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Release Notification

Editorial Manager 2.0 Release Notification   **Subject to Change**

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Custom Instructions for Submit New Manuscript and Revised Manuscript

This feature introduces the ability to enter journal-defined instructions on each page of the submit manuscript interface. This means that the journal can embed customized, journal-specific instructions to the Author at each step of the manuscript submission process.

Separate instructions may be added for 'new' and 'revised' manuscripts. This should improve the efficiency of the manuscript submission process as well as reduce the number of support issues that journals have to deal with.

NOTE: Required steps will automatically contain a warning in bold red letters at the top of the page. The warning will say '[STEP] is Required for Submission'. This text cannot be edited or changed. This instructional text is configured in PolicyManager.

TO CONFIGURE: Go to PolicyManager and click on the link called 'Edit Manuscript Submission Instructions'. This link will lead to an instruction entry grid page that allows the journal to enter customized instructional text for new manuscript submission and/or revised manuscript submission.

The grid has a column for 'New Submission Instructions' and one for 'Revised Submission Instructions'.

NOTE: The default instructions can be reinstated at anytime in PolicyManager by clicking the 'Revert to Default Instructions' link. Appendix A at the end of this document shows the default text for both the New Submission interface and the Revised Submission interface.

NOTE: The instructions can include html code so that the journal can use bold, italics and other html tags for formatting purposes. The use of html is NOT required. The instructions cannot include any scripting code (for example JavaScript, PERL, etc). If you would like to use html mark-up language in your instructions, there is a list of html tags that can be used in Appendix B at the end of this document.

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Submit New Manuscript and Submit Revised Manuscript can have different configurations

In the EM system the configuration of Article Types is important for:

1. Establishing deadlines for Reviewers.
2. Defining the composition of a submission (metadata and source files).

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The Article Type configurations have been expanded to provide the following new functions:

1. Hide some Article Types so that Authors cannot select them when submitting manuscripts
2. New Submissions and Revised Submissions can have different Reviewer deadlines
3. New Submissions and Revised Submissions can have different Submission Steps (Select Classifications, Enter Keywords, Enter Comments and Request Editor)
4. New Submission Steps have been added (Select Section/Category, Submit Abstract)
5. Submission Items can have different configurations for New Submissions and Revised Submissions
6. Offline delivery of Submission Items can be required, optional or not allowed.

These are all described in detail below.

NOTE: The entire Edit Article Type feature configuration is presented below, not just configuration of the new features.

SETTING UP ARTICLE TYPES

The choices for Article Type are configurable by the journal, and may include such categories as Editorial, Original Study, Letter to the Editor, etc.

In the EM system, the Author must select an Article Type that describes his article during the Manuscript Submission process.

Each Article Type has its own unique set of rules configurable be the journal. Article Type functionality allows customization per Article Type of: Reviewer deadlines, submission metadata, and Submission Items. This means that each Article Type can contain its own unique rules and list of Submission Items.

For Example, a journal might like to make the Title Page and Abstract required for an Original Study submission, but not for Book Reviews or Letters to the Editor.

TO CONFIGURE: Configuration of each Article Type is addressed in detail below. However, before Article Types can be fully configured you must set up the master list of Submission Items. This is done in PolicyManager, under 'Edit Submission Items'. A list of all possible Submission Items can be built and edited on this page. Once all possible Submission Items are created, you can then go to 'Edit Article Types' (also found in PolicyManager) to build the appropriate rules for each Submission Item in each Article Type.

When the 'Add Article Type' button is clicked, you are presented with the Edit Article Types screen. This allows you to configure the Article Type/Item Type rules as soon as a new Article Type is added to the master list.

The list of Article Types can be sorted using up/down arrows present on the screen. The sort order specified on this screen is the sort order that will be displayed wherever Article Types are displayed in the Author Submission interface.

Hiding Article Types

An Article Type can be 'Hidden' so that it does not display on the Submit New Manuscript or Submit Revised Manuscript interfaces. This means that a journal can create Article Types to be used for a limited amount of time (for a special issue for example) and then deactivate them when they are no longer required. This also means that a journal can 'Hide' Article Types that they do not want to use any longer.

NOTE: Article Types can be 'Hidden' from the submission process, but any previously submitted manuscripts that use the Hidden Article Type are not affected.

TO CONFIGURE: Go to PolicyManager, Edit Article Type and click on the Edit link next to the Article Type you wish to edit. Clicking on a checkbox labeled 'Hide', found below the Article Type name textbox, will prevent that Article Type from appearing in the Select Article Type dropdown box. This will Hide the Article Type on both the Submit New Manuscript and Submit Revised Manuscript interfaces.

NOTE: Hidden items are grayed out and drop to the bottom of the list on the Edit Article Type page in PolicyManager. They can be re-ordered within the list of other hidden items. The word 'Hidden' appears next to any Hidden items to make it clear to the journal that the items have been Hidden.

REVIEWER PARAMETERS

Under the heading 'Reviewer Parameters' there are three different settings related to Reviewer issues. Item number 3 is new to version 2.0.

1. Number of reviews required before an Editor can make a Decision.
2. Number of days a Reviewer has to respond to an invitation to review a manuscript.
3. Number of days a Reviewer has to review a manuscript. There is one setting for new submissions and another for all revisions.

Number of reviews required before an Editor can make a Decision

The first setting is called, 'Submissions will move to the 'Submissions with Required Reviews Complete' folder as soon as this number of reviews have been completed.' Using this setting, journals can indicate a journal policy for the required number of reviews that must be completed before a submission is ready for a Decision by the Editor.

The purpose of this number is to expose manuscripts that may need additional attention: either by 1) moving the submission to the Submissions Requiring Additional Reviewers folder; or 2) moving submissions to the Submissions with Required Reviews Complete

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folder and prompting a letter (set in the ActionManager event 'Required Reviews Complete') to be sent.

A default required number of Reviewers is set in PolicyManager, under Edit Article Types; each Article Type can have its own required number of Reviewers. This number may be overridden on a per-submission basis on the Reviewer Selection Summary screen. Specific configuration instructions can be found below.

Failure to complete the required number of reviews does not prevent Editors from being able to make a decision on a submission. Rather, this number serves to expose submissions that may need additional attention.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Types, then choose an Article Type. Below the header 'Reviewer Parameters' find the item that says, 'Submissions will move to the 'Submissions with Required Reviews Complete' folder as soon as this number of reviews have been completed.' Enter the number of reviews that should be completed before an Editor makes a Decision. Submissions will move into the Editor's 'Submissions with Required Reviews Complete' folder as soon as the entered number of reviews are complete, regardless of how many Reviewers are assigned.

NOTE: This setting can be changed on a manuscript-by-manuscript basis when Reviewers are invited.

NOTE: The required number of Reviewers setting has no relevance to the promotion of Alternates. If the required number of Reviewers is set to 2, and the Editor assigns 3 Reviewers, the system will promote Alternates so that there are always 3 Reviewers invited/assigned, until the Alternates run out. In this example, if the list of Alternates is depleted, and there are only 2 Reviewers invited or assigned, the submission will NOT move to the Submissions Requiring Additional Reviewers folder because the required number of Reviewers is set to 2. If the Editor 'requires' 3 Reviewers, then the Editor should set the required number of Reviewers setting to 3 on the Reviewer Selection Summary screen for that submission.

Number of days a Reviewer has to respond to an invitation to review a manuscript
The second setting is called, 'Number of Days Reviewer has to Respond to Invitation.' By identifying a number of days that a Reviewer has to respond to an invitation, the system will automatically un-invite Reviewers who do not respond in time. E-mail notifications are sent to un-invited Reviewers, and any Alternate Reviewers are promoted.

For automatic un-inviting and promoting of Reviewers, a nightly batch process (at 2am, US Eastern time) will un-invite Reviewers who did not respond in time, and promote Alternates to Reviewer status. The batch process will send the default Un-invite Reviewer letter to the non-responsive Reviewer notifying them that their services are no

longer needed. The batch process will send the default Invite Reviewer letter to the promoted Reviewer notifying them of the invitation.

NOTE: Automatic un-inviting of Reviewers, and promotion of Alternates, can be turned off by setting the 'Number of Days Reviewer has to Respond to Invitation' setting to '0'. The Editor may still assign Alternates, but the un-invite and promotion process will have to be manual.

NOTE: If Automatic un-invite and promotion is allowed, then Alternate Reviewers may only be promoted as a replacement for someone with the same Reviewer Role (e.g. a Biostat Reviewer cannot replace a 'regular' Reviewer).

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Reviewer Parameters' find the item that says, 'Number of Days Reviewer has to Respond to Invitation'. Enter the number of days that a review invitation is allowed to be outstanding.

NOTE: Set this value to '0' if you want to turn off the batch process that automatically un-invites a Reviewer after the invitation has expired.

NOTE: This setting can be changed on a manuscript-by-manuscript basis when Reviewers are invited.

Number of days a Reviewer has to review a manuscript.

The third setting is called, 'Days to Review This Article Type.' There is one setting for new submissions and another for all revisions. By identifying a number of days that a Reviewer has to complete the review, the Editors and journal staff can generate reports and send reminder letters to Reviewers.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Reviewer Parameters', find the item that says, 'Days to Review This Article Type'. Enter the number of days that a Reviewer will be given to complete the review of a new submission under the column header 'New Submission'. Then enter the number of days that a Reviewer will be given to complete the review of any revised submission under the column header 'Revised Submission'.

NOTE: This setting can be changed on a manuscript-by-manuscript basis when Reviewers are invited. The Reviewer's due date can also be changed from a submission's Details page on an individual Reviewer basis.

ARTICLE TYPE PARAMETERS

Under the heading 'Article Type Parameters' there are six different settings related to whether steps in the manuscript submission process are optional, required for submission, or hidden from view. These options are configured by Article Type. For each item there

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is one setting for new submissions and another for all revisions. Items 1 and 2 used to be configured elsewhere in PolicyManager, and the configuration used to affect all Article Types. Items 4 and 6 are new features.

1. Set 'Select Classifications' Preferences.
2. Set 'Enter Keywords' Preferences.
3. Set 'Enter Comments' Preferences.
4. Set 'Select Section/Category' Preferences.
5. Set 'Request Editor' Preferences.
6. Set 'Submit Abstract' as a Text Field Preferences.

Set 'Select Classifications' Preferences

'Classifications' is a list of keywords, index terms, or subject areas that can be predefined by the journal. Authors select 'Classifications' as a way to describe their submission using the journal's controlled list of terms. Classification data is valuable in downstream processes, such as assigning an Editor or selecting Reviewers with similar expertise. Also, this information becomes part of the submission metadata and is displayed on the submission's Details page.

Some journals wish to require that Authors enter Classification information on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Select Classifications' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to enter Classifications, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.
2. Required - the Author cannot complete the Manuscript Submission process without selecting at least one Classification.
3. Hidden – the 'Select Classifications' step is not displayed on the screen.

NOTE: The 'Select Classifications' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

Set 'Enter Keywords' Preferences

The 'Enter Keywords' step on the Submit Manuscript interface allows the Author to type keywords into a textbox. This information becomes part of the submission metadata and is displayed on the submission's Details page.

Some journals wish to require that Authors enter Keyword information on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Enter Keywords' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to enter Keywords, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.
2. Required - the Author cannot complete the Manuscript Submission process without entering some text in the textbox.
3. Hidden – the 'Enter Keywords' step is not displayed on the screen.

NOTE: The 'Enter Keywords' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

Set 'Enter Comments' Preferences

The 'Enter Comments' step on the Submit Manuscript interface allows the Author to type comments, directed at the journal office or Editor, into a textbox. This information is displayed on the submission's Details page.

Some journals wish to require that Authors enter Comments on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

NOTE: Because the on-screen instructions can be modified, a journal might have a specific use for this 'Enter Comments' step. For example, a journal might ask the Author to use the 'Enter Comments' step to suggest Reviewers.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Enter Comments' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to enter Comments, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.

2. Required - the Author cannot complete the Manuscript Submission process without entering some text in the textbox.
3. Hidden – the 'Enter Comments' step is not displayed on the screen.

NOTE: The 'Enter Comments' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

Set 'Select Section/Category' Preferences

'Section/Category' is a list that is predefined by the journal. The Section/Category list is used to group submissions together and can be used to indicate that a submission belongs to a particular 'Section' of the journal or belongs to a particular 'category' (see Section/Category description). This information becomes part of the submission metadata and is displayed on the submission's Details page.

Some journals wish to require that Authors enter Section/Category information on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

TO CONFIGURE: Configuration for this feature is a two-part process.

1. To build a list of Sections or Categories that can be selected by Authors, go to PolicyManager, and then to Edit Sections/Categories. Enter the name of each Section/Category into the textbox and click the 'Add' button. The list can be re-sequenced by clicking on the up and down arrows to the left of each term.

Sections/Categories no longer in use can be 'Hidden'. To do this, click on the Edit link to the right of the term and then check the Hide checkbox.

NOTE: Sections/Categories can be 'Hidden' from the submission process, but any previously submitted manuscripts would still display the Section/Category names.

2. Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Select Section/Category' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to select one Section/Category, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.
2. Required - the Author cannot complete the Manuscript Submission process without selecting a Section/Category.
3. Hidden – the 'Select Section/Category' step is not displayed on the screen.

NOTE: The 'Select Section/Category' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

There is a new merge field called %SECTION_CATEGORY% that will identify the submission's Section/Category that the Author chose.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

Set 'Request Editor' Preferences
When submitting a manuscript, Authors can request that a particular Editor be assigned to the paper. The option to request a particular Editor is part of the Author's Submit New Manuscript and Submit Revised Manuscript interfaces.

The submission is not automatically sent to the chosen Editor. Rather, the Journal Office can view the request, and take the request under advisement when assigning an Editor to the submission. The Author's request will be displayed on the Assign Editor page and in the submissions Details page.

Some journals wish to require that Authors select an Editor on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

TO CONFIGURE: Configuration for this feature is a two-part process.

1. To identify which Editors may be requested by Authors, go to PolicyManager, and then to Set Request Editor Option. You must then decide which Editor Roles will appear in the list that Authors choose from. You must then determine how the enabled Editor Roles will be displayed on the Request Editor Screen. You may choose: Display Editor Name and Role Title, Display Role Title Only, or Display Editor Name Only.

2. To identify which Article Types will include or not include the Request Editor option, go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Request Editor' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to Request Editor, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.

2. Required - the Author cannot complete the Manuscript Submission process without requesting an Editor.
3. Hidden – the 'Request Editor' step is not displayed on the screen.

NOTE: The 'Request Editor' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

NOTE: The list of Editors that can be requested by the Author is not configurable by Article Type. The same list of Editors that can be requested will display for each Article Type that does not Hide this step.

NOTE: This feature can facilitate the assignment of submissions to the appropriate office at a multi-office journal. However, this feature will not automatically assign the requested Editor. This must still be done by whichever user has Receive New Submissions permission.

NOTE: If you would like to use this feature to designate an Editor in a geographic location, then you should include the geographic location in the Editor's Role description. For example, if you have an Editor in Europe and an Editor in the US, you would create two separate Editor roles in the Editor RoleManager; one could be called European Editor, the other could be called US Editor.

Set 'Submit Abstract' as a Text Field Preferences
The 'Submit Abstract' step on the Submit Manuscript interface allows the Author to type or copy and paste the Manuscript's Abstract into a textbox. This information is displayed on the submission's Details page, on the PDF cover sheet, and can be displayed for the Reviewer when the Reviewer is invited.

Some journals wish to require that Authors enter the Abstract on the Submit Manuscript interface. Similarly, some journals wish to hide this step, and some wish to keep this step optional. Furthermore, some journals want to have one setting for New Submissions and a different setting for Revised Submissions.

NOTE: The Abstract can be included in the invitation letter to Reviewers by using the merge field %ABSTRACT% in the form letter.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Article Type Parameters', find the item that says, 'Set 'Submit Abstract' Preferences'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'.

Both dropdown boxes contain the following 3 options:
1. Optional - the Author is prompted to enter the Abstract, but is permitted to complete the Manuscript Submission process even if he chooses not to enter this information.

2. Required - the Author cannot complete the Manuscript Submission process without entering some text in the textbox.
3. Hidden – the 'Submit Abstract' step is not displayed on the screen.

NOTE: The 'Submit Abstract' step could be required for a New Submission, but the step could be hidden for a Revised Submission.

SUBMISSION ITEM PARAMETERS

Under the heading 'Submission Item Parameters' there is a list of every Submission Item available (built in the Edit Submission Items section of PolicyManager). Article Type functionality allows customization of Submission Items per Article Type. This means that when an Author is submitting a New or Revised submission each Article Type can contain its own unique list of Submission Items, and each list of Submission Items can have its own unique set of rules. Furthermore, the list of submission items and the rules can be different for New Submissions versus Revised Submissions. These rules are:

1. Required for Submission
2. Allow Offline Submission
3. Exclude from Reviewer PDF
4. Publisher Gets File

Item 2 is new feature.

Before the rules can be set up in Edit Article Type a list of Submission items must be created.

TO CONFIGURE: You must set up the master list of Submission Items before configuring the Article Types. This is done in PolicyManager, under Edit Submission Items. A list of all possible Submission Items can be built and edited on this page. Once all possible Submission Items are created, you can then go to Edit Article Types to build the appropriate rules for each Submission Item in each Article Type.

When the Edit link is clicked for an Article Type that has already been created, you are presented with the Edit Article Types screen. You must first determine which Submission Items pertain to the Article Type, and then you must define the Rules (Required for Submission, Allow Offline Submission, Exclude from Reviewer PDF, and Publisher Gets File) that apply to each Item.

Required for Submission
Next to the label, 'Required for Submission', there are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'. Each dropdown box contains the following three options:

1. Required - A Submission Item can be Required, which means that the Author must include that Item in his submission, or else he will not be allowed to complete the submission process. The Item will display in the dropdown box on the Attach Files page with an asterisk indicating that it is required.

2. Optional - A Submission Item can be Optional, which means that the Item will display in the dropdown box on the Attach Files page. The Author is permitted to complete the submission process without uploading an Optional Submission Item.

3. Hidden - A Submission Item can be Hidden, which means that the Item is not displayed in the dropdown box on the Attach Files page. This means that the Submission Item is not part of the Article Type.

For Example, a journal might like to make the Cover Letter Required for the New Submission of an Original Study, but Hidden on the Revision. The same journal might want to make the Response to Reviewers a Required item on the Revision, but Hidden on the New Submission.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Submission Item Parameters', find the item that says, 'Required for Submission'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'. Select Required, Optional, or Hidden.

Allow Offline Submission

Depending upon journal policies, some Submission Items in an Article Type need to be delivered outside of the EM system. The EM system allows the Author to identify that an Item will be sent outside the EM system, the Author can identify how it will be delivered, and the PDF of the submission will contain a 'place-holder' so that the journal office and Editors are aware that some element of the submission is being delivered Offline.

Next to the label, Allow Offline Submission, there are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'. Each dropdown box contains the following three options:

1. Required – Offline delivery of a Submission Item can be Required, which means that the Author must send that Item outside of the EM system. The Item will display in the dropdown box on the Attach Files page. When that Item is selected by the Author, the option of uploading a file will disappear, leaving Offline delivery as the only available option.

2. Optional - Offline delivery of a Submission Item can be Optional, which means that the Item will display in the dropdown box on the Attach Files page and the Author is permitted to upload a file or select the Offline option.

3. Hidden - Offline delivery of a Submission Item can be Hidden, which means that the option to designate a Submission Item as being delivered Offline is not available to the Author.

For Example, a journal might Require that an Author Agreement be delivered Offline, that the Manuscript be delivered through the EM system, and that Figures can be delivered either Offline or through the EM system.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Submission Item Parameters', find the item that says, 'Allow Offline Submission'. There are two dropdown boxes to select from. One is under the column header 'New Submission' and the other is under the column header 'Revised Submission'. Select Required, Optional, or Hidden.

Exclude from Reviewer PDF

When the Author submits their files to EM, the EM system builds two PDFs, one for the Author, Editors and Publisher that contains all Submission Items (submitted files and Offline item placeholders), and one for the Reviewers that contain only the Submission Items that the journal wants the Reviewers to see. For example, the Reviewer PDF might not contain a Cover Letter from the Author, the Author Agreement, or some other document that is either confidential or unnecessary for the review process.

Using this setting the journal can identify which Submission Items should be excluded from the Reviewer PDF. All Submission Items allowed (Required or Optional) for an Article Type will be included in the Reviewer PDF unless expressly identified as being 'Excluded from Reviewer PDF' by checking the checkbox.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Submission Item Parameters', find the item that says, 'Exclude from Reviewer PDF'. To exclude a Submission Item from the Reviewer PDF click the checkbox.

NOTE: Both New and Revised submissions are affected by this one checkbox. There is no separate setting for New Submissions and Revised Submissions.

Publisher Gets File

When the Author submits their files to EM, and the EM system builds the PDFs, the EM system also creates a Zip file that contains the original source files required for the production process. The Publisher Role downloads this Zip file if the submission is Accepted.

Using this setting, the journal can identify which Submission Items should be included in the Zip file that the Publisher Role downloads for production (or uploads to an automated production system or FTP site). Not all source files that come from the Author are eventually sent to production. For example, a Cover Letter or a Response to Reviewer Comments might not be included in the Zip file or file upload to production.

All Submission Items allowed (Required or Optional) for an Article Type will be excluded from the Zip file unless expressly identified as 'Publisher Gets File' by checking the checkbox.

TO CONFIGURE: Go to PolicyManager, then to Edit Article Type, then choose an Article Type. Below the header 'Submission Item Parameters', find the item that says, 'Publisher Gets File'. To include a Submission Item in the Zip file click the checkbox.

NOTE: Both New and Revised submissions are affected by this one checkbox. There is no separate setting for New Submissions and Revised Submissions.

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Submitting Revision Changes

There have been several changes made to how Authors approach submissions that they have been asked to Revise. The changes are:

1. Access to the Decision Letter from the Submissions Needing Revision folder
2. Ability to Download Source Files
3. New functionality for carrying files from a previous version to a new version of a submission

These are all described in detail below.

SUBMITTING REVISED MANUSCRIPTS

When an Author is asked to Revise his submission, the submission moves into the Author's folder called Submissions Needing Revision under the 'Revisions' heading on the Author's Main Menu.

From this folder the Author has the following options listed in the Action column: View Submission, Download Files, Submit Revision, Decline to Revise. The Author can also view the Decision Letter by clicking on the link in the View Decision column.

View Submission

The View Submission link allows the Author to view the PDF of the most recent version of the submission.

TO CONFIGURE: No configuration is required.

Download Files

The Download Files link allows the Author to download any of the source files that make up the submission. This means that the Author does not have to click the Submit Revision action link in order to access any of the files previously submitted to the journal. Rather, the Author can wait to click the Submit Revision until he is ready to actually build and submit the Revision.

TO CONFIGURE: No configuration is required.

Submit Revision

The Submit Revision link provides access to the Submit Revised Manuscript interface. The Submit Revised Manuscript interface leads the Author through the submission process for submitting their Revision.

The interface is similar to the Submit New Manuscript interface, though the journal can create special onscreen instructions for Revisions, can hide or include various steps, and can define different rules for submitting Revisions. Another important difference is that the Author is presented with a list of the source files submitted for the previous version. The Author can choose whether or not to 'carry over' files from the previous version to the new Revision.

When the Author is presented with a list of the source files submitted for the previous version, each file has a checkbox displayed next to it. The checkbox must be checked in order to carry the file into the next version. The journal can decide whether they want the checkboxes checked as a default setting, or unchecked as a default setting.

NOTE: If then checkboxes are unchecked by default, then the Author must check the box next to each file he wishes to carry over to the new version of the submission. If checkboxes are checked by default, then the Author must uncheck the boxes next to each file he does not wish to carry over to the new version of the submission.

TO CONFIGURE: Go to PolicyManager, then to the 'Set Revision File Selection Option' link. Click the radio button next to the word 'Checked' if you want the checkboxes to be checked by default – which means the files will be carried forward unless the Author unchecks them. Click the radio button next to the word 'Unchecked' if you want the checkboxes to be unchecked by default – which means the files will NOT be carried forward unless the Author checks them.

Decline to Revise

The Decline to Revise link is used when the Author decides not to submit a Revision. When the Author clicks the 'Decline to Revise' link he is asked to confirm the action and

then the submission record moves to the Author's Declined Revisions folder. The Journal office can receive an e-mail notification when this occurs.

NOTE: When an author Declines to Revise a submission, that submission will remain in the Editor's Submissions Out for Revision folder until the Editor gives it a Final Disposition. The Journal should be sure to have a letter configured in ActionManager, Editor Letters (whichever Editor role would be responsible for setting Final Disposition), to alert them when the Author Declines to Revise the submission.

NOTE: Some Authors accidentally remove submissions that they intend to revise by clicking on Decline to Revise link or the Remove link. Authors who Decline to Revise their submission, or Remove a built revision, can Reinstate the submission so that they can continue with the revision process. This can only be done before a Final Disposition of Withdrawn is set by the journal.

TO CONFIGURE: There is an event in ActionManager called Author Declines to Revise.

No configuration is required in the Document Status section.

Configuration is required in the Letters section for the Editor role.

The letter (e-mail notification) should be set up to go to the Editor role for the Author Declines to Revise event so that the Editor will be aware that an Author has Declined to Revise the submission; especially since the Editor should then set the Final Disposition to 'Withdrawn'.

You should create a new letter for the Author Declines to Revise event. To create a new letter, go to System Administration, to PolicyManager, then click on the Edit Letters, then click on the Add New Letter button.

View Decision

The Author can also view the Decision Letter by clicking on the link in the View Decision column.

TO CONFIGURE: No configuration is required.

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New fields on Add/Edit/Remove Author step

Two new fields have been added to the 'Add/Edit/Remove Author' step of the manuscript submission interface. The Author can now enter Other (contributing) Authors' academic degrees (M.D., Ph.D., etc.) and Other (contributing) Authors' email addresses.

A new field for 'Other Authors' Academic Degrees' has been added to the 'Add/Edit/Remove Author' step of the manuscript submission interface. This text box is displayed after Last Name and is not a required field.

NOTE: When Other Authors are listed in EM, the academic degree will automatically be added to the end of each name (if any academic degree is entered).

NOTE: The merge field %AUTHOR_LIST% has been modified to include academic degree along with first, middle and last names of all Other (contributing) Authors. The corresponding Author is not included in this merge field.

A new field for 'Other Author E-mail Address' has been added to the 'Add/Edit/Remove Author' step of the manuscript submission interface. Display of this text box is optional and is set up in PolicyManager. This text box displays after Affiliation and is not a required field. The e-mail addresses will be validated for proper e-mail address format when the Author clicks the Add Author button.

NOTE: Other Author E-mail addresses are only available through General Data Export, in Reports. Other Author E-mail addresses are not included in any merge fields. To access the Other Author E-mails, use the 'Author' table in General Data Export.

TO CONFIGURE: Go to PolicyManager and click on the link called 'Set Other Author E-mail Request'. This link leads to a page where the Editor can choose to display the e-mail text entry box or not display the e-mail text entry box on the 'Add/Edit/Remove Author' step of the manuscript submission interface.

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Ordering the list of Authors and designating the First Author

The Author can now designate the order in which other Authors should be listed, including the Corresponding Author. This is done on the 'Add/Edit/Remove Author' step of the manuscript submission interface. After the Author has entered Other Authors, the list of Authors can be reordered by clicking on the arrows next to each name. The Author at the top of the list is automatically designated as the 'First Author'. The Corresponding Author does not have to be listed first, but rather can appear anywhere in the list (including at the top of the list, as the First Author).

There is a new merge field called %ALL_AUTHORS% that will list all Authors, including the Corresponding Author. The Authors will be listed according to the designated order from the 'Add/Edit/Remove Author' step of the manuscript submission interface. The list will include first, middle, last names and academic degree.

NOTE: This merge field can be included in the Transmittal Form.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

There is a new merge field called %FIRST_AUTHOR% that will identify the First Author as designated in the Author List. This merge filed will include first, middle, last name and academic degree of the person in the First Author slot.

NOTE: This merge field can be included in the Transmittal Form.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

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Reviewers can receive an Abstract by email and onscreen within EM

A new function in EM allows the Author to submit an Abstract into the database as a text field. This means that the Abstract can now be inserted into an invitation letter that goes to Reviewers. Also the Abstract can now be accessed onscreen from the Reviewer's New Invitations folder on the Reviewer Main Menu.

Previously the Reviewer had to download the Abstract as a file. Some Reviewers had problems downloading and opening the Abstract files because of incompatible file formats. This new functionality eliminates the possibility of error and makes the download of the file unnecessary.

NOTE: The Download Submission Item feature is still available in EM. You may not want to disable this feature, as some submissions already in process will not contain Abstracts as text fields if they were submitted before the new feature was configured.

See below for additional information on setting up information accessible by invited Reviewers.

Customize information accessible by invited Reviewers

Permissions in Reviewer Role Manager allow the journal office to designate that certain information can be made available to the invited Reviewers BEFORE they agree to review a submission. The journal office can show the invited Reviewer: the Abstract, the entire paper, some other Submission Item, the Author team, Keywords and/or the Classification list.

The Reviewer can access the Abstract onscreen by clicking on the View Abstract link in the New Invitations folder on the Reviewer Main Menu.

For example: a Reviewer receives an email invitation to review a submission. That email invitation has a link to the EM site (and his username and password). The

Reviewer goes to EM to agree to do the review or decline the invitation to review. When he gets to the EM site, he also finds that he can access the submission's Abstract, as well as the names and affiliations of the Author team. This information helps him decide if he would like to take on this review assignment.

TO CONFIGURE: Go to the RoleManager in the System Administrator section, click on the Reviewer Role, and click on 'Edit' for each of the defined Reviewer roles. You will find seven permissions at the top of the functions list, under the heading Permissions for New Reviewer Invitations. Click the checkbox next to each permission you want to enable.

1. View Abstract Text
2. Download Manuscript (Reviewer PDF)
3. Download Submission Item [ITEM]
4. View Corresponding Author and Affiliation
5. View All Authors and their Affiliations
6. View Keywords
7. View Classifications

The Abstract can also be inserted into letters, such as the invitation letter that goes to Reviewers. The merge field is %ABSTRACT%.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

NOTE: The Download Submission Item feature makes one element of the submission (one Submission Item) available for download by the invited Reviewer.

To identify which Item is available, the journal can select one Submission Item from a dropdown box in Reviewer RoleManager that lists all of the Submission Items available to the Reviewer. For example, if you want the Reviewer to be able to download the Author's Response to Reviewers document, then this item would have to be a Submission Item that is not excluded from the Reviewer PDF.

The Reviewer will then have a Download [ITEM] link on the submission record in the New Invitations folder.

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Select Section/Category Designation

'Section/Category' is a list that is predefined by the journal. The Section/Category list is used to group submissions together and can be used to indicate that a submission belongs to a particular 'Section' of the journal or belongs to a particular 'category' (see Section/Category description). This information becomes part of the submission

metadata and is displayed on the submission's Details page. Section/Category is also part of the Search Manuscript criteria.

NOTE: Section/Category will be added to all record displays throughout EM in a later version.

TO CONFIGURE: To build a list of Sections or Categories that can be selected by Authors, go to PolicyManager, and then to Edit Sections/Categories. Enter the name of each Section/Category into the textbox and click the Add button. The list can be re-sequenced by clicking on the up and down arrows to the left of each term. Sections/Categories no longer in use can be 'Hidden'. To do this, click on the Edit link to the right of the term and then check the Hide checkbox.

NOTE: Section/Category can be 'Hidden' from the submission process, but any previously submitted manuscripts that use the Hidden Section/Category are not affected.

There is a new merge field called %SECTION_CATEGORY% that will identify the submission's Section/Category that the Author chose.

TO CONFIGURE: This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

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Transmittal Form

*IMPORTANT NOTICE: If EM is being provided to you by a publisher, the publisher may already have configured a Transmittal Form for you to use. This means that you will not have to configure the Transmittal Form, though you will still have to assign RoleManager permissions to Editor Roles and Publisher Roles (RoleManager settings are discussed below). Also, you may still have to set up Submission Item Families if your publisher requires them for transmittal into production (Submission Item Families are discussed below).

Once a journal accepts an article for publication, the Source Files comprising the submission (text, images, figures, tables, etc.), the metadata referring to the submission (article title, article type, submission date, etc.), and the metadata referring to the Corresponding Author (author name, contact information, etc.) must be transferred to the journal's production department and/or an automated production system.

Currently in EM, there is no specific Transmittal Form functionality. Also, the Publisher Role manually downloads the Source Files after the journal sets the Final Disposition to 'Accept' and sends out a notification (e-mail) to the Publisher Role.

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The new (version 2.0) Transmittal Form functionality allows users to create a Transmittal Form that can be viewed and edited at any point in the editorial process (not just at Final Disposition Accept). See Appendix C for instructions on creating a Transmittal Form.

This new functionality also facilitates the transfer for the submission metadata and/or source files to an automated production system.

The journal designs the fields to be displayed on the Transmittal Form by selecting from existing EM fields, and by creating new, journal-specific fields that can be filled in manually.

Accessing the Transmittal Form

Access to the Transmittal Form, for Editors with the permission to view it, is from the Details page. The Transmittal Form opens up in a new window when the 'Link to Transmittal Form' link is clicked on the Details page.

The Publisher Role and/or production department (with appropriate RoleManager permissions) can access Transmittal Form after the Status is changed at the Final Disposition Accept event. The Transmittal Form can be accessed through the Details page (if the Publisher Role has permission to view Details), and through an Action link on the Publisher Role's Main Menu.

The Transmittal Form has two parts: 1) a list of Source Files that make up the submission, and 2) a list of the metadata associated with the submission. When the Transmittal Form is displayed, the page is populated with a list of the Source Files that are identified as "Publisher gets File" in the Article Type setup. The page is also populated with all of the submission and Corresponding Author metadata that the journal has configured to be displayed on the form. Any new journal-specific fields can be filled in on the Transmittal form. The layout of the Transmittal Form varies by journal, as specified in the Edit Transmittal Form section of PolicyManager.

Transmitting the Transmittal Form

The Transmittal Form can be printed, inserted into a notification letter to the Publisher (the letter that is sent at Final Disposition Accept), and/or uploaded to an automated production system or FTP site.

FOR MANUAL TRANSFER TO PRODUCTION: Where an automated interface does not exist between EM and the publisher's production system, the existing manual download process is used. In these cases, the Transmittal Form is available for printing or emailing. The metadata may also be downloaded into a tab-delimited text file by the Publisher Role.

FOR TRANSFER TO AN AUTOMATED PRODUCTION SYSTEM: In some cases an automated interface will exist between EM and the publisher's production system. In

these cases, releasing the Transmittal Form to production may trigger the creation of a file extract (or extracts) that can be uploaded to the publisher's production system. The ability to FTP to an automated production system or to an FTP site requires custom programming. If EM is supplied to you by a publisher, check with the publisher to see if this option is available.

NOTE: The Editor Role can only release the Transmittal Form to an automated production system when the Status is changed at the Final Disposition Accept event (providing the Editor role has the appropriate permission set). After the Final Disposition is set, the Editor can no longer edit the Transmittal Form or release it to production.

NOTE: The Publisher Role can only release the Transmittal Form to the automated Production System after the Status is changed at the Final Disposition Accept event (providing the Publisher role has the appropriate permission set). This is called 're-releasing' the submission.

Updating the Transmittal Form after Final Disposition

If any non-required information is not known at the time of Final Disposition and Transmittal, then that information can be entered into the system at a later date. To enter any data for a submission with a Final Disposition, the user must log in as a Publisher Role. The Editor Role can no longer edit or alter the Transmittal Form once the submission has been given a Final Disposition (or released to production in the case of an automated production system). The Publisher Role can enter additional information into the Transmittal Form, as well as re-release the Transmittal Form. The reason why the Editor Role does not have these two capabilities following Final Disposition Accept is because once the submission has been passed on to Production, EM assumes the Editorial process finished, and any additional actions will be taken by the Publisher Role.

NOTE: It is important to remember that the Publisher Role (production department) will not be aware of any changes made to the Transmittal Form or the source files after Final Disposition Accept if they are not notified of the changes. The Publisher Role will have to be notified of changes outside of the EM system.

NOTE: When an automated production system is used it is possible to release just the source files and not the metadata listed on the Transmittal Form. This option can be found on the Transmittal Form. This provides a means of sending updated source files to an automated production system without sending a new (unchanged) Transmittal form in the case of a 're-release'.

In summary, the Transmittal Form feature accomplishes the following:

1. Provides an extensible set of Transmittal Form fields that can be customized to suit the needs of individual journals (see Appendix D for instructions on creating a Transmittal Form).
2. Provides opportunities to correct the uploading of inaccurate metadata or Source Files.

3. Provides flexibility so that EM can accommodate likely future changes in production system requirements.
4. Enables organizational flexibility by allowing automated upload to the production system to be undertaken by either the Editor Role or the Publisher Role.
5. Provides a workable solution for "manual" transmission for those journals not yet connected to an automated production system.
6. Supports multiple uploads (re-releasing) to the production system to accommodate failed or corrected transmittals.

TO CONFIGURE: The Transmittal Form functionality requires configuration in RoleManager, PolicyManager and ActionManager.

TO CONFIGURE ROLEMANAGER: New RoleManager permissions are associated with the Transmittal Form. There are both Editor RoleManager permissions and Publisher RoleManager permissions associated with the actions that may be taken regarding the Transmittal Form.

Editor RoleManager permission are:

'View Transmittal Form' – this refers to the Editor's ability to view the Transmittal Form, populated with data for the selected manuscript. This view capability is added to the 'Manuscript Details' page in the form of a link to the Transmittal Form.

'Edit Transmittal Form Field Values' – this refers to the ability to edit the values in the journal-defined fields on the Transmittal Form. These values can be edited at any time prior to setting the Final Disposition Accept.

'Release Transmittal Form and Source Files to Production System' – this refers to the ability to submit the Transmittal Form and Source Files of a submission to an electronic production system. This permission is only used when an automated production system exists.

Publisher RoleManager permissions are:

'View Transmittal Form' refers to the Publisher Role's ability to view the Transmittal Form, populated with data for the selected manuscript.

'Edit Transmittal Form Field Values' refers to the ability to edit the values in the journal-defined fields on the Transmittal Form. If the Publisher Role is assigned this permission, the Transmittal Form displayed is editable for those fields.

'Release Transmittal Form and Source Files to Production System' refers to enabling an automatic release of the Transmittal Form and Source Files to an automated production system. This permission is only used when an automated production system exists.

'Re-release Transmittal Form and Source Files to Production System'. Unlike the Editor role, the Publisher Role is allowed to release the Transmittal Form to production multiple times, if necessary. The Editor Role can only release the Transmittal Form to an automated production system when the Status is changed to Final Disposition Accept (providing the Editor role has the appropriate permission set). After the Final Disposition is set, the Editor can no longer edit the Transmittal Form or release it to production.

TO CONFIGURE POLICYMANAGER: There are two new PolicyManager configurations, Edit Transmittal Form used to build and edit the Transmittal Form (described in Appendix C below) and Set Transmittal Method used to indicate whether files are sent to a production system through an automated method (described in Appendix D below).

TO CONFIGURE ACTIONMANAGER: The Transmittal Form can be included in a letter (e-mail notification) to the Publisher at the time of Final Disposition Accept. The Transmittal Form is a merge field that can be inserted into the letter that is set up to go to the Publisher (or any other role) at the ActionManager event 'Final Disposition Accept'.

The merge field is %TRANSMITTAL_FORM%. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

NOTE: The Editor Role can no longer edit or alter the Transmittal Form once the submission has been given a Final Disposition and released to production. The Publisher Role can enter additional information into the Transmittal Form, as well as re-release the Transmittal Form and submission. The reason why the Editor Role does not have these two capabilities following Final Disposition Accept is because once the submission has been passed on to Production, EM assumes the Editorial process finished, and any additional actions will be taken by the Publisher Role.

NOTE: It is important to remember that the Publisher Role (production department) will not be aware of any changes made to the Transmittal Form or the source files after Final Disposition Accept if they are not notified of the changes. The Publisher Role will have to be notified of changes outside of the EM system.

NOTE: When an automated production system is used it is possible to release just the source files and not the metadata listed on the Transmittal Form. This option can be found on the Transmittal Form. This provides a means of sending updated source files to an automated production system without sending a new (unchanged) Transmittal form in the case of a 're-release'.

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Publish Information page is part of Transmittal Form

The Publish Information page has been incorporated into the Transmittal Form, which means that when the journal sets the Final Disposition of a submission to Accept, the Publish Information can be entered on the Transmittal Form before the Transmittal Form is sent to the Publisher Role (and before the submission is released to production if an automated production system is used).

NOTE: If the Publish Information is not known at the time of Final Disposition and Transmittal, then it can be entered into the system at a later date (for example, if this information is entered into EM after publication for report purposes). To enter this data into EM after Final Disposition, the user can go to the All Submissions with Final Disposition folder, click on the Publish Information Action link and fill in the text boxes.

NOTE: It is important to remember that the Publisher Role (production department) will not be aware of any changes made to the Transmittal Form or the source files after Final Disposition Accept if they are not notified of the changes. The Publisher Role will have to be notified of changes outside of the EM system.

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Submission Item Families

A new setting specific to Submission Items has been added for the purposes of allowing different Submission Items to have individualized characteristics so that when the Submission Item is passed on to the Transmittal Form and/or an automated production system, the recipient (person or program) in production will know what to do with that Item.

The Submission Item Families are already defined (hard coded) in EM and cannot be changed or edited. Each Submission Item can be assigned one of four families. The Families are 'Default', 'Figure', 'Document', and 'Supplemental'.

For example, because journals do not always use specific file extensions for figures, and because different journals may set up different Submission Item names that relate to figures (Color Images, Radiographs, Gels, etc.), EM cannot definitively identify which Submission Items are figures. However, figures may need to be treated differently by an automated production system, or specific information about the figures (like figure numbers) needs to be identified. Therefore, the journal can now assign the Figure Family to specific Submission Item types (family assignments are done on the "Edit Master Submission Item Types" page in PolicyManager). In the example above, the Figure Family would be configured to prompt the journal to fill in the required information (e.g., figure number, Author will pay for color, etc.) before the transmittal to production can take place.

NOTE: Each Family can be treated differently by the scripts that take the information on the Transmittal Form and change it into a production-ready format (if an automated Production System is set up).

em Editorial Manager™

NOTE: This feature is not required for editorial workflow, manuscript submission, or any other part of Editorial Manager. This feature is used to assign specific metadata fields to each Submission Item for the purpose of passing information onto the production department or an automated production system.

TO CONFIGURE: Setting up the Submission Item Families is a three-part process:

1. Assigning a Family to a Submission Item
2. Creating a master list of fields that can be associated with any Submission Item Family and the rules for each field
3. Identifying which fields are associated with the specific Submission Item Families

1. To assign a Submission Item Family to each Submission Item, go to PolicyManager, Edit Submission Item, and click the Edit link next to each Item. All Items are set to Default unless changed to another Family. To change the Family, select the appropriate Submission Item Family from the dropdown box. The only time a Submission Item needs to have a Family assigned to it, other than the Default Family, is when the Submission Item requires additional description fields for transmittal into production.

2. To create a master list of fields that can be associated with each Submission Item Family go to the 'Edit Transmittal Form' page in PolicyManager, then to the 'Add/Edit Submission Item Metadata'. Enter the name of the new field in the textbox next to the label 'New Transmittal Field Description' and click 'Add'. The journal then has an opportunity to define parameters for this new field such as 'Required for Transmittal', 'Editable on Transmittal Form', 'Field Type' (text, date, integer, decimal), 'Maximum Field Length', 'Default Value' for the field, and any Help text associated with the new data field.

NOTE: The purpose of these pages is to allow the journal to add data fields that are specifically related to Submission Items (source files) and may be required by a production system, but are not stored in EM. An example is a field indicating whether a figure is in color or black and white. This level of detail is not stored in EM and must be input by the user.

3. To choose which fields (from the master list built in the previous step) that belong to each Submission Item Family, go to the 'Edit Transmittal Form' page in PolicyManager, then to the 'Edit Submission Item Family Metadata' link. This brings up the 'Edit Submission Item Family Metadata' page containing a list of Family names (Default, Figure, Document and Supplemental) and a link to 'Edit Metadata Field Selections'. Clicking 'Edit Metadata Field Selections' brings up the 'Edit Individual Submission Item Family Metadata' page. From here, the journal selects the metadata fields (from the master list built in the previous step) that relate to the specific Family.

NOTE: The fields that have been set up using the process described above are displayed on the Transmittal Form when the Editor or Publisher clicks the 'Item Metadata' link

displayed next to a Source File name. The Editor or Publisher can enter the requested (or required) data on the 'Edit File Metadata' page. This data is sent to the production system (along with the rest of the data on the Transmittal Form) via scripts and/or through the %TRANSMITTAL_FORM% merge field inserted into the letter to the Publisher Role at Final Disposition Accept. It is also written to the Transmittal Form history file.

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Editor RoleManager Additions

The following is a list of the 2.0 Editor RoleManager permissions list. Each new item is identified below. The purpose and configuration details for each new item is described in the above enhancements.

Receive New Submissions
Receive Assignments
        Receive Assignments Automatically
        Receive Invitations for Assignments
Assign Editor
Search Similar Articles in MEDLINE
Classify Documents
Edit Submission
Edit Reviewer Comments
Edit Submission After Decision and Final Disposition
Send Batch E-Mail
Invite Reviewers
Modify Reviewer Deadlines
Select Alternate Reviewers
Promote Alternate Reviewers
Remove Alternate Reviewers
Un-invite Reviewers
Request Unregistered Reviewers
Send Reviewer Reminder
Make a Decision
Notify Author of Editor's Decision
Modify Editor's Decision (NEW ITEM)
Set Final Disposition
View Transmittal Form (NEW ITEM)
Edit Transmittal Form Fields (NEW ITEM)
Release Transmittal Form and Source Files to Production System (NEW ITEM)
Initiate Rebuttal
View Completed Reviews in Grid in Main Menu
View Notes on Manuscript Details
Edit Notes on Manuscript Details
Turn On Manuscript Notes Flag

Turn Off Manuscript Notes Flag
View People Notes
Edit People Notes
View Status History
View Correspondence History
Undo Editor Assignment
View All Submissions
Produce Reports
Search All Manuscripts
Search Only Assigned Manuscripts
System Administration Functions
Search People
Proxy Power
View Username and Password on Search People Page

'Modify Editor's Decision' – this refers to the Editor's ability to change a Decision Term and corresponding Decision letter from the Notify Author page.

'View Transmittal Form' – this refers to the Editor's ability to view the Transmittal Form, populated with data for the selected manuscript. This view capability is added to the 'Manuscript Details' page in the form of a link to the Transmittal Form.

'Edit Transmittal Form Field Values' – this refers to the ability to edit the values in the journal-defined fields on the Transmittal Form. These values can be edited at any time prior to setting the Final Disposition Accept.

'Release Transmittal Form and Source Files to Production System' – this refers to the ability to submit the Transmittal Form and Source Files of a submission to an electronic production system. This permission is only used when an automated production system exists.

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Publisher RoleManager Additions

The following is a list of the 2.0 Publisher RoleManager permissions. All of the items below are new permissions (EM version 1.91 and earlier did not have any RoleManager permissions for the Publisher Role). The purpose and configuration for each new item are described in detail in the above enhancements.

View Submission (NEW ITEM)
View Transmittal Form (NEW ITEM)
Edit Transmittal Form Fields (NEW ITEM)
Release Transmittal Form and Source Files to Production System (NEW ITEM)
Re-release Transmittal Form and Source Files to Production System (NEW ITEM)
Download Source Files (NEW ITEM)

View Manuscript Details (NEW ITEM)
View Notes on Manuscript Details (NEW ITEM)
Edit Notes on Manuscript Details (NEW ITEM)
Turn On Manuscript Notes Flag (NEW ITEM)
Turn Off Manuscript Notes Flag (NEW ITEM)

'View Submission' gives the Publisher Role the ability to view the Editor/Author PDF file associated with the manuscript. Only the latest version of the current revision is shown.

'View Transmittal Form' refers to the Publisher Role's ability to view the Transmittal Form, populated with data for the selected manuscript.

'Edit Transmittal Form Field Values' refers to the ability to edit the values in the journal-defined fields on the Transmittal Form. If the Publisher Role is assigned this permission, the Transmittal Form displayed is editable for those fields.

'Release Transmittal Form and Source Files to Production System'. Provides the ability to release the Transmittal Form and source files of a submission to an automated production system, if an automated production system is used by the journal/publisher. This permission is not used if there is no automated production system.

'Re-release Transmittal Form and Source Files to Production System'. This provides the ability to re-release the Transmittal Form and source files of a submission to an automated production system, if an automated production system is used by the journal/publisher. The re-release is used when an error has occurred with the initial release, or if changes have been made to the submission and those changes need to be submitted to the automated production system. Unlike the Editor Role, the Publisher Role is allowed to release the Transmittal Form to production multiple times, if necessary. This permission is not used if there is no automated production system.

'Download Source Files' refers to the ability to download a Zip file containing the source files associated with each manuscript. This Zip file is created at the time of PDF creation. The Publisher Role currently has the functionality to download Source Files in a Zip format.

'Download Metadata' refers to the ability to download a tab-delimited file (similar to the file created for custom reports) containing the values for the metadata fields that appear on the specific manuscript's Transmittal Form. This functionality is included to allow users to manipulate Transmittal Form data for reporting purposes, and to accommodate production systems that are not linked directly to EM.

'View Manuscript Details' refers to the appearance or suppression of the Details link on a submission record, or anywhere else the Details link may appear in the future.

'View Notes on Manuscript Details' refers to the ability to view the Notes field on the Details page. This Notes field will contain all of the notes entered and saved by the Editors and journal staff.

'Edit Notes on Manuscript Details' refers to the ability to add or delete notes in the Notes field on the Details page. This Notes field will contain all of the notes entered and saved by the Editors and journal staff.

'Turn On Manuscript Notes Flag' refers to the ability to activate the Notes flag on the Details page. This Notes flag is a visual cue to users that there is a note that should be read by anyone accessing the record. The Editors and journal staff can set this flag as well.

'Turn Off Manuscript Notes Flag' refers to the ability to deactivate the Notes flag on the Details page. This Notes flag is a visual cue to users that there is a note that should be read by anyone accessing the record. Turning it off might indicate to others that the user has seen the note.

NOTE: The upgrade will automatically enable the following permissions, since these are actions that the Publisher is able to perform in earlier EM versions: View Submission, Download Source Files, and View Manuscript Details. All other permissions must be turned on in Publisher RoleManager.

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Reviewer Reminder Reports Improvements

There are two Reviewer Reports, listed under the heading Reviewer Reports, in the Reports Menu.

Reviewer Invited – No Response Report

One Report is called 'Reviewer Invited – No Response Report'. This was previously called 'Reviewers Invited who have Neither Agreed nor Declined Report'. It is used to find Reviewers with outstanding review invitations and to send letters to these Reviewers.

The Search Criteria page has been enhanced to allow the Editor or journal office to narrow the search criteria as follows:

1. Search by a specific Reviewer Role (e.g., All Reviewers, Regular Reviewers, Biostat Reviewers, Methodology Reviewers, etc.)
2. Search by Handing Editor (the last Editor in the assignment chain)
3. Show Reviewers who are more than X days late in responding to their Reviewer invitation
4. Show Reviewers who are within X days of their Reviewer invitation deadline

The following information has been added to the Report results display:

1. Pagination – the Editor can choose to display 10, 25, 50, 100 or ALL records on the page. If the user changes the sort the setting will be saved so that the Editor does not have to change the setting every time the report is run.
2. Column sorting – the standard EM column sorting is applied to these Reports. This setting will be saved so that the Editor does not have to change the sort every time the report is run.
3. Check All/Clear All links are used to check or uncheck Send Reminder boxes on all pages of the report, not just the page displayed. The Check All/Clear All links appear at both the top and bottom of the report pages.
4. A link to Details and to History has been added to the results display.
5. The Reviewer's name is a link to that Reviewer's statistics and Activity Details page.
6. The Handling Editor has been added to the results. The Handling Editor's name is a link to that Editor's Activity Details page.
7. The Reviewer's phone number has been added to the page so that the report can be used as a phone call list.
8. Date Last Reminder Sent has been added to the results display.
9. Number of Reminders Sent has been added to the results display.

The ability to send a Custom Letter has been added to this Report. The reminder letter for each Reviewer can be individually customized.

Reviewer Reminder Report

The second Report is called 'Reviewer Reminder Report'. This Report is a combination of the Late Reviewer Report and Reviewer Reminder Report. It is used to find Reviewers with outstanding review assignments (either late or not yet due) and to send letters to these Reviewers.

The Search Criteria page has been enhanced to allow the Editor or journal office to narrow the search criteria as follows:

1. Search by a specific Reviewer Role (e.g., All Reviewers, Regular Reviewers, Biostat Reviewers, Methodology Reviewers, etc.)
2. Search by Handing Editor (the last Editor in the assignment chain)
3. Show all reviews that are within X days of their due date (used to find Reviewers who are not yet due, but will be soon)
4. Show all reviews that are X days past the due date (used to find Reviewers who are late with the review)
5. Show all Reviewers whose reviews are due between X date and Y date (used to find Reviewers who are due within a time frame)

The following information has been added to the Report results display:

1. Pagination – the Editor can choose to display 10, 25, 50, 100 or ALL records on the page. This setting will be saved so that the Editor does not have to change the setting every time the report is run.
2. Column sorting – the standard EM column sorting is applied to these Reports. This setting will be saved so that the Editor does not have to change the sort every time the report is run.
3. Check All/Clear All links are used to check or uncheck Send Reminder boxes on all pages of the report, not just the page displayed. The Check All/Clear All links appear at both the top and bottom of the report pages.
4. A link to Details and to History has been added to the results display.
5. The Reviewer's name is a link to that Reviewer's statistics and Activity Details page.
6. The Handling Editor has been added to the results. The Handling Editor's name is a link to that Editor's Activity Details page.
7. The Reviewer's phone number has been added to the page so that the report can be used as a phone call list.

The ability to send a Custom Letter has been added to this Report. The reminder letter for each Reviewer can be individually customized.

TO CONFIGURE: No configuration is required, though Letters need to exist in PolicyManager, Edit Letters so that they can be selected from the report screen.

****
Editor Reminder Report Improvements

There are two Editor reminder reports in the Reports section of EM that are used to identify submissions that require attention by an Editor. The search criteria on these Reports have been expanded to include Article Type and Section/Category. This means that the user can further refine the search to one or more Article Types and/or one or more Section/Category designations.

The ability to send a Custom Letter has been added to these Reports. The reminder letter for each Editor can be individually customized.

TO CONFIGURE: No configuration is required, though Letters need to exist in PolicyManager, Edit Letters so that they can be selected from the report screen.

****
New Custom Report Functionality

Several changes have been made to the following Custom Report 'Views': Authors and Submissions; Reviewers and Submissions; Editors and Submissions; Manuscript Status History; Manuscripts & Classifications; People & Address; People & Classifications

These changes include:

1. Additional fields that were not previously available for selection
2. Improved labels for each field to help better describe the field's contents
3. Option to exclude 'Inactivated" people from the result set (people who have been removed)
4. 'Select All' and 'Clear All' links are added for checking and un-checking all of the checkboxes at once
5. When the user checks 'Create extraction data file for download' on the criteria page, the *entire result set* is displayed (unless 'Show Summary Only' is checked), with a Download the data file link at the top and bottom of the page
6. If a person in the result set has active Alternate Contact Information, it will be displayed instead of the Permanent Address information
7. Pagination is implemented on the results page to prevent the application from 'timing out' or 'hanging' if the result set is exceptionally large

The following Custom Report 'Views' have been removed from EM because of severe performance problems: People & Correspondence View; Manuscripts & Correspondence View

TO CONFIGURE: No configuration is required.

****
New Reviewer Performance Report

The current implementation of the Reviewer Performance Report does not include many of the Reviewer statistics that have been added to EM in recent releases. The report is now enhanced to include more useful information, with column sorting as an additional analysis tool, and a link to the detailed *Reviewer Information* page for each Reviewer.

A new checkbox is added to this report, enabling users to create an extract file (tab-delimited text file) containing the report results. This file can be opened in Excel, Access, or any other reports software package that will accept a tab-delimited text file.

Another checkbox called 'Include Reviewer's Classifications in Download File' will allow the user to include the Reviewer's personal classifications in the data file. The purpose of this feature is to make the classifications available, without taking up a large amount of space on the page display.

TO CONFIGURE: No configuration is required.

****
New Editor Performance Report

The current implementation of this report does not reflect the actual decision terms used by the journal, and does not contain completely accurate data. The report is enhanced to

include more useful information, so that journals have a tool for evaluating the efficiency and productivity of their Editors.

The report will now allow the user to run a report on an Editor's performance across all Article Types, or specifically on one or more Article Types and/or Section/Categories.

Changes to the data displayed:

Editor Invitation Summary: This section provides the breakdown of Editor invitations for assignments during the time period.
1. Total Number Editor Invitations - Total number of invitations this Editor received during the specified time period.
2. Invitations Accepted - Number of invitations the Editor accepted for assignment (agreed to be assigned to).
3. Invitations Declined - Number of invitations the Editor declined for assignment (refused to be assigned to).
4. Have not Responded to Editor Invitation - Number of outstanding invitations (submission is in Invited Editors New Invitations folder). Editor was invited during the specified time period, but has neither accepted nor declined the invitation.
5. Terminated Invitations - This is the number of invitations for which this Editor was terminated. Editors are terminated when a higher-level Editor submits a decision for a manuscript that this Editor was still working on.

Current Editor Assignments: This section includes all submissions this Editor was assigned to during the specified time period. Note that an Editor could have been invited prior to the start of the time period, but the invitation must have been accepted during the time period.
1. Total Number Assignments - Number of submissions assigned to the Editor during the time period.
2. Pending Assignments - Number of assignments that are pending for this Editor. This includes submissions in this Editors New Assignments folder, or are somewhere in the review cycle, or have been assigned to another Editor. An assignment is no longer considered pending once this Editor has started the decision process (See Decisions in Progress below).
3. Decisions in Progress - All submissions assigned to this Editor during the specified time period, for which this Editor has started the decision, but has not yet submitted the decision.
4. Decisions Made - All submissions assigned to this Editor during the specified time period, for which this Editor has completed his decision.
5. Terminated Assignments - This is the number of assignments for which this Editor was terminated. Editors are terminated when a higher-level Editor submits a decision for a manuscript that this Editor was still working on.

Decision Summary: A separate table is displayed for each Revision Number. Total Decisions is the number of decisions made by this Editor during the specified time period. This Editor may have been assigned prior to the specified time period, but the

decision must have been made during the time period to be included in the decision counts. If this Editor does not have final decision-making authority, the decisions may not be the final decisions for the manuscript.

Editor Performance Statistics: This section provides key indicators of turnaround time and Reviewer utilization for this Editor.
1. Average Time from Assigned to First Reviewer Assigned (Initial Submissions) - Average number of days between this Editor being assigned and the first Reviewer being assigned for initial submissions only. The calculation is based on Editor assignments during the specified time period. Note: the journal office may invite the Reviewer; it does not have to be this Editor who actually invites the Reviewer.
2. Average Time from Assignment to First Reviewer Assigned (Revisions) - Average number of days between this Editor being assigned and the first Reviewer being assigned for revisions only. The calculation is based on Editor assignments during the specified time period. Note: the journal office may invite the Reviewer; it does not have to be this Editor who actually invites the Reviewer.
3. Average Time from Assignment to Subordinate Editor Assignment (All Submissions) - Average number of days between this Editor being assigned and a subordinate Editor being assigned. This calculation is for initial submissions and revisions.
4. Average Number of Reviewers per Submission - Average number of Reviewers assigned to each manuscript while this Editor was the handling Editor. The calculation is based on submissions where the Editor's decision was made during the time period, and counts only reviews that were complete at the time the decision was made. It includes Reviewers who may have been invited by someone else (e.g. journal staff) while this Editor was the Handling Editor.
5. Total Number of Reviewers Utilized - Total number of Reviewers who completed reviews on submissions this Editor made a decision on during the specified time period.
6. Number of Unique Reviewers Utilized - Total number of unique Reviewers who completed reviews on submissions this Editor made a decision on during the specified time period.
7. Time to Decision - Average number of days from the time this Editor assumed responsibility for making the decision, to the date the decision was submitted. Calculation is based on decisions made by this Editor during the specified time period.

TO CONFIGURE: No configuration is required.

****
New Merge Fields

Several new merge fields have been added to EM. One merge field has been altered.

%SECTION_CATEGORY%
There is a new merge field called %SECTION_CATEGORY% that will identify the submission's Section/Category that the Author chose. This new merge field can be added

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to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%ALL_AUTHORS%
There is a new merge field called %ALL_AUTHORS% that will list all Authors, including the Corresponding Author. The Authors will be listed according to the designated order from the 'Add/Edit/Remove Author' step of the manuscript submission interface. The list will include first, middle, last names and academic degree. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%AUTHOR_LIST%
The existing merge field %AUTHOR_LIST% will list all Authors except for the corresponding Author. The merge field %AUTHOR_LIST% has been modified to include academic degree along with first, middle and last names of all Other (contributing) Authors. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%FIRST_AUTHOR%
There is a new merge field called %FIRST_AUTHOR% that will identify the First Author as designated in the Author List built by the corresponding Author from the 'Add/Edit/Remove Author' step of the manuscript submission interface. This merge field will include first, middle, last names and academic degree of the person in the First Author slot. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%ABSTRACT%
There is a new merge field called %ABSTRACT%. The Abstract can be inserted into letters, such as the invitation letter that goes to Reviewers. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%TRANSMITTAL_FORM%
There is a new merge field called %TRANSMITTAL_FORM%. The Transmittal Form can be included in a letter (e-mail notification) to the Publisher (and to anyone any other Role) at the ActionManager event 'Final Disposition Accept'. This new merge field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

%DATE_REVISION_SUBMITTED%
There is a new merge field called %DATE_REVISION_SUBMITTED%. This merge field will pull in the date that the most recent revision was submitted. This new merge

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field can be added to any letter that is associated with a submission (this excludes Batch E-mail, and letters sent out at the New User Registers and Forgot Username and Password events).

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Some Navigation Bar links can be configured by the journal

There are three items on the EM Navigation Bar that can now be configured by the journal: Journal Overview, Contact Us, and Instructions for Authors. These items usually link to resources outside of EM, such as web pages maintained by the journal, a Publisher or a Society.

TO CONFIGURE: Go to PolicyManager, then to Edit Banner URLs. Type in the complete URL (e.g., http://www.myjournal.com/ContactUs.html) in the text box provided.

NOTE: The web page will open in a new browser window.

****

Modifying Editor Decisions

In the current version of EM, if an Editor submits the wrong Decision, the only way to back out of that Decision is for the journal to ask Aries Systems to perform an "undo". An Aries Systems engineer must then roll back the Decision so that the Editor can make a new, correct Decision. The journal (or Editor) can then send the new Decision Letter on to the Author.

EM is enhanced to allow the Editor Decision to be changed on the "Notify Author" page. An additional permission, 'Modify Editor's Decision', is added to RoleManager as a subsection of the Notify Author permission.

After all Editors in the Decision Chain have submitted a Decision the Author must be notified of the Decision. When the Notify Author action link is clicked the Editor or journal's staff person is brought to the Notify Author page where an editable version of the Decision letter can be accessed, edited and sent. Before the Decision letter is sent the user can edit the letter by typing in the text box. Any user with Notify Author permission in RoleManager can access this page.

Any Editor with appropriate RoleManager permission may also change the final Editor's Decision from this page. A dropdown box labeled Modify Decision allows the user to change the Editor's Decision. Changing the Decision Term will automatically insert the appropriate Decision letter in the editable box lower down on the page. Any existing Reviewer and/or Editor comments will be inserted into the changed letter if the appropriate merge fields are present in the letter.

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For example, an Editor submitted a Decision of Minor Revision, but what he really meant was Major Revision. The person preparing the Decision letter may change the Decision Term and the Decision letter by using the Modify Decision function.

NOTE: If the letter is edited before the Decision is changed, then the edits will be lost. The user should first copy any comments they wish to carry over to the changed letter before changing the Decision. Any comments, or edits to comments, that were made in the Comments to Author box or Comments to Editor box on the Submit Editors Decision page are not affected by the change in Decision term and Decision letter. Those comments will be inserted into the new letter as long as the appropriate merge fields exist in the letter.

NOTE: The modified Decision will overwrite the previous Decision. This means that the submission record will not show that an incorrect Decision had been made, but rather, the correct Decision will be attributed to the Editor who made the initial incorrect Decision.

TO CONFIGURE: Go to RoleManager, click on Editor Role, and click on 'Edit' next to each Editor role that should have this permission. Click the checkbox next to the Modify Editor Decision permission (below the Notify Author of Editor's Decision permission).

APPENDIX A

Default Submission Instructions

The default instructions can be reinstated at anytime by clicking the 'Revert to Default Instructions' link. The default instructions are:

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Enter Article Title	Enter the title of your manuscript. You cannot submit a manuscript without a title.	Revise the title of your manuscript if necessary. You cannot submit a manuscript without a title.
Select Article Type	Choose the article type of your manuscript from the pull-down menu.	Change the article type of your manuscript from the pull-down menu if necessary.
Add/Edit/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. A * indicates the field is required	Add the names of anyone who contributed to your manuscript and click 'Add Author'. To Edit or Remove a name click the appropriate link next to the name. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. A * indicates the field is required.
Enter Keywords	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.	Enter <u>new</u> Keywords separated by semicolons. *e.g.,* active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption. To remove Keywords, use your delete or backspace key. Each individual keyword may be up to 256 characters in length.
Select Section/Category	Select the Section or Category related to your manuscript from the drop-down menu below.	Change the Section or Category related to your manuscript from the drop-down menu below if necessary.
Submit Abstract	Enter an 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	Revise the abstract of your manuscript into the text box below if necessary. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost
Select Classifications	Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as are appropriate. Click 'Submit' when you are done.	Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as are appropriate. Click 'Submit' when you are done.
Enter Comments	Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.	Revise any comments you would like to send to the editorial office. These comments do not appear in your manuscript.
Request Editor	You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal	You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal

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	Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.	Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.
Attach Files Revision File Selection	[*None – noneditable] Page is suppressed for new MS submission.*	The files currently associated with your manuscript appear below. A check in the box indicates the file will be carried forward to the next revision. Any files which will be changed should be left unchecked (not carried forward). New versions of these files should be uploaded on the Attach Files page.
Attach Files: General Instructions (Text above the Submission Item drop-down menu)	Required Items are marked with a *. When all Items have been attached, click Next at the bottom of the page.	Remove any Items which are changed. Required Items are marked with *. When all Items have been attached, click Next at the bottom of the page.
Attach Files: Items for This Submission Instructions (Text associated with the "Items for this Submission") section (prior to a file attachment)	No Items have been attached for this submission.	[Not applicable.]
Attach Files: Items for this Submission Instructions (Text associated with the "Items for this Submission") section (after a file attachment)	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. If multiple files are attached, you can change the order by clicking the arrows.	The files currently associated with your manuscript appear below. To remove a file from the revision, click the "<u>Remove</u>" link. 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. If multiple files are attached, you can change the order by clicking the arrows.
Attach Files: Summary page	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 *.	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 *.

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APPENDIX B

Suggested HTML for Submission Instructions

Custom Instruction for Submit New Manuscript and Revised Manuscript: The instructions can include html code so that the journal can use bold, italics and other html tags for formatting purposes. The use of html is NOT required. The instructions cannot include any scripting code (for example JavaScript, CGI, PERL, etc). If you would like to use html mark-up language in your instructions, below is a list of html tags that can be used:

HTML opening tag.	HTML closing tag.	
<A HREF target= "_blank">	</A>	Links to a target. The target= "_blank" must be included to ensure the target page opens in a new window.
<B>	</B>	Text displayed as bold.
<BIG>	</BIG>	Text displayed in a larger font.
<BLOCKQUOTE>	</BLOCKQUOTE>	Displays an indented block surrounded by blank lines.
 		Breaks the current line of text. No closing tag.
<CAPTION>	</CAPTION>	Defines the caption of a figure or table. In EM, it is valid only within <TABLE> tags.
<CENTER>	</CENTER>	Centers text.
<DIR>	</DIR>	Defines a directory list, which is made up of List Item <LI> tags and does not include bullets or numbers before them.
<EM>	</EM>	Text is emphasized (most browsers display in *italics*)
<FONT>	</FONT>	Allows a specific font to be set.
<H1>	</H1>	Headings 1 (largest) through 6 (smallest).
<HR>		Adds a horizontal rule. No closing tag.
<I>	</I>	Italicizes text.
<LI>	</LI>	Defines one entry in an ordered, unordered, or directory list
<OL>	</OL>	Surrounds an ordered (numbered) list, which is made up of List Item <LI> tags.
<P>	</P>	Starts a new paragraph (equivalent to two tags.
<PLAINTEXT>	</PLAINTEXT>	Defines text that shown in a fixed width font with the line breaks and other white space specified by the page author. Same function as <PRE> tag.
<PRE>	</PRE>	Defines text that shown in a fixed width font with the line breaks and other white space specified by the page author. Same function as <PLAINTEXT> tag.
<STRONG>	</STRONG>	Defines text that should be strongly emphasized (most browsers display **boldface**.
_		Defines subscripted text.
[	]	Defines superscripted text.

<TABLE>	</TABLE>	Encloses text in a table. <TD> and <TR> tags are used.
<TD>	</TD>	Indicates table data cell. Used within <TABLE> tag.
<TR>	<TR>	Indicates new row in a table. Used within <TABLE> tag.
<U>	</U>	Underlines text.
<UL>	</UL>	Surrounds an unordered list, made up of <LI> items.

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APPENDIX C

Building and Editing the Transmittal Form

When you build the Transmittal Form, you have the opportunity to select and arrange the author and manuscript information that you want included in the form. You can also create new fields for data that does not exist in EM. Help links describe the contents and purpose of each field. Once you click the Edit Transmittal form link, you are presented with a list of 8 options described below.

1. The 'Select Manuscript Metadata Fields' page displays a list of fields that EM stores for each manuscript. You can then select the fields to be included on the Transmittal Form page by checking the appropriate boxes. When the Transmittal Form is viewed, the field description as well as appropriate data associated with a selected manuscript populates the Transmittal Form.

Unique Document ID	Keyword
Manuscript Number	Classification Description
Article Title	Classification Number
Article Type	Abstract
Revision Number	Author Comments to Journal
Initial Date Submitted	Section/Category
Date Final Disposition Set	Section Name
Publication Date	All Authors
Digital Object Identifier	First Author Degree
Table of Contents Position	First Author First Name
Print Pages of Article	First Author Last Name
Page Range	First Author Middle Name
Publication Volume Number	
Publication Issue Number	
Comments to the Editor	

2. The 'Add/Edit Manuscript Metadata Fields' allows the journal to add fields to the Transmittal Form for information that is not stored in EM. For example, if 'number of figures' is a field required by the production department or production system, a new field called 'number of figures' can be created by the journal staff person constructing the Transmittal Form. The journal can to define parameters for this new field such as:

Required for Transmittal – should this new field be populated before Transmittal Form is sent?
Editable on Transmittal Form – should the person preparing a submission's Transmittal Form be able to enter data into this field, or is the data 'hard-coded'?
Field Type – should the system force the user to enter text, a date, an integer, and can the integer contain decimals
Maximum Field Length – is there a maximum number of characters that should be allowed (20000 is the limit)?
Default Value for the field – should this new field be pre-populated with data? If so, what is that data?
Help – the journal can provide help text associated with the new data field so that the person preparing a submission's Transmittal Form will know what that field is for.

3. The 'Select Corresponding Author Metadata Fields' displays a list of descriptions showing fields that EM stores for the Corresponding Author. Name, address, degree and contact information is shown for the corresponding Author. The Administrator can then select the fields to be included on the Transmittal Form page by checking the appropriate boxes.

People Unique ID	Secondary Phone Number	Address Line 3
Title	Type	Address Line 4
First Name	E-mail Address	City
Middle Name	Preferred Method of Contact	State
Last Name	Position	Zip
Nickname	Institution	Country
Degree	Department	Alternate Address Start Date
Primary Phone Number	Address Type	Alternate Address End Date
Fax Number	Address Line 1	Unavailable Start Date
Secondary Phone Number	Address Line 2	Unavailable End Date

4. The 'Add/Edit Corresponding Author Metadata Fields' page allows the journal to add fields to the Transmittal Form that are not stored in EM. For example, if 'Author's Birth Date' is a field required by the production department or production system, a new field called 'Author's Birth Date' would be created by the journal staff person constructing the Transmittal Form. The journal can define parameters for this new field such as:

Required for Transmittal – should this new field be populated before Transmittal Form is sent?
Editable on Transmittal Form – should the person preparing a submission's Transmittal Form be able to enter data into this field, or is the data 'hard-coded'?
Field Type – should the system force the user to enter text, a date, an integer, and can the integer contain decimals
Maximum Field Length – is there a maximum number of characters that should be allowed (20000 is the limit)?
Default Value for the field – should this new field be pre-populated with data? If so, what is that data?
Help – the journal can provide help text associated with the new data field so that the person preparing a submission's Transmittal Form will know what that field is for.

5. 'Add/Edit General Metadata Fields' page allows the journal to add general fields (not associated with either the manuscript or the Author) to the Transmittal Form. For example 'Journal Remarks' could be a field added here. The journal can define parameters for this new field such as:

Required for Transmittal – should this new field be populated before Transmittal Form is sent?
Editable on Transmittal Form – should the person preparing a submission's Transmittal Form be able to enter data into this field, or is the data 'hard-coded'?
Field Type – should the system force the user to enter text, a date, an integer, and can the integer contain decimals
Maximum Field Length – is there a maximum number of characters that should be allowed (20000 is the limit)?
Default Value for the field – should this new field be pre-populated with data? If so, what is that data?
Help – the journal can provide help text associated with the new data field so that the person preparing a submission's Transmittal Form will know what that field is for.

6. 'Add/Edit Submission Item Metadata' (only used for automated productions systems) has two pages related to this functionality, similar to pages displayed for other journal-defined information. The purpose of these pages is to allow the journal to add data fields that are specifically related to Submission Items (source files) and may be required by the production system, but are not stored in EM. An example is a field indicating whether a figure is in color or black and white. This level of detail is not stored in EM and must be input by the user.

7. 'Edit Submission Item Family Metadata' (only used for automated productions systems). A new setting specific to Submission Items has been added for the purposes of allowing different Submission Items to have individualized characteristics so that when the Submission Item is passed on to the Transmittal Form and/or an automated production system, the recipient (person or program) in production will know what to do with that Item. The Submission Item Families are already defined (hard coded) in EM and cannot be changed or edited. Each Submission Item can be assigned one of four families. The Families are 'Default', 'Figure', 'Document', and 'Supplemental'. Each Family can be treated differently by the scripts that take the information on the Transmittal Form and change it into a production-ready format (if an automated Production System is set up).

For example, because journals do not use specific file extensions for figures, and because different journals may set up different Submission Item names that relate to figures (Color Images, Radiographs, Gels, etc.), EM cannot definitively identify which Submission Items are figures. However, Figures may need to be treated differently by an automated production system than other manuscript-related files. Therefore, the journal can now assign the Figure Family to specific Submission Item types (family assignments are done on the "Edit Master Submission Item Types" page in PolicyManager).

8. The purpose of the 'Edit Transmittal Form Layout' page is to allow the journal to re-order the items to be shown on the Transmittal Form. If the journal has not made any selections on the 'Select Manuscript Metadata' or 'Select Corresponding Author Metadata' pages, etc., then no metadata is displayed. If the Administrator has made selections on these pages, a list is displayed containing these field selections as well as any field names added. The display order is saved. If the Administrator does not reorder the fields, they are displayed on the Transmittal Form in the order they were displayed on the selection pages, with journal defined fields at the top, then manuscript metadata and author metadata.

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APPENDIX D

Set Transmittal Method

The purpose of this setting in PolicyManager is to allow the journal to indicate whether files are sent to a production system through an automated method (Note: manual download is always available). The journal wishing to use an automated production system enters a Production System Type code into a text box. This code determines which set of 'scripts' EM uses for the automated transfer. When the 'Submit' button is clicked, the Production System Type code is validated.

If the code is not valid, a warning message is generated. The warning message reads: "Error: Production System Type is not recognized and has not been saved".

TO CONFIGURE: This feature is only used by journals that are connected to an automated Production System. To access the page, go to PolicyManager and find the 'Set Transmittal Form' link. Journals with an automated production system will be told what code to enter by the Publisher.