication to display a set of custom 'questions' that can be answered by the Author during the 'Submit Manuscript' process
- Examples of responses:
 - List
 - Follow-up questions
 - Date
 - Integer
 - Notes
 - Text
 - Decimal
- Use HTML to format text and to include links to outside sources



Contributing Author Questionnaire

Policy Manager > Questionnaire Policies > Edit Co-Author Questionnaire Instructions

- Contributing authors can be asked to complete questionnaires using the “Co-Author Verification” functionality

If you ARE a coauthor on this article, and have READ and AGREE to the following Copyright Transfer, Disclosure, and Authorship criteria, please click this link once: [Yes, I am affiliated.](#)

Warning! You must submit this page to verify your contribution to the submission.

Print

[Insert Special Character](#)

If you are unable to complete your responses at this time, please click on the "Save for Later" button to save your work. To return to this page later, click on the Verify deep link in the email that you were sent regarding this submission, or save the following URL and enter it in your browser's address bar.

<http://www.editorialmanager.com/demoaw/l.asp?i=763&l=IPW2RBj6>

Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.

If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.
If you have any questions please contact the Editorial Office.

Please confirm you give consent as a co-author for this paper to be submitted to our journal?

Answer Required: Please select a response
 Yes - I consent
 No - I do not consent

Please select a response.

Do you like tea?

Please select a response
 Yes
 No

Are you a member of the TLS (Tea Lovers Society)?

Answer Required:

Author Questionnaires

Creating questionnaires - putting the pieces together.

1. Create a library of questions
 2. Create a questionnaire and add custom questions
 3. Assign the questionnaire to an Article Type
- Questionnaires can be asked at initial submission or revision



Author Questionnaires

STEP 1. Create questions in Policy Manager– Questionnaire Policies

☐ Questionnaire Policies

- Create Custom Questions 
- Create Questionnaires
- Edit Co-Author Questionnaire Instructions

Create Custom Questions

Listed below are the customized questions/fields which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (Transmittal Form, PDF Cover Page, Manuscript Details).

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Hide link. If the link does not appear for a question, then it is still included on a questionnaire and must first be removed from the questionnaire before it can be hidden.

Questions preceded by a "§" symbol are multi-part questions; note that the follow-up questions listed may only be asked if the user chooses a certain response to the original question.

Actions	Description
Add Question	
Edit	Custom questions and responses can also appear on the Transmittal Form?
Edit	Do you have any potential conflict-of-interest with any of the members of the editorial board? Click here to view the current list.
Remove Edit	Questions can have radio buttons for responses?
Remove Edit	§ Questions can be yes / no / text questions
Remove Edit	Questions can be answered in a text box.



Author Questionnaires

STEP 2. Add questions to questionnaires in Policy Manager – Questionnaire Policies

Questionnaire Policies

- Create Custom Questions
- Create Questionnaires 
- Edit Co-Author Questionnaire Instructions

Configure Questionnaire

Enter a name for the Questionnaire in the 'Questionnaire Name' field. Custom Questions may be added to the Questionnaire by clicking the 'Add Custom Questions' button, selecting Custom Questions, and adding them to the 'Question Display Order' section. Questions may be reordered by entering a number in the 'Order' field and clicking the 'Update Item Order' button. Click the 'Save' button to save the Questionnaire and return to the Create Questionnaire page.

The %AUTHOR_QUESTIONNAIRE_SUBSET% merge field pulls in all of the selected Questions and Responses for all Authors on the submission (including the Corresponding Author). To specify questions/responses for inclusion in this merge field, select the checkbox in the 'Include in Merge Field' column for all questions you want to include. Note the %AUTHOR_QUESTIONNAIRE% merge field continues to pull in all questions and responses for the questionnaire.

Questionnaire Name: (50 characters maximum)

Hide When you **Hide** a Questionnaire, it will not be available for use.

Question Display Order:

Order	Question	Required	Include in Merge Field	Actions
<input type="text" value="1"/>	Do you have any potential conflict-of-interest with any of the members of the editorial board? Click here to view the current list.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="text" value="2"/>	Questions can have radio buttons for responses?	<input type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="text" value="3"/>	§ Questions can be yes / no / text questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="text" value="4"/>	Questions can be answered in a text box.	<input type="checkbox"/>	<input type="checkbox"/>	Remove

- Questions can be required or optional



Author Questionnaires

Set "Additional Information" Preferences:

Designate Submission Questionnaire:	Author Questionnaire ▼	Author Questionnaire ▼
Designate Author Questionnaire:	Sample Questionnaire ▼	Sample Questionnaire ▼

STEP 3. Assign questionnaire to individual Article Types in Policy Manager – Edit Article Types.

Co-Author Parameters

Register/Verify Other Authors

Co-Authors verify on new submission ▼

Authenticated ORCID iD Request: Hidden ▼

Display Author Questionnaire to Co-Authors



- Using Co-Author verification functionality allows you to ask Co-Authors questions

- Questions can be asked at initial submission or revision



Reviewer Forms

Proxying for Bob Dylan - Reviewer

Reviewer Main Menu

Review Assignments

- [New Reviewer Invitations \(1\)](#)
- [Pending Assignments \(0\)](#)
- [Completed Assignments \(0\)](#)



Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type
View Submission Agree to Review Decline to Review Similar Articles in MEDLINE Send E-mail	MSC test 49	Original Stud



[View Submission](#)
[Similar Articles in MEDLINE](#)
[Submit Recommendation](#)
[Send E-mail](#)

Reviewers can also be sent deep links in the invitation to accept/decline to review

Reviewers can be 'assigned' to bypass invitation element



Reviewer Forms

Reviewer Recommendation and Comments for Manuscript Number DEMOAW.2018.0025

Research Proposal - EEMUG 3

Original Submission

Reggie Reviewer (Reviewer 1)

Recommendation: Overall Manuscript Rating (1-100):

Cancel

Save & Submit Later

Upload Reviewer Attachments

Proof & Print

Proceed

Reviewer Instructions

In order to use functions such as spell-check or bullets, then please type your review into Microsoft Word or a word equivalent program.

Recommendation: Select from a drop down list your recommendation for the paper.

Review Questions: Please answer any questions as accurately as you can either in the text box that is provided or by making a selection from a list of options.

Reviewer Blind Comments to Author: should have substantial specific comments on substance, organization and style and clear statements about the methodology, presentation of results, literature analysis or discussion. If you believe the manuscript should be rejected or requires substantial revision, it is important to include the relevant criticisms here. Please number your criticisms consecutively. Please pay particular attention to the use of figures and tables; feel free to suggest elimination or consolidation of such illustrations. Please do not comment on whether the manuscript should be published.

Reviewer Confidential Comments to Editor: should include any confidential remarks and any distinctions you may want to make between revisions you consider essential and those that are desirable but not necessarily requisite to publication. Please confine any statement about the acceptability of the manuscript to this section.

Some publications also provide the reviewer with the option to upload a file. If you have this option you will see a button labelled 'Upload Reviewer Attachments' at the top of the recommendation and comments page.

This manuscript is a privileged communication for your personal review. Please do not refer it to anyone else for review without prior approval by the editors. It is the property of the author and should not be reproduced or disseminated by you in any way.

In many cases, a manuscript submitted for publication as a full paper would gain impact from being re-written as a short communication. Any comments you should like to make regarding this point would also be greatly appreciated.

Thank you for your help. If you have any questions, please contact the editorial office at



Reviewer Forms

Review Questions

*Are you willing to review the revision of this manuscript?

Yes ▾

Will this paper be of interest to our readers?

Yes ▾

Please rate the research:

Very Good ▾

Would you recommend that we publish this manuscript?

Yes ▾

Manuscript Rating

These instructions are customizable by the journal.

*The subject addressed in this article is worthy of investigation.

N/A 1 2 3

*The information presented was new.

N/A 1 2 3 4 5

*The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10

In addition to the standard “Comments to Author” and “Comments to Editor” boxes, you can also include Manuscript Rating and Custom Review Questions on the Review Form



Reviewer Forms

Reviewer Comments to Author

I like this paper.

A few revisions and then this is ready to publish:

Page 3, line 5 - more explanation needed, and citations

Page 15, line 24 - this paragraph needs clarifying

.....

[Insert Special Character](#) [Open in New Window](#)

Reviewer Confidential Comments to Editor

I like this and recommend publication after revision

[Insert Special Character](#) [Open in New Window](#)



Editor Forms

Editor Decision and Comments for Manuscript Number DEMO.2017.0010

Tea is Essential to Life!

Original Submission
Eddie Editor (Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [Send E-mail](#)

Original Submission	
Eddie Editor (Editor)	Assigned - No Decision
Author Decision Letter	
W Worm (Author)	

If the decision is Revise, the author has days to revise this submission.

These instructions are customizable by the journal.

The subject addressed in this article is worthy of investigation.


N/A 1 2 3

The information presented was new.

N/A 1 2 3 4 5

The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10



Editor Forms

[Editor Instructions](#)

Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:



Comments to Author

[Insert Special Character](#) [Open in New Window](#)



Editor Forms

Reviewer Questions and Responses

Responses to custom review questions are not available for this revision of the submission.

Editor Decision Phrases

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- This is a good paper.
- The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
- The reviewers have evaluated your paper and have recommended some changes.
- I am sorry to tell you that your submission has not been successful.
- Your submission to our journal has not been successful. The reason for this is....

Editor Review Questions

[Insert Special Character](#)

When you select the checkbox next to the question, the question and answer can be merged into the decision letter.

*Will this paper be of interest to our readers?

 ▼

*Would you recommend that we publish this manuscript?

 ▼

*Were the Reviews helpful in making the decision?

 ▼

Cancel

Save & Submit Later

Proof & Print

Proceed

Reviewer and Editor Forms - Configuration

☐ Reviewer and Editor Form Policies

Custom Review Questions for Editors and Reviewers

[Create/Edit Custom Review Questions](#)

Manuscript Rating Question Configuration

[Edit Manuscript Rating Questions](#)

[Overall Manuscript Rating Question Settings](#)

[Edit Manuscript Rating Instructions](#)

Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Configure ORCID Review Deposit](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

Editor Decision Policies

[Edit Editor Decision Terms](#)

[Configure Editor Decision Phrases](#)

[Create/Edit Editor Forms](#)

[Match Editor Forms to Article Types and Editor Roles](#)

[Editor Manuscript Rating Question Configuration](#)

[Configure Options for Review Rating](#)

[Configure Automatic Withdrawal of Declined Revisions](#)

Add Manuscript Rating Question

[Insert Special Character](#)

Add Manuscript Rating Question:

Maximum Manuscript Rating Question length is 256 characters.

Choose the Manuscript Rating scale for this question:

- 1-3
- 1-5
- 1-10

Cancel

Submit

Manuscript Rating Questions are configured in Policy Manager



Reviewer and Editor Forms - Configuration

Review Form and Manuscript Rating Configuration

In the grid below, please specify the Review Form to use for each Article Type / Reviewer Role combination. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types. Use the "Select" link to choose which Manuscript Rating Questions to use for the associated Article Type and Reviewer Role.

Cancel Submit

Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types

Reviewer Role	Reviewer	EB Reviewer	Test Reviewer
Article Type			
Original Study	New: EMUG <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: EMUG <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	

Reviewer Manuscript Rating Questions Original Study / Reviewer

Check the boxes to include the questions in Manuscript Ratings for this Article Type/Reviewer Role. Reviewers are presented with these questions when submitting their review. You may change the order of the question display for Reviewers by renumbering the boxes in the Order column. You can also specify whether answering the question is Optional or Required. If a question is Required, the Reviewer will not be permitted to submit a recommendation without first answering the question.

Select All

Select	Order	Manuscript Rating Question	Answering the Question is:	
<input type="checkbox"/>		A) The subject addressed in this article is worthy of investigation here	<input type="radio"/> Required	<input type="radio"/> Optional
<input type="checkbox"/>		B) The information presented was new.	<input type="radio"/> Required	<input type="radio"/> Optional
<input type="checkbox"/>		C) The conclusions were supported by the data.	<input type="radio"/> Required	<input type="radio"/> Optional
<input checked="" type="checkbox"/>	1	D) Please rate you EMUG experience.	<input checked="" type="radio"/> Required	<input type="radio"/> Optional
<input checked="" type="checkbox"/>	2	E) Please rate the manuscripts interest to our readers.	<input checked="" type="radio"/> Required	<input type="radio"/> Optional
<input checked="" type="checkbox"/>	3	F) Would you consider the material presented time sensitive?	<input checked="" type="radio"/> Required	<input type="radio"/> Optional

Apply these Questions to All Reviewer Role / Article Types

- Manuscript Rating Questions are configured in Policy Manager
- Select the rating questions
- Assign them to a Review Form
- Review Forms are assigned by Reviewer Role and Article Type

Reviewer and Editor Forms - Configuration

Create Custom Review Questions for Reviewers and Editors

Listed below are the custom questions which may be displayed as part of a Review Form and/or an Editor Form. Questions can be used on Review Forms and Editor Forms, but a question can only be added once per form.

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Edit link and selecting the Hide checkbox. Hidden questions are displayed at the bottom of the list in gray italic text.

To add a new question, click the Add button.

[Add](#)

Question	Actions
Are you willing to review the revision of this manuscript?	Edit
Will this paper be of interest to our readers?	Edit
Please rate the research:	Edit
Would you recommend that we publish this manuscript?	Edit
1. Suitability. Please grade on a scale from 1 (low) to 5 (high). (a). Quality of Science. i Originality	Edit
ii Quality of data	Edit
iii Quality of statistical analysis	Edit
iv Quality of interpretation	Edit
Were the Reviews helpful in making the decision?	Edit

[Add](#)

[Create/Edit Review Forms](#)

[Match Reviewer Forms to Article Types and Reviewer Roles](#)

[Create/Edit Editor Forms](#)

[Match Editor Forms to Article Types and Editor Roles](#)

[Return to PolicyManager](#)

- Manuscript Review and Editor Questions are configured in Policy Manager
- Select the questions
- Assign them to a Review Form
- Review Forms are assigned by Reviewer Role and Article Type



Reviewer and Editor Forms - Configuration

Add Custom Review Question

Enter the question, default response text (if required), and any instructions to be displayed as part of the Review Form used at the Submit Recommendation step of the review process and on the Editor Form used at the Submit Editor's Decision and Comments step. The Hide checkbox allows inactivation of an obsolete question. Once hidden, a Review Question is no longer available for inclusion in new Review and Editor Forms.

Reviewer responses must be configured to use a specific Response Type: **Text** and **Notes** responses can contain any mix of characters and numbers. A **Date** response must be entered in a mm/dd/yyyy format. **Integer** and **Decimal** responses can contain only a number or decimal point. A **List** response requires the Reviewer or Editor to select from the list of responses. If **List** is chosen for the response type, additional options will appear which allow configuration of the list choices and type (dropdown, radio, checkboxes or scrolling selector). The **Yes/No** and **Yes/No/NA** response types will create a dropdown list with the options of Yes, No and Yes, No, Not Applicable, respectively. The **Yes/No/Text** response type will display a text box to gather additional information if the user chooses an option which requires further clarification.

Cancel Submit

Question:

Insert Special Character

Instructions for Reviewer or Editor Response:

Insert Special Character

- Hide:** When you **Hide** a Custom Review Question, the question is deactivated (not available for use with new Review or Editor Forms).
- Available for Decision Letter Merging:** When you select this checkbox, both the question and answer can be merged into the decision letter using the %REVIEW_QUESTIONS_AND_RESPONSES% or %RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR% merge fields (for Reviewers) or the %EDITOR_QUESTIONS_AND_RESPONSES% and %EDITOR_RESPONSES_AND_COMMENTS_TO_AUTHOR% merge fields (for Editors). Editors will be able to de-select individual responses before the Author is notified. The Reviewer question and answer will also be inserted into Reviewer Invitation/Assignment Letters by the %REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR% merge field, for those reviews explicitly selected by the Editor for inclusion.

Response Type:

Yes/No/Text

Trigger Value for Additional Information Request:

Yes
 No

Additional Information Request Text:

Additional Information Minimum Field Length:

0
(Must be less than or equal to the Maximum Field Length)

Additional Information Maximum Field Length:

(A value from 1 to 2000)

Cancel Submit

Text
Date
Integer
Decimal
Notes
List
Yes/No
Yes/No/NA
Yes/No/Text



Reviewer Forms - Configuration

Current Custom Review Question List

		Required for Submission	Visible to Reviewers	Visible to Author
	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Will this paper be of interest to our readers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Please rate the research:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Would you recommend that we publish this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+ Add Custom Review Question](#)

Display Co
 Merge i
 Keep se
Default Text fo

Display Co
Default Text fo

Is there a finan
YES __ NO __
Please give a frank account of the strengths and weaknesses of the article:

Select Custom Review Questions for Review Form

Custom Review Questions available for use on the Review Form are displayed below. Select the questions you wish to add and click the 'Save' icon to add them to the Review Form.

[Select All](#) | [Clear All](#)

- 1. Suitability. Please grade on a scale from 1 (low) to 5 (high). (a). Quality of Science, i Originality
- ii Quality of data
- iii Quality of statistical analysis
- iv Quality of interpretation
- Were the Reviews helpful in making the decision?

[Select All](#) | [Clear All](#)

Select the questions you want on your Review Form



Reviewer Forms - Configuration

Edit Review Form

Review Form Name:

- Hide - When you **Hide** a Reviewer Form, the form will be deactivated (not available for use with any Article Types).

Reviewer Instructions:

Display Reviewer Instructions in popup

[Insert Special Character](#)

Dear Reviewer:

Please find below some instructions that will help you perform your review of this paper.

You will have been sent the date that your review is due in the 'Reviewer instructions and due date' email please make sure that you submit your review by this date or notify the Journal office if you think you will need longer.



Reviewer Forms - Configuration

Indicate whether the question is required

Should the response be viewable by other reviewers or the author?

Current Custom Review Question List		Required for Submission	Visible to Reviewers	Visible to Author
	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Will this paper be of interest to our readers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Please rate the research:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Would you recommend that we publish this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Add Custom Review Question				

Display Comments to Author text box

- Merge into Editor Comments in Decision Chain
 Keep separate from Editor Comments in Decision Chain

Default Text for Comments to Author:

[Insert Special Character](#)

Display Comments to Editor text box

Default Text for Comments to Editor:

[Insert Special Character](#)

Is there a financial or other conflict of interest between your work and that of the authors?

YES __ NO __

Please give a frank account of the strengths and weaknesses of the article:

The following sections may be displayed to the Reviewer on the Reviewer Recommendation Page. Please select the order in which you would like them to appear. Note that Manuscript Rating Questions are configured elsewhere and do not appear for revisions. This setting determines where they will display on the Review Form only when applicable.

Order	Review Form Section
<input type="text" value="1"/>	Reviewer Instructions
<input type="text" value="2"/>	Custom Review Questions
<input type="text" value="3"/>	Manuscript Rating Questions
<input type="text" value="4"/>	Comments to Authors and Editors



Reviewer and Editor Forms - Configuration

Edit Editor Form - Default Editor Form

The Editor Form is displayed when the Editor clicks the 'Submit Editor's Decision and Comments' link. Editor Forms can [\(more...\)](#)

Editor Form Name:

Editor Instructions:

[Insert Special Character](#)






After reviewing the comments from Reviewers, please choose your Decision term.




Default Text for Confidential Comments to Editor:

[Insert Special Character](#)

Please give a frank account of the strengths and weaknesses of the article:

Reviewer and Editor Forms - Configuration

Current Custom Review Question List		Required for Submission
 	Will this paper be of interest to our readers?	<input checked="" type="checkbox"/>
 	Would you recommend that we publish this manuscript?	<input checked="" type="checkbox"/>
 	Were the Reviews helpful in making the decision?	<input checked="" type="checkbox"/>
+ Add Custom Review Question		

Current Editor Decision Phrase List		+ Add Editor Decision Phrase
 	This is a good paper.	
 	The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.	
 	The reviewers have evaluated your paper and have recommended some changes.	
 	I am sorry to tell you that your submission has not been successful.	
 	Your submission to our journal has not been successful. The reason for this is....	
+ Add Editor Decision Phrase		

Display Reviewer Questions and Responses Grid

Display Editor Questions and Responses Grid

Order

- 'Confidential Comments to Editor/Author' textboxes
- Manuscript Rating Questions (when displayed)
- Reviewer Questions and Responses (when displayed)
- Editor Decision Phrases (when displayed)
- Editor Review Questions (when displayed)
- Editor Questions and Responses (when displayed)

[Update Order](#)

[Cancel](#)

[Submit](#)

Basic Reporting

Saved searches, creating custom reports, searching people and submissions



Basic Reporting

- Searching Submissions
 - Displays a list of submissions
 - Search results can be downloaded
 - Search results can be saved to the Editor main menu (Quick Search)
 - Search results can be shared with selected Editor roles
- Hard Wired Reports
- Creating Custom Reports



Search Submissions

Where is it?



Search Submissions

The screenshot displays the Editorial Manager interface. At the top left is the Aries Systems logo and the text "Training and Demo Site". A navigation bar contains links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. On the right, the "em Editorial Manager" logo is visible, along with "Go to:" and "Role:" dropdown menus. The "Go to:" menu is open, showing options: "-- Search Page --", "Submissions" (highlighted), "Submissions (Production)", "Proposals", "People", "-- Quick Access --", "Production Status Grid", and "System Administrator Functions". Below the navigation bar are tabs for "Editorial", "Proposal Menu", and "Production Tasks". On the left, a "Super User (all access) Main Menu" section includes "Quick Searches:" with links for "Boot Camp 2018" and "test 5/3/11". In the center, a "Submissions With:" table shows counts for 0, 1, and 2 reviews complete. At the bottom, a "Search" box contains links for "Search Submissions" and "Search People".

Submissions With:		
0 Reviews Complete	1 Reviews Complete	2 Reviews Complete
0	0	0

Search Submissions | Search People

- Editors with permission can Search Submission.
- You can choose whether editors can search for all submissions, or only those assigned to them.
- Search from “Go To” menu or Search Submissions link.



Search Submissions

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
	Manuscript Number	is	Contains		
	Classification				
	Color Figure Requested				
	Submission Flag Name				
	Production Status Term				

Help with

- Use
- The
- for
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- refi
- If y
- par
- Sel
- You

Sub. Target Online Publication Date
Sub. Actual Online Publication Date
Pre-Selected Schedule Group
Schedule Group Description
Schedule Group Notes
Schedule Group Target Online Publication Date
Schedule Group Target Publication Date
Schedule Group Target Publication Volume
Schedule Group Target Publication Issue
Target Number of Pages
Black and White Image Count

[Editorial Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
	Submission Flag Name	is	Equal To	Missing Copyright Tra	

- You can search on many different criteria.



Search Submissions

Search Submissions - Search Results
Submission Flag Name is equal to 'Missing Copyright Transfer Information'

Page: 1 of 1 (6 total submissions) 1 10 results per page.

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Short Title	Keywords	Classification	Current Status	Status Date	Initial Date Submitted	Review Status
Action Links 	WEBDEM-D-11-00007R1		Super User	RADT May 9 Training	Original Study		RADT;May 9;Training;	10: First Major Terr 20: Second Major T 20.500: Minor Term unc	Completed Accept	May 16, 2011	May 09, 2011	
Action Links 	WEBDEM-D-11-00018		Super User	Test Paper 5/3/11	Annual Meeting Abstract			10: First Major Terr 10.200: Minor Term unc 20: Second Major T	Accept and Transmit Conference Submission	Aug 12, 2011	Aug 12, 2011	

Hover over the flag icon to display a description of the flag

- Save Search
- Download Search Results
- Search Again
- Learn More



Search Submissions

Super User (all access)
Main Menu

Quick Searches:

[Boot Camp 2018](#)

[test 5/3/11](#)

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
0	0	0	0	0

Search

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

ia

Check the provided checkbox and click the "Submit" button again to overwrite the existing search with this one. Alternatively, enter a new name for your saved search before proceeding.

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Missing Copyright Transfer Information'	<input type="text" value="Boot Camp 2018"/>
	<input checked="" type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Quick Search

- Save a search to the main menu
- Clicking the quick search link displays the current result set



Search Submissions

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition: Choose Saved Search

[Remove Search Definition](#) [Edit Selected Search Definition](#) [Share Selected Search Definition](#) [Run Selected Search Definition](#)

[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
	Manuscript Number	is	Contains		
	Classification				
	Color Figure Requested				
	Submission Flag Name				
	Production Status Term				

[Add](#)

[Clear](#) [Search](#)

Help with Searching

- Use
- The
- You
- If y
- Sel
- You

Sub. Target Online Publication Date

Sub. Actual Online Publication Date

Pre-Selected Schedule Group

Schedule Group Description

Schedule Group Notes

Schedule Group Target Online Publication Date

Schedule Group Target Publication Date

Schedule Group Target Publication Volume

Schedule Group Target Publication Issue

Target Number of Pages

Black and White Image Count

Editorial Menu
Production Tasks Menu
Production Status Grid

Save Search Criteria

Select the Roles that will be able to use this Search Definition. Users with access to 'Search Submissions' or 'Search Proposals' links will be able to select the definitions there; users without access to these links can only use searches that are configured with the 'Show this Search in Main Menus' option set.

[Cancel](#) [Proceed](#)

Include	Role:
<input type="checkbox"/>	Managing Editor
<input type="checkbox"/>	Editor (by invitation)
<input type="checkbox"/>	Editorial Assistant - with tech check
<input type="checkbox"/>	Super User (all access)
<input type="checkbox"/>	Editor-in-Chief

Sharing Saved Searches

- Editors with permission can share their search with selected Editor roles.

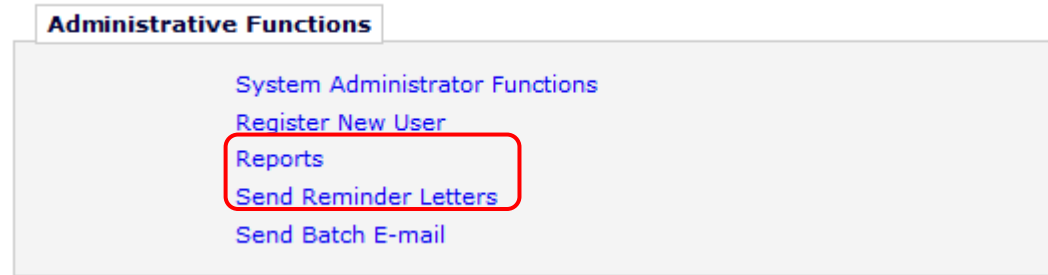


Hard Wired Reports

Tell me how many....



Hard Wired Reports



- Editors with permission can access reports from the Administrative Functions section of their main menu.
- The **Reports** link displays all hard wired reports, including reminder reports.
- The **Send Reminder Letters** link displays only reminder reports.



Hard Wired Reports

Reports

Report Tools

- [Enterprise Analytics Reporting](#)
- [Cross-Publication Enterprise Analytics Reporting](#)
- [General Data Export](#)
- [Custom Report](#)
- [Search/Manage Conference Submissions](#)

Status Reports

- [Accepted Manuscripts Without a Publication Date](#)
- [Current Status Report](#)
- [Publishing Pipeline Report](#)
- [Published Table of Contents Report](#)
- [Editor's To-Do List Report](#)
- [Current Role Designations Report](#)

Author Reminder Reports

- [Co-Author Reminder Report](#)
- [Author Revision Status Report](#)
- [Author Revision Reminder Report](#)
- [Automated Author Revision Reminder Report](#)
- [Automated Author Transfer Reminder Report](#)

Invited Author Reports

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

Editor Reports

- [Assignment Status Report](#)
- [New Assignments Report](#)
- [Required Reviews Complete Report](#)

Reviewer Reports

- [Reviewer Invited - No Response Report](#)
- [Reviewer Reminder Report](#)
- [Automated Reviewer Reminder Report](#)

Manuscript Rating Reports

- [Manuscript Ratings Report](#)
- [Manuscript Ratings by Issue Report](#)
- [Manuscript Ratings Summary Report](#)

Summary and Annual Reports

- [Classification Index Report](#)
- [Document Classification List Report](#)
- [Reviewer Performance Report](#)
- [Editor Performance Report](#)
- [Journal Accountability Report](#)
- [Manuscript Country/Region of Origin Summary Report](#)
- [Manuscript Country/Region of Origin Detail Report](#)
- [Reviewer Country of Origin Report](#)
- [ISO Standard Country Comparison Report](#)

ProduXion Manager Reports

- [Submission Tasks Reminder Report](#)
- [Schedule Group Tasks Reminder Report](#)
- [Editor/Publisher Assignment Totals by Task Type Report](#)

[Main Menu](#)



Hard Wired Reports

☐ Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

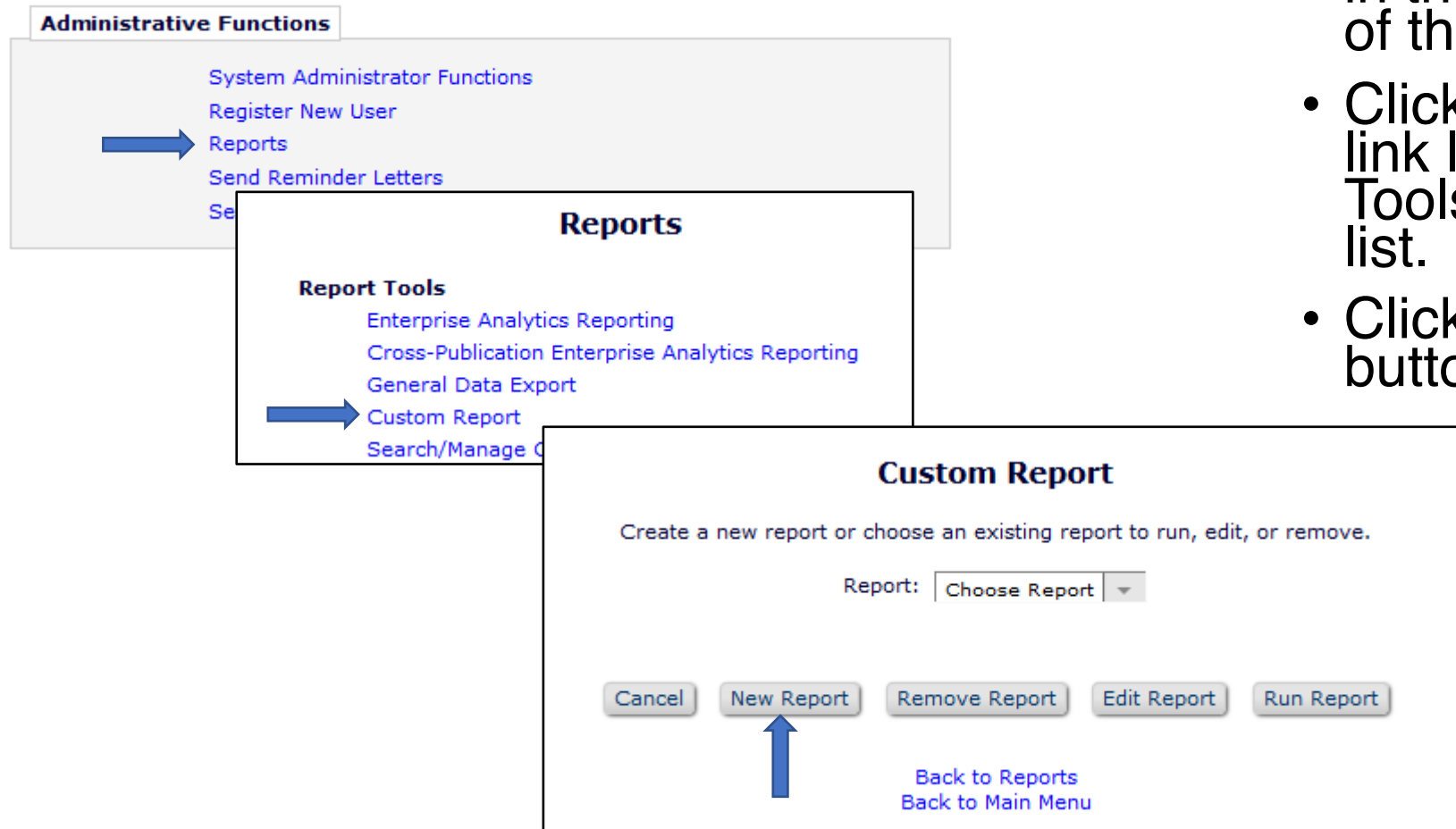
[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

- **Automated Editor Summary Reminders** are not configured in the Reporting section. They are configured in Policy Manager – Editor Assignment Policies



Creating Custom Reports



- Click the **Reports** link located in the Administrative Section of the Editor main menu.
- Click the **Custom Reports** link located in the Report Tools Section of the Reports list.
- Click on the **New Reports** button.



Creating Custom Reports



Create Custom Report

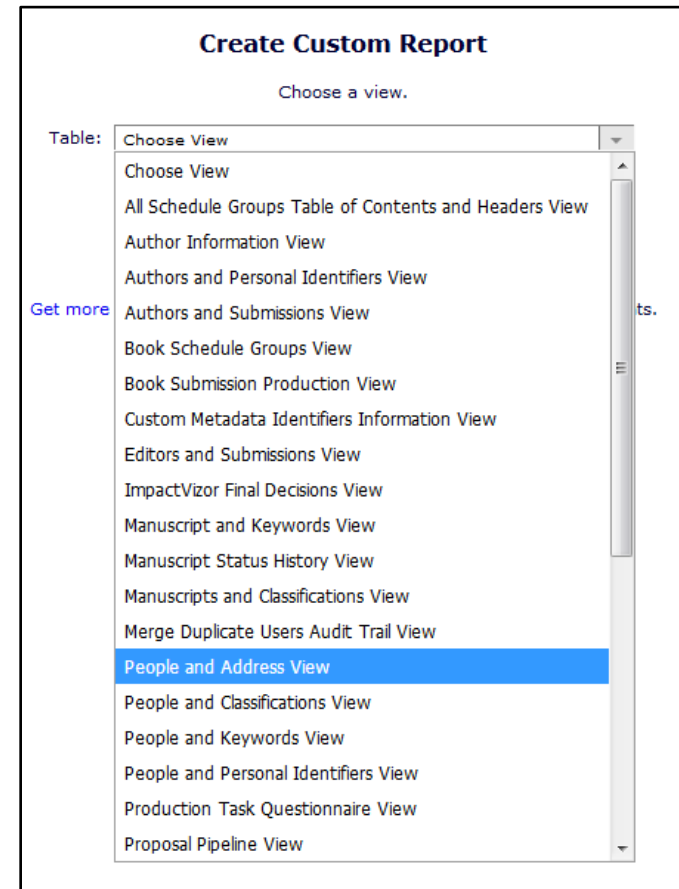
Choose a view.

Table: Choose View

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

[Get more help](#) about Editorial Manager database Views and their contents.

[Back to Reports](#)
[Back to Main Menu](#)



Create Custom Report

Choose a view.

Table: Choose View

[Get more](#)

- Choose View
- All Schedule Groups Table of Contents and Headers View
- Author Information View
- Authors and Personal Identifiers View
- Authors and Submissions View
- Book Schedule Groups View
- Book Submission Production View
- Custom Metadata Identifiers Information View
- Editors and Submissions View
- ImpactVizor Final Decisions View
- Manuscript and Keywords View
- Manuscript Status History View
- Manuscripts and Classifications View
- Merge Duplicate Users Audit Trail View
- People and Address View**
- People and Classifications View
- People and Keywords View
- People and Personal Identifiers View
- Production Task Questionnaire View
- Proposal Pipeline View

- Select the View that best describes the information you want to report on.
- Click “Get more help” for a list of views and the data elements available within that view.
- Click Submit.



Creating Custom Reports

Custom Report - People and Address View

Select the fields to include in the report.

Cancel

Submit

Check All Clear All

- Publication Code
- First Name
- Secondary First Name Field
- Middle Name
- Last Name
- Secondary Last Name Field
- Username
- Password
- Title
- Degree
- Nickname
- Person is a Publisher
- People Record is Inactive
- Publisher Role
- Person is an Editor
- Editor Role
- Editor Description
- Person is Available as a Reviewer

- Select the data elements that you want in your report.
- Click Submit.



Creating Custom Reports

Custom Report - People and Address View

Choose the criterion for selecting People and Address View Records: To run a report in cross-publication mode, select the 'Cross-Publication Report - All Publications' checkbox. Selecting this checkbox will include all sites associated with the same publisher.

[Insert Special Character](#) [Help with Searching](#)

Criterion	Selector	Value
Publication Code	CONTAINS	
Publication Code	CONTAINS	
Publication Code	CONTAINS	
Publication Code	CONTAINS	
Publication Code	CONTAINS	

First ORDER BY First Name in ASCENDING order.

Then ORDER BY First Name in ASCENDING order.

Exclude inactivated users

Cross Publication Report - All Publications

Show results onscreen

Create extraction data file for download

Show summary only

Download extraction data file only


- Constrain your report if necessary using the Criterion pulldown.
- Check the Create extraction data file for download to download the file.



Creating Custom Reports

Custom Report - People and Address View

Display First Name, Last Name, Editor Role, Reviewer Role, Institution, E-mail Address from People & Address View

[Download the Data File](#) 

[Download the data file in Unicode format - UTF-8](#)

Page: 1 of 14 (136 total records searched) 1 2 3 4 5 6 7 8 9 10 >> >| Display results per page.

First Name	Last Name	Editor Role	Reviewer Role	Institution	E-mail Address
Oliver	moore				trash1@ariessys.com
pippy	longstocking				trash1@ariessys.com
Anne	Gable				trash1@ariessys.com
Mary	Jones				trash1@ariessys.com
Caroline	Webber				trash1@ariessys.com
Winnifred	LaFarge				trash1@ariessys.com
author	one			Institution	trash1@ariessys.com
Associate	Editor				trash1@ariessys.com
tony	alves				trash1@ariessys.com
wendy	wendy		Test Reviewer		trash1@ariessys.com

Page: 1 of 14 (136 total records searched) 1 2 3 4 5 6 7 8 9 10 >> >| Display results per page.

[Download the Data File](#)

[Download the data file in Unicode format - UTF-8](#)

[Save Report Definition](#) 

[Modify Output Fields](#)
[Modify Search Criteria](#)

[Back to Custom Report](#)
[Back to Reports](#)
[Back to Main Menu](#)

- Click the Download the Data File link to download the file.
- Click the Save Report Definition button to Save the Report.



Creating Custom Reports

The image shows two overlapping screenshots of a web application interface. The top screenshot, titled "Save Custom Report", features a text input field labeled "Report Name:" containing the text "Boot Camp 2018". Below the input field are two buttons: "Cancel" and "Submit". The bottom screenshot, titled "Custom Report", contains the instruction "Create a new report or choose an existing report to run, edit, or remove." It features a "Report:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "Choose Report" (highlighted in blue), "Boot Camp 2018", and another "Choose Report" option. Below the dropdown menu are five buttons: "Cancel", "New Report", "Remove Report", "Edit Report", and "Run Report". At the bottom of this screenshot are two blue links: "Back to Reports" and "Back to Main Menu".

- Name the report.
- The report will appear in Choose Report pulldown menu. You can choose to run, edit or remove the saved report.



Resources

*How to utilize the “Help” link and
the Aries video tutorial library;
contacting your account
coordinator*



Resources: How to Get Help While Using EM



- If you're feeling stranded at some point in your workflow, fear not! There are multiple resources available that can be used to your advantage.



Resources: How to Get Help While Using EM



- The “Help” link
- The Video Library
- Contact your Account Coordinator



Resources: How to Get Help While Using EM



AUTHOR HELP	REVIEWER HELP	EDITOR HELP	PUBLISHER HELP
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[Minimum system requirements and browser recommendations](#)

What's new in version 16.0?

Complete feature details can be found in the [release notes](#)

Short on time? Try the [release digest](#)

Browse additional resources in our [video library](#)

- Help Links and What They Do:
- The [Release Notes](#) detail what's new to EM in version 16.1, including details about the setup and advantages of the new author interface.
- The [Release Digest](#) is essentially a condensed version of the Release Notes. They list each new enhancement present in 16.1 what it does and the approximate time it takes to be configured.
- The link to [Aries' Video Library](#) brings up several pages of tutorial videos located on www.ariessys.com. These videos provide helpful, step by step tutorials on a range of EM processes, from updating your personal information to running and saving searches and results.
- In addition to these links, there is also a search bar that can be seen by clicking on the magnifying glass icon above the em logo. Users can enter a word or phrase they'd like to learn about into the bar, and multiple results can be brought up, explaining functionality, configuration and more.



Resources: How to Get Help While Using EM



ALL VIDEOS

Use 'CTRL + F' to search list by keyword

Action Links Compression
Adding Co-Authors
Article Workflow – Submission Items
Assessing Reviewers and Reviewer Statistics
Assigning Contributors in EM
Automated Image Quality Check
Automated Plagiarism Detection ⓘ
Automatic Formatting of Bibliographic Information
Checking the Status of Submitted Manuscripts
Co-author Workflow
Collecting Social Media Content
Configure Issuing DOI at Acceptance
Configure Task Submittal Questions & Checklists
Configuring a Production Status
Contributor Invitation
Convenient Access to Reviewer Status Information
Conveniently Reminding Reviewers with Ad Hoc Letters
Creating Custom Fields for Details Page Display
ORCID Integration

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Top Five Innovations for Reviewers Using Editorial Manager ★
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Transition to Xtract Submission Interface in Version 14.1: Updating Author Instructions ★
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Manuscript Submission with Xtract in Editorial Manager ★
Top Five Tips for Authors Using Editorial Manager ★
Reviewer Experience: Responding to Reviewer Invitations in Editorial Manager ★
Editor Experience: Making a Decision ★
Assigning Reviewer Numbers ★

- The library offers dozens of tutorials and walkthroughs, from EAR-related videos to system administration.
- Step-by-step commentary can help guide users through processes.



You are survivors of Editorial Manager Bootcamp 2020!



Nothing can extinguish your determination!



Any Questions?

