

# Welcome to EMUG 2015



# The Joy of Letters

Steven Gain – Account Coordinator

# Agenda

- Letter Configuration
  - Letter Options
  - Letter Content Options
  - HTML in Letters
- Managing External Correspondence
- Ad Hoc Letter Features
- Attach Files to Letters
  - Decision Letters
- Edit and Resend E-mail
- Upcoming Features

# Letter Configurations

Letters = Communication

# Letter Configurations

## Edit Letters (PolicyManager)

### 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
Journal Office Notice Editor Decision Notification	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Editor Agrees to Handle Assignment	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Editor Decision Rescinded	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Declined Revision Reinstated	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice All Reviews Complete	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Author Declines to Revise	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Completed Review	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 of Review Assignment	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

# Letter Configurations

- Sort by Letter Purpose or Letter Family
- Remove or Hide templates

---

Warning! The letter 'Journal Office Notice Editor Decision Notification' is associated with ActionManager events. Please go to ActionManager and select another letter to be sent for the following event(s):

Editor Decision

If you wish to continue to hide this letter, select the 'Hide' button and the letter will continue to be used by the ActionManager events until a new selection is made. Select 'Cancel' to return to the Edit Letters page.

---

# Letter Configurations

- Hidden templates are placed at bottom of list

Scheduled EAR Report	Enterprise Analytics Reporting	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Author - Other Author Verification	Co-Author Communications	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>

Hidden Letters						
Letter Purpose ▲▼	Letter Family Group by: ▲▼	Text Format		HTML Format		All Formats
<i>Terminate Assignment</i>	<i>Terminate Assignments</i>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Restore</a>
<i>Proposal Ad Hoc</i>	<i>Ad Hoc For Proposal</i>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Restore</a>

[Add New Letter](#)

[Save Changes](#)

[Edit Image Files for HTML Letters](#)

[Back to PolicyManager](#)

# Letter Configurations

## Letter Families

- 23 Letter Families
  - Used to organize letters
- Examples of Families
  - Editor Reminders
  - Reviewer Invitations
  - Ad Hoc Letters
  - Decision



# Letter Configurations

## Letter Options

- Each Letter Family has different configuration options
  - Recipients – Individual Reviewer, All Reviewers, Corresponding Editor, Author, etc.
  - CC or BCC Recipients, Text box to enter email, Co-Authors
  - Sender – Publication email, Corresponding Editor
  - Attachments - Available for all letter families except Batch emails

# Letter Configurations

## Letter Options

Letter Purpose:

Subject:

Letter Family:

Editor Roles That Can Send This Letter

[Select All](#)

[Clear All](#)

Sender's E-mail Address

Use E-mail address of user triggering the Correspondence

"12.0 Demo" <demo@ariesys.com>

"12.0 Demo" <demo@ariesys.com>

Recipient:

"12.0 Demo" [demo@ariesys.com](mailto:demo@ariesys.com)

Corresponding Editor

Corresponding Production Editor

Display text box so sender can insert an e-mail address

Display the following e-mail address for the recipient:  
(Multiple addresses may be entered, separated by a semicolon)

First Assigned Editor

Handling Editor

Editor who made the first Editor assignment

All Reviewers of the current revision of the submission

Display all Reviewers of the current revision so sender can select recipient(s)

Corresponding Author

# Letter Configurations

## Letter Options

### Additional Recipients

- Recipients of a cc: copy will be revealed to and able to see the sender, the primary recipient(s) and any cc: recipients
- Recipients of a bcc: copy will not be revealed to any other recipients, but will be revealed to the sender and able to see the sender, the primary recipient(s) and any cc: recipients

### Automatically cc: bcc:

- All Co-Authors
- Corresponding Editor
- Corresponding Production Editor

Send copies to the following addresses:

(Multiple addresses may be entered, separated by a semicolon)

cc:

bcc:

### Allow choice on 'Send Letter' page

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

cc: bcc:

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

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

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

Allow attachments

# Letter Configurations

## Letter Content Options

- System Merge Fields and Custom Merge Fields
  - Pull in information about the submission and/or Authors
  - Create your own custom merge fields
- Deep Linking Merge Fields
  - Merge as a link in letters
  - Brings recipient to locations in system
  - Allows recipients to accept or decline invitations directly from email

# Letter Configurations

## Letter Content Options – Merge Fields & Deep Links

### Edit 'Reviewer Reminder' Letter

HTML formatting tags may be used. It is not necessary to use the <HTML> or <BODY> tags.

Cancel

Preview Letter

Save

Letter Purpose: Reviewer Reminder - Before Due Date

Subject: Review assignment for %MS\_NUMBER% is due soon

Letter Family: Reviewer Reminder

Sender's E-mail Address

- "12.0 Demo" <demo@ariesys.com>
- Use Corresponding Editor's E-mail address
- Use Corresponding Production Editor's E-mail address

Letter Body:

Insert Image

Insert Custom Merge Field

Insert System Merge Field

```
%MS_NUMBER%
%ARTICLE_TITLE%
%JOURNALFULLTITLE%

Dear %TITLE% %LAST_NAME%,

Just as a reminder, your review of manuscript number %MS_NUMBER% is due by
%REVIEW_DUE_DATE%.

To access this submission please click this link to be brought to your Pending
Assignments folder: %PENDING_ASSIGNMENTS_DEEP_LINK%

Kind regards,

%EDITOR_NAME%
%EDITOR_ROLE%
%CUSTOM_EMUG%
```

# Letter Configurations

## Letter Content Options – Custom Merge Fields

### Define Custom Merge Fields

These custom merge fields enable your publication to define standardized text that can be added to letters sent from your publication, such as signatures, marketing messages, announcements, and legal disclaimers. [\(more...\)](#)

Add New Field

Sort In Alphabetical Order

Edit Image Files for HTML Letters

Custom Merge Fields	Actions
%CUSTOM_EMUG%	<a href="#">View Content</a> <a href="#">Edit Definition</a> <a href="#">Edit Letter Templates</a> <a href="#">Copy</a> <a href="#">Remove</a>

Sort In Alphabetical Order

Edit Image Files for HTML Letters

Add New Field

# Letter Configurations

## Letter Content Options – Custom Merge Fields

### Edit Custom Merge Field

To define a custom merge field, enter a name for it and define the content. When you submit your definition, the system appends a prefix and suffix to the name you entered. When a letter that contains a custom merge field name is sent, the content is merged into the letter. ([more...](#))

Cancel

Submit

Name:

EMUG

*Maximum 256 alphanumeric characters and underscores allowed, no spaces*

Content:

[Insert Image](#) [Insert Special Character](#)

Custom Merge Field for EMUG 2015

[Preview in HTML Format](#)

# Letter Configurations

## Letter Content Options – System Merge Fields

### Insert System Merge Fields ✕

You can drag and drop merge fields from here to the letter Subject or Body. [\(more...\)](#)

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

<a href="#">%ABSTRACT%</a>	Abstract of the manuscript
<a href="#">%ACCEPT_EDITOR_INVITATION%</a>	Available for use in Editor invitation letters generated via the Suggest <a href="#">(more...)</a>
<a href="#">%ACCEPT_INVITATION%</a>	Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees' <a href="#">(more...)</a>
<a href="#">%ACCEPT_REVIEW_INVITATION%</a>	Inserts a hyperlink in a letter that automatically triggers the 'Accept to Review' <a href="#">(more...)</a>

‡ When a publication uses double-blind peer review, this merge field is not populated in the copy of the Notify Author letter presented to a Reviewer.



# Letter Configurations

## Email with Merge Fields & Deep Link

DEMOSGG111-D-14-00006

Suggest Reviewers.

SGG Demo 12.0

Dear Mr. Barker,

Just as a reminder, your review of manuscript number DEMOSGG111-D-14-00006 is due by Jun 16 2015 11:59:59:000PM.

To access this submission please click this link to be brought to your Pending Assignments folder: [Pending Assignments](#)

Kind regards,

Steven Gain

Editor in Chief

Custom Merge Field for EMUG 2015

# More on Deep Links

- A Deep Link can be set to expire

## ☐ Reviewer and Editor Form Policies

### Manuscript Rating Question Configuration

[Edit Manuscript Rating Questions](#)

[Overall Manuscript Rating Question Settings](#)

[Edit Manuscript Rating Instructions](#)

### Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

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

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

### Editor Decision Policies

[Edit Editor Decision Terms](#)

[Create Editor Forms](#)

[Configure Editor Forms](#)

[Editor Manuscript Rating Question Configuration](#)

[Configure Options for Review Rating](#)

# More on Deep Links

- Set Deep Link Expiration

## Set Pending Assignments Deep Link Expiration

To set the expiration policy for the %PENDING\_ASSIGNMENTS\_DEEP\_LINK%, select an option below and enter the desired number of clicks or days. If both options are selected, the link will expire as soon as the first criterion is met. To keep the link active indefinitely, do not select either option.

**%PENDING\_ASSIGNMENTS\_DEEP\_LINK%**

This deep link logs the Reviewer into their Pending Assignments folder on the Reviewer Main Menu.

Expire link after  clicks

Expire link after  days

Cancel

Submit

# HTML in Letters

Allows greater customization of your letter templates

# HTML in Letters

- HTML can be used for:
  - Inserting formatting (bold text, colored text, etc.)
  - Inserting images
- Deep Links display as text links in HTML
  - %PENDING\_ASSIGNMENTS\_DEEP\_LINK%
  - <http://demosgg120/edmgr.com/l/asp?i=3328&1=LKOLO>
  - vs [Pending Assignments](#)

# Letter Configurations

## HTML Letter Templates

### 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
Journal Office Notice Editor Decision Notification	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Editor Agrees to Handle Assignment	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Editor Decision Rescinded	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Declined Revision Reinstated	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice All Reviews Complete	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Author Declines to Revise	General	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove   Hide
Journal Office Notice Completed Review	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 of Review Assignment	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

# Letter Configurations

## Adding Image Files

### Edit Image Files for HTML Letters

Click 'Upload New Image File' to add a new image. Click 'Edit' to change the image description. The 'E-mail Link' is the text which should be inserted into an HTML-formatted letter at the point you wish the image to appear.

Upload New Image File

Close

File Name	Image Description	E-mail Link	Actions	
edman.293.v.gif	EM logo		<a href="#">Download</a>	<a href="#">Edit/Replace</a>
pk1.JPG	Logo		<a href="#">Download</a>	<a href="#">Edit/Replace</a>
editorsmonthly_final5.png	Editors Monthly		<a href="#">Download</a>	<a href="#">Edit/Replace</a>
20130209_171833.jpg	Signature		<a href="#">Download</a>	<a href="#">Edit/Replace</a>
Aries.gif	Aries		<a href="#">Download</a>	<a href="#">Edit/Replace</a>
EM.jpg	Em2		<a href="#">Download</a>	<a href="#">Edit/Replace</a>

Upload New Image File

Close

# Letter Configurations

## HTML Letter Templates – Inserting Images

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

```

```

Ref.: Ms. No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%  
%TODAYS\_DATE%

Dear %TITLE% %LAST\_NAME%,

I am pleased to tell you that your work has now been accepted for publication in  
%JOURNALFULLTITLE%.

It was accepted on %FINAL\_EDITOR\_DECISION\_DATE%

<b>%EDITOR\_DECISION%</b>

Comments from the Editor and Reviewers can be found below.

Thank you for submitting your work to this journal.

With kind regards,

%CORR\_ED\_FIRST\_NAME% %CORR\_ED\_LAST\_NAME%  
%CORR\_ED\_EDITOR\_ROLE%  
%JOURNALFULLTITLE%

```

```



# Letter Configurations

HTML Letter Templates – Select Image from drop-down menu

## Insert Image

Select an image description from the drop-down menu below and click the 'Insert Image' button to insert the image into the letter. The image can be viewed by clicking the 'Preview Letter' button once it has been inserted.

---

Aries ▼

Cancel

Insert Image

---

# Letter Configurations

## HTML Letter Templates – Preview Letter Template

### Preview Letter - Editor Decision - Accept

To permanently save this letter, close this window and click 'Save' on the Edit Letter page.

Close



Ref.: Ms. No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%  
%TODAYS\_DATE%

Dear %TITLE% %LAST\_NAME%,

I am pleased to tell you that your work has now been accepted for publication in %JOURNALFULLTITLE%.

It was accepted on %FINAL\_EDITOR\_DECISION\_DATE%

**%EDITOR\_DECISION%**

Comments from the Editor and Reviewers can be found below.

Please review our [Production Guidelines](#) for further information.

Thank you for submitting your work to this journal.

With kind regards,

%CORR\_ED\_FIRST\_NAME% %CORR\_ED\_LAST\_NAME%  
%CORR\_ED\_EDITOR\_ROLE%  
%JOURNALFULLTITLE%



# HTML in Letters

Email with Merge Fields, Images, Deep Link and URL



Ref.: Ms. No. DEMOSGG-15-39  
HTML Letter  
SGG Demo 12.0  
06/11/2015

Dear Mr. Barker,

I am pleased to tell you that your work has now been accepted for publication in SGG Demo 12.0.

It was accepted on 06/11/2015

## **Accept**

Comments from the Editor and Reviewers can be found below.

Please review our [Production Guidelines](#) for further information.

Thank you for submitting your work to this journal.

With kind regards,

Steven Gain  
Editor in Chief  
SGG Demo 12.0



# Example HTML

HTML opening tag	HTML closing tag	
<code>&lt;a href target='_blank'&gt;</code>	<code>&lt;/a&gt;</code>	Defines a hyperlink. The "href" attribute indicates the link's destination. The target= '_blank' must be included to ensure that the target page opens in a new window.
<code>&lt;b&gt;</code>	<code>&lt;/b&gt;</code>	Defines bold text.
<code>&lt;blockquote&gt;</code>	<code>&lt;/blockquote&gt;</code>	Displays an indented block surrounded by blank lines.
<code>&lt;br&gt;</code>		Inserts a single line break. No closing tag.
<code>&lt;caption&gt;</code>	<code>&lt;/caption&gt;</code>	Defines a table caption. Valid only within <code>&lt;table&gt;</code> tags.
<code>&lt;div&gt;</code>	<code>&lt;/div&gt;</code>	Defines a division or section. Used to group block-level elements and to format them with CSS. Inline Only inline CSS style declarations can be used in EM Emails.
<code>&lt;em&gt;</code>	<code>&lt;/em&gt;</code>	Defines emphasized text (most browsers display in <i>italics</i> ).
<code>&lt;h1&gt;</code> <code>&lt;h6&gt;</code>	<code>&lt;/h1&gt;</code> <code>&lt;/h6&gt;</code>	Defines HTML headings 1 (largest) through 6 (smallest).
<code>&lt;hr&gt;</code>		Defines a thematic break in an HTML page. Used to separate content. No closing tag.
<code>&lt;i&gt;</code>	<code>&lt;/i&gt;</code>	Defines a part of text in an alternate voice or mood. (Usually displayed in <i>italic</i> .)
<code>&lt;img&gt;</code>		Displays an image. The two attributes "src" and "alt" are required. For example: <code>&lt;img src="http://1d8a787de4174f1aa625-28a4b9047a732d2a8879bfd4a1538bd8.r56.cf3.rackcdn.com/gg_0091.jpg" width=140px" height "32px" alt="image not found" /&gt;</code> (You need the full URL to put an image into an email.)
<code>&lt;li&gt;</code>	<code>&lt;/li&gt;</code>	Defines a list item in an ordered, unordered, or directory list
<code>&lt;mark&gt;</code>	<code>&lt;/mark&gt;</code>	Defines marked text (used to highlight parts of text). New in HTML5.
<code>&lt;ol&gt;</code>	<code>&lt;/ol&gt;</code>	Defines an ordered (numbered) list, which is made up of List Item <code>&lt;li&gt;</code> tags.
<code>&lt;p&gt;</code>	<code>&lt;/p&gt;</code>	Defines a paragraph.
<code>&lt;small&gt;</code>	<code>&lt;/small&gt;</code>	Defines smaller text.
<code>&lt;span&gt;</code>	<code>&lt;/span&gt;</code>	Used to group inline elements and to format them with CSS. Only inline CSS style declarations can be used in EM Emails.
<code>&lt;strong&gt;</code>	<code>&lt;/strong&gt;</code>	Defines important text.
<code>&lt;sub&gt;</code>	<code>&lt;/sub&gt;</code>	Defines subscripted text.
<code>&lt;sup&gt;</code>	<code>&lt;/sup&gt;</code>	Defines superscripted text.
<code>&lt;table&gt;</code>	<code>&lt;/table&gt;</code>	Defines a table. <code>&lt;td&gt;</code> and <code>&lt;tr&gt;</code> tags are used.
<code>&lt;td&gt;</code>	<code>&lt;/td&gt;</code>	Defines a cell in a table. Used within <code>&lt;tr&gt;</code> tags.
<code>&lt;th&gt;</code>	<code>&lt;/th&gt;</code>	Defines a header cell in a table. Used within <code>&lt;tr&gt;</code> tags.
<code>&lt;tr&gt;</code>	<code>&lt;/tr&gt;</code>	Defines a row in a table. Used within <code>&lt;table&gt;</code> tags.
<code>&lt;u&gt;</code>	<code>&lt;/u&gt;</code>	Represents some text that should be stylistically different from normal text, such as misspelled words or proper nouns in Chinese.
<code>&lt;ul&gt;</code>	<code>&lt;/ul&gt;</code>	Defines an unordered (bulleted) list, made up of <code>&lt;li&gt;</code> items.

# Managing External Correspondence

Storing everything in Editorial Manager

# External Correspondence

- Users will sometimes provide information to the publication outside of Editorial Manager
- EM has two ways to add external information to the Correspondence History
  - Manual
  - Automated

# Add External Correspondence

- Add/Edit External Correspondence
- If Attachments feature is enabled
  - Add Attachments to External Correspondence
  - RoleManager Permission – General Searching and Viewing

- Add/Edit External Correspondence
  - Add Attachments to External Correspondence

# Add External Correspondence

## CORRESPONDENCE HISTORY

Add Editorial Correspondence

Correspondence Date	Letter	Recipient	Status	Revision	Operator
03/11/2015	Editor Notice an Assignment was Undone	Steven Gain	Manuscript Submitted	0	Steven Gain
03/10/2015	Author Notice of Manuscript Number	John Carnevale	Manuscript Submitted	0	Steven Gain
02/24/2015	Author Verification	Elisha Daley	Manuscript Submitted	0	Steven Gain
02/24/2015	Author - Other Author Verification	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	Author - Other Author Verification	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	PDF Built by Editor	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	Author Verification	Elisha Daley	Manuscript Submitted	0	Steven Gain
02/24/2015	Author - Other Author Verification	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	Author - Other Author Verification	John Carnevale	Manuscript Submitted	0	Steven Gain
02/24/2015	Journal Office Notice New Submission	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	Author Submits New Manuscript Confirmation	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	PDF Built and Requires Approval	Steven Gain	Needs Approval	0	Steven Gain



# Add External Correspondence

## Add External Editorial Correspondence

Items marked with an asterisk are required. The 'Correspondence Date' and 'Description' fields will be listed on the History page. Paste or type any desired text into the 'Letter Body' area, but note that any formatting will be lost. Click 'Open in New Window' if you need extra space to edit the correspondence.

Note: Please check the text for any sensitive information that should be removed or obscured (such as passwords or names of reviewers), as the system cannot automatically anonymize correspondence you add manually. Correspondence where you enable the 'Display in Author's Correspondence History' checkbox can be viewed by the author if your publication allows this.

Cancel

Submit

**Display In Author's Correspondence History**

\* Correspondence Date: 06/19/2015 (mm/dd/yyyy) Time: Hour: 10 Minute: 30 AM/PM: AM U.S. Eastern Time

\* Description: Joy of Letters

From: Author - Seven Gain

To: Manuscript Coordinator - Elisha Daley

Letter Subject: Query on submission status

Attachments: Add/Change Attachments

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

To whom it may concern.....

# Add External Correspondence

## CORRESPONDENCE HISTORY

Add Editorial Correspondence

Correspondence Date	Letter	Recipient	Status	Revision	Operator
06/09/2015	Joy of Letters <a href="#">Remove</a> <a href="#">Edit</a>				Steven Gain
03/11/2015	<a href="#">Editor Notice an Assignment was Undone</a>	Steven Gain	Manuscript Submitted	0	Steven Gain
03/10/2015	<a href="#">Author Notice of Manuscript Number</a>	John Carnevale	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author Verification</a>	Elisha Daley	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author - Other Author Verification</a>	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author - Other Author Verification</a>	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">PDF Built by Editor</a>	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author Verification</a>	Elisha Daley	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author - Other Author Verification</a>	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author - Other Author Verification</a>	John Carnevale	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Journal Office Notice New Submission</a>	Joan Lewis	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">Author Submits New Manuscript Confirmation</a>	Steven Gain	Manuscript Submitted	0	Steven Gain
02/24/2015	<a href="#">PDF Built and Requires Approval</a>	Steven Gain	Needs Approval	0	Steven Gain

# External E-Mail Drop-Box

- Allows e-mail responses to letters originating from EM to be imported into the Correspondence History of the related submission
- Emails to be imported are forwarded to a unique drop box e-mail address created by Editorial Manager
- Emails are matched to the correct submission using a unique identifier (EMID) that is inserted into to subject line of outgoing emails

# External E-Mail Drop-Box

- What is an EMID?
  - A unique code appended to the subject line of an email
  - Example: [EMID:ed06f6b074241c34]
  - Used to link external email to EM submission
  - Must have an EMID in subject line to be properly ingested
- Configured in PolicyManager

# External E-Mail Drop-Box

## PolicyManager Main Menu

---

[Expand All](#)

[Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊕ **Submission Policies**
- ⊕ **Questionnaire Policies**
- ⊕ **Additional Data Policies**
- ⊕ **Editor Assignment Policies**
- ⊕ **Reviewer and Editor Form Policies**
- ⊖ **E-mail and Letter Policies**
  - [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](#)

# External E-Mail Drop-Box

## Configure Email Import

A user who receives replies, outside the system, to system-generated Emails may add them to the appropriate Correspondence History by forwarding them to the 'Drop-Box' address displayed below, once submitted.

If you generate and submit a new address, any previous address is made inactive and cannot be used again (this allows you to retire an address that has become a target for spam Emails). Clear the address and submit the page to turn off the ability to import mail into the publication.

You must submit this page for any changes to the Drop-Box Address to take effect. You should inform anyone who forwards mail in this way immediately of any changes to this address.

### Set 'Drop-Box' Email Address:

em.demosgg120-1854397f2f8f8556@editorialmanager.com

Once activated, the system will attempt to import Email sent to the 'Drop-Box' address. If this import fails, and the mail subject line contains a valid import identifier code created by EM, then the system can forward the failed Email to a contact address for notification. To enable failure notifications, type in the desired Email address below. Delete this address to disable this feature.

### Set Email Address for Failure Notifications:

# External E-Mail Drop-Box

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (0%)</a> <a href="#">Details ▼</a> <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Technical Check</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a> <a href="#">Initiate Production</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>		Demo		EMUG 2015

# External E-Mail Drop-Box

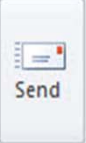
From: em.demosgg120.1.43b2d4.968b7813@editorialmanager.com on behalf of Steven Gain <em@editorialmanager.com>  
To: Steven Gain  
Cc:  
Subject: **Email to Author - [EMID:b53494aef76c2512]**

Sent: Tue 6/9/2015 10:23 AM

EMUG 2015 - EMID Example




# External E-Mail Drop-Box

 Send

To...

Cc...

Subject:

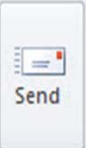
Reply from author. | 

---

**From:** em.demosgg120.1.43b2d4.968b7813@editorialmanager.com [mailto:em.demosgg120.1.43b2d4.968b7813@editorialmanager.com] **On Behalf Of** Steven Gain  
**Sent:** Tuesday, June 09, 2015 10:23 AM  
**To:** Steven Gain  
**Subject:** Email to Author - [EMID:b53494aef76c2512]

EMUG 2015 - EMID Example

# External E-Mail Drop-Box

 Send

To... [em.demosgg120-1854397f2f8f8556@editorialmanager.com](mailto:em.demosgg120-1854397f2f8f8556@editorialmanager.com)

Cc...

Subject: FW: Email to Author - [EMID:b53494aef76c2512]

---

**From:** Steven Gain  
**Sent:** Tuesday, June 09, 2015 10:27 AM  
**To:** Steven Gain  
**Subject:** RE: Email to Author - [EMID:b53494aef76c2512]

Reply from author.

---

**From:** [em.demosgg120.1.43b2d4.968b7813@editorialmanager.com](mailto:em.demosgg120.1.43b2d4.968b7813@editorialmanager.com) [<mailto:em.demosgg120.1.43b2d4.968b7813@editorialmanager.com>] **On Behalf Of** Steven Gain  
**Sent:** Tuesday, June 09, 2015 10:27 AM

# External E-Mail Drop-Box

## CORRESPONDENCE HISTORY

Add Editorial Correspondence

Correspondence Date	Letter	Recipient	Status	Revision	Operator
06/11/2015	Imported E-mail (External) <a href="#">Remove</a> <a href="#">Edit</a>				
06/11/2015	<a href="#">General Email to Author</a>	Jeff Tassi	With Editor	0	Steven Gain

# Ad Hoc E-Mail Options

## Edit 'Ad Hoc From Editor' Letter

Cancel

Save

Custom  
Instructions

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.

[View Default Instructions](#)

[Revert to Default Instructions](#)

Letter Purpose:

Subject:

Letter Family:

Editor Roles  
That Can Send  
This Letter

None Selected  
ALL EDITOR ROLES  
Editor in Chief  
Associate Editor  
Editorial Coordinator

[Select All](#)

[Clear All](#)

Sender's E-mail Address

- Use E-mail address of user triggering the Correspondence
- "12.0 Demo" <demo@ariesys.com>
- "12.0 Demo" <demo@ariesys.com>

Recipient:

- "12.0 Demo" demo@ariesys.com
- Corresponding Editor
- Corresponding Production Editor
- Display text box so sender can insert an e-mail address

# Attach Files to Letters

Letter templates can be configured to allow attachments

cc: bcc:

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

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

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

Allow attachments

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

Attachments

# Attach Files to Letters

## Customize Letter - General Email to Author

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


Cancel

Preview and Send

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

To: Corresponding Author;

Letter Subject:

 Attachments:

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

Attachment

Cancel

Preview and Send

# Attach Files to Letters

Cancel Proceed

## Select Files

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

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

Browse your computer:

Choose Files

Or drag and drop files here:



### ☐ Add Files from Submission Inventory

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

[Submission Files](#)

#### System PDFs

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

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

#### Submission Files

[Top](#)

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

Cancel Proceed

# Attach Files to Letters

## Customize Letter - General Email to Author

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

Cancel

Preview and Send

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

To: Corresponding Author;

Letter Subject: Email to Author

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

Add/Change Attachments

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

Attachment



# Attach Files to Decision Letters

## Notify Author Screen

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
<b>Original Submission</b>						
<a href="#">Download</a> <a href="#">Download Sanitized Copy</a> <a href="#">Remove</a>	Steven Gain (Editor)	EMUG 2015	EMUG2015_PPT_EmailManagement.pptx	6.9 MB	06/09/2015	<input checked="" type="checkbox"/>

[Upload Attachments](#)

# Attach Files to Decision Letters

## PolicyManager Main Menu

---

[Expand All](#)

[Collapse All](#)

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊕ Discussion Forums
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊖  ProduXion Manager
  -  [Configure Attachment Security](#)
  -  [Edit Instructions for Attachments](#)
  -  [Set Attachments Deep Link Policy](#)

# Attach Files to Decision Letters

## Author Access

---

### Author Access

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

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

---

Cancel

Submit

# Attach Files to Decision Letters

## Attachment Availability

---

### Availability

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

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

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

---

# Attach Files to Decision Letters

## Attachment Sanitization

Cancel

Submit

### Sanitization

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

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

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

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

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

# Edit and Resend E-mail

- Allows editors to edit and resend email from Correspondence History

# Edit and Resend E-mail

- Any letter can be resent using the “Resend” button in the Correspondence History
- RoleManager permission allows editors to edit *and* resend letters
- Can edit recipient, CC/BCC recipients, letter body and subject line
- Can add/remove attachments
- Decision letters can not be edited
- Co-Author confirmation letters should be sent from the Author Status link on the Details Page

# Edit and Resend E-mail

## View Letter

[Close](#) [Edit and Resend](#) [Resend](#)

**Date:** 06/09/2015  
**To:** "Steven Gain" sgain@ariessys.com  
**From:** "Steven Gain" sgain@ariessys.com  
**Subject:** Email to Author

---

EMUG 2015 - EMID Example

---

[Close](#) [Edit and Resend](#) [Resend](#)



# Edit and Resend E-mail

## Edit and Resend Letter

Please note that merge fields cannot be populated during the resend process. Deep links will be regenerated and all previously merged fields will retain the merged text (as shown below), but newly added fields will not be merged into the letter.

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

To:  "Steven Gain" sgain@ariessys.com (Original Recipient) [Update User's Address](#)


Additional recipients can be added (separated by semicolons) but please note that in the letter sent to manually added recipients, deep links and username/password information will be replaced by asterisks.

Letter Subject:

If copies of the original letter were sent to additional recipients, they are listed below. You may add or remove recipients as desired. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:

bcc:

 Attachment(s):

Letter Body: [Insert Special Character](#)

EMUG 2015 - Edit and Resend

# Edit and Resend E-mail RoleManager Permission

- View Editorial Status History
- View Editorial Correspondence History
  - Edit Letter when Resending
- Add/Edit External Correspondence
  - Add Attachments to External Correspondence
- View All Submissions
- View Completed Reviews Grid in Main Menu
- View Additional Manuscript Details
  - Edit Additional Manuscript Details
- View Notes on Manuscript Details
- Edit Notes on Manuscript Details
- Turn On Manuscript Notes Flag
- Turn Off Manuscript Notes Flag

# Upcoming Features

- Shared Letter Management – v12.1
- Usage Column on Edit Letters Page
- Email Icon on Details Page
- Rich Text Management

# Upcoming Features

## Shared Letters Management

Share Letter ▲▼	Letter Purpose ▲▼	Letter Family Group by: ▲▼	Text Format		HTML Format		All Formats
<input type="checkbox"/>	Welcome1	General	<input type="radio"/>	<a href="#">Edit</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Welcome 2	General	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Appeal Reject Decision	Ad Hoc from Author	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Assign Production Task	Production	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Attachments to Author	Ad Hoc From Editor	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	AU - Notice that Associate Editor was assigned	Invite/Assign/Unassign Editor	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author - return submission	Communications to Author	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Approve Changes	General	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Corrections	Production	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Instructions and Due Date	General	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Invitation	Communications to Author	<input type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Invitation for Commentary	Author Invitation	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
<input type="checkbox"/>	Author Invitation for Proposal	Author Invitation	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>

Hidden Letters							
Letter Purpose ▲▼	Letter Family Group by: ▲▼	Text Format		HTML Format		All Formats	
Welcome letter to be hidden	General	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Restore</a>	
None	General	<input type="radio"/>	<a href="#">Edit</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Restore</a>	

# Upcoming Features

## Shared Letters Management – Add or remove sites

Publication Code	Publication Title	Terminate Subscriber Relationship
DEMO112B	Journal of Demonstration1	<a href="#">Select All/ Clear All</a> <input type="checkbox"/>
DEMO112A	Journal of Research and Development	<input type="checkbox"/>
DEMOCLONE1	Journal of Interesting Studies	<input type="checkbox"/>
DEMOCLONE2	Journal of New Information	<input type="checkbox"/>
DEMOCLONE3	Survey of Medical Research	<input type="checkbox"/>

Additional Subscriber site (enter Publication Code):

# Upcoming Features

## Shared Letters Management – Share Letters across sites

[Add New Letter](#)
[Save Changes](#)
[Edit Image Files for HTML Letters](#)
[Manage Letter Subscriptions](#)
[Replace Selected Letters with Shared Letters](#)

Replace with Shared Letter	Letter Purpose ▲▼	Letter Family Group by: ▲▼	Text Format	HTML Format	All Formats
<input type="checkbox"/>	Welcome 1	General	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
	Welcome 2 <span>S</span>	General	<input type="radio"/> <a href="#">Edit</a>	<input type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
<input type="checkbox"/>	Appeal Reject Decision	Ad Hoc from Author	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
	Author Invitation <span>S</span>	Communications to Author	<input type="radio"/> <a href="#">Edit</a>	<input type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
	Author Invitation for Proposal II <span>S</span>	Author Invitation	<input type="radio"/> <a href="#">Edit</a>	<input type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
<input type="checkbox"/>	Author Notice Editor Made Changes to Submission	Communications to Author	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
<input type="checkbox"/>	Author Notice Journal Office Removes Submission	General	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
<input type="checkbox"/>	Author Notice of Final Disposition	General	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>
<input type="checkbox"/>	Author Proof - Assign	Production	<input type="radio"/> <a href="#">Edit</a>	<input checked="" type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>

Letter Purpose	Letter Family	Replace with:
Welcome 1	General	<a href="#">Please Choose</a> ▼
Appeal Reject Decision	Ad Hoc from Author	<a href="#">Please Choose</a> ▼
Assign Production Task	Production	<a href="#">Please Choose</a> ▼
Attachments to Author	Ad Hoc From Editor	<a href="#">Please Choose</a> ▼
AU - Notice that Associate Editor was assigned	Invite/Assign/Unassign Editor	<a href="#">Please Choose</a> ▼
Author - return submission	Communications to Author	<a href="#">Please Choose</a> ▼
Author Approve Changes	General	<a href="#">Please Choose</a> ▼
author corrections	Production	<a href="#">Please Choose</a> ▼

# Upcoming Features

## Usage Colum

### 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: ▲▼	ActionManager Roles and Events	Text Format	HTML Format	All Formats
Editor Agrees to Handle Assignment	General	<a href="#">Section Ed</a> - Editor Agree to Assignment	<input checked="" type="radio"/> <a href="#">Edit</a>	<input type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Editor Assignment	Invite/Assign/Unassign Editor	<a href="#">Associate Editor</a> - Editor Assigned (Not Invited) <a href="#">Editor-in-Chief</a> - Editor Assigned (Not Invited)	<input checked="" type="radio"/> <a href="#">Edit</a>	<input type="radio"/> <a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>

# Upcoming Features

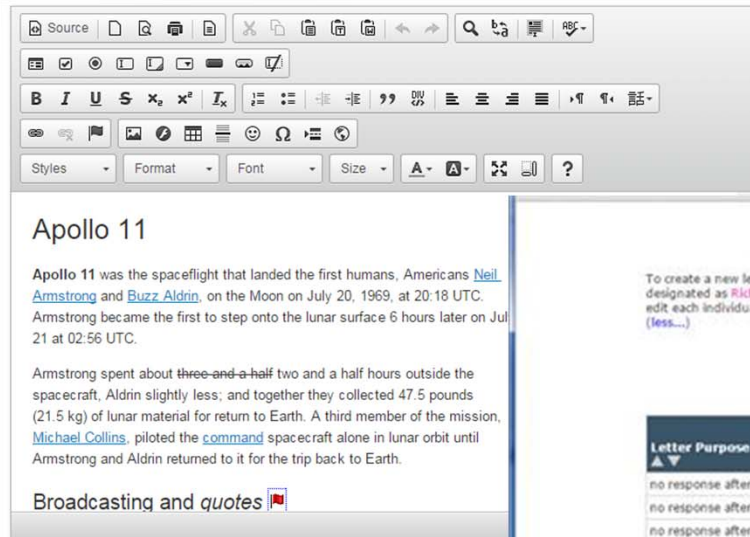
## Send Email Icon on Details Page

<b>Name:</b>	  Charles W. Archer   <span style="border: 1px solid black; padding: 2px;">Proxy</span> 
<b>Author Status:</b>	Author Invited
<b>Date Author Invited:</b>	Mar 24, 2015
<b>Date Response Due:</b>	<input type="text" value="03/31/2015"/> (mm/dd/yyyy)
<b>Elapsed Days Since Invitation:</b>	8
<b>Date Submission Due:</b>	<input type="text" value="04/21/2015"/> (mm/dd/yyyy)
<hr/>	
<b>Name:</b>	  Markus Arand, M.D., Ph.D.  <span style="border: 1px solid black; padding: 2px;">Proxy</span>
<b>Author Status:</b>	Author Invited
<b>Date Author Invited:</b>	Mar 24, 2015
<b>Date Response Due:</b>	<input type="text" value="03/31/2015"/> (mm/dd/yyyy)



# Upcoming Features

## Rich Text Management




A screenshot of a rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, video, table, link icon, unlink icon, undo, redo, search, and help). Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers. The main content area contains a text block with the following text:

**Apollo 11**

Apollo 11 was the spaceflight that landed the first humans, Americans [Neil Armstrong](#) and [Buzz Aldrin](#), on the Moon on July 20, 1969, at 20:18 UTC. Armstrong became the first to step onto the lunar surface 6 hours later on July 21 at 02:56 UTC.

Armstrong spent about ~~three-and-a-half~~ two and a half hours outside the spacecraft, Aldrin slightly less; and together they collected 47.5 pounds (21.5 kg) of lunar material for return to Earth. A third member of the mission, [Michael Collins](#), piloted the [command](#) spacecraft alone in lunar orbit until Armstrong and Aldrin returned to it for the trip back to Earth.

**Broadcasting and quotes** 



A screenshot of the 'Edit Letters' interface. At the top, there is a title 'Edit Letters' and a paragraph of instructions: 'To create a new letter, click the 'Add New Letter'. To edit an existing letter click the 'Edit' link next to the letter title. To create a new letter, click 'Add New Letter'. Letters designated as Rich Text (HTML) format can include images. Upload the image files using the 'Edit Image Files for Letters' button. To include the images in the letter, edit each individual letter. (less...)'

Below the instructions are three buttons: 'Add New Letter', 'Save Changes', and 'Edit Image Files for Letters'. A link 'Back to PolicyManager' is also present.

The main part of the interface is a table with the following columns: Letter Purpose, Letter Family Group by, Primary Use, Letter Family, Rich Text (HTML), and All Formats. A yellow box highlights the 'Rich Text (HTML)' column. The table contains the following data:

Letter Purpose	Letter Family Group by	Primary Use	Letter Family	Rich Text (HTML)	All Formats
no response after 2 days	Reviewer Reminder		Ed	Ed	Remove   Hide
no response after 1 day	Reviewer Reminder	<a href="#">Batch Emails and Reminders</a>	Ed	Ed	Remove   Hide
no response after 3 days	Reviewer Reminder		Ed	Ed	Remove   Hide
New User Registration	General	<a href="#">ActionManager_Events</a>	Ed	Ed	Remove   Hide
Merge Duplicate User Notice	General		Ed	Ed	Remove   Hide
Reviewer Notification Interim Letter	Reviewer Notification		Ed	Ed	Remove   Hide
Copyright Transfer Request	Ad Hoc From Editor		Ed	Ed	Remove   Hide
Editor Decision - Reject	Decision	<a href="#">Editor Decision Terms</a>	Ed	Ed	Remove   Hide
Editor Decision - Minor Revise	Decision		Ed	Ed	Remove   Hide

Below the table is a section titled 'Hidden Letters' with a similar table structure. The first row shows 'iCalley - Assign' under Letter Purpose and 'Production' under Letter Family Group by. The 'Letter Family' column has a '+' icon and 'Ed' link. The 'Rich Text (HTML)' column has a '-' icon and 'Ed' link. The 'All Formats' column has 'Remove | Restore' links.

At the bottom of the interface are three buttons: 'Add New Letter', 'Save Changes', and 'Edit Image Files for Letters', and a link 'Back to PolicyManager'.