

Welcome to EMUG 2015





Bootcamp

Editorial Manager Basics

Agenda

- Introduction.
- Registration, ORCID's and Registration Plus.
- Author Submission - Article Type Configuration and Questionnaires.
- Widgets – Additional People Details (APD's) Additional Manuscript Details (AMD's), Flags, Manuscripts Notes and the original Flag!
- Searching for Flags, Saved Searches and Sharing Searches.
- Attachments – Reviewers/Editors, Allowing access, Sending, Sanitization and email Attachments.
- Journal Office Functions - Managing People Records and Proxy.
- Editor Terminology and Editor Chains.
- Managing Submissions – Technical Check, Duplicate Submission Checking and Menu Overview
- System Administrator Functions - Role Manager, Action Manager, Policy Manager
- Basic Reporting – Searching, Canned Reports, Reminders, Creating Custom Reports, General Data Export, Introduction to Enterprise Analytics Reporting (EAR).
- Q&A.

Registration



Registration Fields, Reviewer Registration, ORCID

Registration Fields

- Registration fields can be set to optional or required.
- There are six Editorial Manager required fields - all other fields are available to be set to optional or required.

Personal Information

Title	<input type="text" value="Ms"/>	(Mr., Mrs., Dr., etc.)
Given/First Name *	<input type="text" value="Dashanna"/>	
Middle Name	<input type="text"/>	
Family/Last Name *	<input type="text" value="Terry"/>	
Degree	<input type="text" value="MD"/>	(Ph.D., M.D., etc.)
Preferred Name	<input type="text"/>	(nickname)
Primary Phone	<input type="text"/>	(including country code)
Secondary Phone	<input type="text"/>	(including country code)
Secondary Phone is for	Mobile <input checked="" type="radio"/> Beeper <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>	
Fax Number	<input type="text"/>	(including country code)
E-mail Address *	<input type="text" value="dterry@ariestrash.com"/>	

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

Preferred Contact Method * E-mail Fax Postal Mail Telephone

Registration Fields - Reviewer Availability

Institution Related Information

Position	<input type="text"/>	
Institution	<input type="text"/>	(max 450 characters)
Department	<input type="text"/>	(max 450 characters)
(max 450 characters)		
Street Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City	<input type="text" value="North Andover"/>	
State or Province	<input type="text"/>	
Zip or Postal Code	<input type="text"/>	
Country *	<input type="text" value="UNITED STATES"/>	
Address is for *	Work <input checked="" type="radio"/> Home <input type="radio"/> Other <input type="radio"/>	
Available as a Reviewer?*	Yes <input checked="" type="radio"/> No <input type="radio"/>	

- The publication can ask new registrants for their availability as a reviewer.

Registration Fields - Areas of Expertise

Areas of Interest or Expertise

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

Personal Classifications * **100: Biology**
100.01: Microbiology

Select Personal Classifications

Select 1-3 Classifications

Personal Keywords (None Defined)


Edit Personal Keywords

Limit 2 Keywords

- The publication can ask new registrants to specify their areas of expertise in the classifications and keywords sections.
- These can be set to optional or required with maximum and minimum values.

ORCID

- ORCID = Open Researcher and Contributor ID.
- Enabling the “Login via ORCID” option allows users to fetch their ORCID ID and log into Editorial Manager.

 **What is ORCID?**

An ORCID iD is a nonproprietary alphanumeric code that uniquely identifies an academic author. It is a 16-digit code, in the format: 0000-0000-0000-000X. Publishers use it to unambiguously attribute any published work to the correct authors.

ORCID is a not-for-profit association of publishers and academic organizations that maintains the central registry of these personal identifiers (ORCID iDs) and associated public profiles for authors in academic publishing. Please visit <http://orcid.org/> for more information.

[Close](#)

ORCID [Fetch/Register](#)


[What is ORCID?](#)

Please Enter the Following

Username:

Password:

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

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

[Send Access Credentials](#) [Register Now](#) [Login Help](#)

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Registration+

Expedited Reviewer Login

- By enabling Expedited Reviewer Login, you will allow your reviewers a fast-track to review their first paper in your Editorial Manager site.

Proxy Registration

You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information:

Personal Information [Insert Special Character](#)

Given/First Name *


Family/Last Name *

E-mail Address

Please Enter the Following

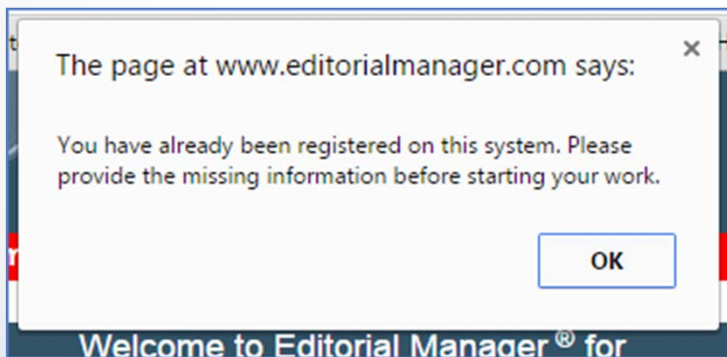
Username:

Password:

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

[Send Access Credentials](#) [Register Now](#) [Login Help](#)

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Update My Information

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

Personal Information [Insert Special Character](#)

Title *

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

Institution Related Information [Insert Special Character](#)

Institution * (max 450 characters)

Configurations



Registration Fields, ORCID, Reviewer Login, and Other Authors

Registration - Configurations

PolicyManager Main Menu

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

☐ **Registration and Login Policies**

- [Edit Banner URLs](#)
- [Edit Registration Fields](#)
- [Edit Registration Instructions](#)
- [Create Registration Questions](#)
- [Set Classifications and Keywords Deep Link Expiration](#)
- [Configure Login Page](#)
- [Configure Select Send Username or Password Option](#)
- [Enable Role Switching](#)
- [Configure Expedited Reviewer Login](#)
- [Set Duplicate E-mail Address Policy](#)
- [Enable Automatic Reviewer Role Assignment](#)
- [Edit Other Author Login Instructions](#)

- Editing the Registration Fields is completed in PolicyManager.
- By selecting “Edit Registration Fields” the publication can set any available field to required or optional.

Registration - Configurations

Registration Fields

Required	Hidden	System Field
<input type="checkbox"/>		Title
<input checked="" type="checkbox"/>		Given/First Name
<input type="checkbox"/>		Middle Name
<input checked="" type="checkbox"/>		Family/Last Name
<input type="checkbox"/>		Degree
<input type="checkbox"/>		Preferred Name
<input type="checkbox"/>		Telephone Number
<input type="checkbox"/>		Fax Number
<input type="checkbox"/>		Secondary Telephone Number
<input type="checkbox"/>		Secondary Telephone Number is f
<input checked="" type="checkbox"/>		E-mail
<input checked="" type="checkbox"/>		Preferred Method of Contact
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ISNI
<input type="checkbox"/>	<input type="checkbox"/>	ORCID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PubMed Author ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ResearcherID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scopus Author ID
<input type="checkbox"/>		Position
<input type="checkbox"/>		Institution
<input type="checkbox"/>		Department
<input type="checkbox"/>		Street Address
<input type="checkbox"/>		Street Address Line 2
<input type="checkbox"/>		Street Address Line 3

- Editing the Registration Fields is completed in PolicyManager.
- By selecting “Edit Registration Fields” the publication can set requirements for fields including the areas of expertise.

Access to Personal Classifications (defined by an administrator) and Keywords (typed by the user) can be hidden from users when they register or update their information. You can set a maximum number of classifications that users may select or keywords they may add when they register or update their information; making an item required enforces a minimum of at least one.

Classifications and Keywords

	Hidden	Optional	Required (Minimum)	Maximum (leave blank for no limit)
Select Personal Classifications	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 1	3
Enter Personal Keywords	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	2

Registration - Configurations

Useful Merge Fields

- When used, the merge fields log the user directly into the Update My Information page to update the record fields or their classifications/keywords.

%UPDATE_MY_INFORMATION_DEEP_LINK% - Inserts a hyperlink for the recipient of the letter (the link is not visible in CC'd or BCC'd letters or in History). When clicked, the link brings the user directly to the 'Update My Information' page. Depending on the publication's configuration of the link, the user may or may not be required to enter their password before being able to proceed to the page. Available for use in all letters sent to all user roles.

%UPDATE_CLASSIFICATIONS_KEYWORDS_DEEP_LINK% - Inserts a hyperlink in system letters to encourage users to update their Classifications and Personal Keywords. When clicked, the recipient is brought directly to a page where they may update their Classifications and Personal Keywords. The user will be prompted to log into EM to navigate to any other pages in the system.

Registration - Configurations

ORCID

- Enabling the option to enter your ORCID on the Login Page, is set in PolicyManager.
- By selecting “Login via ORCID” the user has the option to use the single sign-on feature and login to EM via their ORCID credentials.



PolicyManager Main Menu

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

- ▣ Registration and Login Policies
 - Edit Banner URLs
 - Edit Registration Fields
 - Edit Registration Instructions
 - Create Registration Questions
 - Set Classifications and Keywords Deep Link Expiration
 - Configure Login Page**
 - Configure Select Send Username or Password Option
 - Enable Role Switching
 - Configure Expedited Reviewer Login
 - Set Duplicate E-mail Address Policy
 - Enable Automatic Reviewer Role Assignment
 - Edit Other Author Login Instructions

Configure Login Page

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

  Login via ORCID

Registration - Configurations

Expedited Reviewer Login

- The publication can require a subset of required registration fields for reviewers logging in for the first time.

PolicyManager Main Menu

Expand All Collapse All

- ▣ Registration and Login Policies
 - Edit Banner URLs
 - Edit Registration Fields
 - Edit Registration Instructions
 - Create Registration Questions
 - Set Classifications and Keywords Deep Link Expiration
 - Configure Login Page
 - Configure Select Send Username or Password Option
 - Enable Role Switching
 - Configure Expedited Reviewer Login**
 - Set Duplicate E-mail Address Policy
 - Enable Automatic Reviewer Role Assignment
 - Edit Other Author Login Instructions

Configure Expedited Reviewer Login

'Enable Expedited Reviewer Login' allows you to specify which people identified in by Reviewers logging into the system after they have been Proxy F... requiring a small number of fields (most of which will ideally be entered by... stration), will allow the Reviewer to proceed directly to the Reviewer Ma... validate his personal contact information) when logging in to the system

Enable Expedited Reviewer Login

fields you would like to require Reviewers to fill in when they login after... by the journal office. If all required fields are populated during the Proxy... ss, the Reviewer will proceed directly to the Reviewer Main Menu when... required fields are not filled in, the Reviewer will be forced to enter the... s in.


are required by the system and cannot be made Optional by the public

- Title
- Given/First Name
- Middle Name
- Family/Last Name
- Degree
- Preferred Name
- Telephone Number
- Fax Number
- Secondary Telephone Number
- Secondary Telephone Number is for
- E-mail



Submit New Manuscript

Author Main Menu

 [Manuscript Services](#)

[Alternate Contact Information](#)

[Unavailable Dates](#)

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

Submissions in Production (0)
Current Task Assignments (0)

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

New Submission

→

Please Select an Article Type

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

- ✓ None
- Original Article - Ideal (all) Requirements
- Original Study
- Editorial
- Review
- Rapid Communication
- Case Report
- Letter to the Editor
- Annual Meeting Abstract

Submission Instructions

Policy Manager > Submission Policies >
Edit Manuscript Submission Instructions

Edit Manuscript Submission Instructions

Edit the text to appear at each step of the manuscript submission process and click "Update". Click "View Default Instructions" to see default instructions. Click "Revert to Default Instructions" to revert the manuscript to the default. HTML tags and special characters may be used.

*If you have configured one or more steps to be 'Required' for an Article Type, the following text will display (as the first instruction on the page) when the Author reaches this step of the Manuscript Submission process: **[STEP] is Required for Submission.***

Cancel

Update

	Insert Special Character	
Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Select Article Type	Choose the article type of your manuscript from the pull-down menu.	Change the article type of your manuscript from the pull-down menu if necessary.
	Reviewers Invited - No Response (0)	

Article types

Policy Manager > Submission Policies > Edit Article types > Edit

Edit Article Types

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

Order	Article Type	Article Type Family	Editor/Publish		Remove	Edit	Copy
			Invited	Use Only			
1	Original Article - Ideal (all) Requirements	Regular					
2	Original Study	Regular					
3	Editorial	Regular					
4	Review	Regular					
5	Rapid Communication	Regular					
6	Case Report	Regular					
7							
8							
9							
10							
11							

Article Type:
Maximum Article Type name is 75 characters.
Warning: changing the Article Type name will apply the name change to all submissions of this type, including previously submitted manuscripts/submissions.

Family: **Invited:** **Editor Use Only:**

Assign the 'Proposal' Family to Editor-generated Article Types. Check the 'Invited' box for Article Types used when Authors are invited to submit.

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

Duplicate Submission Check: Check for duplicate submissions to Editorial Manager

You must also enable the check for duplicate

Article Type Parameters

	New Submission	Revised Submission
Set Secondary "Full Title" Preferences:	<input type="text" value="Hidden"/>	<input type="text" value="Hidden"/>
Set "Short Title" Preferences:	<input type="text" value="Optional"/>	<input type="text" value="Optional"/>
Set Secondary "Short Title" Preferences:	<input type="text" value="Hidden"/>	<input type="text" value="Hidden"/>
Set "Funding Information" Preferences:	<input type="text" value="Optional"/>	<input type="text" value="Hidden"/>
Set "Select Section/Category" Preferences:	<input type="text" value="Optional"/>	<input type="text" value="Optional"/>
Set "Submit Abstract" Preferences:	<input type="text" value="Required"/>	<input type="text" value="Optional"/>
Set Secondary "Submit Abstract" Preferences:	<input type="text" value="Hidden"/>	<input type="text" value="Hidden"/>
Set "Enter Keywords" Preferences:	<input type="text" value="Required"/>	<input type="text" value="Optional"/>
Set "Enter Secondary Keywords" Preferences:	<input type="text" value="Hidden"/>	<input type="text" value="Hidden"/>

Full & Short Titles

Policy Manager > Submission Policies > Edit Article types >
Edit > Field Size Limitations

New Submission

Select Article Type

Enter Title

Field Size Limitations - Leave blank for no limit on these fields.

Limit the *Full Title* to: Words Characters

Limit the *Short Title* to: Words Characters

Please Enter The Full Title and Short Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title (Limit 100 words) Word Count: 29

The research community and the public require a fast, flexible response to the synthesis of morphine by engineered yeasts, urge Kenneth Oye, Tania Bubela and J. Chappell H. Lawson.

Short Title (Limit 20 characters) Character Count: 14

Regulate Drugs

Authors

Policy Manager > Submission Policies >
Edit Article Types > Edit > Field Size Limitations

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ➔ Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- Suggest Reviewers
- Oppose Reviewers

Please Add, Edit, or Remove Authors

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

Current Author List		+ Add Another Author
...	Apple Jack [Corresponding Author] [First Author]	
...	Fruit Loops	
+ Add Another Author		

Previous Next

Maximum Number of Authors:

Co-Author Questionnaire

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

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ➔ Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Enter Author Details

Please Add, Edit, or Remove Authors

Enter the names of anyone who will be changed by updating the manuscript may be indicated.

Current Author List

- Apple Jack
- + Add Another Author

Enter Author Details

Save this Author

Open Special Character Palette

Given/First Name* Fruit

Middle Name

Family/Last Name* Loops

Academic Degree(s)

Affiliation

E-mail Address* fruitloops@trash.com

ORCID [Fetch](#)

[What is ORCID?](#)

is the corresponding author

Edit Co-Author Questionnaire Instructions

Enter the instructions to be displayed when Co-Authors are asked to complete an Author Questionnaire.

Cancel Submit

Area	Instructions
Co-Author Questionnaire page	<p>Insert Special Character</p> <p>Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission. If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.</p> <p>View Default Instructions Revert to Default Instructions</p>

Cancel Submit

Co-Author Information

Policy Manager > Submission policies > Set Other Author Parameters

Co-Author Parameters

Register/Verify Other Authors

Co-Authors register and verify on revision

Authenticated ORCID ID Request: Hidden

Display Author Questionnaire to Co-Authors

Set Other Author Parameters

You may request additional information about Other Authors entered on the **Add/Edit/Remove Authors** manuscript submission step. Information gathered here is stored with the submission. Fields can be set as 'Hidden', 'Optional', or 'Required'. If your Publication chooses to require Other Author verification or registration for any Article Type, you may want to select E-mail or other address fields as required for all Other Authors so that you will have a means of contacting Other Authors.

Deceased Status, Equal Contribution Status and Post-Publication Corresponding Author can be set as 'Hidden' or 'Display'. If these fields are set to display, the Add/Edit/Remove Authors submission step will display a checkbox so that an Author(s) can be designated as deceased or an equal contributor on the paper. The Post-Publication Corresponding Author designation does not impact the editorial workflow in any way; it is a designation that is indicated on the published article.

The %ALL_AUTHORS_WITH_SELECTED_METADATA% merge field pulls in your choice of metadata elements for all Authors (including the Corresponding Author) to use in letters. To specify metadata for inclusion in this merge field, select the checkbox in the 'Include in Merge Field' column for all elements you want to include.

Other Author Parameters		Include in Merge Field?
Set "Title" Text Entry Box Preference:	Hidden	<input type="checkbox"/>
Given/First Name	Required	<input type="checkbox"/>
Set "Secondary Given/First Name" Text Entry Box Preference:	Hidden	<input type="checkbox"/>
Set "Middle Name" Text Entry Box Preference:	Optional	<input type="checkbox"/>
Family/Last Name	Required	<input type="checkbox"/>
Set "Secondary Family/Last Name" Text Entry Box Preference:	Hidden	<input type="checkbox"/>

Additional Co-Author Information

Policy Manager > Submission Policies >
Edit Article Types > Edit > Co-Author Parameters

Co-Author Parameters

Register/Verify Other Authors

Co-Authors register and verify on revision

Authenticated ORCID iD Request:

Display Author Questionnaire to Co-Authors

This asks the author to retrieve their ORCID using a secure Authentication mechanism during Co-Author Verification.
Select this box to require Co-Authors to respond to the Author Questionnaire in order to confirm contributing authorship.

Funding information

Policy Manager > Submission Policies > Edit Article types > Edit > Article Type Parameters

Set Secondary "Short Title" Preferences:	Hidden ▾	Hidden ▾
Set "Funding Information" Preferences:	Optional ▾	Hidden ▾
Set "Select Section/Category" Preferences:	Optional ▾	Optional ▾

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ➔ Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

Funding Information

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

Current Funding Sources

There are currently no Funding Sources.

+ Add Another Funding Source

Enter Funding Source Details

Find a Funder: UCL

Award Number: UCLA Health System (US)

Grant Recipient: Department of Radiation Oncology, UCLA Health System (US)
UCLA Chicano Studies Research Center (US)
UCL Institute of Neurology, University College London (GB)
UCL Institute for Global Health, University College London (GB)
UCL Institute of Ophthalmology, University College London (GB)
Institute of American Cultures, University of California, Los Angeles (US)
Asian American Studies Center, University of California Los Angeles (US)
Henry Samueli School of Engineering and Applied Science, University of California, Los Angeles (US)
University of California, Los Angeles (US)

[Open Special Character Palette](#)

Section Categories

Policy Manager > Submission Policies > Edit Sections/Categories and Edit Article types > Edit > Set "Select Section Category Preferences"

Set "Funding Information" Preferences:

Set "Select Section/Category" Preferences:

Set "Submit Abstract" Preferences:

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category**
- Submit Abstract

Please Select Section/Category

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

Please Choose

Edit Sections/Categories

Listed below are the Sections/Categories available. You may Add, Edit, or Remove Sections/Categories. Sections/Categories may be hidden by clicking the "Edit" link and selecting the "Hide" checkbox on that page. Any Sections/Categories which appear grayed out have been hidden.

If manuscripts are automatically assigned by the 'Submissions where Author has selected a Section/Category' method (as configured on the 'Set Editor Assignment Options' page), a Responsible Editor must be selected from the drop-down menu.

Section/Category Name	Responsible Editor
<input type="button" value="Basic Science Section"/>	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<input type="button" value="Clinical Section"/>	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<input type="button" value="Epidemiology Section"/>	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

New Section or Category:

Maximum Section/Category name is 100 characters

Responsible Editor (required if Editor Assignment is configured as 'Submissions where Author has selected a Section/Category'):

Abstract

Policy Manager > Submission Policies > Edit Article Types >
Edit > Field Size Limitations

[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Limit 250 words Word Count: 5

This is an abstract, abstract

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract**
- Enter Keywords

Limit the *Abstract* to:

Words

Characters

Keywords

Policy Manager > Submission Policies > Edit Article Types >
Edit > Article Type Parameters

Set "Enter Keywords" Preferences:

Required

Optional

Set "Enter Secondary Keywords" Preferences:

Hidden

Hidden

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ➔ Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Please Enter Keywords

Entering one or more Keywords is Required for Submission.

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption.
Each individual keyword may be up to 256 characters in length.

Limit 2 Keywords

Keyword Count: 2

Keyword 1; Keyword 2

> Field Size Limitations

Maximum Number of
Keywords:

2

Previous Next

Classifications

Policy Manager > Submission Policies> Edit Article Types >
Edit > Field Size Limitations

Number of Classifications: Minimum *A Minimum applies only when the 'Select Classifications' preference is set to "Required".*
 Maximum *The Maximum applies only when the 'Select Classifications' preference is set to "Optional" or "Required".*

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications**
- Additional Information
- Enter Comments
- Suggest Reviewers

Please Select Classifications

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications

(None Selected)

Select Classifications

Previous Next

Please Select Classifications

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select up to 3 Classification(s)

Selected Classifications

- 10: [Music](#)
- 10.200: [Rhythm and Blues](#)
- 20.100: [White](#)

Select Classifications

Previous Next

Classifications

Policy Manager > Submission Policies> Edit Classifications

Edit Classifications

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

[View Selection and Display Policies](#)

[Add Classification](#)

Search

Matching terms display in red text

Active Classifications

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

- [Remove](#) [Edit](#) **10:Music**
- [Remove](#) [Edit](#) **20:Diamonds**
- [Remove](#) [Edit](#) **30:Star Trek**

Classification Number:

Classification Description:

Select Submission Classifications

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

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. (less...)

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

[Matching terms display in red text]

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

- 10: Music**
 - .200: **Rhythm and Blues**
 - .400: **Hip Hop**
- 20: Diamonds**
 - .100: **White**
 - .200: **Yellow**
 - .300: **Pink**
 - .500: **Champagne**
- 30: Star Trek**

Selected Classifications: Select up to 3 Classification(s)

- 20.100: **White**
- 10.200: **Rhythm and Blues**
- 10: **Music**

[Add->](#)

[<-Remove](#)

Classifications

Policy Manager > Submission Policies > Set Classifications Display Policy

Search

Matching terms display in red text

Active Classifications

Expand All Collapse All

- Remove Edit **10:Music**
- Remove Edit **20:Diamonds**
 - Remove Edit 20.100:White
 - Remove Edit 20.200:Yellow
 - Remove Edit 20.300:Pink
 - Remove Edit 20.500:Champagne
- Remove Edit **30:Star Trek**
- Remove Edit **400:Sweets**
 - Remove Edit 400.50:Chocolate
 - Remove Edit 400.50.10:Mars
 - Remove Edit 400.50.20:Nestle
 - Remove Edit 400.50.30:Hersheys
 - Remove Edit 400.50.50:Cadburys

Set Classification Display and Selection Policies

The Editorial Manager classification Schema contains a hierarchical numbering structure; these options control the display and selection of classifications.

Make the top-level of classifications non-selectable to force authors and reviewers to use more detailed classification terms. Automatically selecting parent classifications will mean a broader range of classifications is automatically applied to submission and reviewers.

Selection: Users may not select top-level classifications.
 Users may only select from the lowest level of classification
 Automatically select all parent classifications.

These options control the way classifications are listed. Hiding classification numbers is only recommended for shorter lists. The Sort Alphabetically option automatically hides classification numbers. It is easier to navigate longer lists of classifications if you highlight the top level.

Display: Highlight top-level classifications.
 Sort Alphabetically (automatically hides classification numbers).
 Hide Classification Numbers.

Additional Information

Policy Manager > Submission Policies> Edit Article Types> Edit > Article Type Parameters

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information**

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

If you have submitted this manuscript to another publication please give details below

Character Count: 0

Set "Additional Information" Preferences:

Designate Submission Questionnaire:	Sample Questionnaire	Hidden
Designate Author Questionnaire:	Author Questionnaire	Hidden
Set "Enter Comments" Preferences:	Optional	Optional
Set "Suggest Reviewers" Preferences:	Display	Display
Set "Oppose Reviewers" Preferences:	Display	Display
Set "Respond to Reviewers" Preferences:	Hidden	Optional
Set "Request Editor" Preferences:	Hidden	Hidden
Set "Select Region of Origin" Preferences:	Optional	Optional

Additional Information: Options

The image displays several overlapping screenshots of a web form, highlighting different input types and validation features:

- Date Input:** A screenshot showing a text input field with a calendar icon, used for entering the date of submission.
- Radio Button Selection:** A screenshot of a question: "Custom questions and responses can also appear on the Transmittal Form?". It features a "Please select a response" label, radio buttons for "Yes" and "No", and a red error message "Please select a response." when the "No" option is selected.
- Text Area with Pre-population:** A screenshot of a question: "Custom questions can have pre-populated responses configured by the journal?". It shows a text area with pre-filled text: "Yes it can. This means that the journal can provide a selection of responses and ask the Author to delete those responses that do not apply." The character count is 141, and the limit is 20000 characters.
- Text Area with Limit:** A screenshot of a question: "If you were changed into an animal, which one would you like it be?". It shows an empty text area with a character count of 0 and a limit of 200 characters.
- Dropdown Menu:** A screenshot of a question: "What other options are there?". It includes a dropdown menu with "Follow up questions" selected. Below the dropdown, there is an example question: "Example follow up question you could ask - which only appears if you select a certain option from the previous question".
- Text Area with Limit:** A screenshot of a question: "The Journal can create custom questions?". It shows a dropdown menu with "Yes" selected.
- Date Input (repeated):** Another screenshot of the date input field.

Configure Questionnaire

Policy Manager > Questionnaire Policies> Create Questionnaire> Edit> Configure Questionnaire > Add Custom Questions

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:

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

Question Display Order:

Order	Question	Require
<input type="text" value="1"/>	Custom questions can have pre-populated responses configured by the journal?	<input checked="" type="checkbox"/>
<input type="text" value="2"/>	Custom questions and responses can also appear on the Transmittal Form?	<input type="checkbox"/>

Select Custom Questions for Questionnaire

Custom Questions available for use in a Questionnaire are displayed below. Select the Custom Questions you wish to add, and click the 'Add to Questionnaire' button to add them to the Questionnaire. Questions displayed in gray text have already been added to the Questionnaire and cannot be selected again.

Custom Questions:

Select	Description
<input type="checkbox"/>	Custom questions and responses can also appear on the Transmittal Form?
<input type="checkbox"/>	If you were changed into an animal, which one would you like it be?

The Journal can create custom questions? [Remove](#)

Submission Comments

Policy Manager > Submission Policies > Edit Article Types >
Edit > Field Size Limitations

[Insert Special Character](#)

Please Enter Comments

If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

[Pleads 5th] I have no further comments

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attachments

Limit the *Comments* to:

Words Characters

Author Suggested Reviewers

Policy Manager > Submission Policies> Edit Article Types and Select Author's Reviewer Preferences

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers**
- Oppose Reviewers
- Select Region of Origin
- Attach Files

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer. Provide specific reasons for your suggestion in the comments box for each reviewer. Note that the editorial office may not use your suggestions, but your help is appreciated to speed up the selection of appropriate reviewers.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution

Department

E-mail Address*

Oppose Reviewers

Please identify anyone who you would prefer not to review this submission.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Select Author's Reviewer Preferences

You may ask Authors to suggest preferred Reviewers when submitting a manuscript (Suggest Reviewers). You may also ask Authors to indicate Reviewers who should not review the submission due to conflict of interest or bias (Oppose Reviewers). All of the fields below are displayed for the Suggest Reviewer and Oppose Reviewer submission steps. However, you can specify which fields are required for Authors to fill in, by clicking the 'Display' checkbox. First Name and Last Name are always required when suggesting or opposing Reviewers. You must then go to the 'Edit Article Type' step(s) to 'Display' for the appropriate Article Types. You may also specify a minimum number of suggested Reviewers per Article Type page.

Authors must suggest a minimum of Reviewers when submitting their manuscripts.

Suggest Reviewers	Oppose Reviewers
<input checked="" type="checkbox"/> Given/First Name	<input checked="" type="checkbox"/> Given/First Name
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Middle Name
<input checked="" type="checkbox"/> Family/Last Name	<input checked="" type="checkbox"/> Family/Last Name
<input type="checkbox"/> Degree	<input type="checkbox"/> Degree
<input type="checkbox"/> Position	<input type="checkbox"/> Position
<input type="checkbox"/> Department	<input type="checkbox"/> Department
<input type="checkbox"/> Institution	<input type="checkbox"/> Institution
<input checked="" type="checkbox"/> E-mail	<input checked="" type="checkbox"/> E-mail
<input type="checkbox"/> Reason	<input checked="" type="checkbox"/> Reason

Region of Origin

Policy Manager > Submission Policies> Edit Manuscript Geographic Region of Origin

New Submission

- ✓
- ✓
-
- ✓
- ✓

Please Select Region of Origin

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

Please Choose

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Role: Managing Editor Username: mary

Edit Manuscript Geographic Region of Origin

The countries or regions below will display to the Author during the "Select Region of Origin" manuscript submission step. The ISO 3166 standard country list may be used, with custom additions; or an entirely customized list may be used. Click [ISO 3166 Country List](#) to see the ISO country list.

- Use ISO 3166-1 Standard Country List
- Use ISO 3166-1 Standard Country List and Custom Region List
- Use Custom Region List Only

[ISO 3166-1 Standard Country List](#) [Edit Custom Region List](#)

Submission Items

Policy Manager > Submission Policies > Edit Submission Items

Edit Master Submission Item Types

Listed below are the Item Types that may be uploaded as components of a submission. The order of items the user will see in the Item Type drop-down list on the 'Attach Files' page can be changed by entering the desired numeric order in the boxes below and clicking the "Update Item Order" button.

To force the items into this order during the manuscript submission process, select the checkbox 'Impose this order on uploaded files'. The Author will have the opportunity to re-order items of the same Item Type.

Impose this order on uploaded files.

Click the 'Save Changes' button to save this setting

Required Items will be shown first in the drop-down list if the checkbox 'Show required Submission Items for each Article Type first in the drop-down list' is checked. If imposed ordering is enabled, then the required items will be displayed first in the drop-down list on the Attach Files page, but the files will be ordered according to the order defined below.

Show required Items for each Article Type first in the drop-down list.

Click the 'Save Changes' button to save this setting

Save Changes

Order	Item Type	Item Family	Artwork QC	Refer
<input type="text" value="1"/>	Author Agreement	Default		
<input type="text" value="2"/>	Figure	Figure		
<input type="text" value="3"/>	Manuscript	Document		
<input type="text" value="4"/>	Table	Table		
<input type="text" value="5"/>	Dataset	Default		
<input type="text" value="6"/>	Video File	Supplemental		

New Submission

Select Article Type

Enter Title

Add/Edit/Remove Authors

Funding Information

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Suggest Reviewers

Oppose Reviewers

Select Region of Origin

Attach Files

[Insert Special Character](#)

Please Attach Files

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

Item
<input checked="" type="checkbox"/> *Author Agreement
<input checked="" type="checkbox"/> *Manuscript
<input type="checkbox"/> Figure
<input type="checkbox"/> Table

Enter a **Description** and then click **Attach** and drop files.

Description

Or Drag & Drop Files Here



Submission Items

Policy Manager > Submission Policies> Edit Article Types> Edit > Edit Submission Item Parameters

Submission Item Parameters:

Author Agreement

Required for Submission:

New Submission
Required ▾

Revised Submission
Optional ▾

Allow Offline Submission:

Hidden ▾

Hidden ▾

- Exclude from Reviewer PDF
(for New and revised Submissions)
- Publisher gets file:
(for New and revised Submissions)

Manuscript

Required for Submission:

New Submission
Required ▾

Revised Submission
Required ▾

Allow Offline Submission:

Hidden ▾

Hidden ▾

Item Metadata: Manuscript Word Count

Optional ▾

Optional ▾

- Exclude from Reviewer PDF
(for New and revised Submissions)
- Publisher gets file:
(for New and revised Submissions)

File Upload

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin

[Insert Special Character](#)

Please Attach Files

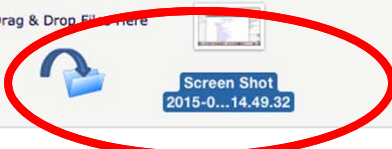
Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item: *Author Agreement

Enter a **Description** and then either choose files or drag and drop files.

Description: Author Agreement

Choose Files Or Drag & Drop Files Here



The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

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

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Author Agreement	Author Agreement	Screen Shot 2015-05-20 at 14.49.32.png	530.6 KB	27 May 2015	Download	<input type="checkbox"/>

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

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Author Agreement	Author Agreement	Screen Shot 2015-05-20 at 14.49.32.png	530.6 KB	27 May 2015	Download	<input type="checkbox"/>
2	*Manuscript	Manuscript	Main Manuscript for ...		52%		<input type="checkbox"/>

Author Approval: Build PDF

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Oppose Reviewers
- ✓ Select Region of Origin
- ➔ Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

One or more required items are missing:

	Online		Online
*Author Agreement	0	Figure	0
*Manuscript	1	Table	0

Previous

New Submission


- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Oppose Reviewers
- ✓ Select Region of Origin
- ➔ Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online		Online
*Author Agreement	1	Figure	0
*Manuscript	1	Table	0

Previous Build PDF for my Approval



Submissions Awaiting Author Approval

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Author Submission Approval

Submissions Waiting for Approval by Author Apple Jack

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

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

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

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
		Full article	19 May 2015	19 May 2015	Building PDF	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

Submissions Waiting for Approval by Author Apple Jack

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

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

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

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
Action Links		Full article	19 May 2015	19 May 2015	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Author Approval Instructions

Policy Manager > Submission Policies > Configure Author Accept Checkbox

Configure Author Accept Checkbox

Cancel

Submit

If you enable the Author Accept Checkbox feature for this publication, Authors will not be able to approve their submission and submit it to the editorial office without clicking the 'I Accept' checkbox on the Submissions Waiting for Author's Approval page. The Author Accept Checkbox feature can be used to require Authors to read and accept a publication's Ethics in Publishing Statement, Terms and Conditions, etc.

Enable Author Accept Checkbox on Submissions Waiting for Author's Approval Page.

Area	Instructions
Instruction to display on the Author's Submissions Waiting for Author's Approval Page	<p>Insert Special Character</p> <p>If no Actions appear for your submission, please wait a few minutes for your PDF to be b... The Actions appear automati... when your PDF is available.</p> <p>The 'Edit Submission' link all... you to fix or alter your submi... Please use Edit Submission t...</p> <p>View Default Instructions Revert to Instructions</p>
Column Header	<p>Insert Special Character</p> <p>This column header can be customized with links to outside websites e.g. ethical rules etc.</p>

Column Header	<p>Insert Special Character</p> <p>This column header can be customized with links to outside websites e.g. ethical rules etc.</p>
Alert Text displayed if Author does not tick/select box before clicking Approve Submission	<p>Insert Special Character</p> <p>You must check the box! Tick if you are wonderful...</p>

Author Submission Approval

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

Role: Author Username: AJack-333 English

Important Message: Site under development. Do not use
Proxying for Apple Jack - Author To exit proxy mode, click 'Logout'.

Submissions Waiting for Approval by Author Apple Jack

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.
The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action	Manuscript Number	Title	Date Submission Began	Status Date	Current Status	This column header can be customized with links to outside websites e.g. ethical rules etc.
Action Links	View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Full article	19 May 2015	19 May 2015	Needs Approval	<input checked="" type="checkbox"/> I accept

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

<< Author Main Menu

Author's Decision

Thank you for approving "Full article".

[Main Menu](#)

Manuscript Submitted!

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

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



Widgets

Additional People Details, Additional Manuscript Details, Flags, and Attachments

Additional People Details

People Record

User Information

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password * [Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? * Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No


Reviewer Role *

Publisher Role *

Editorial Role *

Editor Description

[Activity Details](#)

 [Additional People Details](#)

- The Publication can configure Additional People Details fields to collect more author information.
- These fields can be accessed in the people record under Additional People Details.

Additional People Details - Dianne Wiest

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

Gender	<input type="text" value="Female"/>
Maiden Name	<input type="text" value="Jordan"/>

Additional People Details

Transmittal Form

Number of Tables	<input type="text"/>
Number of Line Diagrams	
Number of Halftones	
Number of Color Figures	
Total Number of Figures	
Total Number of Figure Pieces	
Press Interest	
Open Access YN	
Digital Files Submitted	
Office Contact	
Author Page Charges Payment/Agreement of Payment Received	
Number of manuscript pages (not proofread pages)	<input type="text"/>
Online Page End Number	
Online Page Start Number	
Open Access Funding	Please Choose a Value ▼
Open Access License to Publish Form Received	Please Choose a Value ▼
Open Access Payment Received	Please Choose a Value ▼
Public Access Funding	
Public Access Funding Bodies	
Public Access Funding Bodies: Other(s)/Multiple	
Open Access Type	<input type="text"/>
Gender	Female ▼
Maiden Name	Jordan
Are you affiliated with multiple institutions?	

A journal can insert any specific instructions for the person filling out the Transmittal Form, or someone receiving the printed Transmittal Form. Such instructions can be inserted here. Additional instructions can be inserted at the top of this form.

- The Publication can also allow configure these additional fields to appear on the Transmittal Form.

Additional People Details - Configurations

☐ Additional Data Policies

Add/Edit Additional People Detail Fields

Add/Edit Additional Manuscript Detail Fields

Edit Additional Invitation Details

- Additional People Details are configured in PolicyManager.

Add/Edit Additional People Detail Fields

Listed below are the Additional People Detail Fields added for your journal. The values for these fields are entered manually on the Additional People Details page or the Transmittal Form.

Add

Order

Description

Actions

1

Gender

Remove Edit

2

Maiden Name

Remove Edit

Update Item Order

Add

Additional People Details - Configurations

Field Description: [Insert Special Character](#)

Gender
Maximum 256 characters

Field Type: [View/Edit Values for Drop-down List](#)

Options
Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional People Details page, but not on the Transmittal Form. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens a pop-up containing the Help Text.

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="text"/>
People Activity Details	<input type="checkbox"/>	N/A	N/A	<input type="text"/>
Transmittal Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

- You can configure the fields to appear in the Additional People Details, People Activity Details and the Transmittal Form.

Additional Manuscript Details

Additional Manuscript Details:	Add/Edit Additional Manuscript Details
Corresponding Author:	Dashanna Terry , North Andover, UNITED STATES [Proxy]
Corresponding Author E-Mail:	dterry@ariestrash.com

- Additional Manuscript Details can be configured to collect additional information on submissions.

Open Access Funding	Yes ▼
Open Access License to Publish Form Received	Yes ▼
Open Access Payment Received	Please Choose ▼
Party Responsible for Color Costs	Please Choose ▼
Permissions received if required	Please Choose ▼
Public Access Funding	Please Choose ▼
Public Access Funding Bodies	Please Choose ▼

Open Access YN	
Digital Files Submitted	
Office Contact	
Author Page Charges Payment/Agreement of Payment Received	
Number of manuscript pages (not proofread pages)	<input type="text"/>
Online Page End Number	
Online Page Start Number	
Open Access Funding	Please Choose a Value ▼
Open Access License to Publish Form Received	Please Choose a Value ▼
Open Access Payment Received	Please Choose a Value ▼
Public Access Funding	
Public Access Funding Bodies	
Public Access Funding Bodies: Other(s)/Multiple	
Open Access Type	<input type="text"/>

Additional Manuscript Details - Configurations

Add/Edit Additional Manuscript Detail Fields

Manuscript Detail Fields added for your journal. The values for these fields are entered manually on the Additional Manuscript Details page or the article layouts. If a Custom Flag has been configured to be Associated with an Additional Manuscript Detail field, an option to turn that Flag on or off will appear next to the field.

Order	Description	Associated with Flag	Actions
<input type="text" value="1"/>	Color Charge Waiver		Remove Edit
<input type="text" value="2"/>	Page Charge Waiver		Remove Edit
<input type="text" value="3"/>	Copyright		Remove Edit
<input type="text" value="4"/>	Edited By		Remove Edit

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:

If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

Display Field for All Article Types
 Display Field for Selected Article Types

On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.

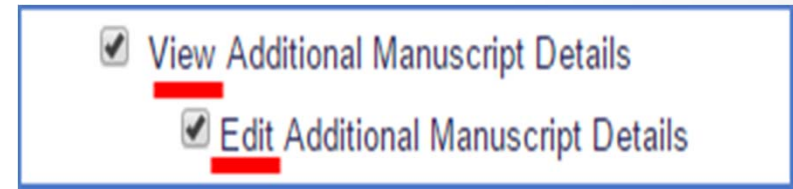
Page	Hide	Editable	Required
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Help
	Custom Metadata ID: <input type="text"/>		
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A
Search Submission	<input type="checkbox"/>	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A

Additional Details - Permissions

- Additional People Details



- Additional Manuscript Details



- These permissions are only available to users with an Editor Role.

Flags

Manuscript Notes

View Submission Details ▾ History File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition View Reviews and Comments Rescind Decision PubMed - Title PubMed - Author Send E-mail Linked Submissions	14000814	Original Study	The best titled paper	Dashanna Terry, MD
--	----------	----------------	-----------------------	--------------------

Manuscript Notes: Top

Display Manuscript Notes Flag Insert Special Character

Submission will be fast-tracked with paper 1400086

View Submission Details ▶ ▾ History File Inventory Edit Submission Solicit Commentary
--

- The Manuscript Notes and option for displaying the flag, are available on the Details Page.

Flags





Submission Flags

View Submission Details ▾ History File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition View Reviews and Comments Rescind Decision PubMed - Title PubMed - Author Send E-mail Linked Submissions	14000814	Original Study
--	----------	----------------

Submission Flags - Manuscript Number 14000814 "The best titled paper"

Check the box of the flag(s) you want to display for this submission. Once a flag is enabled, the flag is displayed next to the 'Details' link on all Editor and Publisher pages (if the user has RoleManager permission to 'View Submission Flags').

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

Display	Flag	Flag Name
<input checked="" type="checkbox"/>		Missing Copyright Transfer Information
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input checked="" type="checkbox"/>		Companion Paper


- Submission Flags are configured by the Publication and any user with permission can add these flags.
- When selected all available Submission Flags show.

View Submission Details ▾   History File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition View Reviews and Comments Rescind Decision PubMed - Title PubMed - Author Send E-mail Linked Submissions	14000814	Original Study	The best titled paper	Dashanna Terry, MD	10-16-2014	05-25-2015
--	----------	----------------	-----------------------	--------------------	------------	------------

Search Submission Flags

Searching Submission Flags

Search

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

(Criterion	Is/Is not	Selector	Value)
<input type="checkbox"/>	Submission Flag Name	<input type="checkbox"/> is	<input type="checkbox"/> Equal To	Missing Copyright Transfer Information	<input type="checkbox"/>
					<input type="button" value="Add"/>

Quicklinks   

Search Submissions - Se
Submission Flag Name is equal to 'Missing Cop

Page: 1 of 1 (4 total submissions) 1

Manuscript Number	Article Title	Article Type	Action
14000812	Test Title Manuscript	Original Study	View Submission Duplicate Submission Check (43%) Details   Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition PubMed Title Search PubMed Author Search Send E-mail Linked Submissions
14000814	The best titled paper	Original Study	View Submission Duplicate Submission Check (53%) Details    Initiate Discussion History File Inventory Edit Submission

- With permission to Search Submissions, comes the ability to search on Submission Flags.

Search Submission Flags

Saving Submission Flag Searches



Search Submissions - Search Results

Submission Flag Name is equal to 'Missing Copyright Transfer Information'

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Missing Copyright Transfer Information'	Missing Copyright
	<input checked="" type="checkbox"/> Show this Search in Main Menu

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)

Managing Editor Main Menu

Quick Searches:

[Missing Copyright](#)

[Title Search](#)

Flags

People Flags




Corresponding Author:	Dashanna Terry  North Andover, UNITED STATES [Proxy]
Corresponding Author E-Mail:	dterry@ariestrash.com
Author Comments:	

People Flags - Dashanna Terry

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.


Display	Flag	Flag Name
<input checked="" type="checkbox"/>		Preferred Reviewer
<input type="checkbox"/>		always calls
<input type="checkbox"/>		does not submit forms on time

Corresponding Author:	Dashanna Terry ,    North Andover, UNITED STATES [Proxy]
Corresponding Author E-Mail:	dterry@ariestrash.com
Author Comments:	

- People Flags can be added to people records like Submission Flags can be added to submissions.

Search People Flags

Search

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

Search People






Choose the criterion for selecting People Records.

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

Criterion	Selector	Value	User Role
People Flag Name	Is Equal To	Preferred Reviewer	ALL END
Last Name	Begins With		END
Last Name	Begins With		

- Publications can search on People Flags.

Page: 1 of 1 (2 total People Matches)

Merge People	Name	City	State or Province	Country
<input type="checkbox"/>	Dashanna Terry, MD  	North Andover		UNITED STATES
<input type="checkbox"/>	Richard Hirschfeld, MD   			UNITED STATES

Flags - Configurations

○ Submission Flags

☐ 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
- 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





○ People Flags

☐ 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
- 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

Submission Flags

Configurations

Order	Flag	Flag Name	Flag Type	Associated With AMD	
<input type="text" value="1"/>		Missing Copyright Transfer Information	Editorial and Production		Remove Edit
<input type="text" value="2"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="3"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround	Editorial and Production		Remove Edit
<input type="text" value="4"/>		Companion Paper	Editorial and Production	Companion Paper Number	Remove Edit

Edit Customized Submission Flag

and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Submission Flags' and 'Turn Off Submission Manuscript' on the Submission Flags page (accessible from the Details page). The Flag Type indicates whether a particular flag is displayed on the edit page. If you associate this Flag with an Additional Manuscript Details (AMD) field, these Editors and Publishers can also display/turn off this Flag on pages containing that field. If you associate this Flag with an AMD field, this flag will be displayed next to the 'Details' action link on all pages where the 'Details' link is displayed (Editor and Publisher Roles must have permission to edit the field).

Flag Icon: 

Original Flag Icon: 

Flag Name: [Insert Special Character](#)
Maximum 256 characters

Flag Type: Editorial Production

Associate with AMD Field:

Hide When you Hide a flag, the flag cannot be turned on for new submissions, but will continue to display on existing submissions (until it is turned off by a user with appropriate permission).

Turn off flag throughout the system When you turn off a flag throughout the system, the flag will be removed from all submissions to which it was attached.






Submission Flags

Additional Manuscript Details


<input type="checkbox"/>	15	Companion Paper Number	 Companion Paper	Remove	Edit
<input type="checkbox"/>	16	Companion Paper Description		Remove	Edit
<input type="checkbox"/>	17	Condensed Abstract		Remove	Edit
<input type="checkbox"/>	18	Number of Text Pages		Remove	Edit
<input type="checkbox"/>	19	Number of Tables		Remove	Edit
<input type="checkbox"/>	20	Number of Line Diagrams		Remove	Edit



Display	Flag	Flag Name
<input type="checkbox"/>		Missing Copyright Transfer Information
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input checked="" type="checkbox"/>		Companion Paper

o Additional Manuscript Details can be associated with Submission Flags!

Subject Code	
Companion Paper Number	<input type="text" value="14500068"/> Display 'Companion Paper' Flag : <input checked="" type="checkbox"/>
Companion Paper Description	



People Flags

Configurations

- People Flags can be customized like Submission Flags and the Publication can modify the flag and its availability at any time.

Create Customized People Flags

People Flags can be attached to people records on the People Flags page (accessible from the 'People Information' and 'Search People – Update Information' page), or by clicking on the flag icon on any page where a People Flag is displayed. Users with permission to 'Turn On People Flags' can also set flags by clicking the 'Set Flag' icon . When a flag is displayed for a person, it is visible to Editors and Publishers with appropriate RoleManager permission.

Order	Flag	Flag Name		
<input type="text" value="1"/>		Preferred Reviewer	Remove	Edit
<input type="text" value="2"/>		always calls	Remove	Edit
<input type="text" value="3"/>		does not submit forms on time	Remove	Edit


Add Customized People Flag

Choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On People Flags' and 'Turn Off People Flags' can page. When a flag is attached to a people record, it will be displayed next to the person's name on many pages throughout the system (Editor and s').

Flag Icon:

Flag Name: [Insert Special Character](#)

Maximum 256 characters



Flags - Permissions

Flag Icons

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

- Permissions for all flags are found in one place in RoleManager.

Attachments

Letters

All Submissions with Final Disposition Accept - Dashanna Terry, MD

Contents: All Submissions for which a final disposition of "Accept" has been set.

Page: 1 of 2 (11 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name	Final Disposition	Editor Decision
View Submission Details History File Inventory Edit Submission Solicit Commentary Publish Information View Reviews and Comments Transmittal Form PubMed - Title PubMed - Author Send E-mail Linked Submissions	14000814	Original Study		The best titled paper	Dashanna Terry, MD	10-16-2014	06-13-2015	Completed Accept	Jerry Orbach	Accept	Accept

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.

Editor - Letter to Author

Cancel

Customize Letter

Customize Letter - Editor - Letter to Author

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

Cancel Preview and Send

From: The Journal <trash1@ariessc.com>

To: dterry@ariessys.com;

Letter Subject: Current Review Status

Attachments: **Add/Change Attachments**

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

Dear Author,

At this time reviews have been completed on your manuscript. Please review the following comments.

%ALL_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

Thank you,
Dashanna Terry
Journal Office

Attachments

Letters

Select Files

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

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

Browse your computer:

Choose Files

Or drag and drop files here:

Add Files from Submission Inventory

Cancel Proceed

Add Files from Submission Inventory

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

[Submission Files](#) | [Editor/Reviewer Attachments](#)

System PDFs

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

Select	Submission Revision	PDF Version	Size	Last Modified
<input type="checkbox"/>	Original	Editor/Author Version	281.2 KB	10-16-2014
<input type="checkbox"/>	Original	Reviewer Version	279.6 KB	10-16-2014

Submission Files Top

Select	File Name	Description	Item	Size	Last Modified
<input type="checkbox"/>	Editorial Paper.docx	Manuscript	Manuscript	12.3 KB	09-16-2014
<input type="checkbox"/>	Tables.docx	Manuscript	Table	41.2 KB	01-28-2015

Editor/Reviewer Attachments Top

Select	File Name	Description	Uploaded By	Size
<input type="checkbox"/>	RevComments.odt	Reviewer Comments	Doris Beleck (Reviewer)	13 KB
<input type="checkbox"/>	EdComments.odt		Jerry Orbach (Deputy Editor)	13 KB
<input type="checkbox"/>	ReviewerComments.odt	Reviewer Comments	Gerry Bamman (Reviewer)	13 KB


Cancel Proceed

Attachments

Letters

Files Uploaded for Attachment

File Name	Size	Last Modified	Actions
AuthorAttachment.odt	13 KB	06-15-2015	Download Remove

 **Add Files from Submission Inventory**

Cancel

Proceed

Customize Letter - Editor - Letter to Author

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

Cancel

Preview and Send

From: The Journal <trash1@ariessc.com>

To: dterry@ariessys.com;

Letter Subject:

 Attachments: [AuthorAttachment.odt](#)



Attachments


Letters

Preview Letter - Editor - Letter to Author

Cancel

Print

Send E-Mail

 Attachments: [AuthorAttachment.odt](#)

Dear Ms. Author,

At this time reviews have been completed on your manuscript. Please review the following comments.

Reviewer 1:

Great subject matter, I think you did a thoughtful analysis.

Reviewer 2:

Hot button issue, thank you for your objectivity.

Thank you,
Dashnanna Terry
Journal Office

Cancel

Print

Send E-Mail

Attachments


Reviewers

Reviewer Recommendation and Comments for Manuscript Number 14000814

The best titled paper

Original Submission
Gerry Bamman (Reviewer 3)

Recommendation:



Upload Reviewer Attachments for Manuscript Number 14000814
"The best titled paper"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description: [Insert Special Character](#)

File Name: ReviewerComments.odt

No files are attached.

Attachments

Reviewers

Description: [Insert Special Character](#)

File Name: No file chosen

Attachments:

Action	Description	File Name	Size	Last Modified
Download Remove	Reviewer Comments	ReviewerComments.odt	13.0 KB	06-13-2015

Reviewer Recommendation and Comments for Manuscript Number 14000814

The best titled paper

Original Submission
Gerry Bamman (Reviewer 3)

Recommendation **Accept**

Custom Review Question(s)
Are you willing to review the revision of this manuscript? **Response**
Are you comfortable reviewing this material? **Yes**
yes

Reviewer Confidential Comments to Editor:
Is there a financial or other conflict of interest between your work and that of the authors?
YES ___ NO ___
Please give a frank account of the strengths and weaknesses of the article:


Attachments:

Action	Description	File Name	Size	Last Modified
Download	Reviewer Comments	ReviewerComments.odt	13.0 KB	06-13-2015

- Once a Reviewer has completed his review, the attachments are forwarded on with the review to the Editor.

Attachments

Editors

Attachments:	Attachments
Submission Target Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Submission Target Volume:	<input type="text"/>
Submission Target Issue:	<input type="text"/>
Transmittal Form:	Link to Transmittal Form
Discussion Forum:	Initiate Discussion

- Attachments are accessible from the details page.

Attachments:							
Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access	Allow Reviewer Access
Original Submission							
Download Remove Upload Revised File	Jerry Orbach (Editor)		EdComments.odt	13.0 KB	05-25- 2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Download Remove Upload Revised File	Doris Belack (Reviewer 2)	Reviewer Comments	RevComments.odt	13.0 KB	05-25- 2015	<input type="checkbox"/>	<input type="checkbox"/>

[Upload Attachments](#)

Attachments

Editors

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼
View Submission Details ▾ History File Inventory View Reviews and Comments Rescind Decision PubMed - Author OVID - Author Send E-mail	14000814	Original Study		The best titled paper	Dashanna Terry, MD

View Reviews and Comments for Manuscript 14000814
"The best titled paper"
Original Submission

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

[Attachments \(2\)](#) [View Manuscript Rating Card](#) [View](#)

Doris Belack (Reviewer 2)

Jerry Orbach (Deputy Editor)

Author Decision Letter

Dashanna Terry, MD (Author)

- When the Editor goes to the Submissions With Required Reviews Complete Folder, the View Reviews and Comments link will contain the reviewer attachments.

Attachments

Editors

Deputy Editor Decision and Comments for Manuscript Number 14000814

The best titled paper
Original Submission
Jerry Orbach (Deputy Editor)
Decision: No Decision

Cancel Save & Submit Later Proof & Print Proceed

[Details](#) [History](#) [Attachments \(1\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#) [Send](#)

Doris Belack (Reviewer 2) **Original Submission** Accept



Attachments for Manuscript Number 14000814
"The best titled paper"

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.


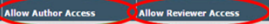
To make the file visible to the Author when the Author revises the submission or views the Editor decision, check the box 'Allow Author Access'.

Save and Close

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access	Allow Reviewer Access
Original Submission						<input type="checkbox"/>	<input type="checkbox"/>
Download Remove Upload Revised File	Doris Belack (Reviewer 2)	Reviewer Comments	RevComments.odt	13.0 KB	05-25-2015	<input type="checkbox"/>	<input type="checkbox"/>


Upload Attachments



- When the Editor opens the Attachments link from Submit Editor Decision and Comments, he can see the reviewer attachment(s), Allow Author and Reviewer Access, and upload additional attachments.

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access	Allow Reviewer Access
Original Submission							
Download Remove Upload Revised File	Jerry Orbach (Editor)		EdComments.odt	13.0 KB	05-25-2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Attachments

Editors

Notify Author

Manuscript Number:
14000814

Title: The best titled paper

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

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

For your guidance, reviewers' comments are appended below.

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

Your revision is due by %DATE_REVISION_DUE%.

To submit a revision, go to <http://demodt120.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

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

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access
Original Submission						
Download	Gerry Bamman (Reviewer 3)	Reviewer Comments	ReviewerComments.odt	13.0 KB	06-13-2015	<input type="checkbox"/>
Download	Jerry Orbach (Editor)		EdComments.odt	13.0 KB	05-25-2015	<input checked="" type="checkbox"/>
Download	Doris Belack (Reviewer 2)	Reviewer Comments	RevComments.odt	13.0 KB	05-25-2015	<input type="checkbox"/>

[Upload Attachments](#)

- The Attachments uploaded by Reviewers and Editors are available on the Author decision letter page.

Attachments - Configuration

☐  ProduXion Manager

-  [Configure Attachment Security](#)
-  [Edit Instructions for Attachments](#)
-  [Set Attachments Deep Link Policy](#)

Sanitization

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

Completed Reviewer Assignments f. MD

Display results per page.

☐ Action ▲	My Reviewer Number ▲▼	Article Type ▲▼	Status Date ▲▼	Current Status ▲▼	Final Disposition ▲▼	Date Reviewer Invited ▲▼	Date Reviewer Agreed ▲▼	Date Review Due ▲▼	Date Review Submitted ▲▼	Days Taken ▲▼	Editor's Name ▲▼
History View Reviewer Comments View Decision Letter View Attachments Similar Articles in MEDLINE Send E-mail	3	Research Reports	03-25-2015	Completed Accept	Accept	03-18-2015	03-25-2015	04-08-2015	03-25-2015	7	

Action	Uploaded By	Description	File Name	File Size
Original Submission				
Download Download Sanitized Copy	Reviewer 1	Review of 15-00006	Review of submission.docx	13.6 KB

Attachments - Configuration

Letters

E-mail and Letter Policies

[Edit Letters](#)

[Define Custom Merge Fields](#)

[Set "Email From" Address](#)

[Set Non-Email "Preferred Method Of Contact" Correspondence Email Address](#)

[Set Notify Author Blinding Policy](#)

[Configure Email Import](#)

[Set Notify Editor Preference](#)

Edit 'Ad Hoc From Editor' Letter

Cancel

Save

Letter Purpose: Editor - Letter to Author

Subject: Current Review Status

Letter Family: Ad Hoc From Editor

Editor Roles That Can Send This Letter

None Selected

ALL EDITOR ROLES [Select All](#)

Managing Editor

Deputy Editor

Editorial Assistant [Clear All](#)

Allow attachments

Letter Body: [Insert Custom Merge Field](#) | [Insert System Merge Field](#)

Dear Author,

At this time reviews have been completed on your manuscript. Please review the following comments.

%ALL_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

Thank you,
Dashnanna Terry
Journal Office

Attachments - Configuration

ProduXion Manager

- Configure Attachment Security
- Edit Instructions for Attachments
- Set Attachments Deep Link Policy

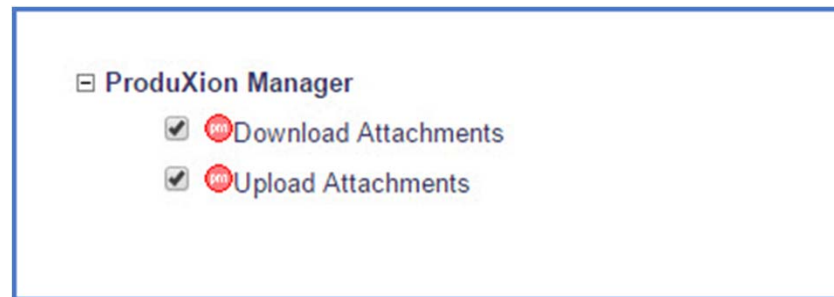
Availability

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

Author Access

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

Attachments - Configuration





- %ATTACH_FOR_AUTHOR_DEEP_LINK%,
- %ATTACH_FOR_REVIEWER_DEEP_LINK%
- %ATTACH_FOR_EDITOR_DEEP_LINK%

Attachments - Permissions


Editor

☐ **ProduXion Manager**

-  Download Attachments
-  Upload Attachments

Reviewer

☐ **Permissions for Pending Assignments and Completed Assignments**

- View Status History
- View Correspondence History
- View Corresponding Author
- View Similarity Check Results
-  Upload Attachments on Reviewer Recommendation page

- The Reviewers can only download Attachments they are given permission to see.

Attachments - Permissions



- Would you like to use this functionality but don't think Attachments are enabled for your site?

Contact your Account Coordinator!

Journal Office Functions

Managing People

Managing People Record: Search People

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
Last Name	Begins With		ALL AUTHOR ROLES
Last Name	Begins With		Author Role: Author
Last Name	Begins With		ALL REVIEWER ROLES
Last Name	Begins With		Reviewer Role: EB Reviewer
Last Name	Begins With		Reviewer Role: Reviewer
Last Name	Begins With		ALL EDITOR ROLES
Last Name	Begins With		Editor Role: AEditor
Last Name	Begins With		Editor Role: Copy editor
Last Name	Begins With		Editor Role: Editor
Last Name	Begins With		Editor Role: Editorial Assistant
Last Name	Begins With		Editor Role: GWTG - Stroke
Last Name	Begins With		Editor Role: Managing Editor
Last Name	Begins With		Editor Role: NBT
Last Name	Begins With		Editor Role: PAP Editor
Last Name	Begins With		Editor Role: Printer
Last Name	Begins With		Editor Role: Production Coordinator
Last Name	Begins With		ALL PUBLISHER ROLES
Last Name	Begins With		Publisher Role: NBT
Last Name	Begins With		Publisher Role: Production Coordinator

- You can search by specific criterion or by role!

[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Managing People Records: Search People

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼	Author Role	Reviewer Role ▲▼	Editor Role ▲▼	Publisher Role ▲▼
<input type="checkbox"/>	ふいありがい KF			UNITED STATES	[Author]			
<input type="checkbox"/>	Jane A. White KF			UNITED STATES	[Author]			
<input type="checkbox"/>	Caroline Webber KF			UNITED STATES	[Author]			[NBT]
<input type="checkbox"/>	Caroline Webber KF			UNITED STATES	[Author]			
<input type="checkbox"/>	Caroline Webber KF			UNITED STATES	[Author]			

- Yellow Links allow a user to function in proxy mode. This is a high powered permission and should be carefully controlled.
- Clicking on a user name opens that persons user record.

Managing People Records: Update Information

Search People - Update Information

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

Sam Smith 

Self-Registered:
Dec 14, 2010

Last Modified:
Sep 08, 2011

Inactivate this User

Send Access Credentials

User Information

[Insert Special Character](#)

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

User Name *

Password *

[Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *

Publisher Role *

Editorial Role *

Editor Description

Activity Details

Additional People Details

Managing People Records: Password Security

Configure Send Username or Password Options

Users attempting to login to the system may forget their Username and/or Password.

- If 'Send Username/Password' is selected, there is an action link displayed on the Login page entitled 'Send Username/Password'. If the user forgot his Username and/or Password, he would click this link, and enter First Name, Last Name, and E-mail Address. If the system finds a match, the person's Username and Password will be e-mailed to the E-mail Address in the system.
- If 'Send Password Only' is enabled, the action link 'Send Password' replaces the 'Send Username/Password' link on the Login page. If the user forgot his Password, he would click this link, and enter Username and E-mail Address. If the system finds a match, the person's Password will be e-mailed to the E-mail Address in the system. If the user forgot both the Username and Password, he must contact customer support outside of the system.

- Send Username/Password
 Send Password Only

Use the option below to reset the user's password to a temporary system-generated password before sending the E-mail. This setting applies to both 'Send Username/Password' and 'Send Password Only'. The user will then be forced to set a new password the first time they log in using the temporary password.

Reset password before sending

Cancel

Submit

Managing People Records: People Information

People Information - Elisha Daley ▾

[Summary Statistics](#)

[Detailed Statistics](#)

Cancel

Save and Close

General Information

Permanent Address: (Current Address)	Merrimack, NH UNITED STATES edaley@ariestrash.com
People URLs:	None
Unavailable Dates:	None
Role:	Author, Reviewer

People Notes

[Insert Special Character](#)

Always late on reviews

Personal Classifications (* indicates match with document)

Classification	Experience Ranking
20: Health	
20.1000: Parasites	

Managing People Records: Summary Statistics

Current Review Statistics

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Apr 19 2013 2:27PM	0	0

Historical Reviewer Invitation Statistics

Total Invitations	Agreed to Review	Declined to Review	Un-invited Before Agreeing to Review	Terminated Before Agreeing to Review
26	15	5	4	2

Historical Reviewer Performance Summary

Total Completed Reviews	Submitted on Time	Submitted Late	Un-assigned After Agreeing to Review	Terminated After Agreeing to Review	Date Last Review Completed
15	15	0	0	0	Apr 17 2013 12:32PM

Historical Reviewer Averages


Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders	Review Rating
0	0	-13	0	0

Reviewer Recommendation Summary

[Terminated by Associate Editor]:	1
[Terminated by Editor in Chief]:	1
Accept:	13
Major Revision:	0
Minor Revision:	2
Reject:	0

Managing People Records: Detailed Statistics

Reviews in Progress and Outstanding Invitations

MS Number	Date Invited	Date Agreed	Date Due	Elapsed Days	Days Late	Last Remind Date	# of Reminders	Handling Editor	Action
DEMOSGG100-D-13-00001	Jan 21 2013 11:20AM	Jan 21 2013 11:29AM	Feb 28 2013 11:59PM	137	99		0	Mary Eiserman	View Submission Details  History

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	Review Rating	Action
DEMOSGG-D-12-00002	Feb 17 2012 2:26PM	Feb 22 2012 3:08PM	Feb 24 2012 10:39AM	-7	0	Accept	0	View Submission Details  History
DEMOSGG-D-12-00008	Feb 28 2012 3:28PM	Feb 28 2012 3:35PM	Feb 28 2012 3:40PM	-14	0	Accept	0	View Submission Details  History
DEMOSGG-D-12-00021	Mar 14 2012 9:15AM	Mar 14 2012 9:15AM	Mar 14 2012 9:17AM	-14	0	Accept	0	View Submission Details  History
DEMOSGG-D-12-00026R1	May 4 2012 8:30AM	May 4 2012 8:31AM	May 4 2012 8:31AM	-14	0	Major Revision	0	View Submission Details  History
DEMOSGG100-D-13-00012	Apr 17 2013 10:46AM	Apr 17 2013 10:49AM	Apr 17 2013 10:50AM	-14	0	Minor Revision	0	View Submission Details  History
DEMOSGG92-D-12-00058	Oct 31 2012 4:34PM	Oct 31 2012 4:34PM	Oct 31 2012 4:38PM	-14	0	Major Revision	0	View Submission Details   History

Un-invited Before Agreeing to Review

MS Number	Date Invited	Date Un-invited	Action
DEMOSGG92-D-12-00062	Nov 29 2012 3:56PM	Dec 14 2012 1:18AM	View Submission Details  History

Managing People Records: Detailed Statistics


Terminated Before Agreeing to Review

MS Number	Date Invited	Date Terminated	Action
DEMOSGG-D-12-00049R1	Jun 6 2012 1:46PM	Jun 7 2012 1:53PM	View Submission Details ▾ History
DEMOSGG-D-12-00052	Jun 30 2012 1:01AM	Jul 2 2012 1:49PM	View Submission Details ▾ History

Terminated After Agreeing to Review

MS Number	Date Invited	Date Terminated	Action
DEMOSGG-D-12-00006	Mar 2 2012 3:13PM	Mar 8 2012 9:05AM	View Submission Details ▾ History

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
	Co-Author Editor Test	Aug 1 2012 11:59AM	Removed by Editor	Aug 1 2012 12:01PM			View Submission Details ▾ History
DEMOSGG-D-12-00005	FEB22D	Feb 21 2012 2:51PM	Completed Reject	Apr 26 2012 4:07PM	Reject	Reject	View Submission Details ▾ History
DEMOSGG-D-12-00015R1	MAR12B	Mar 12 2012 11:25AM	Completed Reject	Apr 24 2012 11:59AM	Reject	Reject	View Submission Details ▾ History
DEMOSGG-D-12-00041R2	Merge	Apr 27 2012 9:03AM	Completed Accept	May 30 2012 10:40AM	Accept	Accept	View Submission Details ▾ History
DEMOSGG100-D-13-00007R1	Test	Mar 7 2013 2:15PM	Completed Accept	Mar 7 2013 3:07PM	Accept	Accept	View Submission Details ▾  History

Managing People Records: Merging Duplicate Records

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

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input checked="" type="checkbox"/>	Bryan Brown	Sydney	NSW	AUSTRALIA	[Author]	[Reviewer]		
<input checked="" type="checkbox"/>	Bryan Brown	Sydeny	NSW	AUSTRALIA	[Author]	[Reviewer]		

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

Managing People Records: Merging Duplicate Records

Merge Duplicate Users - Verify Data

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

<input type="button" value="Combine and Keep this Record"/>	<input type="button" value="Combine and Keep this Record"/>
<p>Dr Bryan Brown (bryan) Sydney, NSW AUSTRALIA steven_gain@hotmail.com</p> <p>Roles: Author, Reviewer User has History? Yes User has Current Assignments? Yes User has Shared their Searches? No People Record Last Update Date: 06/11/2013</p> <p>Personal Classifications: 20 Health 10.1500 Mastiff 20.1500 Rabies</p> <p style="text-align: center;"><input type="button" value="Combine and Keep this Record"/></p>	<p>Bryan Brown (bryan1) Sydney, NSW AUSTRALIA bryan@ariestrash.com</p> <p>Roles: Author, Reviewer User has History? No User has Current Assignments? No User has Shared their Searches? No People Record Last Update Date: 06/05/2013</p> <p>Personal Classifications: This user has no personal classifications</p> <p style="text-align: center;"><input type="button" value="Combine and Keep this Record"/></p>

Journal Office Functions

Managing Submissions

Managing Submissions: Editor Terminology

Attached Editor:

- The Editor that assigns the first Editor. This Editor is not considered part of the Editor chain, however this Editor can receive email notifications on the submission.

Handling Editor:

- The Editor with current responsibility for submission.

First Editor:

- The Editor who is first assigned to the Submission, and may or may not also be the Handling Editor. Often is the Editor in Chief.




Assigned Editor:

- Any Editor who is assigned to the submission and is in the list of Editors on the Details page.

Corresponding Editor:

- The First Editor, unless the setting is changed on the Submission's Details page, or the Publication is configured to Automatically Transfer the designation as each Editor is assigned.

Managing Submissions: Editor Terminology

Name:	Managing Editor, PHD  [Proxy]	
Role:	Managing Editor	First Editor
Date Assigned:	May 23, 2013	Corresponding Editor
Date Completed:		Assigned Editor
Elapsed Days:	0	
Recommendation:		
<hr/>		
Name:	Ellen Editor, PHD  [Proxy]	
Role:	Editor	Assigned Editor
Date Assigned:	May 23, 2013	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
<hr/>		
Name:	Mary Smith, Junior  [Proxy]	
Role:	Assistant Editor	Handling Editor
Date Assigned:	May 23, 2013	Assigned Editor
Date Completed:		
Elapsed Days:	0	
Recommendation:		

- You can check the history screen to see who the “Attached Editor” is.

Managing Submission Records: Duplicates

The little green "D"

New Submissions - mary mary, phd

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

Page: 1 of 1 (3 total submissions)

Display results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
Action Links ▼ (0%) D	DEOMDG-81-38	Original Study		EMUG	Arthur Author D ▼ ☠	Jun 08, 2015	Jun 08, 2015	Manuscript Submitted
Action Links ▼ (50%) D	DEOMDG-81-21	Original Study		EMUG demo1	Arthur Author D ▼ ☠	Dec 17, 2012	Dec 17, 2012	Manuscript Submitted
Action Links ▼	DEOMDG-81-20	Review		Custom Submission Question Enhancements v9.2	Arthur Author D ▼ ☠	Aug 21, 2012	Aug 21, 2012	Manuscript Submitted

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
DEMORG-D-10-00001	New Review Form Functionality	Nov 29, 2010	Completed Reject	Jun 22, 2011	Reject	Reject	View Submission Details History ▼ ☠
DEMORG-D-10-00002R1	ECC Demo	Dec 14, 2010	Revised Manuscript Submitted	Sep 21, 2011			View Submission Details History ▼ ☠
DEMORG-D-10-00003	other author verification test	Dec 15, 2010	Completed Accept	Jun 22, 2011	Accept	Accept	View Submission Details History ▼ 👑

Managing Submission Records: Duplicates

Enhanced Duplicate Submission Checking

New Submissions - mary mary, phd

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

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

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
Action Links ▼ (0%)	DEOMDG-81-38	Original Study		EMUG	Arthur Author ▼	Jun 08, 2015	Jun 08, 2015	Manuscript Submitted
Action Links ▼ (50%)	DEOMDG-81-21	Original Study		EMUG demo1	Arthur Author ▼	Dec 17, 2012	Dec 17, 2012	Manuscript Submitted
Action Links ▼	DEOMDG-81-20	Review		Custom Submission Question Enhancements v9.2	Arthur Author ▼	Aug 21, 2012	Aug 21, 2012	Manuscript Submitted

Potential Duplicate Submissions

EM Duplicate Score: 50%

Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
DEOMDG-81-38 View Submission Details	06/08/2015 13:07:52	0	Manuscript Submitted	EMUG	Arthur Author	50% <div style="width: 50%; background-color: red; height: 10px;"></div>	100% <div style="width: 100%; background-color: red; height: 10px;"></div>	0% <div style="width: 0%; background-color: red; height: 10px;"></div>

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

Managing Submissions: Editor Folder Overview

Editor 'To-Do' List

My Pending Assignments (7)
 [Transferred Submissions](#) (1)
 New Submissions (0)
 Revised Submissions (0)
 New Submissions Requiring Assignment (0)
 Revised Submissions Requiring Assignment (0)
 [Submissions Sent Back to Author for Approval](#) (1)
 [Incomplete Submissions](#) (3)
 New Assignments (1)
 Submissions with Required Reviews Complete (0)
 Submissions Requiring Additional Reviewers (0)
 Submissions with One or More Late Reviews (0)
 [Submissions with Active Discussions](#) (1)
Reviews in Progress (0)
 Reviewers Invited - No Response (0)
 Submissions Under Review (0)

System Administration

Overview of System Administration

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System Administration



- System Administration is split into four sections;
 - RoleManager.
 - ActionManager.
 - PolicyManager.
 - AdminManager.

System Administration

- RoleManager
 - Where permissions are set for roles in the four families: Author, Reviewer, Editor and Publisher.
- ActionManager
 - Enables the selection of letters and status changes for events.
- PolicyManager
 - Here you can configure the settings for your workflow.
- AdminManager
 - To configure additional high-level administrative features.

RoleManager

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Author Role Editing

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
 - Allow Access to Reviewer Names and Reviews:
 - After Final Decision of Accept, Reject or Reject and Transfer
 - After First Decision
 - Send Ad Hoc E-mail
 - View Author Related Correspondence History
 - View Similarity Check Results
 - Search Similar Articles in MEDLINE
- Bibliographic Search

Reviewer Role

- Allows multiple Reviewer Roles with different permissions.

RoleManager

es or Remove or Edit existing roles. You can also create a new role (e.g. Manuscript Rating Questions, ActionManager letters, etc.) and assign it to a page on pages where Reviewer Roles are displayed as soon as you click on the Add button.

Reviewer	Remove Edit Copy
Statistical Reviewer	Remove Edit Copy
Editorial Board	Remove Edit Copy
Double blind reviewer	Remove Edit Copy
Language Reviewer	Remove Edit Copy
Potential Reviewer	Remove Edit Copy

Add

Reviewer Role Editing

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform.

[Expand All](#)

[Collapse All](#)

Permissions for New Reviewer Invitations

- View Abstract Text
- Download Manuscript (Reviewer PDF)
- Download Submission Item
- View Corresponding Author and Affiliation
- View All Authors and Their Affiliations
- View Keywords
- View Document Classifications

Permissions for Pending Assignments and Completed Assignments

- View Status History
- View Correspondence History
- View Corresponding Author
- View Similarity Check Results
-  View Reference Checking Results
-  Upload Attachments on Reviewer Recommendation page

Editor Role

- Multiple Editor Roles with different permissions e.g. who receives a Submission, who can make a Decision or who can Assign Reviewers.

RoleManager

ew roles or Remove or Edit existing roles. You can also create a new Editor (to describe Rating Questions, ActionManager letters, etc.) are carried over to the new version on pages where Editor Roles are displayed as soon as the Edit Role De

Managing Editor	Remove Edit Copy
Editor in Chief	Remove Edit Copy
Associate Editor	Remove Edit Copy
Editorial assistant	Remove Edit Copy

Editor Role Editing

- Receiving New Submission and Assigning to an Editor.

Edit Role Definition

Role Name:*
Maximum Role name is 40 characters.

orm. Note : in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CT

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

[-] New Submissions

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

[-] Editor Assignment

- Receive Assignments
 - Classic Method of Editor Assignment
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments
- Assign Editor Using Single Editor Selection
- Assign Editor Using Suggested Editor Queue
 - Close Queue and Assign Editor Directly

Editor Role Editing

o Making a Decision.

Editor Decisions

Make a Decision

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

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

Notify Author after making a Decision

Draft Notification Letter for any decision

Send Any Notification Letter

Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept final	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept minor mods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept major mods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reject	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resubmit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Accept final
Accept minor mods
Accept major mods
Reject

Accept final
Accept minor mods
Accept major mods
Reject

Editor Role Editing

- Assigning Reviewers.

- Reviewer Invitations**

- Invite Reviewers
 - Un-Invite Reviewers
 - Assign Reviewers
 - Search Reviewers in Other Journals
 - Override Reviewer Due Date
 - Propose Reviewers
 - Remove Proposed Reviewers
 - Select Alternate Reviewers
 - Promote Alternate Reviewers
 - Link/Un-link Alternate Reviewers
 - Remove Alternate Reviewers
 - Request Unregistered Reviewers
 - Re-open Review
 - Edit Reviewer Comments and Ratings after Review is Submitted
 - Edit and Complete Reviews Terminated after Accepting Invitation

Editor Role Screen

- Editor-in-Chief New Assignment folder.

View Submission CrossCheck/iThenticate Results (36%) Details ▾ Initiate Discussion History File Inventory Classifications Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Similar Articles in MEDLINE Submit Editor's Decision and Comments Send E-mail Linked Submissions	BLTRIAL- D-11-00032	Research Article	Maecenas eleifend varius fermentur vulputate sem turpis nec arcu? Pell pellentesque metus eleifend vel! In tellus. Praesent vel diam magna, no Vestibulum in dui augue. Phasellus imperdiet metus et tortor volutpat eros. Nam dapibus tortor eget nisl vestibulum, libero lacus ultrices orc
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ActionManager

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ActionManager

- Sample of new user “Welcome” letter.

ActionManager	
Event	Author Letters
New User Registers	Welcome
Forgot Username or Password	Send Password
Forced Username Change	NONE
Merged Duplicate Users	NONE
User is Made Inactive	NONE
Proxy Register New User	NONE







ActionManager

- Sample Managing Editor “New User” letter.

ActionManager	
Registration	
Event	Managing Editor Letters
New User Registers	New person has registered ▾
Forgot Username or Password	NONE ▾
Forced Username Change	NONE ▾
Merged Duplicate Users	NONE ▾
User is Made Inactive	NONE ▾
Proxy Register New User	NONE ▾

ActionManager

- Sample Author “New Submission” letter.

Editor Receives Submission	
Event	Author Letters
New Submission Sent to Publication	Author Submission* 
New Child Submission Sent to Publication	Author Submission* 
Revised Submission Sent to Publication	Author Revision 
Submission Transferred to Publication	NONE 
Notify Other Authors	Other author confirmation 
Editor - Remove Submission	Delete submission 

ActionManager

- Managing Editor “New Submission” letter.

Editor Receives Submission	Event	Managing Editor Letters
	New Submission Sent to Publication	Submission received ▾
	New Child Submission Sent to Publication	NONE ▾
	Revised Submission Sent to Publication	Revision Submitted ▾
	Submission Transferred to Publication	NONE ▾
	Notify Other Authors	NONE ▾
	Editor - Remove Submission	Editor - remove submission ▾

PolicyManager



...

PolicyManager

- This is where you define the workflow configurations.

PolicyManager Main Menu

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

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

PolicyManager - Letters

PolicyManager - E-mail and Letter Policies.

PolicyManager Main Menu

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

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Suggest Editor Policies
- ⊕ Reviewer and Editor Form Policies
- ⊖ E-mail and Letter Policies
 - [Edit Letters](#)
 - [Define Custom Merge Fields](#)
 - [Set "Email From" Address](#)
 - [Set Non-Email "Preferred Method Of Contact" Correspondence Email Address](#)
 - [Configure Email Import](#)
 - [Set Notify Author Blinding Policy](#)
- ⊕ General Policies
- ⊕ Discussion Forums
- ⊕ Linked Submissions Policies

PolicyManager - Letters

- Creating and Editing Letters.

Edit Letters

To create a new letter, click 'Add New Letter'. To edit an existing letter click the 'Edit' link next to the letter title. ([more...](#))

[Back to PolicyManager](#)

Add New Letter

Save Changes

Edit Image Files for HTML Letters

Letter Purpose ▲▼	Letter Family Group by: ▲▼	Text Format	HTML Format	All Formats
ME assignment	Invite/Assign/Unassign Editor	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
Merge Duplicate User Notice	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
PDF Built and Requires Approval	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
Journal Office Notice New User	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
Journal Office Notice of Proxy Registration	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
Journal Office Notice Revised Submission	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
Proposal Ad Hoc	Ad Hoc For Proposal	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide

PolicyManager - Letters

- Editing Letters - new user welcome letter with **merge fields**

Letter Body:

```
Dear %REALNAME%:

You have now been registered for the web based submission For Journal of
Demonstration at http://bltrial.edmgr.com

Here is your private confidential password and username, which you need to
access our site:
Username - %USERNAME%
Password - %PASSWORD%

Please save this information in a safe place.

You can change your password and other personal information at:
http://bltrial.edmgr.com

If you are newly registering as a reviewer or Section Editor, please accept
our thanks and be assured we will contact you whenever we require your
assistance.

If you are a submitting author and have registered yourself, you may now log
into the system and continue with your submission. On entering the system, you
should click on the "submit new manuscript" button and enter the following
details:

- the manuscript title
```

PolicyManager - Letters

- Reviewer invite with merge fields and deep-links.

Letter Body:

Dear `%REALNAME%`:

You have been assigned to review a manuscript for BLTRIAL.

The number is
MSNUM `%MSNUM%`
The title is
`%ARTICLE_TITLE%`

The abstract is below for your reference.

Please log in to Editorial Manager as a Reviewer for details on
Manuscript Number `%MSNUM%`.

You can accept the invite at `%ACCEPT_REVIEW_INVITATION%`

You can decline the review at `%DECLINE_REVIEW_INVITATION%`

You can view the pdf at `%VIEW_REVIEWER_PDF%`

Once you have completed your review you may log into Editorial
Manager using the following link
`%REVIEWER_RECOMMENDATION_DEEP_LINK%`.

The Editorial Manager is at <http://BLTRIAL.editorialmanager.com>

PolicyManager – Author Main Menu Instructions

- PolicyManager – Customize Author Main Menu Instructions.

▣ 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
- 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

PolicyManager – Author Main Menu Instructions

- You can add text, including html to appear on the main menu.

Customize Author Main Menu Instructions

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

Page	Instructions
Author Main Menu	<p>Insert Special Character</p> <pre>If you need help please click the 'Contact Us' link in the Navigation bar above.
 For more information click here <a/> to see the full Aries website.</pre>

PolicyManager – Author Main Menu Instructions

- Author Main Menu, text with link.

Author Main Menu

[Alternate Contact Information](#)

If you need help please click the 'Contact Us' link in the Navigation bar above. For more information click [here](#) to see the full Aries website.

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

[Incomplete Submissions](#) (1)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)



Basic Reporting

Editorial Manager Basics

Basic Reporting

Levels of Reporting – Decide what you need!

- Searching:
 - Add a quick search right on your main menu.
 - Display search results in Beta grid (v12.0).
- Hard Wired Reports:
 - Don't recreate the wheel!
- Automated Reminders.
- Custom Reports:
 - Build your own report using pre-defined views.
- General Data Export – GDE:
 - Go right to the source! Access the tables that store the data.
- Enterprise Analytics Reporting – EAR
 - The perfect marriage between Custom Reports and GDE.

Searching Submissions

General Searching and Viewing

Use Editorial Details Layout

Search All Manuscripts

Search Only Assigned Manuscripts

- The ability to search is a RoleManager permission.
- You can restrict an Editor's search ability to display only the manuscripts they are assigned to.

Searching Submissions

Search results – Traditional view:

- Download Search Results.
- Save Search.

Search Submissions - Search Results

Editorial Status is equal to 'Incomplete'

[Save Search](#)
 [Download Search Results](#)
 [Search Again](#)

[Switch to Production View](#)

Page: 1 of 1 (6 total submissions) Dis

Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title	Keywords	Classifications	Current Status	Status Date
Action Links	DEOMDG-81-25R1	mary mary	NUMBER ASSIGNMENT	Original Study				Incomplete	Feb 10, 2015
Action Links		mary mary	test	Original Study				Incomplete	Oct 02, 2014
Action Links		Arthur Author	testing classification message	Special Issue Article			Minor Term under First Another Minor Term under First	Incomplete	Oct 01, 2014
Action Links		mary mary	classification message	Original Study				Incomplete	Sep 22, 2014
Action Links	DEOMDG-81-3R1	Arthur Author	Dianne's Great Idea	Original Study		heart;	First Major Term Minor Term under First	Incomplete	Nov 08, 2012
Action Links	DEOMDG-81-9R1	Arthur Author	American Heart Assoc Demo	Article Idea			First Major Term Minor Term under First Second Major Term	Incomplete	Nov 08, 2012

Searching Submissions

Search submissions selection criteria

Display search results in Beta grid

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

Search Definition: Choose Saved Search ▾

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)	
▾	Editorial Status	is ▾	Equal To ▾	Incomplete ▾	▾	
						Add

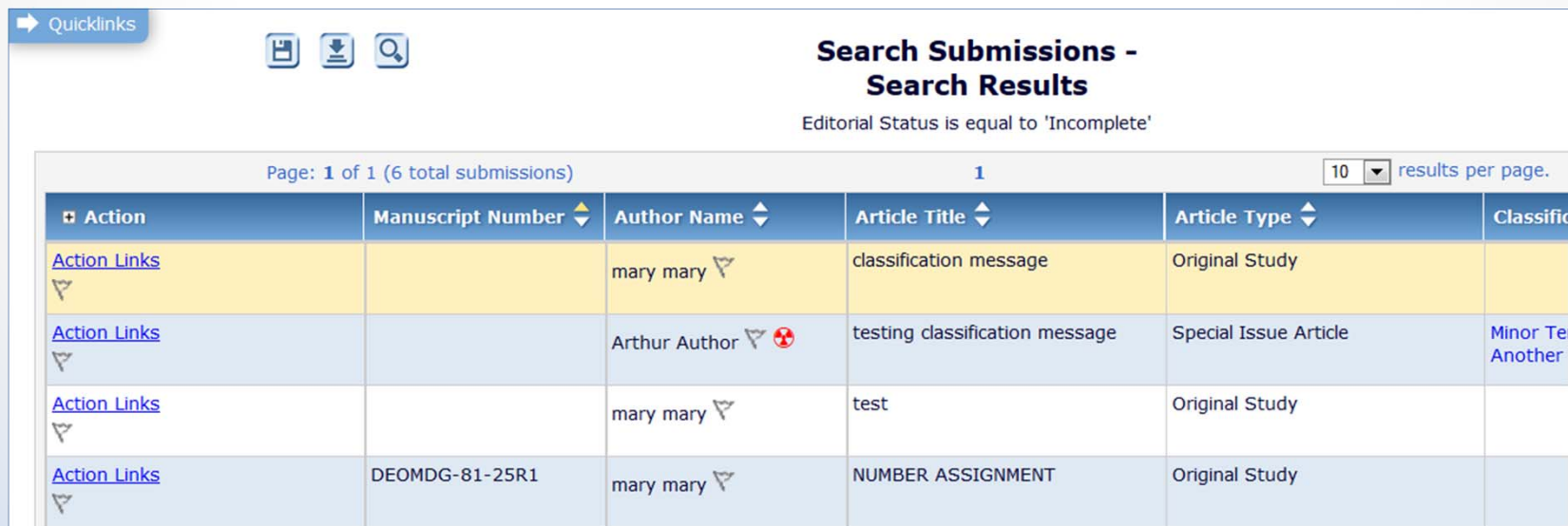
Clear

Search




Searching Submissions

Downloading Search Results in Beta grid:

- Save Search.
- Download Search Results.
- Quicklinks.
- Drag and Drop column locations.
- Drag to resize or double click to set column width.
- Freeze columns.
- Select columns to display.



Quicklinks

Search Submissions - Search Results

Editorial Status is equal to 'Incomplete'

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

Action	Manuscript Number	Author Name	Article Title	Article Type	Classification
Action Links ▼		mary mary ▼	classification message	Original Study	
Action Links ▼		Arthur Author ▼ ⚠	testing classification message	Special Issue Article	Minor Te Another
Action Links ▼		mary mary ▼	test	Original Study	
Action Links ▼	DEOMDG-81-25R1	mary mary ▼	NUMBER ASSIGNMENT	Original Study	

Searching Submissions

Save Search Criteria

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

Criteria	Search Criteria Name
Editorial Status is equal to 'Incomplete'	EMUG - Incomplete Su
	<input checked="" type="checkbox"/> Show this Search in Main Menus
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

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

Editorial Proposal Menu Production Tasks

Managing Editor Main Menu

Quick Searches:
[EMUG - Incomplete Submissions](#)

Submissions With:

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

Search

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

Hard Wired Reports – A few examples:

Co-Author Reminder Report - All Co-Author verification requests that have been outstanding for X days or more.

Reviewer Performance Report - Summary of Reviewer activity for all Submissions received by the Publication during the selected time period. Detailed performance statistics are provided for each Reviewer, along with a link to more detailed information about each Reviewer.

Journal Accountability Report (JAR) - This report provides a detailed summary of Publication activity and key statistics during the specified time period.

Basic Reporting

Automated Reminder Reports

Author

- Automated Author Revision Reminder Report.

Reviewer

- Automated Reviewer Reminder.

Editor Reminders

- Editor Summary Reminder.

Automated Author Revision Reminder

Where do you go to create an automated Author or Reviewer Reminder?

Administrative Functions

[System Administrator Functions](#)

[Register New User](#)

[Reports](#)

[Send Reminder Letters](#)

[Send Batch E-mail](#)

Reports

Report Tools

[Enterprise Analytics Reporting](#)

[General Data Export](#)

[Custom Report](#)

[Search/Manage Conference Submissions](#)

Status Reports

[Accepted Manuscripts Without a Publication Date](#)

[Current Status Report](#)

[Publishing Pipeline Report](#)

[Published Table of Contents Report](#)

[Editor's To-Do List Report](#)

[Current Role Designations Report](#)

Author Reminder Reports

[Co-Author Reminder Report](#)

[Author Revision Status Report](#)

[Author Revision Reminder Report](#)

[Automated Author Revision Reminder Report](#)

Automated Author Revision Reminder

Automated Author Revision Reminder Reports

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the Automated Author Revision reminder e-mails will be sent once every 24 hours to each recipient.

Reminder Type:	<input checked="" type="radio"/> Outstanding Revisions: Send an automated reminder e-mail to Authors who were asked to revise their submission exactly <input type="text" value="10"/> days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder.
	<input type="radio"/> Reminder Before Revision Due Date: Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days before their due date. Reminders will be sent to Authors who have agreed to submit a revised manuscript but have not yet submitted their revision.
	<input type="radio"/> Reminder Past Revision Due Date: Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days past the due date. To send reminders for revisions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.
First Assigned Editor:	<input type="text" value="(All Editors)"/> ▼
Editor Who Made First Decision:	<input type="text" value="(All Editors)"/> ▼
Reminder Name:	Insert Special Character <input type="text"/> <i>Maximum 200 characters</i>
Reminder Letter:	<input type="text" value="Please Choose an Automated Reminder Letter"/> ▼

Automated Author Revision Reminder

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
 	Author 10 Day	Outstanding Revisions	10	mary mary, phd

 Remove Tool

 Edit Tool

NOTE: Reminders can only be removed or edited by the person that created the reminder!

Automated Reviewer Reminder Report

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 recipient.

Reminder Type:	<input checked="" type="radio"/> No Response. Send Reminder: Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been un-invited or terminated. <input type="radio"/> Reminder Before Due Date: Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review. <input type="radio"/> Reminder Past Due Date: Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
Reviewer Role:	(All Reviewers) <input type="button" value="v"/>
Handling Editor:	(All Editors) <input type="button" value="v"/>
Reminder Name:	Insert Special Character <input type="text"/> <i>Maximum 200 characters</i>
Reminder Letter:	Please Choose an Automated Reminder Letter <input type="button" value="v"/>

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
  	Reviewer First Late Reminder	Reminder Past Due Date	7	mary mary, phd
  	Reviewer 10 day late reminder	No Response. Send Reminder.	10	mary mary, phd

Editor Automated Summary Reminder

Editor Assignment Policies

Set Editor Assignment Options

Set Editor Rotation Participants

Configure Automated Summary Reminders

Role Settings

Send	Editor Role	Frequency (Days)	Next Reminder Due	Summary Letter	Use Criteria
<input type="checkbox"/>	AEditor	<input type="text"/>	<input type="text"/>	Please Choose an Automated Reminder Letter ▼	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Editor	5	06/15/2015	Editor Reminder ▼	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GWTG - Stroke	<input type="text"/>	<input type="text"/>	Please Choose an Automated Reminder Letter ▼	<input type="checkbox"/>
<input type="checkbox"/>	Managing Editor	<input type="text"/>	<input type="text"/>	Please Choose an Automated Reminder Letter ▼	<input type="checkbox"/>

Criteria

- Editor Invitations Awaiting Response:** Include Editors who received an Invitation or more days ago, but have not yet accepted or declined the invitation.
- New Editor Assignments:** Include Editors who were assigned or accepted an Invitation or more days ago, but have not yet invited reviewers or assigned the submission on to another Editor.
- Required Reviews Complete:** Include Editors who are the Handling Editor, with submissions that reached Required Reviews Complete status or more days ago and on which they have not yet submitted their recommendation/decision. A value of zero is permitted.

Editor Automated Summary Reminder

Merge Fields

There are 9 merge fields, 3 associated with each Editor folder plus a deep link that are intended for use in the Automated Editor Summary Reminder letters:

For New Invitations:

%EDITOR_NEW_INVITATIONS_TOTAL% - Inserts the total number of submissions in the recipient's 'New Invitations' folder.

%EDITOR_NEW_INVITATIONS_DAYS% - Inserts a value equal to the largest number of days elapsed between the current date, and the date the Editor was invited.

%EDITOR_NEW_INVITATIONS_SUBMISSIONS% - Provides a numbered listing of all submissions in the Editor's New Invitations folder.

Editor Automated Summary Reminder

Merge Fields

For New Assignments:

%EDITOR_NEW_ASSIGNMENTS_TOTAL% - Inserts the total number of submissions in the recipient's 'New Assignments' folder on the Editor's Main Menu. If the recipient has no New Assignments, this displays '0' in the e-mail.

%EDITOR_NEW_ASSIGNMENTS_DAYS% - Inserts a value equal to the largest number of days elapsed between the current date, and the date the Editor assignment started (was assigned, or the invitation was accepted).

%EDITOR_NEW_ASSIGNMENTS_SUBMISSIONS% - Provides a numbered listing of all submissions in the Editor's New Assignments folder.

Editor Automated Summary Reminder

Merge Fields

For Submissions with Required Reviews Complete:

%EDITOR_REQUIRED_REVIEWS_COMPLETE_TOTAL% - Inserts the total number of submissions in the Editor's 'Submissions with Required Reviews.

%EDITOR_REQUIRED_REVIEWS_COMPLETE_DAYS% - Inserts a value equal to the largest number of days elapsed between the current date, and the date the submission entered the recipient's Required Reviews Complete folder.

%EDITOR_REQUIRED_REVIEWS_COMPLETE_SUBMISSIONS% - Provides a numbered listing of all submissions in the Editor's Submissions with Required Reviews Complete folder.

Creating Custom Reports

Administrative Functions

- [System Administrator Functions](#)
- [Register New User](#)
- [Reports](#) ←
- [Send Reminder Letters](#)
- [Send Batch E-mail](#)

From the Main Menu click on Reports.

Reports

For help using Reports, click [here](#)

Report Tools

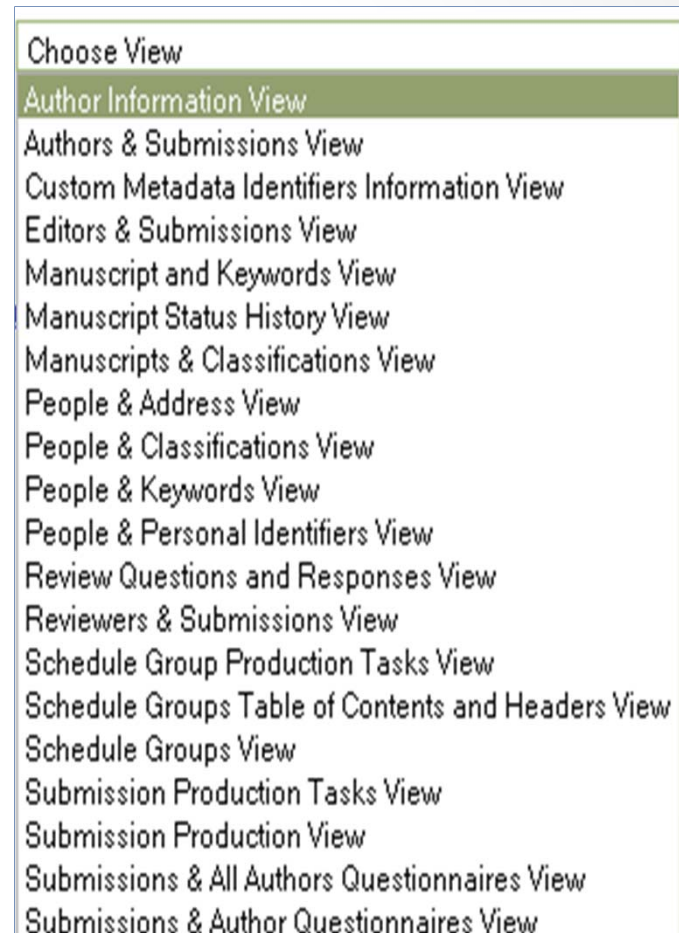
- [General Data Export](#)
- [Custom Report](#) ←
- [Search/Manage Conference Submissions](#)

Status Reports

Select Custom Reports.

Which View should I use?

- ***One Record per Manuscript:***
 - MS Status History View.
 - MS & Classifications View.
- ***Info about People Only – not manuscripts:***
 - People & Address View.
 - People & Classifications View.



Creating Custom Reports

Database Content Help

Choose a VIEW from the drop-down list.

Choose Table:

Table: Manuscript Status History View
[DOCUMENT_STATHIST_ROLE_SUMMARY]

Description: This is a View created for Custom Reports. Users can create a Custom Report to show submissions in each Status and the Role Family responsible for the submission at that time.

Hints: A View is a 'pseudo' table that is created by joining data from two or more tables. Views are used to simplify the query process and improve performance.

Fields:

Days with Author [ROLEAUTH.ROLEDAYS]

The number of days the submission was with the Author.

Hints: The difference in days between Author Start Date and Author Stop Date.

Final Disposition Term [DDISPOSI.NAME]

Allowable values for a regular submission: Accept, Reject, Withdrawn. Allowable values for a Proposal: Completed Proposal, Withdrawn Proposal. Allowable values for a conference submission: Accept and Transmit, Accept for Extraction, Reject, Withdrawn. These terms are defined by Aries, and are not configurable by the journal. Only the "Withdraw" option is available for a regular submission until the Author has been notified of the Editor's decision.

Hints: Value is null (blank) if the Final Disposition has not yet been set. To find all submissions Accepted for publication, user can enter criteria Final Disposition Term = 'Accept', or Final Disposition Term BEGINS WITH 'Acc'.

Create Custom Report

Choose a view.

Table:

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

- Click the Get More Help link to see which data elements are available in a particular View.

Creating Custom Reports

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

- [First Name](#)
- [Middle Name](#)
- [Last Name](#)
- [Username](#)
- [Password](#)
- [Title](#)
- [Degree](#)
- [Nickname](#)
- [Person is a Publisher](#)
- [Publisher Role](#)
- [Person is an Editor](#)
- [Editor Role](#)

- Select the fields that you want to display on the report.
- Click Submit.

Creating Custom Reports

Custom Report - Authors & Submissions View

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

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

Criterion	Selector	Value		
Initial Date Submitted	GREATER THAN OR EQUAL TO	1/1/2010	<input type="checkbox"/>	AND
Initial Date Submitted	LESS THAN OR EQUAL TO	6/30/2010	<input type="checkbox"/>	END
Publication Code	CONTAINS		<input type="checkbox"/>	END
Publication Code	CONTAINS		<input type="checkbox"/>	END
Publication Code	CONTAINS		<input type="checkbox"/>	

- Select criterion to limit your report results.
- Use “revision number” = 0 to remove duplicates.

Creating Custom Reports

Custom Report - Authors & Submissions View

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

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

Criterion	Selector	Value		
Initial Date Submitted	GREATER THAN OR EQUAL TO	1/1/2010		AND
Initial Date Submitted	LESS THAN OR EQUAL TO	6/30/2010		END
Publication Code	CONTAINS			END
Publication Code	CONTAINS			END
Publication Code	CONTAINS			

First ORDER BY in order.

Then ORDER BY in order.

Cross Publication Report - All Publications

Show results onscreen

Create extraction data file for download

Show summary only

Download extraction data file only

Cancel

Search

If enabled you can run reports across Publications.

Click "Create extraction data file for download" so that the report can be opened using Excel.

Creating Custom Reports

Custom Report - People & Address View

mail Address from People & Address View

[Download the data file](#)

Page: 1 of 5 (48 total records returned)

1 [2](#) [3](#) [4](#) [5](#) >> >|

Display

First Name	Last Name	E-mail Address
mary	mary	dgullo@ariessys.com
Bob	Becker	dgullo@ariessys.com
Sue	Brown	dgullo@ariessys.com
Ron	Hunter	dgullo@ariessys.com
Sally	Kreger	dgullo@ariessys.com
Meg	MaGoo	diannegullo@hotmail.com
Anthony	Arnold	dgullo@ariessys.com
B	B	dgullo@ariessys.com
Caroline	Court	dgullo@ariessys.com
D	D	dgullo@ariessys.com

Page: 1 of 5 (48 total records returned)

1 [2](#) [3](#) [4](#) [5](#) >> >|

Display

[Download the data file](#)

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

Click
Download the
data file to
open in Excel.

Click Save Report
Definition to save
your report.

Creating Custom Reports

Custom Report

Create a new report or choose an existing report to run, edit, or remove.

Report: EMUG

[Back to Reports](#)

[Back to Main Menu](#)



- Saved reports are available in the Choose Report drop down menu.
- Saved reports can be edited or run without making changes.

General Data Export

General Data Export

Choose a table to export.

Choose Table:

Additional Information Step Values	▼
Discussion History	▲
Discussion Participants	
Discussion Posts	
Discussion Thread	
Do Not Skip Editor in Decision Chain Table	
Document Security Table	
Document Status Table	
Document Table	

Table Content Help

Table: Document Table
This table includes all submissions that have been entered into EM. Submissions may be at any stage in the process, from incomplete to final disposition. A submission is not assigned a Manuscript Number until an Editor has been assigned.

Description:

Fields:	Article Title	Details
	Manuscript Notes	Details
	Article Type	Details
	Initial Date Submitted	Details
	Revision Number	Details

- Use table content help to see what data elements are contained in a table.
- You cannot select which fields you want.
- You download to Excel to manipulate the data.

Enterprise Analytics Reporting - EAR

Enterprise Analytics Reporting

[Create Report](#)

Standard Reports

Editorial Reports

[Accept and Reject Decisions by Editor in selected timeframe](#)

[Accept and Reject Decisions in selected timeframe](#)

[Average Days to Decision by Editor](#)

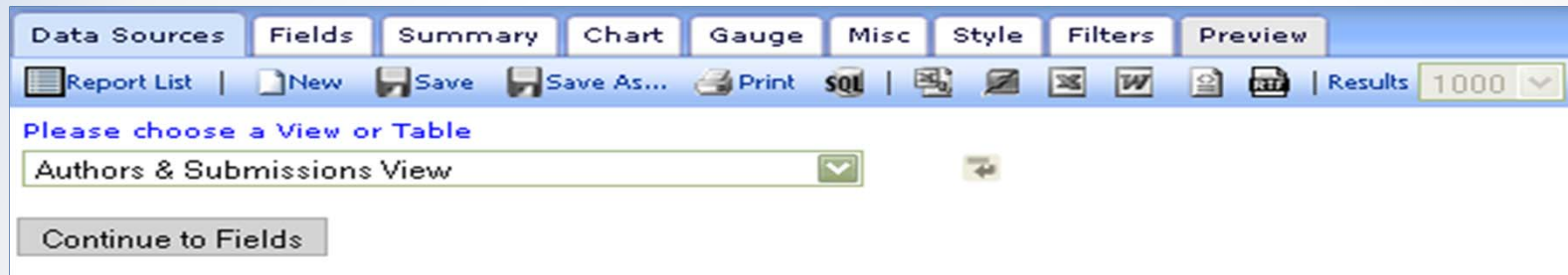
Production Tracking Reports

[Avg Days to Complete Production Tasks in selected timeframe](#)

[Submission Turnaround Times - Editorial and Production](#)

- The perfect marriage between Custom Reports and General Data Export (GDE).
- EAR comes with hard wired reports for both EM & PM that can be run, edited or saved. You can also create your own EAR reports.

Data sources tab



- The possible choices are existing Custom Report views and some selected tables from General Data Export 'GDE'.



Click this icon to add additional data sources if all of the data elements you need are not in the first selected view or table.

Fields tab

Please select the fields you'd like to add to your report.

Document Table

<input type="checkbox"/> Abstract	<input type="checkbox"/> Last modified DateTime
<input type="checkbox"/> Abstract Word/Character Count	<input type="checkbox"/> Last Update Date
<input type="checkbox"/> Active Discussion	<input type="checkbox"/> Manuscript Geographic Region Of Origin
<input type="checkbox"/> Actual Online Publication Date	<input type="checkbox"/> Manuscript Notes
<input type="checkbox"/> Archive Completed	<input type="checkbox"/> Manuscript Notes Flag
<input type="checkbox"/> Article Title	<input type="checkbox"/> Manuscript Number
<input type="checkbox"/> Article Type	<input type="checkbox"/> Near Archive Completed
<input type="checkbox"/> Authoritative PDF Version	<input type="checkbox"/> Number of Days Before Reviewer is Uninvited
<input type="checkbox"/> Commentary Invited	<input type="checkbox"/> Number of Days Reviewer has to Respond
<input type="checkbox"/> Commentary time period closed	<input type="checkbox"/> Number of Required Reviewers
<input type="checkbox"/> Comments Word/Character Count	<input type="checkbox"/> Old Corresponding Editor ID

- You can select individual fields from tables too!
- Use the “Quick Add” button for faster easier field selection.

Preview Report Results



Software interface showing a menu bar with tabs: Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, Preview. Below the tabs is a toolbar with icons for Report List, New, Save, Save As..., Print, SQL, and a Results dropdown menu set to 1000.

Goldstein			
All Authors	Article Title	Editorial Status	Revision Number
Super User, P; Stephanie Goldstein	Demo Remove submission feature	Manuscript Submitted	0

Green			
All Authors	Article Title	Editorial Status	Revision Number
Arthur Author, Ph.D.; Sally Smith; Tom Green; Dianne Gullo	INITIATE PRODUCTION MANUALLY - 7/18/12	Completed Accept	0

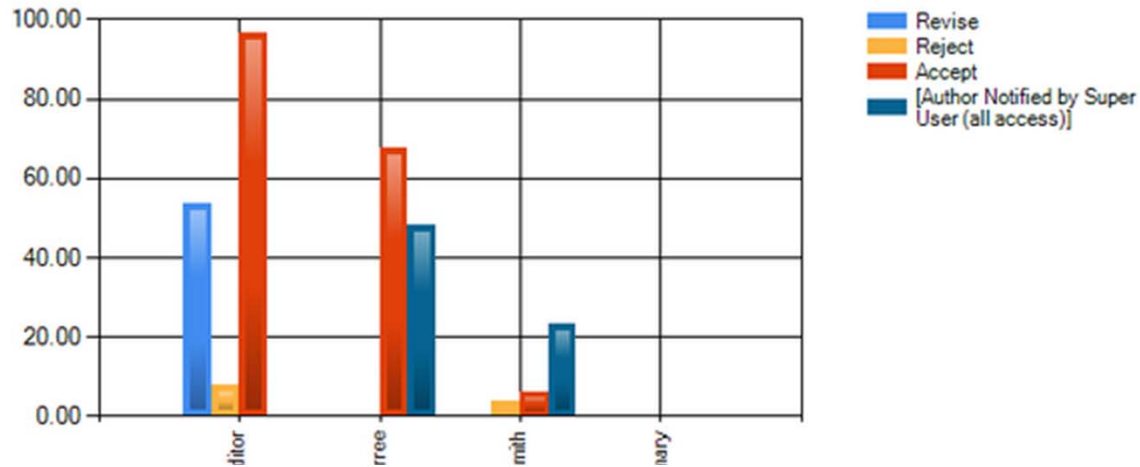
Gullo			
All Authors	Article Title	Editorial Status	Revision Number
Arthur Author, Ph.D.; Sally Smith; Tom Green; Dianne Gullo	INITIATE PRODUCTION MANUALLY - 7/18/12	Completed Accept	0
Dianne Gullo; Melanie Cotterell, LLB	Here is the article title	Manuscript Submitted	0
Super User, P; Dianne Gullo	EXAMPLE - EDITOR INITIATE PRODUCTION	Completed Accept	0

Horgan			
All Authors	Article Title	Editorial Status	Revision Number
Kate Horgan, MD	HTML Tags on the PDF Cover Page	Manuscript Submitted	0
Kate Horgan, MD	Reject and Transfer Functionality	Submission Transferred	0

- Use the Preview Tab to view your report results at any time.

Average Days to Decision by Editor

Average Days to Decision by Editor

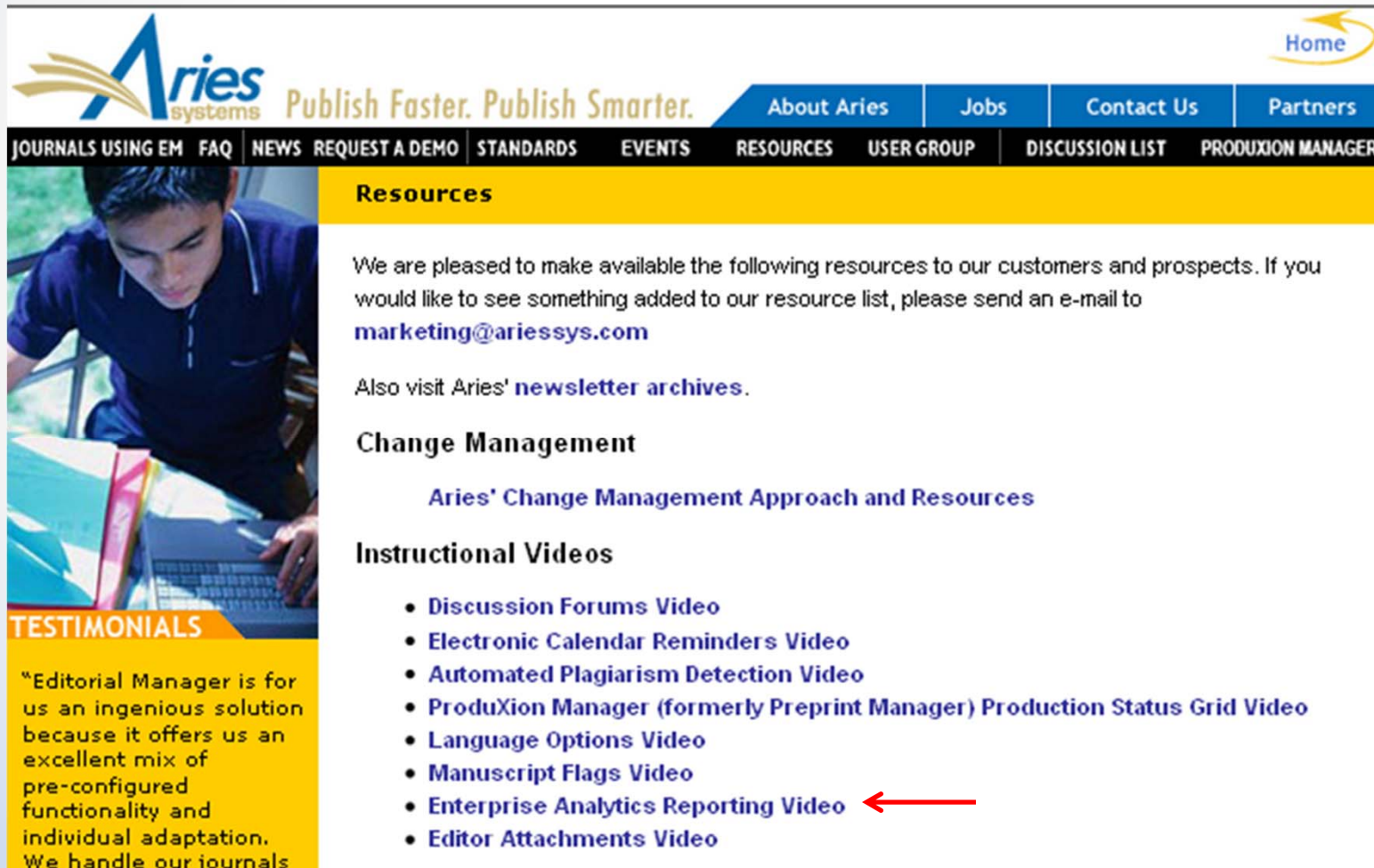


First Name of Editor Making First Decision	Last Name of Editor Making First Decision ▲	Decision	Average Days to decision
Chief	Editor	Accept	307
Chief	Editor	Reject	8
Chief	Editor	Revise	161
Ellen	Editor	Revise	0
Stephanie	Editor	Accept	26
Nichole	Ferree	[Author Notified by Super User (all access)]	48
Nichole	Ferree	Accept	68
Nichole	Ferree	Revise	0
mary	mary	Revise	0
Mary	Smith	[Author Notified by Super User (all access)]	23
Mary	Smith	Accept	6
Mary	Smith	Reject	4
Mary	Smith	Revise	0
			651

Editor Making First Decision First Name	Editor Making First Decision Last Name ▲	Manuscript Number	Decision Term	First Decision Date
Chief	Editor	WEBDEM-D-10-00007	Accept	2/8/2012 11:22:43 AM
Chief	Editor	WEBDEM-D-10-00007	Revise	2/8/2012 11:22:43 AM
Chief	Editor	WEBDEM-D-12-00036	Reject	12/7/2012 9:38:29 AM
Chief	Editor	WEBDEM-D-12-00038	Revise	11/30/2012 11:33:25 AM
Chief	Editor	WEBDEM-D-12-00042	Revise	12/7/2012 1:31:57 PM

Enterprise Analytics Reporting - EAR

- A 15 minute instructional video on EAR can be found on the Aries Resources webpage.
- <https://www.editorialmanager.com/homepage/resources.html>



Aries systems Publish Faster. Publish Smarter.

Home

About Aries | Jobs | Contact Us | Partners

JOURNALS USING EM | FAQ | NEWS | REQUEST A DEMO | STANDARDS | EVENTS | RESOURCES | USER GROUP | DISCUSSION LIST | PRODUCTION MANAGER

Resources

We are pleased to make available the following resources to our customers and prospects. If you would like to see something added to our resource list, please send an e-mail to marketing@ariessys.com

Also visit Aries' [newsletter archives](#).

Change Management

[Aries' Change Management Approach and Resources](#)

Instructional Videos

- [Discussion Forums Video](#)
- [Electronic Calendar Reminders Video](#)
- [Automated Plagiarism Detection Video](#)
- [ProduXion Manager \(formerly Preprint Manager\) Production Status Grid Video](#)
- [Language Options Video](#)
- [Manuscript Flags Video](#)
- [Enterprise Analytics Reporting Video](#) ←
- [Editor Attachments Video](#)

TESTIMONIALS

"Editorial Manager is for us an ingenious solution because it offers us an excellent mix of pre-configured functionality and individual adaptation. We handle our journals

