



Welcome to
EMUG 2016

 Editorial Manager®  ProduXion Manager®

www.ariessys.com


Publish Faster. Publish Smarter.

Tiny URL - <http://bit.ly/1rh2Jqc>

Invited Papers

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Caroline Webber, Senior Business Systems Analyst (cwebber@ariessys.com)



Agenda

- Review of current functionality
 - Commentaries
 - Letters to the Editor
 - Proposals
- Overview of new functionality
 - Author List File
 - Predefined invited article titles
 - Pre-assign Proposal and invited submissions to Schedule Group
 - Predefined Invited Manuscript Numbers
 - 'Assign' Authors (without invitation)
 - Book workflow (13.0 and beyond)

Overview

Commentaries

- Controversial article has been published (or may still be in process). This is the “parent” submission.
- Editor invites Authors to submit commentaries on that article.
- The invited papers received are “child” submissions and are linked with the parent in EM.

Proposals

- Publication invites experts to submit a manuscript on a particular topic. This is the “Proposal” and is not peer-reviewed or published.
- An entire issue may be devoted to invited manuscripts (e.g. festschrift)
- The invited papers received are linked to the Proposal in EM and may be published together.

Letters to the Editor

- Unsolicited Letters to the Editor are received by the publication.
- These are grouped together via Linked Submissions.
- The original Author can then be invited to respond to the letters and all of the Authors may be given access to all of the submissions in the linked group

Soliciting Commentaries

Solicit Commentary

Commentaries are invited submissions based on an existing submission that has already been assigned to an Editor.

All Submissions with Final Disposition Accept - Ed Ed Garcia, M.D.

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

Page: 1 of 3 (242 total submissions) 1 2 3 >> >| Display results per page.

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name	Final Disposition	Editor Decision
View Submission Details History File Inventory Edit Submission Solicit Commentary Publish Information View Reviews and Comments Initiate Production Transmittal Form View Related Submissions Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail Linked Submissions	STACEYTEST82-D-11-00001	Clinical		Article for EMUG 2016	Stacey J Lavelle, MD	Sep 08, 2009	May 12, 2016	Completed	Ed Editor	Accept	Ready

Create Target Publication Schedule

Target Publication Schedule

Enter a target publication date and other parameters. These values will apply to this submission and any invited submissions which are associated with it. In some cases, only the invited submissions will be published.

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.

Pre-select Article Type for Invited Submissions generated from this Submission:

Author Will Select
Invite Author to Submit

*** Target Publication Date:**

07/15/2016  (mm/dd/yyyy)

Target Publication Volume:

Target Publication Issue:

Author Response Due:

Number of Days Author has to Respond to Invitation

7

A value of zero indicates the Response due date feature is not being used.

Author Submission Due:

Number of Days prior to Target Publication Date

14

A value of zero indicates the Submission due date feature is not being used.

Cancel

Save and Proceed

Search for Authors

Author Selection Summary - Manuscript STACEYTEST82-D-11-00001 Article for EMUG 2016

[Manuscript Details](#)

Author Search

Search My Publication

[Search for Authors](#)
[Search by Personal Classifications](#)
[Upload Author List](#)
[Search for Alternate Authors](#)
[Search for Alternate Authors by Personal Classifications](#)

Go

Selected Authors

Invited Authors

There are no Authors Invited for this submission

Alternate Authors

There are currently no Alternate Authors selected for this submission

[Register and Invite New Author](#)

[Return to All Submissions with Editor's
Decision](#)

[Return to Manage Proposals Menu](#)
[Return to Main Menu](#)

Select Authors to Invite

Search for Authors - Manuscript STACEYTEST82-D-11-00001 "Article for EMUG 2016"

Manuscript Details  Register and Invite New Author

Help with Searching Insert Special Character

Criterion	Selector	Value	
Last Name	Begins With	lab	END
Last Name	Begins With		END
Last Name	Begins With		

Clear Search



Target Publication Information: Date: Jul 15, 2016 Volume: Unspecified Issue: Unspecified

Author Candidates

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

Page: 1 of 1 (5 total Authors)

Display 100 results per page.

Select	Number of Invitation Letters	Author Name	Board Member	Submissions Being Processed		Author Statistics		Invitation Statistics	
				Invited	Unsolicited				
<input checked="" type="checkbox"/>	1	Anna Labanca 	No	0	0	Agreed and Awaiting Submission:	0	Date Last Invited:	Apr 06, 2016
						Invited Submissions Received:	0	Outstanding Invitations:	1
						Un-invited Before Agreeing:	0	Agreed:	0
						Un-invited After Agreeing:	0	Declined:	0
						Last Invited Submission Agreed:	-	Un-invited:	0
						Last Invited Submission Received:	-	Total Invitations:	1
						Last Invited Submission Declined:	-		
						Avg Days to Submit:	0		
<input type="checkbox"/>		Karin Labanca 	No			Agreed and Awaiting Submission:		Date Last Invited:	-
						Invited Submissions Received:		Outstanding Invitations:	

Adjust Due Dates and Add Notes

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. ([more...](#))

Target Publication Information: *Date:* Jul 15, 2016 *Volume:* Unspecified *Issue:* Unspecified

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

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Clifford L. Craig, M.D.	<div style="border: 2px solid yellow; padding: 5px;"><p>Author Invitation Customize</p><p>Important information for</p></div>	05/23/2016 <input type="text" value="mm/dd/yyyy"/>	06/27/2016 <input type="text" value="(mm/dd/yyyy)"/>	<input type="checkbox"/>

Others Notified of Author Invitation

Name	Letter	Do Not Send
------	--------	-------------

Merge Fields for Author Invitations

- **%TITLE_OF_PARENT_SUBMISSION%**- Inserts the Title of the Proposal, or the Submission Requiring Commentary.
- **%TARGET_PUB_DATE%**- Inserts the projected Publication date.
- **%INVITED_SUBMISSION_RESPOND_DATE%**- Inserts the date by which the Author is expected to respond to the invitation.
- **%INVITED_SUBMISSION_DUE_DATE%**- Inserts the date by which the Author is expected to submit an invited submission.
- **%INVITATION_NOTES_TO_AUTHOR%**- Inserts text entered by the Editor in the 'Invitation Notes to Author' field at the time of the invitation.
- **%INVITED_AUTHOR_NAME%**- Inserts the name of the sender when an Author declines to submit. To pull in the name of the Invited Author when an invitation is being sent, use **%REALNAME%**.
- **%ACCEPT_INVITATION%** - Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees to Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Accept Invitation' page.
- **%DECLINE_INVITATION%**- Inserts a hyperlink in a letter that automatically triggers the 'Author Declines Invitation' function in the system. The Author will be fully logged into the system and delivered to the 'Decline Author Invitation' page.
- **%SUBMIT_INVITED_MANUSCRIPT%**- Inserts a hyperlink in a letter that automatically triggers the 'Author Agrees to Invitation' function in the system (if the Author has not previously accepted), fully logs the Author into the system, and delivers the Author directly to the Manuscript Submission interface.

Summary Page – Authors Invited

Author Selection Summary - Manuscript STACEYTEST82-D-11-00001 Article for EMUG 2016

[Manuscript Details](#)

Author Search

Search My Publication

Search for Authors



Go

Selected Authors

Invited Authors

Anna Labanca	Author Complete - May 12, 2016	View Letter	
Clifford L. Craig, M.D.	Author Invited - May 12, 2016	View Letter	Un-invite
Gerold Labek, MD	Author Declined - May 12, 2016	View Letter	

Alternate Authors

Sam Smith [Promote](#) [Remove](#)

Alternate Authors will be promoted if: (1) an Invited Author declines the invitation, (2) an Author is un-invited by an Editor or (3) an Author does not respond to the invitation within the number of days specified.

[Alternate Author Invitation Letters](#)

Proposal Menu

Editorial | **Proposal Menu** | **Production Tasks**

Editor-in-Chief Proposal Menu

Search

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

New Proposals

[Initiate Proposal](#)

Active

- [New Proposals Requiring Assignment \(2\)](#)
- [New Assignments - Proposals \(1\)](#)
- [My Pending Proposals \(2\)](#)
- [View All Assigned Proposals \(10\)](#)
- [My Submissions With Pending Commentaries \(6\)](#)
- [View All Submissions With Pending Commentaries \(6\)](#)
- [Proposals With Invitations In Progress \(4\)](#)
- [Proposals With Outstanding Invitations \(3\)](#)
- [Proposals With Invited Submissions In Progress \(3\)](#)
- [Proposals With Invited Submissions Received \(2\)](#)

Completed

- [My Completed Proposals \(1\)](#)
- [My Submissions With No Pending Commentaries \(0\)](#)
- [View All Completed Proposals \(2\)](#)
- [View All Submissions With No Pending Commentaries \(0\)](#)

Submissions with Pending Commentaries Folder

Submissions with Pending Commentaries - Ed Ed Garcia, M.D.

Contents: These are submissions for which commentaries have been solicited that have been Assigned to the Editor. They require one of the following: 1) another Editor assignment; 2) View Related Submissions; 3) Solicit additional Commentaries, or 4) Move to Completed folder. Use the up/down arrows to change the sort order.

Page: 1 of 1 (6 total commentaries)

Display results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Handling Editor	Initial Date Authors Invited	Target Pub. Date	Target Pub. Volume	Target Pub. Issue	Status Date	Current Status	Editors Decision
View Submission View Related Submissions Details History Solicit Commentary Move to Completed Folder Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail	STACEYTEST82-D-11-00001	Clinical		Article for EMUG 2016	3	1	1	1	Ed Ed Garcia, M.D.	May 12, 2016	Jul 15, 2016			May 12, 2016	Completed	Ready

Commentaries – Author Experience

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

My publication's very important instructions are listed here....along with a link to an external location:
[Author Instructions](#)

Production

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

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 (0)

Revisions

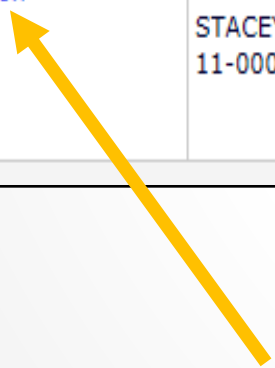
Submissions Needing Revision (0)
Revisions Sent Back to Author (0)

New Author Invitations Folder

New Author Invitations for Clifford L. Craig, M.D.

Page: 1 of 1 (1 total submission)

Action	Manuscript Number	Arti Typ
View Submission Requiring Commentary View Invitation Information View Invitation Letter Agree to Submit Decline to Submit Send E-mail	STACEYTEST82-D-11-00001	Clin



Additional Invitation Details for "Article for EMUG 2016"

The information displayed below is associated with your invitation to submit.

Close

Invitation Notes to Author

Important information for the Author can be entered here

Close

Author Agrees and Submits

The submission now appears in the invited author's "Accepted Invitations" folder.

Accepted Invitations for Anna Labanca

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' when you are ready.

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

Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date	Author Submission Due Date	Editor's Name
View Submission Requiring Commentary View Invitation Letter Submit Invited Manuscript Send E-mail	STACEYTEST82-D-11-00001	Clinical	Article EMUG					

New Submission

- ✓ Enter Title
- ➔ **Add/Edit/Remove Authors**
- Enter Keywords
- Select Classifications
- Enter Comments
- Request Editor
- Attach Files

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

A * indicates the field is required.

Current Author List + Add Another Author

⋮	✎	Anna Labanca [Corresponding Author] [First Author]
+ Add Another Author		

Submitted Commentaries – Editor View

All Submissions with Final Disposition Accept - Ed Ed Garcia, M.D.

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

Page: 1 of 3 (2)

Action ▲	Manuscript Number ▲▼
View Submission Details ▾ ★ History File Inventory Edit Submission Solicit Commentary Publish Information View Reviews and Comments Initiate Production Transmittal Form View Related Submissions Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail Linked Submissions	STACEYTEST8 D-11-00001

View Related Submissions for Manuscript Number STACEYTEST82-D-11-00001.

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.

Page: 1 of 1 (1 total commentaries)

Display 10 ▼ results per page.

Submission With Commentary												
Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Target Pub. Date ▲▼	Target Pub. Volume ▲▼	Target Pub. Issue ▲▼	Status Date ▲▼	Current Status ▲▼	Editors Decision ▲▼	Final Disposition ▲▼
View Submission Details ▾ ★ History Initiate Production Solicit Commentary Move to Completed Folder Go to Submission Similar Articles in MEDLINE	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	Sep 08, 2009	Jul 15, 2016			May 12, 2016	Completed	Ready	Accept
Related Submissions												
Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Target Pub. Date ▲▼	Target Pub. Volume ▲▼	Target Pub. Issue ▲▼	Status Date ▲▼	Current Status ▲▼	Editors Decision ▲▼	Final Disposition ▲▼
View Submission Edit Submission Details ▾ History Set Final Disposition Initiate Production Go to Submission Similar Articles in MEDLINE		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	May 12, 2016	Jul 15, 2016			May 12, 2016	Submitted to Journal		

Page: 1 of 1 (1 total commentaries)

Display 10 ▼ results per page.















Commentaries – Complete

Submissions with Pending Commentaries - Ed Ed Garcia, M.D.

Contents: These are submissions for which commentaries have been solicited that have been Assigned to the Editor. They require one of the following: 1) another Editor assign additional Commentaries, or 4) Move to Completed folder. Use the up/down arrows to change the sort order.

Page: 1 of 1 (6 total commentaries)

Display 10 results

Action 	Manuscript Number 	Article Type 	Section/Category 	Article Title 	# of Authors Invited 	# of Authors Accepting 	# of Authors Declining 	# of Author Submissions 	Handling Editor 	Initial Date Authors Invited 	Target Pub. Date 
View Submission View Related Submissions Details  History Solicit Commentary Move to Completed Folder  Similar Articles in MEDLINE AuthorMapper Author Search Send E-mail	STACEYTEST82-D-11-00001	Clinical		Article for EMUG 2016	3	1	1	1	Ed Ed Garcia, M.D.	May 12, 2016	Jul 15, 2016

Letters to the Editor

Letters to the Editor Workflow

- Multiple *reactionary* letters are received (*unsolicited* Letters to the Editor about a published article)
- Editor can *link* these reactionary Letters to the Editor together and make them available to the Author of the published article.
- The original Author of the published article can then be invited to *respond* to the Letters.

Create Linked Submissions Group

Quicklinks

ts

Create a New Linked Submission Group

To create a new Linked Submission Group

Please enter a Linked Submission Group Name (limit of 1000 characters) and select a Linked Submission Group Type.

Linked With Group: A general group suitable for linking submission together for a wide variety of uses (e.g., submissions by the same Author or submissions based on a similar topic.)

Letter to the Editor Group: A 'speciality' group where Invited Authors may be provided PDF access to other linked submissions that belong to the group when they are solicited for a commentary. *Note: A submission can only belong to one Letter to the Editor Group.*

Once the new Linked Submission Group has been created, it is selected by default in the drop-down on the Add to/Create Linked Submission Group page. Clicking the 'Add to Group' button on the Add to/Create Linked Submission Group page will then add the submission to the newly created group.

Linked Submission Group Name:	Insert Special Character EMUG 2016 - Letters to the Editor <input type="text"/>
	Maximum Linked Submission Group Name is 1000 characters.
Linked Submission Group Type:	<input type="radio"/> Linked With <input checked="" type="radio"/> Letter to the Editor

View Subr
Details ▾
Initiate Di
History
Technical
File Inven
Edit Subm
Classificat
Remove S
Send Back
Set Final I
Initiate Pr
Similar Ar
Author Ma
Send E-m
Linked Su

View Subr
Details ▾
Discussion

status
ate
ay 23, 2016

ay 12, 2016

Cancel Submit

Add Submission to Group

Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

To add the submission to an existing Linked Submission Group

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

EMUG 2016 - Letters to the Editor

Add to Group

To create a new Linked Submission Group

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

Create a New Group

Assign Publish With ID

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

Assign Publish With ID

Submission Added to Group

Edit Linked Submission Group

[Cancel](#) [Submit](#) [Add Submissions](#)

Linked Submission Group:

Linked Submission Group Name:

[Insert Special Character](#)

EMUG 2016 - Letters to the Editor




1000 characters maximum

Linked Submission Group Type:

Linked With

Letter to the Editor

Linked Submissions

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category	Status Date	Current Status
View Submission Details  Go to Submission Remove from Group	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Anna Labanca	05-23-2016		06-02-2016	Received by Editor
View Submission Details   Go to Submission Remove from Group	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009		05-12-2016	Completed

[Return to Active Linked Submissions Groups](#)

Invite Original Author to Respond

Page: 1 of 1 (3 total submissions)

Action	Manuscript Number	Ar Ty
View Submission Details Initiate Discussion History Technical Information File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE Author Mapper (Last First Middle) Send E-mail Linked Submissions	STACEYDEV130-D-16-00002	Let Ed

Action

- [View Submission](#)
- [Details](#)
- [Initiate Discussion](#)
- [History](#)
- [Technical Information](#)
- [File Inventory](#)
- [Edit Submission](#)
- [Solicit Commentary](#)
- [Classifications](#)
- [Unassign Editor](#)
- [Notify Editor](#)
- [Invite Reviewers](#)
- [Set Final Disposition](#)
- [Initiate Production](#)
- [Similar Articles in MEDLINE](#)
- [Author Mapper \(Last First Middle\)](#)
- [Send E-mail](#)
- [Linked Submissions](#)

1			
Status Date	Initial Date Submitted	Author Name	
Jun 02, 2016	May 23, 2016	Stacey J Lavelle	\$ ☹ @ +

Select Submissions to Include

Linked Submissions for Manuscript Number STACEYDEV130-D-16-00002

This submission has been identified as belonging to a Letter to the Editor Linked Submission Group. All submissions linked to this group are displayed below.

Select the submissions you would like to provide the Author access to using the available checkboxes, and then click the **Proceed** button to provide the Invited Author with PDF access to these linked submissions.

Letter to the Editor Linked With

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

Linked Submissions

Select	Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category	Status Date	Current Status
<input type="checkbox"/>	View Submission View PDF for Invited Author Details		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	05-12-2016		05-12-2016	Submitted to Journal
<input checked="" type="checkbox"/>	View Submission View PDF for Invited Author Details	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Stacey J Lavelle, MD	05-23-2016		06-02-2016	Received by Editor
<input type="checkbox"/>	View Submission View PDF for Invited Author Details	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009		05-12-2016	Completed

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

Cancel

Proceed

Original Author – New Invitation

New Author Invitations for Stacey J Lavelle, MD

Linked Submissions for Manuscript Number STACEYDEV130-D-16-00002

Contents: Submissions that are linked to STACEYDEV130-D-16-00002.

[Return to My New Invitations](#)
[Editor Main Menu](#)

Letter to the Editor Linked With

Linked Submission Group

Linked Submission Group Name

EMUG 2016 - Letters to the Editor

Linked Submissions

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Section/Category
View Submission		Letter to the Editor	Letter to editor	gunasekaran kumar	10-17-2002	New Section
View Submission		Invite Author to Submit	Stacey Submitting Invited Paper for EMUG 2016	Anna Labanca	05-12-2016	
View Submission	STACEYDEV130-D-16-00002	Letter to the Editor	My Unsolicited Commentary on Article for EMUG 2016	Stacey J Lavelle, MD	05-23-2016	
View Submission	STACEYTEST82-D-11-00001	Clinical	Article for EMUG 2016	Stacey J Lavelle, MD	09-08-2009	

Proposals

Initiate Proposal

The screenshot shows a web interface for an Editor-in-Chief. At the top, there are three tabs: 'Editorial', 'Proposal Menu', and 'Production Tasks'. The 'Proposal Menu' tab is active. On the left side, there is a vertical menu titled 'Editor-in-Chief Proposal Menu'. The main content area is divided into three sections: 'Search', 'New Proposals', and 'Active'. The 'New Proposals' section is highlighted with a yellow border and contains a link to 'Initiate Proposal'. The 'Active' section contains a list of proposal-related links with counts in parentheses.

Editorial | **Proposal Menu** | **Production Tasks**

Editor-in-Chief Proposal Menu

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

New Proposals
[Initiate Proposal](#)

Active

- [New Proposals Requiring Assignment \(2\)](#)
- [New Assignments - Proposals \(1\)](#)
- [My Pending Proposals \(2\)](#)
- [View All Assigned Proposals \(10\)](#)
- [My Submissions With Pending Commentaries \(6\)](#)
- [View All Submissions With Pending Commentaries \(6\)](#)
- [Proposals With Invitations In Progress \(4\)](#)
- [Proposals With Outstanding Invitations \(3\)](#)
- [Proposals With Invited Submissions In Progress \(3\)](#)
- [Proposals With Invited Submissions Received \(2\)](#)

Initiate Proposal

Select an Article Type for the proposal, then enter a Proposal Title and other information.

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:	Proposal <input type="text"/>
Pre-select Article Type for Invited Submissions generated from this Proposal:	Author Will Select <input type="text"/>
* Title:	<input type="text" value="New Proposal for EMUG 2016"/> Insert Special Character
* Target Publication Date:	06/30/2016 <input type="text"/> (mm/dd/yyyy)
Target Publication Volume:	<input type="text" value="6"/>
Target Publication Issue:	<input type="text" value="12"/>
Author Response Due: Number of Days Author has to Respond to Invitation	<input type="text" value="10"/> <i>A value of zero indicates the Response due date feature is not being used.</i>
Author Submission Due: Number of Days prior to Target Publication Date	<input type="text" value="21"/> <input type="button" value="x"/> <i>A value of zero indicates the Submission due date feature is not being used.</i>

Cancel

Proceed and Build PDF

Proceed with no PDF

Assign to Myself and Invite Authors

Invite Authors

Author Selection

Author Search
Search My Publication

Selected Authors

Invited Authors

Alternate Authors
There are

Page: 1 of

Select	Number of Invitation Letters
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. [\(more...\)](#)

Target Publication Information: *Date: Jul 15, 2016 Volume: Unspecified Issue: Unspecified*

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

Name	Letter / Invitation Notes To Author	Invited Author Response Due Date	Author Submission Due Date	Do Not Invite
Clifford L. Craig, M.D.	Author Invitation <input type="button" value="Customize"/> Important information for	05/23/2016 <input type="button" value="Calendar"/> (mm/dd/yyyy)	06/27/2016 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

Others Notified of Author Invitation

Name	Letter	Do Not Send
------	--------	-------------

Proposal Menu

Editorial Proposal Menu Production Tasks

Editor-in-Chief Proposal Menu

Search

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

New Proposals

- [Initiate Proposal](#)

Active

- [New Proposals Requiring Assignment \(2\)](#)
- [New Assignments - Proposals \(1\)](#)
- [My Pending Proposals \(2\)](#)
- [View All Assigned Proposals \(10\)](#)
- [My Submissions With Pending Commentaries \(6\)](#)
- [View All Submissions With Pending Commentaries \(6\)](#)
- [Proposals With Invitations In Progress \(4\)](#)
- [Proposals With Outstanding Invitations \(3\)](#)
- [Proposals With Invited Submissions In Progress \(3\)](#)
- [Proposals With Invited Submissions Received \(2\)](#)

Completed

- [My Completed Proposals \(1\)](#)
- [My Submissions With No Pending Commentaries \(0\)](#)
- [View All Completed Proposals \(2\)](#)
- [View All Submissions With No Pending Commentaries \(0\)](#)

Invited Workflow Reports

Completed

[My Completed Proposals \(2\)](#)

[My Submissions With No Pending Commentaries \(0\)](#)

[View All Completed Proposals \(3\)](#)

[View All Submissions With No Pending Commentaries \(0\)](#)

Reports

[Proposal Pipeline Report](#)

[Authors Invited - No Response](#)

[Author Invitation Status Report](#)

Proposal Pipeline Report

Proposal Pipeline Report

This report displays all Author invitations and invited submissions associated with a proposal. If you select multiple criteria, the results returned will be limited to those invitations and manuscripts that fulfil all of the selected criteria. Incomplete proposals with unapproved PDFs and proposals with a final disposition of 'Withdrawn Proposal' are automatically excluded from the results.

Proposal Handling Editor:	<input type="text" value="(All Editors)"/>
Proposal Status:	<input type="text" value="(All Statuses)"/>
Proposal Manuscript Number:	<input type="text"/>
Proposal Title (contains):	<input type="text"/>
Proposal Target Publication Volume:	<input type="text"/>
Proposal Target Publication Issue:	<input type="text"/>
Proposal Target Publication Date:	from <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> (mm/dd/yyyy)
Proposal Approved Date:	from <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> (mm/dd/yyyy)
Invitation Notes to Author (contains):	<input type="text"/>
Author Submission Due Date:	from <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> (mm/dd/yyyy)
Invited Article Title (contains):	<input type="text"/>
Invited Article Editorial Status:	<input type="text" value="(All Statuses)"/>
Submission Actual Publication Volume:	<input type="text"/>
Submission Actual Publication Issue:	<input type="text"/>
Submission Actual Publication Date:	from <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> (mm/dd/yyyy)
Submission Target Publication Volume:	<input type="text"/>
Submission Target Publication Issue:	<input type="text"/>
Submission Target Publication Date:	from <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> (mm/dd/yyyy)
You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.	
Proposal Article Type:	<input type="text" value="Proposal
Book Proposal (pre 13.0-30)"/> Select All Clear All
Proposal Section/Category:	<input type="text" value="No Section Assigned
ANother New Section
Stacey's New Section"/> Select All Clear All
Submission Article Type:	<input type="text" value="Invite Author to Submit"/> Select All Clear All
<input type="checkbox"/> Exclude Proposals with a Final Disposition	
<input type="checkbox"/> Exclude Invited Submissions with a Final Disposition	

Proposal Pipeline Report

Proposal Pipeline Report

This report was run May 23, 2016.

Contents: Proposal Handling Editor is equal to "All Editors" and Proposal Status is equal to "All Statuses" and Invited Article Editorial Status is equal to "All Statuses"

[Download the report results](#)

Page: 1 of 7 (63 total proposals)

1 2 3 4 5 6 7 >> >|

Display results per page.

Proposal Manuscript Number	Proposal Article Title	Proposal Section/Category	Date Proposal Assigned to Handling Editor	Proposal Handling Editor	Invited Author Name	Invitation Notes to Author	Date Author Invited	Date Author Agreed	Date Author Declined	Date Author Uninvited	Total Author Reminders	Author Initial Submission Date	Submitted on Time	Manuscript Number	Article Title	Art Typ
STACEYDEV130-D-16-00001 Details History	New Proposal for EMUG 2016		May 13, 2016	Ed Ed Garcia	Max. J. Kaab		May 13, 2016	May 23, 2016			0	May 23, 2016	Yes		Max Submitting Invited Article	Inv Aut t Sub
STACEYDEV130-D-16-00001 Details History	New Proposal for EMUG 2016		May 13, 2016	Ed Ed Garcia	David Kahler		May 13, 2016	May 13, 2016			0	May 23, 2016	Yes		David Submitting in response to EMUG Proposal	Inv Aut t Sub
STACEYDEV130-D-15-00003 Details	caroline testing		Oct 02, 2015	Ed Editor	Michael		Nov 18, 2015	Apr 06, 2016			0	Apr 06, 2016			Woo-hoo	Inv Aut .

Invited Author Reports

Authors Invited - No Response Report

Please select the report parameters.

Author Invitation Status Report

This report displays all Invited Authors who have accepted an invitation but have not yet submitted a manuscript, based on the parameters below:

Handling Editor: (All Editors)

- Show all Invited Authors who accepted the invitation more than days ago.
- Show all Invited Authors whose submission is due between and (mm/dd/yyyy)
- Show all Invited Authors with a Target Publication date between and (mm/dd/yyyy)
- Show Invited Authors for Target Publication Volume and Issue

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Article Type: [Select All](#)
[Clear All](#)

- Show all Invited Authors
- Show all Invited Authors
- Show all Invited Authors
- Show all Invited Authors
- Show all Invited Authors
- Show all Invited Authors
- Show Invited Authors
- Show all Invited Authors

Questions on Current Functionality?

Agenda

- Overview of new functionality
 - Author List File (v 13.0)
 - Predefined invited article titles (v 13.0)
 - Pre-assign Proposal and invited submissions to Schedule Group (v 13.0)
 - Predefined Invited Manuscript Numbers (v 13.1)
 - 'Assign' Authors (without invitation) (v 13.1)
 - Book workflow (13.0 and beyond)

What is an Author List File? [ALF]



What is an Author List File? [ALF]




- A file containing Authors to be invited
- Avoids proxy registering each Author separately
- Tab- or comma-delimited file
- Contains Author names and email addresses [Required], ORCIDs, Note, Invite flag, Invited Article Title [Optional]
- Editor uploads file using new “Upload Author List” option on Author Selection Summary page
- EM Validates file, points out duplicates, missing data
- Displays Authors from the file in the ‘Author Candidates’ Grid
 - Authors can be pre-selected for invitation
- No Configuration needed
- For EM and EM/PM sites

Author Selection Summary

Upload Author List File

Author Selection Summary - Manuscript CAROLINEDEV131-D-16-00029
Submission for EMUG 2016

[Manuscript Details](#)

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

Browse or drag&drop the file

em Editorial Manager™

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

Go to: -- Search Page --
Role: Editor-in-Chief Username: ed1

English

Important Message: Site under development. Do not use for live manuscript submission.

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...](#))

Browse your computer:

Choose File

Or Drag & Drop a File Here




No Author List File has been uploaded for this submission.

Cancel

Your Time: 10:53, 24 May • Site Time: 10:53, 24 May

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.

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"/>

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.

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"/>


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

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 	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	No	0	0		
			Information from File: Sally Ubnoske subnoske1@ariessys.com 0000-0002-5605-6957					

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

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 
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	No Match Found; Account will be proxy- registered

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

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

Invitation Statistics
Last Invited: Aug 12 2008 09:52AM
Standing Invitations: 0
Invited: 15
Registered: 1
Invited: 7
Invitations: 23

Or proxy-registers Author at invitation

Select As		No	L	1	Information from File:					
Inv.	Asn.				Sally Ubnoske	subnoske@ariessys.com;subnoske@ariessc.com				
<input checked="" type="checkbox"/>	<input type="checkbox"/>									
Note for Chapter 3										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1			No	0	0			

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

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

Your

Results per page.

Statistics

Invited: Aug 12 2008 09:52AM

Invitations: 0

15

1

7

ons: 23

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

Author Candidates

to be Invited ("Inv.") or Assigned ("Asn."). Your selected for invitation or assignment


Display 10 results per page.

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			

Invitation Statistics	
Date Last Invited:	Aug 12 2008 09:52AM
Outstanding Invitations:	0
Agreed:	15
Declined:	1
Un-invited:	7
Total Invitations:	23

in 06 2016 05:28PM
in 07 2016 11:10AM
Aug 12 2008 09:52AM
67.38

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

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@ariessvs.com Title: Chapter 1 Title: Chapter 2 Title: Chapter 3 Note for Chapter 1 Note for Chapter 2 Note for Chapter 3

Adding predefined titles at Author Invitation

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 title from ALF shown as "Full Title" (if uploaded). Other title entry boxes depend on invited Article Type configuration

Adding predefined titles at Author Invitation

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. ([more...](#))

Target Publication Information: *Date:* Dec 31 2017 12:00AM *Volume:* Unspecified *Issue:* Unspecified

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
Mike Di Natale	Author Invited to Submit Customize <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Chapter 1</div>	Full Title (Limit 40 words): <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Secondary Full Title: <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Short Title: <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Secondary Short Title: <div style="border: 1px solid #ccc; height: 20px;"></div>	<input type="text" value=""/> (mm/dd/yyyy)	<input type="text" value=""/> (mm/dd/yyyy)	<input type="checkbox"/>

Lock title(s) for Author

Titles can be "Locked" to prevent Author from Editing, or available for Author edit

Summary of Predefined Invited Article Titles

- Version 13.0
- Can be added to Author List File or typed in
- Displays pre-populated in “Enter Title” step for invited Author
 - Can be “locked” so that Author cannot change it, or available for Author edit
 - New merge fields available for Author Invitation letters
 - %INVITED_SUBMISSION_TITLE%
 - %INVITED_SUBMISSION_SHORT_TITLE%
 - Configurations: Edit Article Type [parent submission], RoleManager

Pre-assign Proposal and invited submissions to Schedule Group

- Proposals (and their children) can be automatically assigned to a Schedule Group
- New “Assign to Schedule Group” configuration option on “Edit Article Type” page, for Article Types in the ‘Proposal’ family.
- For EM/PM sites

Pre-assign Proposal and invited submissions to Schedule Group

- When Proposal Initiated, drop-down of Schedule Groups available
 - Selection of Schedule Group can be Optional or Required
 - Editors with “Manage Schedule Groups” permission can also ‘Add Schedule Group’ directly from the Initiate Proposal workflow
- Proposal automatically listed as a ‘header’ in Schedule Group Table of Contents grid

Pre-assign Proposal and invited submissions to Schedule Group

- When invited submissions received, automatically listed in new “Pre-selected Submissions Grid” on the Edit Schedule Group Details/Schedule Group Details pages.
- When production initiated on each submission, it automatically “jumps up” into the Schedule Group TOC under its associated Proposal header.

Pre-assign Proposal and invited submissions to Schedule Group

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Article Title	Black and White Image Count	Color Image Count
Details ▾ Remove Header	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	Ed J Editor		0					This is my Issue Proposal for EMUG 2016		0
Production Details ▾ Transmittal Form Remove from Group Linked Submissions Additional Manuscript Details	2	CAROLINEDEV130-D-16-00020	Perspective		Sharon Webster, MD	0	0	0	Custom Status -copy edit started	10.11260150031	This is my invited submission for a proposal	0	0

[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	Black and White Image Count	Color Image Count	Submission Target Online Date	Submission Actual Online Date
Details ▾ Transmittal Form View Reviews and Comments	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	This is my Issue Proposal for EMUG 2016	Ed J Editor		0	Authors Invited for Proposal			0		
		CAROLINEDEV130-D-16-00021	Perspective	Caroline's invited submission		Caroline Webber	0	Submitted to Journal		0	0		

Pre-assign Proposal and invited submissions to Schedule Group

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Editor Originating Proposal	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	DOI	Article Title	Black and White Image Count	Color Image Count
Details ▾ Remove Header	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	Ed J Editor		0					This is my Issue Proposal for EMUG 2016		0
Production Details ▾ Transmittal Form Remove from Group Linked Submissions Additional Manuscript Details	2	CAROLINEDEV130-D-16-00020	Perspective		Sharon Webster, MD	0	0	0	Custom Status -copy edit started	10.11260150031	This is my invited submission for a proposal	0	0

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

Pre-selected Submissions Grid

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	Black and White Image Count	Color Image Count	Submission Target Online Date	Submission Actual Online Date
Details ▾ Transmittal Form View Reviews and Comments	1	CAROLINEDEV130-D-16-00019	Issue Proposal - EMUG 2016	This is my Issue Proposal for EMUG 2016	Ed J Editor		0	Authors Invited for Proposal			0		
		CAROLINEDEV130-D-16-00021	Perspective	Caroline's invited submission		Caroline Webber	0	Submitted to Journal		0	0		

Assign Authors (version 13.1)

- New 'Assignment' option for solicited Authors
- Similar to "Assign Reviewer"
- Displays 'Asn.' checkbox on Author Candidates Grid
- Can be preselected in Author List File
- Assignment goes directly into "My Accepted Invitations" folder for Author

Assign Authors (version 13.1)

- Configurations: RoleManager permission for Editor
 - New RoleManager permission for Editor
 - New ActionManager Letter Events
 - Author Assigned (Not Invited) for Proposals
 - Author Assigned (Not Invited) for Commentary
 - New ActionManager Document Status event
 - Author Assigned (Not Invited) for Proposal

Predefine Invited Submission Manuscript Numbers (version 13.1)

- Each Proposal can have its own set of predefined Invited Manuscript Numbers for its child submissions
 - Example:
 - SPECIALISSUE1-D-00001
 - SPECIALISSUE1-D-00002
 - Consists of “Prefix”, “Starting Number”, and “Minimum Number of Digits in Starting Number”
 - Prefix= SPECIALISSUE1-D-
 - Starting Number = 1
 - Minimum Number of Digits in Starting Number = 5

Predefine Invited Submission Manuscript Numbers (version 13.1)

- Configured for each Proposal Article Type
- Values for “Prefix”, “Starting Number”, and “Minimum Number of Digits in Starting Number” entered on ‘Initiate Proposal’ page.
- Independent of Manuscript Numbering for submissions *not* associated with that Proposal

Questions on New Functionality?

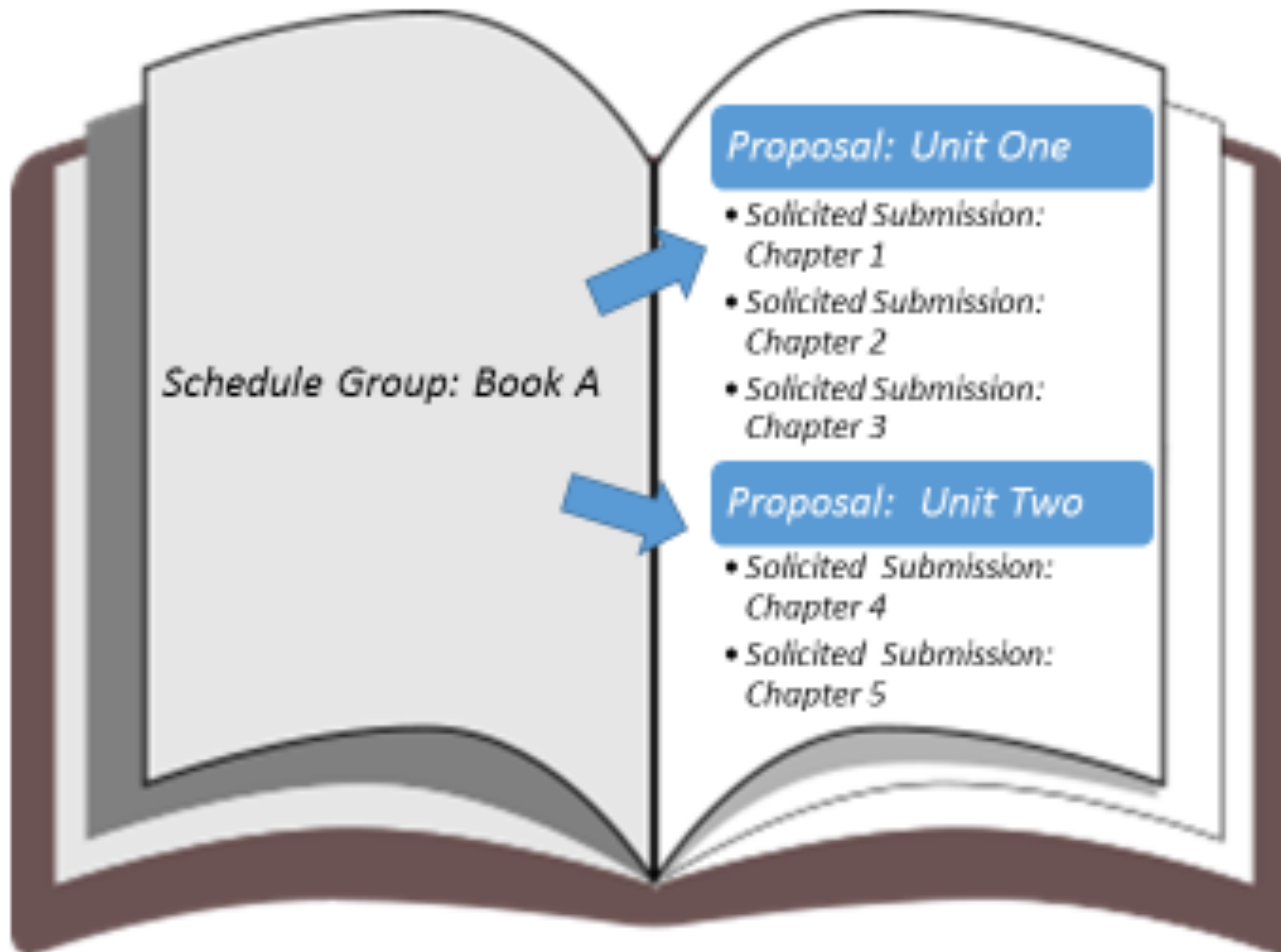
General Books Workflow

- Existing functionality supports much of the desired books workflow
 - Preselected Article Types for Invited Workflow
 - Proposals and related “child” submissions
 - The ability to construct a Table of Contents using a Schedule Group
- New features are added to support books processing

New Features Supporting Books Processing

- Schedule Group Enhancements (13.0) and 'Enable Book Processing' option
- Books Language Pack (13.0)
- Proposal Assignment to Schedule Group (13.0)
- Upload Author List File (13.0)
- Predefined Invited Article Titles (13.0)
- Assign Author (13.1)
- Invited Submission Manuscript Numbering enhancements (13.1)
- BITS Production Task Transmittals (14.0)

General Books Workflow



General Books Workflow – 13.0/13.1/14.0

1. Enable Book Processing in PolicyManager
2. Set site to use 'Books Language Pack' if desired
3. Create a Book (Schedule Group in the 'Book' Family)
 - New book metadata available for entry when book created (e.g. ISBN, Authors/Volume Editors)
4. Configure Proposals as “book-related”, then create Units (Proposals), and assign to Book Schedule Group
 - Automatically listed in Schedule Group TOC as a header
 - Predefine Invited Submission Manuscript Numbers (13.1) and enter Prefix, Starting Number and Minimum Number of Digits in Starting Number for invited submissions

General Books Workflow – 13.0/13.1/14.0

5. Invite Authors for Chapters /Assign Authors for Chapters (13.1)
 - Author Candidates can be imported from the uploaded Author List File
 - Invited Chapters listed in “Pre-selected Submissions Grid” for Schedule Group upon receipt
 - Invited Chapters promoted to Schedule Group TOC under their Unit when production initiated
 - Invited Chapters can have predefined manuscript numbers
6. Send a Production Task Transmittal with “BITS” XML (14.0)

EM/PM for Books

- Friday at 1:30!

Questions ?

Thank You!