



Welcome to
EMUG 2016

 Editorial Manager®  ProduXion Manager®

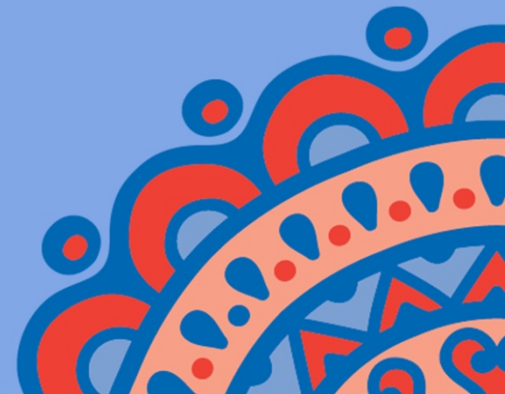
www.ariessys.com


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



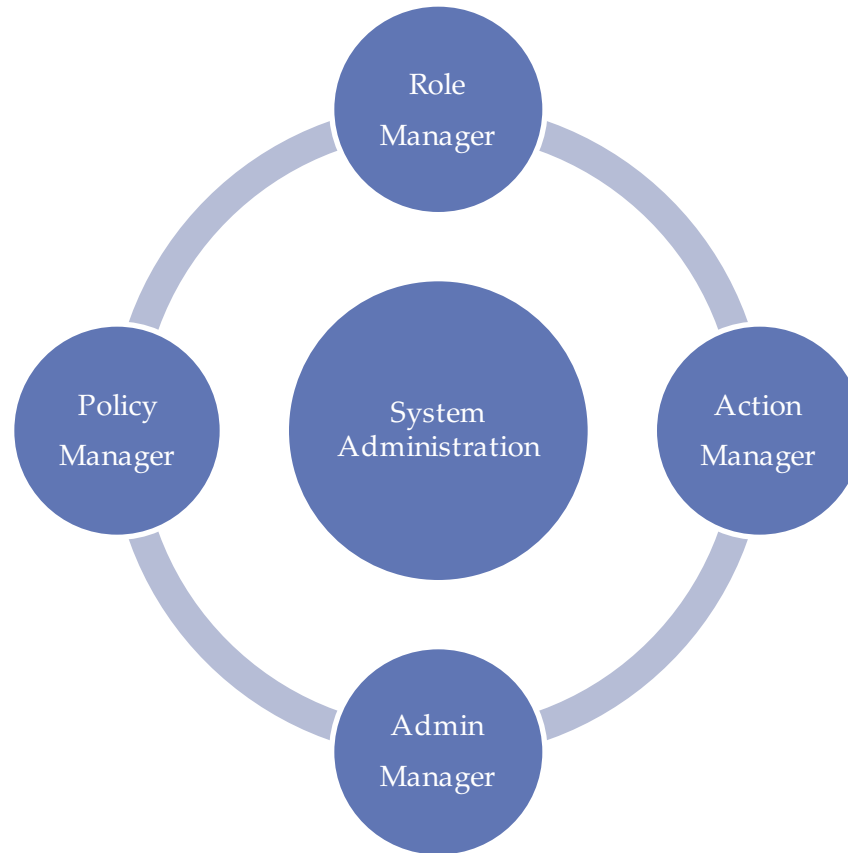
You are here!

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.

System Administration – Policy Manager

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

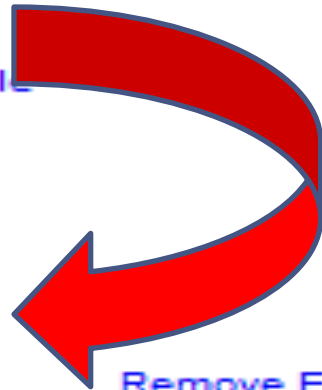
- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊕ **Submission Policies**
- ⊕ **Questionnaire Policies**
- ⊕ **Additional Data Policies**
- ⊕ **Editor Assignment Policies**
- ⊕ **Reviewer and Editor Form Policies**
- ⊕ **E-mail and Letter Policies**
- ⊕ **General Policies**
- ⊕ **Discussion 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

RoleManager

Author Role
Reviewer Role
Editor Role
Publisher Role



Edit Role Definition

Role Name:*
Maximum Role name is 40 characters.

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

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

[-] New Submissions

- 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 in 'New Assignments' Folder
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments

Managing Editor
Editor
Editorial Assistant

Remove Edit Copy
Remove Edit Copy
Remove Edit Copy



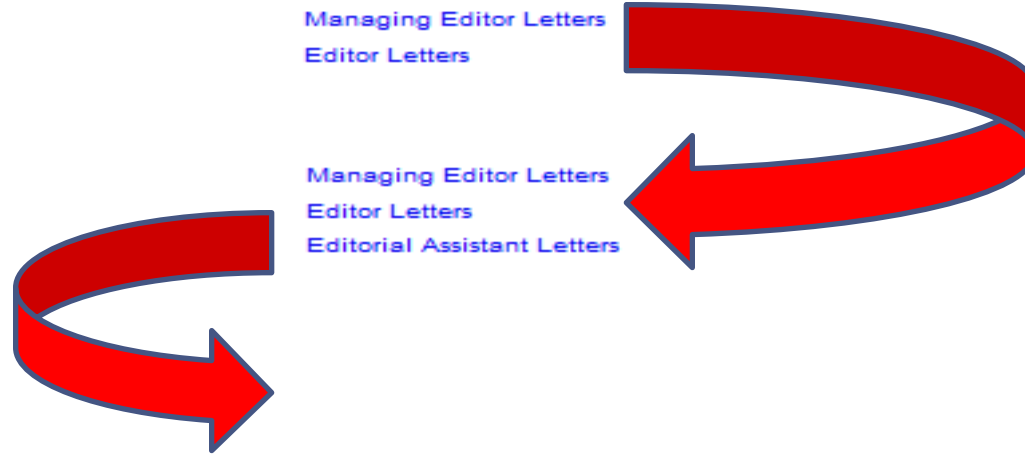
System Administration – Action Manager

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 <input type="button" value="v"/>
Reviewer Invited	NONE <input type="button" value="v"/>
Reviewer Assigned (Not Invited)	NONE <input type="button" value="v"/>
Reviewer Agree	Editor Notice Reviewer Agrees to Review <input type="button" value="v"/>
Reviewer Decline	Editor Notice Reviewer Declines to Review <input type="button" value="v"/>

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

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Personal Information	
Title *	<input type="text"/> (Mr., Mrs., Dr., etc.)
Given/First Name *	<input type="text" value="Dianne"/>
Secondary Given/First Name	<input type="text"/>
Middle Name	<input type="text"/>
Family/Last Name *	<input type="text" value="Gullo"/>
Secondary Family/Last Name	<input type="text"/>
Degree *	<input type="text"/> (Ph.D., M.D., etc.)
Secondary Degree	<input type="text"/>
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="dgullo@ariessys.com"/>

You can determine which fields will be required or optional.

Institution Name Normalization

[Insert Special Character](#)

Institution Related Information	
Position	<input type="text"/>
Secondary Position	<input type="text"/>
Institution	Americ (max 300 characters)
Department	American Automobile Association Inc
Secondary Institution	American Academy of Family Physicians
Secondary Department	American Academy of Pediatrics
Street Address	American Association for the Advancement of Science American Association of Physics Teachers American Astronomical Society American Cancer Society
City	American College of Cardiology
State or Province	American Congress of Obstetricians and Gynecologists
Secondary Street Address	American College of Physicians
	<input type="text"/>

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

Confirm Registration

Please confirm the following very important information:

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 >>

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

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

Proxy Registration

Administrative Functions

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

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:

[Insert Special Character](#)

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 *
Address is for (Work, Home, Other) * Work Home Other

User Information

Enter More Contact Information

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.

Search People - Search Results

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	daley	ALL
Last Name	Begins With		END
Last Name	Begins With		END

Clear

Search

Page: 1 of 1 (1 total People Matches)

Merge People	Name	City	State or Province
<input type="checkbox"/>	Elisha Daley	Merrimack	NH

Page: 1 of 1 (1 total People Matches)

Inside a user record

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.

Dr. Dianne Gullo ▾

Proxy-Registered:
Aug 06, 2010
(Data Verified by User)

Last Modified:
May 24, 2016

[Inactivate this User](#)

[Send Login Details](#)

User Information

[Open Special Character Palette](#)

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](#)

Re-type Password *

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 *

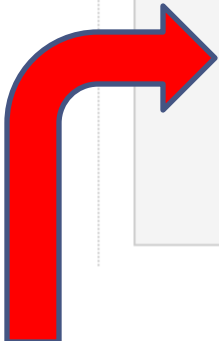
Publisher Role *

Editorial Role *

Editor Description

[Activity Details](#)

[Additional People Details](#)



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

Page: 1 of 1 (2 total People Matches) Download Search Results Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input checked="" type="checkbox"/>	Bob T. Becker			UNITED STATES	[Author]	[Reviewer]		
<input checked="" type="checkbox"/>	bob becker, PhD	Port Orange		UNITED STATES	[Author]	[Reviewer]	[Editor]	

Page: 1 of 1 (2 total People Matches) Download Search Results Display 50 results per page.

Merge People 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.

<p>Combine and Keep this Record</p> <p>bob becker, PhD (boob) University of Southern California Department of Pediatrics Port Orange, UNITED STATES diannegullo@hotmail.com</p> <p>Roles: Author, Reviewer, Editor User has History? Yes User has Current Assignments? Yes User has Shared their Searches? No People Record Last Update Date: 02/01/2016</p> <p>Personal Classifications: This user has no personal classifications</p> <p>Combine and Keep this Record</p>	<p>Combine and Keep this Record</p> <p>Bob T. Becker (BobBecker) Harvard Medicine , UNITED STATES dgullo@ariessys.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: 05/13/2016</p> <p>Personal Classifications: This user has no personal classifications</p> <p>Combine and Keep this Record</p>
---	---

- 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

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.

bob becker ▾

Proxy-Registered:
Mar 22, 2011
(Data Verified by User)

Last Modified:
Feb 01, 2016

[Inactivate this User](#)

[Send Login Details](#)

User Information [Open Special Character Palette](#)

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](#)

- 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.



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

Submission

➔ Select Article Type

Enter Title

Please Select an Article Type

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

Choose Article Type

None
None
Quick Submission
Original Study
Editorial
Review
Rapid Communication
Case Report
Letter to the Editor
Annual Meeting Abstract
Clinical Study (II)
Everything required article type
Companion file test
Special Issue not Invited
OUP ARTICLE
Research Study
Research Article
Training Study
Demo Article
Optional APC Article
Required APC Article

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

Enter the title of the submission

[Insert Special Character](#)

Submission

- ✓ Select Article Type
- ➔ Enter Title

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

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

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 Add, Edit, or Remove Authors

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

Current Author List

			Dianne Gullo, PHD [Corresponding Author] [First Author]
--	--	--	---

[+ Add Another Author](#)

[Previous](#) [Next](#)

Enter Author Details

[Open Special Character Palette](#)

Title* Dr.

Given/First Name* Melanie

Middle Name

Family/Last Name* Cotterell

Academic Degree(s)

Affiliation

E-mail Address* mcottererr@ariessys.com

ISNI

ORCID [Fetch](#)

[What is ORCID?](#)

PubMed Author ID

ResearcherID

Scopus Author ID

Position

Institution Aries Systems Corporation

Department

Street Address

City

State

Zip or Postal Code

Country* UNITED KINGDOM

This is the corresponding author

Deceased Status

Equal Contribution Status

Post-Publication Corresponding Author

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

Funding

New Submission

WEBDEM-D-16-00010

- ✓ 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

Funding Information

Funding Information is Required for Submission.

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.

Funding Information is not available.

Current Funding Sources List

+ Add a Funding Source

There are currently no Funding Sources in the list

+ Add a Funding Source

Previous Next

Enter Funding Source Details

Find a Funder:

Award Number:

Grant Recipient:

- American Cancer Society (US)
- American Heart Association (US)
- American Institute for Cancer Research (US)
- American Orthopaedic Foot and Ankle Society (US)
- American Psychiatric Publishing (US)
- Belgian American Educational Foundation (BE)
- American Academy of Dermatology (US)
- American Councils (US)
- American Hotel and Lodging Educational Foundation (US)
- American Psychological Foundation (US)

Enter Funding Source Details

Find a Funder:

Award Number:

Grant Recipient:

- Dianne Gullo, PHD
- Melanie Cotterell
- Not applicable

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

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 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
Clinical Section
Epidemiology Section
Conference

Submit abstract

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 Abstract [Insert Special Character](#)

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 300 words Word Count: 10

The abstract can be included in the reviewer invitation email.

Enter Secondary Abstract

El resumen se puede incluir en el mensaje de invitación revisor.

[Previous](#) [Next](#)

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

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 Insert Special Character

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 3 Keywords Keyword Count:2

EMUG; boot camp

⋮

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

Author submission process

Select Submission Classifications

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:

[Matching terms display in red text]

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

- 20: **Second Major Term**
- .500: Minor Term under Second
- .600: New Classification
- 30: **Third Major Term**
- 40: **Training and Education**

Selected Classifications: *Select up to 2 Classification(s)*

- 20.600: New Classification
- 20: **Second Major Term**
- 40: **Training and Education**

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

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

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 the Following [Insert Special Character](#)

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

Did you learn anything new in Bootcamp?

Instructions
Answer Required: Please select a response
 Yes
 No

Which sections covered today were of most value?

Answer Required: The submission process **Please select a response.**
 Managing people records
 All about letters
 Basic Reporting
 Other

[Select All](#) [Clear All](#)

The journal can create custom question?

Yes

Did you receive payments or services from a third party for any aspect of this work?

Please select a response
 Yes
 No

Questionnaires are article type specific.

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

Questions can be required or optional.

Comment Box

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 Comments

[Insert Special Character](#)

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.

The comment box can be used to enter anything the author feels the publication should know.

Previous

Next

Suggest / Oppose Reviewers

Suggest reviewers

[Insert Special Character](#)

Suggest Reviewers

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

Oppose reviewers

[Insert Special Character](#)

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*

Academic Degree(s)

Position

Institution (max 300 characters)

Department (max 450 characters)

E-mail*

Reason*

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

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

Please Select Region of Origin

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

Please Choose

- Choose Region
- Choose Region
- UNITED STATES**
- AFGHANISTAN
- ÅLAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

Select region of origin

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 Select Region of Origin

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

Please Choose

Choose Region

- Choose Region
- UNITED STATES
- AFGHANISTAN
- ÅLAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

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

Author submission process

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 Attach Files

Insert Special Character

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


Item	*Manuscript
------	-------------

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

Description: Manuscript

Manuscript Word Count:

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	*Manuscript	Manuscript	manuscript.doc	22.0 KB	May 19, 2016	Edit Data Download	<input type="checkbox"/>

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

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

Submissions Waiting for Approval by Author Dianne Gullo, PHD

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	<input type="checkbox"/> 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

View Submission							
CrossCheck/iThenticate Results (57%)							
Duplicate Submission Check (31%)							
Details ▾							
Initiate Discussion							
History							
 Technical Check							
View QC Results							
File Inventory							
 Send Back to Author	WEBDEM-D-15-00003	Original Study	Bootcamp EMUG 2016	Tom Smith ▾	Mar 09, 2015	Mar 09, 2015	Manuscript Submitted
Edit Submission							
Remove Submission							
Classifications							
Set Final Disposition							
Initiate Production							
Similar Articles in MEDLINE							
Send E-mail							
Linked Submissions							

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 for WEBDEM-D-15-00003

Bootcamp EMUG 2016

Original Submission

[View Submission](#)
[Technical Check History](#) ←
[Author Status](#)
CrossCheck/iThenticate Results (57%)
Duplicate Submission Check (31%)

ORIGINAL STUDY

- maximum word count 6000
- maximum color figures 5

LETTER TO THE EDITOR

- maximum word count 500

Technical Check Incomplete
 Technical Check Complete

Technical Comments to Author


[Insert Special Character](#)

Technical Notes

Display Technical Notes Flag [Insert Special Character](#)

- 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



Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission CrossCheck/iThenticate Res (57%) Duplicate Submission Check (31%) Details ▾ Initiate Discussion History View QC Results Technical Information File Inventory Edit Submission Send Back to Author Remove Submission Classifications Assign Editor Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	WEBDEM-D-15-00003	Original Study		Bootcamp EMUG 2016	Tom Smith ▾	Mar 09, 2015	Mar 09, 2015	Manuscript Submitted

Let's Do it!

Assign editor

Assign Editor

Manuscript Number: WEBDEM-D-15-00003

Title: Bootcamp EMUG 2016

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

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

[Blind Editors](#)

Manuscript Classifications

(1) Second Major Term; (2) Third Major Term

Cancel

Send Custom Letters

Send Default Letters

Select	Editor Role	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
<input type="radio"/>	Assistant Editor (Possible author of the submission)	Mary Smith, Junior	2	0		Yes
<input type="radio"/>	Demo Editor	Tammy Wynette	0	0		Yes
<input type="radio"/>	Editor	Ellen Editor, PHD	8	0		Yes
<input type="radio"/>	Editor (by assignment)	Bjørnstjerne Bjørnson, PHD	2	0		Yes
<input type="radio"/>	Editor (by invitation)	Oliver Bennett	5	1	1	Yes
<input type="radio"/>	Editorial Director	Danny Chan, Jr.	0	0		Yes
<input type="radio"/>	Editor-in-Chief	Chief Editor, PHD	14	0		Yes
<input type="radio"/>	Guest Associate Editor	rob rob, MD	0	2	1, 2	Yes
<input type="radio"/>	JAOCD editor	JAOCD Editor, Science	0	0		Yes
<input type="radio"/>	Managing Editor (Possible author of the submission)	Dianne Gullo, PHD	1	0		Yes
<input type="radio"/>	Managing Editor	mary mary, dr	2	2	1, 2	Yes
<input type="radio"/>	Managing Editor	Julianna Yik	0	0		Yes
<input type="radio"/>	Super - Suggest Editor User	Mike DiNatale, BA	0	0		Yes
<input type="radio"/>	Super User (all access)	Melanie Cotterell, LLB	0	0		Yes
<input type="radio"/>	Super User (all access)	Mike Di Natale, n/a	1	0		Yes
<input type="radio"/>	Super User (all access)	Jingle Editor, Ph.D.	7	0		Yes
<input type="radio"/>	Super User (all access)	Stephanie Editor, none	2	1	1	Yes
<input type="radio"/>	Super User (all access)	Nichole Ferree, etc.	4	2	1, 2	Yes
<input type="radio"/>	Super User (all access)	Jennifer Fleet, MBA	0	0		Yes
<input type="radio"/>	Super User (all access)	Kate Horgan, MD	2	2	1, 2	Yes
<input type="radio"/>	Super User (all access)	John Super User, MD	0	0		Yes
<input type="radio"/>	Super User (all access)	Super User, P	7	1	1	Yes
<input type="radio"/>	Transfer Paper Editor	colleen cusworth	0	0		Yes

Cancel

Send Custom Letters

Send Default Letters

- 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

[Return to Rescinded Decisions](#)
[Return to Main Menu](#)

View Submission Information
[View Reviews and Comments](#)

[Manuscript Details ▾](#)
[Classifications](#)
[View Submission](#)

Quick Action Links
[Send E-mail](#)
[Register and Select New Reviewer](#)
[Request Unregistered Reviewer](#)
[Search Similar Articles in MEDLINE](#)

Set Preferences
[My Suggest Reviewer Preferences](#)
[My Reviewer Display Preferences](#)

Reviewer Selection Summary - Submission WEBDEM-D-15-00012
Allan Author, MD
Global Health Initiatives Article

Reviewer Search

Search My Publication Reviewer Discovery from Scholars

Search for Reviewers from All Reviewers

Search for Reviewers
Search by Classification Matches
Search by Personal Classifications
Suggest Reviewers

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 1 [\[Change\]](#) review(s) have been completed.
Automatically un-invite Reviewers who do not respond to an invitation within 7 [\[Change\]](#) day(s). [\(more...\)](#)
Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)


Selected Reviewers

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 from
 Reviewer Discovery from  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 results per page.

		Classification	Number of Reviewers
<input checked="" type="checkbox"/>	20	Second Major Term	9
<input checked="" type="checkbox"/>	30	Third Major Term	6
<input checked="" type="checkbox"/>	40	Training and Education	2

Page: 1 of 1 (3 total Classification matches)

Display results per page.

[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					Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
Inv.	Asn.	Alt.	Prop.	Select As	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
					Oliver Bennett (Reviewer)	No	2 Class match with MS * 20: Second Major Term * 40: Training and Education	Reviews in Progress: 1 Completed Reviews: 5 Un-assigned After Agreeing: 3 Terminated After Agreeing: 0 Last Review Agreed: May 20, 2016 Last Review Completed: May 20, 2016 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 85 Avg Review Rating: 0.0	Date Last Invited: Apr 15, 2015 Outstanding Invitations: 0 Agreed: 9 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Nichole Ferree, etc. (Test Reviewer) CS	No	2 Class match with MS * 20: Second Major Term * 30: Third Major Term	Reviews in Progress: 2 Completed Reviews: 2 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: Jun 01, 2012 Last Review Completed: Jun 01, 2012 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 100 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 4 Declined: 0 Un-invited Before Agreeing: 3 Terminated: 0 Total Invitations: 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

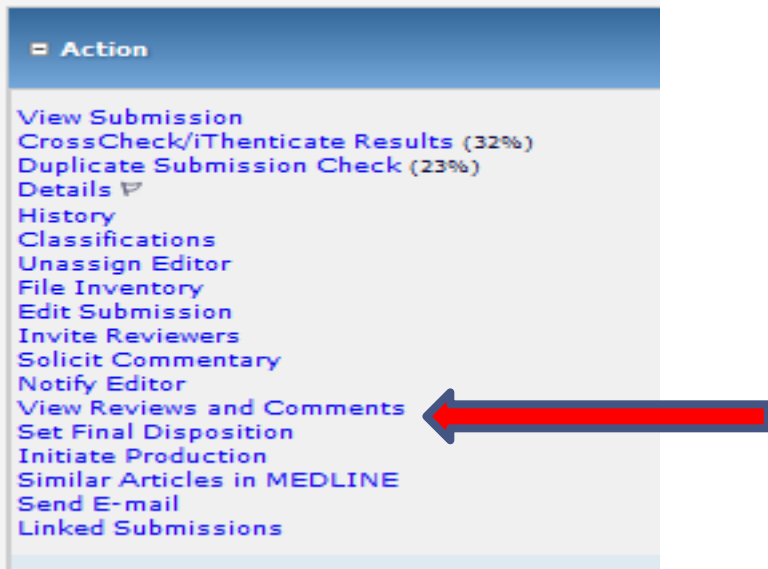


Questions about inviting reviewers, completing a review, or the corresponding configurations?

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

[Close](#)

View Reviews and Comments for Manuscript
WEBDEM-D-15-00012
"Global Health Initiatives Article"
Original Submission

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

[Attachments \(1\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Oliver Bennett (Reviewer 1)	Minor Revision
Chief Editor, PHD (Editor-in-Chief)	
Author Decision Letter	
Allan Author, MD (Author)	

[Close](#)

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

View reviews and comments

The screenshot shows a review form for submission "WEBDEM-D-16-00010 'EMUG 2016 Boot camp submission' Original Submission". At the top, there are buttons for "Cancel", "Re-open Review" (highlighted with a red box), and "Save and Close". Below the submission title, the reviewer's name "Mike Di Natale, n/a (Reviewer 2)" is displayed in red text, with a red box around it and a link to "Edit Reviewer Comments". The "Reviewer Recommendation Term" is "Minor Revision". The "Overall Reviewer Manuscript Rating" is "N/A". The "Rate Review:" field is highlighted with a red box and contains the text "Please enter a number from 1-100". Below this is a "Manuscript Rating Question(s)" table:

Manuscript Rating Question(s)	Scale	Rating
The subject addressed in this article is worthy of investigation.	[1-3]	3
The information presented was new.	[1-5]	2

Below the table is a "Custom Review Question(s)" section with a "Response" column:

Custom Review Question(s)	Response
Is there a financial or other conflict of interest between your work and that of the authors?	No
Quality of Illustrations	Average
Would you be willing to review a revision of this manuscript?	No
This proposal is for a novel application.	N/A = not applicable
If you answered not applicable to question 3, please indicate why?	
Another example of a list type question.	<input type="checkbox"/> Possible acceptable
Yet another list example	<input type="checkbox"/> Cannot Decide

At the bottom, there are sections for "Comments to Editor:" and "Comments to Author:". The "Comments to Editor:" section contains the text: "Comments to the editor can also be entered. These comments will not merge into the decision letter". The "Comments to Author:" section contains the text: "A reviewer can enter confidential comments to the author in this box. These comments can be merged into the author decision letter." At the very bottom, there are buttons for "Cancel", "Re-open Review", and "Save and Close", and a link for "More Reviewer Details".

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

[Close](#)

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		-	-	-	-	-

[Close](#)

View Review Questions Responses

[Close](#)

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		<input type="checkbox"/> Not Applicable <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree

[Close](#)

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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)



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.

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 ↗



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.

Date Revision Due:	09/17/2016 <input type="text"/> (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise <input type="button" value="v"/>
From:	"Training and Demonstration Journal" <trash1@ariessys.com>
To:	Allan Author
Modify Letter:	Editor Decision - Revise <input type="button" value="v"/>
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 (;).	
<input type="checkbox"/> cc:	<input type="checkbox"/> bcc:
Editors Assigned to Manuscript	
<input type="checkbox"/> <input type="checkbox"/>	Chief Editor (Editor-in-Chief)
<input type="checkbox"/> <input type="checkbox"/>	All Co-Authors with known e-mail addresses
<input type="checkbox"/> cc:	<input type="text"/>
<input type="checkbox"/> bcc:	<input type="text"/>
Letter Body:	Insert Special Character Insert Custom Merge Field <input type="button" value="Open in New Window"/>
<p>Ref.: Ms. No. WEBDEM-D-15-00012 Global Health Initiatives Article Webinar Demo</p> <p>Dear @TITLE@ @LAST_NAME@,</p> <p>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.</p> <p>For your guidance, reviewers' comments are appended below.</p> <p>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.</p> <p>Your revision is due by @DATE_REVISION_DUE@.</p>	

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	<input checked="" type="checkbox"/>

[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

Reviewer Notification Letters

Manuscript Number: WEBDEM-D-15-00012 "Global Health Initiatives Article"

The following Reviewers have submitted reviews for this manuscript. Click the link in the Reviewer Notification Letter column if you want to customize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

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

[Continue Without Sending Any Reviewer Letters](#)

[Send All Letters](#)

Reviewer	Manuscript Number	Revisions Reviewed	Article Title	Reviewer Notification Letter	Do Not Send Letter
Oliver Bennett (Reviewer)	WEBDEM-D-15-00012	Original Submission	Global Health Initiatives Article	Reviewer Notification of Revise Decision	<input type="checkbox"/>

[Continue Without Sending Any Reviewer Letters](#)

[Send All Letters](#)

Reviewers can be notified when an Editor makes a decision.

Author view of attachments

Submissions Needing Revision for Author Allan Author, MD

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

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

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current Status ▲▼	View Decision ▲▼
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

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



Date: May 25, 2016
To: "Allan Author" katehrn@gmail.com
From: "Training and Demonstration Journal" trash1@ariessys.com
Subject: Your Submission
Attachment(s): [Reviewer Comments.doc](#)
[Revision_Due.ics](#)

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?