

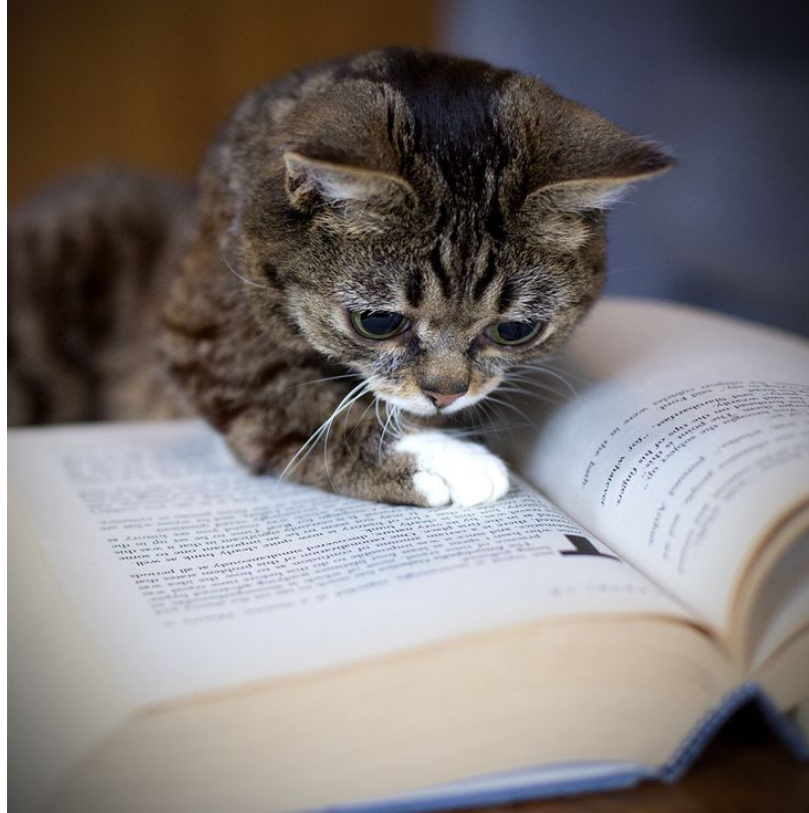


Welcome to
EMUG 2016

 Editorial Manager®  ProduXion Manager®

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Publish Faster. Publish Smarter.

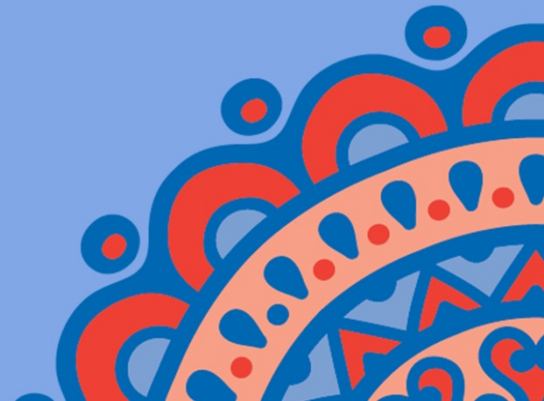


<http://bit.ly/1UHX7wC>

EM/PM for Books

Caroline Webber and Mike Di Natale

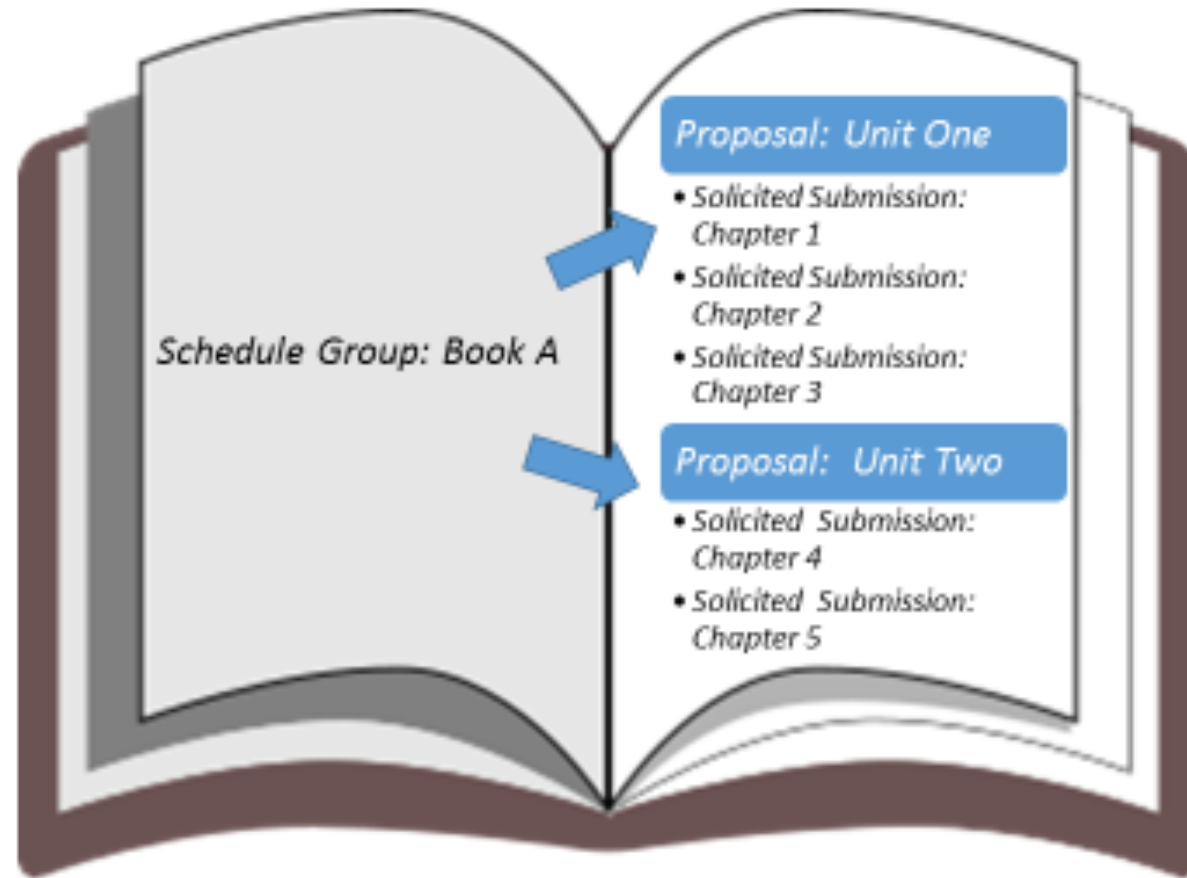
cwebber@ariessys.com; mdinatale@ariessys.com



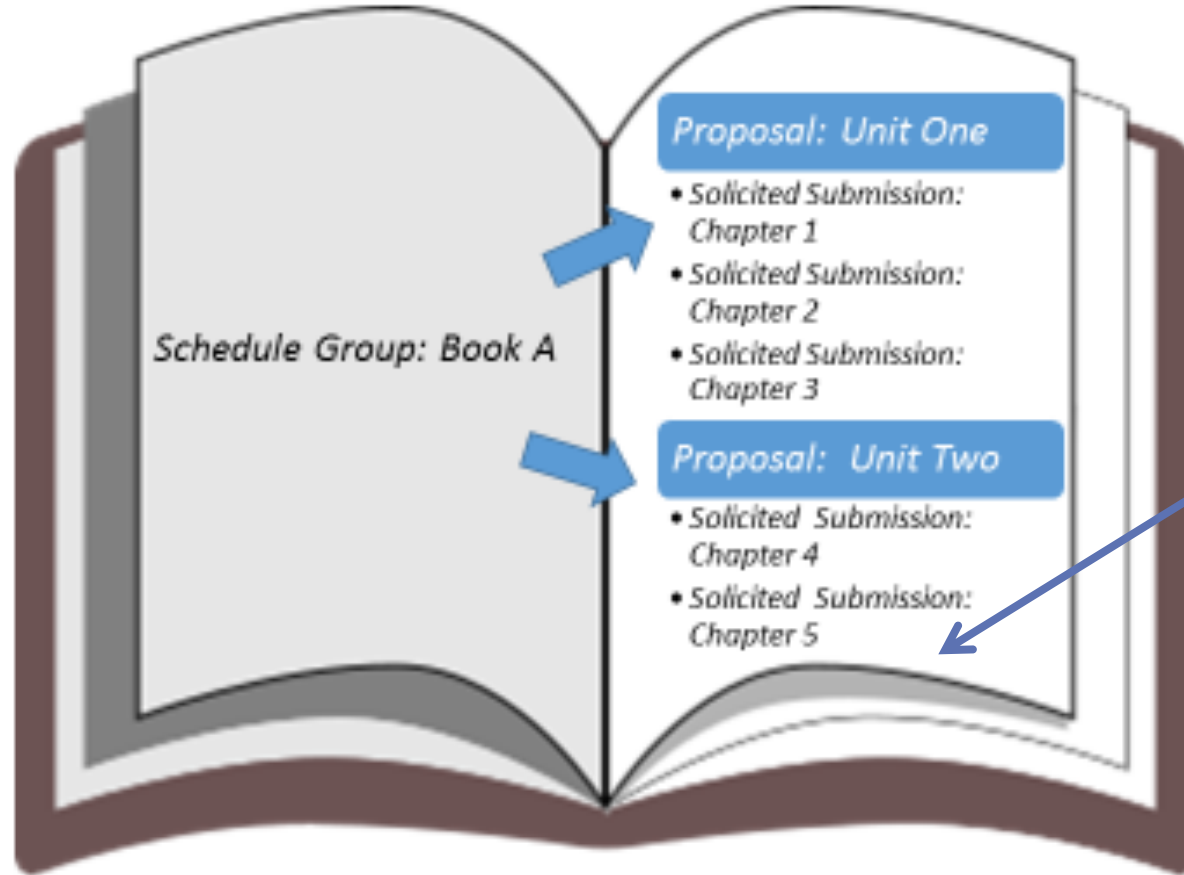
EM/PM for Books

- New functionality under development specifically designed to improve book workflows across Editorial Manager and Production Manager
- New features being rolled out within upcoming releases
- Features being planned for release in 13.0, 13.1 and 14.0
- Further development being planned to refine workflow and user interface
- Requires activation – PM must be activated and new PolicyManager setting ‘Enable Book Processing’ must be selected
- Suggested use – EM/PM site dedicated to book processing

EM/PM for Books



EM/PM for Books



Unsolicited content can also be added

General Books Workflow

- Existing EM/PM functionality supports much of the desired books workflow
 - Preselected Article Types for Invited Workflow
 - Proposals being linked to multiple solicited submissions
 - The ability to construct a Table of Contents using a Schedule Group
- New features are added to support books processing

Upcoming Books Features

- Version 13.0 – Ability to Enable Book Processing +
 - Schedule Group Enhancements for Books
 - Proposal & Invited Submission Enhancements
 - Predefine Invited Article Titles
 - Upload Author List
 - Books Language Pack
- Version 13.1
 - Assign Author
 - Invited Submission Manuscript Numbering enhancements
- Version 14.0
 - BITS Production Task Transmittals

Schedule Group Enhancements

“Schedule Group” is a PM concept, in 12.2:

- Container for submissions (typically for an issue)
- Has Schedule Group level metadata + a table of contents

In 13.0:

- Schedule Groups separated into “Families”
 - Issue (existing SG functionality) and Book (new SG functionality)
 - Book family has new metadata fields specific to books (e.g. Book Title, multiple ISBNs, Edition)
 - Schedule Groups can be automatically created in the ‘Book’ family when added

Book Schedule Group Metadata

Existing Issue Schedule Group Metadata Fields (also used for books):

- Schedule Group Description
- Schedule Group Notes
- Schedule Group Target Online Publication Date
- Schedule Group Target Publication Date
- Schedule Group Target Publication Volume
- Year
- Target Number of Submissions
- Page Budget
- Black and White Image Budget
- Color Image Budget

Book Schedule Group Metadata

PLUS new Book-Specific Schedule Group Metadata Fields:



- Title (e.g Book Title, handbook title)
- ISBN (multiple are allowed)
- Edition
- Authors/Volume Editors
- Doppler Black and White Budget
- Doppler Color Budget
- FIGS: Total # of parts
- Estimated Figure pp:
- Char Count Text:

Book Schedule Group Metadata, cont'd

And even more:

- Text (ms pp):
- Estimated Text pp:
- References (#):
- Estimated Reference pp:
- Tables (#):
- Estimated Table pp:
- Estimated Printed pp:
- Previous Edition pp:

Add Schedule Group Book Family

Schedule Group Description:	Insert Special Character
	<input type="text"/> <i>Maximum Schedule Group Description is 100 characters</i>
Title: ←	<input type="text"/>
	<i>Maximum 2000 characters</i>
Schedule Group Notes:	
<input type="text"/>	
ISBN: ←	<input type="text"/>
Edition: ←	<input type="text"/>
Authors/Volume Editors: ←	<input type="text"/>
Schedule Group Target Online Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Schedule Group Target Publication Date:	<input type="text"/>  (mm/dd/yyyy)

Proposal Enhancements

- Proposal Article Types can now be designated as book-related
- Proposals (Unit) can be associated with Schedule Group (Book) when Proposal is initiated
 - Streamlines workflow; Proposals are shown as “headers” in the Schedule Group TOC
- Book metadata is displayed on *Initiate Proposal* page, *View Related Submissions* page

Proposal/Invited Submissions Enhancements

- Invited submissions also have book-related metadata fields available
- New “Default Book” Details page available for Proposals and Submissions
 - Can be customized
- Invited Submissions (Chapters) from each Proposal (Unit) are pre-assigned to Schedule Group (Book), if Proposal is assigned to Schedule Group
 - Occurs when chapter is submitted
 - Chapters shown in new ‘Pre-selected Submissions’ grid on Schedule Group Details pages
 - New “Pre-selected Schedule Group” criterion added to Search Submissions
 - Assists with workflow management

Proposal Enhancements

- Editor chooses a Book Schedule Group from the drop-down when Initiating Proposal

Initiate Proposal

Selecting a Schedule Group is required. Once a Schedule Group has been selected, information from that Schedule Group will be displayed automatically, and Proposal creation can continue. A Schedule Group can be added to the list by clicking the 'Add Schedule Group' link.

* Article Type:	Book Unit ▼
* Schedule Group:	Please Choose a Schedule Group ▼ Add Schedule Group

Proposal Enhancements

- Some Book metadata (from Schedule Group) visible on Initiate Proposal page

Initiate Proposal

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

* Article Type:	Book Unit
Schedule Group:	Taylor's v4; Taylor's Manual Family Medicine, v 4
Schedule Group ISBN:	1234480
Schedule Group Edition:	4
Schedule Group Authors/Volume Editors:	Dr. Taylor; Other Doctor Author
Pre-select Article Type for Invited Submissions generated from this Proposal:	<input type="text" value="Author Will Select"/>
* Title:	

Proposal Enhancements

- Other Book-related metadata available for entry on Initiate Proposal page (similar fields as for Book Schedule Group level)
- Intended to hold counts for the Proposal (Unit) level

Char Count Text:	<input type="text"/>
Text (ms pp):	<input type="text"/>
Estimated Text pp:	<input type="text"/>
References (#):	<input type="text"/>
Estimated Reference pp:	<input type="text"/>
Tables (#):	<input type="text"/>
Estimated Table pp:	<input type="text"/>
Black and White Image Budget:	<input type="text"/>
Doppler Black and White Budget:	<input type="text"/>
Color Image Budget:	<input type="text"/>
Doppler Color Budget:	<input type="text"/>

Schedule Group/Proposal Enhancements

- Proposal “Unit I” shown in Schedule Group TOC as a header, with its book metadata

Actions	Target TOC Position	Manuscript Number	Article Type	Article Title	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Est. Text pp	References (#)	Est. Ref. pp	Tables (#)	Est. Table pp	Black and White Image Count	Doppler Black and White Count	Color Image Count	Dop Cok Cou
No submissions have yet been added to this Schedule Group.																								
Details <input type="checkbox"/>	1	Taylor-UNITI	Book Unit	Unit I	Ed J Editor		21						37	22	23	24	25	26	27	28	29	30	31	32

[Update TOC](#) [Insert Header](#)

Proposal/Invited Submissions Enhancements

- Editor invites Authors Thomas Marshall and Anthony Author for Chapter 1 and Chapter 2
- Authors submit their invited Chapters
- Editor adds book metadata on *Details* page
- Submissions shown on *View Related Submissions* page with Book Metadata
- Submissions shown in Pre-selected Submissions grid of Schedule Group

View Related Submissions

- Schedule Group metadata displayed, book metadata displayed for related invited submissions

View Related Submissions for Manuscript Number Taylor-UNITI.

Contents: Submissions where one or more Authors have submitted related manuscripts. The parent manuscript is listed first, with Related Submissions listed below the parent. The parent manuscript cannot be sorted.

Schedule Group: Taylor's v4; Taylor's Manual Family Medicine, v 4
ISBN: 1234480
Edition: 4
Authors/Volume Editors: Dr. Taylor; Other Doctor Author

Page: 1 of 1 (2 total submissions) Display 500 results per page.

Proposal																						
Action	Proposal Manuscript Number	Proposal Article Type	Proposal Article Title	Editor Originating Proposal	Initial Date of Proposal	Target Pub. Date	Target Pub. Volume	Status Date	Current Status		Final Disposition											
Details History Set Final Disposition Invite Authors Similar Articles in MEDLINE	Taylor-UNITI	Book Unit	Unit I	Ed J Editor, MD	Jun 10 2016 3:33PM	Jun 1 2018 12:00AM	1 and 2	Jun 10 2016 3:34PM	Authors Invited for Proposal													
Related Submissions																						
Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted			Status Date	Current Status	Editors Decision	Final Disposition	Target Number of Pages	Previous Edition Chapter	Previous Edition pp	Char count text	Text (ms pp)	Est. Text pp	Refs. (#)	Est. Ref. pp	Tables (#)	Est. Table pp	Black and White Image Count
View Submission Edit Submission Details History Set Final Disposition Initiate Production Go to Submission Similar Articles in MEDLINE		Chapter	Chapter 2	Anthony Author, MD	Jun 10 2016 3:38PM			Jun 10 2016 3:38PM	Submitted to Journal			0	2	35	350	30	31	12	4	15	5	0
View Submission Edit Submission Details History Set Final Disposition Initiate Production Go to Submission Similar Articles in MEDLINE		Chapter	Chapter 1	Thomas Marshall, MD	Jun 10 2016 3:36PM			Jun 10 2016 3:36PM	Submitted to Journal			0	1	15	235	22	20	5	1	2	1	0

Pre-selected Submissions Grid

- Proposal Header, Chapter 1 and Chapter 2 shown in Pre-selected Submissions grid (new grid on Schedule Group Details page)

Pre-selected Submissions																							
Actions	Target TOC Position	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Editor Originating Proposal	Author Name	Target Number of Pages	Editorial Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Est. Text pp	References (#)	Est. Ref. pp	Tables (#)	Est. Table pp	Black and White Image Count	Doppler Black and White Count	Color Image Count	Doppler Color Count	FIGS Total # of Parts
	2	Taylor-UNITI	Book Unit	Unit I	Ed J Editor		21	Authors Invited for Proposal			37	22	23	24	25	26	27	28	29	30	31	32	33
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Chapter 1		Thomas Marshall, MD	0	Submitted to Journal											0		0		
Details ▾ Transmittal Form View Reviews and Comments			Chapter	Chapter 2		Anthony Author, MD	0	Submitted to Journal											0		0		

TOC and Pre-selected Submissions grid

- When Production Initiated on Chapter 1, it automatically jumps into Schedule Group TOC and out of Pre-selected Submissions grid, under its related unit

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Article Title	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Est. Text pp	References (#)	Est. Ref. pp	Tables (#)	Est. Table pp	Black and White Image Count	Do Bl an W Co
Details ▾ Remove Header	1	Taylor-UNITI	Book Unit	Unit 1	Ed J Editor		21						37	22	23	24	25	26	27	28	29	30
Production Details ▾ Transmittal Form Remove from Group Linked Submissions	2		Chapter	Chapter 1		Thomas Marshall, MD	0	0	0		10.112601500321	1	15	235	22	20	5	1	2	1	0	

[Additional Manuscript Details](#)
[Update TOC](#) [Insert Header](#)

Pre-selected Submissions

Actions	Target TOC Position	Manuscript Number	Article Type	Article Title	Editor Originating Proposal	Author Name	Target Number of Pages	Editorial Status	DOI	Previous Edition Chapter	Previous Edition pp	Char Count Text	Text (ms pp)	Est. Text pp	References (#)	Est. Ref. pp	Tables (#)	Est. Table pp	Black and White Image Count	Doppler Black and White Count	Color Image Count	Doppler Color Count	FIGS Total # of Parts
	1	Taylor-UNITI	Book Unit	Unit 1	Ed J Editor		21	Authors Invited for Proposal			37	22	23	24	25	26	27	28	29	30	31	32	33
Details ▾ Transmittal Form			Chapter	Chapter 2		Anthony Author,	0	Submitted to Journal		2	35	350	30	31	12	4	15	5	0		0		43

Your Time: 15:58, 10 June • Site Time: 15:58, 10 June

Search Submissions

- “Pre-selected Schedule Group” added to Search Submissions criteria list for submissions

Remove Search Definition Edit Selected Search Definition Share Selected Search Definition Run Selected Search Definition

Help with Searching Insert Special Character Value Options Advanced Criteria

(Criterion	Is/Is not	Selector	Value)
▼	Pre-Selected Schedule Group ▼	is ▼	Equal To ▼	Taylor's v4 ▼	▼

Add

Clear Search

Predefined Article Titles

- In Book workflows the content to be created by Authors often is a known quantity with a title determined by the publisher
- In the past Editors might include the title in the invitation letter to the Author and rely on them to enter it manually

Predefined Article Titles

- In 13.0 configurations can be made to allow title values to be defined by an Editor when soliciting an Author, includes:
 - Full Title
 - Short Title
 - Secondary Full Title
 - Secondary Short Title

Authors to Invite [Open Special Character Palette](#)

Name	Letter / Invitation Notes To Author	Article Title	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Caroline S Webber, MD	Author Invite <input type="button" value="Customize"/> Note for Chapter 1	Full Title (Limit 40 words): Chapter 1 Secondary Full Title: Short Title: Secondary Short Title:	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>

Predefined Article Titles

- The ability to predefine titles is determined by the Article Type settings of the parent submission from which the invitations originate

Allow Editor to predefine submission title values:

Provided titles are initially unlocked (Author can change)

Provided titles are initially locked (Author cannot change)

- The ability to enter one of the four possible title values is determined by the settings of the child submission
 - If the Article Type is preselected its settings will be used to display the fields and their limits

Predefined Article Titles

- Depending on configurations these titles may initially locked or unlocked for editing by Authors



The screenshot displays a web form for a 'New Submission'. On the left, there are two buttons: 'Select Article Type' and 'Enter Title'. The main content area is titled 'Please Enter The Full Title and Short Title of Your Submission' and includes an 'Insert Special Character' link. A red error message states: 'Entering a Full Title is Required for Submission.' Below this, instructions read: 'Please enter the title of your manuscript as it appears on the title page of your text. The title must be entered correctly and a manuscript cannot be submitted without an appropriate title.' The form contains four input fields with the following labels and values:

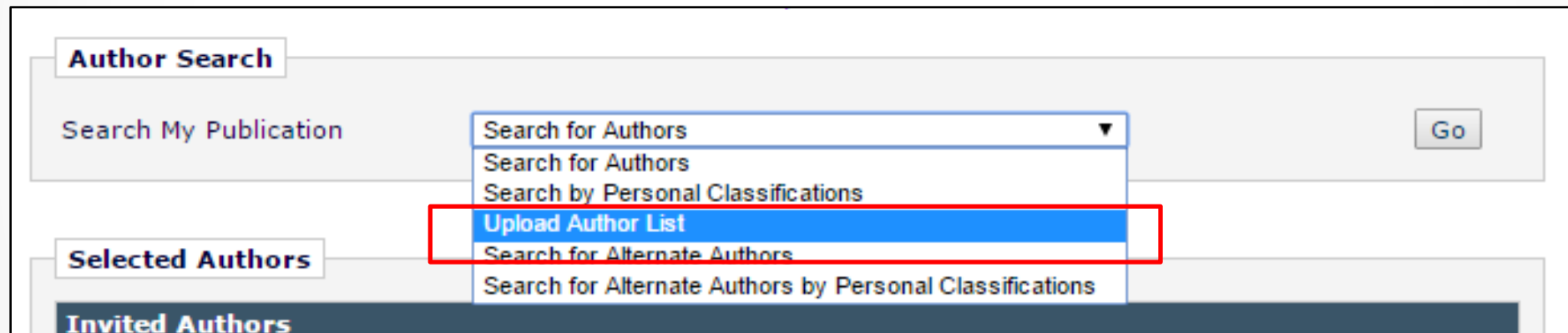
- Full Title** (Limit 200 characters): Chapter 1: Emerald Tide
- Secondary Full Title**: Chapter 1: Tide de Emerald
- Short Title** (Limit 200 words): Emerald Tide
- Secondary Short Title**: Tide de Emerald

At the bottom right of the form, there are 'Previous' and 'Next' navigation buttons.

- Editors will have the option to alter the default lock state on a case by case basis

Upload Author List

- EM13.0 introduces the ability to upload a list of Authors to solicit, instead of searching for each individually



- Allows Editors to quickly select Authors whether or not they have existing EM accounts


Upload Author List

- A comma separated or tab-delimited list of Authors may be uploaded by an Editor
 - Can be created using Excel or other spreadsheet software
- Authors in the list will be matched to existing EM accounts when possible and be proxy registered when not
 - Incomplete data is filtered out of the import
- In addition to Author information the uploaded file may contain a predefined title for the requested work, notes about the assignment, and the initial selection type for each Author

Upload Author List

- Editors simply upload a file, preview the information to be imported and proceed

Author Search

Search My Publication 

Selected Authors

Invited Authors
There are no Authors Invited for this submission

Alternate Authors
There are currently no Alternate Authors selected for this submission

“Info” icon gives you full instructions on how to format the file


Upload Author List

- Browse or Drag & Drop the file

**Author List File - Manuscript CAROLINEDEV131-D-16-00029
Submission for EMUG 2016**

Upload Author List

Use this option to upload a list of potential Authors from a file which includes their First Name, Last Name, Email Address, and optionally, a description of the material they will be asked to author and an ORCID iD. ([more...](#))


<p>Browse your computer:</p> <p><input type="button" value="Choose File"/></p>	<p>Or Drag & Drop a File Here</p> 
--	---

No Author List File has been uploaded for this submission.

Upload Author List

- EM gives you a preview of the data in the file

Author Candidates

The Author Candidates found in the uploaded file are displayed below. If any errors exist within the data they are highlighted with a warning icon. Depending on the issue with the data, the offending record may not be imported. Rolling over the  icon where an issue has been discovered will provide information about the issue. The 'Ignore' option can be used to exclude Authors before importing the list.

To load the approved records into the 'Author Candidates' grid choose 'Import'. Choose the 'Remove' option to remove your file so that you may correct any issues and upload the file again.

[Remove](#) [Import](#)


Invitation	FIRSTNAME	LASTNAME	EMAIL	ORCID	Title	NOTE	Ignore
True	Caroline	Webber	cwebber@ariessys.com		Chapter 1	Note for Chapter 1	<input type="checkbox"/>
True	Sally	Ubnoske	subnoske1@ariessys.com	0000-0002-5605-6957			<input type="checkbox"/>
True	Larry	Luchecz	ll@ariessys.com				<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 2	Note for Chapter 2	<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 3	Note for Chapter 3	<input type="checkbox"/>

[Remove](#) [Import](#)

Upload Author List

- Set Invitation Column to “True” to preselect Author for invitation

Author Candidates

The Author Candidates found in the uploaded file are displayed below. If any errors exist within the data they are highlighted with a warning icon. Depending on the issue with the data, the offending record may not be imported. Rolling over the  icon where an issue has been discovered will provide information about the issue. The 'Ignore' option can be used to exclude Authors before importing the list.

To load the approved records into the 'Author Candidates' grid choose 'Import'. Choose the 'Remove' option to remove your file so that you may correct any issues and upload the file again.

[Remove](#) [Import](#)

Invitation	FIRSTNAME	LASTNAME	EMAIL	ORCID	Title	NOTE	Ignore
True	Caroline	Webber	cwebber@ariessys.com		Chapter 1	Note for Chapter 1	<input type="checkbox"/>
True	Sally	Ubnoske	subnoske1@ariessys.com	0000-0002-5605-6957			<input type="checkbox"/>
True	Garry	Luchecz	ll@ariessys.com				<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 2	Note for Chapter 2	<input type="checkbox"/>
True	Caroline	Webber	cwebber@ariessys.com		Chapter 3	Note for Chapter 3	<input type="checkbox"/>

[Remove](#) [Import](#)


Authors from list displayed in Author Candidates Grid

Author Candidates

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). Your selection may vary Author to Author, but each individual may only be selected for invitation or assignment

Page: 1 of 1 (3 total Authors)


Display 10 results per page.

Select As		Number of Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Confirmed Match Caroline S Webber, MD  Information from File: Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3	No	4	132	Agreed and Awaiting Submission: 5 Invited Submissions Received: 8 Un-invited Before Agreeing: 7 Un-invited After Agreeing: 2 Last Invited Submission Agreed: Jun 06 2016 05:28PM Last Invited Submission Received: Jun 07 2016 11:10AM Last Invited Submission Declined: Aug 12 2008 09:52AM Avg Days to Submit: 167.38	Date Last Invited: Aug 12 2008 09:52AM Outstanding Invitations: 0 Agreed: 15 Declined: 1 Un-invited: 7 Total Invitations: 23
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	No Match Found; Account will be proxy-registered Information from File: Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957	No	0	0		

EM finds matching registered users (ORCID, email address, names)

Author Candidates

Page: 1 of 1

Select As		Number of Letters	Author Name
Inv.	Asn.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Confirmed Match Caroline S Webber, MD 
Information from File: Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	No Match Found; Account will be proxy- registered
Information from File: Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957			

0 results per page.

ation Statistics

Last Invited: Aug 12 2008 09:52AM

standing Invitations: 0

ed: 15

ned: 1

vited: 7

Invitations: 23

Or proxy-registers Author at invitation

Author Candidates

Select a checkbox for each person you wish to select as an Author. You may select Authors to be Invited ("Inv.") or Assigned ("Asn."). Your selection may vary Author to Author, but each individual may only be selected for invitation or assignment

Select As				
Inv.	Asn.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**No Match Found;
Account will be proxy-registered**

Information from File:
Sally Ubnoske
subnoske@ariessys.com;subnoske@ariessc.com

Sally Ubnoske
subnoske1@ariessys.com
0000-0002-5605-6957

Statistics
Created: Aug 12 2008 09:52AM
Invitations: 0
15
1
7
s: 23

Author can be invited for multiple submissions (useful for book chapters)

Author Candidates

Select As		Number of Letters	Author Name
Inv.	Asn.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Confirmed Match Caroline S Webber, MD
Information from File: Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	No Match Found; Account will be proxy-registered
Information from File: Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957			

Page: 1 of 1

10 results per page.

Invitation Statistics

Date Last Invited: Aug 12 2008 09:52AM

Outstanding Invitations: 0


Accepted: 15

Declined: 1

Not Invited: 7

Total Invitations: 23

Predefined Full Title displayed in Author Candidates Grid (if present in ALF)...

Select As		Number of Letters	Author Name	E
Inv.	Asn.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Confirmed Match Caroline S Webber, MD  Information from File: Caroline Webber cwebber@ariessys.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3	

...and carried forward to Select Authors and Customize Letters invitation page

Authors to Invite [Open Special Character Palette](#)

Name	Letter / Invitation Notes To Author	Article Title	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Caroline S Webber, MD	Author Invite <input type="button" value="Customize"/> Note for Chapter 1	Full Title (Limit 40 words): Chapter 1 Secondary Full Title: Short Title: Secondary Short Title:	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>

English-Books Language Pack

- New “Language Pack” specific to books
- Ex. “Proposal” renamed “Project”, “Author” renamed “Contributor”
- Must be enabled by Aries Client Services
- Intended to be site-wide



The screenshot displays the Editorial Manager web interface. At the top left, the logo for Editorial Manager is visible. The top navigation bar includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR CONTRIBUTORS. On the right side of the navigation bar, there are dropdown menus for "Go to: -- Search Page --" and "Role: Managing Editor", along with a "Username: mdina" field. A red box highlights the "English - Books" dropdown menu in the top right corner. Below the navigation bar, a red banner displays the message: "Important Message: Site under development. Do not use for live manuscript submission." The main content area features three tabs: "Editorial", "Project Menu", and "Tasks". The "Project Menu" tab is active. On the left side of the main content area, there is a "Managing Editor Project Menu" section. On the right side, there are two sections: "Search" and "New Projects". The "Search" section contains links for "Search Projects", "Search Submissions", and "Search People". The "New Projects" section contains links for "Initiate Project" and "Incomplete Projects (2)".

EM/PM 13.1 + 14.0

13.1 + 14.0 Books Features

- Assign Authors (13.1)
- Invited Submission Manuscript Numbering enhancements (13.1)
- BITS Production Task Transmittals and additional Book Metadata Fields (14.0)

Assign Authors

- Coming in EM 13.1 Authors will be able to receive assignments in addition to invitations
- Enables workflows where an Author can submit a solicited submission without having to accept an invitation
- New ActionManager events support separate default Author assignment letter templates for commentaries and Proposals

Assign Authors

Author Candidates

Check the box for each person you want to invite to submit, and then proceed.

Invite All / Assign All / Clear All

Page: 1 of 2 (12 total Authors)

1 2 >> >|

Display 10 results per page.

Select As		Number of Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics	Invitation Statistics
Inv.	Asn.				Invited	Unsolicited		
<input type="checkbox"/>	<input type="checkbox"/>		Alfonso Di Girolamo, Jr	No			Agreed and Awaiting Submission: 2 Assigned Submissions Received: 2 Invited Submissions Received: 0 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Nov 5 2015 3:34PM Last Invited Submission Received: - Last Invited Submission Declined: - Avg Days to Submit: 0	Date Last Invited: - Outstanding Invitations: Agreed: Declined: Un-invited: Total Invitations:
<input type="checkbox"/>	<input type="checkbox"/>		Michael Di Natale, MD Agreed to Submit - Nov 5 2015 3:34PM	No	1	15	Agreed and Awaiting Submission: 2 Assigned Submissions Received: 0 Invited Submissions Received: 0 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Nov 5 2015 3:34PM Last Invited Submission Received: - Last Invited Submission Declined: - Avg Days to Submit: 0	Date Last Invited: Nov 5 2015 3:34PM Outstanding Invitations: 0 Agreed: 2 Declined: 0 Un-invited: 0 Total Invitations: 2
<input type="checkbox"/>	<input type="checkbox"/>		James G. Diamond, MD	No			Agreed and Awaiting Submission: 2 Assigned Submissions Received: 0 Invited Submissions Received: 0 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Nov 5 2015 3:34PM Last Invited Submission Received: - Last Invited Submission Declined: - Avg Days to Submit: 0	Date Last Invited: - Outstanding Invitations: Agreed: Declined: Un-invited: Total Invitations:

Assign Authors

- Properly permissioned Editors will have access to an assign option when selecting Authors
 - Configurations allow Editors to access either option individually or both
- Compatible with Author List File upload process
 - Authors in same file can be selected for invitation or assignment
- Author assignments go directly to the *My Accepted Invitations* folder

Invited Submission Manuscript Numbering Enhancements

Invited Submission MS Numbering Enhancements

- Proposals (Units) are tracked in EM using the Proposal Manuscript Number, invited submissions are tracked using their individual Manuscript Numbers
- The automated manuscript numbering functionality has been enhanced to create a clear link between the Proposal and submission, as well as between the related submissions

Invited Submission MS Numbering Enhancements

- A format for invited submission Manuscript Numbers is configured as part of the Proposal Article Type settings

Invited Submission Manuscript Number Format:

- Use format configured on 'Set Manuscript Number Format' page
- Use Prefix + Incrementing Number entered on the 'Initiate Proposal' page

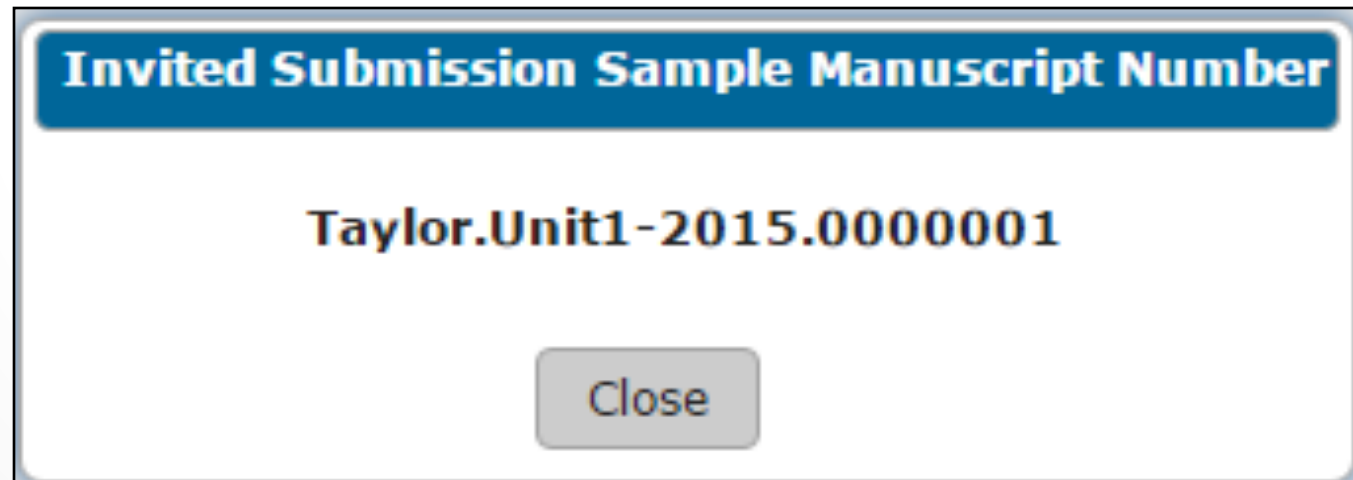
Invited Submission MS Numbering Enhancements

- Editors will set the invited submissions' prefix and starting number, as well as the minimum number of digits in the starting number, when initiating a Proposal

Author Response Due: Number of Days Author has to Respond to Invitation	<input type="text" value="0"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Author Submission Due: Number of Days prior to Launch Date	<input type="text" value="0"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>
Manuscript Number:	<input type="text"/>
* Invited Manuscript Number Format:	Prefix.IncrementingNumber
Prefix:	<input type="text"/> Required field
Starting Number:	<input type="text"/> Required field
Minimum Number of digits in Starting Number:	<input type="text"/> Required field
	<input type="button" value="Preview"/>
<input type="button" value="Cancel"/> <input type="button" value="Proceed and Build PDF"/> <input type="button" value="Proceed with no PDF"/> <input type="button" value="Assign to Myself and Invite Authors"/>	

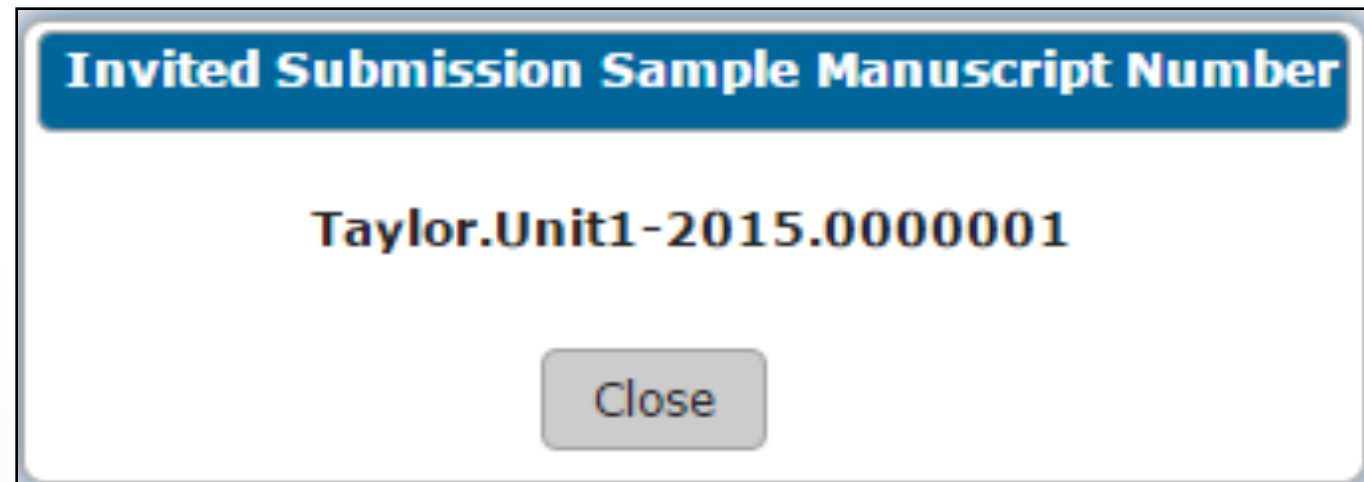
Invited Submission MS Numbering Enhancements

- A preview of the Invited Submission manuscript number will be available to Editors prior to finalizing the Proposal
- Example: Prefix = Taylor.Unit1-2015.
- Starting Number = 1
- Minimum Number of Digits in Starting Number = 7



Invited Submission MS Numbering Enhancements

- Each invited submission will have the same Prefix
- The first invited submission will have the number 0000001
- The second invited submission will have the suffix 0000002



BITS 2.0

- Schedule Group and Production Task Transmittal Export Methods
- Based on the 'JATS' XML
- Includes Book-level and Book-part (unit/chapter) sections
- New fields added to Schedule Group Book metadata and written into BITS transmittal (along with existing book metadata fields)
 - Subtitle
 - Alt-title
 - Schedule Group DOI
 - Book ID
 - Copyright Statement, Copyright Year, Copyright Holder

Possible Future Enhancements

