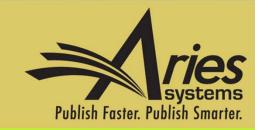
### Welcome to EMUG 2015



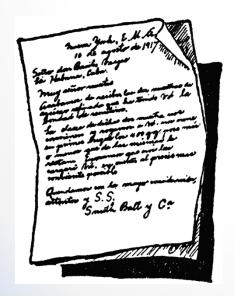




# There's A Form For That! Kate Horgan, CS Development Manager

# Agenda

- Author Forms
- Reviewer Forms
- Editor Forms
- Details Page
- Transmittal Forms
- Production Task Forms





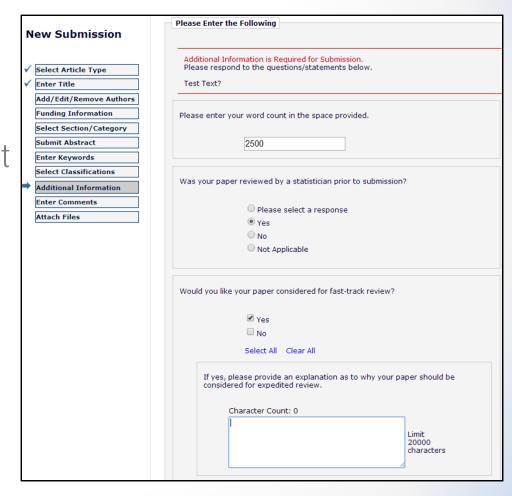


### **Author Forms**

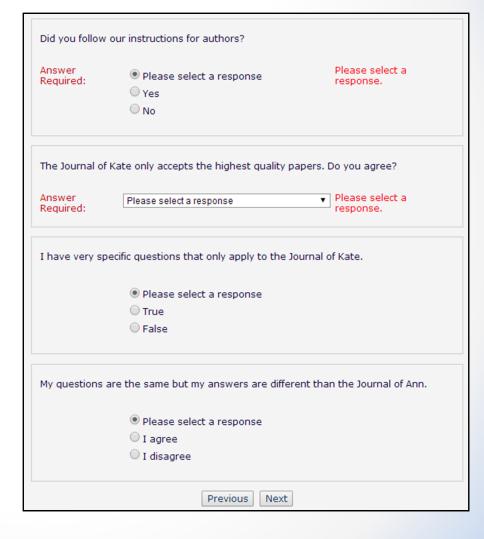
Submission and Author Questionnaires

# Submission Questionnaire

- These questions are presented just to your corresponding author
- Gather information that is specific to the submission and does not require input from all authors
  - Word Count
  - Statistician Review
  - Fast-track Request



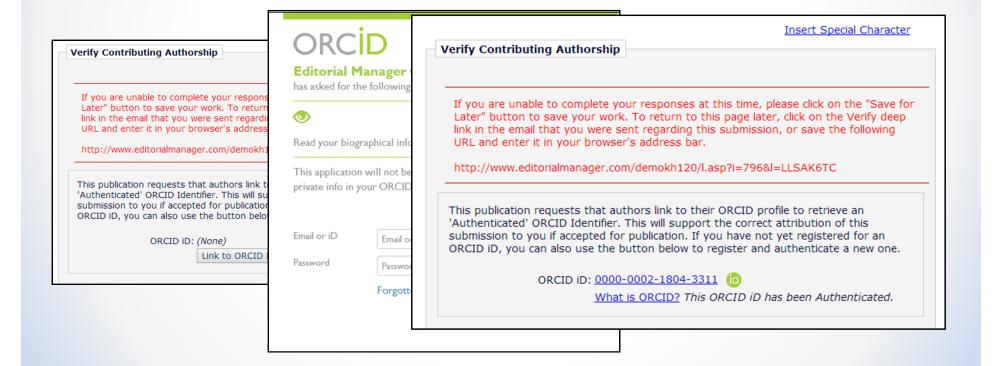
- The Corresponding Author can also be asked questions that pertain to all authors
- These questions can be sent to co-authors as part of the co-author verification process at:
  - New Submission
  - First Revision



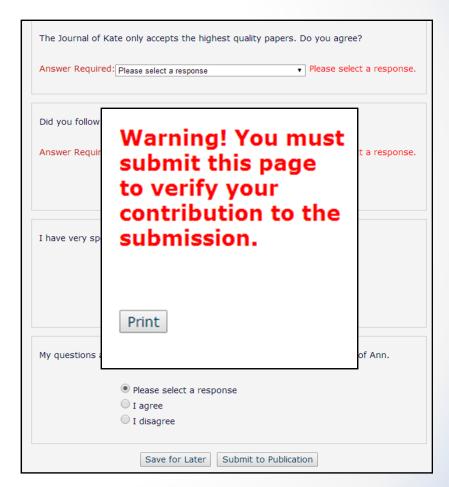
- Co-Authors
   receive the form
   as part of their co author verification
   email
- Co-Authors can be asked to verify only or verify and register prior to completing the questionnaire

The Journal <em@editorialmanager.com></em@editorialmanager.com>	3:28 PM (8 minutes ago) 🔯	<b>*</b>
to me ▼		
Re: EMUG Co-Author Confirmation/ORCiD Request 2015 by Ms Kate M Horgan		
Dear Ms Gecawicz,		
You have been listed as a contributing author for the above manuscript submitted to contribution by clicking one of the below links.	XYZ Quarterly. Please verify you	г
Yes, I am affiliated: http://demokh120.edmgr.com/l.asp?i=796&I=LLSAK6TC		
No, I am not affiliated: http://demokh120.edmgr.com/l.asp?i=797&I=3XSXQ7BM		
The corresponding author has listed the following personal identifiers as belonging to	you. Please ensure these are c	orrect:
ISNI: ORCID: PubMed Author ID: Researcher ID: Scopus ID:		
Thank you,		
KH Demo 12.0		

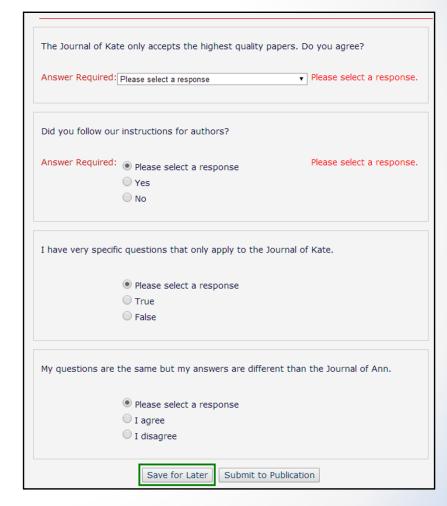
ORCID iD can be collected as part of questionnaire



- Co-authors are then presented with the same questions as the corresponding author
- Questionnaire must be completed before the co-author verification is considered complete



- Co-authors can save their questionnaires for completion at a later time
- Verify only must use email or link to retrieve form
- Register and Verify may log in and submit form



### Verify Only

### **Verify Contributing Authorship**

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

http://www.editorialmanager.com/demokh120/l.asp?i=796&l=LLSAK6TC

Re: EMUG Co-Author Confirmation/ORCiD Request 2015 by Ms Kate M Horgan

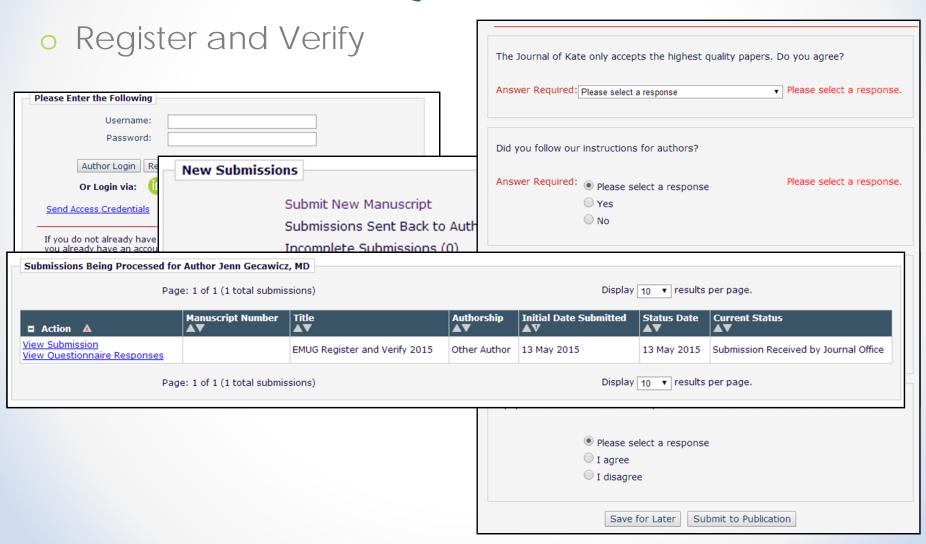
Dear Ms Gecawicz.

You have been listed as a contributing author for the above manuscript submitted to XYZ Quarterly. Please verify your contribution by clicking one of the below links.

Yes, I am affiliated: <a href="http://demokh120.edmgr.com/l.asp?i=796&I=LLSAK6TC">http://demokh120.edmgr.com/l.asp?i=796&I=LLSAK6TC</a>

No, I am not affiliated: http://demokh120.edmgr.com/l.asp?i=797&I=3XSXQ7BM

The corresponding author has listed the following personal identifiers as belonging to you. Please ensure these are correct:



- The corresponding author can be given permission to manage co-author verification
- RoleManager
   permissions include
  - View only
  - Resend confirmation letters
  - Edit email address and resend letters

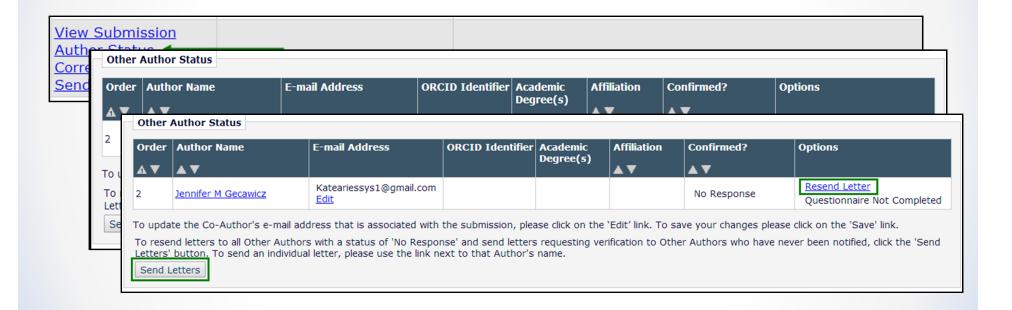
### **Edit Role Definition**

Role Name: Author

Check the functions that this role is permitted to perform.

- View Status Date
- ✓ View Current Status
- View Other Author Status
  - Manage Other Authors
    - Edit Other Author E-mail Address

Corresponding Author Interface



- Editors can also manage co-author verification and questionnaires
- All the same access as authors plus:
  - Edit submitted co-author questionnaires
  - Reset confirmation/questionnaire status

### **Edit Role Definition**

Role Name:\*

Managing Editor

Maximum Role name is 40 characters.

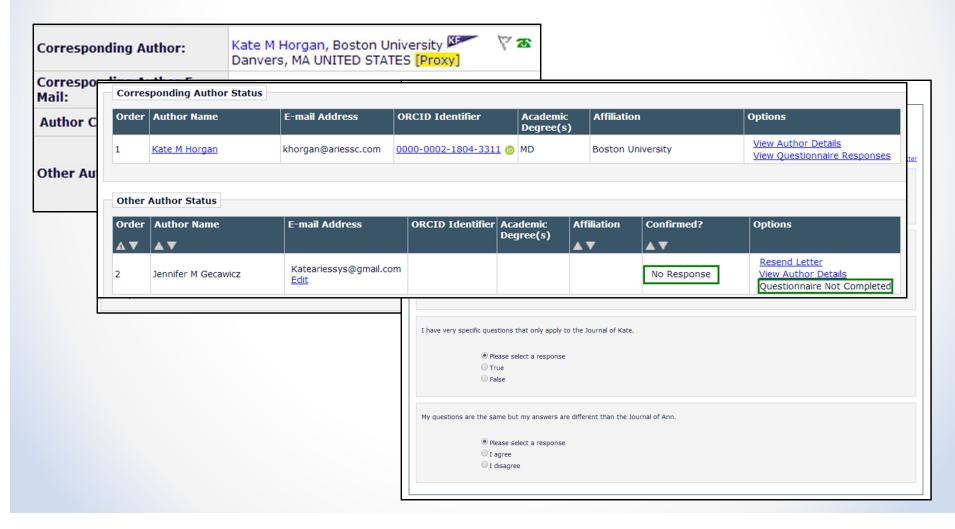
Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

Expand All

Collapse All

- **New Submissions**
- Editor Assignment
- Reviewer Invitations
- **■** Editor Decisions
- **Proposals/Commentaries**
- System Conversion Tasks
- **■** General Searching and Viewing
- **Edit Submission** 
  - Edit Submission Before Decision
  - Edit Submission After Decision and Final Disposition
  - Download Source Files
    - Download Companion Files
    - Upload, Hide and Restore Companion files
  - Assign Manuscript Classifications
  - Manage Other Authors
    - ☑ Edit Other Author E-mail Address

Editor Interface



PolicyManager Configurations

### PolicyManager Main Menu

Expand All

Collapse All

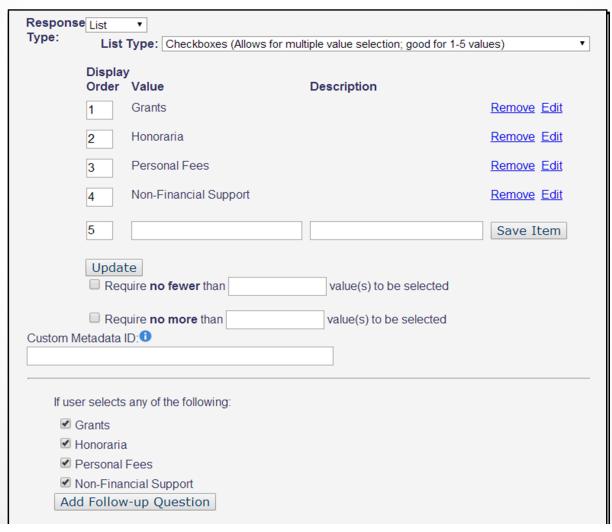
- **★** Status Policies
- **Submission Policies**
- **□** Questionnaire Policies

Create Custom Questions

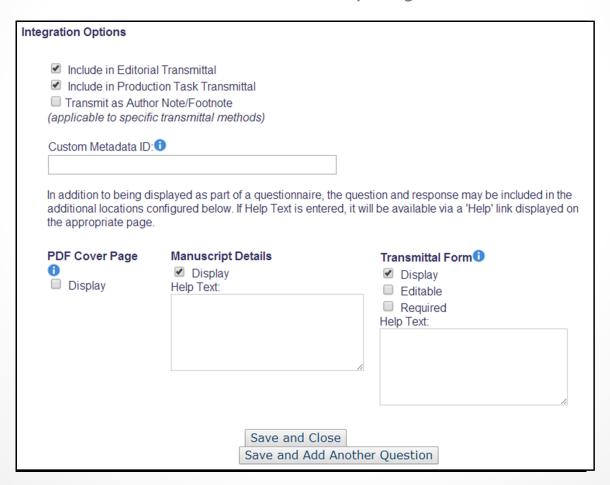
Create Questionnaires

Edit Co-Author Questionnaire Instructions

Create Custom Questions



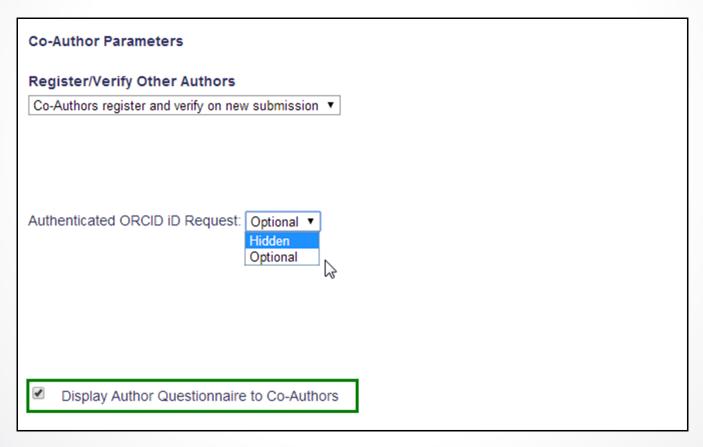
Create Custom Question Display Policies



### Create Questionnaires

### **Configure Questionnaire** Enter a name for the Questionnaire in the 'Questionnaire Name' field. Custom Questions may be added to the Questionnaire by clicking the 'Add Custom Questions' button, selecting Custom Questions, and adding them to the 'Question Display Order' section. Questions may be reordered by entering a number in the 'Order' field and clicking the 'Update Item Order' button. Click the 'Save' button to save the Questionnaire and return to the Create Questionnaire page. The %AUTHOR\_QUESTIONNAIRE\_SUBSET% merge field pulls in all of the selected Questions and Responses for all Authors on the submission (including the Corresponding Author). To specify questions/responses for inclusion in this merge field, select the checkbox in the 'Include in Merge Field' column for all questions you want to include. Note the %AUTHOR QUESTIONNAIRE% merge field continues to pull in all questions and responses for the questionnaire. Questionnaire Name: EMUG 2015 (50 characters maximum) When you Hide a Questionnaire, it will not be available for use. Question Display Order: Include Merge Order Question Required Field Actions The Journal of Kate only accepts the highest quality papers. Do Remove you agree? Did you follow our instructions for Remove I have very specific questions that Remove only apply to the Journal of Kate. My questions are the same but my answers are different than the Remove Journal of Ann. Update Item Order Add Custom Questions Cancel Save

Article Type Settings



Article Type Settings

Article Type Parameters	New Submission		Revised Submission		
Set "Additional Information" Preferences:  Designate Submission Questionnaire:	Hidden	•	Hidden	•	
Designate Author Questionnaire:	EMUG 2015	▼	EMUG 2015	▼	

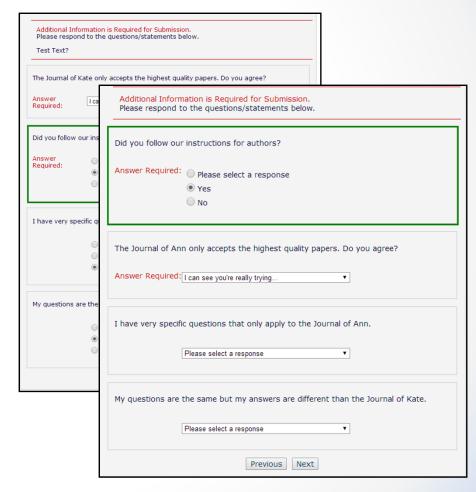
### ActionManager Settings

Event	Author Letters
New Submission Sent to Publication	Author Submits New Manuscript Confirmat
New Child Submission Sent to Publication	Author Submits New Child Manuscript Con
Revised Submission Sent to Publication	Author Submits Revision Confirmation
Submission Transferred to Publication	NONE
Notify Other Authors	Author - Other Author Verification
Editor - Remove Submission	NONE

# Author Questionnaires and Transfers

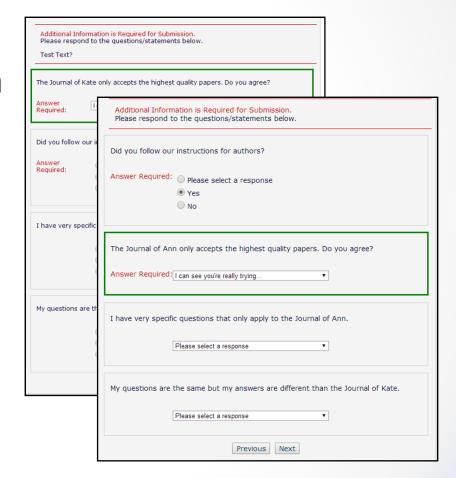
### **Transfers**

- Corresponding Author questionnaires can transfer with the submission as part of the Additional Information step
- Answers will transfer from site to site where exact text string matches are detected



### **Transfers**

- Custom Question IDs allow for questions with different question text to transfer as well:
- Allows for varied text with regards to journal names and hyperlinks embedded within the question text



### **Transfers**

- PolicyManager
   Configurations
- Add unique identifier to the Custom Metadata ID field to indicate questions should be transferred
- Custom Metadata ID must:
  - Contain letters and numbers
  - Match exactly in both sites
  - Question answer configurations must be exactly the same

# Integration Options Include in Editorial Transmittal Include in Production Task Transmittal Transmit as Author Note/Footnote (applicable to specific transmittal methods) Custom Metadata ID: cust456

- Custom Review
   Questions
  - o List
  - Yes/No, Yes/No/NA, Yes/No/Text
  - Integer
  - Date
  - Decimal
- Questions may be required or optional
- o Different forms for:
  - New vs Revised Submissions
  - Reviewer Roles
  - Article Types



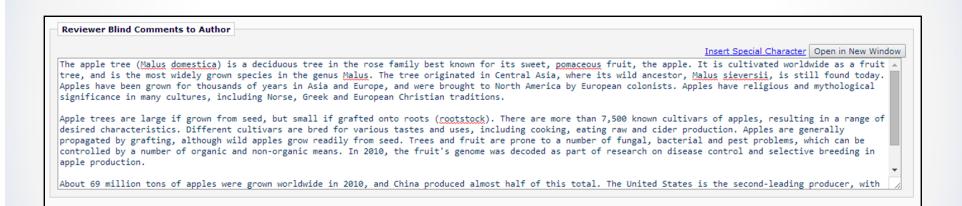
Completed Custom Questions



- Manuscript Rating
   Questions
- o Scale of:
  - o 1-3
  - o 1-5
  - O 1-10
- Only questions that can be configured to appear on both the Editor and Reviewer Forms

Manuscri	pt Ratii	ng									
Editing Man	uscript (	Rating Qu	uestions								
*The sub	ject add	ressed in	this arti	cle is wo	thy of in	vestigatio	on.				
			•								
N/A	1	2	3								
*The info	rmation	presente	d was ne	ew.							
					•						
N/A	1	2	3	4	5						
*The con	clusions	were sup	ported b	y the da	ta.						
										•	
N/A	1	2	3	4	5	6	7	8	9	10	

### Blinded Comments to Author



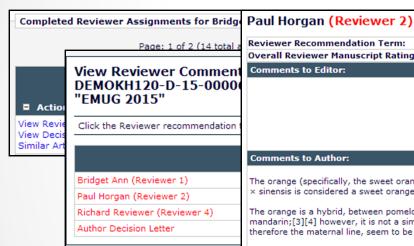
Confidential Comments to Editor



Upload Reviewer Attachments

Cancel	Recommendation Minor Revision ▼ Overall Manuscript Rating (1-100)  Cancel Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.  Test test test?							
		Enter a Description, Bro	wse and Attach to	select any additional mate		notated informati	on you wish to includ	de in your review.
	Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.  Test test?							
	Description:  Insert Special Character  File Name: Choose File No file chosen  Attach This File							
Attachments	:							
Action Download Remove	De	escription	File Name	Reviewer Form.docx	s	i <b>ze</b> 12.2 KB	Last Modified 21 May	2015
	1		Back	Proceed with Recommendation	]		1	

### Submitted Reviews



Reviewer Recommendation Term: Major Revision **Overall Reviewer Manuscript Rating:** 

**Comments to Editor:** 

### Comments to Author:

The orange (specifically, the sweet orange) is the fruit of the citrus species Citrus × sinensis in the family Rutaceae.[2] The fruit of the Citrus × sinensis is considered a sweet orange, whereas the fruit of the Citrus × aurantium is considered a bitter orange.

The orange is a hybrid, between pomelo (Citrus maxima) and mandarin (Citrus reticulata). It has genes that are ~25% pomelo and ~75% mandarin; [3][4] however, it is not a simple backcrossed BC1 hybrid, but hybridized over multiple generations. [5] The chloroplast genes, and therefore the maternal line, seem to be pomelo.[3]

The sweet orange has had its full genome sequenced, [3] Earlier estimates of the percentage of pomelo genes varying from ~50% to 6% have been reported.[4]

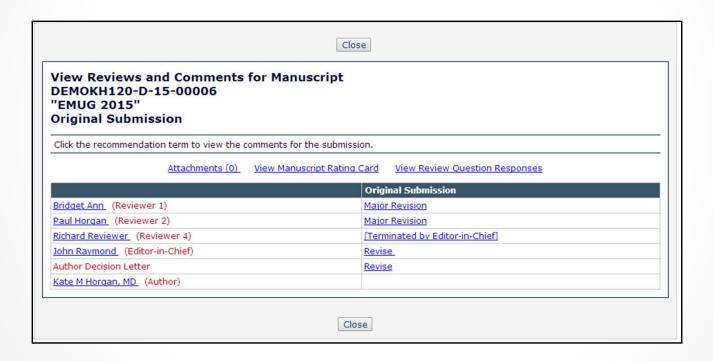
The sweet orange reproduces asexually (apomixis through nucellar embryony); varieties of sweet orange arise through mutations.[3]

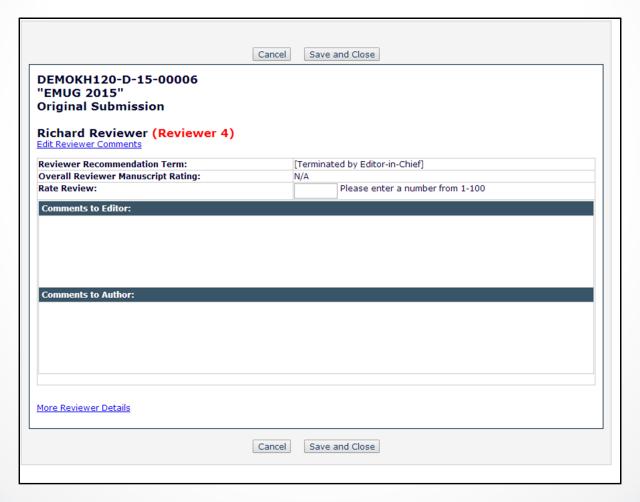
### Oranges in Florida.

Sweet oranges were mentioned in Chinese literature in 314 BC.[3] As of 1987, orange trees were found to be the most cultivated fruit tree in the world.[6] Orange trees are widely grown in tropical and subtropical climates for their sweet fruit. The fruit of the orange tree can be eaten fresh, or processed for its juice or fragrant peel.[7] As of 2012, sweet oranges accounted for approximately 70% of citrus production.[8] In 2010, 68.3 million metric tons of oranges were grown worldwide, production being particularly prevalent in Brazil and the U.S. states of Florida[9] and California.[10]

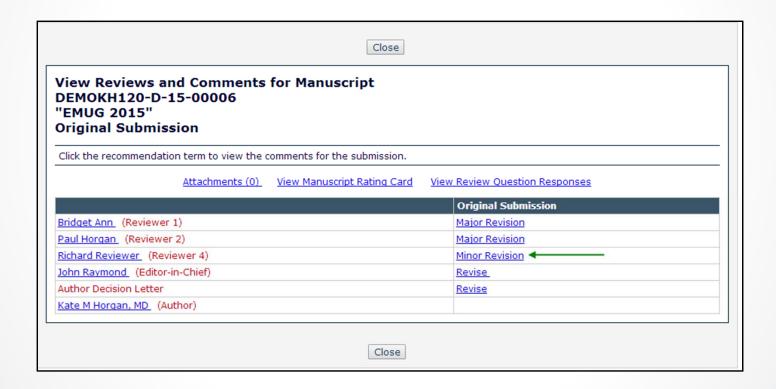
Transfer Authorization	Response
If this submission is transferred to another publication, do we have your consent to include your identifying information?	No
If this submission is transferred to another publication, do we have your consent to include your review?	Yes

### Terminated Reviewers





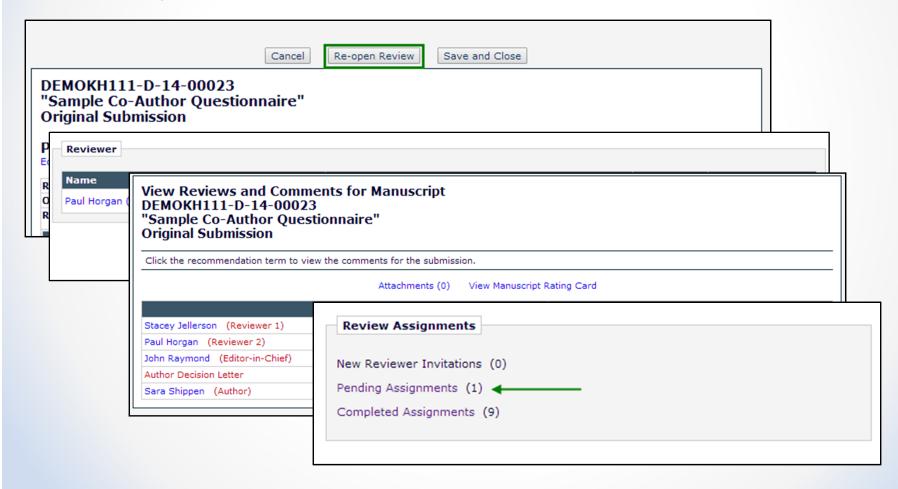




DEMOKH120-D-15-00006						
"EMUG 2015"						
Original Submission						
Richard Reviewer (Reviewer 4)						
Edit Reviewer Comments						
Reviewer Recommendation Term:	Minor Rev	ision				
Overall Reviewer Manuscript Rating:	N/A					
Rate Review:		Please enter a number from 1-100				
Custom Review Question(s)		Response				
Would you consider yourself an expert on the topic covered in this manuscr	ipt?	No				
Does the evidence presented support the thesis?		Yes, the evidence supports the thesis				
Do you have any financial conflicts of interest in relation to the topics covere	ed in this pape	? No				
Summarize the main thesis in one sentence.		thesis entered here				
Please enter any further information to the author in the space provided.		I have no further information to add for the authors.				
Better suited for a more specialized journal?						
Comments to Editor:						
Comments to Editor:						
Comments to Editor:						
Comments to Editor:						
Comments to Editor:  Comments to Author:						
Comments to Author:						
Comments to Author:  A banana is an edible fruit, botanically a berry,[1][2] produced by several ki for cooking may be called plantains.) The fruit is variable in size, color and fi may be green, yellow, red, purple, or brown when ripe. The fruits grow in cl	rmness, but is usters hanging a. The scientific	baceous flowering plants in the genus Musa.[3] (In some countries, bananas used usually elongated and curved, with soft flesh rich in starch covered with a rind which from the top of the plant. Almost all modern edible parthenocarpic (seedless) and with the common of most cultivated bananas are Musa acuminata, Musa balbisiana, and Musa constitution. The old scientific name Musa sapientum is no longer used.				
Comments to Author:  A banana is an edible fruit, botanically a berry,[1][2] produced by several ki for cooking may be called plantains.) The fruit is variable in size, color and fi may be green, yellow, red, purple, or brown when ripe. The fruits grow in d bananas come from two wild species – Musa acuminata and Musa bablisian × paradisiaca for the hybrid Musa acuminata × M. balbisiana, depending on	rmness, but is usters hanging a. The scientific their genomic to have been	usually elongated and curved, with soft flesh rich in starch covered with a rind which from the top of the plant. Almost all modern edible parthenocarpic (seedless) names of most cultivated bananas are Musa acuminata, Musa balbisiana, and Musa constitution. The old scientific name Musa sapientum is no longer used. irst domesticated in Papua New Guinea.[4][5] They are grown in at least 107				
Comments to Author:  A banana is an edible fruit, botanically a berry, [1][2] produced by several ki for cooking may be called plantains.) The fruit is variable in size, color and fi may be green, yellow, red, purple, or brown when ripe. The fruits grow in cl bananas come from two wild species – Musa acuminata and Musa balbisian yerardisiaca for the hybrid Musa acuminata x M. balbisiana, depending on Musa species are native to tropical Indomalaya and Australia, and are likely countries, [6] primarily for their fruit, and to a lesser extent to make fiber, bit worldwide, there is no sharp distinction between "bananas" and "plantain particularly those of the Cavendish group, which are the main exports from	rmness, but is usters hanging a. The scientific their genomic to have been anana wine and i". Especially in banana-growin	usually elongated and curved, with soft flesh rich in starch covered with a rind which from the top of the plant. Almost all modern edible parthenocarpic (seedless) names of most cultivated bananas are Musa acuminata, Musa balbisiana, and Musa constitution. The old scientific name Musa sapientum is no longer used. irst domesticated in Papua New Guinea.[4][5] They are grown in at least 107				

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating	Review Rating	Action
DEMOKH-D-12-00034	30 Jun 2014	30 Jun 2014	30 Jun 2014	-18	0	Major Revision	0	0	View Submission  Details  History
DEMOKH111-D-14-00010	30 Jun 2014	30 Jun 2014	30 Jun 2014	-18	0	Major Revision	0	0	View Submission  Details  History
DEMOKH120-D-15-00006	13 May 2015	13 May 2015	13 May 2015	-9	0	Minor Revision	0	0	View Submission  Details  History
DEMOKH92-D-12-00043	16 Nov 2012	16 Nov 2012	16 Nov 2012	-14	0	Major Revision	100	0	View Submission  Details ♥ ☑  History
DEMOKH92-D-12-00043R1	24 Jul 2013	24 Jul 2013	24 Jul 2013	-20	0	Accept	0	0	View Submission  Details ♥   History

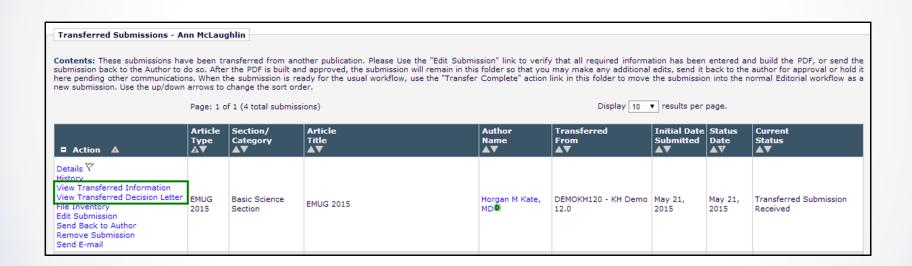
o Re-open Review



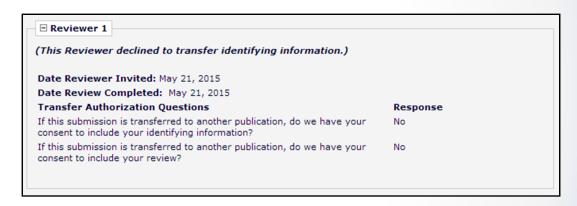
### Transfer Authorization

# Instructions \* If this submission is transferred to another publication, do we have your consent to include your identifying information? © Please Select Response ® Yes © No \* If this submission is transferred to another publication, do we have your consent to include your review? © Please Select Response ® Yes © No \* If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history? © Please Select Response ® Yes © No

### Transferred Submissions Folder



- If this submission is transferred to another publication, do we have your consent to:
  - Include your identifying information? (Answer: No)
  - Include your review? (Answer: No)
  - Publish your review in a prepublication history? (Answer: No)



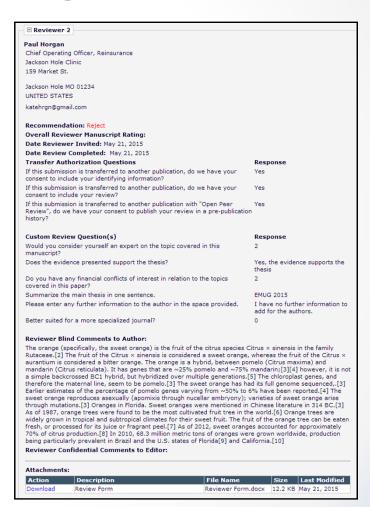
- If this submission is transferred to another publication, do we have your consent to:
  - Include your identifying information? (Answer: No)
  - Include your review? (Answer: Yes)
  - Publish your review in a prepublication history? (Answer: N/A)

This Reviewer declined to transfer identifying information.)	
Recommendation: Reject	
Overall Reviewer Manuscript Rating:	
Date Reviewer Invited: May 21, 2015	
Date Review Completed: May 21, 2015	
Transfer Authorization Questions	Response
If this submission is transferred to another publication, do we have your consent to include your identifying information?	No
If this submission is transferred to another publication, do we have your consent to include your review?	Yes
Custom Review Question(s)	Response
Would you consider yourself an expert on the topic covered in this manuscript?	2
Does the evidence presented support the thesis?	Yes, the evidence supports the thesis
Do you have any financial conflicts of interest in relation to the topics covered in this paper?	2
Summarize the main thesis in one sentence.	EMUG 2015
Please enter any further information to the author in the space provided.	I have no further information to add for the authors.
Better suited for a more specialized journal?	0

plants in the genus Musa.[3] (In some countries, bananas used for cooking may be called plantains.) The fruit is variable in size, color and firmness, but is usually elongated and curved, with soft flesh rich in starch covered with a rind which may be green, yellow, red, purple, or brown when ripe. The fruits grow in clusters hanging from the top of the plant. Almost all modern edible parthenocarpic (seedless) bananas come from two wild species - Musa acuminata and Musa balbisiana. The scientific names of most cultivated bananas are Musa acuminata, Musa balbisiana, and Musa × paradisiaca for the hybrid Musa acuminata × M. balbisiana, depending on their genomic constitution. The old scientific name Musa sapientum is no longer used. Musa species are native to tropical Indomalaya and Australia, and are likely to have been first domesticated in Papua New Guinea.[4][5] They are grown in at least 107 countries,[6] primarily for their fruit, and to a lesser extent to make fiber, banana wine and banana beer and as ornamental plants. Worldwide, there is no sharp distinction between "bananas" and "plantains". Especially in the Americas and Europe, "banana" usually refers to soft, sweet, dessert bananas, particularly those of the Cavendish group, which are the main exports from banana-growing countries. By contrast, Musa cultivars with firmer, starchier fruit are called "plantains". In other regions, such as Southeast Asia, many more kinds of banana are grown and eaten, so the simple twofold distinction is not useful and is not made in local languages. The term "banana" is also used as the common name for the plants which produce the fruit.[3] This can extend to other members of the genus Musa like the scarlet banana (Musa coccinea), pink banana (Musa velutina) and the Fe'i bananas. It can also refer to members of the genus Ensete, like the snow banana (Ensete glaucum) and the economically important false banana (Ensete ventricosum). Both genera are classified under the banana family, Musaceae.

Reviewer Confidential Comments to Editor:

- If this submission is transferred to another publication, do we have your consent to:
  - Include your identifying information? (Answer: Yes)
  - Include your review? (Answer: Yes)
  - Publish your review in a prepublication history? (Answer: Yes)



- Review forms are created and maintained in PolicyManager Reviewer Recommendation Policies
- Similar to Custom
   Question Configurations
   whereby a pool of
   questions can be
   configured and tied to
   various Review Forms

### PolicyManager Main Menu

### Expand All

Collapse All

- Collapse A
- Registration and Login Policies
- Status Policies
- **■** Submission Policies
- Questionnaire Policies
- Additional Data Policies
- **⊞ Editor Assignment Policies**
- Suggest Editor Policies
- □ Reviewer and Editor Form Policies

### **Manuscript Rating Question Configuration**

Edit Manuscript Rating Questions

Overall Manuscript Rating Question Settings

Edit Manuscript Rating Instructions

### Reviewer Recommendation Policies

Edit Reviewer Recommendation Terms

Create/Edit Custom Review Questions

Create/Edit Review Forms

Match Review Forms to Article Types and Reviewer Roles

Set Pending Assignments Deep Link Expiration

Set Reviewer Recommendation Deep Link Expiration

### Create Custom Review Questions

### **Create Custom Review Questions**

Listed below are the custom questions which may be displayed as part of a Review Form.

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

To add a new question, click the Add button.

Add

Question	Actions
Would you consider yourself an expert on the topic covered in this manuscript?	Edit
Does the evidence presented support the thesis?	Edit
Do you have any financial conflicts of interest in relation to the topics covered in this paper?	Edit
Summarize the main thesis in one sentence.	Edit
Please enter any further information to the author in the space provided.	Edit
Better suited for a more specialized journal?	Edit
Add	

### Add Custom Review Question

### Add Custom Review Question Enter the question, default response text (if required), and any instructions to be displayed as part of the Review Form used at the Submit Recommendation step of the review process. The Hide checkbox allows inactivation of an obsolete question. Once hidden, a Review Question is no longer available for inclusion in new Review Reviewer responses must be configured to use a specific Response Type: Text and Notes responses can contain any mix of characters and numbers. A Date response must be entered in a mm/dd/yyyy format. Integer and Decimal responses can contain only a number or decimal point. A List response requires the Reviewer to select from the list of responses. If List is chosen for the response type, additional options will appear which allow configuration of the list choices and type (dropdown, radio, checkboxes or scrolling selector). The Yes/No and Yes/No/NA response types will create a dropdown list with the options of Yes, No and Yes, No, Not Applicable, respectively. The Yes/No/Text response type will display a text box to gather additional information if the user chooses an option which requires further clarification. Cancel Submit Question Insert Special Character Do you have any conflicts of interest to declare? Instructions for Reviewer Response: Insert Special Character Hide: When you Hide a Custom Review Question, the question is deactivated (not available for use with new Review Forms). Available for Decision Letter Merging: When you select this checkbox, both the question and answer can be merged into the decision letter using the %REVIEW\_QUESTIONS\_AND\_RESPONSES% or %RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% merge fields. Editors will be able to de-select individual responses from any Reviewer before the Author is notified. The question and answer will also be inserted into Reviewer Invitation/Assignment Letters by the %REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% merge field, for those reviews explicitly selected by the Editor for inclusion Response Type: Text Minimum Field Length: (Must be less than or equal to the Maximum Field Length) Maximum Field Length: (A value from 1 to 200) Default Value for Field: O Single Value (entervalue below) Insert Special Character Submit

### Create Review Forms

### **Create Review Forms**

Default Review Form

Edit

**EMUG 2015** 

Remove Edit

Original Study Reviewer Form - New Submission Remove Edit

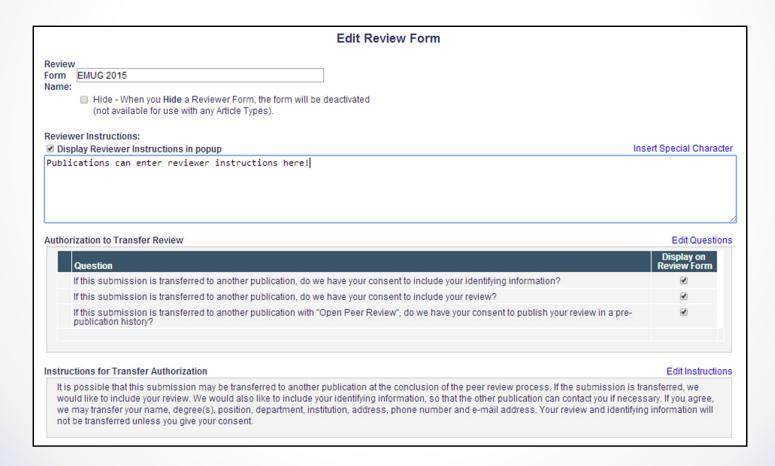
Add New Review Form

Create/Edit Custom Review Questions

Match Review Forms to Article Types and Reviewer Roles

Return to PolicyManager

### Edit Review Form



Edit Review Form (cont.)

Custom Review Questions					
Select Questions			Visible to		
Order Question		Required for Submission	Other Reviewers	Visible to Author	Action
1 Would you consider yourself an expert on the	topic covered in this manuscript?	€			Remov
2 Does the evidence presented support the the	esis?	€			Remov
Do you have any financial conflicts of interest paper?	in relation to the topics covered in this				Remov
4 Summarize the main thesis in one sentence.					Remov
5 Please enter any further information to the au	thor in the space provided.				Remov
6 Better suited for a more specialized journal?					Remov
Update Item Order					
				insert Spec	dal Char
isplay Comments to Editor text box				insert spec	cial Chara
Display Comments to Editor text box ault Text for Comments to Editor:				Insert Spec	
				Insert Spec	m to appe
The following sections may be displayed to the Reviewer of Note that Manuscript Rating Questions are configured else Form only when applicable.  Order Review Form Section  1 Reviewer Instructions 2 Manuscript Rating Questions				Insert Spec	cial Chara
The following sections may be displayed to the Reviewer of Note that Manuscript Rating Questions are configured else Form only when applicable.  Order Review Form Section Reviewer Instructions	awhere and do not appear for revisions. Th			Insert Spec	cial Chara

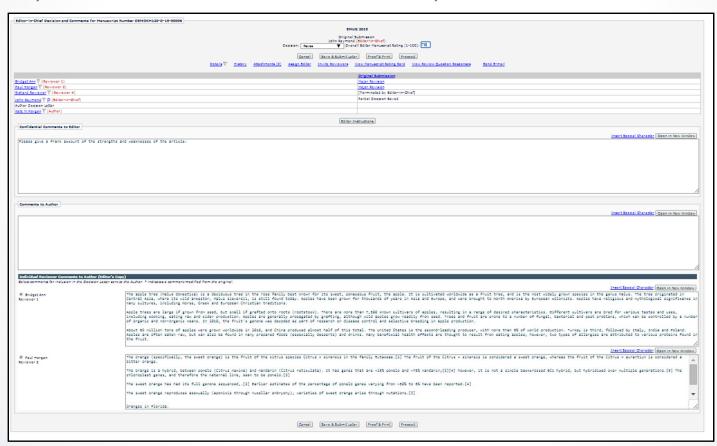
o Edit Review Form (cont.)

Display Comments to Author text box  Merge into Editor Comments in Decision Chain  Keep separate from Editor Comments in Decision Chain	
Default Text for Comments to Author:	Insert Special Character
■ Display Comments to Editor text box	
Default Text for Comments to Editor:	Insert Special Character

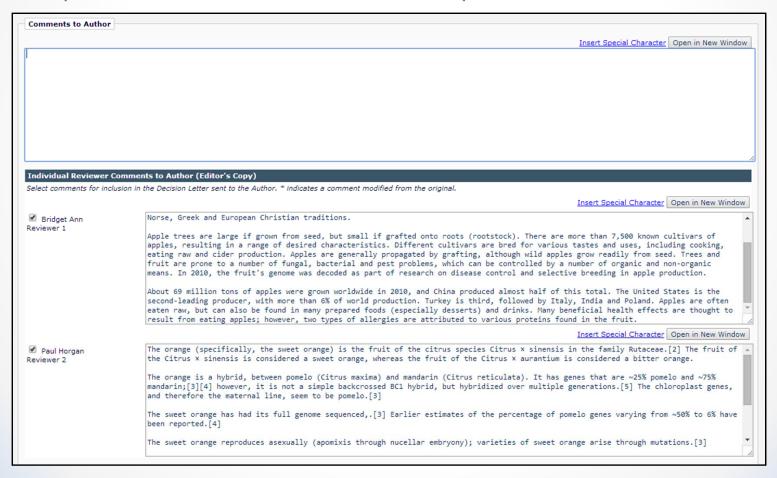
Match Review Forms to Article Types and Reviewer Roles



Keep Reviewer Comments Separate



Keep Reviewer Comments Separate



### Keep Reviewer Comments Separate

### Individual Reviewer Comments to Author (Editor's Copy)

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

Insert Special Character | Open in New Window

Bridget Ann Reviewer 1 The apple tree (Malus domestica) is a deciduous tree in the rose family best known for its sweet, pomaceous fruit, the apple. It is cultivated worldwide as a fruit tree, and is the most widely grown species in the genus Malus. The tree originated in Central Asia, where its wild ancestor, Malus sieversii, is still found today. Apples have been grown for thousands of years in Asia and Europe, and were brought to North America by European colonists. Apples have religious and mythological significance in many cultures, including Norse, Greek and European Christian traditions.

Apple trees are large if grown from seed, but small if grafted onto roots (<u>rootstock</u>). There are more than 7,500 known cultivars of apples, resulting in a range of desired characteristics. Different cultivars are bred for various tastes and uses, including cooking, eating raw and cider production. Apples are generally propagated by grafting, although wild apples grow readily from seed. Trees and fruit are prone to a number of fungal, bacterial and pest problems, which can be controlled by a number of

Insert Special Character | Open in New Window

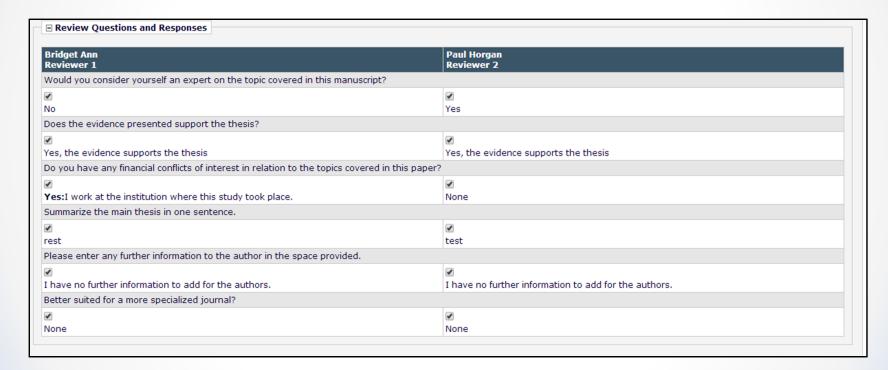
✓ Paul Horgan Reviewer 2

The orange (specifically, the sweet orange) is the fruit of the citrus species Citrus × sinensis in the family Rutaceae.[2] The fruit of the Citrus × sinensis is considered a sweet orange, whereas the fruit of the Citrus × aurantium is considered a bitter orange.

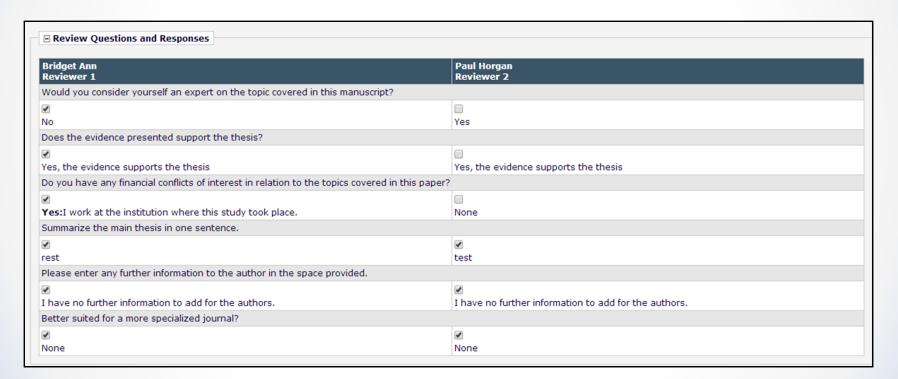
The orange is a hybrid, between pomelo (Citrus maxima) and mandarin (Citrus reticulata). It has genes that are ~25% pomelo and ~75% mandarin;[3][4] however, it is not a simple backcrossed BC1 hybrid, but hybridized over multiple generations.[5] The chloroplast genes, and therefore the maternal line, seem to be pomelo.[3]

The sweet orange has had its full genome sequenced,.[3] Earlier estimates of the percentage of pomelo genes varying from ~50% to 6% have been reported.[4]

Review Questions and Responses



Review Questions and Responses



### Notify Author Letter – Editor Comments

To submit a revision, go to http://demokh120.edmgr.com/ and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

John Raymond Editor-in-Chief KH Demo 12.0

Editor Comments:

% COMMENTS TO AUTHOR %

The cultivation of the domesticated grape began 6,000–8,000 years ago in the Near East.[1] The earliest archeological evidence for a dominant position of wine-making in human culture dates from 8,000 years ago in Georgia.[2][3]

Yeast, one of the earliest domesticated microorganisms, occurs naturally on the skins of grapes, leading to the innovation of alcoholic drinks such as wine. The earliest known production occurred around 8,000 years ago on the territory of Georgia.[4] During an extensive gene-mapping project, archaeologists analyzed the heritage of more than 110 modern grape cultivars, and narrowed their origin to a region in Georgia, where wine residues were also discovered on the inner surfaces of 8,000-year-old ceramic storage jars.[5] The oldest winery was found in Armenia, dating to around 4000 BC. By the 9th century AD the city of Shiraz was known to produce some of the finest wines in the Middle East. Thus it has been proposed that Syrah red wine is named after Shiraz, a city in Persia where the grape was used to make Shirazi wine. Ancient Egyptian hieroglyphics record the cultivation of purple grapes, and history attests to the ancient Greeks, Phoenicians and Romans growing purple grapes for both eating and wine production. The growing of grapes would later spread to other regions in Europe, as well as North Africa, and eventually in North America.

In North America, native grapes belonging to various species of the Vitis genus proliferate in the wild across the continent, and were a part of the diet of many Native Americans, but were considered by European colonists to be unsuitable for wine. Vitis vinifera cultivars were imported for that purpose.

### Notify Author Letter – Reviewer Comments

Reviewers' comments:

% RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR %

Would you consider yourself an expert on the topic covered in this manuscript?

Reviewer 1: No

Does the evidence presented support the thesis? Reviewer 1: Yes, the evidence supports the thesis

Do you have any financial conflicts of interest in relation to the topics covered in this paper?

Reviewer 1: Yes: I work at the institution where this study took place.

Summarize the main thesis in one sentence.

Reviewer 1: rest

Please enter any further information to the author in the space provided.

Reviewer 1: I have no further information to add for the authors.

Better suited for a more specialized journal?

Reviewer 1: None:

Reviewer 1 Comments to Author: The apple tree (Malus domestica) is a deciduous tree in the rose family best known for its sweet, pomaceous fruit, the apple. It is cultivated worldwide as a fruit tree, and is the most widely grown species in the genus Malus. The tree originated in Central Asia, where its wild ancestor, Malus sieversii, is still found today. Apples have been grown for thousands of years in Asia and Europe, and were brought to North America by European colonists. Apples have religious and mythological significance in many cultures, including Norse, Greek and European Christian traditions.

Apple trees are large if grown from seed, but small if grafted onto roots (rootstock). There are more than 7,500 known cultivars of apples, resulting in a range of desired characteristics. Different cultivars are bred for various tastes and uses, including cooking, eating raw and cider production. Apples are generally propagated by grafting, although wild apples grow readily from seed. Trees and fruit are prone to a number of fungal, bacterial and pest problems, which can be controlled by a number of organic and non-organic means. In 2010, the fruit's genome was decoded as part of research on disease control and selective breeding in apple production.

About 69 million tons of apples were grown worldwide in 2010, and China produced almost half of this total. The United States is the second-leading producer, with more than 6% of world production. Turkey is third, followed by Italy, India and Poland. Apples are often eaten raw, but can also be found in many prepared foods (especially desserts) and drinks. Many beneficial health effects are thought to result from eating apples; however, two types of allergies are attributed to various proteins found in the fruit.

- Details page is a living document that captures the most upto-date information for a submission
- Track
  - Editor and Reviewer Assignments
  - Status
  - History
  - Attachments
  - Co-author confirmations
  - Flags
  - Additional Manuscript Details

# View Submission Details V Initiate Discussion History Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions

- Submission flags can be managed from the details page for ease of tracking
- Examples include:
  - Missing Copyright
  - Open Access
  - Fast-Track Requested
  - Potential Duplicate Submission
- Permissions drive visibility to flags

### □ Flag Icons

- View Submission Flags
- Turn On Submission Flags
- Turn Off Submission Flags
- ✓ View People Flags
- Turn On People Flags
- Turn Off People Flags

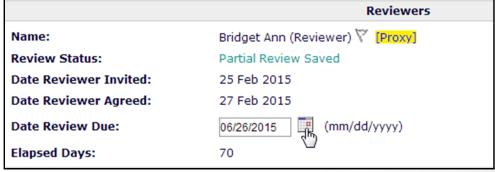
Submission Fla	gs:	4		
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Manuscript No	Display	Flag	Flag Name	р
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		+	Fast-Track to Publication	
		$\boxtimes$	Discussion in Progress	
		*	Conflict of Interest Forms Required	
	•	*	Copyright Transfer Forms Required	
		<b>≫</b> ≪	Manuscript Will Require Significant Edits	
	•	<b>√</b>	Conflict of Interest Forms Received	
		✓	Copyright Transfer Forms Received	
		*	Open Access Paper	



# View Submission Details V & \* / Initiate Discussion History Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions

 Editor and Reviewer assignments can be tracked and monitored from Details Page

 Due dates can be extended and reviewers/editors automatically emails regarding any changes



CORRESPONDENCE HISTORY						
	Add E	ditorial Corresponde	nce			
Correspondence Date	Letter	Recipient	Status			
03 Jun 2015	Reviewer Changed Due Date Confirmation	Bridget Ann	Editor Invited			

- Additional Manuscript Details fields are journal-defined fields used to track information EM does not capture automatically
- Different from flags because information can be exported in XML
- o Examples:
  - Publish Ahead of Print
  - Open Access

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</custom-meta-group>
```

### Configurations

### □ General Policies

Set Manuscript Number Type

Set Manuscript Number Revision Suffix

Set Date Format

Configure Unavailability Check and Instructions

Set Time Zone Display Policy

Set ISO Country Standard

Configure General Due Date Preferences

Set Reviewer Due Date Preferences

Configure Electronic Calendar Due Date Preferences

Set Editor Deep Link Expiration

Set Enterprise Analytics Reporting Deep Link

Set View Reviewer Comments for Author Deep Link Expiration

Define Details Page Layouts -

Set Update Information Deep Link Expiration

Create Customized Submission Flags

Create Customized People Flags

Edit Production Notes Instructions

Edit Alternate Contact Notes Instructions

Customize Author Main Menu Instructions

Configure Personal Classification Rankings

Customize Reviewer Selection Summary Instructions

Enable Institution Name Normalization

### Configurations

#### **Details Page Layouts**

You can create custom Layouts for the Details page, controlling the information each user can see. After defining a custom Layout, use RoleManager to select the correct Details Page Layouts to be used by each Editor or Publisher role. Note that a Layout cannot be removed from this list if it is currently selected for use by any role. Use the Copy link to create a new Layout based on an existing one.

#### **Default Layouts**

Default Editorial Copy
Default Proposals Copy
Default Production Copy

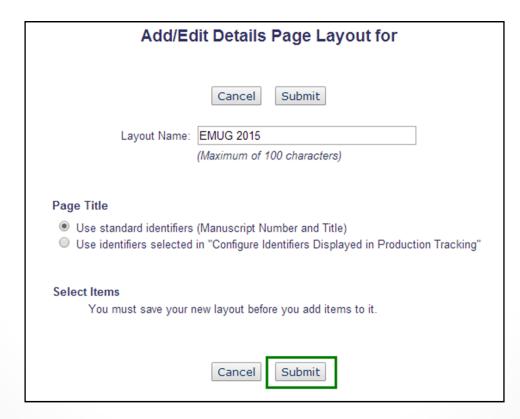
#### **User-Defined Layouts**

Alternate Editorial Details Page Remove Edit Copy
Copy of Default Editorial Remove Edit Copy
Customized Production Details Remove Edit Copy

Add New Layout

Return to PolicyManager

### Configurations



### Configurations

Layout Name: EMUG 2015

(Maximum of 100 characters)

#### Page Title

- Use standard identifiers (Manuscript Number and Title)
- Use identifiers selected in "Configure Identifiers Displayed in Production Tracking"

#### Select Items

These links allow you to select the items that can appear in this details page. Use the Select/Add Section Headings link to add headings to your layout for ease of navigation. Note that certain RoleManager "View" permissions take precedence, and will suppress the field if a user without the correct permissions has access to this layout.

Select Section Headings to Display 
Select Items to Display

#### Layout order

Select the order in which the items should appears on the Details page. To re-order the items, change the number for one item, click the "Update Order" button, and all of the fields will re-order accordingly. Check/tick the "Show Link to this Item" option to include a link to the item at the top of the details page when that item is displayed.

Section Headings are shown in bold text.

No items currently exist in this layout

Cancel

Submit

### Configurations

#### Select Section Headings for EMUG 2015

Listed below are all currently defined section headings. Check/tick the Section Headings you want to display in this Layout.

Use the "Edit List" button to add or remove sections from the master list. Note that you do not need to create separate section headings for Notes fields, or for lists of invited authors, editors assignments, invited reviewers and production task assignments.

- Alternate Reviewers
- Author(s) Invited to Respond to Proposal
- Author(s) Invited to Submit Commentary
- Editors
- Production Tasks
- Reviewers
- Reviewers Proposed by Editors
- Schedule Group Information
- Transfer Information

Edit List

Cancel

Save Selection

### Configurations

#### Select Items to Display for EMUG 2015

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

#### Expand All

Collapse All

- ± Links
- **■** Information Submitted by Author
- **⊞** General Manuscript Information
- **■** Proposal Specific Information
- Additional Manuscript Details
- **■** Key Workflow Dates and Status Information
- Assignments and Invitations

Expand All

Collapse All

Cancel

Submit

### Configurations

#### Select Items to Display for EMUG 2015

Select the information to appear on the Details page

\* Items marked with an asterisk are subject to additional permissions, which may mean that some users will not be able to view them until you give them the additional permission to do so in RoleManager.

#### Expand All Collapse All **⊞** Links **■** Information Submitted by Author **⊞** General Manuscript Information **■** Proposal Specific Information **■** Additional Manuscript Details ■ Information for Invited Article Types □ Assignments and Invitations ✓ Editors Reviewers Alternate Reviewers Reviewers Proposed by Editors Invited Authors Alternate Authors Production Tasks Expand All Collapse All Cancel Submit

### Configurations



### Configurations

#### **Details Page Layouts**

You can create custom Layouts for the Details page, controlling the information each user can see. After defining a custom Layout, use RoleManager to select the correct Details Page Layouts to be used by each Editor or Publisher role. Note that a Layout cannot be removed from this list if it is currently selected for use by any role. Use the Copy link to create a new Layout based on an existing one.

#### **Default Layouts**

Default Editorial Copy
Default Proposals Copy
Default Production Copy

#### **User-Defined Layouts**

Alternate Editorial Details Page Remove Edit Copy
Copy of Default Editorial Remove Edit Copy
Customized Production Details Remove Edit Copy
EMUG 2015 Remove Edit Copy

Add New Layout

Return to PolicyManager

- Last step in the EM process for accepted papers
- Drives the output for production
  - O XML (FTP)
  - EM Metadata download (Publisher Role Family)
- Most settings are in PolicyManager – Transmittal Policies

#### □ Transmittal Policies

Set Transmittal Method

Select Manuscript Metadata Fields

Add/Edit Manuscript Metadata Fields

Select Corresponding Author Metadata Fields

Add/Edit Author Metadata Fields

Select Co-Author Metadata Fields

Add/Edit General Metadata Fields

Add/Edit Submission Item Metadata

Edit Submission Item Family Metadata

Select Conference Submission Metadata Fields

Edit Transmittal Form Layout

Set Validation Options

### Funding Information

Funding Information	L	National Heart, Lung, and Blood Institute US)	http://dx.doi.org/10.13039/100000050	456873313546947	Ms Amy M Savino	Help
		American Red Cross (US)	http://dx.doi.org/10.13039/100006744	978631882692	Mr Michael M Di Natale	
		Rockport Sound		558769158	Ms Kate M Horgan	
Funding Information		National Heart, Lung, and Blood Institute (US)	http://dx.doi.org/10.13039/100000050	456873313546947	Ms Amy M Savino	Help
		American Red Cross (US)	http://dx.doi.org/10.13039/100006744	978631882692	Mr Michael M Di Natale	
		Rockport Sound		558769158	Ms Kate M Horgan	
	,=					
Funding Information	I.	National Heart, Lung, and Blood Institute (US)	http://dx.doi.org/10.13039/100000050	456873313546947	Ms Amy M Savino	Help
		American Red Cross (US)	http://dx.doi.org/10.13039/100006744	978631882692	Mr Michael M Di Natale	
		Rockport Sound		558769158	Ms Kate M Horgan	

### o ORCID iD

CORRESPONDING AUTHOR INFORMATION		Help
Title	Ms	Help
First Name	Kate	Help
Middle Name	M	Help
Last Name	Horgan	Help
ORCID	0000-0002-1804-3311 0	Help
ORCID Authenticated	true	Help

CORRECTONITING AUTHOR INFORMATION		Uele
CORRESPONDING AUTHOR INFORMATION		Help
Title	Ms	Help
First Name	Kate	Help
Middle Name	M	Help
Last Name	Horgan	Help
ORCID ———	0000-0002-1804-3311 0	Help
ORCID Authenticated	true	Help

CORRESPONDING AUTHOR INFORMATION		Help
Title	Ms	Help
First Name	Kate	Help
Middle Name	M	Help
Last Name	Horgan	Help
ORCID	0000-0002-1804-3311 0	Help
ORCID Authenticated	true	Help

### Download Metadata

#### **Accepted Submissions**

Listed below are any submissions with an Accepted Final Disposition. They may be sorted by clicking the arrows under the colu

Page: 1 of 8 (75 total submissions)

1 2 3 4 5 6 7 8

■ Action 🛦	DOI ▲▼	Manuscript Number A▼	Author Name ▲▼	Article Title ▲▼
View Submission  Details \( \foatsize{\cappa} \)  History  Production Details  Transmittal Form  Publish Information  Edit Submission  Download Source Files  Download Metadata \( \)  Similar Articles in MEDLINE	10.10000/DEMOKH.0000000000000042	DEMOKH120-D-15-00008	Kate M Horgan, MD ♥ ☎	EMUG 2015

### Download Metadata

#### Transmittal Form Metadata for DEMOKH120-D-15-00008

Download tab-delimited Metadata file

Download the data in Unicode format - UTF-8

Close

Co-Author: First Name: Michael Co-Author: Last Name: Di Natale Co-Author: Institution: Boston University Co-Author: Department: Co-Author: Country: UNITED STATES Co-Author: ORCID: Co-Author: ORCID Authenticated: false Co-Author: First Name: Amy Co-Author: Last Name: Savino Co-Author: Institution: Harvard Medical School Co-Author: Department: Co-Author: Country: UNITED STATES Co-Author: ORCID: Co-Author: ORCID Authenticated: false

Item Description	Value
Manuscript Number	DEMOKH120-D-15-00008
Revision Number	0
Article Title	EMUG 2015
Open Access	True
Open Access Funding	No
Open Access	Yes
Article Type	Rapid Communication
Initial Date Submitted	09 Jun 2015
Date Revision Submitted	
Date of Acceptance	06/26/2015

o XML (JATS 1.1)

Name	Size	Туре	Date modified	Date created
emokh120_DEMOKH120-D-15-00008.zip	220 KB	WinRAR ZIP archive	6/9/2015 11:18 AM	6/9/2015 11:18 AM

Name	Size	Packed	Туре	Modified	CRC32
<b>]</b>			File folder		
Manuscript.doc	30,720	9,353	Microsoft Word 97	6/9/2015 3:18	D9842342
☑ DEMOKH120-D-15-00008.xml	6,058	1,450	XML Document	6/9/2015 3:18	2D2F169E
DEMOKH120-D-15-00008.pdf	225,333	214,101	Adobe Acrobat Do	6/9/2015 3:18	51D32F58

• XML (JATS 1.1)

o XML (JATS 1.1)

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• XML (JATS 1.1)

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   </award-group>
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- Production tasks may be configured to include custom questions unique to that task:
  - In-take questionnaire for production assistants
  - Author reprint questions
  - Vendor-specific questions



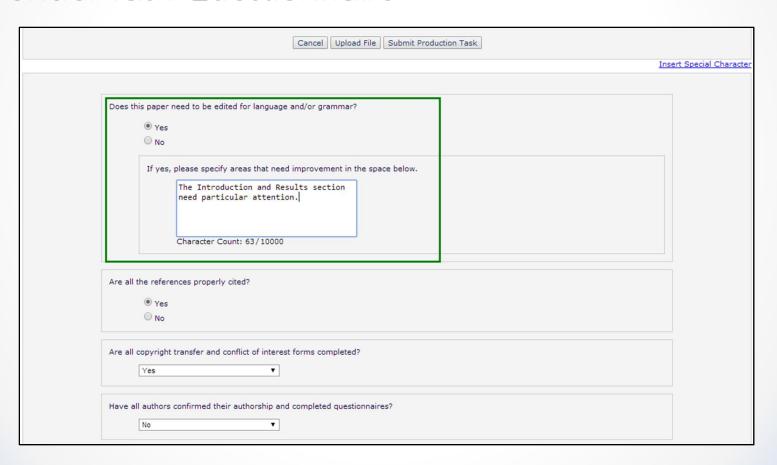
Vendor Task Questionnaire

■ Action▲	Manuscript Number ▲▼	Author Name ▲▼
View Assignment Letter Assignment Files Submit Task Reassign Task Assign Production Task Assign to Schedule Group Production Details History Transmittal Form Edit Submission OVID - Title and Keywords BJ Title Search BJ Author Search Send E-mail	DEMOKH-D-12-00002	John Raymond (UNITED STATES)

Vendor Task Questionnaire



Vendor Task Questionnaire



Vendor Task Questionnaire

Description: Logging and Verification

Production Task Status: Completed

Assigned To: Kate M Horgan, MD [Proxv]

 Date Assigned:
 14 May 2015

 Date Task Due:
 15 May 2015

 Completed
 14 May 2015

⊕ Logging and Verification Questionnaire Responses (Kate M Horgan, Managing Editor)

**Description:** Copy-editing Production Task

Production Task Status: Completed

Assigned To: Kate M Horgan, MD [Proxy]

 Date Assigned:
 14 May 2015

 Date Task Due:
 21 May 2015

 Completed
 14 May 2015

Description: Author Review of Proof

Production Task Status: Completed

Assigned To: John Raymond [Proxv]

 Date Assigned:
 14 May 2015

 Date Task Due:
 21 May 2015

 Completed
 14 May 2015

**★** Author Review of Proof Questionnaire Responses (John Raymond, Author)

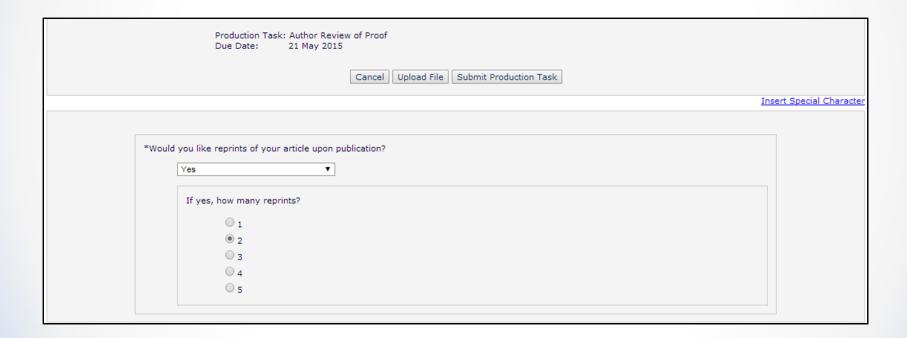
### Vendor Task Questionnaire

Production Task Status: Completed Assigned To: Kate M Horgan, MD [Proxy] Date Assigned: 14 May 2015 Date Task Due: 15 May 2015 Completed 14 May 2015 □ Logging and Verification Questionnaire Responses (Kate M Horgan, Managing Editor) Does this paper need to be edited for language and/or grammar? If yes, please specify areas that need improvement in the space below. The Introduction and Results section need particular attention. Are all the references properly cited? Yes Are all copyright transfer and conflict of interest forms completed? Yes Have all authors confirmed their authorship and completed questionnaires? No

Author Task Questionnaire



Author Task Questionnaire



Author Task Questionnaire

Description: Author Review of Proof

Production Task Status: Completed

Assigned To: John Raymond [Proxv]

 Date Assigned:
 14 May 2015

 Date Task Due:
 21 May 2015

 Completed
 14 May 2015

☐ Author Review of Proof Questionnaire Responses (John Raymond, Author)

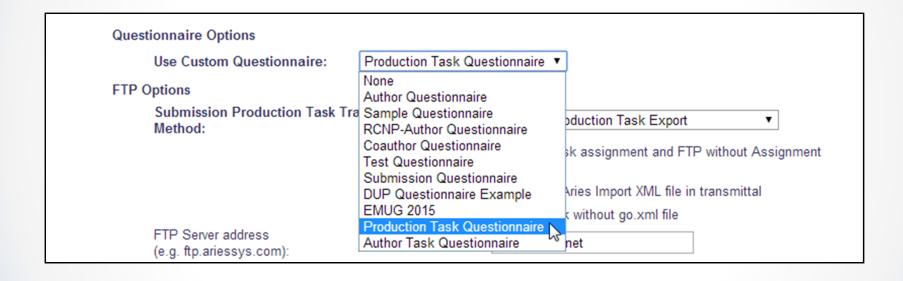
Would you like reprints of your article upon publication?

Yes

L If yes, how many reprints?

2

Production Task Configurations



Questions?