Editorial Manager®

Tutorial for Editors

Version 17.0 | Q2 2021

Powered by: Aries systems

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Registration and Login

Registration and Submission with ORCID

Users may not only retrieve their ORCID record but also their name and contact details from their ORCID record. Users who select this option will experience the standard ORCID authorization interaction, giving Editorial Manager (EM) permission to read information from their profile.

Choose a Registration Method

Retrieve your details from the ORCID registry:

iD 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?

The Author is taken to ORCID sign-in.

ORCID

Sign into ORCID or Register now

👤 Personal account   🏛 Institutional account

Sign in with your ORCID account

Email or iD
[Email or iD]

ORCID password
[ORCID password]

Sign into ORCID

Forgotten your password?

Sign in with a social media account ❓

f g+

The Author grants permission for ORCID to push their information to EM registration.
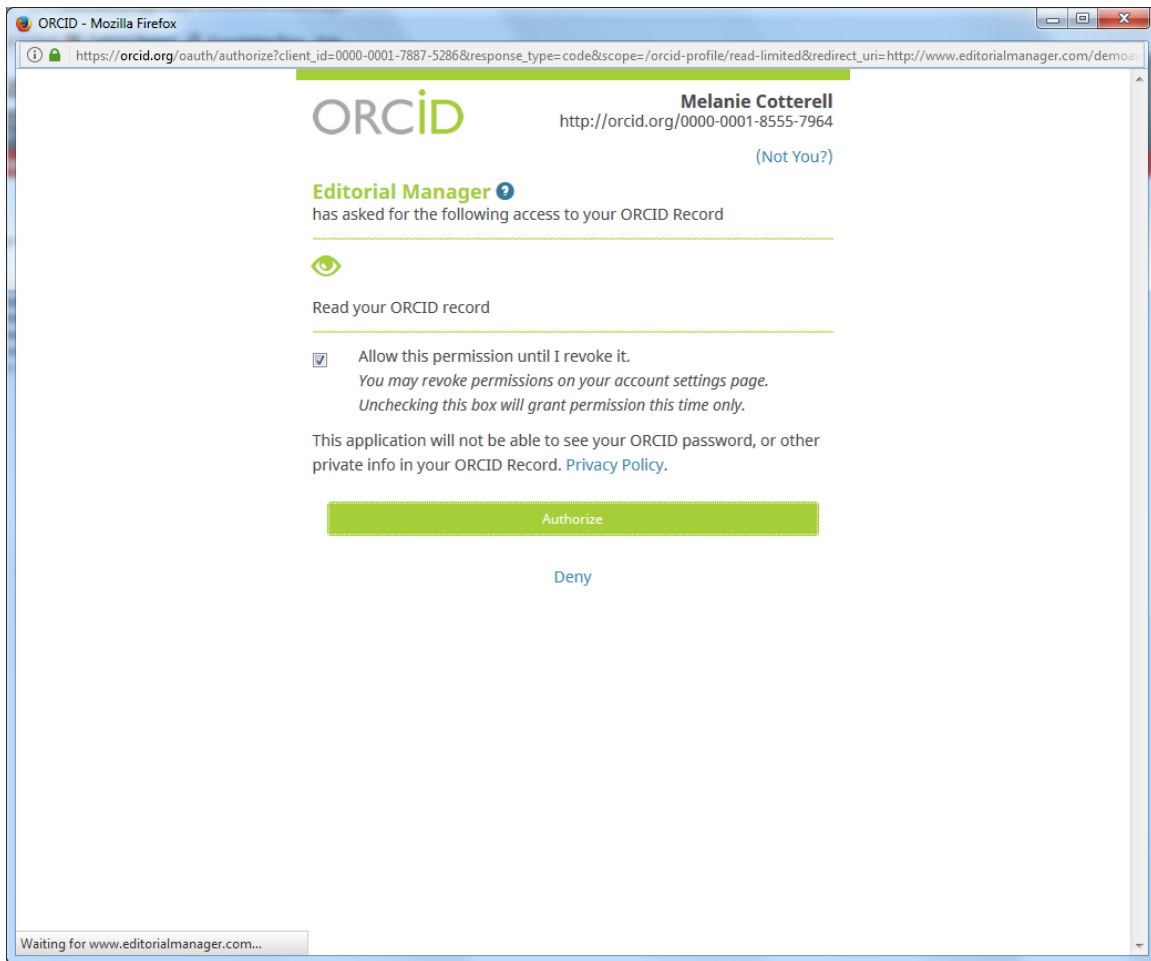
If the data are available and not set to private in the ORCID record, the following fields will be populated in EM:

- Given/First Name
- Family/Last Name
- E-mail Address
- Position
- Institution
- Department
- City
- State or Province
- Country
- Keywords (if configured as a Registration Field)

Corresponding Authors can be required to have an authenticated ORCID record before they can submit, which must be configured in *PolicyManager*.

Login with ORCID

Click on LOGIN on the navigation banner to reach the Editorial Manager Login screen (see below). Some publications also have the login box on main page. Enter the assigned username and password into the appropriate fields.

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Underneath the username and password are four buttons labeled as shown:
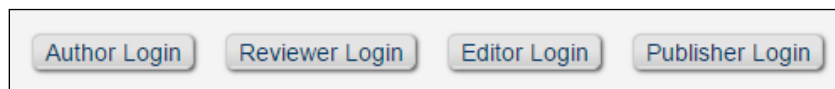
Each box represents one of the four role families that EM uses to define the different levels of activity and permissions available to users associated with the publication. Select Editor Login to be brought to the Editor Main Menu.

Each role family will provide the end user with a menu that covers permitted activity on the publication. It is possible for one user to have a role from each of the four families. By default, every user has the role of Author, which is the only role within the Author family. Each user has only one username and password, which is required to access different role menus.

Role Families and Copying Existing Roles during Configuration

It is important to note that existing roles may be copied when configuring user roles. It is possible to modify the permissions for new roles rather than starting from scratch in configuring each role. A 'Copy' link appears next to each role in *RoleManager*. The following configured settings are copied to the new Editor role: Letters in *ActionManager*, Editor Form configuration, Bibliographic Searches, Shared Searches, and Production Tracking assignment capabilities (both Production Tasks and Schedule Group Tasks).

In addition to copying roles, it is also possible to copy Article Types. A 'Copy' link appears for each Article Type and when an existing Article Type is copied, the new Article Type is automatically set to 'Hidden' and the following settings are transferred to the new Article Type:

- All options on the *'Edit Article Type'* page (including Submission Item parameters and Submission Item Metadata)

- Review Forms

- Editor Forms and Manuscript Rating Questions

- Additional Manuscript Detail Fields associated with the Article Type

Single Sign-on via ORCID

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Users who have already authenticated an ORCID with the EM user account will be able to login with their ORCID credentials immediately. First-time Editorial Manager users will have to first authenticate their ORCID record before successfully logging into EM.

Once Single Sign-on via ORCID is enabled, an ORCID icon will display on the login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID record to use for the login. Once verified, assuming they have previously authenticated their ORCID record, the user is logged into EM.

If they have not previously authenticated their ORCID record, EM will ask them to log in (or register) normally – this will automatically authenticate their ORCID record for that EM login, and they will be able to log in via ORCID in future.

> **Note:** *The user's ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login then the ORCID site provides EM with the ORCID record to use via a secure channel.*

Sample Login *page with the ORCID login option*

Example ORCID login

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Example ORCID authentication interaction after login

Note: *The Editorial Manager information on the ORCID Login page and ORCID Authentication page can be replaced by your journal's branding. Contact your Account Coordinator for details.*

Hide Preferred Method of Contact During Registration

To reduce the burden on journal staff and to reflect the reality that most editorial contact occurs by email, System Administrators may hide the existing author-specified Preferred Method of Contact throughout the system. Email becomes the default method of contact. An email address will be required for all new registrations and must be populated when user account information is updated in EM.
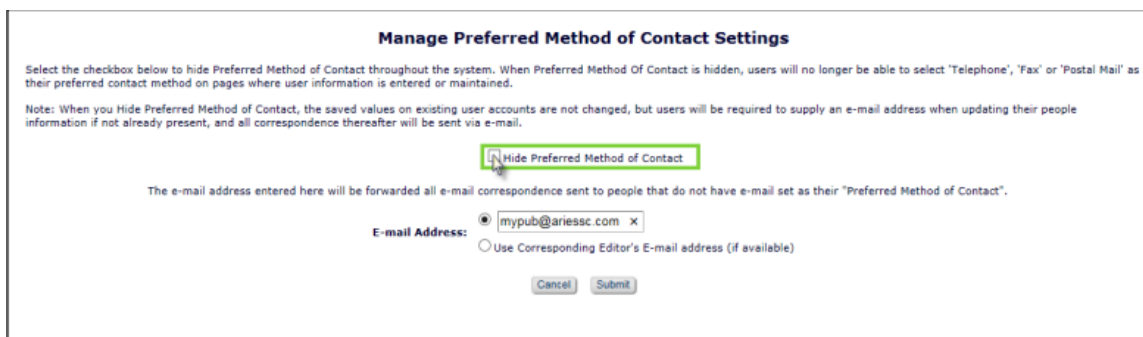
Proxy as User after Proxy Registration

Editors with proxy permission can access the standard yellow-highlighted proxy links on the confirmation screen immediately following a successful proxy registration of a new user.

Note: *This applies to proxy registrations initiated via the 'Register New User' link on the* Editor Main Menu and Search People – Search Results*. There are no changes to proxy registrations initiated via the Invite Reviewer or Invite Author workflows.*

Sample Proxy Registration Complete Confirmation *page – Editor has 'Proxy for Authors' and 'Proxy for Reviewers' permissions and the newly registered user was given a Reviewer Role.*

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Proxy Registration Complete Confirmation

You have successfully registered Holly Bang [frffd@ariessys.com].

Proxy as: [Author] [Reviewer]

Editor Main Menu

Switching Between Roles

Text on the banner will indicate if you are not logged in to EM.
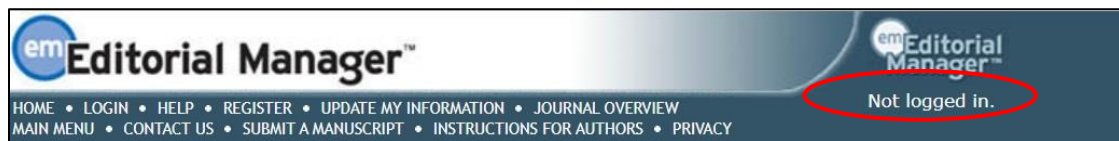
If you are logged in, the username is displayed on the navigation banner, along with a drop-down menu containing all roles currently assigned.

Clicking on the Role drop-down menu displays all roles that have been assigned to the user's record. Selecting any of those roles will display the appropriate EM menu.

Using the 'Go to' Drop-Down to Access Other Publications and Search Pages

The 'Go to:' drop-down allows Editors to easily switch between other publications operated by a specific Publisher as well as quickly access search pages available based on an Editor's permissions. If enabled, a 'Go to:' drop-down menu appears in the EM navigation bar containing a list of publications selected by the user, allowing the user to switch directly to the desired publication. This menu may also provide access to search functions for users configured with the proper search permissions. Search pages available via these quick links include:

Submissions – Search Submissions, Editorial
Submissions (Production) – Search Submissions, Production
Proposals – Search Proposals
People – Search People

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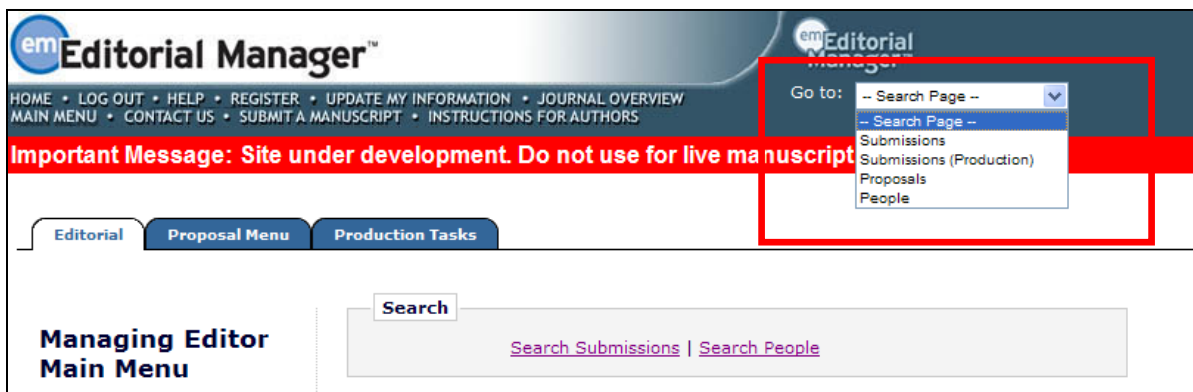
For users on a site configured with the Cross-Publication Login feature and with the necessary search permissions, the "Go to:" drop-down will display the Search Page section first, followed by the Publication list.

Site administrators will have access to a third section in this menu, which provides a quick link to the System Administration Functions.

Multi-Language Toggle

If your publication is configured with secondary languages, you will see a 'language drop-down' located on the navigation bar. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available languages. Your preferred language is recorded as the one most recently displayed. If you switch to an alternate language, the system records your preference, and will display the site in that language at each subsequent login.
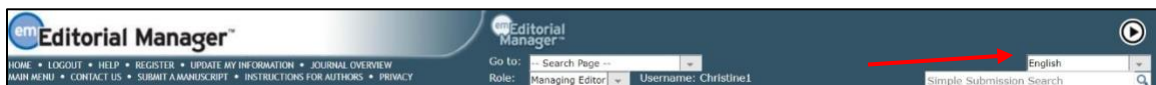
Time Zone Display

Depending on the configuration of your publication, you may see a 'Time Zone Footer' frame when logged into Editorial Manager. This displays the current site time as well as your local time. Clicking on the link 'Site time' brings up a pop-up window providing additional time zone information.

'Editor Main Menu'

The 'Editor Main Menu' is divided into sections. For the purposes of this tutorial, the Editor role will be referred to as 'Editor'.

If any of the features shown in this menu or tutorial are not visible to a particular role, the publication has not assigned that permission for the 'Editor role'.

Overview of 'Editor Main Menu'

Submissions With:

0 Reviews Complete	1 Review Complete	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
0	0	0	0	0

Managing Editor Main Menu

Search

Search Submissions | Search People

Search

The Search Menu is split into two main areas – 'Search Submissions' and 'Search People'. It will be located on the 'Editor Main Menu' as long as the Editor has the permission to access these features. There is a separate section within this Tutorial that specifically covers 'Search Submissions' and 'Search People'.

Editor 'To-Do' List

My Pending Assignments (5)
New Submissions (4)
Revised Submissions (0)
New Submissions Requiring Assignment (1)
Revised Submissions Requiring Assignment
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)

Editor 'To-Do' List

Listed within this section are a number of 'folders' or 'links' to different menus. EM will automatically move papers between these folders as the paper moves through the peer review process.

View All Assigned

View All Assigned Submissions (2)
View All Assigned Submissions being Edited

View All Assigned

When an editor clicks 'View All Assigned Submissions', they will get a list of all manuscripts that have been assigned to all Editors for which the Editor has not yet made a decision. 'View All Assigned Submissions being Edited' will display a list of all manuscripts that are currently being edited.

Subordinate Editor's Pending Assignments (2)

Group by Editors I Assigned
Group by Editor with Current Responsibility
Group by Manuscript Status

Subordinate Editor's Pending Assignments

Folders below this heading contain submissions that have been assigned to subordinate Editors. A subordinate Editor refers to any Editor that was assigned by another Editor, thus appearing later in the workflow or in the decision chain.

The 'Group by Editor with Current Responsibility' – contains submissions that have been assigned to a subordinate Editor.
Editors can send reminders and un-assign them from this folder.

Submissions with Decisions

Submissions out for Revision (0)
All Submissions with Editor's Decision (1)
All Submissions with Final Disposition:
Accept (7), Reject (0), Withdrawn (4)
Completed Conference Submissions (0)
Withdrawn Conference Submissions (1)
My Assignments with Decision (0)
My Assignments with Final Disposition (0)

Submissions with Decisions contains folders of manuscripts that have received an Editor decision or have been given its final disposition. 'Submissions out for Revision' contains all manuscripts that have been given a 'Revise' decision and are back in the hands of the Author. 'All Submissions with Editor's Decision' contains every manuscript – including those that a user has not been assigned to – that have been given an Editor's decision. 'All Submissions with Final Disposition' contains all manuscripts that have a Final Disposition set. These manuscripts are considered complete.

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Linked Submission Groups

Active Linked Submission G

Inactive Linked Submission

Administrative Functions

System Administrator Functions

Register New User

Reports

Send Reminder Letters

Send Batch E-mail
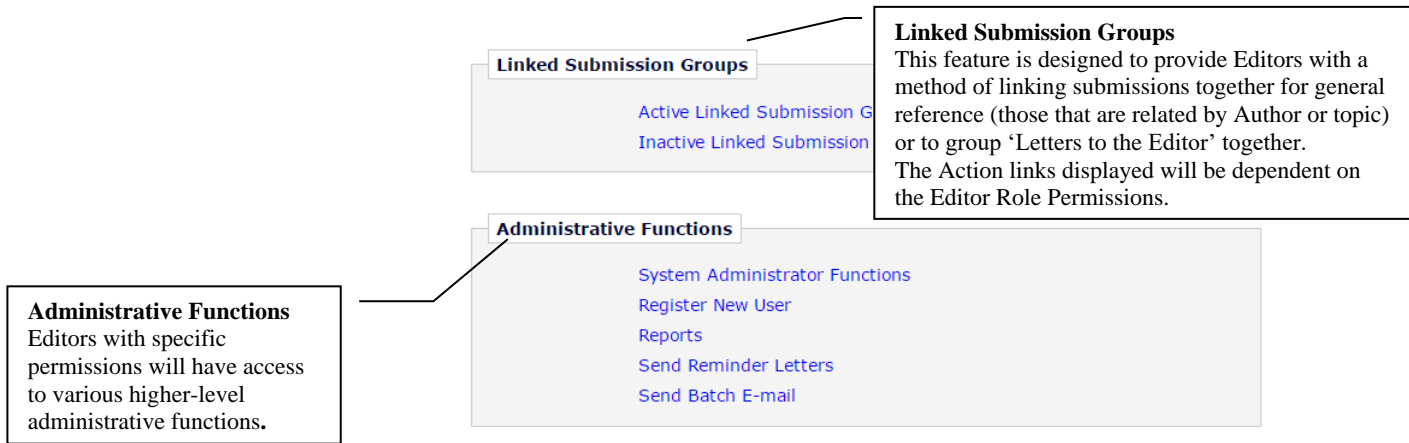
Searching People and Managing People Records

'Search People'

Search

Search Submissions   Search People
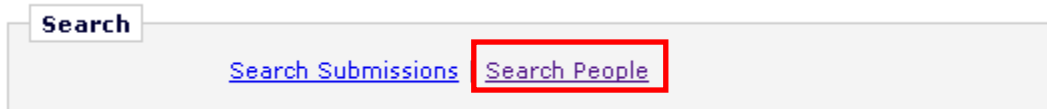
The 'Search People' link will display the following menu:

Search People

Choose the criterion for selecting People Records.

Help with Searching   Insert Special Character   Register New User

Criterion	Selector	Value	User Role	
Last Name	Begins With		ALL	END
Last Name				
First Name	Begins With			END
Institution				
City	Begins With			
State				
Country				
E-mail Address		Clear Search		
Phone Number				
Personal Classifications				
Personal Keywords				
People Notes		Editor Main Menu		
Detailed People Notes		Tasks Menu		
People Flag Name		Production Status Grid		
Registration Date				
Proxy Registration				

Searching for People

Choose a **Criterion** (Last Name, City, Institution, Personal Classifications, People Notes, etc.). Editors may enter two sets of criteria by changing the drop-down value 'END' to 'AND' to include additional sets of criteria.

Choose a **Selector** (Begins With, Contains, etc.)

Enter a **Value** (Type as much information as possible.)

OPTIONAL: Choose a **User Role** - to narrow the search, choose the Role Family (Author, Reviewer, Editor, Publisher) or a particular User Role from within each Role Family. The default value is ALL User Roles.

Editors with permission to Search People may also download the search results from the search results page.

Rules for Entering Text in the Value Field

- Selections are not case-sensitive.
- To execute a 'wild card' search, enter text or press the space bar. It is not necessary to enter any special characters (like an asterisk * or percent sign %) to execute the search. Refer to the Search Hints below for examples.
- Use the underscore character to represent any single character; for example, JO_ would match "JOB" and "JOG" and "JON", etc.
  To check for NULL (empty) fields, use "IS EQUAL TO" and "IS NOT EQUAL TO".

> **Note:** *The People Notes field cannot be used for a "wild card" type search; there must be a value entered for the search to properly execute.*

Proxy Permission

The ability to work in proxy as another user is controlled through *RoleManager*. The ability to proxy as another user can be done in two ways: 1) through 'Search People' and 2) through the *'Details'* page of each Submission record.

1) Editors with permission to proxy in as someone else may execute a search and find the desired person's record from 'Search People'. The Editor may then click an 'Author', 'Reviewer', 'Editor', or 'Publisher' proxy link next to the person's name. Users with proxy permission will see the role of the person highlighted in yellow.

The Editor is automatically logged in as that person and role and brought to that person's 'Main Menu'. A bold yellow line on the navigation bar informs users they are operating in proxy mode.

Powered by: **Aries** systems
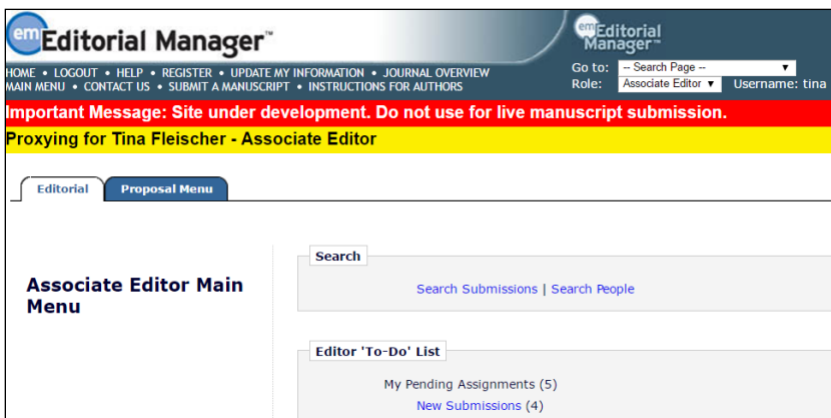
2) Proxy links are also available on the *'Details'* page of a Submission. The following menu will be displayed on the *'Details'* page, where the **Proxy** link is visible to the side of all people associated with the paper (Author, Editor, and Reviewers):

Details for Manuscript Number: Unassigned "This Old House"

Cancel | Save | Save and Close

Abstract | Manuscript Notes | Production Notes | Editors | Reviewers | Alternate Reviewers | Reviewers Proposed by Editors | Ac

Corresponding Author:	Bob Bradley, Consejo Superior de Investigaciones Cientificas UNITED STATES [Proxy]
Corresponding Author E-Mail:	bbradley@ariestrash.com
Author Comments:	
Short Title:	Old
Article Type:	Original Study
Section/Category:	Clinical Rotations
Keywords:	
Classifications:	Endangered and Threatened Species; Avian breeding biology
Requested Editor:	
Technical Check:	Technical Check Information
Initial Date Submitted:	05/19/2017
Editorial Status Date:	05/19/2017
Duplicate Submission Check:	Duplicate Submission Check (0%)
Current Editorial Status:	Manuscript Submitted
Transfer Offer Expiration Date:	

To exit proxy mode, click the LOGOUT button on the top navigation bar.

People Based Correspondence History

Users with proper permissions will see a 'Correspondence History' link next to users in Search People results. The People Based Correspondence History (PCH) aggregates all of the correspondence where a user was the primary recipient.

The PCH is available to all users with permission to view it on the *Update My Information* page. It is also available to authorized Editors on the *Search People – Update Information* page. Just like the Submission Correspondence History functionality, Editor RoleManager permissions will determine which types of correspondence an Editor is allowed to view in the Editor-version of the PCH as well as what additional capabilities they will have, such as adding external correspondence or editing a letter before resending.

People Flags

Users with proper permissions will see a Set Flag icon [⚐] displayed next to usernames as well as any currently assigned flags in the search results and other areas of the interface where users' names are displayed.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role	View Correspondence History
☐	Robert Reviewer ⚐ ✿			UNITED STATES	[Author]	[Reviewer]			Correspondence History
☐	Richard Reviewer ⚐			UNITED STATES	[Author]	[Reviewer]			Correspondence History

Page: 1 of 1 (2 total People Matches)   Display 25 results per page.

Clicking the Set Flag icon will open a new *'People Flags'* page displaying all Custom People Flags configured for the publication. The user may select as many flags as appropriate for the person.

People Flags - Robert Reviewer

Submission Flag History

Check the box of the flag(s) you want to display for this person. Once a flag is enabled, the flag is displayed next to the person's name on many Editor and Publisher pages (if the user has RoleManager permission to 'View People Flags').

Uncheck the box of the flag(s) you do not want for this person. Once the box is unchecked and you click the 'Submit' button, the flag is no longer attached to this person.

Cancel   Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
☐	😊	Preferred Reviewer
☐	😞	Poor Reviewer
☑	✿	Board Member

SUBMISSION FLAG HISTORY

There is no Submission Flag History for this document.

Cancel   Submit

Once selected, the flag will appear next to the person's name in the interface. Users with the View People Flags permission will see the Set Flag icon and any set Flags displayed next to the appropriate names. Clicking a set Flag opens the '*Flag Legend'* page. Editors with permission may also search for users by People Flags via the 'Search People' link or view the submission flag history.

Managing People Records – Update My Information

Editors with the correct permissions can modify existing People Records using the 'Search People' link. Open the user's record by clicking on the name which is hyperlinked.

The full people record will be displayed.

The user's name, people flags, registration date, and the record's last modified date will display on the left-hand side of the page along with the option to inactivate the account. Editors can click the white flag icon to add additional People Flags to a user's record.

The remaining information on the *'Update My Information'* page is divided into five main areas:

- **User Information**
- **Personal Information**
- **Areas of Interest or Expertise**
- **Institution Related Information**
- **People Notes**

User Information

Passwords are protected by what is known as a "salted hash." Editors are unable to see a user's username or password in the User Information area of the People Record. (Upon registration, users choose a username and password. After registration is complete, they are sent a Welcome to Editorial Manager email that contains their username and a link to change their password. If their requested username was already taken by a previously registered user, they will receive a new one in the email. All registered EM users are automatically assigned to the Author family.)

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Sample Welcome to Editorial Manager Email

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Demo TF 14.0.

Here is your username and confidential password, which you need to access the Editorial Manager at http://DEMOTF140.edmgr.com/.

Username: Quinn
Password: http://demotf140.edmgr.com/l.asp?i=723&l=U0Z1ZNMH

Please save this information in a safe place.

You can change your password and other personal information by logging into the Demo TF 14.0 website and clicking on the Update My Information link on the menu.

Best regards,

Demo TF 14.0

Assigning Users an Editor, Reviewer, or Publisher Role

Locate the People Record. Using the drop-down next to the Role family, select the appropriate role. Remember to scroll down to the bottom of the screen and press 'Submit' in order for the changes to be saved.

> **Note:** *A user can only be allocated one role from within any Role Family. For example, a user **cannot** have an Editor-in-Chief Role and a Managing Editor Role. If the Editor-in-Chief is going to perform both duties, then either that person's Role permissions should allow for the diverse responsibilities or that user will need to have two different People Records in the system (not recommended).*

> **Note:** *An individual can be kept off of the Reviewer list, even if they have a Reviewer role, by selecting 'Yes' for the 'Forbidden as Reviewer?' question.*

> **Note:** *It is possible for a journal to be configured so that anyone who registers on the journal will be allocated both an Author and Reviewer Role by default.*

Editorial Board Designation

Each People Record contains the 'Board Member?' designation. If a user is a member of the Editorial Board, click the 'Yes' button next to this question in the People Record.

Editor Description Field

This feature allows a journal to have a finer stratification of Editor Roles. For example, it is possible to designate one person as Managing Editor, Europe and another as Managing Editor, North America without having to set up separate roles with the same permissions.

If a description is added to a People Record, it is available for display on the pages where individual Editor names are displayed.

Personal Information

This is the main section of the People Record that contains contact information. All users registering on EM must supply a unique email address. It is possible to add multiple email addresses to the E-mail Address field. Each email address must be separated by a semi-colon. Personal Identifier fields such as ORCID, ISNI, and others are also available for data entry. Publications may configure as few or as many of these identifiers to display as they wish.

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Areas of Interest or Expertise

Publications can build a list of keywords, called 'Classifications', which can be used to identify areas of expertise. This list is created by the publication and then presented to the user so that the user can select personal areas of expertise or interest. This same list of Classifications can also be used by the Author to categorize their Submission. This means the system can help match Editors and Reviewers to new Submissions. A pre-existing Classification list can be imported into EM at the data import stage.

Select Personal Classifications

Users may add personal classifications to their own record or to another user's record by clicking on the button 'Select Personal Classifications'.

The following menu will be displayed:

The list of available Classifications is displayed on the left hand side. There is an option to 'Expand All'. This will display all sublevels of Classifications below each main Classification heading. Check the box by the side of the classification and click 'Select'. To remove a Classification from a user record, check the box on the right hand side and click 'Remove'.

Select Personal Keywords

To add personal keywords to a record, click on 'Edit Personal Keywords'.

The following menu will be displayed:

Enter the new Keyword into the available field and click 'Add'. The new Keyword will be displayed. To change the Keyword, click on 'Edit' next to the Keyword that should be changed. The following menu will be displayed. Enter the new value and click 'Change'.

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People URLs can be Part of a People Record

People URLs can be entered in a user's People Record. These are available from the *'People Information'* page and from the *'Select Reviewer'* pages. There are three fields that can be populated with URLs. These URLs will display as active links that will open in a new browser window when clicked.

These People URLs can be populated in two ways: 1) by data import during implementation, or 2) by manual input by the Editorial Office or Editor on the *'Update Information'* page. These fields CANNOT be populated from the *'Registration'* page or from the *'Update My Information'* page.

When entering a URL, the full URL must be entered (i.e., must start with https://...).

Registration Questions

EM allows users to require answers to specific questions at the time of Registration. If journal-specific questions have been configured, the question and response will appear. A red asterisk indicates a response is required to complete registration. There is a forced registration question to acknowledge privacy policies in compliance with the European Union's General Data Protection Regulation (https://gdpr-info.eu/).

Publications are able to ask more complex questions at registration using the Additional People Details functionality. This functionality allows for additional response types rather than only the single checkbox. This functionality was further expanded in Version 17.0 to allow for more types of list response questions, including multi-value selection checkboxes, multi-value selection scrolling selector, and single value selection radio buttons.

Registration Questions

✔ indicates affirmative response

☐	Do you want to subscribe to our newsletter?
✔	I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the Publisher's Data User Privacy Policy and the Aries Privacy Policy.

Please let us know your birthday.	[ ] 📅
What is your favorite sport?	[ ]

Alternate Contact Information

EM allows users to add Alternate Contact Information to their record. A separate menu will be displayed when 'Alternate Contact Information' is clicked.

Alternate Contact Information

Below you may enter alternate contact information. You must enter a time period for which this contact information is valid. Required fields have an asterisk next to the label.

Alternate Contact Information is Valid

From: [   ] 📅
To: [   ] 📅

[Remove This Alternate Contact Information]

Insert Special Character

Personal Information

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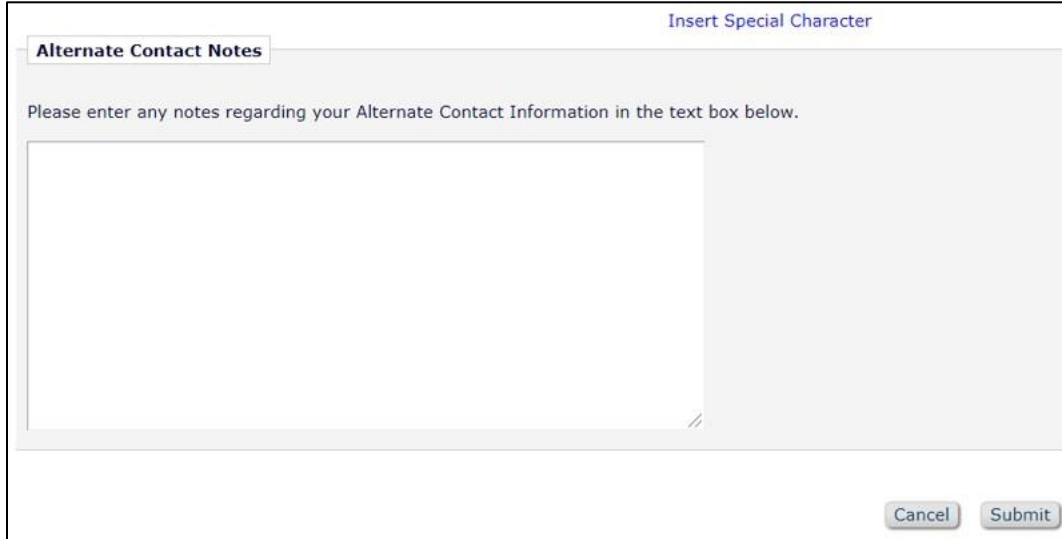
If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.

The '*Alternate Contact Information*' page can be accessed in one of the following ways:

1. Clicking the 'Alternate Contact Information' link on the 'Author Main Menu'
2. Clicking the 'Alternate Contact Information' link located on the '*Update My Information*' page and 'Search People' – '*Update Information*' page

3. Clicking on a deep link inserted by the %UPDATE_ALT_CONTACT_INFO% merge field within a system email

The *Alternate Contact Information* page contains an Alternate Contact Notes section. Instructions for the Alternate Contact Notes field are customizable by the Administrator. The Author can enter any information relating to the Alternate Contact details.

The 'Remove this Alternate Contact Information' button serves a different purpose than the existing 'Stop Using Alternate Contact Information' button.

Clicking the 'Stop Using Alternate Contact Information' button sets the end date for the Alternate Contact Information to "today's date" but does not clear the date fields or any other data that were previously entered.
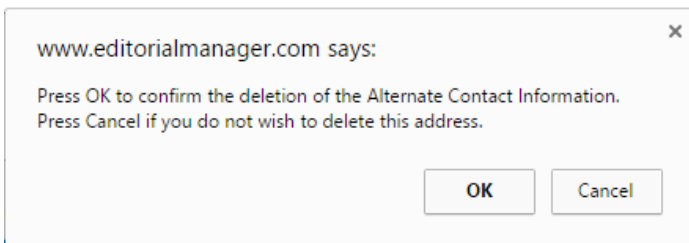
Clicking the 'Remove Alternate Contact Information' button clears the date fields and any other data that were previously entered. When 'Remove Alternate Contact Information' is clicked, the user is asked to confirm intentions.

People Notes Field in People Record

A People Notes box can be found in each People Record. This People Notes box is a text field and can be used for any purpose. This People Notes box can also be accessible from the Select Reviewer screens and from the *'People Information'* page (accessed when a person's name link is clicked). The data in this field will be visible to an Editor.

Detailed People Notes

Notes added to the Detailed People Notes field will be recorded with a timestamp as well as who the user who added the note is and the publication on which the note is saved. A publication in a Portal-Shared

group may elect to share these new Detailed People Notes with one or more other publications within the group. The Detailed People Notes field may be managed on the *'Update Information'* page, and these notes may also be added during Proxy Registration.

For reporting, Detailed People Notes are added to all Custom Report views, Enterprise Analytics Reporting Views, and Cross-Publication Enterprise Analytics Reporting views that currently contain the existing People Notes field.

Note: *The Detailed People Notes field is completely separate from the existing People Notes field.*

*Sample Detailed People Notes section of the '*Update Information' *page (partial)*

Editors with View Detailed People Notes permission in *RoleManager* can view the Detailed People Notes created by other users on their publication.

Editors with Manage Detailed People Notes permission in *RoleManager* can view, add, or remove notes created by other users on their publication.

Note: *Detailed People Notes cannot be edited. Users with 'Manage Detailed People Notes' will be able to make corrections by removing and adding notes.*

Sample Detailed People Notes section of the 'Update Information' *page on a Portal-linked publication*

Detailed People Notes can be used as a search criterion from the Search People, Search for Authors, and Search for Reviewers interfaces.

Ability to Send Username/Password from a User's Record

Editors may be given the ability to send Username/Password information to a user after searching for them. Editor roles with the Search People and Send Username and Password permission will see a 'Send Login Details' button on the left-side of any '*Update Information'* page. Clicking this button will email the username and password of a user using a preconfigured letter template.

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Search Submissions

Note: *Editors can be given permission to search their own assigned Submission only or all Submissions.*

The following 'Search submission selection criteria' menu will be displayed:

The default **Selector** and **Value** list may change, depending on what **Criterion** the user selects. The Value box will be either a box for entering specific text OR it will contain a drop-down of already defined values, such as a list of all Article Types or Document Status Terms that have been created in *PolicyManager*.

Two columns accommodate parenthesis functionality. A user sets evaluation priorities by enclosing a set of search terms in parentheses. Criteria enclosed in parentheses are executed first.

The '**Is/Is Not'** column is used to create negative statements. Selecting NOT will negate the search term. For example, to search for all Submissions that are NOT a Letter to the Editor Article Type, use the expression Criteria =Article Type 'IS NOT' Value = Letter to the Editor.

To add a second set of criteria, click the 'Add' button and a new row is added to the search definition table. To delete a set of criteria, click the 'Remove' button. Note that removing a search row does not attempt to re-balance parentheses within the query.

The '**OR'** and '**AND'** allows the user to join multiple search statements.

Search results can be sorted and up to 500 records can be displayed at once.

The required format for date entry is mm/dd/yyyy. If the date is not entered in this format, the Editor will be required to re-enter the date in the specified format.

Note: *Additional Manuscript Detail fields can be configured to be available via the Search Submissions interface. Please see Editorial Manager's Help System for instructions on how to set up Additional Manuscript Detail fields.*

Powered by: Aries systems

When the Search results are displayed, they will contain all of the **action links** that an Editor would normally have access to if the record had been accessed via the 'Editor's To-Do' list. This means that an Editor can interactively work from the search results page.

Other options available on the Search Submissions menu include the ability to remove, edit, share, and run previously saved searches.

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]

Editors with permission to Search Submissions may also download the search results from the search results page.

Advanced Criteria

The Advanced Criteria options allow the user to exclude Submissions and Revisions with the Author, submissions with a set final disposition, and Conference Submissions. An additional option is to include Submissions with the Manuscript Notes flag turned on.

To turn off the filters that exclude Submissions and Revisions that are with the Author, click the Advanced Criteria link on the Search Manuscripts page. If the 'Save my Advanced Criteria' checkbox is checked, the settings specified on this page are stored and used as a filter each time a search is run. If 'Save my Advanced Criteria' checkbox is not checked, the settings are reset to the default settings each time a search is run. By default, all of the boxes will be unchecked, allowing Editors to choose the way the Search results work.

Advanced criteria

☐ Save my Advanced Criteria.

Advanced Criteria

☐ Exclude Submissions with the Author (submission has not yet been submitted to the editorial office). Not excluded are submissions that have been submitted to the publication, but have been sent back to the author through the Edit Submission feature.

☐ Exclude Revisions with the Author (revision has not yet been submitted to the editorial office). Not excluded are revisions that have been submitted to the publication, but have been sent back to the author through the Edit Submission feature.

☐ Exclude Submissions where Final Disposition has been set.

☐ Include only Submissions where Manuscript Notes flag is turned on.

☐ Exclude Conference Submissions.

☐ Include only submissions which are currently in production.

☐ Also include submissions where production has ended.

☐ Include only submissions where production has ended.

[Cancel] [Continue Building Search Criteria]

Help with Submission Searching
- The required format for date entry is mm/dd/yyyy. If the date is not entered in this format, the user will be required to re-enter the date in the specified format.

- When searching with date criteria, use one of the following Selectors: GREATER THAN, GREATER THAN OR EQUAL TO, LESS THAN, LESS THAN OR EQUAL TO, IS EQUAL TO, or IS NOT EQUAL TO. The Selectors BEGINS WITH, ENDS WITH, or CONTAINS may not be used when searching by date.
- At least one set of criteria in the Value box must be entered to execute a search. The more refined the criteria, the quicker the results will be returned.
- When combining AND and OR relations, the AND relationship is evaluated first.
- Selections are case-insensitive. Any mixed case value may be used.
- Users can check for NULL (empty, no value) fields with "IS EQUAL TO" and "IS NOT EQUAL TO".

Search on Submission Flags

Editors may search on Submission Flag names in 'Search Submissions'. A Submission Flag Name option is present in Criterion drop-down for users with View Submission Flag permission. When selected, the 'Selector' field automatically updates with the value 'Equal To' and the 'Value' field updates with a drop-down of all available Submission Flags configured for your publication.

Sharing Saved Search Definitions with Other Users

Any Editor with proper permissions may *share* any of their search definitions with selected Editor Roles. All Editors with those roles will see the shared search definition in their Search Submission page and can run that search.

Depending on how a publication is configured, Editors may be allowed to Search All Manuscripts or Search Only Assigned Manuscripts.

Editors with whom the Search definition has been shared can then edit the Shared Search definition and make their own copy of it – they cannot replace the original definition. The defined Shared Search will always belong to the user who originally created it and that is the only person who can edit the original search configuration.

If the Shared Search is configured to show on its creator's Main Menu then it will also appear in the Quick Searches section for all Editors with whom it is shared.

Users granted this permission will see a new 'Share Selected Search Definition' button on the *'Search submissions selection criteria'* page. Select the previously saved Search Definition that is to be shared and click this button.
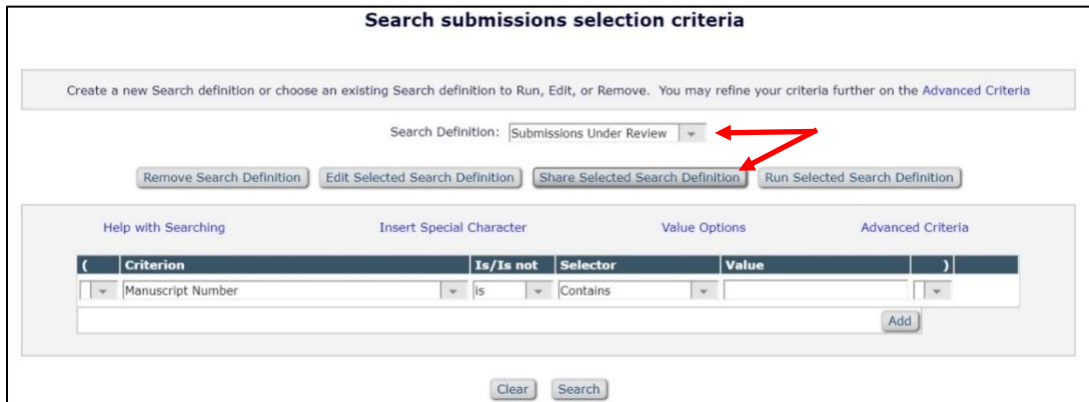
This displays a new *'Select Roles'* page. Select each role that may run the Search to be shared and click 'Proceed'.
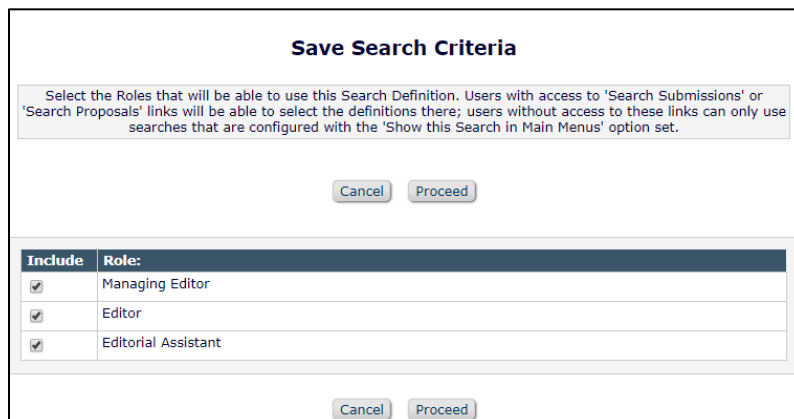
Under Search Submissions, the "recipient" Editors will see the Shared Searches appearing in the 'Search Definition:' drop-down, beneath a '--Shared Searches--' separator.

A Shared Search that is configured with 'Show this Search in Main Menus' will appear as a Quick Search link in the sidebar of each Editor's main menu, but there is no special indicator to tell them that this is a link for a Shared Search.

> **Note:** *When sharing searches that are configured with 'Show this Search in Main Menus', Editors should take extra care to avoid a name that duplicates a user's own search. Use 'General Data Export' under the 'Reports' area to view a list of all search definitions. Use the Selection Criteria to select records where the 'Search Context Type ID' is equal to 0.*

To "un-share" a Search, a user would select the previously saved Search Definition from the Search Definition drop-down and click the 'Share Selected Search Definition' button on the '*Search submissions selection criteria*' page. The Editor will be brought to the '*Select Roles*' page where the user would uncheck/deselect any previously selected roles that were able to run the Search and then click the 'Proceed' button. The Search will be removed from the other users' Search Definition drop-downs.

Search Submissions by Manuscript Notes

Users may search by Manuscript Notes from 'Search Submissions'. This criterion will display only if the Role has the following *RoleManager* permissions: View Notes on Manuscript Details or Edit Notes on Manuscript Details.

Simple Submission Search

New in version 17.0, users may now run a simple submission search from any page in EM. The Simple Submission Search is a persistent part of the EM navigation bar, as shown below.

This search tool is readily available on all pages that currently display the EM navigation bar, so users no longer need to navigate away from the active page in order to perform a search.

The Simple Submission Search uses a limited set of criteria: Manuscript Number, Article Title, and Author Name. The tool performs a single "contains" search on the exact string entered in the search box. The same query is always used regardless of the page from which the search is run. The search is not case sensitive.

Search results are listed on a modified version of the Search Submissions – Search Results page. A "Back to" link is shown below the search terms to allow the user to return to the page that was active when the search was performed. A "Go to Full Submission Search" button provides quick access to the full search tool.

Simple Submission Search Results

Results for 'author'

Back to Main Menu

Editor 'To Do' List

Direct-to-Editor New and Revised Submissions
A Publication can be configured so that Submissions go 'Direct-to-Editor'. This is useful if there are no Editorial Office staff.

Editor 'To-Do' List

My Pending Assignments (53)
- Direct-to-Editor New Submissions (0)
- Direct-to-Editor Revised Submissions (0)
- Incomplete Submissions (3)
- New Assignments (3)
- Submissions with Required Reviews Complete (20)
- Submissions Requiring Additional Reviewers (19)
- Submissions with One or More Late Reviews (11)

Reviews in Progress (11)
- Reviewers Invited - No Response (0)
- Submissions Under Review (11)

New Assignments
The 'New Assignments' folder is where Editors will find Submissions that have been assigned to them. Editors can assign subordinate Editors, invite Reviewers, or make a decision on Submissions from this folder.

Incomplete Submissions
If the Editor clicks on the 'Edit Submission' action link, the Submission moves to the Editor's 'Incomplete Submissions' folder while it is being worked on. The PDF must be rebuilt for it to move out of this folder.

Submissions with Required Reviews Complete
This folder contains any Submissions or Revised Submission that have had all required reviews submitted or on which a subordinate Editor has made a Decision, or the Editor began a Decision and saved it to submit later.
Submissions Requiring Additional Reviewers
This folder contains any Submission that has fewer than the Required Number of Reviewers invited and/or assigned.
Submissions with One or More Late Reviews
This folder contains Submissions with Reviewers assigned to them who accepted their invitation, but have not yet submitted their reviews.

Reviews in Progress
Reviewers Invited – No Response
Folders below this heading contain Submissions that are waiting for Reviewer Action. These Submissions need to have Reviewers agree/decline invitations or submit recommendations.
Submissions Under Review
Any Submissions with assigned Reviewers can be found in the 'Submissions Under Review' folder. From here, Editors can invite additional Reviewers or submit an editorial decision without waiting for a late Reviewer's response.

Additional Links Which May Be Available on the Main Menu

There are a number of links that only appear on the 'Editor Main Menu' when they contain a Submission. When empty, they are suppressed. Also, there are a number of links that will only be displayed if the user role has the appropriate permission. Below is a list of the links that may or may not be seen on the Editor Main Menu.
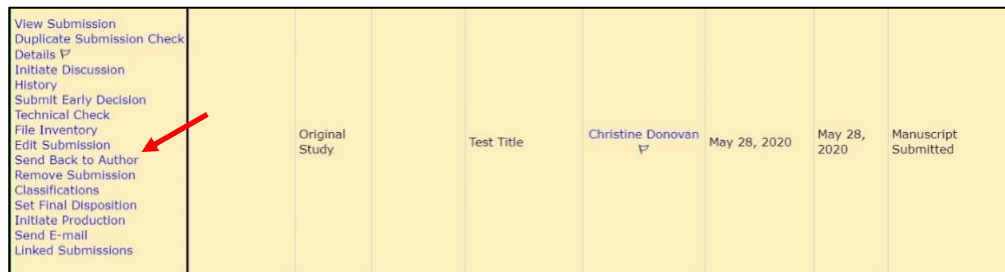
New Submissions Requiring Assignments

When an Author submits and approves a Submission, it is placed in the folder 'New Submissions Requiring Assignments'. This folder contains any Submission approved by the Author, including Submissions that have been sent back to the Author and returned to the publication. It is from this folder that the first Editor assignment can be made. If the Submission is unacceptable, an Editor may remove the Submission by clicking 'Remove Submission' (although this function is typically used for deleting duplicate Submissions). Alternatively, it may be sent back to the Author to be edited and resubmitted by clicking the 'Send Back to Author' link.

> **Note:** *If enabled, Identity Confidence Check can generate an Identity Confidence Score that can be helpful when making a decision on how to proceed with a new submission. This functionality looks for signs that the personal information supplied is trustworthy and displays a visual indication of the confidence level next to the person's name in key folders early in the editorial process.*

'Send Back to Author'
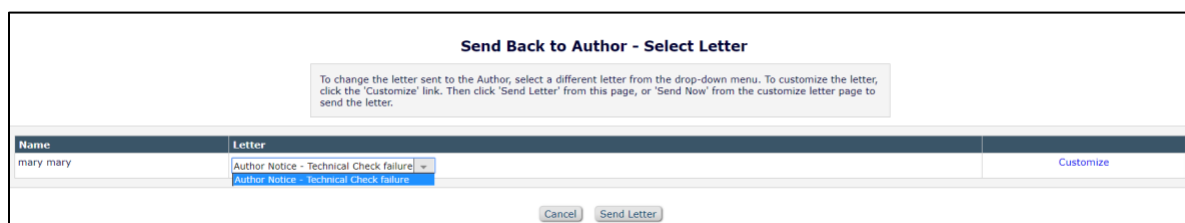
'Send Back to Author' is used to return a Submission back to an Author before a Submission is given a manuscript number.

An action link is available in the folders labeled 'New Submissions Requiring Assignment' and 'Revised Submissions Requiring Assignment'. The Action link is labeled 'Send Back to Author'.

Editors can choose from multiple letters when sending the Submission back to the Author. The letters may be customized before sending.

> **Note:** *This feature is not designed to be used for making REVISE decisions. This feature is primarily used for administrative purposes, such as missing files, incorrect formatting, etc.*

> **Note:** *Submissions that are sent back to the Author will get a new Initial Date Submitted date when the Author resubmits the manuscript.*

'Remove Submission'

Editors have the same ability that Authors have to remove Submissions. Removing a Submission can only happen *before* an Editor is assigned and/or *before* it is given a manuscript number.

Any Editor allowed to Receive New Submissions has a 'Remove Submission' action link. When the Editor clicks the link, the system will prompt a warning, 'Are you sure you want to remove this Submission?'. Upon clicking 'OK', the Editor is brought to the *'Customize Removed Submission Letter'* page where the Editor may customize the letter sent to the Author upon the removal of the Submission. When the letter is sent (by clicking 'Send') the Editor is shown the *'Removal Confirmation'* page and the Submission is completely removed from the system.

> **Note:** *This feature is used primarily to remove duplicate or false Submissions before Editors and manuscript numbers are assigned. Otherwise a Submission is removed by setting a Final Disposition of Withdraw.*

'Editorial Submissions in Progress'

The 'Editorial Submissions in Progress' folder contains any Submission that an Editor has submitted using the 'Submit Manuscripts as an Editor' permission.

'Revised Submissions Requiring Assignments'

The 'Revised Submissions Requiring Assignments' folder contains revised Submissions that have been approved by the Author but still need to be assigned to an Editor.

'Submissions Needing Approval by Editor'

This folder contains any Submission that was edited by the Editor, but the PDF was subsequently rebuilt and has not yet been approved or sent back to the Author. This folder is suppressed if there are no Submissions in it.

'Submissions Edited and Sent to Author for Approval'

If Editors edit a Submission and want the Author's approval, they do so *before* a Handling Editor is assigned. Once a Submission has been sent back to the Author for approval, this is the folder in which the Submission is found. This folder is suppressed if there are no Submissions in it.

'Submissions with Active Discussions'

If an Editor is participating in an active discussion using the Discussion Forums feature, the Submission on which the discussion is active will appear in this folder.

'New Invitations'

This folder contains any Submission or Revised Submission that an Editor has been invited to handle. The Editor may either Agree or Decline to handle a Submission from this folder. This folder is suppressed if the Publication assigns, rather than invites, Editors to handle Submissions.

'My Assignments with Decision'

The 'My Assignments with Decision' folder contains all Submissions on which the assigned Editor has made a decision.

'My Assignments with Final Disposition'

The 'My Assignments with Final Disposition' folder contains all Submissions of the assigned Editor that have been assigned a final disposition.

Preprint DOIs

Recently, many organizations have begun to post preprint versions of manuscripts online; these are working versions of papers that have not been refereed or reviewed yet. A publication can configure PM to automatically assign a "Preprint DOI" completely independent of the final published DOI for the Submission. A submission production task triggers the Preprint DOI assignment and can be used to transmit the Submission to a preprint server. The Preprint DOI is included in Submission transfers to other EM and non-EM sites. The Preprint DOI can be configured to display on the following pages in EM:

1. A Custom Details page
2. The Transmittal Form
3. Publish Information
4. Production Status Grid

Managing Editor Assignments

The action links that display are determined by the set of permissions assigned to a specific role. Links will only appear where it is appropriate to use them or where the user has permission to use them. Clicking on the 'New Assignments' link displays a list of new assignments in which each Submission will have its own set of Action links.

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The PowerGrid

Users will be able to use an optimized, customizable interactive grid in several folders. On this grid, users are able to freeze columns for easier horizontal scrolling, hide inapplicable columns, reorder active columns by dragging and dropping to the desired location, and change the width of columns.

Sample Search Submissions – Search Results *page with interactive grid*

Navigating the grid offers a modern, streamlined experience. A 'Quicklinks' menu in the upper left corner expands when the cursor is placed over it to reveal links to the user's Main Menu as well as the option to switch to Production Tracking features if the user has permission. Additionally:

A disk icon ( ) allows the user to save the Search Criteria for future use.

A download icon ( ) allows the user to download the Search results.

A magnifying glass icon ( ) brings the user back to the Search Criteria page to conduct a new Search or modify the criteria.

A gear icon ( ) on the far right of the grid allows the user to hide or fix columns on the grid.

Sample interactive grid after clicking the gear icon – the Grid Options *pop-up allows the user to select which columns to freeze or hide*

Editor Signposting

A visual cue, using the colors green, orange, and red, to indicate Submissions that are on time, need attention, or late, respectively. These cues make it easier for Editors to ensure Submissions in the workflow don't fall behind schedule. These appear next to the folder name and also in the power grid for each Submission. You set the thresholds in days for what needs attention or is late. You can include these in Automated Editor Summary Reminders using merge fields.

Folder view with Editor signposting enabled

Grid view with Editor signposting enabled

■ Action	Manuscript Number	Article Type	Section/ Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Details History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		Gegenschein	John McLean, PhD	Jun 6 2016 9:06AM	Jun 6 2016 9:06AM	Received by Journal
View Submission Details History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study		The Seraglio	Wilson Gault, PhD	Mar 3 2016 2:25PM	Mar 3 2016 2:25PM	Received by Journal
View Submission Details History File Inventory Edit Submission Send Back to Author Remove Submission Set Final Disposition Send E-mail Linked Submissions		Original Study	Literature	Nebulous Light	Jay McGee	Dec 26 2015 3:00PM	Dec 26 2015 3:00PM	Received by Journal

Prevention of Duplicate Submissions

Three features help Editors identify potential duplicate Submissions:

1. The Author's name in each Editor folder (and on the Details screen) is a link to the Author's *'People Information'* page. Thus, the Editor is able to check all prior Submissions made by that Author and manually identify if the Submission is a duplicate.

2. The Editor can be warned, through a visual prompt (D), if the Author has submitted a manuscript in the past *X* number of days. The "D" indicates a potential duplicate. This prompt appears to all Editors with access to the following folders: 'New Submissions Requiring Assignment', 'Direct-to-Editor New Submissions', and 'New Assignments'. The prompt displays next to the Author name. The Editor may click the Author's name to see other 'Authored Submissions' by the Author.

3. Publications may choose to configure a more robust Duplicate Submission Checking feature, with the added option of applying it to only certain Article Types. When this feature is enabled, upon receipt of a New or Revised Submission (or an Edited Submission) of a configured Article Type, the Article Title of the triggering Submission is used as a search argument against the Article Title and Abstract of all Submissions already submitted to the publication, and the Author list of the triggering Submission is used as a search argument against the Author lists of Submissions previously submitted to the publication.

When enabled (in *PolicyManager*), the Duplicate Submission Check query is run during the following:

- New Submission Sent to Publication
- New Child Submission Sent to Publication
- Revised Submission Sent to Publication
- Author Returns Submission to Publication
- Editor Approves Edited Submission

> **Note:** *The Duplicate Submission Checking feature is only run when the above events are triggered going forward; when enabled, Duplicate Submission Check results will not display for already existing Submissions.*

When the Duplicate Submission Checking feature is run on a Submission, three scores are returned for each similar Submission and an overall EM Duplicate Score is calculated. It is important to note that the EM Duplicate Score is a relative measure of the similarity between the triggering Submission and the Submissions returned as the results of the query. These scores are:

- Article Title Similarity – 40% of the total score
- Author Similarity – 30% of the total score
- Abstract Similarity – 30% of the total score

A 'Duplicate Submission Check Results' Action link displays for the Submission in most Editor Folders (such as 'New Submissions', 'New Submissions Requiring Assignment', 'Revised Submissions', 'Revised Submissions Requiring Assignment'). Next to this link, the highest "EM Duplicate Score" of all possible matches displays in parentheses. If the Publication has configured a Duplicate Score Threshold in *PolicyManager*, and the highest identified Duplicate Score meets or exceed the threshold, the EM Duplicate Score will display in red text to visually alert the Editor.

Sample 'New Submissions' *folder*

Clicking the 'Duplicate Submission Check Results' link opens the '*Duplicate Submission Check Results'* page. This page displays up to 20 potential duplicate Submissions, based on the comparisons between Article Title, Author List, and Abstract. These are listed in order from the highest "EM Duplicate Score" to the lowest (though only the highest EM Duplicate Score is displayed above the grid). For each Submission in the results set, each of the three scores is displayed, with a visual bar graph representing the score. If the individual result score is over the configured threshold, the bar displays as red, otherwise it displays as green.

> **Note:** *Although the value is calculated and stored for each Submission in the results set, only the highest score is displayed as the EM Duplicate Score next to the 'Duplicate Submission Check Results' link and on the* 'Duplicate Submission Check Results' *page.*

A *PolicyManager* option, Set Number of Days for Duplicate Submission Check, allows the publication to define how far back the system should check. If the Number of Days is set to zero, no check is performed.

Note: *The duplicate Submission prompt only shows if the past Submission was actually submitted (e.g., it would ignore Submissions that were created by the Author and then abandoned without being submitted to the journal).*

Note: *The check occurs only when a NEW Submission is received. It does not occur when revisions are received, and any revisions received are not counted as potential duplicate Submissions.*

Action Link Descriptions

'View Submission'

This link opens the PDF that the Author has submitted. EM creates two PDFs; one is for the Author/Editor and one is for Reviewers. The 'View Submission' link will open a new window, from which the user may select which version of the Submission s/he would like to view if the user has the permissions to view both.

'Details'

Clicking on the 'Details' link brings up a table of information about the Submission, including the Corresponding Author's name and email address, Author comments, a list of Other Authors who contributed to the Submission, Category, Keywords, Date Submitted, Status Date, Current Status, Final Disposition (if any has been given), and a list of all Editors and Reviewers who have been assigned. The *'Details'* page also allows an Editor with the proper permissions to initiate and manage a Discussion Forum between multiple Editors.

Details for Manuscript Number: Unassigned
"Author Resolver Integration 3"

[Cancel] [Save and Close]

Manuscript Notes Production Notes Editors Reviewers Alternate Reviewers Reviewers Proposed by Editors

Corresponding Author:	Caroline Webber, 🅧 📧 , UNITED STATES [Proxy]
Corresponding Author E-Mail:	trash1@ariessys.com
Author Comments:	
Short Title:	
Article Type:	Editorial
Section/Category:	
Keywords:	
Classifications:	This manuscript does not have any Classifications.
Requested Editor:	
Technical Check:	Technical Check Information
Initial Date Submitted:	Aug 12, 2010
Editorial Status Date:	Aug 12, 2010
Current Editorial Status:	Manuscript Submitted
Attachments:	Attachments
Transmittal Form:	Link to Transmittal Form
Discussion Forum:	Initiate Discussion
Author Days To Revise:	15
Final Disposition Term:	
Corresponding Editor:	There is no Corresponding Editor for this manuscript
Select Submissions Flags:	Add/Edit Submission Flags

Manuscript Notes: Top

☐ Display Manuscript Notes Flag   Insert Special Character

Production Status:	Not in Production:
Target Number of Pages:	0
Black and White Image Count:	0
Color Image Count:	0

Production Notes: Instructions   Top
                                                        Insert Special Character

Blinded Editors: Blinded Editors

Editors   Top
No Editors have been assigned to this manuscript.

Reviewers   Top
No Reviewers have been assigned to this manuscript.

Alternate Reviewers   Top
There are no Alternate Reviewers currently selected for this manuscript.

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

Author(s) Invited to Submit Commentary
No Authors have been invited to this manuscript.

[Cancel] [Save and Close]

Requested Editor:	
Technical Check:	Technical Check Information
Initial Date Submitted:	07/12/2011
Editorial Status Date:	07/12/2011
Similarity Check:	CrossCheck/iThenticate Results
Current Editorial Status:	Received by Journal
Attachments:	Attachments
Transmittal Form:	Link to Transmittal Form

Note: *A 'Similarity Check' link is available for inclusion on custom 'Details' pages allowing Editor or Publisher Roles to access the similarity results.*

Changing Author and Reviewer Due Dates

Editors can change the Reviewer due dates via the 'Details' link by clicking on the calendar icons next to Date Review Due within the Reviewer details section of the *'Details'* page (see screenshot below).

Reviewers	
Name:	Oliver Author2, Jr (Referee) [Proxy]
Review Status:	Agreed to Review
Date Reviewer Invited:	25-07-2008
Date Reviewer Agreed:	04-09-2008
Date Review Due:	09/04/2008 ▦ (mm/dd/yyyy)
Elapsed Days:	0
Name:	Joe Bloggs (Referee) [Proxy]
Review Status:	Agreed to Review
Date Reviewer Invited:	25-07-2008
Date Reviewer Agreed:	04-09-2008
Date Review Due:	09/04/2008 ▦ (mm/dd/yyyy)
Elapsed Days:	0

Other Authors:	
Short Title:	
Article Type:	Manuscript
Section/Category:	
Keywords:	
Classifications:	Another Minor Term under First; Blocked Arteries; Diabetes; Endocrinology;
Requested Editor:	
Initial Date Submitted:	08-30-2005
Editorial Status Date:	08-18-2008
Current Editorial Status:	Incomplete
Transmittal Form:	Link to Transmittal Form
Author Revision Due Date:	09/13/2005 ▦ (mm/dd/yyyy)
Final Disposition Term:	None

Note: *All due dates are originally calculated based on how the individual Article Types have been configured.*

Discussion Forums – 'Initiate Discussion'

The Discussion Forums offer a side-bar conversation where Editors can pose questions and post comments without delaying the editorial or production process in any way. Editors may be allowed to invite other Editors to participate in an informal discussion (e.g., second opinion, editorial consultation) of an individual Submission. A discussion can be initiated at any point in the workflow and is tangential to the editorial workflow of Editor Assignment, peer review, and Editor Decision.

Note: *If a publication wants to effectively 'freeze' the editorial process while a Submission is out for an informal discussion, this would be achieved by not assigning Editors or inviting Reviewers until the discussion thread is closed.*

An Editor with Manage Discussions permission can initiate a discussion for a particular Submission. Discussions may be launched from the Submission's '*Details'* page or from the Action link when viewing

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the Submission in most folders by clicking the 'Initiate Discussion' link. The Editor can initiate a discussion on any Submission to which s/he has access.

Partial page display of sample folder

Partial page display of sample 'Details' *page*

If clicking the link from the *'Details'* page, the Editor will be warned to save any changes they may have made on the *'Details'* page before proceeding. After proceeding, the Editor is brought to the *'Initiate Discussion'* page. On this page, all users with an Editor role are listed for the initiating Editor to choose.

All users with an Editor role are available for invitation to the Discussion; no additional permission is required for Editors to participate. After selecting Editors to join the Discussion, the Editor determines if these Editors may have access to any Reviews and Comments that may be attached to the Submission and if they may be allowed to download any files related to the Submission (if they are not in the Editor chain). The inviting Editor must enter the Initial Comments. Then, after selecting at least one person to participate, the Editor clicks either the 'Start Discussion without Sending Letters' button or the 'Proceed to Customize Letters' button. If the site has configured Discussion topic templates for use, the Editor may choose to use one of the templates prior to starting the Discussion.

If the initiating Editor clicks the 'Proceed to Customize Letters' button, they are brought to the *'Confirm Selections and Customize Letters'* page where the selection of Editors can be confirmed and the letter asking them to participate in the discussion will be sent:

When the letters are confirmed and sent, the Editors will be invited to participate in the Discussion.

If the Editor clicks the 'Start Discussion without Sending Letters' button the Discussion is opened but letters will not be sent to the selected participants.

In either scenario, if the publication is using existing Submission Flag functionality, users with *RoleManager* permission to Turn On Submission Flags can set a flag immediately on the *'Discussion Participants Confirmation'* page to indicate there is a discussion associated with the Submission. This flag is displayed to appropriately authorized users and can be turned off and searched via Search Submissions per existing functionality.

Letters associated with Discussion Forums belong to a Letter Family called Discussion Forum. There are three merge fields available for use exclusively with Discussion Forum letters:

- **%INITIAL_DISCUSSION_POST%** - Inserts the comments posted in the Initial Comments box for the discussion topic for which the letter is sent.

- **%DISCUSSION_POST%** - Inserts the comments posted in the Initial Comments box for a new discussion, or the most recent Comments posted by a participant in an open discussion.

- **%DISCUSSION_DEEP_LINK%** - Inserts a deep link to the discussion in the letter asking an Editor to participate in a discussion, or a reminder e-mail that is sent via the 'Send E-mail' link on the '*Discussions'* page.

Once a discussion has been initiated and Editors are asked to participate, the Submission is displayed to all participants and the initiator in a new *Submissions with Active Discussions* folder. This folder is displayed on the Editor To-Do List at the end of the Pending Assignments list on the 'Editor Main Menu'. If the logged-in Editor is not participating in any active discussions, this folder does not display.

The circumstances under which this folder displays are summarized as follows:

- If the Editor is a participant in an active discussion for a Submission (that is, the Editor was asked to participate; the Editor may or may not yet have posted a comment), the folder displays with all of those Submissions.

- If the Editor has Manage Discussions permission, the folder also displays Submissions with an active discussion where the Editor has initiated the discussion.

> **Note:** *If the Editor viewing this folder is also in the Editor Chain for a Submission, the Editor will see a 'Go To Submission' link for that Submission. Clicking this link takes the user to a Search Submissions results page for that Submission where the user can perform other tasks on the Submission the user is assigned to (i.e., assign another Editor, invite Reviewers, make a decision, etc.).*

An indicator is shown next to the folder if there are unread discussion posts if the journal has it configured.

Editors may access the *'Discussion'* page for a Submission on which they are a participant by clicking the 'Discussion' link for a Submission from the 'Submissions with Active Discussions' folder, by clicking the deep link in the letter asking them to join the discussion, or by clicking the 'Discussion' link on the *'Details'* page of the Submission. In cases where multiple discussions exist for a Submission, the Editor with be directed to a page listing all available discussions.

Multiple Discussion Threads

On the *'Discussions'* page, participants can:

a) Post a Comment – Notification of the comment will be sent automatically to the discussion initiator if a notification letter is selected on the Configure Discussion Forum Settings page in *PolicyManager*.

b) View all other participants' comments.

On the '*Discussions'* page, the initiator of the discussion or an Editor with Manage Discussions permission can:

a) Post a comment

b) View all participant comments

c) Modify participant access to 'View Reviews and Comments' and 'Download Files'

d) Remind a participant to post a comment (Send E-mail link)

e) Add more participants to the discussion

f) Conclude (close) the discussion for the Submission. Once a discussion has been concluded, it no longer appears in the 'Submissions with Active Discussions' folder. However, all

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participants and the initiator have continued visibility to the entire discussion thread on the '*Discussions*' page via 'Details', even after the discussion is closed.

g) Re-open (initiate) a concluded discussion to continue the previous discussion or start another discussion for a new topic

h) Editors with proper permission can also manage flags directly from the '*Discussions*' page

> **Note:** *The 'View/Print All' button is located on the* 'Discussions' *page to allow users to view all expanded posts. This also allows users to print the entire discussion, if desired.*

Letters can be configured to be sent for the following activities:

a) An Editor is asked to join a discussion: Upon inviting Editors, the initiator has the opportunity to send out letters. A default letter may be selected in *PolicyManager*.

b) A comment is posted: Each time a comment is posted by a participant, e-mail letters may be configured to be sent either to the discussion initiator only or to every active participant depending on the configuration of a journal by its administrators.

After the initial discussion has been concluded, the discussion can be re-opened with a different comment, and additional participants (or the same participants) can be invited to participate in the discussion. All of the comments and posts are stored in a single 'stream' for that Submission, providing complete visibility to all comments in a single location.

Concluded discussion

Discussion Topic Templates

Publications may configure Discussion Topic Templates to be used by Editors as a starting point for creating a new Discussion Topic. Discussion Topic Templates can be used for simplifying the discussion initiation process, providing a set of topics to "standardize" discussions and reduce the need to re-type information that is used for frequent discussions.

Publications can make Discussion Topic-specific configurations, such as selecting letters that are sent, or pre-configured participant access options. These settings are particularly useful when used in conjunction with the Automatic Discussion Initiation feature.

Automatic Discussion Initiation

Publications may configure discussions to be automatically initiated when an Invited Editor (of a configured Role) accepts an invitation to handle the Submission. Publications may configure specific Article Types to have discussions automatically initiated when Editors with selected Roles accept invitations to handle Submissions. When the discussion is automatically initiated, it is set up as follows:

- The Editor who accepted the invitation becomes the discussion participant.

- The Editor who invited the Editor becomes the discussion Initiator

> **Note:** *This Editor Role must have Initiate and Manage Discussions permission.*

- The discussion is based on the Topic Template selected for the Article Type/Editor Agree to Assignment combination in *PolicyManager*.
- A letter (configured on the Discussion Topic Template) is sent to the Editor participant alerting them that s/he has been asked to participate in the discussion.

> **Note:** *No letter is sent to the Initiator.*

The discussion Initiator does not need to take any action. Once the Topic is started, the discussion Initiator may manage the Discussion Topic as usual (add/remove participants as desired, conclude the Discussion Topic, initiate another discussion, etc.), and participants may read and post comments.

When multiple Discussion Topics are initiated automatically, a Submission may have multiple discussion threads with the same Topic name, discussion Initiator, or date initiated.

To assist in distinguishing between these Discussion Topics when users access the '*Discussions'* page, an Initial Participant column is displayed. This column will display the Invited Editor, as this is the initial participant in an automatically initiated discussion. This column is empty for discussions started manually.

View Other Author Information

If Other Authors have been required to register and verify that they are Co-Authors, the 'Author Status' link displays on the *'Technical Check'* page and in the Other Authors section of the '*Details'* page layout. This link is visible to all Editors, though its appearance will depend on how the Manage Other Authors permission has been configured.

*Sample '*Details*' page layout*

Clicking the 'Author Status' link opens a pop-up window that displays any Authors listed for the Submission and their current confirmation status.

Sample 'Author Details' *page; Editors without Manage Other Authors permission*

Author Details for Manuscript Number: Unassigned
New Manuscript

[Close]

Corresponding Author Status

Order	Author Name		Email Address	ORCID Identifier	Academic Degree(s)	Affiliation
1	Allan Author		trash17@ariessc.com		PhD	Aries Systems Corporation

Other Author Status

Order ▲▼	Author Name ▲▼	Added in Revision ▲▼	Email Address	ORCID Identifier	Academic Degree(s)	Affiliation ▲▼	Institution ▲▼	Confirmed? ▲▼
2	Abby Author	R0	trash1938@ariessc.com		PhD	Aries Systems Corporation	Aries Systems Corporation	No Response

Removed Authors

[Close]

The display is slightly different for Editors with Manage Other Authors permission and provides Action links enabling the Editor to take action on the listed Other Authors and their status.

Sample 'Author Details' *page*

Author Details for Manuscript Number: Unassigned
Multiple Authors

[Close]

Corresponding Author Status

Order	Author Name		Email Address	Academic Degree(s)	Affiliation	Options
1	mary mary		trash1@ariessc.com			View Author Details

Other Author Status

Order ▲▼	Author Name ▲▼	Added in Revision ▲▼	Email Address	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼	Options
2	John Doe	R0	jdoe@trash.com Edit			Confirmation Not Requested Change	Request Confirmation View Author Details
3	Rick Reviewer	R0	Edit			Confirmation Not Requested Change	Request Confirmation View Author Details
4	Richard Reviewer	R0	Edit			Confirmation Not Requested Change	Request Confirmation View Author Details

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

To allow a Co-Author to change their responses to the questions they may have already answered (if any), use the 'Resend Letter' link. To request verification from all Co-Authors who have not confirmed their authorship and present the most recent questionnaire (if any) to them, use the 'Send Letters' button.

[Send Letters]

Removed Authors

[Close]

These Action links are placed in the Options column. From here the Editor can access the '*View Author Details*' page, view the Author responses to Submission questions, and reset the confirmation status of an Author, discarding all previous responses to the questionnaire in the process after which the Editor can resend the request for authorship confirmation.

With Manage Other Authors permission, the Options column will hold the following links (as applicable):

- o 'View Author Details': This link displays for all Authors and links to the '*View Author Detail*' page for that Author.
- o 'View Questionnaire Responses': This link displays the responses submitted by an Author for any Author questions they've been asked during Submission or during verification.

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- o 'Reset Confirmation Status': This link displays if the Author has already responded to the verification request. Editors may use this link to reset the confirmation to 'No Response', allowing the Author to change their response.
- o 'Resend Letter': This link displays if an e-mail letter has been sent to this Other Author, but they have not yet responded, or if the Editor has reset the response status. Clicking the link sends a new letter to this recipient only.
- o 'Request Confirmation': This link displays if for any reason a notification has not yet been sent to this Other Author. Clicking the link sends the e-mail letter configured for the Author role at the 'Notify Other Authors' event to this recipient, and any letters configured to be sent at this event to Editor or Publisher roles.

If there are multiple Authors from whom confirmations have not been received, the Editor may use the 'Send Letters' button at the bottom of the page to re-trigger the 'Notify Other Authors' event. Letters configured for the event will be sent to any Other Authors who have not responded, as well as any Editor or Publisher roles configured to receive letters at this event.

Additionally, Editors with the correct permissions may also choose to edit a Co-Author's e-mail address via the edit link on the '*Author Details'* page.

View Author Questionnaire Summary

For Editors with the permission to Manage Other Authors, an Author Questionnaire Summary section may appear on the *'Details'* page when a Submission has an Author Questionnaire configured for either the Corresponding Author or Co-Authors. This section contains a 'View Author Questionnaire Summary' link.

Clicking this link opens the '*Author Questionnaire Summary'* page, where the user can see the responses from all Authors (Corresponding and Co-Authors) who have answered an Author Questionnaire. The questions are displayed in a grid containing all Author Questions and the associated Responses for each Author.

If a Question is not presented to a particular Author (if an Author is added on Revision, for example, and the Author Questionnaire is different), the Response area is shaded with dark grey.

Author Questionnaire Summary
Manuscript Number: SALLYTEST90-D-11-00039
"More Co-Author Testing"

[Close]

Expand All / Collapse All

Ann Author (Corresponding Author)	Stephen Author (Co-Author)	Sandy Author (Co-Author)	Arthur Author (Co-Author)	New Author (replaced George Jetson) (Co-Author)
Please indicate the source of funding for your research. (NOTE: This question does not appear on the Author Questionnaire configured for Revisions.)				
NIH	NIH	My Institution	This Author could have a lengthy response. The 'Expand All' and 'Collapse All' links are used to display responses of more than 500 characters. Lengthy responses have (more...) and (less...) links to make them more readable. This Author could have a lengthy response. The 'Expand All' and 'Collapse All' links are used to display responses of more than 500 characters. Lengthy responses have (more...) and (less...) links to make them more readable. This Author could have a lengthy response. The 'Expand All' and 'Collapse All' links are used to display responses of more than 500 characters (more...)	
Please select a presentation date.				
6/18/2010	6/18/2010	6/19/2010	(No Response)	7/14/2011
What is the date of your anniversary?				
6/01/2004	6/25/1984	1/31/1991	1/1/2011	1/1/2012
Is this a tricky question?				
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend (more...)	**Yes:** This is an example of a 'Yes/No/Text' response type. The additional response text is triggered by the 'Yes' response. The 'Yes' is displayed in bold text.	No	No	**Yes:** This is hard to understand.
This question is part of the questionnaire configured for Revisions.				
This is the Corresponding Author's response.				This is the response from a Co-Author who was added when the Corresponding Author submitted the R1. A different questionnaire is configured for the 'Designate Author Questionnaire' item on Revision.
This is an example of a multiple choice question response that was only presented for the R1.				
• Option 1 • Option 2 • Option 3				• Option 3 • Option 4

[Close]

If any Responses are more than 500 characters, then '(more…)/(less…)' links display in that cell, allowing the answer to be expanded. Additionally, 'Expand All/Collapse All' links are available above the grid to expand or collapse all answers greater than 500 characters.

Transfer Co-Author Questionnaires

When one EM publication transfers Submissions to another, responses previously provided by verified Co-Authors to the Author Questionnaire are transferred to the receiving EM site. This way the Co-Author does not have to re-enter responses on the receiving site. The Co-Author is presented with the Author Questionnaire from the receiving site, prepopulated with the transferred responses.

Attachments

Editors with the Upload Attachments permission now have the option of uploading an attachment at any time by following the 'Attachments' link on the *'Details'* page. Access to these attachments can be granted to both Authors and Reviewers. Reviewers will receive access when invited to review a Submission, while Authors will have access once a decision is submitted. When viewing all attachments on a Submission, the Editor will see files uploaded by Editors as well as Reviewers.

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Details for Manuscript Number: Unassigned "New Manuscript"

Cancel | Save | Save and Close

Abstract Manuscript Notes Production Notes Editors Reviewers Alternate Reviewers Reviewers Proposed by Editors Additional Information

Corresponding Author:	✉ Allan Author ⚐ UNITED STATES [Proxy]
Corresponding Author E-Mail:	trash17@ariessc.com
Author Comments:	
Other Authors:	✉ Abby Author, PhD, Aries Systems Corporation| Aries Systems Corporation Author Status
Author Questionnaire Summary:	View Author Questionnaire Summary
Short Title:	
Article Type:	Original Study
Section/Category:	
Keywords:	
Classifications:	This manuscript does not have any Classifications.
Requested Editor:	
Technical Check:	Technical Check Information
Initial Date Submitted:	May 28, 2020
Editorial Status Date:	May 28, 2020
Duplicate Submission Check:	Duplicate Submission Check (55%)
Current Editorial Status:	Manuscript Submitted
Transfer Offer Expiration Date:	
Attachments:	Attachments
Submission Target Publication Date:	(mm/dd/yyyy)

Clicking the 'Attachments' link opens the *'Attachments'* pop-up page for the Editor. Any existing attachments are displayed in the bottom 'Attachments:' section. If there are no attachments yet, the message "There are currently no Attachments" displays. To attach a file, the Editor clicks the 'Upload Attachments' button.

Attachments for Manuscript Number "Multiple Authors"

WARNING: Attachments may contain information revealing the originator's identity, including information that appears in a file's 'Properties' (on Windows) and 'Get Info' (on Macintosh).
Any attachments submitted relating to this manuscript are shown below. Click Download to download the files to your computer. To upload a revised version of the file, download the file first, edit it and then click Upload Revised file. If a sanitized copy of the attachment is available, it can be downloaded using the link 'Download Sanitized Copy'.

Reviewers always have access to attachments which they have uploaded. The Reviewer does not automatically have access to an attachment revised or uploaded by an Editor. To make any attachment visible to all Reviewers check the box 'Allow Reviewer Access'. Reviewers must also have the RoleManager permission 'View Other Reviewer's Comments to Author' or 'View Other Reviewer's Comments to Editor' in order to see another Reviewer's attachment, or the edited version of their own attachment.

To make the file visible to the Author when the Author revises the submission or views the Editor decision, check the box 'Allow Author Access'.

Save and Close

Attachments:

There are currently no Attachments.

Upload Attachments

Save and Close

In the Upload Attachments window, Editors may enter a description of the file, use the 'Choose File' button to locate the file, and decide whether or not to allow Author and Reviewer access to the file. If neither access option is selected, the attachment will only be available for other Editors with Download Attachments or Upload Attachments permission. Clicking the 'Attach this File' button completes the file upload process.

**Upload Attachment For
"Multiple Authors"**

Insert Special Character

Enter a Description, set Viewing permissions, Browse and Attach to upload a revised version of the Reviewer's attachment.

Description: Test Manuscript

File Name: Choose File | test manuscript.png

Viewing Permissions: ☐ Allow Author Access
☑ Allow Reviewer Access
Attach This File

No files are attached

Proceed

After uploading the file, it displays at the bottom of the page. If the Editor has uploaded the wrong file, the 'Remove' link can be used to remove the file on this page. Clicking the 'Proceed' button returns the Editor to the *'Attachments'* page.

The *'Attachments'* page now displays the attachment(s) available for this Submission. The Editor may change viewing properties here, upload a revised version of the file, or remove it.

> **Note:** *Publications may choose to "sanitize" attachments, a process which removes personal information appearing in the document properties of a Microsoft Office or PDF file. This is available through administrative configuration. If configured, a 'Download Sanitized Copy' option will be available for uploaded attachments.*

> **Note:** *When an archive file is uploaded, the system checks the Do Not Unpack Archive files of this Type setting in* PolicyManager*. If this option is selected for a selected File Type, the archive file will not be unpacked and is stored as a packed file.*

'History'

Clicking 'History' displays the Status History and Correspondence History of a Submission (see below).

**History for Manuscript Number: DEMOCD-D-19-00022
Christine Donovan (UNITED STATES): "A Study About Birds"**

Status History   Correspondence History   Submission Flag History

Switch to Status Type View

Close

STATUS HISTORY

Status Date	Document Status	Status Days	Role Family	Revision	Operator
Nov 20 2019 2:09PM	Required Reviews Completed	----	EDITOR	0	Amy Analyst [Proxied by mary mary]
Nov 20 2019 2:07PM	Under Review	----	REVIEWER	0	Dwight Deputy [Proxied by mary mary]
Nov 7 2019 2:18PM	With Editor	12	EDITOR	0	Dwight Deputy [Proxied by mary mary]
Oct 9 2019 12:09PM	Manuscript Submitted	29	EDITOR	0	Christine Donovan
Oct 9 2019 12:05PM	Needs Approval	----	AUTHOR	0	Christine Donovan
Oct 9 2019 12:05PM	Building PDF	----	AUTHOR	0	Christine Donovan
Oct 9 2019 11:45AM	Incomplete	----	AUTHOR	0	Christine Donovan

CORRESPONDENCE HISTORY

Add Editorial Correspondence

Correspondence Date	Letter	Recipient	Status	Revision	Operator
Nov 20, 2019	Author Notice All Reviews Complete	Christine Donovan	Required Reviews Completed	0	Amy Analyst [Proxied by mary mary]
Nov 20, 2019	Reviewer Thank You	Amy Analyst	Under Review	0	Amy Analyst [Proxied by mary mary]
Nov 20, 2019	Reviewer Instructions and Due Date 📎	Amy Analyst	Under Review	0	Amy Analyst [Proxied by mary mary]
Nov 20, 2019	Reviewer Thank You	Arnold Appraiser	Under Review	0	Arnold Appraiser [Proxied by mary mary]

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The Status History displays the date the Submission entered into each status event while the Correspondence History details the letters that were sent out by the system as a Submission moves through peer review. Clicking on the name of the letter displays the text of the letter as it was sent to the user.

View Letter

Close   Edit and Resend   Resend

Date:	May 22, 2020
To:	"Ann Associate" trash13@ariessc.com
From:	"The Journal" trashjo@ariessys.com
Subject:	You have a new Editor Assignment

Ref.: Ms. No. DEMOCD-D-20-00018
TEST
mary mary
DEMO CD (CS Site)

Dear Associate,

I am passing the above article to you for handling. Please log onto Editorial Manager as an editor to view the details and PDF.

Please click on this link to access the submission:
****

Regards,

mary mary
Managing Editor
DEMO CD (CS Site)

_____
In compliance with data protection regulations, you may request that we remove your personal registration details at any time. (Use the following URL: https://www.editorialmanager.com/democd/login.asp?a=r). Please contact the publication office if you have any questions.

Close   Edit and Resend   Resend

In addition to viewing the letter, users with proper permission will have the option of resending the letter with edits by clicking the 'Edit and Resend' button, which appears in the new window.

Adding External Correspondence to the Correspondence History

Editors may be given permission to manually add External Correspondence entries (an item of correspondence, such as an e-mail, received outside of Editorial Manager) to the correspondence history of a Submission, where they can be viewed alongside internally generated correspondence.

Editors with Add/Edit External Correspondence permission will see an 'Add Editorial Correspondence' button at the top of the 'Correspondence History' section of the '*History'* page.

Clicking this button will bring the Editor to the *'Add/Edit External Correspondence'* page.

Editors may set the date and time (US Eastern Time) of the correspondence, enter a Description for the correspondence (a required field), the sender ('From') and recipient ('To') of the letter, the subject line, and the contents of the letter. If the publication is using the Attachments feature, Editors may also add Attachments to the External Correspondence record.

Editors may also use the External Correspondence feature to note that a phone call was received, such as an Author calling to check on the status of a Submission. In this example, the Editor could use the 'Add Editorial Correspondence' button, and enter a description of 'Phone: Status Query from Author' and the date/time of the call to record it.

If a publication allows Authors to view the Author-related correspondence history, Editors will be able to grant Authors access to External Correspondence as it is added. When an Editor adds correspondence,

they will see the Display in Author's Correspondence History checkbox on the *'Add/Edit External Editorial Correspondence'* page. By marking off this option, the letter will be visible to the Author.

> **Note:** *The default behavior is to make External Correspondence invisible to the Author.*

Adding an Attachment to External Correspondence

To add an attachment, click the 'Add/Change Attachments' button. This will open a new window in which you can browse your computer for the file or drag and drop the file on to the page. Once the file is selected, click the 'Add This File' button to complete the process. An Editor may return to the letter at any time via the Correspondence History and add or remove any attachments.
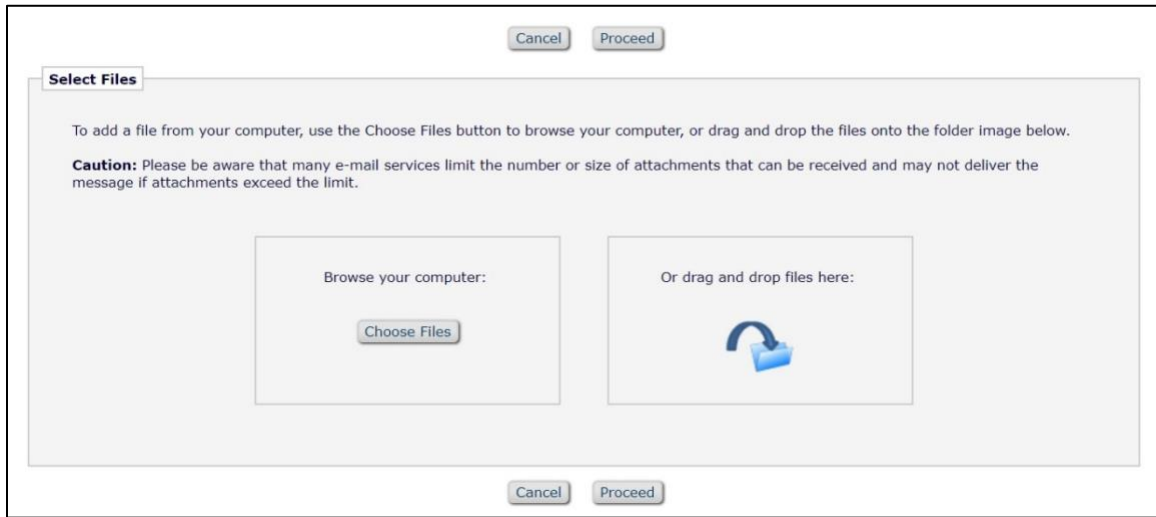
There is also the option to add files from the Submission's file inventory to external correspondence in the 'Add Files from Submission Inventory' section of this page. A list of the Submission's system PDFs, submission files, companion files, and Editor/Reviewer attachments will be presented. To attach any of these files to the external correspondence, Editors will check the box next to the file and then click 'Proceed.'

Once files have been added, click 'Proceed' to return to the *'Add/Edit External Correspondence'* page. There the Editor can return to tweaking the text of the External Correspondence or click the 'Submit' button to save the letter and add it to the history of the Submission. The new piece of correspondence is inserted into the list chronologically. The text '(External)' is displayed next to the letter link identifying this letter as External Correspondence.

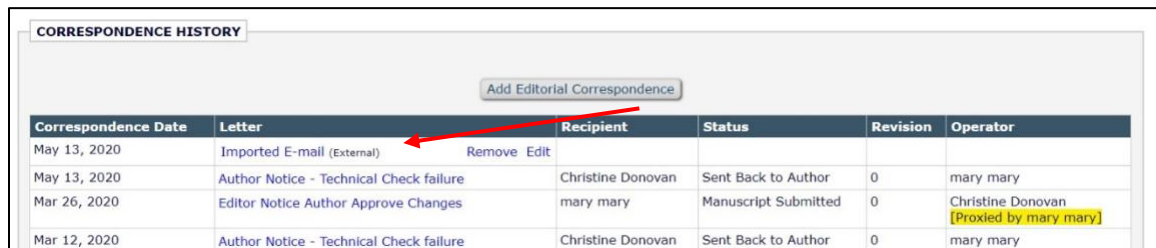This correspondence is then visible to all users with View Editorial Correspondence History permission. Editors with Add/Edit External Correspondence permission may also remove or edit these external correspondence items, if desired.

Importing External Correspondence in to the Correspondence History

Journals can be configured with a unique 'drop-box' email address. The Editor can forward selected external emails sent to them to this drop-box. EM will import emails received at this drop-box, adding them to the appropriate Correspondence History as items of External Correspondence as if they had been added manually as described above.

Depending on the Journal's configurations, imported email will either display as 'Imported Email (External)' or with the imported email's subject line, as shown below.

Submission Flag History

Submission Flag History is recorded for each Submission (depending on the individual flag configuration). The Flag History will record and show when each flag was turned on and off for the Submission. A *RoleManager* permission View Submission Flag History is required to view historical flag information in the interface.

Once enabled, a Submission Flag History section is added to the following pages:
  ➢ Correspondence History
  ➢ Submission Flags pop-up
  ➢ Flag Legend pop-up

The Submission Flag History shows each flag icon (and flag description) that has ever been turned on for the Submission. The following additional information is also shown:
  ♦ The revision number of the Submission when flag was turned on.
  ♦ The date the flag was turned on and the operator who turned it on.
  ♦ The date the flag was turned off (if it has been turned off) and the operator who turned it off.
  ♦ The number of days the flag was turned on. If the flag is still being used, the number is displayed in parentheses and in red text to indicate the elapsed number of days.
  ♦ Additionally:
    o Only flags configured to Display in History are shown in the interface. However, the flag history is captured in the database.
    o If the flag is turned on/off multiple times, each occurrence is captured and displayed in a separate row.
    o Flags that have never been associated with the Submission are not shown to avoid cluttering the page.
    o The flag description is written into the Flag History as text in case the flag description is ever changed in the future.
    o If a user was proxying for another user when turning the flag on or off, it is designated as such in the grid.

Sample 'Correspondence History' page; Submission Flag History has been enabled in PolicyManager and the user has permission to view the flag history

History for Manuscript Number: ARIES-D-14-57316
"Super Cool Article"

Status History   Correspondence History   Submission Flag History

Switch to Status Type View

Close

STATUS HISTORY

Status Date	Document Status	Edit Submission Status	Production Status	Status Days	Role Family	Revision	Operator
Jan 15 2015 2:18PM	Under Review			----	REVIEWER	0	Stacey Lavelle
Jan 15 2015 2:18PM	Decision Rescinded			----	EDITOR	0	Stacey Lavelle
Jan 14 2015 6:26AM	Completed Reject			1	EDITOR	0	Rebecca Klahm
Jan 14 2015 6:26AM	Reject			----	REVIEWER	0	Rebecca Klahm
Jan 14 2015 2:52AM	Under Review			----	REVIEWER	0	Joe Carrino
Jan 14 2015 2:35AM	Decision in Process			----	REVIEWER	0	Joe Carrino
Jan 5 2015 5:19PM	Under Review			8	REVIEWER	0	Joe Carrino
Dec 29 2014 7:35PM	Editor Assigned			6	EDITOR	0	Joe Carrino
Dec 29 2014 7:38AM		Incomplete with Editor		----	EDITOR	0	Ed Office
Dec 22 2014 1:57AM	Manuscript Submitted			7	EDITOR	0	Macy Jackson
Dec 22 2014 1:48AM	Needs Approval			----	AUTHOR	0	Macy Jackson
Dec 22 2014 1:47AM	Building PDF			----	AUTHOR	0	Macy Jackson
Dec 22 2014 1:24AM	Incomplete			----	AUTHOR	0	Macy Jackson

CORRESPONDENCE HISTORY

Correspondence Date	Letter	Recipient	Status	Revision	Operator
Jan 21 2015 12:05AM	Reviewer Reminder - (2) Before Due Date	Viggo Dunst, Ph.D.	Under Review	0	Tara Barcello
Jan 15 2015 2:18PM	Author Notice Decision Rescinded	Macy Jackson	Under Review	0	Stacey Lavelle
Jan 14 2015 6:26AM	Reviewer Notification of Reject Decision	Brian K Hammer, PhD	Completed Reject	0	Rebecca Klahm
Jan 14 2015 6:26AM	Editor Decision - Reject	Macy Jackson	Reject	0	Klahm

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
☒	Subscan Complete	1	Jan 28, 2015 3:35 PM	James Miller, PhD			(6)
!	Potential Subscan Issue	1	Jan 25, 2015 2:00 PM	James Miller, PhD	Jan 28, 2015 11:12 AM	Stacey Lavelle	3
2	Ed Office, Rebecca Bye	1	Jan 25, 2015 11:40 AM	Rebecca Bye			(9)
✐	Open subscan discussion	1	Jan 16, 2015 8:29 AM	Xianchun Wang, PhD	Feb 3, 2015 12:00 PM	Xianchun Wang PhD	18
!	Potential Subscan Issue	0	Dec 17, 2014 2:00 PM	James Miller, PhD	Dec 23, 2015 11:12 AM	James Miller, PhD	6
✐	Sent Back to Authors	0	Nov 13, 2014 10:13 AM	Rebecca Bye	Nov 18, 2014 11:00 AM	Rebecca Bye	5

Close

Status History   Correspondence History   Submission Flag History

Switch to Status Type View

Sample Submission Flags pop-up; user has permission to view Submission Flag History

Submission Flags - Manuscript Number AmyTest-81-10-151R1 "Spec 10.0-38 Round 1 use case 2 test 1"

Submission Flag History

Check the box of the flag(s) you want to display for this submission. (more...)

Cancel   Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
☐	▼	2 Purple z
☑	♣	2 Purple Clubs
☑	☺	Forest Green Smiley
☐	✓	Red Check
☐	☣	Black Biohazard
☐	✂	Blue Scissors
☐	◆	Blue Diamond
☐	❋	Red Snowflake
☐	✈	Black AirPlane
☐	❽	Magic 8 Ball
☐	!	My fun flag

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
♣	2 Purple Clubs	1	2015-06-11 19:34:31	Mary Mary Editor, PhD, MDd			(4)
❽	Magic 8 Ball	1	2015-06-11 19:34:23	Mary Mary Editor, PhD, MDd	2015-06-11 19:34:38	Mary Mary Editor, PhD, MDd	1
☺	Forest Green Smiley	1	2015-06-11 19:34:16	Mary Mary Editor, PhD, MDd			(4)

Cancel   Submit

The Submission Flags pop-up is accessed by a user with appropriate permission clicking the Set Flag icon ( ), any flag currently associated with a Submission on the *'Details'* page, or the 'Add/Edit Submission Flags' link on the *'Details'* page.

The *'Flag Legend'* page is available for users who are able to view flags but do not have permission to turn Submission Flags on or off. If the user also has the View Submission Flag History permission, they will be able to see historical flag data on the *'Flag Legend'* page.

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Sample 'Flag Legend' page for user with permission to View Submission Flags and Submission Flag History

Flag Legend

Submission Flag History

[Close]

SEELCTED SUBMISSION FLAGS	
Flag	**Flag Name**
♣	2 Purple Clubs
☺	Forest Green Smiley

SUBMISSION FLAG HISTORY							
Flag	**Flag Name**	**Revision**	**Date Turned On**	**Operator**	**Date Turned Off**	**Operator**	**Days**
♣	2 Purple Clubs	1	06/11/2015 19:34:31	Mary Mary Editor, PhD, MDd			(4)
⑧	Magic 8 Ball	1	06/11/2015 19:34:23	Mary Mary Editor, PhD, MDd	2015-06-11 19:34:38	Mary Mary Editor, PhD, MDd	1
☺	Forest Green Smiley	1	06/11/2015 19:34:16	Mary Mary Editor, PhD, MDd			(4)

[Close]

'File Inventory'

'File Inventory' provides access to the individual source files of the Submission and Companion Files, as well as providing additional basic information about the files.

Submission Items can be downloaded separately by clicking the 'Download' link or together in a .zip file. Use the Select checkboxes to mark off the files to be included in a .zip file and then click the 'Download Selections as Zip File' button. Similar access is available for Companion Files.

Companion Files can also be uploaded and downloaded on the *'File Inventory'* page by clicking the 'Upload Companion File' button.

New in version 16.1, a File Reference field is added to the File Inventory page to provide an easier way for publication staff to rename files for organization, download, and transmittal. The File Reference field allows a new name to be applied to the downloaded or transmitted file while leaving the file's original name (at upload) unchanged in the system. The File Reference feature will be available for use in both EM and PM, and the File Reference field will be available for all files visible in the File Inventory (submission and companion files).

This feature has two intended purposes: 1) To give related files the same, or similar references; for example, multiple files relating to the same image (such as, for online and print use). 2) To allow users to

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rename files to a specific format; for example, including the manuscript number in the file name. The file reference provides the main body of the new file name, which is applied when the file is downloaded or transmitted to another system.

Other Functionality Available from File Inventory

Similarity Check. CrossRef members who have agreed to participate in the Similarity Check plagiarism detection service may access Similarity Check through the *'File Inventory'* page. This feature must be enabled by an Aries Account Coordinator.

If automatic transfer is not configured, this feature allows Editors and Publishers (as configured in *RoleManager*) to save Submission files locally, launch a new Similarity Check window, upload those files to the Similarity Check/iThenticate system, and run similarity checks.

After selecting files on the *'File Inventory'* page, an Editor or Publisher with Initiate Similarity Check permission may click the 'Similarity Check' button to download the selected files to their computer and launch a new window to the Similarity Check login page.

When automatic transfer is enabled, files are deposited into iThenticate directly. Editors can select files from the File Inventory and ask the system to Similarity Check those files. The files will be transferred and the system will periodically check for the completed Similarity Report. In addition to selected Submission files, the Editor can choose to send the Reviewer PDF. This may be useful for depositing file types not yet supported by Similarity Check.

> **Note:** *When creating Groups and Folders in iThenticate, you must use at least one alpha character in the Name, though numeric characters may also be used.*

Submissions where files have been sent to Similarity Check using automatic transfer will display a 'SimilarityCheck/iThenticate Results' link. The maximum Similarity Score value associated with the Submission will display if that score exceeds a configured threshold value.

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View Submission Similarity Check/iThenticate Results (29%)			

Additionally, the *'Technical Check'* page displays a link where it is possible to view Similarity Check results and a button which can trigger a Similarity Check deposit of the Reviewer PDF.

Companion Files. Also available within the File Inventory Menu is the option to Upload or Download Companion files. Companion files are not built into the PDF and are a useful way to upload files that need to be associated with the Submission, but do not need to be seen by the Author or Reviewers.

'Edit Submission'

When an Editor clicks the 'Edit Submission' Action link, they are brought to the *'Edit submission'* page. Options are:

1) Edit the submission (and rebuild PDF).
2) Edit the submission data only, allowing the editing of metadata items and attachment of files without having to rebuild the PDF.

If Edit the submission data only is selected, there are three steps:

1) Enter Metadata
2) Add/Edit/Remove Authors
3) Attach Files

Note: *Attached files will not be included in the Author/Editor or Reviewer PDFs. They will only be available on the* 'File Inventory' *page. If files need to be available in the PDF, use the Edit the submission (and rebuild PDF) option.*

'Classifications'

The Author of the Submission can be asked to select document classifications when submitting a paper. A summary of the classifications that have been selected will be displayed on the right hand side of the screen. If there are additional classifications, check the box on the left hand side and click 'Select'. To remove any of the Author's selections, check the box on the right hand side and click 'Remove'. A 'Search' box is available for displaying the list of available classifications. Type in the term to be used in the search. If EM finds a classification that contains that term, it will highlight the classification(s). Users can 'Clear' the existing Search and choose a new Search. Click 'Submit' at the bottom of the form when finished.

Portions of the Classification list may be expanded or collapsed by using the [+] or [-] icons. The entire list may be expanded or collapsed by using the 'Expand all' or 'Collapse All' links at the top and bottom of the menu.

'Notify Editor'

'Notify Editor' allows Editors to send a letter to the lower level Editor in the assignment chain. Users can send a default or custom letter by clicking the appropriate button.

'Send E-mail'

This is also referred to as an 'Ad Hoc' email and allows for communication between people associated with the Submission.

Click on the down arrow to view the letters that have been configured for the Editor role.

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

| Please Choose a Letter |
| Please Choose a Letter |
| Author Notice - MS Outside of Publication Scope |
| Editor Query to Journal Office |
| Editor Query to Other Assigned Editors |

Select the letter that best matches the inquiry and click on 'Customize Letter'. The text can be modified as necessary.

Customize Letter - Author Notice - MS Outside of Publication Scope

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

Cancel   Preview and Send

From:	"mary mary" <trash1@ariessc.com>
To:	Corresponding Author;
Letter Subject:	Editorial office has returned your submission entitled: %ARTICLE_TITLE%
Letter Body:	Insert Special Character Open in New Window

Dear Dr. Author,

We have returned your submission entitled %ARTICLE_TITLE%.

Please see the reasons below:

Additionally, Editors and Publishers may send letters via an envelope icon (✉) next to people names on the *'Details'* page, if letters have been configured for this method. It provides users a more convenient way to send Ad Hoc letters to people associated with a Submission.

After clicking the envelope icon, the user is presented with all letters in the appropriate Ad Hoc family that have been configured in *PolicyManager > Edit Letters*. If there is only one letter configured for use with this option, the user will be brought directly to the 'Customize Letter' interface.

> **Note:** *Letters configured with the User Selects Recipient using ✉ icon may also show in the Ad Hoc letter drop-down when the 'Send E- mail' Action link is clicked in folders. This only applies when there are one or more Recipients options selected in addition to 'User Selects Recipient using ✉ icon'.*

> **Note:** *If User Selects Recipient using ✉ icon is the only Recipient option selected for a letter, the letter is available via the icon, but is not available via the 'Send E- mail' link.*

'Details' page – a letter in the Ad Hoc From Editor family has been configured to use the recipient option

Details for Manuscript Number: DEMOCDBeta-D-20-00021 "Editor Test"

Cancel   Save   Save and Close

Abstract   Manuscript Notes   Production Notes   Editors   Reviewers   Alternate Reviewers   Reviewers Proposed by Editors   Additional Information

Corresponding Author:	✉ mary mary, Aries Systems Corporation ▽ North Andover, Ma UNITED STATES [Proxy]
Corresponding Author E-Mail:	trash1@ariessc.com
Author Comments:	
Author Questionnaire Summary:	View Author Questionnaire Summary

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Email Autofill for Ad Hoc Letters

In letters configured for Editors to manually enter addresses for "To:", CC:", and BCC:", these are enhanced to include an autofill option for email addresses. EM keeps a record of a user's frequent contacts and as the user begins typing a recipient's email address when drafting the letter, EM autofills the address field based on that user's previous emails.

Inserting System Merge Fields

An 'Insert System Merge field' link is available to users editing letters. Clicking the link will open a pop-up overlay from which a user may search all available system merge fields with descriptions displayed. To insert a merge field, click the desired location within the letter body and then click the desired merge field(s) or drag and drop the merge field into the letter.

Sample Insert Custom Merge Field overlay available during letter customization and with search function
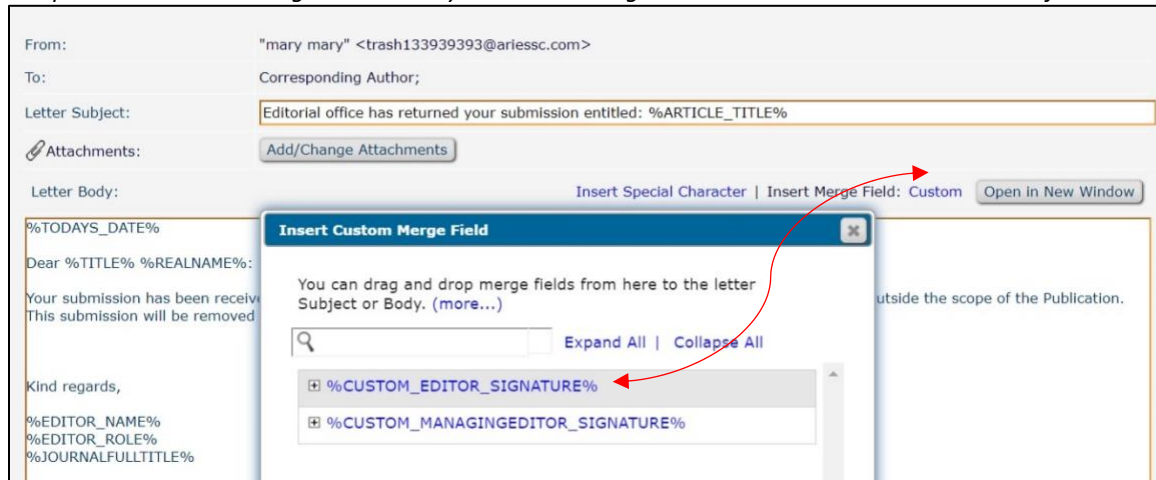
Attach Files to Ad Hoc Letters

Editors may attach files to Ad Hoc letters when an Ad Hoc letter is configured to allow attachments, then the sender of the letter will see an 'Add/Change Attachments' button on the *'Customize Letter'* page. Clicking this button will open a window where the user may upload an attachment from their local computer by clicking the 'Browse' button and choosing the file to be added. The user must then click the 'Add This File' button to complete the process. When the upload is complete, the attached file will display in a grid on the page.
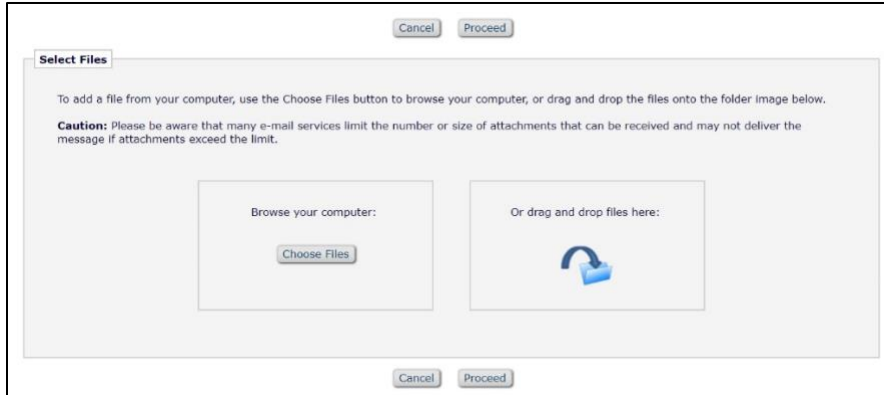
Clicking 'Proceed' will return the user to the *'Customize Letters'* page to complete the process of sending the letter.

Additional Data in Review Status Columns

The Review Status column is enhanced to include an expandable cell containing detailed information related to the Reviewers and review status for a Submission. Users can hover their cursor over the collapsed information to see an overlay with the detailed information such as:

- Each section of the detailed cell (Complete, Partial Review Saved, Agreed, Invited – No Response, Declined) displays a count of Reviewers who fall under each respective category
- Reviewer Names are listed with a hyperlink to the '*People Information'* page.
- If the Reviewer was suggested by the Author, it is noted.
- For completed Reviews, the Reviewer Recommendation Term is displayed with a hyperlink to view the individual reviews and comments. The minimum number of required reviews is displayed.
- For Partial Review Saved and Agreed, the due date is displayed if it is in the future, and the number of days late is displayed if the review due date has passed.
- For Reviewers who have been invited but have not yet responded, the number of days that have passed since the invitation was sent is displayed.
- Declined Reviewers are also displayed. If entered by the Reviewer, the decline reason is shown. If the reason for the decline is longer than 200 characters, a 'Decline Reason' link is available that will launch a scrollable overlay containing the full decline reason.

Note: *The link to the Decline Reason overlay is implemented on the Reviewer Selection Summary page for decline reasons longer than 200 characters.*

Sample 'View All Assigned Submissions' folder with hover overlay displayed

In the hover overlay, clicking the small pushpin icon in the upper right corner or the *'(more…)'* link will "pin" the cell in its expanded state to the grid. To collapse the cell back to its basic display, either click the pushpin icon again or click the *'(…less)'* link.

Sample 'Search Submissions (PowerGrid)' *page with pinned Reviewer Status cell and 'View Reasons' link clicked for a Declined Reviewer*

The Reviewer Status column is available in the following folders:
1. 'Submissions with Rescinded Decision'
2. 'Submissions with Required Reviews Complete'
3. 'Submissions Requiring Additional Reviewers'
4. 'Submissions with One or More Late Reviews'
5. 'Submissions Under Review'
6. 'Submissions with X Reviews Complete'
7. 'View All Assigned Submissions'

8. 'Group by Editors I Assigned'
9. 'Group by Editor with Current Responsibility'
10. 'Group by Manuscript Status'
11. 'Reviewers Invited – No Response'

Blinding Editors on Submissions

Publications can hide ("Blind") Submissions from an Editor that are Authored or Co-Authored by that Editor.

The link to blind Editors is found on the *'Assign Editor'* page and the *'Details'* page. Clicking the 'Blind Editor' link delivers the Editor to a list of all Editors in the system. A checkbox next to each name can be checked to blind Editors.

Blinding an Editor does the following:
- Suppresses the Submission from all Editor folders displayed for that Editor
- Suppresses the Submission from being listed on the People Information page when that page is called up by a blinded Editor
- Suppresses the Submission from being listed on any Reports that have 'Send Reminders' functionality such as: Author Reports (Author Revision Status, Author Revision Reminder); Reviewer Reports (Reviewers Invited – No Response, Reviewer Reminder); Editor Reports (New Assignments, Required Reviews Complete Report)
- Suppresses the Submission from appearing in 'Search All Manuscripts' results.

Submitting to the Journal as an Editor

An Editor may be given permission to "Submit Manuscripts as an Editor", without having to log in as an Author. Once submitted, the manuscript will be a normal Submission with the Editor recorded as the Corresponding Author.

The ability to submit may be guided by an additional Restrict to Editor/Publisher Use Only Article Types permission.

> **Note:** *Editor Use Only Submissions can be sent through the peer-review process; however, before approval, the Editor will not see the 'I agree' checkbox (if configured for the publication).*

When an Editor begins a Submission by clicking the 'Submit a Manuscript' link in the navigation bar, and if it is left incomplete with the Submission or build the PDF to be approved later, those Submissions display on the 'Editor Main Menu' in a new folder called 'Editorial Submissions in Progress'.

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Sample version of 'Editorial Submissions in Progress' folder

Editor Use Only Article Type and Editorial Submission

For Submissions submitted by Editors, the 'Editor Use Only' Article Types have the following additional functionality. Editors can be permitted to set the Final Disposition to Accept on Submission. This triggers all functionality related to an Accept final disposition.

Editorial Submission – PDF Approval

Confirm Final Disposition

You may choose simply to submit this manuscript to your publication as a regular submission.

Alternatively, you may choose to submit the manuscript and then also set the Final Disposition to 'Accept on Submission', triggering the transmittal form process.

Both options will immediately submit the manuscript to the journal, but automatic notifications are not sent if you choose to set the Final Disposition. The submission will initially appear in the normal folders in which new submissions appear.

When completed, the Final Disposition process will bypass peer review and move the submission directly into the 'All Submissions with Final Disposition' folder, releasing the submission to your production system if your publication is configured to do so.

Cancel | Submit to Publication | Submit and Set Final Disposition to Accept

If the Editor selects 'Submit to Publication', the manuscript is submitted to the Editorial Office, and is moved to the appropriate 'New Submissions…' folder. The Submission may then be put through the peer review process (or Accepted on Submission by the editorial staff).

If the Editor selects 'Submit and Set Final Disposition to Accept', the system will take them through the standard transmittal process. As part of this, the system:

- Generates or requests a manuscript number, depending on the publication's configuration.
- Generates a DOI if the publication is configured to trigger DOI generation on Notifying the Author.

The Submission will end up in the 'All Submission with Final Disposition: Accept' folder.

If the Editor does NOT have this permission, or if they are submitting an Article Type that is not configured as 'Editor Use Only', then the Submission proceeds exactly as if the Editor were submitting from an Author role.

Assigning and Unassigning Editors

Editor Assigns Self

Editors may assign themselves to papers, so they are able to execute all tasks in the workflow.

Assigning or Inviting an Editor

There are two ways in which Editors acquire Submissions: by assignment or by invitation.

Assignment: Editors can be assigned to papers without being given the opportunity to Decline. The new Submission will appear in the 'New Assignments' folder.

Invitation: Editors are sent an email invitation asking them to take on an assignment. The Editor must Agree or Decline to take the assignment. The new Submission will appear in the 'New Invitations' folder. When the Editor agrees to the assignment, a confirmation appears and the Submission is moved to the 'New Assignments' folder. If the Editor declines, the Editor is asked to provide a reason and is asked to suggest a qualified colleague within the publication organization.

When the 'Assign Editor' link is clicked, the *'Assign Editor'* page is displayed. Only those Editors who have permission to receive 'New Assignments' will display as options. The Assign Editor page displays both the Manuscript's Classifications and the number of matches with the Editor's Personal Classifications.

The Manuscript Classifications are listed at the top of the page. Each Classification is numbered starting with '1'. Below the list of Manuscript Classifications is a list of Editors. The column labeled 'Classification Matches' references the numbers from the list of Manuscript Classifications at the top of the page.

Alternatively, the column labeled '# Classification Matches' shows the number of Classification Matches between an Editor's Personal Classifications and the list of Manuscript Classifications. This number is a hyperlink, which will take the user to a list of the Editor's Personal Classifications, with an indication of which Personal Classifications match the Manuscript Classifications.

If the Editor has any unavailable dates in his/her People Record, they will display in the grid with a link. (See blue circle above.)

Each Editor's number of current assignments is also displayed. If the Editor's name is clicked, an activity report will be displayed, which identifies which papers have been assigned to the Editor.

In addition, the columns may be sorted dynamically, which means the Editor list can be viewed and ordered according to Editor Role, Editor Name, Number of Current Assignments, or Number of Classification Matches.

To Invite or Assign the Editor, click the button next to the name of the Editor and click 'Proceed'.

Once an Editor has been selected, a new page is displayed entitled '*Assign Editor – Confirm Selection and Customize Letters*' as follows:

EM will display a list of people that have been configured to receive a letter when an Editor is assigned to a Submission.

It is possible to choose from one or more different assignment letters, which may then be customized.

It is also possible to send a notification letter to other roles that have been configured to receive a notification of the Editor being assigned.

If a publication Invites Editors (rather than assigning them automatically), users will see a slightly different '*Invite Editor – Confirm Selection and Customize Letter'* page. All letters associated with the 'Editor Invited for Assignment' and 'Editor Assigned Notification' events are shown.

Assign Editor by Chain

Publication staff may assign an entire Editor chain in one action. Administrators can create Editor chain templates that define the default number of assignments in the chain, the default Editor Roles that are eligible for each place in the chain, and the default Assignment Letter for each Editor in the chain. Article Types can then be configured to use specific Assignment Chain Templates.

When it comes to the point where an Editor assigns the first Editor on a newly received Submission (or Revision), the user is presented with the proposed chain for the Submission's Article Type. From there, the Editor may select individual Editors to receive the Assignment, add steps to the chain, remove steps from the chain, change the Editor Role and Assignment letter for each step in the chain, and customize or preview the Assignment Letter.

> **Note:** *The Assign Editor Chain feature will only generate an Invitation for the last Editor in the Chain, where that Editor's Role is configured to receive assignments as invitations; all mid-chain Editors are Assigned without an Invitation step. Additionally, publications using the Suggest Editor feature (i.e., invited Editor Queues) will not be presented with the 'Assign Editor Chain' page.*

> **Note:** *Assign Editor Chain is only available for New Submissions or New Revisions. An Editor Chain may not be assigned if the Submission has already been assigned to a single Editor.*

> **Note:** *Assign Editor Chain does not affect Direct-to-Editor workflows.*

Sample initial 'Assign Editor Chain' *page*

After Editor Chain templates are created and linked to the desired Article Types, the user will be presented with the Assign Editor Chain when the 'Assign Editor' action link is clicked from either the 'New Submissions Requiring Assignment' or 'Revised Submissions Requiring Assignment' folders. At this point,

the user will need to select specific Editors within the Editor Roles suggested for each step of the chain. Selecting the individual Editors for each step of the chain may be done by selecting the intended Editor from a drop-down. Users may also start typing an Editor's name into the Editor field and the drop-down will narrow the results to matching names within the Editor Role.

> **Note:** *If there is only one appropriate Editor for a specific step – for example, if there is only one Editor-in-Chief – then that person will be selected automatically.*

At this stage, Editors may also add steps to the Editor Chain using the 'Add to Chain' button with the selected Editor Role, remove a step from the chain using the trash can icon, switch the Assignment Letter, customize the Assignment Letter, change the Editor Role for any step in the chain, or forgo the Editor Chain assignment to Assign or Invite a single Editor via the 'Assign Individual Editor' button.

Sample 'Assign Editor Chain' *page displaying matches to text entered into the Editor field*

Publications can choose to select an Editor for a particular Role using a standard EM Search Editor UI instead of using a drop-down. This is done by enabling Use Search-based selection for Editor Chain Assignment for the Role that appears in the *'Assign Editor Chain'* page.

> **Note:** *Users for publications with a large number of users assigned to a specific Editor Role may see the 'Editor Search' link in lieu of the text entry box and drop-down even without the* RoleManager *Always Use Search based selection for Editor Chain Assignment (i.e., if not Applied Automatically by System) setting enabled for that Role.*

> **Note:** *This setting is therefore not a 'permission' allowing that Role to do something; it is a setting that controls how that Role is searched for in this part of the system.*

Sample 'Assign Editor Chain' *page with 'Editor Search' link*

Sample 'Assign Editor Chain: Search' *page*

Publications that allow reassignment of previous Editors for Revisions will still display the existing Reassign Editor Chain interface for incoming Revisions as a default. Editors will now also have the option to edit the previously assigned chain using the Assign Editor Chain interface ('Edit Chain' button) or create an entirely new one ('Create a New Chain' button) from the applicable Template. Additionally, Editors may still elect to use the traditional single Assign Editor functionality for Revisions with the existing 'Assign Individual Editor' button.

Sample 'Reassign Editor' *page with Editor Chain options*

Note: *Publications configured to directly assign Revisions to the first assigned Editor will not see the Assign Editor Chain interface for incoming Revisions.*

After the Editor Chain has been finalized, clicking the 'Create Chain and Send Letters' button assigns the Submission to all Editors in the chain along with the selected Assignment Letters.

Publications must first create Editor Chain templates to use the Assign Editor Chain functionality with new or revised Submissions. In *PolicyManager*, clicking the 'Define Editor Assignment Chain Templates' link will bring the user to the *'Define Editor Assignment Chain Templates'* page.

Automatically Reassigning the Corresponding Editor Designation

Publications may configure the workflow such that the Corresponding Editor designation will automatically change when responsibility for the paper changes hands. When this feature is enabled, the person currently responsible for the paper will also be the Corresponding Editor.

When an Editor makes a decision, responsibility for the Submission gets passed back up the assignment chain, in reverse order, skipping certain Editors if configured to do so. The Corresponding Editor designation is also transferred back up the chain (with the Submission).

Unassign Editor

When an Editor is unassigned, the Submission may be immediately switched to a new Editor, or may be rolled back to the previous Editor in the chain. Editors can also be unassigned after Reviewers have been either Invited or Assigned. An Editor assignment may be switched to another Editor or rolled back for any Submission where the Notify Author letter has not been saved (to send later) and/or sent to the Author.

When a Submission is rolled back, the Submission moves back 'up the chain' to the assigning Editor (i.e., back to the 'New Submissions Requiring Assignment' or 'New Assignments' folder). Only a Handling Editor can be unassigned (i.e., an Editor cannot be unassigned from the middle of an Editor Chain). The Submission then remains 'unassigned' until the Editor clicks the Assign Editor link and assigns a new Editor.

If the user chooses 'Switch to New Editor', s/he is taken to the '*Switch to New Editor'* page, which is very similar to the regular *'Assign Editor'* page.

Switch to New Editor

Manuscript Number: AmyTest-60-06-21

Title: Test Workflow #3

Please select the Editor to whom you would like to assign this submission. You can send this Editor either the default editor assignment letter or a customized letter. You will also have the opportunity to customize the letter being sent to the Editor who is being assigned.

Click the Blind Editors link to block access to this submission for one or more Editors.
Blind Editors

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during Next 60 days
○	Managing Editor's "Role"	Rëëbert Mary, Phd	0	0		Yes
	Guest Editor (This Editor is being unassigned)	Dale Arnold, MD	14	0		Yes
○	Guest Editor	Jerry Callahan, PhD	1	0		Yes
○	Guest Editor	Ed J. Edward	9	0		Yes
○	Guest Editor	Istvan Winkler, PhD	5	0		Yes
○	Editor In Chief	Luke G. Shepherd, PhD, MD	156	0		Yes
○	Associate's "Editor"	Dietz D. Agar, Jr.	9	0		Yes
	Associate's "Editor" (This editor has declined the assignment)	Annie The Dog, PhD	24	0		Yes
○	Associate's "Editor"	Five T. Editor, PhD	1	0		Yes
	Associate's "Editor" (This Editor is blocked (blinded) from access to this manuscript)	Four T. Editor	1	0		Yes
○	Associate's "Editor"	Three T. Editor, PhD	0	0		Yes
○	Associate's "Editor"	Lyndon Holmes	2	0		Yes
○	Associate's "Editor"	Jenna Lavelle	6	0		Yes

[Cancel]   [Proceed]

Once the user has selected a new (switch to) Editor and clicks 'Proceed', s/he is taken to the *'Switch to New Editor – Confirm Selections and Customize Letters'* page, where there is the option to choose and customize letters to the following people:

1. The Editor being unassigned
2. Other users who are notified that an Editor has been unassigned (e.g., Office Staff, Author, and/or Reviewers associated with the Submission)
3. The new (switched to) Editor being assigned
4. Other users who need to be notified that a new Editor has been assigned (e.g., Office Staff, Corresponding Author, and/or other Editors). Letter(s) is associated with the Assign Editor Notification event in *ActionManager*

Switch to New Editor - Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is unassigned for a submission, and when the submission is switched to a new Editor. Note: All new (switched to) Editors must be automatically assigned to the submission, even if the Editor Role is traditionally invited for Editor assignments.

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.

To change the letter sent to an individual, 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.

If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor Being Unassigned

Name	Letter		Do Not Send Letter
Ed Editor, M.D. (Editor-in-Chief)	Unassign Editor ▾	Customize	☐

Others Notified of Editor Unassignment

Name	Letter		Do Not Send Letter
Douglas J. Kilgore (Editorial Assistant)	Editor Unassigned ▾	Customize	☐
Sam Shepard (Reviewer)	Editor Unassigned ▾	Customize	☐
H. Kitaoka, M.D. (Author)	Editor Has Been Unassigned ▾	Customize	☐

New Editor Being Assigned (Switched To)

Name	Letter		Do Not Send Letter
Dora Editora, M.D. (Associate Editor) Unavailable	Assign Editor ▾	Customize	☐

Others Notified of Editor Assignment (Switched To)

Name	Letter		Do Not Send Letter
Henry Sampson (Managing Editor)	Editor Assigned ▾	Customize	☐

Cancel   Confirm Selections and Send Letters

If to the Editor chooses to 'Roll Back to Previous Editor' on the *'Unassign Editor'* page, s/he will be taken to the Roll Back to Previous Editor – Confirm Selections and Customize Letters screen.

Roll Back to Previous Editor - Confirm Selection and Customize Letters

The following people are configured to receive a letter when an Editor is unassigned for a submission, and the submission is reassigned (rolled back) to the previous Editor.

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.

To change the letter sent to an individual, 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.

If there is a person in the list to whom you do not want to send a letter, check the Do Not Send Letter box next to that person's name. When you click **Confirm Selections and Send Letters**, that person will not be sent a letter.

Editor Being Unassigned

Name	Letter		Do Not Send Letter
Ed Editor, M.D. (Editor-in-Chief)	Unassign Editor	Customize	☐

Others Notified of Editor Unassignment

Name	Letter		Do Not Send Letter
Douglas J. Kilgore (Editorial Assistant)	Editor Unassigned	Customize	☐
Sam Shepard (Reviewer)	Editor Unassigned	Customize	☐
H. Kitaoka, M.D. (Author)	Editor Has Been Unassigned	Customize	☐

[Cancel]   [Confirm Selections and Send Letters]

The Submission moves back up into the 'New/Revised Submissions Requiring Assignment' or 'New Assignments' folder, depending on which Editor Role initially assigned the Submission. Otherwise, there is no other record of the original assigned Editor (e.g., the Editor who was assigned in error).

Batch Reassignment of Active Submissions to New Editors

Editors will sometimes leave a publication with open assignments associated with their people record. Starting in 16.1, publications will be able to transfer multiple open assignments in a single batch from one in-chain editor to another or in multiple batches distributed among the new editors.

The batch assignment process will be initiated from the departing Editor's *Search People – Update Information* page. To transfer a departing Editor's assignments, and Editor with ** permission should search for the user's record in Search People and click the link for their name in order to bring the user's Search People – Update Information page.

Within the 'User Information' section, click the button 'Transfer Editor Assignments'.

This will open the *Select Assignments for Transfer* page where the Editor will be presented with all the departing Editor's assignments that are eligible for transfer to a new editor. The Editor may check off each assignment to be reassigned to a new Editor. To select all assignments or deselect all assignments at once, there are Check All and Clear All icons (☑ ☑) at the top and bottom of the assignment PowerGrid.

Once assignments have been selected, clicking 'Proceed' will bring the Editor to the *Replace Editor for Selected Submissions* page where the replacement Editor can be selected from a dropdown. Configured 'Unassign Submission Batch from Editor' and 'Assign Submission Batch to New Editor' can also be selected and customized on this page. Click 'Proceed' to transfer the selected assignments.

Reassign Editor Chain

For some publications, a Revision is often handled by the same set of Editors as previous versions of the Submission but does not require any action by the upper-level Editors until it is time to make a decision. In these cases, Publications have the ability to re-assign an entire Editor Chain from a previous version of a Submission with the assignment (and optional notification) going to the last assigned Editor of the previous version.

If this feature is enabled, the users will be directed to the *'Reassign Editor'* page when clicking the 'Assign Editor' link from the 'Revised Submissions Requiring Assignment' folder. This page displays the Editor Chain(s) from the previous version of the Submission. The user may then choose to Reassign the Editor Chain and customize the letter that will go to the lowest Editor in the chain, or Reassign the Editor Chain and send the default letter to the lowest Editor in the chain.

In the event that the prior version of the Submission had multiple Editor Chains assigned, the user is presented with all chains and asked to select one to use for the revision.

Reassign Editors

Manuscript Number: INFORM-2009-20R1

Title: Cultural Sensitivity to and Interpretation of Basic Geometric Shapes

The Editors listed were assigned to the previous version of this submission in the order indicated. To reassign the previous Editors in the same order, use one of the 'Reassign...' buttons. The submission will be automatically assigned to each editor in succession, and the last assigned Editor of the previous version will then be responsible for the submission.

If you would prefer to proceed with the usual individual Editor assignment process, use the 'Assign Individual Editor' button.

Assign Individual Editor

Manuscript Classifications
(1) Visual Information Design

More than one set of Editors was assigned to the last revision of this submission. Please choose the set to which the revised submission should be reassigned.

○ **Editor Chain 1**

Assignment Order	Editor Name	Editor Role	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
Editor 1	Boulder Moapa	Managing Editor	1	1	1	Yes
Editor 2	Laurel Quinn	Category Editor	1	0		Yes
Editor 3	Slate Stoneschild, Ph.D.	Associate Editor	3	0		No

○ **Editor Chain 2**

Assignment Order	Editor Name	Editor Role	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
Editor 1	Boulder Moapa	Managing Editor	1	1	1	Yes
Editor 2	Galena Wimsey, Ph.D.	Category Editor	1	0		Yes

Cancel   Reassign with Custom Letter   Reassign with Default Letter

Alternately, if the user does not want to assign an entire chain, the user can click the 'Assign Individual Editor' button to be brought to the standard *'Assign Editor'* page to select an Editor for assignment.

If any Editor from the previous version is no longer available (e.g., their Editor role was removed or changed), the page is displayed as follows:

- If there is at least one Editor Chain for which all the Editors are still available, these intact Editor Chains are displayed.
- If there are no intact Editor Chains for the previous versions, a warning is displayed, and the user must click 'Assign Individual Editor' to continue.

Replace Editor in the Chain

Editors and Administrators with appropriate permissions may replace or remove an Editor located in any position in the current Editor Assignment Chain for the current version of a Submission, subject to conditions related to the state of the Submission.

Depending on the logged-in user's *RoleManager* permissions, an Editor assignment can be removed from the chain or replaced by an Editor with a different Editor Role where:

The Editor being modified has NOT made or saved a decision AND one of the following applies:
- There are no unprocessed reviews (invitations, open reviews, or reviews that were submitted after the last complete decision was made), and
  - o One "Good Decision" (a complete decision that has not been skipped or terminated) has already been submitted
  - o Another Editor in the chain has Make a Decision permission
- OR all Reviewer assignments have been processed
- OR there are unprocessed Reviewer Assignments AND there is at least one open Editor Assignment with Make a Decision permission.

> **Note:** *Replacing an Editor in the chain is not dependent on the method by which the Editor was assigned. Publications using Suggest Editor, Assign Editor Chain, individual assignment, individual invitation, and Direct-to-Editor assignments may use this feature.*

To achieve this functionality, two sub-permissions are located in the Unassign Myself permission in Editor *RoleManager*: Unassign Subordinate Editors and Replace Editor.

➢ Unassign Subordinate Editors allows an Editor to remove his/her Editor Assignment or the Assignment(s) of lower level Editor(s).
➢ Replace Editor allows an Editor to switch his/her own assignment (or that of a lower level Editor if the user also has Unassign Subordinate Editors permission) to another Editor.

The existing permissions of Unassign Other Editors in conjunction with the Assign Editor permission will allow users to remove or replace Editors anywhere in the chain (provided the Submission is in a state that allows this).

The 'Unassign Editor' Action link is widely available for Editors with Unassign Other Editors and/or Unassign Myself permission. The link displays consistently for a Submission when the Final Disposition has not been set so long as the logged-in Editor has Unassign Other Editors permission or has Unassign Myself permission and is in the Editor Chain.

> **Note:** *If the logged-in user meets the above requirements but the Submission is being edited, the 'Unassign Editor' Action link will not be available.*

To replace or remove an Editor from the Editor Chain, the Editor clicks the 'Unassign Editor' Action Link. The Editor is presented with the current Editor Chain and the actions available depend on the logged in user's permissions and the condition of the Submission. The instructions on the left sidebar of this page may be customized in *PolicyManager*.

Sample Modify Editor Chain interface

From this page, Editors may click the trashcan icon to remove an Editor or use the Role and New Editor drop-down to select a replacement for one or more Editors. Once a valid change to the Editor Chain has been made, the Editor may proceed to send the notification letters. The *'Details'* page will show the Editor replacement information.

Partial 'Details' *page, showing Editor replacement information – highlighted in pink text for reference only*

Inviting/Assigning Reviewers

The Invite Reviewers action link becomes available once the paper has been assigned to an Editor. This link can be used throughout the peer review process until a decision has been made on the paper and the Author has been notified. Editors can also directly Assign Reviewers, skipping the invitation process and moving the Submission directly to a Reviewer's 'Pending Assignments' folder, if they have the proper permissions.

When an Editor clicks on the 'Invite Reviewers' link, a new window pops up containing the 'Reviewer Selection Summary' menu as shown below.

Return to View All Assigned Submissions

Editor Main Menu

View Submission Information
View Reviews and Comments

Manuscript Details ⚑

History

Classifications

View Submission

Quick Action Links
Send E-mail

Register and Select New Reviewer

Search Similar Articles in MEDLINE

Set Preferences
My Suggest Reviewer Preferences

My Reviewer Display Preferences

Reviewer Selection Summary - Submission JONATHANTEST_Beta-D-20-00018R1

mary mary
editor chain

Reviewer Search

◉ Search My Publication   Search for Reviewers ▾   from All Reviewers ▾   Go

⊟ **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

Invited Reviewers and Linked Alternate Reviewers

There are currently no Reviewers Invited in the list.

Alternate Reviewers

There are currently no Alternate Reviewers in the list

Alternate Reviewers will be promoted automatically. (more...)

Proposed Reviewers

There are currently no Proposed Reviewers in the list

These reviewers have been chosen as potential reviewers by your colleagues. (more...)

Your Time: 11:33, 05 May • Site Time: 11:33, 05 May

⊟ **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...)

Submissions with Required Reviews Complete – Click on 'Change' to modify this default setting configured by Article Type.

Automatically un-invite Reviewers who do not respond – Click on 'Change' to extend the period of time the Reviewer has to respond to the invitation. This field may be set to 0 to disable the automatic un-invite feature of EM.

Automatically un-assign Reviewers – Certain Article Types may be configured to automatically un-assign Reviewers once they have agreed to review but prior to submitting their review. A set number of days may be established per Article Type for Reviewers to submit their review after accepting the invitation. The Un-Assign Reviewer option is displayed on the *'Reviewer Selection Summary'* page. This field may be set to 0 to disable the automatic un-assign feature of EM.

> **Note***: It is still possible to manually un-assign a Reviewer after they have accepted an invitation. A link appears next to his/her name allowing you to perform this action*.

Searching for Reviewers

- **Search for Reviewers**
- **Search by Classification Matches**
- **Search by Personal Classifications**
- **Suggest Reviewers**
- **Select from Previous Reviewers**
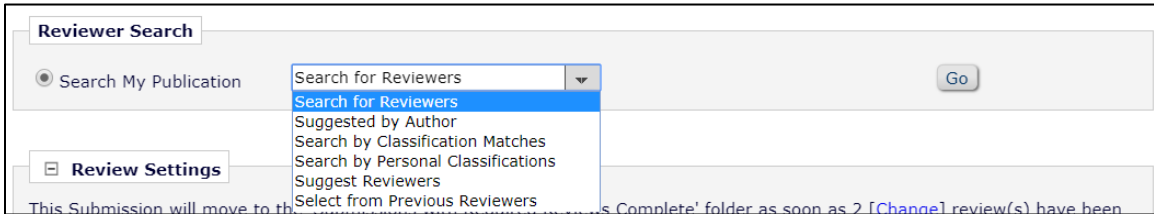
Search for Reviewers Mode

When Search for Reviewers is selected from the search mode drop-down, the Reviewer Search is modified to provide a choice of Reviewer roles for which to search. By default, it will be set to All Reviewers, which means that all Reviewer roles will be used in the search.
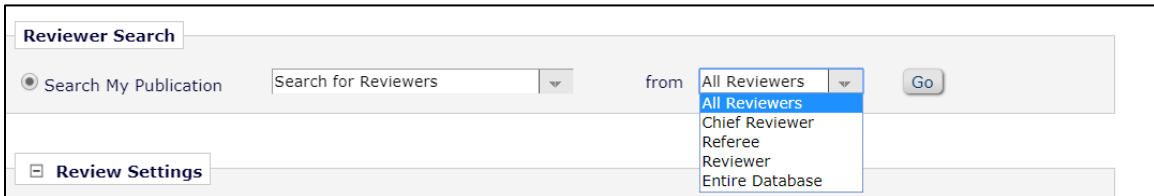
Search for Reviewer All Reviewers - Manuscript Number DEMOCD-D-20-00018
mary mary
TEST

Note: *If your journal is using secondary fields, it is possible to search for Reviewers by Secondary Last Name or Secondary First Name when the fields are not set as Hidden on the* 'Edit Registration Fields' *page.*

There are links to the following information at the top of the screen.

Search for Reviewer All Reviewers - Manuscript Number DEMOCD-D-20-00006
mary mary
Test Question

View Reviews and Comments – This will display any reviews or comments submitted by Reviewers or Editors – including previous versions of the paper.

Manuscript Details – Depending on Role permissions, it may be possible to view the details associated with the paper.

Register and Invite New Reviewer – If a desired Reviewer is not currently registered in the system, this link to Proxy Register may be used register the user and Invite him or her to review.

Search by Classification Matches Mode

When Search by Classification Matches is selected, the Editor can search for Reviewers based on matches between the Manuscript Classifications and Reviewers' Personal areas of expertise. The Editor is brought

to a page that lists all Classifications associated with the manuscript and the number of Reviewers associated with each Classification.

The Editor may search either for a specific Reviewer Role or All Reviewer Roles:

Once the Reviewer role or All Reviewers has been selected the Editor clicks 'Go', the following menu will be displayed:

The Editor may select one or more Classifications.

A list of Reviewers associated with the selected Classifications is returned. The list can be ordered by number of matching Classifications (see My Reviewer Display Preferences section). The Classifications are listed at the top of the page for reference purposes (see below).

Search Reviewer All Reviewers - Manuscript Number JONATHANTEST_Beta-D-20-00008 by Classification
mary mary
Nature: Earth's Greatest Gift

View Reviews and Comments   Manuscript Details   Register and Select New Reviewer

Change Search Type

○ Search My Publication | Search by Classification Matches ▾ | from | All Reviewers ▾ | [Go]

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

Page: 1 of 1 (2 total Reviewers)   Display | 10 ▾ | results per page.

40 Nature

Select As				Reviewer	Board		Reviewer Statistics		Invitation Statistics	
Inv.	Asn.	Alt.	Prop.	Name	Member	Classifications	(Agreed Invitations)			
☐	☐	☐	☐	John Smith ▷ (Reviewer)	No	2 Class match with MS	Reviews in Progress:	0	Date Last Invited:	-
						▪ 40: Nature	Completed Reviews:	0	Outstanding Invitations:	0
						▪ 40.1: Birds	Un-assigned After Agreeing:	0	Agreed:	0
							Terminated After Agreeing:	0	Declined:	0
							Last Review Agreed:	-	Un-invited Before Agreeing:	0
							Last Review Completed:	-	Terminated:	0
							Last Review Declined:	-	Total Invitations:	0
							Avg Days Outstanding:	0		
							Manuscript Rating:	0		
							Avg Review Rating:	0.0		

Note: *The list is organized by Classification Term, with associated Reviewers listed below each term. A Reviewer may appear multiple times if the Reviewer has multiple Classification matches. When the Editor selects a Reviewer's name by clicking the checkbox, that Reviewer is displayed as selected throughout the list, under each Classification Term that they are associated with. However, they will only receive one invitation.*

Search by Personal Classification Mode

When Search by Personal Classifications is selected the Editor can search for Reviewers based on the Personal Classifications associated with each Reviewer.

Powered by: **Aries** systems

Search for Reviewers by Personal Classifications

On the left, below, is the complete list of Classification Terms currently assigned to people in this publication. Classification terms that are not assigned will not appear in the list. If you want to search for potential Reviewer candidates associated with particular Classifications, transfer classifications to the "Selected Classifications" list by checking them and using the "Select->" button, then click "Search for Reviewers" to execute the search. A maximum of 5 Classifications may be selected in any given search.

Manuscript Details ▽   Register and Select New Reviewer

Reviewer Search

◉ Search My Publication   Search by Personal Classifications ▾   from   All Reviewers ▾   Go

Help with Searching

The Classifications for this manuscript are:
40: Nature   40.1: Birds

Cancel   Search For Reviewers

Search: [   ]   Search   Clear
[Matching terms display in red text]

Expand All   **Selected Classifications:** Limit 5 Classifications

☐ 10: **First Major Term**
☐ 20: **Second Major Term**
☐ 30: **Third Major Term**
☐ 40: **Nature**
☐ 50: **Weather**

The Editor is brought to a page that lists all of the Classifications that are assigned to people in the system, with a checkbox next to each term. The Editor selects the Classification Terms desired and then clicks on 'Select' to move them into the Selected Classifications section. A list of Reviewers associated with the selected Classifications is returned. The list can be ordered by the number of matching Classifications (see My Reviewer Display Preferences section).

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

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

Select As				Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Inv.	Asn.	Alt.	Prop.							
☐	☐	☐	☐	John Smith ▽ (Reviewer)	No	**5 Personal Class found** 30: Third Major Term 20.500: Minor Term under Second 40: Nature 40.1: Birds 50: Weather **2 Class match with MS** * 40: Nature * 40.1: Birds	Reviews in Progress:	0	Date Last Invited:	-
							Completed Reviews:	0	Outstanding Invitations:	0
							Un-assigned After Agreeing:	0	Agreed:	0
							Terminated After Agreeing:	0	Declined:	0
							Last Review Agreed:	-	Un-invited Before Agreeing:	0
							Last Review Completed:	-	Terminated:	0
							Last Review Declined:	-	Total Invitations:	0
							Avg Days Outstanding:	0		
							Manuscript Rating:	0		
							Avg Review Rating:	0.0		

(* indicates match between Reviewer and Manuscript Classifications)

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

Note: *The Classifications are listed at the top of the page for reference purposes.*

Note: *The list of Classifications may appear incomplete because it is a list of all Classifications assigned to registered users in the system; it is not a complete list of Classifications. If a Classification term does not appear on the list, no one in the system has selected that term as a Personal Classification.*

> **Note:** *Unlike the Search by Classification Matches, which identifies matches between the Reviewer's Personal Classifications and the Submission's Manuscript Classifications, this mode allows the user to search for Reviewers by Personal Classification independent of the Manuscript Classifications.*

> **Note:** *The Classification display preferences in My Reviewer Display Preferences DO NOT affect the Classification display in this Reviewer selection mode. The sort preferences on the My Reviewer Display Preferences DOES affect the sort order.*

Search for Reviewers Suggested by Author

Publications that have enabled the Suggest Reviewers submission step, which allows Authors to suggest one or more Reviewers who they feel would be suitable to review the paper, may use these suggestions to run searches of their database. This search mode, called Suggested by Author, is present on all Reviewer Search pages as long as the Author has suggested at least one Reviewer.

When this search mode is used, the system takes the Email Address(es), Last Name(s), and First Name(s) entered by the Author on the Suggest Reviewers submission step and executes a query to identify possible matches in the system. The results page includes a list of all possible matches based on the above and are displayed based on the following criteria, exposed in three "levels" so that the user is presented with a manageable number of Reviewers (i.e., best possible matches first) on the page:

- Level 1: If a suggested Reviewer has an exact email match to a person in the database that user is returned first in the result set. These results are displayed in the search results grid. Below these matches is a '+ See More Matches (First & Last Name)' link. Clicking this link opens the Level 2 matches. This link is only displayed if there are additional Reviewers in the result set with an exact match on First and Last Name.

- Level 2: If a suggested Reviewer has an exact match on First Name and Last Name, it is returned next in the results. If there is a match on Email, First Name, and Last Name, the Reviewer will only be returned once, in the email match section of the result set. Below these matches is a '+ See More Matches (First Initial & Last Name)' link. Clicking this link opens the Level 3 matches. This link is only displayed if there are additional Reviewers in the result set with a match on First Initial and Last Name.

- Level 3: If a suggested Reviewer has a match on Last Name and First Initial only that user is returned in the result set below the First Name and Last Name match set.

The results are returned in this way with the assumption that a match on John Smith with the email address jsmith@harvard.edu (Level 1 match) is more relevant than 14 other Reviewer candidates with

names like Jane Smith, Jolene Smith and Jasper Smith (Level 3 match). The Level 3 matches are not immediately shown to the user, but the user can quickly expand these results to look deeper into the candidate pool without having to re-run the query.

A Reviewers Suggested by Author area is also displayed, listing the Reviewer information against which the query is run.

Search for Reviewer Suggested by Author All Reviewers - Manuscript Number BETSYTEST90-D-11-00009
Kermit the Frog
Checking out how Suggest Reviewer works 04-21-2011

Author's Reviewer Preferences   Manuscript Details   Register and Select New Reviewer

Change Search Type

⦿ Search My Publication   Suggested by Author ▾   from   All Reviewers ▾   Go

Reviewers Suggested By Author

Joe Reviewer, trash2@ariessys.com; Addy Batty, bhopkins@edmgr.com; Ron Reviewer, Anthony Author,

The following Reviewers suggested by the Author were not found in the system.

Joe Reviewer   Register and Select New Reviewer

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

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

Select As			Reviewer	Board	Classifications	Reviewer Statistics		Invitation Statistics	
Inv.	Alt.	Prop.	Name	Member		(Agreed Invitations)			
☐	☐	☐	William Costa, DDS (Biostat Reviewer)	No		Reviews in Progress:	0	Outstanding Invitations:	0
						Completed Reviews:	0	Agreed:	0
						Un-assigned After Agreeing:	0	Declined:	0
								Un-invited Before Agreeing:	0
						Terminated After Agreeing:	0	Terminated:	0
			Author may have suggested this reviewer; an email match was found.			Last Review Agreed:	-	Total Invitations:	0
						Last Review Completed:	-		
						Last Review Declined:	-		
						Avg Days Outstanding:	0		
						Manuscript Rating:	0		
						Avg Review Rating:	0.0		
☐	☐	☐	Anthony Author, MD (Biostat Reviewer) Harvard Medical School	Yes		Reviews in Progress:	0	Outstanding Invitations:	0
						Completed Reviews:	3	Agreed:	4
						Un-assigned After Agreeing:	0	Declined:	3
						Terminated After Agreeing:	1	Un-invited Before Agreeing:	3
			Author may have suggested this reviewer; a match on first and last name was found.			Last Review Agreed:	02/11/2003	Terminated:	6
						Last Review Completed:	02/11/2003	Total Invitations:	16
						Last Review Declined:	04/03/2003		
						Avg Days Outstanding:	129		
						Manuscript Rating:	0		
						Avg Review Rating:	0.0		
☐	☐	☐	Ron Reviewer, MD (Reviewer) Harvard Medical School	Yes		Reviews in Progress:	0	Outstanding Invitations:	3
						Completed Reviews:	282	Agreed:	292
						Un-assigned After Agreeing:	0	Declined:	27
			Alternate Reviewer for 1 other submission Author may have suggested this reviewer; a match on first and last name was found.			Terminated After Agreeing:	10	Un-invited Before Agreeing:	11
						Last Review Agreed:	02/07/2011	Terminated:	17
						Last Review Completed:	01/05/2012	Total Invitations:	350
						Last Review Declined:	07/28/2005		
						Avg Days Outstanding:	11		
						Manuscript Rating:	70		
						Avg Review Rating:	74.0		

People Notes: This is a very important reviewer who requires few reminders.

⊞ See More Matches (First Initial & Last Name)

(* indicates match between Reviewer and Manuscript Classifications)

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

Powered by: ⟡ Aries systems

If any Reviewers suggested by the Author do not return any matches, a section is displayed that lists each Reviewer with a 'Register and Select New Reviewer' link next to each person's name, so that the user can easily register the person and select them as a Reviewer for the Submission. The *'Proxy Registration'* page is pre-populated with the First Name, Last Name, and Email Address of the Reviewer suggested by the Author.

Note: *This search mode is also available when searching another publication with which Reviewer Sharing is established.*

Suggest Reviewers Mode

When Suggest Reviewer is selected the Editor can search for Reviewers based on pre-determined criteria configured in My Suggest Reviewer Preferences. The Editor is delivered to a page that lists all of the possible Reviewers who match that particular Editor's preferences.

Note: *The Classification display preferences in My Reviewer Display Preferences DO affect the Classification display in this Reviewer selection mode. The sort preferences on the My Reviewer Display Preferences DOES NOT affect the sort order (these are determined in My Suggest Reviewer Preferences).*

Editors may select a Reviewer candidate sort preference on the *'My Reviewer Display Options'* page from three available sort order options. When using the Suggest Reviewer search option, the order in which Reviewer candidates are displayed is defined on the *'My Suggest Reviewers Preferences'* page.

Editors have options to define the Reviewer candidate display order. The *'My Reviewer Display Options'* page provides Editors with options to use for ranking the order in which Reviewer candidates are displayed on search results pages:

- Ascending Reviewer Name

- Number of Matches to Manuscript Classifications (Most matches displayed first)

- Board Membership (Board Members listed first)

- Average Review Rating (Highest Ratings listed first)

- Total Number of Completed Reviews (Highest number displayed first)

Editors may define multi-level sorting preferences, i.e., Primary, Secondary, and Tertiary, etc., using the number entry boxes.

My Reviewer Display Preferences

Classifications

Please choose how you would like Classifications to be displayed on the Reviewer Selection results pages. This setting applies to all Reviewer search modes, except for Search by Personal Classifications.

- 🔘 Show only Classification matches with manuscript

- ⚪ Suppress Classifications

- ⚪ Show all Personal Classifications for the Reviewer candidate

Sort the Candidate Reviewer list in order of importance by:

You may also choose how the Candidate Reviewer lists are sorted. This sort preference applies to all Reviewer search modes, except for Suggest Reviewers, which has its own separate set of preferences.

1	Ascending Reviewer Name
2	Number of Matches to Manuscript Classifications (Most matches displayed first)
3	Board Membership (Board Members listed first)
4	Average Review Rating (Highest Ratings listed first)
5	Total Number of Completed Reviews (Highest number displayed first)

[Update Order]

The *'My Suggest Reviewer Preferences'* page allows Editors to rank the order of Reviewer candidates. The ranking functionality is organized with number entry boxes and several sort criteria. Suggested Reviewers may be sorted by the following:

- Board Membership

- Number of Matches to Manuscript Classification

- Number of Pending Reviews

- Average Number of Days Reviews are Outstanding

- Date Last Review Completed

- Average Review Rating (Highest Ratings listed first)

- Total Number of Completed Reviews (Highest number displayed first)

Invite, Assign, Alternate, or Proposed Overview

When an Editor searches for a Reviewer, the Editor will see up to four selection checkboxes, depending on their *RoleManager* permissions.

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

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

Note: *The Reviewer`s institution is displayed directly under the Reviewer Role as shown above. If the Reviewer has no institution listed on their people record, no information will be displayed.*

Invite – Editors with the 'Invite Reviewers' permission will see a Select as: 'Inv.' (Invite) checkbox next to each name in the search results. By checking this box, the Reviewer will be immediately invited and sent an invitation letter. Once invited, Reviewers will appear in the Selected Reviewers section on the 'Reviewer Selection Summary' menu.

Assign – Editors may Assign Reviewers directly to a Submission, eliminating the step where the Reviewer Accepts or Declines an invitation. If the Editor has permission to Invite Reviewers as well as Assign, the 'Asn.' box displays to the right of the 'Inv.' box. When the desired Reviewers are selected, the Editor clicks the 'Proceed' button to continue to the *'Confirm Selections'* page.

Default Reviewer Letters – All Reviewer Invited/Assigned events can now have three default letters associated with them based on whether the Submission is original, a revision, or a revision for which the Reviewer has reviewed a previous version.

Alternate – Editors with the Select Alternate Reviewers permission will see a Select as: 'Alt.' (Alternate) checkbox next to each name in the search results. By checking this box, the Editor can choose Alternate Reviewers who can be either linked to an Invited Reviewer or automatically promoted if an Invited Reviewer declines the invitation (or if EM is set to automatically un-invite a reviewer who has not responded to an invitation). Reviewers with different roles can be configured to not replace each other to ensure a Reviewer with the same role replaces a Reviewer who either declined or was un-invited.

Proposed – Editors with the Propose Reviewers permission will see a Select as: 'Prop.' (Proposed) checkbox next to each name in the search results. This allows Editors to recommend Reviewers for other Editors to use. Proposed Reviewers are listed on the main *'Reviewer Invitation'* summary pages, and can be selected directly to use as Invited or Alternate Reviewers. A Proposed Reviewer can also be one that has already been invited or set up as an Alternate – a red warning will appear by the Reviewer's name if s/he has already been proposed.

Once the Proposed Reviewers have been selected and the 'Proceed' button has been clicked, the Editor will be prompted with a Notes field where they can fill in related information about the Proposal. If more than one Reviewer has been proposed, all of the Proposed Reviewers will appear in a list as follows:

Select Reviewers - Confirm Selection and Customize Letters
Submission JONATHANTEST_Beta-D-20-00019
mary mary
"Suggest Reviewers"

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

Proposed Reviewers

Name	Notes		Do Not Use
Jen Editor ⊮ Reviewer		Open in New Window	☐
Kate Editor ⊮ Reviewer		Open in New Window	☐
Adam Editor ⊮ Reviewer		Open in New Window	☐

Change Selections

Cancel   Confirm Selections and Proceed

The Notes can open in a new window. The 'Do Not Use' checkbox may be used if the Editor has changed their mind.

Reviewer Selection Summary Overview

View Submission Information:
View Reviews and Comments

Manuscript Details ▽

Classifications

View Submission

Author's Reviewer Preferences

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
CAROLINEDEV101-D-13-00002

Duncan James Webber, MD
"Article Title - Redesign the reviewer selection summary page."

Enter Reviewer Selection Instructions Here. This section will be suppressed when content is null. When there are instructions that exceed three lines, the (more/less) expand and collapse option is displayed. The first instance the Reviewer opens the page, the instructions display with the (less) toggle and subsequent visits to the page displays the previous state when the user leaves the page. (less...)

Reviewer Search

◉ Search My Publication   [Search for Reviewers ▼]   from   [All Reviewers ▼]   [Go]

○ Reviewer Discovery from ◆pivot ProQuest Community of Scholars

⊟ Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 1 [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 Reviewer (Reviewer-OPH) ▽	Review Complete Jan 29 2014 4:45PM
Rex T Jones (Reviewer-OPH) ▽	Review Complete Feb 13 2014 12:59PM

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 Rescinded Decisions
Return to Main Menu

Reviewers Search Section

This section allows a search for Reviewers by Reviewer role, Personal Classifications, Classification Matches of Submission, Suggest Reviewer, and Select from Previous Reviewers.

Reviewer Search

◉ Search My Publication   [Search for Reviewers ▼] from [All Reviewers ▼]
○ Search Another Publication   [Choose Publication ▼] mode [Search for Reviewers ▼]   [Go]

Selected Reviewers Section

From this section Invited Reviewers can be un-invited, un-assigned, or re-invited.

Alternate Reviewers Section

Alternate Reviewers can be promoted, removed, or linked to specific Invited Reviewers from this screen.

Linking Alternate Reviewers

Alternate Reviewers can be linked to a specific Invited Reviewer by clinking the link icon ( ). These Alternate Reviewers will only be promoted if the Reviewer to whom they are linked is un-invited or declines the invitation. The linked alternate will be promoted before any un-linked Alternate Reviewers are used. It is possible to combine linked and non-linked Alternate Reviewers within the same Submission.

Use the broken link icon ( ) to un-link an Alternate Reviewer to a specific Invited Review.

Proposed Reviewers Section

The Proposed Reviewers can be accessed via the *'Reviewer Selection'* summary menu as shown below. This is the menu that is displayed when the 'Invite Reviewers' link is clicked after the Reviewer selection has been made. Within the Proposed Reviewers section of the menu, there are links to the Reviewer people record, proposing Editor people record, and also a link to view any notes that have been written about why the Reviewer has been proposed. Editors can also choose to remove the Proposed Reviewer from the list.

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To turn a Proposed Reviewer into an Invited Reviewer, check the box labelled 'Invite' and click 'Select'. The following confirmation screen will be displayed:

Access to Reviewer Declined Reasons

The *'Reviewer Selection Summary'* page includes links to Reviewer decline reasons. For each Reviewer who has declined to review a Submission, the Selected Reviewers grid contains a 'Decline Reason' link that, when clicked, will expand to display the Reviewer's reason. If the Reviewer did not provide a reason,

the text 'No Reason Entered' is displayed. Additionally, an All Reviewer Decline Reasons link is displayed directly below the Selected Reviewers grid that will expand/collapse all Reviewer Decline reasons.

Sample page; Decline Reasons collapsed (default setting)

Reviewer Selection Summary - Submission DEMO-D-03-00063
Anthony Author, MD
"Testing for ActionManager"

Manuscript Details   Classifications

View Submission

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 3 [Change] review(s) have been completed.
Automatically un-invite Reviewers who do not respond to an invitation within 0 [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...)

Reviewer Search

⦿ Search My Publication | Search for Reviewers ⌄ | from | All Reviewers ⌄ | Go

Selected Reviewers

Peter Reviewer (Reviewer)	Reviewer Declined	⊞ Decline Reason
Kris Kringle (Biostat Reviewer)	Reviewer Declined	*No Reason Entered*
Renaldo Reviewer (Biostat Reviewer)	Reviewer Declined	⊞ Decline Reason
Ron Reviewer (Reviewer)	Terminated After Agreeing to Review	
		⊞ All Reviewer Decline Reasons

Alternate Reviewers
There are currently no Alternate Reviewers selected for this submission.

Sample page; all Decline Reasons expanded

Reviewer Search

⦿ Search My Publication | Search for Reviewers ⌄ | from | All Reviewers ⌄ | Go

Selected Reviewers

Peter Reviewer (Reviewer)	Reviewer Declined	Please Contact: Frankie A. Valon ⊟ Decline Reason
Kris Kringle (Biostat Reviewer)	Reviewer Declined	*No Reason Entered*
Renaldo Reviewer (Biostat Reviewer)	Reviewer Declined	As you can tell, I have been unavailable for a bit. To expedite this review, I suggest you enlist another Reviewer. ⊟ Decline Reason
Ron Reviewer (Reviewer)	Terminated After Agreeing to Review	
		⊟ All Reviewer Decline Reasons

Additionally, the *'Search for Reviewer'* pages include a link at both the top and bottom called 'View All Decline Reasons'.

Partial page display, 'Search for Reviewer All Reviewers'*; link displayed*

Clicking this link on any of the *'Search for Reviewer'* pages opens a pop-up window displaying all Declined Reviewers and Reasons for the current revision of the Submission. The default sort order of this page is by the Date Invited column in ascending order, though the results may be sorted by Reviewer Name or Date Declined, as well.

Other Functions Available on the *'Reviewer Selection Summary'* Page

Other functions available from the *'Reviewer Selection Summary'* page include: access to the *'Details'* page, changing the Required Number of Reviewers setting, changing the number of days a Reviewer has to respond to an invitation to review, Un-invite Reviewers, Promote Alternate Reviewers (also possible by Article Type), Request Unregistered Reviewers, Register and Invite New Reviewer, My Suggest Reviewer Preferences, and My Reviewer Display Preferences.

Register and Invite New Reviewer

If an Editor cannot find a potential Reviewer in the database, or if the Editor knows that a particular person is not currently registered on the EM site, the Editor may Proxy Register that person using the 'Register and Invite New Reviewer' link.

The Editor can register a person even if they only have limited contact information, send a custom letter to the registrant, assign a Reviewer role, and immediately invite the registrant to review the Submission. This can all be done without leaving the Select Reviewer interface.

Request Unregistered Reviewer

This feature allows an Editor to send an email message to the Editorial Office requesting that they locate Reviewer contact information for a Reviewer not already registered.

My Suggest Reviewer Preferences

The Suggest Reviewer feature will suggest qualified Reviewers based on a predetermined set of criteria defined in the My Suggest Reviewer Preferences.

There are two parts to configuring the My Suggest Reviewer Preferences page: identifying what kind of people should be excluded from the list of possible Reviewers and identifying how the people in the list of possible Reviewers are sorted and displayed.

My Reviewer Display Preferences

Editors configure how Reviewers' Classification data should be displayed when viewing a list of potential Reviewers on the Select Reviewer screen. Editors also configure an initial sort preference.

Classification Display:
- Display all Classifications
- Display only the matching Classifications
- Suppress Classification display

Sort Preference:
- Sort the results alphabetically by last name
- Sort the results by the number of matches between Reviewer Personal Classification matches and Manuscript Classification matches
- Sort the results with Board Members listed first
- Sort the results with highest Average Review Ratings listed first
- Sort the results with the highest Total Number of Completed Reviews listed first

Users will be able to choose a default sort for all of the *'Reviewer Selection'* pages (except for Suggest Reviewer, which has its own set of sort criteria) on the *'My Reviewer Display Preferences'* page.

Required Number of Reviewers

A default required number of Reviewers is set in *PolicyManager*, under Edit Article Types; each Article Type can have its own required number of Reviewers. This number may be overridden on a per-submission basis on the Reviewer Selection Summary screen.

Failure to complete the required number of reviews does not prevent Editors from being able to make a Decision on a Submission. Rather, this number serves to expose Submissions that may need additional attention.

Required Reviews Reset Event

Publications have access to an event in *ActionManager* that is triggered by an Editor increasing the number of required reviews when the existing number of completed reviews is less than the new value: Required Reviews Reset. Triggering this event can send letters to users associated with the Submission (if configured in the Role's *ActionManager* grid) as well as return the Document Status to the publication's Under Review status (if configured in the Document Status Table in *ActionManager*).

Sample ActionManager *Document Status layout*

ActionManager

Registration

Event	New Document Status	Warnings	Alternative Text for Authors
New User Registers	No Change		
Forgot Username or Password	No Change		
Forced Username Change	No Change		
Merged Duplicate Users	No Change		

Rest of page unchanged

| Editor Redirected | No Change | | |

Reviewer Assigned

Event	New Document Status	Warnings	Alternative Text for Authors
Request Unregistered Reviewer	No Change		
Reviewer Invited	Under Review ▾		
Reviewer Assigned (Not Invited)	No Change ▾		
Reviewer Agree	No Change ▾		
Reviewer Decline	No Change		
Review Due Date Changed	No Change		
Un-invite Reviewers Before Agreeing to Review	No Change		
Un-assign Reviewers After Agreeing to Review	No Change		
Promote Alternate Reviewers	Under Review ▾		
Re-open Review	No Change		
Review Assignment Completed	No Change		
Required Reviews Complete	Required Reviews Completed ▾		
Required Reviews Reset	Under Review ▾		

This event can be triggered at any point during the submission process as long as the Submission is still in a state where Reviewers can be invited.

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Sample Reviewer Selection Summary *page (partial)*
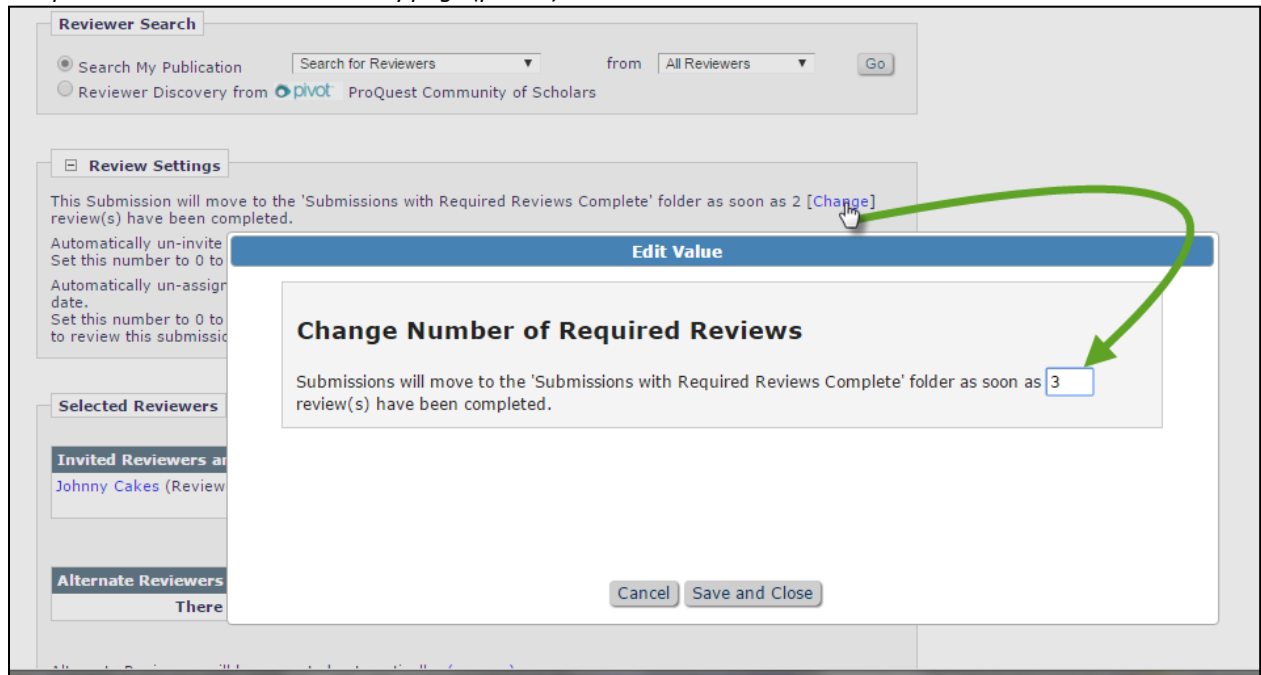
In the example above, the Article Type is configured so that the completion of two Reviews will move the Submission to the 'Submissions with Required Reviews Complete' folder and trigger the respective document status change. In this case, an Editor has clicked the 'Change' link and increased the number of Required Reviews to three. If the new 'Required Reviews' value is greater than the number of Reviews already completed for the Submission, the new 'Required Reviews Reset' event is triggered upon clicking Save and Close and the document status will change to Under Review.

Reviewer Comments Can Be Sent to Other Reviewers

Editors can send completed Reviewer comments to other Reviewers. This feature provides the Editor with the opportunity to edit the Reviewers' comments before sending them.

When the Editor is presented with a list of potential Reviewers, a list of Reviewers who have completed their reviews can be found at the bottom of the page. The Editor can click on the name of the Reviewer to view the comments. If the Editor wishes to send those comments on to the third Reviewer, the Editor clicks the checkbox next to the name. The Editor then chooses the desired Reviewer from the list of potential Reviewers (the Editor can choose multiple names) and clicks on the 'Send Custom Letter' button.

Modify Reviewer Deadlines

The Editorial Office and Editor can modify the Reviewer deadlines. The Reviewer due date can be modified from the *'Reviewer Selection Summary'* page or from the Submission *'Details'* page.

Visibility of Reviewer Statuses

A Review Status column is available in the following Editor folders:

- 'Submissions with Rescinded Decision'
- 'Submissions with Required Reviews Complete'
- 'Submissions Requiring Additional Reviewers'
- 'Submissions with One or More Late Reviews'
- 'Reviewers Invited – No Response'
- 'Submissions Under Review'
- 'Submissions with X Reviews Complete'
- 'View All Assigned Submissions'
- 'Group by Editors I Assigned'
- 'Group by Editor with Current Responsibility'
- 'Group by Manuscript Status'

The Review Status column is color-coded for visibility and displays the following information for the current revision of each Submission:

Information	Display Format
Numbers of reviews completed	Complete [green]
Number of reviews with a partial review saved	Partial Review Saved [teal]
Number of Reviewers agreed who have not started their reviews yet	Agreed [orange]
Number of Reviewers invited who have not responded	Invited – No Response [red]
Numbers of Reviewers late	**Late [bold red]**

Editor Access to Reviewer PDF

Editors with permission to view the Reviewer version of the PDF can make sure all intended items are displayed and the PDF is blinded appropriately.

Sample overlay after clicking 'View Submission' Action link – Editor has access to Reviewer PDF

Three *RoleManager* permissions govern access to the Reviewer PDF:

- **View Reviewer PDF** – This permission allows Editors to choose to view the Reviewer PDF in addition to the Author/Editor PDF when accessing the Submission from a 'View Submission' link.
- **View Reviewer PDF after Edit Submission** – This is a sub-permission of Edit Submission Before Decision. If selected, this permission allows an Editor Role to access the current revision of the Reviewer PDF in the 'Submissions Requiring Approval by Editor' folder via the 'View Reviewer PDF' action link.
- **Require View Reviewer PDF after Edit Submission** – This is a sub-permission of View Reviewer PDF after Edit Submission. If selected, the Editor must view the Reviewer PDF from the 'View Reviewer PDF' action link before approving the Submission from the 'Submissions Requiring Approval by Editor' folder.

Sample 'Submissions Needing Approval by Editor' *folder - View Reviewer PDF after Edit Submission & Require View Reviewer PDF after Edit Submission permissions have been enabled for this user*

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When an Editor downloads the Reviewer PDF, Editorial Manager appends '_reviewer' to the file name to differentiate between a downloaded version of the Author/Editor version of the PDF.

Editors can view the Submission PDF and the Reviewer PDF (if permission is granted) from the following folders and pages:

- **'Direct-to-Editor New Submissions'** – Accessed from the 'Editor Main Menu' when an Editor receives a <u>new</u> Submission as an assignment via the Direct-to-Editor functionality
- **'Direct-to-Editor Revised Submissions'** – Accessed from the 'Editor Main Menu' when an Editor receives a <u>revised</u> Submission as an assignment via the Direct-to-Editor functionality
- *'Assignment Status Report Results'* **page** – Accessed from the 'Editor Main Menu' by clicking the 'Reports' link and choosing the Assignment Status Report, when a report is run this page shows the results
- *'File Inventory'* **page** – Accessed by clicking the 'File Inventory' Action link for a Submission
- **'My Assignments with a Final Disposition'** – Accessed via 'Submissions with Decisions' on the 'Editor Main Menu'
- **'View All Assigned Submissions'** – Accessed via 'View All Assigned' on the 'Editor Main Menu'
- **'Assignments with a Decision'** – Accessed via 'Submissions with Decisions' on the 'Editor Main Menu'

- **'All Submissions with Editor's Decision'** – Accessed via 'Submissions with Decisions' on the 'Editor Main Menu'
- **'All Submissions with Final Disposition'** – Accessed via 'Submissions with Decisions' on the 'Editor Main Menu'
- **'New Editor Invitations'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'New Editor Assignments'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions with One or More Late Reviews'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'New Submissions Requiring Assignment'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions Out for Revision'** – Accessed via 'Submissions with Decision' on the 'Editor Main Menu'
- **'Submissions Requiring Additional Reviewers'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions with Decisions Rescinded'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions with Reviewers Invited - No Response'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions with Required Reviews Complete'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Revised Submissions Requiring Assignment'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Revised Submissions'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu' when 'Technical Check' has been enabled
- **'Editors Invited Not Yet Assigned'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu' when an Editor is configured in *RoleManager* to invite Editors using Suggest Editor
- **'Subordinate Editor's Pending Assignments - Group by Editors I Assigned'** – Accessed via 'Subordinate Editor's Pending Assignments' on the 'Editor Main Menu'
- **'Subordinate Editor's Pending Assignments - Group by Editor with Current Responsibility'** – Accessed via 'Subordinate Editor's Pending Assignments' on the 'Editor Main Menu'
- **'Subordinate Editor's Pending Assignments - Group by Manuscript Status'** – Accessed via 'Subordinate Editor's Pending Assignments' on the 'Editor Main Menu'
- **'Transferred Submissions'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu' when a site has received a Transferred Submission
- **'Submissions Under Review'** – Accessed via 'Editor 'To-Do' List' on the 'Editor Main Menu'
- **'Submissions with X Reviews Complete'** – Accessed from the top of the 'Editor Main Menu' through a 'Submissions With:' section that appears only when an Editor has the View Completed Reviews Grid in Main Menu permission in *RoleManager*
- *'Deep Link'* **landing page** – Accessed by clicking a deep link from a merge field which brings a user into the system, because the page is used when a user receives a deep link to the Reviewer PDF via the %VIEW_REVIEWER_PDF% merge field
- **'Production Initiated – No Tasks Assigned'** – Accessed via the 'Production Tasks Main Menu' when ProduXion Manager has been enabled for a site
- *'People Information'* **page** – Accessed by clicking the 'View Reviewers and Comments' Action link for a Submission and then clicking on the name of a Reviewer who has completed a review
- *'Reviewer Selection Summary'* **page** – Accessed by clicking the 'Invite Reviewers' Action link for a Submission
- *'Search Submission Results'* **page** – Accessed by running a search for Submissions

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- **'Discussion Forum' page –** Accessed by clicking the 'Initiate Discussion' link for a Submission when an Editor has the *RoleManager* permission to initiate a Discussion
- **'Technical Check' page –** Accessed via the 'Technical Check' action link which is only present when 'Technical Check' has been enabled for a site
- **'Artwork Quality Check Results' page –** Accessed by clicking the 'View Artwork Quality Check' action link for a Submission which is available when the AQC functionality has been enabled for a site

Modify Manuscript Classifications

At times, an Editor may need to add or remove classification terms associated with a Submission while working in the Select Reviewer section of the system. Editors with the Assign Manuscript Classifications permission will see a 'Classifications' link on the *'Reviewer Selection Summary'* page that opens the *'View/Modify Submission Classifications'* page for the Submission.

Making a Decision

Early Decision for New Submissions

Editor roles with the proper role permissions may submit an early decision on new Submissions using the action link 'Submit Early Decision' without first assigning an Editor. The decision does have to be linked with an Editor, however. The user must choose 'Assign to Me' (if the user has permission to make decisions) or choose an Editor role and Editor to whom the decision should be ascribed.

View Reviews and Comments

Clicking the 'View Reviews and Comments' action link displays a screen containing a chart of information pertaining to the Reviewers and Editors for all versions of the Submission. Clicking on the name of the Reviewer and/or Editor displays a chart containing demographic data as well as information on both current and previous assignments. Clicking on a review recommendation displays the Reviewer's comments. With appropriate permissions, these comments can be edited.

From this page, Editors may also access any Attachments made for a Submission by clicking the 'Attachments' link. The number shown in the link corresponds to the number of attachments that have been attached by Reviewers or Editors for the Submission.

Once viewing the Attachments, an Editor may choose to download, remove, or edit the files or upload their own if they have the proper permissions. Editors may also choose whether Reviewers or Authors will have access to each attachment using the checkboxes in the 'Allow Author/Reviewer Access' columns.

Reviewer Questions

For Custom Review Questions, the Reviewers' responses are available for the Editor to review by clicking the 'View Reviews and Comments' action link and then viewing the individual recommendations or by clicking the 'View Review Question Responses' link.

The Review Questions and Responses associated with a specific Submission may be displayed directly on the *'Submit Editor's Decision and Comments'* page. Additionally, each question may be configured to allow the Question and Response(s) to be merged into the decision letter sent to the Author using the %REVIEW_QUESTIONS_AND_RESPONSES% merge field.

When an Editor Form is configured to display Review Questions and Responses, Editors will see a grid containing all Custom Review Questions and the associated responses from each Reviewer.

Sample 'Submit Decision' page with Review Questions and Responses displayed

An Editor may collapse the Review Questions and Responses grid on the *'Submit Decision'* page by clicking the 'minus' ⊟ button next to the section header. The section collapses (is suppressed), with the 'minus' button replaced by a 'plus' ⊞ button.

Sample 'Submit Decision' page with Review Questions and Responses grid suppressed

When a particular Review Question is configured to be Available for Decision Letter Merging, a 'merge' checkbox appears for each Reviewer's Response to that Question in the Review Questions and Responses grid on the *'Submit Editor's Decision and Comments'* page. These boxes are selected/checked by default when they display in the Review Questions and Responses grid. This allows the Editor to determine whether the Review Question and each individual Response is merged into the decision letter using the %REVIEW_QUESTIONS_AND_RESPONSES% merge field.

Sample page; three questions configured as Available for Decision Letter Merging

If a Question is not presented to a particular Reviewer, the response area is shaded with dark grey.

Sample section; Question 2 asked of Reviewer 5 only

Review Questions and Responses				
Expand All / Collapse All				
Hermione Grainger Reviewer 1	**Thomas Grace** Reviewer 2	**Cy Frank** Reviewer 3	**Brent Graham** Reviewer 4	**David Bradford** Reviewer 5
Are you seeking CME credit?				
Yes	No	No	No	Yes
New question. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout. Let's put a super long question and see what it does to the page layout.				
				☑ Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. (less...)

'Expand All / Collapse All' links are shown when the grid is displayed and at least one of the responses is longer than 500 characters. These links expand/collapse the text of the Response. The individual cells that exceed 500 characters also display '(more...)'/'(less...)' links, allowing individual cells to be expanded/collapsed.

Sample of '(more...)' link displayed

Hermione Grainger Reviewer 1	**Thomas Grace** Reviewer 2	**Cy Frank** Reviewer 3	**Brent Graham** Reviewer 4	**David Bradford** Reviewer 5
Please describe any flaws in the experiment design.				
☑ Poor animals!	☑ (No Response)	☑ (No Response)	☑ I think this has already been tested elsewhere with better results. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super (more...)	☑ none

Sample of '(less...)' link displayed

Hermione Grainger Reviewer 1	**Thomas Grace** Reviewer 2	**Cy Frank** Reviewer 3	**Brent Graham** Reviewer 4	**David Bradford** Reviewer 5
Please describe any flaws in the experiment design.				
☑ Poor animals!	☑ Not enough ingredients.	☑ None.	☑ I think this has already been tested elsewhere with better results. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Let's put a super long response and see what it does to the page layout. Now we can see the less link because the full text is displayed. (less...)	☑ none

The merge field %REVIEW_QUESTIONS_AND_RESPONSES% will merge the Questions and selected Responses into the draft Notify Author letter. Editors may edit the information directly in the letter if they so choose.

> **Note:** *If all of the Responses are de-selected by the Editor, neither the Question nor any of the Responses are pulled into the letter.*

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Sample section of 'Notify Author' *page*

The information merged into the letter displays with the following features:
- The section has a header reading 'Reviewer's Responses to Questions'
- A horizontal line <hr> is inserted after each Question in HTML formatted letters
- For plain text letters, 20 dashes are inserted in the line after the Question

Completing Terminated Reviews

Sometimes Editors are forced to Terminate (or Un-invite) outstanding Reviewers prematurely from a Submission to move it forward in the workflow. Editors may have further permission to Edit Terminated Reviews within the system, in order to complete the review. From the *'View Reviews and Comments'* page, Editors with permission may complete Reviews from Reviewers that were Terminated after accepting the invitation (i.e., which were in progress when the decision was made to terminate them).

Sample 'View Reviews and Comments page' *– [Terminated by Editor] will appear as a link*

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Clicking the 'Terminated by <Editor Role>' link brings the Editor to the *'View Individual Reviewer Comments'* page. If Reviewer Comments were submitted (using the 'Save & Submit Later' button on the Review Form) prior to Termination, they will appear in the appropriate fields.

To complete the Terminated Review, the Editor must click 'Edit Reviewer Comments' and proceed to fill out the Review Form. If an Overall Reviewer Manuscript Rating value was entered and saved (using the 'Save & Submit Later' button) prior to Reviewer Termination, it should carry over onto this form. After the Editor submits their changes, the originally Terminated Review will now appear to have been submitted normally by the original Reviewer, with a completion date equal to the original Termination date. This will be reflected in all Reviewer Statistics and Activity details.

Once a previously Terminated Review has been edited and completed by an Editor, the Submission will appear in the Reviewer's 'Completed Assignments' folder and they will be able to view the Review from the 'View Reviews and Comments' link.

A Review that was terminated before the Reviewer accepted the assignment cannot be edited in this way – 'Terminated by Editor' will not appear as a link on the *'View Reviews and Comments'* page.

Individual Reviewer Comments to Authors

Review Forms may be configured to keep Reviewer Comments to Author separate from the Editor Comments to Author. The Individual Reviewer Comments to Author will then be available for selection on the Editor Decision page for inclusion in the Decision/Author Notification letter; Individual Reviewer Comments are inserted as a separate block of text, using a merge field specifically for these.

The Individual Reviewer Comments to Authors are still copied into the Editor chain; so the version that is seen and worked on by the in-chain Editors is not the original version submitted by the Reviewers. Individual Reviewer Comments are copied up the chain, in the same way as the main Editor Comments to Author field, so each Editor therefore sees their own copy of the Individual Reviewer comments.

Once enabled for one or more review forms, each Reviewer's Comments to Author appear to Editors submitting a decision as its own editable field. A checkbox next to the Reviewer name allows the Editor to decide whether the Reviewer Comments to Author should be merged into the Decision/Notification Letter. These selections, and the final text if edited by the Editor, are passed up the Editor chain and can be changed by subsequent handling Editors. An asterisk next to the Reviewer Number indicates that the comment has been edited.

Sample 'Editor Decision and Comments' *page – Individual Reviewer Comments enabled*

In a workflow where more than one Editor Decision is rescinded (i.e., the most recent Editor Decision is rescinded and then the previous Editor Decision is rescinded), the copies of all Individual Comments to Author for the most recent Editor Decision are removed.

Once selected, the individual Reviewer Comments to Author may be merged into new Individual Comments merge fields for Decision/Author Notification letters: %INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR% and %RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%.

The %COMMENTS_TO_AUTHOR% merge field will still need to be used to insert the Editor Comments to Author if the Editors use this to record their own comments.

Submit Editor's Decision and Comments

Editors submit their Decisions by clicking on the Action link called 'Submit Editor's Decision and Comments'. This allows an Editor to be able to make a decision at any stage of the peer review. If there are outstanding Reviews or Reviewer Invitations, then the following page will be displayed:

Terminate Outstanding Assignments and Proceed
When an Editor wants to make a Decision on a Submission, and there are outstanding Reviewer assignments, the Editor **must** terminate or Un-invite outstanding Reviewers before continuing with the Decision process.

If one or more Reviewers have agreed to review, a warning will alert the Editor to a Reviewer assignment that has been started, but not yet submitted. The Editor can then decide to Terminate the outstanding assignments, Un-invite the Reviewers with outstanding assignments by clicking 'Yes', or wait for the outstanding assignments to be completed by clicking 'No'. There is also the option to go to the Reviewer Selection Summary page.

The Editor Form

The contents and format of the Editor Form will vary from one publication to another, as Editor forms are configured by the Editorial Office. Editors will typically be asked to answer Manuscript Rating Questions or Custom Questions on the *'Editor's Decision and Comments'* page.

Manuscript Rating Questions will always limit the Editor to responding on a 1-3, 1-5 or 1-10 scale, whereas Custom Questions will offer varied methods of providing responses.

If a question is displayed but not required on an Editor Form, Editors may leave the response blank. If, however, Editors choose to answer the question, the minimum character count must be met even though the question is not required.

Editor-in-Chief Decision and Comments for Manuscript Number JBJS-D-03-01116

Cartilaginous Avulsion of the Femoral Attachment of the Anterior Cruciate Ligament in a Three-Year-Old Child: A Thir...

Original Submission
Gene Hackman, M.D. (Editor-in-Chief)

Decision: [No Decision ▾] Overall Editor Manuscript Rating (1-100): [   ]

Overall Editor Manuscript Rating
Reviewers and Editors may rate the overall quality of a manuscript using a single Manuscript Rating (1-100).

[Cancel] [Save & Submit Later] [Proof & Print] [Proceed]

Details   History   Similar Articles in MEDLINE   Invite Reviewers   View Manuscript Rating Card

	Original Submission
R. Dale Blasier, M.D. (Reviewer 1)	B
James O. Sanders, M.D. (Reviewer 2)	C
George H. Thompson, M.D. (Deputy Editor)	C+-Revise
Gene Hackman, M.D. (Editor-in-Chief)	Assigned - No Dec
Author Decision Letter	
Kenji Kawate, M.D. (Author)	

Decision
Drop-down with Decision Term choices. Each Decision Term is associated with a specific Decision Letter.

[Editor Instructions]

Confidential Comments to Editor

Insert Special Character   [Open in New Window]

Make sure this text is correctly inserted in Confidential Commments to Editor box for EIC Heckman.

Reviewer, R. Dale Blasier, M.D.: This is an interesting and well-written report. It still needs some attention to language. It should be published after revision.

Comments to Author

Insert Special Character   [Open in New Window]

Reviewer #1:
The authors present an interesting case of an intraarticular avulsion fracture in a child which did not appear on plain radiographs.

(1). The title is good, but could be improved by changing it to "Avulsion of the Cartilaginous Attachment…"

(2). Page 1, paragraph 1, line 6: Change "insertion" to "origin". Change "lateral femoral condyle and its thirteen-year-followup" to "lateral femoral condyle, operative treatment, and its thirteen-year-follow-up".

(3). Page 1, paragraph 3, line 2: Change "attachment" to "origin".

(4). Page 2, paragraph 1, lines 2-5: This wording is confusing and does not seem to agree with what appears in the figure 5. It appears that two drill holes were started in the distal lateral femoral metaphysis, drilled distally across the physis and the epiphysis, and into the

Production Notes

These are my custom instructions.

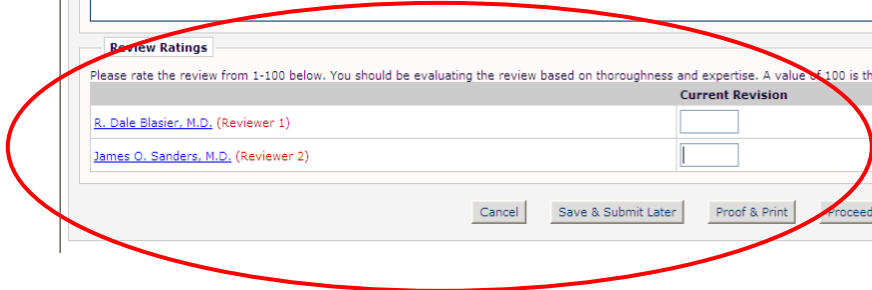Insert Special Character   [Open in New Window]

Review Ratings

Please rate the review from 1-100 below. You should be evaluating the review based on thoroughness and expertise. A value of 100 is the best, 0 is the worst.

	Current Revision
R. Dale Blasier, M.D. (Reviewer 1)	[ ]
James O. Sanders, M.D. (Reviewer 2)	[ ]

[Cancel] [Save & Submit Later] [Proof & Print] [Proceed]

Note: *If enabled in* PolicyManager*, Editors can be required to rate the reviews for the current revision before being able to submit a decision. There is only one Editor rating for each review, for each revision of the Submission. Only the ratings in place when the Final Disposition is made will be stored in the system.*

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Comments to Editor

Insert Special Character

Please add your comments that explain your reasons for your recommendation and your advice and views to the author in the box above and any confidential comments to the editor here:
sdgsadsg

Comments to Author

Insert Special Character

Good study bad format

Comments to Author
All comments to the author from the Editor, Reviewers or subordinate Editors are entered here. These comments will be merged into the author notification letter.

More Reviewer Details

Editor-in-Chief Decision and Comments for Manuscript Number JBJS-D-03-01116

Cartilaginous Avulsion of the Femoral Attachment of the Anterior Cruciate Ligament in a Three-Yea

Original Submission
Gene Hackman, M.D. (Editor-in-Chief)

Reviewer, Editor and Decision Grid
Displays the same information as the 'View Reviews and Comments' link.

Decision: No Decision   Overall Editor Manuscript Rating (1-100): [ ]

[Cancel]   [Save & Submit Later]   [Proof & Print]   [Proceed]

Details   History   Similar Articles in MEDLINE   Invite Reviewers   View Manuscript Rating Card

	Original Submission
R. Dale Blasier, M.D. (Reviewer 1)	B
James O. Sanders, M.D. (Reviewer 2)	C
George H. Thompson, M.D. (Deputy Editor)	C+-Revise
Gene Hackman, M.D. (Editor-in-Chief)	Assigned - No Decision
Author Decision Letter	
Kenji Kawate, M.D. (Author)	

[Editor Instructions]

Confidential Comments to Editor

Insert Special Character   [Open in New Window]

Make sure this text is correctly inserted in Confidential Commments to Editor box for EIC Heckman.

Reviewer, R. Dale Blasier, M.D.: This is an interesting and well-written report. It still needs some attention to language. It should be published after revision.

Comments to Author

You can create custom Editor Decision Phrases and add them to the Editor Form where they can be selected by the Editor. Using a merge field, they can be merged into the decision letter. This feature allows the journal to have a consistent voice among Editors.

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

☐   Your manuscript may be suitable for publication at *The Journal*.

☐   Your manuscript is outside the scope of publication for **The Journal**, so we must reject. Thank you for submitting your manuscript for consideration.

To make the review rating process simpler for Editors, there is an option to display review ratings directly on the *Submit Editor's Decision and Comments* page.

There is also an option to require that all reviews for the current revision are rated *before* the Editor can submit his decision. If this option is enabled, and the Editor tries to submit a decision without entering review ratings for all reviews for the current revision, an alert is displayed.

Rating Manuscripts by Reviewers and Editors Overview

Reviewers and Editors may rate the overall quality of a manuscript using a single Manuscript Rating (1-100). Reviewers have the option of entering a Manuscript Rating when a review is submitted.

Editors and Reviewers may also be asked specific questions relating to the Submission. Reviewers answer Manuscript Rating Questions on their Submit Reviewer Recommendation and Comments page as part of the recommendation process.

> **Note:** *Manuscript Rating Questions apply to new Submissions only; Revised Submissions cannot be rated. Submissions are expected to improve significantly throughout the revision process. Including the higher ratings for revisions in statistics would adversely affect the desired result, which is to evaluate the overall quality of Submissions* <u>*coming in to the publication*</u>*.*

Manuscript Rating Card

The Manuscript Rating Card is a page that provides the Editor with a comprehensive, detailed picture of all of the individual Manuscript Rating scores for a particular Submission.

Rescinding a Decision

Editors may rescind a Decision after the Author has been notified of the Editor's Decision. Decisions may be rescinded up the entire Editor Chain. The *'Rescind Decision'* page confirms which Editor assignment is being re-opened by the current Rescind action being carried out.

Additionally, if there is a saved draft Decision Letter associated with the current revision, the user performing the Rescind action will be able to pass the draft decision letter back to the Editor whose assignment is being re-opened.

When a draft letter is passed back down the chain to an Editor, then that Editor, upon clicking their 'Submit Editor's Decision and Comments' link, will be taken directly to the *'Notify Author'* page with the draft letter loaded. The Editor's available actions are based on their Author Notification permissions (send the letter, submit their decision with the draft, or discard the letter and submit their own decision).

If a Submission is in the 'Author's Submissions with a Decision' folder and the Decision is rescinded, the Submission moves out of the 'Submissions with a Decision' folder and back into the 'Submissions Being

Processed' or 'Revisions Being Processed' folder, as appropriate. Likewise, if a Submission is in the 'Submissions Needing Revision' folder and the Decision is rescinded, the Submission moves out of the 'Submissions Needing Revision' folder, and back into the 'Submissions Being Processed' or 'Revisions Being Processed' folder, as appropriate.

Note: *If the Author has started submitting the revision (i.e., Submission is in the 'Incomplete Submissions Being Revised' or 'Revisions Waiting for Author's Approval' folders), the Editor is not allowed to rescind the Decision.*

'Notify Author' – Sending the Decision Letter to the Author

The Decision Letter can be sent to the Author by either an assigned Editor or by the Editorial Staff, depending on who has the permission.

If the Editor has the permission to notify the Author, the Corresponding Author notification letter will display as soon as the decision is submitted.

If the Editorial Office notifies the Author of the decision, they will be sent a system notification that an Editor decision has been made. They can then use the 'Notify Author' Action link to send the appropriate letter to the Author. If the Author has not yet been notified and the Editor has permission to do so, a Notify Author link will appear in the Author Notified Date column of the PowerGrid view of submissions.

If an Editor submits a decision on which the Editor is allowed to notify the Author, then the Editor Assignment remains open until the Editor sends the Decision Letter to the Author. This would be the case if an Editor chooses 'Save and Send Later'.

The 'Save and Send Later' option allows the Editor to save a customized letter and keep the Submission in their 'All Submissions with Required Reviews Complete' folder. Once a letter has been saved, clicking the 'Submit Editor's Decision and Comments' Action link for that Submission will now return the Editor to the *'Notify Author'* page with the saved letter loaded for editing. The Submission remains in this folder until the letter is sent or the decision is submitted without notifying the Author.

The 'Submit Decision without Notifying Author' button is also provided on the *'Notify Author'* page. This option allows the Editor to explicitly save the decision and cancel the Author notification, completing their

assignment and moving the Submission up the chain. Editor Roles may also be configured so that they can only notify the Author when submitting a decision. This can be further refined to allow Editors to notify the Author of some decisions but not others.

Multiple letter templates may be configured to be available with any decision term. If the Editor drafting the notification letter wishes to change to another letter template, they may do so by using the modify letter drop-down.

Decision Letter Attachments

When sending the notification letter to the Author, the Editor will have one final chance to make any Attachments made to the Submission available to the Author. The Editor will be able to view each Attachment individually and select which ones the Author will have access to.

Attachments:

Action	Reviewer Name	Editor who Uploaded Revised Attachment	Description	File Name	Size	Last Modified	Allow Author Access
Original Submission							
Download / Download Sanitized Copy	Super User (Editor)	N/A		EMUG2011 6-7-11.pptx	807 KB	Jun 16, 2011	☐
Download / Download Sanitized Copy		Mike Di Natale	Robot test	copyright form Farina.pdf	579 KB	Jun 20, 2011	☐
Download / Download Sanitized Copy	Other Author (Reviewer 1)	N/A	Reviewer 1	Prepared Manuscript.doc	19.5 KB	Nov 22, 2010	☑
Download	rob rob (Reviewer 2)	N/A	Robot	bendermid.JPG	8.7 KB	Jun 15, 2011	☑

Note: *If a publication has been configured to do so, these attachments will also be sent to the recipient's inbox with the Decision Letter as an e-mail attachment.*

Draft Decisions

In some cases, a publication may not be configured to allow an Editor to directly notify the Author. Instead, they may want the Editor to draft a notification letter. In these instances, an Editor will be able to access the *'Notify Author'* page but will not have the ability to send the letter. The Editor will instead use the 'Submit Decision with Draft Letter' option to pass their draft of the Decision Letter up the Editor Chain where a higher-level Editor will be able to review, edit, and approve the letter. When a lower-level Editor has submitted a decision with a saved draft of the Decision Letter, the next in-chain Editor is immediately taken to the Author Notification letter saved by the previous Editor upon clicking the 'Submit Editor's Decision and Comments' Action link.

Once the letter has been passed up the chain, the upper-level Editor may also choose to return the draft letter to the lower-level Editor by using the 'Return to' link, which becomes available while the draft letter is being viewed. This link will pull in the name of the Editor who drafted the letter and allow the higher-level Editor to return the letter with or without edits to the lower-level Editor for correction.

If the last Editor in the chain has permission to notify the Author after the selected decision then the Editor is allowed to either:

- Accept this decision as their own decision without submitting their own comments and send the Decision Letter to the Author

- Override the previous Editor's decision, submit their own comments, record a different decision, draft a new letter, and send it to the Author

- Return the Submission to the original Editor for a new decision (effectively rescinding the decision) by returning the Submission without the draft letter

- Return the draft letter to the original Editor for revision by returning the Submission with the draft letter

- Submit their decision to the next Editor in the chain (with or without a draft letter) for review before the Author is notified by using the 'Submit Decision without Notifying Author' button

Modifying Editor Decisions

Any Editor with the appropriate permission may also change the final Editor's Decision from the Notify Author page. The 'Modify Decision' drop-down allows the user to change the Editor's Decision. Changing the Decision Term will automatically insert the appropriate Decision Letter in the editable box further down on the page. Any existing Reviewer and/or Editor comments will be inserted into the changed letter if the appropriate merge fields are present in the letter.

Note: *The modified decision will overwrite the previous decision. This means that the Submission record will not show that an incorrect decision had been made. The correct decision will be attributed to the Editor who made the initial incorrect Decision.*

'Set Final Disposition'

Setting the Final Disposition (Accept/Reject/Withdraw) completes the peer review process. It also triggers transmittal of accepted manuscripts to production if your publication is configured to do so. Logic is utilized to ensure that the Final Disposition selected by the user matches the Final Decision made on the Submission. For example, when the Final Disposition term 'Accept' is selected, EM will check the Editor decision term to see if it is in the 'Accept' decision family. If the term does not match the decision family (i.e. the decision is in the 'Reject' family), a warning message will appear to alert the user of the discrepancy.

'Linked Submissions'

Submissions can be linked together. A Submission may be added to an existing 'Linked Submission' group or added as the first Submission in a newly created 'Linked Submission' group. This action link will allow an Editor to 'Create a New group' or to select a group from a pre-defined list. EM will add the Submission to the group.

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Add to/Create Linked Submission Group

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

To add the submission to an existing Linked Submission Group

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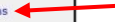
Please select a Linked Submission Group: ▾ | Add to Group

To create a new Linked Submission Group

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

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

Create a New Group

Assign Publish With ID

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

Assign Publish With ID

This feature is designed to provide Editors with a method of linking Submissions for general reference (those that are related by author or topic) or to group Letters to the Editor together to take advantage of special functionality. Linked Submission icons are displayed next to linked Submissions in the Editor folders, providing immediate visibility to the fact that the Submission belongs to a Linked Submission Group.

Creating a New Linked Group

From the action links of the selected folder, the Editor should select 'Linked Submissions'. Clicking this link displays the *'Add to/Create Linked Submission Group'* page. From this menu, the Editor will be able to select from an existing display of groups or create a new group.

Add to/Create Linked Submission Group

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

To add the submission to an existing Linked Submission Group

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

Please select a Linked Submission Group: ▼   Add to Group

To create a new Linked Submission Group

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

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

Create a New Group

Assign Publish With ID

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

Assign Publish With ID

Click on the 'Create a New Group' button to set up a new group. The following menu will be displayed:

Create a New Linked Submission Group

To create a new Linked Submission Group

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

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

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

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

Linked Submission Group Name:	Insert Special Character [ ] *Maximum Linked Submission Group Name is 1000 characters.*
Linked Submission Group Type:	● Linked With ○ Letter to the Editor

Cancel   Submit

Powered by: Aries systems

The Editor must enter the 'Linked Submission Group Name' and select the 'Linked Submission Group Type' to create the group.

The Linked Submission Group Type choices are either 'Linked With' for general linking or 'Letter to the Editor' to take advantage of the special Letter to the Editor functionality. After selecting the Group Type, the Editor should then click on Submit. When the new group has been created, the Editor can add Submissions to the group.

> **Note:** *Once the Group has been created, it is available for selection in the drop-down on the* 'Add to/Create Linked Submission Group' *page. Additional Submissions can be added to the group at any time.*

> **Note:** *Editors with permission to Create/Edit Linked Submission Groups can assign a PWID (Publish With ID) to a linked Submission on the* 'Add to/Create Linked Submission Group' *page. Editors with this permission can also assign a PWID to linked Submissions on the* 'Linked Submissions' *pages. This is achieved by selecting the 'Publish With' checkbox for each Submission to be assigned a PWID and clicking the 'Assign Publish With ID' button.*

Adding a Submission to an Existing Group

A Submission can be added to an existing group by clicking on the 'Linked Submission' action links, selecting the group from a drop-down, and then clicking on the 'Add to Group' button. Once a Submission has been added to a group, it is displayed on the *'Linked Submissions'* page, and a Linked Submissions icon is displayed in search results and system folders.

On the *'Linked Submissions'* page, Editors with permissions to Create/Edit Linked Submission Groups can click on the 'Add Submission' link associated with a group to use the Search Submissions feature to look up Submissions and then add them to the group. The Editor will automatically be taken to the Search Submissions selection criteria with the Criterion of Linked Submission Group Name being selected by default.

There are specific search criteria available for Linked Submissions, which are:

1. Linked Submission Group Name
2. Publish with ID
3. Publish With ID Description

Editors can use the Selector and Value in the same way as when searching for Submissions in general.

A checkbox is displayed for each Submission returned in the results. The Editor selects the Submissions they wish to add to the group and clicks on the 'Add to Group' button.

Note: *The 'Select' checkbox is suppressed for submissions that already belong to the group.*

Linked Submissions Page

From the *'Linked Submissions'* page, Editors with permission to Create/Edit Linked Submission Groups can perform the following actions:

1. Create a new group that contains the Submission currently being viewed (the 'referring' Submission). After creating the new group, the user is returned to the *'Linked Submissions'* page and the newly created group is selected by default.

2. Add the referring Submission to an existing group by selecting a group from a drop-down selector near the top of the page.

3. Search for other Submissions to add to an existing group by clicking the Add Submission link (as described above).

4. Modify an existing group (e.g., Group Name, Group Type, or remove Submissions from the Group) by clicking the 'Edit Linked Group' Action link.

5. Remove all Linked Submissions from a group at once by clicking the 'Clear Group' link. When this link is clicked, a warning is displayed so the user can confirm intent to remove all Submissions from the group.

6. Users with permission to Set Active/Inactive Status for Linked Submission Groups may activate any inactive group by clicking the 'Set Active Status' link, or inactivate any active group by clicking the 'Set Inactive Status' link. When either of these links are clicked, a warning is displayed so the user can confirm intent to activate/inactivate the group.

• When a group is made active, Submissions can be added to the group.
• When a group is made inactive, Submissions can no longer be added to the group.

7. Remove an individual Submission from a group by clicking the 'Remove from Group' link. When this link is clicked, a warning is displayed so the user can confirm intent to remove the Submission from the group.

8. Assign a PWID by clicking the 'Publish With ID' button.

> **Note:** *The Assign Publish With ID is a separate feature discussed in the Publishing Submissions Together section of this document.*

Editors with view-only access to Linked Submission Groups (i.e., View Linked Submission Groups permission is enabled but Create/Edit Linked Submission Groups is not enabled) see a version of the *'Linked Submissions'* page where they can view information about the linked groups but cannot edit the group in any way.

Letter to the Editor Functionality – Linked Submissions

EM supports the management of Letters to the Editor where unsolicited Submissions are received in response to an already published paper. Letters to the Editor linking includes specialized 'rules', further distinguishing it from the general (Linked With) Submission linking.

1. When a Commentary is solicited from one of the Submissions linked together with the Letter to the Editor linking mechanism, it is possible for the Author of the Commentary (the Author of the original published article) to submit a 'response back' paper that will become a member of the group.

2. When an Invited Author submits a Commentary where the invitation was generated from a Submission belonging to a Letter to the Editor group, the Author's Invited Commentary is automatically added to the Letter to the Editor Group. The 'response back' Commentary (Reviewer PDF) can be made available to the Authors of selected Submissions in the group when a decision is made on their Letter to the Editor.

Invited and Commissioned Papers

There are two general scenarios where Author solicitations may occur:

1. *Commentaries:* Commentaries may be solicited on a submitted article (that may or may not have yet been accepted for publication). This feature provides a way to invite an Author to submit a paper and link the existing ('parent') Submission to the associated Commentaries ('child' Submissions).
2. *Proposals:* This feature provides a way to invite Authors to submit papers and link the Submissions for the purpose of tracking. A publication can invite Author(s) to submit a manuscript on a particular topic; or a publication devotes an entire issue (special issue) to invited manuscripts on a particular topic(s).

Initiating and Managing Commentaries

Initiating a Commentary

A Commentary is created when an Editor determines that a particular Submission requires a Commentary or a response (perhaps from an expert, one of the Reviewers, etc.). The existing Submission can be anywhere in the workflow (new assignments, under review, in final disposition, etc.).

The Editor (with appropriate permission) clicks the 'Solicit Commentary' Action link in the Submission's action links.

The first step in the Solicit Commentary process is for the Editor to enter the following information on the *'Target Publication Schedule'* page:

Target Publication Schedule

Enter a target publication date and other parameters. These values will apply to this submission and any invited submissions which are associated with it. In some cases, only the invited submissions will be published.

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

Pre-select Article Type for Invited Submissions generated from this Submission:	Author Will Select ▾
* Target Publication Date:	📅 (mm/dd/yyyy)
Target Publication Volume:	
Target Publication Issue:	
Author Response Due: Number of Days Author has to Respond to Invitation	0 *A value of zero indicates the Response due date feature is not being used.*
Author Submission Due: Number of Days prior to Target Publication Date	0 *A value of zero indicates the Submission due date feature is not being used.*

Cancel   Save and Proceed

- Pre-select Article Type for Invited Submissions generated from this Submission (optional): This feature allows the Editor to pre-select the Article Type the Invited Author will use for the Submission. The Author Will Select option allows the invited Author to select from a list of invited article types.
- Target Publication Date (required)
- Target Publication Volume (optional)
- Target Publication Issue (optional)
- Author Invitation Due: This is the number of days the Author has to respond to the invitation. If a zero is entered, this indicates the invitation due date feature is not being used.
- Author Submission Due: This is entered as a number, which is used to calculate an actual date from the Target Publication Date. This means that the Author's due date is set backward FROM the Target Publication Date and is not set FORWARD from the date of invitation or date the invitation was accepted. If a zero is entered, this indicates the Submission due date feature is not being used.

The second step is to select an Author(s) from the *'Author Selection Summary'* page.

Users may Search for Authors or Search by Personal Classifications and click 'Go' to execute the search.

Search for Authors Menu

The following fields are included in the criteria drop-down:

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country
- Email Address
- People Notes
- Detailed People Notes

Search for Authors - Manuscript JONATHANTEST_Beta-D-20-00014
"test for tutorial"

Manuscript Details Register and Invite New Author

Help with Searching   Insert Special Character

Select from the above Criterion to locate the Author (the Author must be already added to the system – if not, the Editor will need to 'Proxy' register the Authors before being able to continue with this step). Following the above search, the page displayed is similar to the *'Reviewer Selection Summary'* page. The Author Selection Summary screen is the starting point for the Author selection process; it also displays the list of Authors invited to submit a Commentary and shows the status of each Author invitation.

The Author Selection Summary screen lists the following Author Selection modes: Search for Authors and Search by Personal Classifications. Other functions available from the *'Author Selection Summary'* page include access to the *'Details'* page and the Un-invite Author function.

Search for Authors: When Search for Author is selected, the Editor is brought to a search interface. The user can enter up to three sets of criteria.

Search by Personal Classifications: When Search by Personal Classifications is selected, the Editor can search for Authors based on the Personal Classifications associated with each Author. The Editor is brought to a page that lists all of the Classifications that are assigned to people in the system with a checkbox next to each term. The Editor can select a maximum of five Classification Terms. A list of Authors associated with the selected Classifications is returned.

> **Note:** *The list of Classifications may appear incomplete because it is a list of all Classifications assigned to registered users; it is not a complete list of Classifications. If a Classification term does not appear on the list that means no one in the system has selected that term as a Personal Classification.*

After an Author(s) is selected, send either the default invitation letter (as set up in *ActionManager*) or customize the default letter.

Multiple Authors can be invited at the same time. The Editor has an opportunity to customize each letter by clicking on the letter name next to the Author name. The Editor will also have the opportunity to NOT invite an Author from the list of invited Authors, without having to back out of the entire process, by checking 'Do Not Invite' next to the Author name.

Initiating and Managing Proposals

This feature provides a way to invite Authors to submit papers and link the submissions for the purpose of tracking. A publication can invite an Author(s) to submit a manuscript on a particular topic; or a publication devotes an entire issue (special issue) to Invited Submissions on a particular topic(s).

> **Note:** *The Proposal Submission is not a regular Submission. A Proposal will not go through any peer review and will not receive any Decision. The Proposal is used as an invitation vehicle. The Proposal PDF can be used to deliver the details of the Proposal to the Invited Authors and it can be used to provide supplementary materials to the Invited Authors (such as scanned articles, outlines, etc.). The Proposal is also used to keep Author invitations organized and as a single point where submitted articles can be viewed and monitored.*

Custom Invited Proposal Numbering

Invited Submission Manuscript Number format is configurable by Article Type within *PolicyManager* and will apply to all Invited or Assigned Submissions associated with the Proposal of that Article Type. Two Manuscript Number format options are available: use the format configured on Set Manuscript Number Format page or use the Prefix + Incrementing Number entered on the Initiate Proposal page. The numbers can be configured one of three ways:

- Manually Assign Manuscript Number
- Automatically Assign Manuscript Number at Author Submission
- Automatically Assign Manuscript Number When an Editor is Assigned

Proposal Menu as Default Menu

Users can choose to have the 'Proposal Menu' as their default menu when they login if they primarily work with inviting Authors to submit papers. Contact the Publication's Administrator for more details.

Initiating a Proposal

The Editor (with appropriate permission) must first go to the 'Proposals Menu' by clicking on the 'Proposals Menu' tab at the top of the screen (directly below the Navigation Bar). From the 'Proposals Menu', the Editor clicks the link labeled 'Initiate Proposal' link under 'New Proposals'.
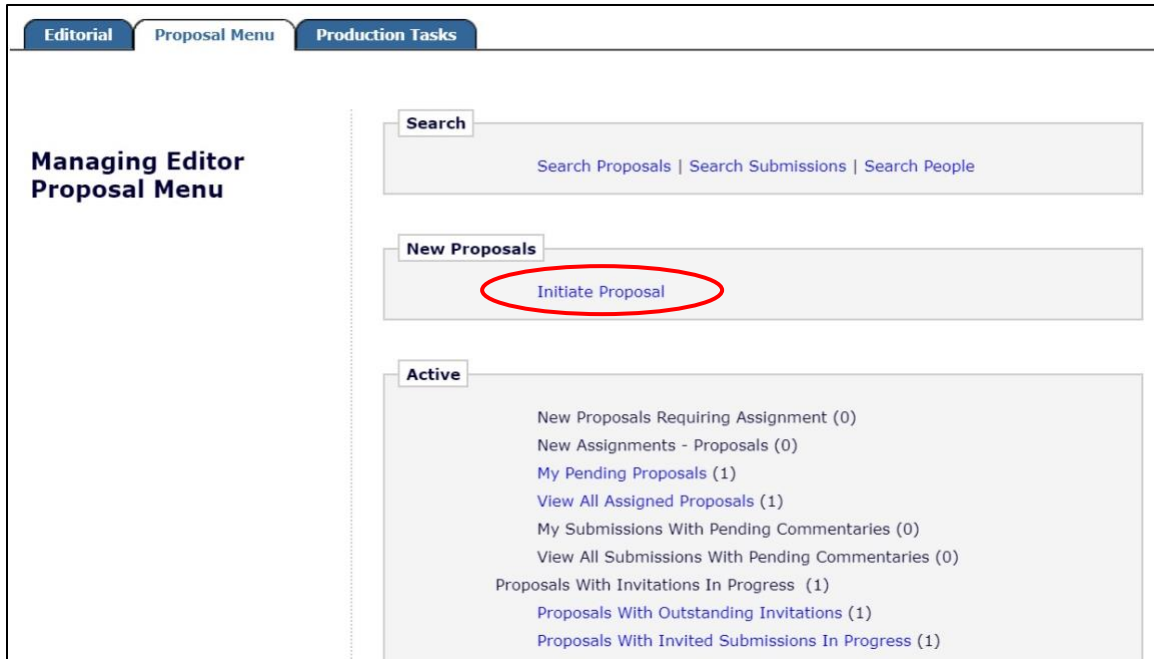
This link brings the Editor to a page where the Editor can create a Proposal ('parent' Submission) using an enhanced version of the manuscript submission interface.

The first step in the Initiate Proposals submission process is for the Editor to enter the target schedule information (if required) on the Initiate Proposals page. The Editor may pre-select an Article Type for Invited Submissions. The Author Will Select option allows the invited Author to select from a list of invited article types.

Initiate Proposal

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

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

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

Insert Special Character

Invitation to submit a manuscript for a special issue

* Target Publication Date:		(mm/dd/yyyy)
Target Publication Volume:		
Target Publication Issue:		
Author Response Due: Number of Days Author has to Respond to Invitation	0	A value of zero indicates the Response due date feature is not being used.
Author Submission Due: Number of Days prior to Target Publication Date	0	A value of zero indicates the Submission due date feature is not being used.

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

- **Article Type** – A list of one or more types of Proposals that can be initiated
- **Title** – Proposal Title
- **Target Publication Date** – Once the Editor has entered a Target Publication Date, the default Author Submission Due Date can be calculated (see last item in list).
- **Target Publication Volume** – Optional
- **Target Publication Issue** – Optional
- **Author Invitation Due** – This is the number of days the Author has to respond to the invitation. If a zero is entered, this indicates the invitation due date feature is not being used.
- **Author Submission Due** – This is entered as a number, which is used to calculate an actual date from the Target Publication Date. This means that the Author's due date is set BACKWARD FROM the Target Publication Date, and is not set FORWARD from the date that Author was invited or the date the Author accepted the invitation. If a zero is entered, this indicates the Submission due date feature is not being used.
- **Author Submission Due Date** – Author's due date, dependent on the Number of Days prior to Target Publication Date.

At the bottom of the Initiate Proposal page there are four buttons labeled 'Cancel', 'Proceed and Build PDF', 'Proceed with no PDF', and 'Assign to Myself and Invite Authors'.

Powered by: **Aries** systems

Proceed and Build PDF

Clicking the button labeled 'Proceed and Build PDF' allows Editors to upload a Submission Item and build it into a PDF for the Proposal. After building and approving the PDF, the Proposal must be assigned to an Editor who will handle the Author invitation process.

Proceed with no PDF

A Proposal can be created, assigned to an Editor, and Authors invited without having to build and approve a PDF. This selection sends the Proposal directly to the 'New Proposals Requiring Assignments' folder.

Assign to Myself and Invite Authors

Clicking the button labeled 'Assign to Myself and Invite Authors' creates the Proposal and takes the Editor directly to the *'Author Selection Summary'* page.

- If the publication is configured for manual manuscript numbering, a manuscript number must be entered on the *'Initiate Proposal'* page before the user can proceed to the *'Author Selection Summary'* page.
- If the publication is configured for automated manuscript numbering, the manuscript number is automatically assigned when the 'Assign to Myself and Invite Authors' button is clicked and the user proceeds to the *'Author Selection Summary'* page.

Note: *This button is shown only to Editors with the correct* RoleManager *permissions.*

Powered by: **Aries** systems

Inviting or Assigning Authors for a Proposal

The paper will be in the assigned Editor's 'New Proposal Assignments' folder. A list of Action links is displayed below.

The Editor selects one or more Author(s) from the *'Author Selection Summary'* page by clicking the 'Invite Authors' or 'Assign Authors' link. The Author Selection Summary screen is the starting point for the Author selection process; it also displays the list of Authors invited or assigned to submit, and it shows the status of each Author invitation/assignment.

The Author Selection Summary screen lists the following Author Selection modes: Search for Authors and Search by Personal Classifications. Other functions available from the *'Author Selection Summary'* page include access to the *'Details'* page and the Un-invite Author function.

Search for Authors Mode

When Search for Author is selected from the search mode drop-down, the Editor is brought to a search interface.

The following fields are included in the criteria drop-down:

Powered by: **Aries** systems

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country
- E-mail Address
- People Notes
- Detailed People Notes
- People Flag Name

Author Invitation Statistics

Author Candidates

Check the box for each person you want to invite to submit, and then proceed with sending the default letter or a customized letter.

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

Select	Number of Invitation Letters	Author Name	Board Member	Classifications *	Submissions Being Processed		Author Statistics		Invitation Statistics	
					Invited	Unsolicited				
☐		Igor Van den Brand, M.D.	No	0 Class matches with MS	2	0	**Agreed and Awaiting Submission:**	1	**Outstanding Invitations:**	2
							Invited Submissions Received:	16	**Agreed:**	17
							Un-invited Before Agreeing:	2	**Declined:**	2
							Un-invited After Agreeing:	1	**Un-invited:**	2
							Last Invited Submission Agreed:	Mar 03, 2008	**Total Invitations:**	23
							Last Invited Submission Received:	Feb 21, 2008		
							Last Invited Submission Declined:	Feb 17, 2008		
							Avg Days to Submit:	9		

(* indicates match between Author and Manuscript Classifications)

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

Cancel   Proceed

Editors can see Author Invitation statistics when searching for Authors to invite for Commentaries or Proposals. The current and historical information regarding Author invitations is displayed on the *'Search for Author Results'* and *'Search for Alternate Author Results'* pages, including the number of invitations accepted by the Author, number of invitations declined, and number of outstanding invitations.

The following statistics associated with Author invitations are shown in the Author Statistics column:

1. **Invited Submissions Received** – Displays the total number of Invited Submissions the Author has submitted to date.
2. **Un-invited Before Agreeing** – Displays the total number of Invited Submissions where the invited Author was un-invited **before** having agreed to submit.
3. **Un-invited After Agreeing** – Displays the total number of Invited Submissions where the invited Author was un-invited **after** having agreed to submit.
4. **Last Invited Submission Agreed** – Displays the latest date that the Author agreed to submit an invited submission.

5. **Last Invited Submission Received** – Displays the latest date that the Author submitted an Invited Submission.

6. **Last Invited Submission Declined** – Displays the latest date that the Author declined an invitation.

7. **Avg Days to Submit** – Displays the average number of days that the Author has taken to submit the agreed submissions after accepting their Author invitations, not including those that were subsequently un-invited.

The following statistics associated with Author Invitations are added to the Invitation Statistics column under the Outstanding Invitations field already displayed:

1. **Agreed** – Displays the total number of invitations where the Author agreed to submit, including those that have already been submitted and those where the Author was subsequently un-invited.

2. **Declined** – Displays the total number of invitations where the Author declined to submit.

3. **Un-invited** – Displays the total number of times the Author was un-invited by an Editor **before responding to an invitation.**

4. **Total Invitations** – Displays the total number of Author Invitations sent to the Author. This total is equal to the sum of the four values above it in the Invitation Statistics column.

'Search for Authors by Name and Address' *results page display (partial)*

Additional Author Invitation Statistics

An Editor can also access the *'People Information'* page for a potential Author by clicking the Name link associated with candidates in the results set.

Four sections displaying Author Invitation Statistics now appear on the *'People Information'* page (when there are statistics available):

1) Current Author Invitation Statistics
2) Historical Author Invitation Statistics
3) Historical Author Invitation Performance Summary
4) Historical Author Invitation Averages

Current Author Invitation Statistics		
Date Last Agreed	**Invited Submissions in Progress**	**Outstanding Invitations**
Mar 30, 2008	1	2

Historical Author Invitation Statistics			
Total Author Invitations	**Agreed to Submit**	**Declined to Submit**	**Un-invited Before Agreeing to Submit**
23	17	2	2

Historical Author Invitation Performance Summary				
Total Invited Submissions Received	**Submitted On Time**	**Submitted Late**	**Un-invited After Agreeing to Submit**	**Date Last Invited Submission Received**
16	9	7	1	May 30, 2008

Historical Author Invitation Averages			
Days to Respond to Author Invitation	**Days to Submit Invited Submission**	**Days Late**	**# of Author Reminders**
5	9	6	1

The Current Author Invitation Statistics section displays the following information:

1. **Date Last Agreed** – Displays the latest date that the Author agreed to an invitation.
2. **Invited Submissions in Progress** – Displays the current number of Submissions where the Author agreed to submit, but has yet to submit the invited Submission to the editorial office and has not been un-invited. This field matches the Agreed and Awaiting Submission field on the *'Author Search Results'* pages.
3. **Outstanding Invitations** – Displays the current number of invitations that the Author has not yet responded to. This field matches the Outstanding Invitations field on the *'Author Search Results'* pages.

The Historical Author Invitation Statistics section shows the following historical information related to Author Invitations:

1. **Total Author Invitations** – Displays the total number of invitations sent to the Author. This field matches the Total Invitations field on the *'Author Search Results'* pages.
2. **Agreed to Submit** – Displays the total number of invitations where the Author agreed to submit, including those that have already been submitted and those where the Author was subsequently un-invited. This field matches the Agreed field on the *'Author Search Results'* pages.
3. **Declined to Submit** – Displays the total number of invitations where the Author declined to submit. This field matches the Declined field on the *'Author Search Results'* pages.
4. **Un-invited Before Agreeing to Submit** – Displays the total number of times that the Author was un-invited by an Editor before responding to an invitation. This field matches the Un-invited field on the *'Author Search Results'* pages.

The Historical Author Invitation Performance Summary displays the following information related to Author Invitations:

1. **Total Invited Submissions Received** – Displays the total number of Invited Submissions received from the Author. This field matches the Invited Submissions Received field on the *'Author Search Results'* pages.
2. **Submitted On Time** – Displays the total number of Invited Submissions submitted by the Author before their Author Submission Due Date had elapsed.

Note: *Invited submissions with no due date are also included in this count.*

3. **Submitted Late** – Displays the total number of Invited Submissions submitted by the Author after their Author Submission Due Date elapsed.

4. **Un-invited After Agreeing to Submit** – Displays the total number of times that the Author was un-invited by an Editor after agreeing to an invitation.

5. **Date Last Invited Submission Received** – Displays the date that the Author last submitted an Invited Submission. This field matches the Last Invited Submission Received field added to the *'Author Search Results'* pages.

The Historical Author Invitation Averages displays the following averages calculated for Author Invitation statistics:

1. **Days to Respond to Author Invitation** – Displays the average number of days between the Author Invitation being sent and the Author clicking either the 'Agree to Submit' link or deep link or the 'Decline to Submit' link or deep link.

2. **Days to Submit Invited Submission** – Displays the average number of days between the Author clicking the 'Agree to Submit' link or deep link and the Author approving the PDF for their Invited Submission. This field matches the Avg. Days to Submit field on the *'Author Search Results'* pages.

3. **Days Late** – Displays the average number of days past the Author Submission Due Date that the Author submitted any late Invited Submissions.

> **Note:** *Only Submissions which were submitted after their due date count toward this average.*

4. **# of Author Reminders** – Displays the average number of Author reminder letters the Author has received per Author Invitation.

Search by Personal Classifications Mode

When Search by Personal Classifications is selected, the Editor can search for Authors based on the Personal Classifications associated with each Author. The Editor is brought to a page that lists all of the Classifications that are assigned to people in the system with a checkbox next to each term.

Search for Authors by Personal Classifications

On the left, below, is the complete list of Classification Terms currently assigned to people in this publication. Classification terms that are not assigned will not appear in the list. To search for potential Author candidates associated with particular Classifications, transfer classifications to the 'Selected Classifications' list by checking them and using the 'Select->' button, then click 'Search for Authors' to execute the search. A maximum of 5 Classifications may be selected in any given search.

Cancel | Search For Authors

Search: [   ] Search | Clear
Matching terms display in red text

Expand All

☐ 10: **First Major Term**
☐ 20: **Second Major Term**
☐ 30: **Third Major Term**
☐ 40: **Nature**
☐ 50: **Weather**

Selected Classifications: Limit 5 Classifications

Add->
<-Remove

Expand All

Cancel | Search For Authors

The Editor can select a maximum of five Classification Terms. A list of Authors associated with the selected Classifications is returned.

> **Note:** *The list of Classifications that is displayed may appear incomplete because it is a list of all Classifications assigned to users, rather than a complete list of Classifications. Therefore, if a Classification term does not appear in this list, no one in the system has selected that term as a Personal Classification.*

Author Candidates

Select a checkbox for each person you wish to select as an Author. (more...)

Select Inv.	Number of Letters	Author Name	Board Member	Classifications	Submissions Being Processed Invited	Unsolicited	Author Statistics	Invitation Statistics
☐		mary mary	No	**2 Personal Classes found** 10: First Major Term 20: Second Major Term	0	40		
☐		Mr. Richard Reviewer	No	**1 Personal Class found** 10: First Major Term	0	0		
☐		Mr. Robert Reviewer	Yes	**1 Personal Class found** 10: First Major Term	0	0		
☐		Dr. Arnold Appraiser	No	**1 Personal Class found** 10: First Major Term	0	1		

Page: 1 of 1 (7 total Authors)   Display 10 results per page.

Multiple invitations can be sent to the same Author for a particular Proposal or Submission. The Editor can enter the Number of Invitation Letters to be sent to each Author on the *'Search for Authors'* page. The Author can also be invited multiple times after the initial invitation. This allows the Author to submit multiple manuscripts in response to a Proposal or Commentary.

Sending Author Invitations

Multiple Authors can be invited at the same time. Once a selection has been made by checking the box by the side of the Author, the following screen will be displayed:

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. Click the **Customize** link if you want to customize 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.

To change the letter sent to an individual Author, 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.

If there is an Author in the list whom you do not wish to invite, check the 'Do Not Invite' box next to that Author's name. When you click the **Confirm Selections and Send Letters** button that Author will not be invited to submit.

(less...)

Target Publication Information: *Date:* May 09, 2020 *Volume:* Unspecified *Issue:* Unspecified

Authors to Invite

Open Special Character Palette

Name	Letter			Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
mary mary	Author Invitation for Proposal	▾	Customize	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
John Doe	Author Invitation for Proposal	▾	Customize	(mm/dd/yyyy)	(mm/dd/yyyy)	☐

Cancel   Submit

After Authors to invite have been selected, and the Editor clicks the 'Proceed' button, s/he is taken to a new page where multiple letters may be selected and customized.

- The Letter column contains a drop-down of all letters assigned to the Author Invitation Letter Family. Any of the letters assigned to this family may be selected (and customized, if desired) and used as the invitation letter.
- Editors can also change the Invited Author response due date and the Author Submission due date.

It is also possible to have other roles set up to receive a notification letter when an Author is invited.

Letters sent to non-Author roles are segregated into a separate section of the page, headed 'Others Notified of Author Invitation'. Editors will have an opportunity to customize each letter by clicking on the letter name next to the Author name. The Editor will also have the opportunity to NOT invite an Author from the list of invited Authors, without having to back out of the entire process, by checking the 'Do Not Invite' checkbox next to the Author name.

Once the letters have been customized, the Editor must click on the button labeled 'Confirm Selections and Send Letters'.

'Author Selection Summary' page

If an Author has been invited multiple times, his name appears multiple times on the *'Author Selection Summary'* page, with the color-coded status and status date for each individual invitation.

> **Note:** *Clicking the 'Un-invite' link un-invites the Author from that specific invitation only; it does not un-invite the Author from any other invitations associated with the Submission. If an Author is invited multiple times, s/he will see each individual invitation in the 'My New Invitations' folder on the 'Author Main Menu'.*

Assign Authors

Editors may Assign an Author to submit a Commentary or an Invited Submission in response to a Proposal without waiting for the Author to respond to an Invitation. Author List Files (ALFs) that are uploaded can indicate whether an uploaded Author record is available for Invitation or Assignment. This is especially useful when working with book workflows and other publications where the Authors are predetermined.

A value of TRUE in the INVITE column will mark the Author for Invitation when the ALF is uploaded. A value of FALSE in the INVITE column will mark the Author for Assignment when the ALF is uploaded. Once an ALF is loaded, both options will always be available when selecting Authors on the *'Author Candidates'* Results page. Permission for an Editor to assign only, invite only, or both, must be configured in *RoleManager*.

Alternate Authors

Editors can build a list of Alternate Invited Authors (similar to Alternate Reviewers) that would take the place of Primary Authors who decline the invitation, are un-invited, or if the invitations expire. Alternate Invited Authors can be promoted manually or automatically by the system. Automatic promotion can be turned off for publications that want to manually promote Invited Authors.

To search for Alternate Authors, the Editor would select Search for Alternate Authors from the Search My Publication drop-down and click the 'Go' button. Editors can also Search for Alternate Authors by Personal Classifications.

Clicking the 'Alternate Author Invitation Letters' link takes the user to the *'Select Alternate Authors – Invitation Letter'* page, where s/he can change the letter selection and/or customize the letter that will be sent to the Author if s/he is promoted.

Editors with *RoleManager* permission to Promote Alternate Authors can manually promote an Alternate Author by clicking the Promote link on the *'Author Selection Summary'* page.

Alternate Authors are displayed on the *'Editorial Details'* and *'Proposal Details'* pages.

Automated Author Un-invite

Authors can be automatically un-invited by the system if the Author does not accept or decline the invitation to submit by the Invited Author Response Date. This date is derived from the Number of Days Author Has to Respond to Invitation setting on the *'Edit Article Type'* page in *PolicyManager*, and the publication's setting for calculation of due dates (working days or calendar days) is taken into account. Editors with appropriate *RoleManager* permission can modify the Number of Days Author Has to Respond to Invitation date during the Author invitation process.

When the automatic un-invite process occurs, the Un-invite Authors *ActionManager* event is triggered and the letter associated with the Un-invite Authors event will be sent to the Author being un-invited. If no letter is configured, no letter will be sent, but the Author will still be un-invited.

If the publication also has the Automatically Promote Alternate Authors option selected for the selected Article Type, the batch process will automatically un-invite the Author(s) and promote any available Alternates in their place.

Register and Invite New Author/Select as Alternate

'Register and Invite New Author' and 'Register and Select as Alternate' links facilitate the quick registration of a person who cannot be found in the people database when searching for an Authors to invite or select as Alternates, without having to exit the Author Invitation interface.

The Editor can proxy register the person using minimal contact information and immediately send that person an invitation e-mail, or select him or her as an Alternate Author. Editors with permission to Proxy Register New Users in *RoleManager* will see the 'Register and Invite New Author' link on the *'Author Selection Summary'*, *'Search for Authors Results'* and *'Search for Authors by Personal Classifications Results'* pages.

When the proxy registration is complete, the Editor can navigate directly back to the Author search interface and continue with the invitation or selection as alternate process.

View Related Submissions

The 'View Related Submissions' link will bring the Editor to a page that displays the Invited Article's 'parent' submission (the Proposal), as well as all other Invited Submissions related to that parent.

All invited articles related to a Proposal will be received in the 'New Submissions Requiring Assignment' folder. The Submission will need to be assigned to an Editor who will handle the peer review process and make a decision. All regular Action links are available, as well the Action link 'View Related Submissions'. The 'View Related Submissions' link will bring the Editor to a page that displays the invited Article's 'parent' submission (the Proposal), as well as all other Invited Submissions related to that parent.
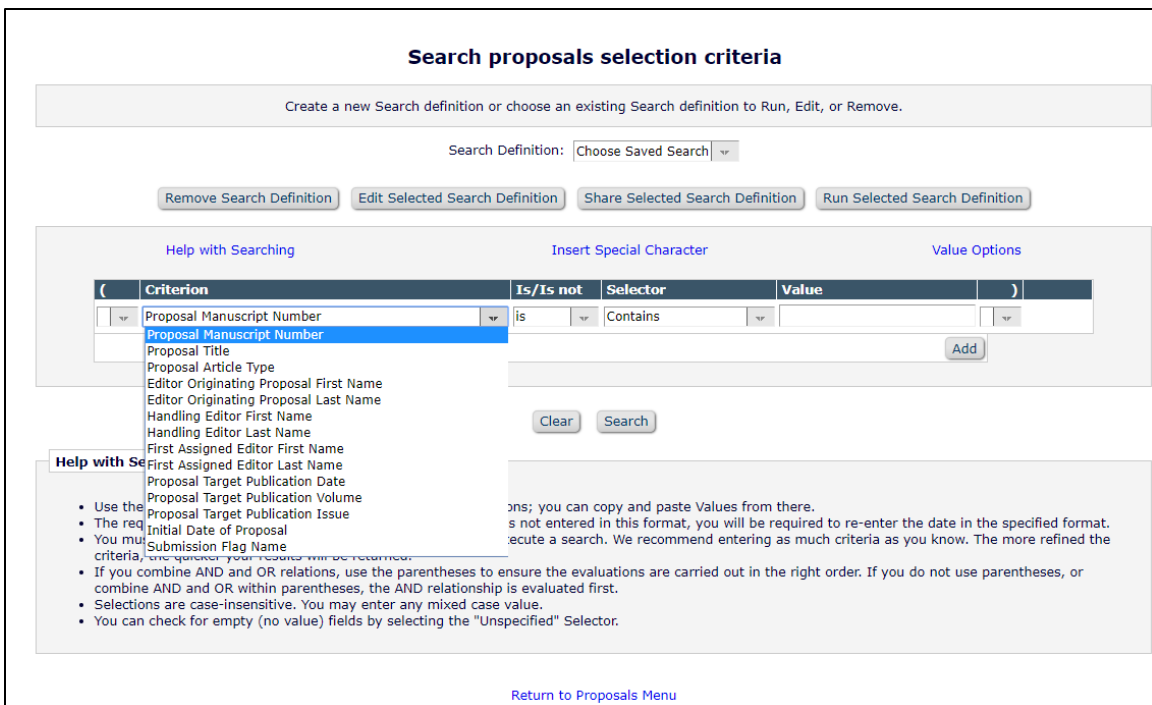
Once the Editor is assigned, the Submission can follow whatever workflow the publication wishes. For example, the Editor can assign another Editor, Invite Reviewers, or Submit a Decision.

Search Proposals

There is a specific option available on the *'Proposal Menu'* called Search Proposals.

Search

Search Proposals | Search Submissions | Search People
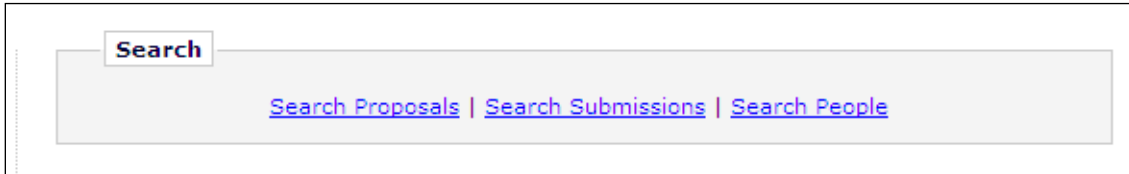
Clicking on this link takes the user to a page similar to Search Submissions, where desired selection criteria related to Proposals may be entered. Like Search Submissions, the user can enter an unlimited number of search parameters and save the search criteria for future use.

Search proposals selection criteria

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove.

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

(	Criterion	Is/Is not	Selector	Value	)
▾	Proposal Manuscript Number ▾	is ▾	Contains ▾		▾

Proposal Manuscript Number
Proposal Title
Proposal Article Type
Editor Originating Proposal First Name
Editor Originating Proposal Last Name
Handling Editor First Name
Handling Editor Last Name
First Assigned Editor First Name
First Assigned Editor Last Name
Proposal Target Publication Date
Proposal Target Publication Volume
Proposal Target Publication Issue
Initial Date of Proposal
Submission Flag Name

Add

[Clear]   [Search]

Help with Se...

- Use the ... ons; you can copy and paste Values from there.
- The re... s not entered in this format, you will be required to re-enter the date in the specified format.
- You mu... ecute a search. We recommend entering as much criteria as you know. The more refined the criteria, the quicker your results will be returned.
- If you combine AND and OR relations, use the parentheses to ensure the evaluations are carried out in the right order. If you do not use parentheses, or combine AND and OR within parentheses, the AND relationship is evaluated first.
- Selections are case-insensitive. You may enter any mixed case value.
- You can check for empty (no value) fields by selecting the "Unspecified" Selector.

Return to Proposals Menu

Note: *Target Publication Date, Volume, and Issue all pertain to the Proposal parent submission, and not to any child submissions associated with the Proposal. The results of the Proposal search are limited to submissions in the Proposal Article Type Family, with a link to View Related Submissions associated with the Proposal.*

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

Page: 1 of 1 (5 total proposals)

□ Action ▲	Proposal Manuscript Number ▲▼	Proposal Article Type ▲▼	Proposal Title ▲▼	Section/ Category ▲▼	Initial Date of Proposal ▲▼	Editor Originating Proposal ▲▼	Handling Editor ▲▼	# of Authors Invited ▲▼
Details ▷ History File Inventory Classifications Edit Proposal Unassign Editor Invite Authors View Related Submissions Set Final Disposition Similar Articles in MEDLINE Send E-mail	JONATHANTEST_Beta-D-20-00027	Special Issue	Proposal for other Authors		May 08, 2020	mary mary	mary mary	11

Setting Final Disposition on Proposals

In order to move a completed Proposal into the 'View All Completed Proposal' folder, a Final Disposition must be set. Proposals do not get published and are not transmitted to production. There are only two Final Dispositions available for Proposals: Completed Proposal and Withdrawn Proposal.

To set Final Disposition click the 'Set Final Disposition' Action link and select the appropriate term from the Final Disposition drop-down.

Before setting either type of Final Disposition the Editor must 'un-invite' any outstanding Author invitations and 'un-invite' any Authors who have not yet submitted an article.

Submissions that have already been submitted to the publication are not affected by setting a Final Disposition on the Proposal. These Submissions will still be linked to the parent Proposal and to each other.

Reports

Editorial Manager contains a library of pre-defined reports that are available for immediate use. With permission, Editors can create custom reports or export data from individual tables using the General Data Export functionality. Some of the "canned" reports will allow users to save the data to a tab delimited file, which can be opened in an application such as Excel.

Enterprise Analytics Reporting (EAR)

Enterprise Analytics Reporting (EAR) is an additional reporting tool available in EM. EAR uses a third-party reporting tool from Izenda, L.L.C. For publications wishing to create customized reports, EAR diminishes the need to manipulate extracted data with external tools such as Excel, and enables the generation of simple graphical reports.

If enabled, all Editors with Produce Reports permission will see an 'Enterprise Analytics Reporting' link on the 'Reports' menu. Clicking this link leads to the 'EAR Main Menu'.

This menu provides access to a set of Standard Reports created for all publications. The Standard Reports section of the Main Menu has two categories of reports: Editorial Reports and Production Tracking Reports (displayed only for publications using Production Tracking). Clicking on a report name immediately runs the report and displays results based on the report's default selection criteria (referred

to as Filters). System Administrators may hide the Standard Reports section of EAR and CrossPublication EAR if they are not relevant to their publications.

The 'EAR Main Menu' allows users to:

- Run standard reports and adjust report parameters if the report allows it
- Run shared reports created by other users
- Create reports and share these with other users, if desired
- Create new reports, basing these on existing reports, if desired
- Email or SFTP report results to other users
- Schedule report deliveries to users via e-mail on a regular basis (permission required)

Editors may use the 'Create Report' link, located to the left of the 'EAR Main Menu', to make a new report. They may also use a Standard Report (or any other existing report) as a starting point, using the 'Design' option to edit and save the modified version as a new report. When reports have been created and saved by the Editor, these reports will display on the 'EAR Main Menu' in a separate section. Reports can be saved as individual-level reports (accessible only to the report creator), which are listed in the My Reports section, or shared with other users, which are listed in the Shared Reports section.

EAR has an All Schedule Groups Table of Contents and Headers View in the Data Sources drop-down. XEAR has a CrossPublication All Schedule Groups Table of Contents and Headers View and a Cross-Publication All Schedule Groups TOC and Additional Manuscript Details View. The Custom Report interface has an All Schedule Groups Table of Contents and Headers View. These three views contain information related to both open/re-opened schedule groups and closed schedule groups.

Single-journal views are available through EAR and Custom Reports. All XEAR views are available through XEAR and CrossPublication Custom Reports.

Kudos

Kudos (https://www.growkudos.com/) is a web-based platform that allows researchers to gain visibility for their published work, increasing its impact. A custom question is created for Authors to provide a brief, plain language summary of their work at submission. The publication can configure this summary to transmit to Kudos using an EAR. The Kudos Report can be found on the list of Standard Reports. This feature is available to all Kudos clients that use EM and is configured in *PolicyManager*.

Bibliometric Intelligence Analysis

Meta$^{\alpha}$'s Bibliometric Intelligence tool helps Editors better identify which Submissions may be the best "fit" for the publication. A publication that has a valid account with Meta$^{\alpha}$ can configure the results to be displayed to Roles with permissions. You can set color coding for different ranges of results, send Submissions to Meta$^{\alpha}$, and allow users to Initiate Bibliometric Intelligence Analysis and/or View Bibliometric Intelligence Results for Editors and Publishers.

> **Note:** *There is a fee associated with the use of Meta$^{\alpha}$. The feature can only be activated after an additional agreement with Aries has been reached with the publisher.*

checkCIF Integration

A file with the extension .cif (Crystallographic Information Format) may be sent to a "checkCIF" tool, which reports on the consistency and integrity of crystal structure determinations contained in the file. The tool is hosted by the IUCr (International Union of Crystallography), and the .cif files are sent via API.

As with other quality-checking features offered in EM/PM, the publication can configure when the file is sent out for testing. The following workflow points may be configured to send .cif file Submission items to checkCIF:

- Original PDF Building by Author
- Original PDF Building by Editor
- First Reviewer Invited/Assigned for Original Submission
- Revised PDF Building by Author
- Revised PDF Building by Editor
- Author Notified of Editor Decision in the 'Accept' Decision Family
- Author Notified of Editor Decision in the 'Revise' Decision Family
- Create Submission

> **Note:** *.cif files cannot be built into EM PDFs. The Submission Item must be configured to Build Hyperlink to the Item into the PDF (Item Not Displayed in PDF) or be configured as a companion file (This Submission Item Type is a Companion File checkbox selected) on the* 'Edit Submission Item Type' *page in* PolicyManager.

Once a .cif file has returned results, a 'View checkCIF Results' link is displayed in the following folders (depending on the configured workflow points that trigger checkCIF):

- Author Interface (Role has View checkCIF Results permission in *RoleManager*):
    - Submissions Sent Back to Author
    - Submissions Waiting for Author's Approval
    - Submissions Being Processed
    - Submissions Needing Revision
    - Revisions Sent Back to Author
    - Revisions Waiting for Author's Approval
    - Revisions Being Processed
- Reviewer Interface (Role has View checkCIF Results permission in *RoleManager*):
    - Pending Assignments
    - Completed Assignments
- Editor Interface (Role has View checkCIF Results permission in *RoleManager*):
    - New Submissions
    - Revised Submissions
    - New Submissions Requiring Assignment
    - Revised Submissions Requiring Assignment
    - View All Assigned Submissions
    - Direct-to-Editor New Submissions
    - Direct-to-Editor Revised Submissions
    - New Invitations (Suggest Editor publications only)
    - New Assignments
    - Production Initiated – No Tasks Assigned
    - View All Submissions in Production
    - Group by Editors I Assigned
    - Group by Editor with Current Responsibility
    - Group by Manuscript Status
    - Submissions out for Revision
    - My Assignments with Final Disposition
    - All Submissions with Final Disposition
    - Search Submissions (Action column – both Editorial & Production views)
    - Search Proposals (Action column)
    - Search Submissions (from the 'Proposal Menu')
    - *'Details'* page (if configured)
    - File Inventory
    - Technical Check (if configured)

- Publisher Interface (Role has View checkCIF Results permission in *RoleManager*)
  - Accepted Submissions
  - Production Initiated – No Tasks Assigned
  - View All Submissions in Production
  - Search Submissions (Action column – both Editorial & Production views)

When the 'View checkCIF Results' link is clicked, the following pop-up is displayed:

> **Note:** *If there is only one non-hidden checkCIF result, clicking the 'View checkCIF Results' link will initiate a download of the completed results PDF rather than displaying the pop-up.*

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

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

Sample checkCIF Results pop-up for an Editor/Publisher Role with Initiate checkCIF permission

Reminders

'Send Batch E-mail'

This link allows the Publication to send out an e-mail to a group of users by Role.

Click on the button labeled 'Preview and Send'. A copy of this letter will be available to view within the History of the paper.

Exclude Users from Batch E-mail Reminders

An Editor may exclude users when a batch e-mail is sent. On the "Search People – Update Information" page an exclusion setting is available to Editors as the checkbox Exclude this user from receiving all batch and reminder emails. When enabled, two mutually exclusive sub-options will be available via radio button selection: Always or When Unavailable Dates are active. Only one mode may be configured at a time. When Always is selected for a user account, no reminder letters, manual or automated, or Batch E-mails will be sent to the e-mail address on record for the account. The When Unavailable Dates are active option provides the same restriction, but only if the user has active Unavailable Dates when the query to send the reminder is run.

From "Search People" results, click the name of user. On the subsequent *'Search People – Update Information'* page, the exclusion settings are available on the left sidebar.

'Send Reminder Letters'

This link provides direct access to the many options available to Editors who may wish to send Reminder Letters to Authors and Reviewers. Upon clicking the link, Editors are brought to the *'Send Reminder Letters'* page where there is access to all of the available reminder reports.

Send Reminder Letters

Click a link below to access the reminder report, from which reminder letters can be sent.

Author Reminder Reports
Co-Author Reminder Report
Author Revision Status Report
Author Revision Reminder Report
Automated Author Submission Reminder Report
Automated Author Revision Reminder Report
Automated Author Transfer Reminder Report

Invited Author Reminder Reports
Authors Invited - No Response
Author Invitation Status Report
Automated Author Invitation Reminder Report

Editor Reminder Reports
Assignment Status Report
New Assignments Report
Required Reviews Complete Report

Reviewer Reminder Reports
Reviewer Invited - No Response Report
Reviewer Reminder Report
Automated Reviewer Reminder Report

ProduXion Manager Reports
Submission Tasks Reminder Report
Automated Submission Tasks Reminder Report

Main Menu

Editors may choose to run any of several different reports to locate users who are responsible for Submissions in various statuses. The reports can be tweaked to meet any specific criteria. The reports will provide a list of users who meet those criteria and allow the Editor to choose which users should receive reminders.

Example: Author Revision Status Report

Author Revision Status Report

Content: All submissions that are with the Author, and have been out for revision for more than 1 day.

Check the checkbox if you want to send a reminder to the Author for that submission. You will have the opportunity to customize the individual reminder letters after clicking the 'Send Reminders' button.

Page: 1 of 1 (2 total submissions)   Display 10 ▾ results per page.

Check All   Clear All

Send Reminder	Manuscript Number	Article Type	Manuscript Title	Author Name	Phone Number	First Assigned Editor	Editor Who Made First Decision	Initial Date Submitted	Date Revision Requested	Elapsed Days	Date Revision Due	Days Until Due	Date Last Reminder Sent	Total # Reminders Sent	View Decision
☐	DEMOCD-D-19-00003R1 Details ✏ ✂ History	Original Study	Did Raptors Have Feathers? An In-Depth Study on the Relationship Between Dinosaurs and Birds	Edwin Expert		Ann Associate	Ann Associate	Sep 25, 2019	Feb 10, 2020	116	Mar 23, 2020	74 days past due		0	Revise
☐	DEMOCD-D-19-00006R2 Details ✏ History	Editorial	Manuscript Through the Ages: What Makes a Manuscript a Manuscript?	mary mary	978-975-7570	Edward Editor	Edward Editor	Sep 26, 2019	Apr 17, 2020	49	May 29, 2020	7 days past due		0	Revise

Check All   Clear All

The results of a Reminder Report will list out the users and the Submission in a series of rows. Editors can choose which users receive reminders by using the checkboxes available in the left hand column.

Note: *Reminders can also be accessed via Reports on the 'Editor Main Menu'.*

Automated Reminders – Overview

In addition to the previously discussed Reminder Reports, Editors can also set up automated reminders for both Authors and Reviewers.

These automated reminders are sent out nightly in a batch process which runs all saved Automated Reminder definitions once in each 24-hour period. If the intent is to send multiple reminders, multiple Automated Reminder Definitions can be saved (e.g., a reminder for 15 days before the due date, a separate reminder for 10 days before the due date, and another reminder for 5 days before the due date). Each saved reminder can have a unique letter associated with it.

Note: *The nightly batch process runs between 12:00 A.M. and 4:00 A.M. Eastern Time.*

Automated Author Reminders

Editors with Create Automated Author Reminders permissions may use an Automated Author Reminders report. These reports will send automated reminders nightly to users who meet the Editor-configured criteria.

Once an Editor has accessed the automated report they are brought to a page where reminder definitions can be set up to send e-mail reminders. For example, the Automated Author Revision Reminder Report includes the following defintions:

- Outstanding Revisions – Reminders will be sent to Authors where the Author was asked to submit a revision X days ago (where X = the value entered in the box), but the Author has not declined nor has the Author submitted the revision.
- Reminder Before Revision Due Date – Reminders will be sent to Authors who agreed (have started a revision), but have not yet submitted it and the revision due date is in X days (where X = the value entered in the box).
- Reminder Past Revision Due Date – Reminders will be sent to Authors who were asked to revise their Submission, but have not submitted their revision or declined to revise, where the Revision was due X days ago (where X = the value entered in the box).

The selection criteria can be further refined by the Editor (First Assigned, or First Decision), Article Type, or Section/Category. When creating an Automated Reminder definition, a Reminder Name is required, and the Reminder Letter that will be sent must be selected. All letters in the Author Reminder Letter Family are available for selection in the Reminder Letter drop-down.

Example Configuration for Automated Author Revision Reminder

Once an Automated Reminder is created and saved, it is listed at the bottom of the page. All Editors with permission can see the complete list of Automated Reminders that have been created on this page.

To stop an Automated Reminder from running, click 'Remove'. To make changes to the criteria used for the Automated Reminder click 'Edit'.

Note: *Only the user who created the Automated Reminder may remove or edit it after it is saved.*

Automatic Reviewer Reminders Report

Editors with the Create Automated Reviewer Reminders permission may use the Automated Reviewer Reminder Report.

Once an Editor has accessed the automated report they are brought to the '*Automated Reviewer Reminder Report'* page where reminder definitions can be set up to send e-mail reminders in the several different scenarios. Reminder definitions can be set up so that e-mails are sent to Reviewers with outstanding invitations, Reviewers who agreed to review but are late, Reviewers who agreed to review and their due date is approaching. New in version 15.0 is the ability to send reminders for incomplete (partially saved) reviews.

Editors may also refine the selection criteria by a particular Reviewer Role, Handling Editor, Article Type, or Section/Category. When creating an Automated Reminder definition, an Editor must give it a Reminder Name and select the Reminder Letter that will be sent. All letters in the Reviewer Reminder Letter Family are available for selection in the Reminder Letter drop-down.

Example: Configuration for Automated Reviewer Reminder Reports

Automated Reviewer Reminder Reports

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

Reminder Type:	◉ **No Response. Send Reminder:** Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly `5` days ago. Reminders will be se
	○ **Reminder Before Due Date:** Send an automated reminder e-mail for reviews that are exactly `10` days before their due date. Reminders will be sent to Reviewers who h
	○ **Reminder Past Due Date:** Send an automated reminder e-mail for reviews that are exactly `7` days past the due date. To send reminders for reviews that are due on th yet submitted their review.
	○ **Reminder Outstanding Partially Saved Reviews:** Send an automated reminder e-mail for any partially-saved reviews that were saved exactly `0` days ago and have r will be sent to Reviewers who saved a partially completed review and may have forgotten to submit the fully completed review.
Partially Saved Reviews:	◉ **Include All Reviewers:** Include All Reviewers based on the selected Reminder Type.
	○ **Include Only Reviewers with Partially Saved Reviews:** Reminders will be sent only to Reviewers who saved a partially completed review and may have forgotten to submit t
	○ **Exclude All Reviewers with Partially Saved Reviews:** Reminders will not be sent to Reviewers who saved a partially completed review and may have forgotten to submit the
Reviewer Role:	(All Reviewers)
Handling Editor:	(All Editors)
Reminder Name:	Insert Special Character Maximum 200 characters
Reminder Letter:	Please Choose an Automated Reminder Lette

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to selec

Article Type:	Original Study / Editorial / Review / Rapid Communication — Select All / Clear All
Section/Category:	Basic Science Section (hidden) / Clinincal Section (hidden) / Epidemiology Section (hidden) / Editorials — Select All / Clear All

Saved Automated Reminders

Click 'Remove' if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click 'Edit' to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them.

There are currently no saved automated reminders.

Return to Send Reminders

Return to Editorial Menu

Once an Automated Reminder is created and saved, it is listed at the bottom of the page. All Editors with permission can see the complete list of Automated Reminders that have been created on this page.

Saved Automated Reminders

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

		Reminder Name	Reminder Type	Number of Days	Reminder Creator
⠿		My Reminder	Reminder Outstanding Partially Saved Reviews	0	John Doe
⠿	🗑 ✎	Late Reminder	No Response. Send Reminder.	5	mary mary
⠿	🗑 ✎	Test Reminder	Reminder Past Due Date	7	mary mary

Return to Reports
Return to Editorial Menu

To stop an Automated Reminder from running, click the 'Remove' tool (🗑). To make changes to the criteria used for the Automated Reminder click the 'Edit' tool (✎).

Note: *Only the user who created the Automated Reminder may remove or edit it after it is saved.*

Quick Facts about Automated Reminders

- The reminder queries retrieve records that meet the criteria exactly. For example, a reminder that stipulates a reminder is to be sent if the review is exactly 10 days late does not generate a reminder on day 11, day 12, day 13, etc.
- Users that have the Restrict Reminder Reports to Assigned Submissions permission are also able to save automated reminder criteria, triggering the creation of batch automated reminders that are delivered only to Authors or Reviewers associated with their assigned Submissions.
- If the Editor who saved the reminder is blinded to a Submission that matches the Automated Reminder criteria, no automated reminder e-mail will be sent. It will be as if the Editor was manually running a Reminder Report and would not see any Submission to which they are blinded.
- Reminders sent from Automated Reminder increment the reminder count fields in the database. Reminder counts are displayed on the *'People Activity Details'* page.
- All automated reminder letters are written to the Correspondence History, following the logic used for the manual reminder letters.

Publication Charges Waiver Processing

Publishers can allow Authors to request a waiver of publication charges during the submission process (whether or not the site is enabled for APC handling). The Submission is held until a decision is made regarding the waiver request. Must be configured in *PolicyManager*.

Powered by: **Aries** systems