Welcome to
EMUG 2016

em **Editorial Manager®** pm **ProduXion Manager®**
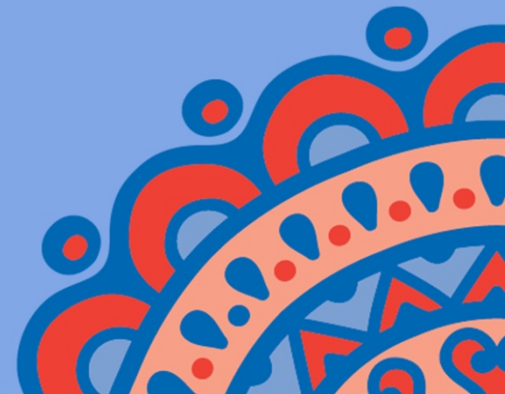
www.ariessys.com

Aries systems
Publish Faster. Publish Smarter.

Boot Camp

Dianne Gullo , Sr. Account Coordinator   dgullo@ariessys.com

BootCamp Agenda

- How is EM structured
- How does information get into EM
- User registration
    - Self register
    - Proxy register
- Managing people records
- The author submission process
- Inviting Reviewers
- Completing a review – the Reviewer form
- Viewing reviews and comments
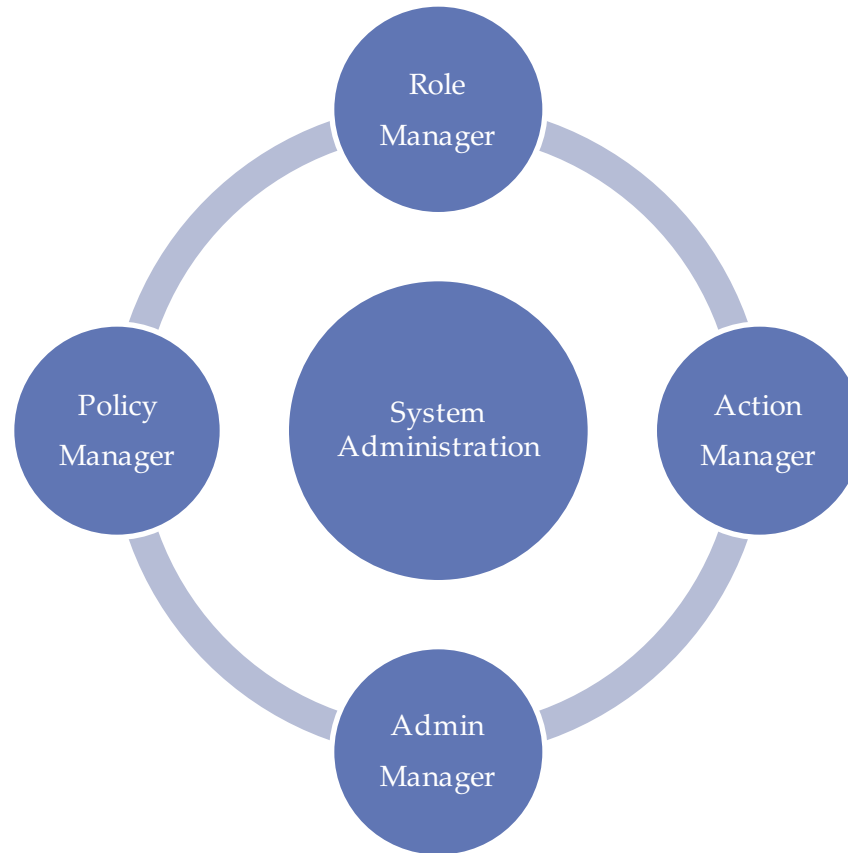- Editor decisions and the decision letter
- Letters
- Reporting

EM is made up of 4 role families

- The author role is the default role. Everyone is an author!
- Users can have 1 role from each family.
- Each role is assigned a set of permissions that determine what a user can see and do.

System Administration

System Administration is where all configurations and permissions are set.

PolicyManager Main Menu

Expand All   Collapse All
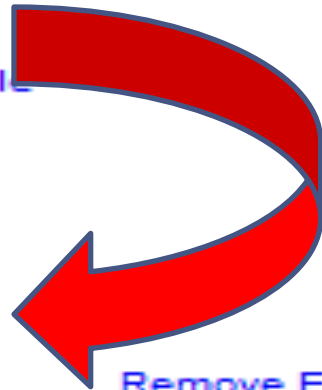
⊞ Registration and Login Policies
⊞ Status Policies
⊞ Submission Policies
⊞ Questionnaire Policies
⊞ Additional Data Policies
⊞ Editor Assignment Policies
⊞ Reviewer and Editor Form Policies
⊞ E-mail and Letter Policies
⊞ General Policies
⊞ Discussion Forums
⊞ Linked Submissions Policies
⊞ Conference Submission Policies
⊞ Transmittal Policies
⊞ ⊘ProduXion Manager

Policy Manager is where the majority of your configurations are made.

System Administration – Role Manager

ActionManager

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

Document Status
Author Letters
Reviewer Letters
EB Reviewer Letters
Managing Editor Letters
Editor Letters

Managing Editor Letters
Editor Letters
Editorial Assistant Letters
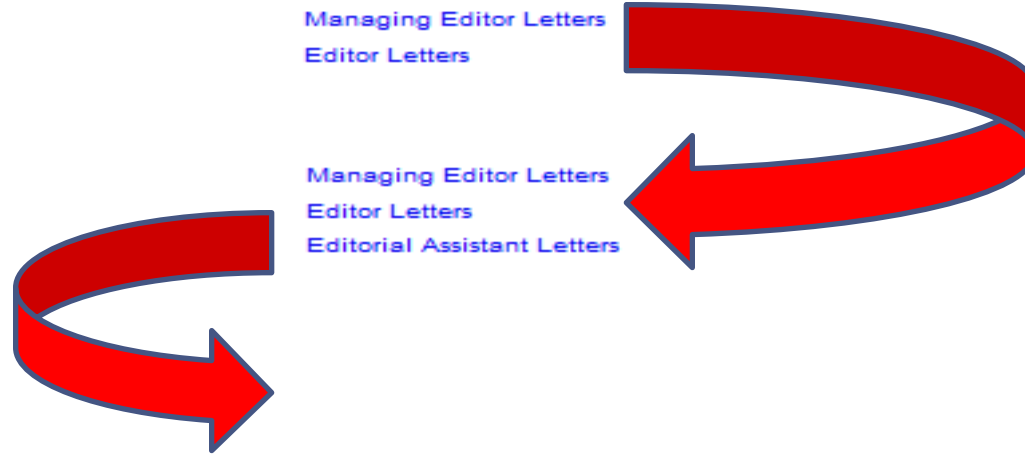
Reviewer Assigned

Event	Editor Letters
Request Unregistered Reviewer	NONE
Reviewer Invited	NONE
Reviewer Assigned (Not Invited)	NONE
Reviewer Agree	Editor Notice Reviewer Agrees to Review
Reviewer Decline	Editor Notice Reviewer Declines to Review

AdminManager Main Menu

Set Live Journal Flag

Set Default Target FTP Site for Extract of Conference Submissions

Share People

Configure Shared Letters Management

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access Rights

Configure Manuscript Service Providers for Ingest Service

How does information get into EM?

PEOPLE
- Import
- Self registration
- Proxy registration

SUBMISSIONS
- Author submission
  - Unsolicited
  - Invited
- Transferred submissions
  - Between EM sites
  - From non-EM sites into EM
- EM Ingest
  - Author submission via third party Manuscript Service Providers

Register New User

Let's Do it!

Self Registration

This image cannot currently be displayed.

Self Registration

You can determine which fields will be required or optional.

Institution Name Normalization

Aries has partnered with Ringgold and is using their curated database of institutions. This is another way to keep your data clean!

Configuration!

Self Registration

Please confirm the following very important information:

Confirm Registration

Given/First Name:	**Dianne**
Family/Last Name:	**Doe**
Username:	**deg**
E-mail Address:	**d@trash.com**
Country:	**ALGERIA**

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

[<< Previous Page] [Continue >>]

New registrants will be sent an email that contains their new user name and password.

Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

[Go to Login Page]

Proxy Registration

Administrative Functions

System Administrator Functions
Register New User
Reports
Send Reminder Letters
Send Batch E-mail

Insert Special Character

Proxy Register New User

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:

E-mail Address

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

Required Information

Personal Information

Given/First Name *
Family/Last Name *
Preferred Method of Contact *   ⦿ E-mail ○ Fax ○ Postal Mail ○ Telephone
Title *   (Mr., Mrs., Dr., etc.)

Institution Related Information

Country *   Please choose a country
Address is for (Work, Home, Other) *   ⦿ Work ○ Home ○ Other

⊞ User Information

⊞ Enter More Contact Information

Cancel   Register User and Send Letter   Register User and Do NOT Send Letter

---

Editors with permission can proxy register users from:

Editor Main Menu
Register and invite new reviewer
Register and invite new author
Search people
Results page of search people

Managing People Records
Keeping your data clean!

User records

Clicking on a users name opens the complete user record.

Inside a user record

Inside of a user record is where you assign the user a reviewer or editor role.

Users activity details

In addition to historical and statistical information a user record also contains current editor assignments, completed reviews and authored submissions.

Current Editor Assignments

MS Number	Date Editor Assigned	Elapsed Days	Status	Action
demodg16 -46	Apr 12, 2016	31	With Editor	View Submission Details ⚐ History
DEOMDG-81-21	Apr 25, 2016	18	With Editor	View Submission Details ▶ ⚐ 📧 ☺ 🖐 History

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating	Review Rating	Action
DEOMDG-81-1	Mar 15, 2012	Mar 15, 2012	Mar 15, 2012	-14	0	Reject	0	0	View Submission Details ⚐ 🖐 History
DEOMDG-81-10	Sep 12, 2011	Sep 12, 2011	Sep 13, 2011	-13	0	Accept	0	0	View Submission Details ⚐ History
DEOMDG-81-13	Mar 15, 2012	Mar 15, 2012	Mar 15, 2012	-14	0	Accept	0	0	View Submission Details ⚐ History

Authored Submissions

MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
demodg15 -41	10/28	Oct 28, 2015	Completed Accept	Oct 28, 2015		Accept	View Submission Details ⚐ History
demodg15 -42	Dmitri	Oct 28, 2015	Completed Accept	Oct 28, 2015		Accept	View Submission Details ⚐ History

Merging duplicate user records

- Surviving record assumes user name, personal classifications and all contact information.
- Old address is no longer available. The surviving address is now the address of record.
- All history and current assignments are copied to the surviving record.

Inactivating user records

- An inactivated user cannot be reinstated.

- The recorded actions and details of the inactivated user do not get removed from manuscript history or details, from Editor or Reviewer performance statistics or from any table or record that uses historical information.

Configurations!

Questions about the Registration Process or Managing People records?

KEEP CALM AND SUBMIT YOUR PAPER

Author Main Menu

Unsolicited

Author Main Menu

Alternate Contact Information

Unavailable Dates

For additional help with your submission, please click here for the Author Tutorial.

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

New Submissions

Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (1)
Submissions Being Processed (5)

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (1)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (4)
Declined Revisions (0)

Completed

Submissions with a Decision (11)

Invited

Author Main Menu

Alternate Contact Information

Unavailable Dates

For additional help with your submission, please click here for the Author Tutorial.

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

Invited Submissions

My New Invitations (1)

New Submissions

Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (5)

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (1)

Select article type

The selection of an article type determines which submission steps will be presented to the author.

Enter the title of the submission

Please Enter The Full Title and Short Title of Your Submission

Submission

✓ Select Article Type

➡ Enter Title

Entering a Full Title is Required for Submission.

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

Full Title

Welcome to EMUG 2016

Secondary Full Title

Bienvenido a 2016 EMUG

Short Title *(Limit 20 words)*   Word Count: 1

Bootcamp

Secondary Short Title

Campo de entrenamiento

Secondary title fields can be used to enter the submission title in a different language.

Add/edit/remove author step

You can configure which contributing author fields will be required or optional.

Funding

Entering the first few characters of the funding source will populate the pull-down list of funders.

You can also select which author is the grant recipient.

Sections/categories

Please Select Section/Category

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

Please Choose   None ▾

- None
- Invited Editor Section
- Clinincal Section
- Epidemiology Section
- Conference

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

Submit abstract

You limit the number of words or characters of the abstract.

The abstract can be included in the Reviewer invitation letter by using the %ABSTRACT% merge field.

Author submission process

You can allow authors to manually enter keywords associated with the content area of their submission.

Author submission process

If you require the selection of classifications during registration and also require the author to select classifications during submission process EM can provide a list of potential reviewers by matching Reviewers areas of expertise with the content area of a manuscript.

Additional Information

Questionnaires are article type specific.

Follow-on questions can be used to collect additional information.

Questions can be required or optional.

Comment Box

Suggest / Oppose Reviewers

Suggest reviewers

Suggest Reviewers

Insert Special Character

Please suggest potential reviewers for this submission.

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

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution   (max 300 characters)

Department   ▼   (max 450 characters)

E-mail Address*

Reason

Add Reviewer

Previous   Next

Oppose reviewers

Oppose Reviewers

Insert Special Character

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*

Academic Degree(s)

Position

Institution   (max 300 characters)

Department   ▼   (max 450 characters)

E-mail*

Reason*

Add Reviewer

Previous   Next

You can determine which fields are required or optional for both the suggest and oppose reviewers submission step.

Author submission process

Select region of origin

This is the ISO (International Organization for Standardization) official list of countries.

Author submission process

Authors can upload a variety of file types: for example
- Zip file
- URL / URI to external resource
- Supplemental files
  - Audio / video / wave

Required and optional submission items are configured in Policy Manager.

Author submission process

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	Offline		Online	Offline
Author Agreement	0	0	AVI	0	0
AVI (companion file)	0	0	Correl Draw File	0	0
Figure	0		*Manuscript	1	
Table	0		Companion File Test	0	
Zip File - Do not unpack	0	0	URL/URI Submission Item - Optional	0	0
URL/URI Submission Item - Required	0	0			

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

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

Previous

EM verifies that all required submission steps and submission items have been included before allowing the author to complete their submission.

EM builds two pdf's: an author/editor and a reviewer pdf.

Author submission process

Publication Charges

You may choose to submit this manuscript for Open Access publication. Please click the 'View Publication Charges' button to see the estimated Article Processing Charge.

If you would like to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for Open Access publication, please select the 'No' radio button below.

When you have made your selection, please click the 'Proceed' button.

View Publication Charges

Would you like to submit this manuscript for Open Access publication?
- Yes
- No

Cancel   Proceed

- Aries has partnered with RightsLink for the collection of open access article processing charges (APC).

- APC's can be configured by article type.

- APC's can be required or optional

I accept checkbox

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 ▲▼	Please agree that you have followed the instructions for Authors
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail		Welcome to EMUG 2016	Jun 07, 2016	Jun 07, 2016	Needs Approval	☐ I accept

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

<< Author Main Menu

The author must view their submission before it can be approved

Author's Decision

Thank you for approving "EMUG 2016 Boot camp submission".

Main Menu

Questions about the author submission process or corresponding configurations?

What happens once the author submits the paper to the publication?

To peer review or not to peer review that is the question!

Technical check and Send back to author

Return to author sends the submission back to the author with a letter, however the number of times and reasons for the return are not tracked.

Technical check

- Technical check is an opportunity to triage a submission and return it to the author prior to beginning the peer review process.

- Technical check tracks the number of times and reasons a submissions has been sent back to the author.

- %TECHNICAL_COMMENTS_TO_AUTHOR% merge field can be used in the technical check fail letter.

- Once a submission passes technical check it can be assigned to an Editor.

Assign editor

Let's Do it!

Assign editor

- Blinding an Editor from a submission prevents that Editor from having any access to the submission.

Questions about Technical check or Editor assignment?

PEER REVIEW

Inviting Reviewers

There are a number of ways to search for potential Reviewers:

- Classification matches
- Personal classifications
- Reviewers suggested by the author
- Name
- Suggest Reviewers
- Register and select a new Reviewer
- Request unregistered Reviewer
- Search from the entire database for users without reviewer roles
- Search using Reviewer Discovery

Let's do it!

Searching for Reviewers by classification matches

The Reviewer selection summary page

Searching for Reviewers by classification matches

Search Reviewer All Reviewers - Manuscript Number WEBDEM-D-15-00012 by Classification
Allan Author
Global Health Initiatives Article

View Reviews and Comments   Manuscript Details ⊽   Register and Select New Reviewer

Change Search Type

◉ Search My Publication   Search by Classification Matches ▾   from   All Reviewers ▾   Go
◯ Reviewer Discovery from ⊙ pivot   ProQuest Community of Scholars

The number next to each Classification term below indicates the number of Reviewers with a Classification match. By selecting the Classification term(s) you will be able to view a list of those Reviewers.

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

		Classification	Number of Reviewers
☑	20	Second Major Term	9
☑	30	Third Major Term	6
☑	40	Training and Education	2

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

Cancel   Submit

Register and Select New Reviewer
Request Unregistered Reviewer
My Suggest Reviewer Preferences
Editor Main Menu

EM matches the submission classifications with Reviewer areas of expertise.

EM tells you how many Reviewers in your database match the submission classifications.

Searching for Reviewers by classification matches

20 Second Major Term									

Select As
Inv. Asn. Alt. Prop.

Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Oliver Bennett ▽ ✖ (Reviewer) Review Complete	No	**2 Class match with MS** * 20: Second Major Term * 40: Training and Education	Reviews in Progress: Completed Reviews: Un-assigned After Agreeing: Terminated After Agreeing: Last Review Agreed: Last Review Completed: Last Review Declined: Avg Days Outstanding: Manuscript Rating: Avg Review Rating:	1 5 3 0 May 20, 2016 May 20, 2016 - 0 85 0.0	Date Last Invited: Outstanding Invitations: Agreed: Declined: Un-invited Before Agreeing: Terminated: Total Invitations:	Apr 15, 2015 0 9 0 0 0 9

Inv. Asn. Alt. Prop.
☐ ☐ ☐ ☐

| Nichole Ferree, etc. ▽ (Test Reviewer)
CS | No | **2 Class match with MS**
* 20: Second Major Term
* 30: Third Major Term | Reviews in Progress:
Completed Reviews:
Un-assigned After Agreeing:
Terminated After Agreeing:
Last Review Agreed:
Last Review Completed:
Last Review Declined:
Avg Days Outstanding:
Manuscript Rating:
Avg Review Rating: | 2
2
0
0
Jun 01, 2012
Jun 01, 2012
-
0
100
0.0 | Date Last Invited:
Outstanding Invitations:
Agreed:
Declined:
Un-invited Before Agreeing:
Terminated:
Total Invitations: | -
0
4
0
3
0
7 |

People Notes:
test people notes search functionality

Personal Classifications (* indicates match with document)

	Classification	Experience Ranking
*	20: Second Major Term	High
	20.600: New Classification	Medium
*	40: Training and Education	Low

Clicking on a Reviewers name provides additional Reviewer information including their classification ranking.

Completing a review

Once a Reviewer accepts the invitation to review or is assigned to review, the submission will move to the Reviewer's pending assignment folder where he can submit the review.

Pending Reviewer Assignments for Jack Jia, NA

Page: 1 of 1 (1 total assignments)

Display 10 results per page.

⊟ Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Current Status ▲▼	Date Reviewer Invited ▲▼	Date Reviewer Agreed ▲▼	Date Review Due ▲▼	Days Until Review Due ▲▼	Editor's Name ▲▼
View Submission CrossCheck/iThenticate Results (32%) Similar Articles in MEDLINE Submit Recommendation Send E-mail	3	WEBDEM-D-16-00010	Original Study	EMUG 2016 Boot camp submission	Editor Invited	Jun 07, 2016	Jun 07, 2016	Jun 21, 2016	14	

Page: 1 of 1 (1 total assignments)

Display 10 results per page.

<< Reviewer Main Menu

Completing a review

The review form can contain:

- Instructions – either embedded on the form or in a pop up window
- Manuscript rating questions
  - Scale of 1-3 / 1–5 / 1-10
- Custom review questions
- Confidential comment to author box
- Comment to editor box
- Ability to upload reviewer attachments

The review form is configured in Policy Manager

Questions about inviting reviewers, completing a review, or the corresponding configurations?

Editor Decisions

Viewing completed reviews
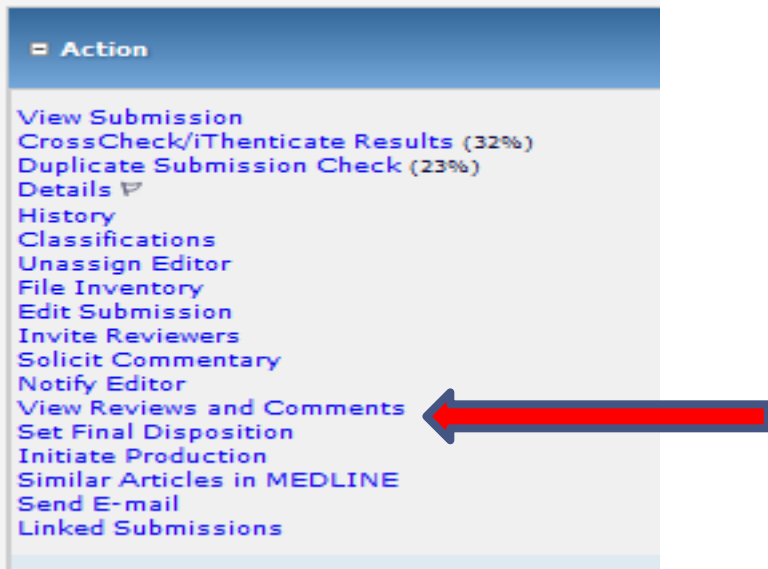
To view completed reviews the Editor can click on the View Reviews and Comments link in their list of available action steps.

This information is also available on the top of the Editor's decision form.

View reviews and comments

The Editor has access to any uploaded reviewer attachments.
Clicking on the reviewer's recommendation will open the review form.

View reviews and comments

Inside the review form an Editor can:
- Reopen a review – returns the paper to the reviewer
- Rate the reviewer – The rating is averaged into the overall reviewer rating
- View and Edit the reviewer comments (with appropriate permission)
- View the rating and custom question responses

View reviews and comments

Manuscript rating card

Initial Submission Manuscript Rating Card
WEBDEM-D-13-00018
"11.0 Feature Presentation (All) - Individual comments to Author Fields"

Manuscript Rating Question(s)	Scale	Editor	Roland Reviewer	Renee Reviewer	Remy Reviewer	Reviewer Average
The subject addressed in this article is worthy of investigation.	[1-3]	-	3	3	2	2.67
The information presented was new.	[1-5]	-	5	4	3	4
The conclusions were supported by the data.	[1-10]	-	-	6	-	6
Clarity of Presentation	[1-5]	-	-	3	-	3
Overall Manuscript Rating		-	-	-	-	-

View Review Questions Responses

Review Question Responses
WEBDEM-D-13-00018
"11.0 Feature Presentation (All) - Individual comments to Author Fields"
Original Submission

Original Submission

Custom Review Question(s)	Roland Reviewer	Renee Reviewer	Remy Reviewer
Is there a financial or other conflict of interest between your work and that of the authors?	No	No	No
Quality of Illustrations	Average	Excellent	Poor
Would you be willing to review a revision of this manuscript?	No	No	No
This proposal is for a novel application.	1	1	1
If you answered not applicable to question 3, please indicate why?		yyyyy	test test test
Another example of a list type question.		Not applicable	Not applicable
Yet another list example		□ Not Applicable □ Strongly Agree □ Agree	□ Not Applicable □ Strongly Agree □ Agree

Custom questions and responses can be merged into the decision letter.

View reviews and comments

Attachments:

Action	Uploaded By	Description	File Name	Size	Upload Date	Allow Author Access	Allow Reviewer Access
Original Submission							
Download Download Sanitized Copy Remove Upload Revised File	Oliver Bennett (Reviewer 1)		Reviewer Comments.doc	48.0 KB	May 20, 2016	☑	☐

Upload Attachments

Save and Close

- Reviewer attachments can be made available to the author or other reviewers.
- Attachments can be sanitized – author identifying information is removed from the file properties

Editor Decisions

Editor 'To-Do' List

My Pending Assignments (20)
New Invitations (0)
New Assignments (4)
Submissions with Rescinded Decision (3)
Submissions with Required Reviews Complete (4)
Submissions Requiring Additional Reviewers (6)
Submissions with One or More Late Reviews (0)
Submissions with Active Discussions (4)
Reviews in Progress (1)
Reviewers Invited - No Response (0)
Submissions Under Review (1)

View Submission
Details ⊳
Initiate Discussion
History
File Inventory
Edit Submission
Classifications
Unassign Editor
Assign Editor
Invite Reviewers
Solicit Commentary
Set Final Disposition
Initiate Production
Similar Articles in MEDLINE
Submit Editor's Decision and Comments
Send E-mail
Linked Submissions

An Editor is notified when the required number of reviews have been completed.

These submissions move to the Editor's "Submission with Required Reviews Complete" folder.

Click on the submit Editor's Decision and Comments link to open the Editor decision form.

Notify Author

Manuscript Number:
WEBDEM-D-15-00012

Title: Global Health Initiatives Article

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

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

Cancel   Submit Decision without Notifying Author

Preview Letter   Save   Save and Close   Send Now

Date Revision Due:	09/17/2016 ▦ (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise ▾
From:	"Training and Demonstration Journal"<trash1@ariessys.com>
To:	Allan Author
Modify Letter:	Editor Decision - Revise ▾
Letter Subject:	Your Submission

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc:

Editors Assigned to Manuscript

☐ ☐ Chief Editor (Editor-in-Chief)

☐ ☐ All Co-Authors with known e-mail addresses

cc: [_____]

bcc: [_____]

Letter Body: Insert Special Character | Insert Custom Merge Field Open in New Window

```
Ref.:  Ms. No. WEBDEM-D-15-00012
Global Health Initiatives Article
Webinar Demo

Dear %TITLE% %LAST_NAME%,

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

For your guidance, reviewers' comments are appended below.

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%.
```

If the Editor has the Notify Author permission the letter that corresponds to the Editor decision is automatically presented.

The Editor can select a different decision letter if multiple letters are configured for a decision term.

To submit a revision, go to http://webdem.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 Download Sanitized Copy	Oliver Bennett (Reviewer 1)		Reviewer Comments.doc	48.0 KB	May 20, 2016	☑

Upload Attachments

Production Notes:

Please enter any information or instructions that you would like passed on to the production department.

Insert Special Character   Open in New Window

Cancel   Submit Decision without Notifying Author

Preview Letter   Save   Save and Close   Send Now

An Editor can upload attachments directly on the decision letter.

Editor Decisions

Reviewers can be notified when an Editor makes a decision.

Author view of attachments

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View Submission View Reviewer Comments File Inventory View Reference Checking Results View Attachments Revise Submission Decline to Revise View Proposal View Invitation Letter Correspondence Send E-mail	WEBDEM-D-15-00012	Global Health Initiatives Article	May 06, 2015	Sep 17, 2016	May 20, 2016	Revise	Revise

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Date: May 25, 2016
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Ref.: Ms. No. WEBDEM-D-15-00012
Global Health Initiatives Article
Webinar Demo

Dear Author,

Attachments to the decision letter can be viewed by the author from either an attachment to the email (if configured) or by using the view attachments link in their action steps.

Questions about viewing reviews, Editor decisions or the corresponding configurations?