

**CONFIDENTIAL AND PROPRIETARY**

**Aries Systems Corporation**



**Release Notification**

**Editorial Manager 3.0 Release Notification**

**Subject to Change**

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## Customizable Instructions on Registration Pages and Select Classifications Pages

Journals can customize instructions that appear on the 'Registration' page, 'Select Personal Classifications' page, and the 'Select Document Classifications' page.

em Editorial Manager™

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

Not logged in. EM Version: 3.0

### Registration

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

[Insert Special Character](#)

First Name Last Name E-mail Address

Cancel Submit

[Above: Customizable text on Registration page]

Select Personal Classifications - Microsoft Internet Explorer

### Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

**You must click "Submit" here before you leave this window.**

Cancel Submit

1.000 PHARMACOLOGY  
 1.020 Drug interactions plus

[Above: Customizable text on Select Personal Classifications page]

Select Document Classification - Microsoft Internet Explorer

### Select Document Classification

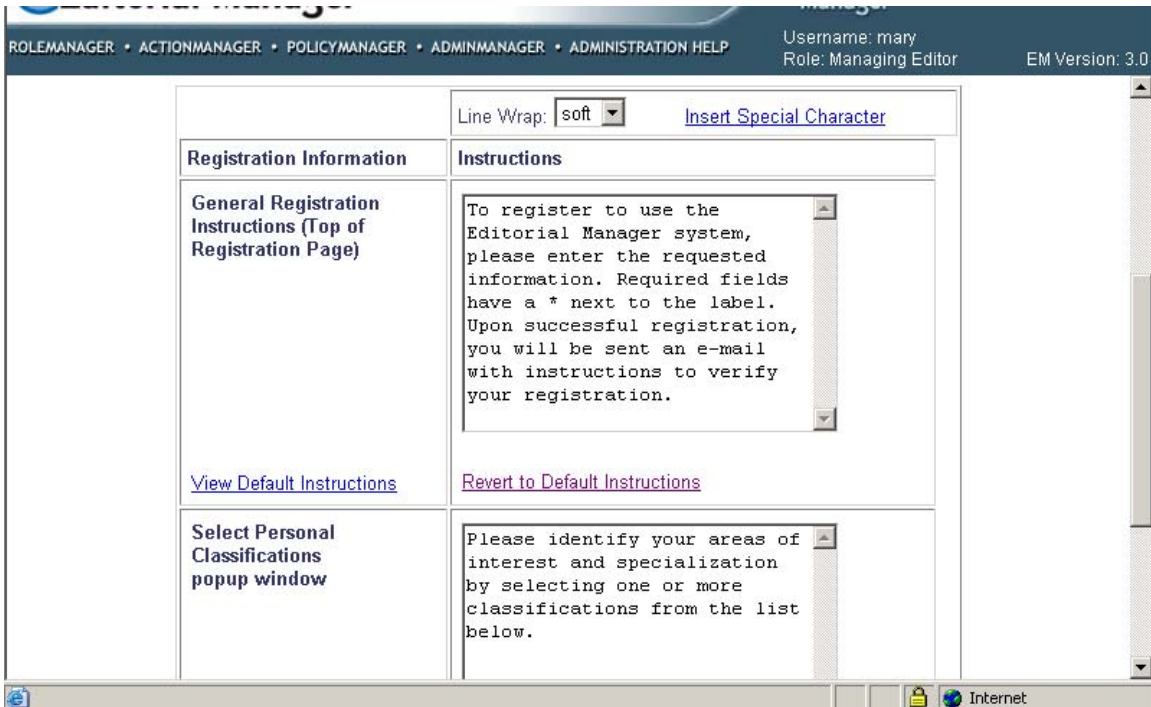
Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below.  
Click 'Submit' at the bottom of the page when you are done.

Cancel Submit

1.000 PHARMACOLOGY  
 1.020 Drug interactions plus

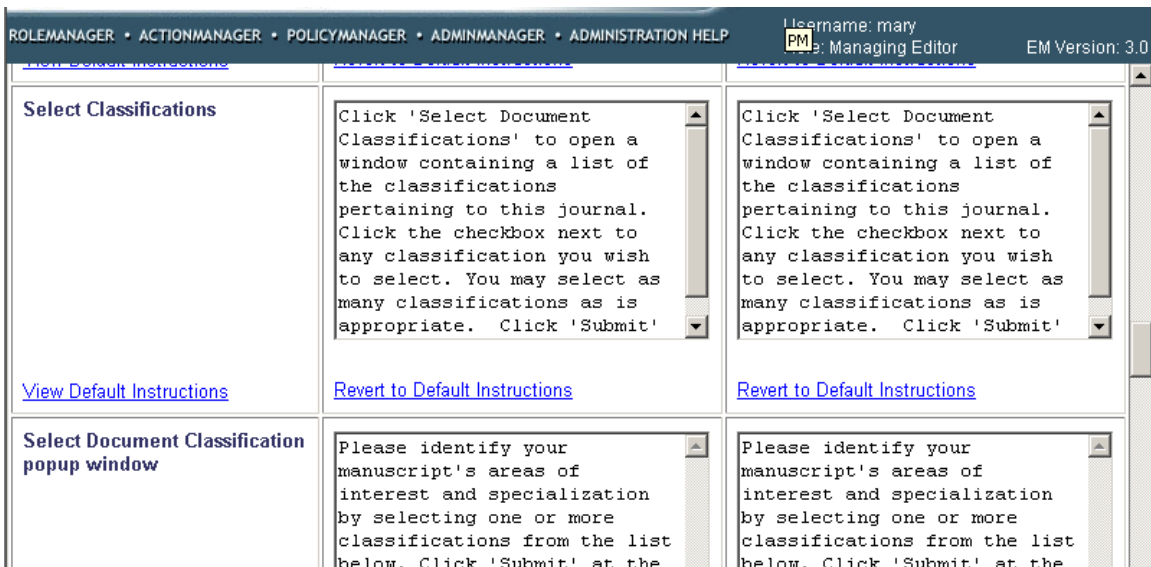
[Above: Customizable text on Select Document Classification page]

The 'Registration' instructions and the 'Select Personal Classifications' instructions are customizable on a new PolicyManager page called 'Edit Registration Instructions'.



[Above: Customize text on Edit Registration Instructions page in PolicyManager]

The 'Select Document Classifications' instructions are added to the existing PolicyManager page called 'Edit Manuscript Submission Instructions'. There are two pages dealing with Document Classifications in the Submit Manuscript interface: 'Select Classifications' and 'Select Document Classification popup window'.



[Above: Customize text on Edit Manuscript Submission Instructions page in PolicyManager]

TO CONFIGURE: Go to System Administration, then to PolicyManager.

To create/edit the ‘Registration’ instructions and the ‘Select Personal Classifications’ instructions find ‘Edit Registration Instructions’ in the PolicyManager list. The instructions can be edited, and default instructions can be restored.

To create/edit the ‘Select Document Classifications’ instructions find ‘Edit Manuscript Submission Instructions’ in the PolicyManager list. The instructions can be edited, and default instructions can be restored.

\*\*\*\*\*

## **Invited and Commissioned Papers**

Some journals have a pre-submission phase, during which Authors are invited to submit articles. The invitation may be for a specific subject area, a symposium in print, or a festschrift honoring a distinguished colleague (e.g. a retiring Editor from an eminent journal). There are two general scenarios where Author solicitations may occur:

1. **Commentaries:** A journal may solicit commentaries on a submitted article (that may or may not have yet been accepted for publication). This feature provides a way to invite an author to submit a paper and link the existing (‘parent’) submission to the associated commentaries (‘child’ submissions).
2. **Proposals:** A journal invites a leading expert (or experts) to submit a manuscript about a particular topic; or a journal devotes an entire issue (special issue) to invited manuscripts for a particular topic(s). This feature provides a way to invite authors to submit papers and link the submissions for the purpose of tracking.

### **Turning ‘Commentaries’ and ‘Proposals’ on**

The appropriate RoleManager permissions must be turned on for Editors in order to access the Commentaries and Proposals suite of features.

TO CONFIGURE ROLEMANAGER: Editors need to have the following RoleManager permissions turned on in order to solicit and manage a Commentary: ‘Invite Authors/Solicit Commentaries’, and ‘Override Author Invited Submission Due Dates’.

Also useful are: ‘View All Proposals and Submissions with Commentaries’, ‘Send Author Reminders’.

## **Basic Workflow for Initiating and Managing Commentaries**

### **Initiating a Commentary**

A Commentary is created when an Editor determines that a particular submission requires a commentary or a response (perhaps from an expert, one of the Reviewers, etc.). The existing submission can be anywhere in the workflow (just received, under review, in final disposition, etc.).

The Editor (with appropriate RoleManager permission) clicks the Action link ‘Solicit Commentary’ on a submission record.

em Editorial Manager™		em Editorial Manager™					
HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS		Username: Ed Role: Editor-in-Chief				EM Version: 3.0	
Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Download Files</a> <a href="#">Edit Submission</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Invite Reviewers</a>  <a href="#">Solicit Commentary</a> <a href="#">View Reviewer and Editor Comments</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Editor's Decision and Comments</a>	DEMO-D-03-00037	Original Study	A Sample Paper Used as an Example	Anthony Author, MD	Apr 23 2004 4:07PM	Jun 3 2004 11:48AM	Required Reviews Complete

[Above: Solicit Commentary link]

The first step in the Solicit Commentary process is for the Editor to enter the following information on the Target Publication Schedule page:

- ‘Target Publication Date’ (required)
- ‘Target Publication Volume’ (optional)
- ‘Target Publication Issue’ (optional)
- ‘Author Invitation Due’. This is the number of days the author has to respond to the invitation. If a zero is entered, this indicates the invitation due date feature is not being used.
- ‘Author Submission Due’. This is entered as a number (i.e. number of days), which is used to calculate an actual date from the Target Publication Date. This means that the Author’s due date is set backward FROM the ‘Target Publication Date’, and is not set FORWARD from the date of invitation or date the invitation was accepted. If a zero is entered, this indicates the submission due date feature is not being used.

The second step is to confirm the information entered in the Target Publication Schedule step above.

The third step is to select an Author(s) from the Author Selection Summary page by clicking the ‘Invite Authors’ link. This page is similar to the Reviewer Selection Summary page. The Author Selection Summary page is the starting point for the Author selection process. It also displays the list of Authors invited to submit a Commentary, and shows the status of each Author invitation.

The Author Selection Summary screen lists the following Author Selection modes: Search for Authors; Search by Personal Classifications. Other functions available from the Author Selection Summary page include access to the Manuscript Details page and the Un-invite Author function.

[Above: Two Author selection modes]

**Search for Authors Mode:** When ‘Search for Authors’ is selected from the search mode dropdown box, the Editor is delivered to a search interface. The user can enter up to three sets of criteria.

The following fields are included in the criteria drop-down box:

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

When the results are returned, the user can select one or more Authors to invite by checking the box next to the person’s name.

**Search by Personal Classifications Mode:** When ‘Search by Personal Classifications’ is selected, the Editor can search for Authors based on the Personal Classifications associated with each Author. The Editor is delivered to a page that lists all of the Classifications that are assigned to people in the system with a checkbox next to each term. The Editor can select a maximum of 5 Classification Terms. A list of Authors associated with the selected Classifications is returned. The user can select one or more Authors to invite by checking the box next to the person’s name in the results that are returned.

**NOTE:** The list of Classifications may appear incomplete because it is a list of all Classifications assigned to people; it is not a complete list of Classifications. If a Classification term does not appear in the list, it means no one in the system has selected that term as a Personal Classification.



The fourth step, after an Author(s) is selected, is to send either the default invitation letter (as set up in ActionManager), or customize the default letter.

Multiple Authors can be invited at the same time. The Editor will have an opportunity to customize each letter by clicking on the letter name next to the Author name. The Editor will also have the opportunity to NOT invite an Author from the list of invited Authors, without having to back out of the entire process, by checking the ‘Do Not Invite’ checkbox next to the Author name.

Authors can also be ‘Un-invited’ by clicking the Un-invite link on the Author Selection Summary page. Authors can be un-invited after they are invited, as well as after they have agreed to submit but before actually submitting the paper.

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with links like HOME, LOG OUT, HELP, REGISTER, etc. The main heading is 'Author Selection Summary - Manuscript TONYTEST30-D-04-00007' with the subtitle 'Current Opinions December Issue'. Below this is a search bar and a table of invited authors. The table has three columns: Author Name, Status, and Action. The authors listed are Andrew Author, MD (Author Complete), Anthony Author, MD (Author Complete), Donna Donna (Agreed to Submit), Thomas Fifth, MD (Author Invited), Jane First, PhD (Author Invited), and Nancy Fourth, MD (Author Declined). The 'Un-invite' link for Thomas Fifth, MD is highlighted with a black arrow.

Author Name	Status	Action
<a href="#">Andrew Author, MD</a>	Author Complete	
<a href="#">Anthony Author, MD</a>	Author Complete	
<a href="#">Donna Donna</a>	Agreed to Submit	
<a href="#">Thomas Fifth, MD</a>	Author Invited	<a href="#">Un-invite</a>
<a href="#">Jane First, PhD</a>	Author Invited	<a href="#">Un-invite</a>
<a href="#">Nancy Fourth, MD</a>	Author Declined	

[Above: Un-inviting Authors on a Commentary]

### Invited Author’s Perspective

An Author is notified of an invitation to submit a manuscript via e-mail. Once an Author receives the e-mail, the Author must login to the system. From the Author Main Menu the Author will see a heading called ‘Invited Submissions’ with two links below:

- My New Invitations – this folder holds Proposals and Commentary Solicitations for which the Author has not yet ‘Agreed’ or ‘Declined’ to submit a related article.
- My Accepted Invitations - this folder holds Proposals and Commentary solicitations for which an Author has ‘Agreed’ to submit a related article. Submissions move out of this folder once a related submission has been sent to the PDF builder.



[Above: Author's Main Menu, Invited Submissions sub-menu]

The 'Invited Submissions' header and related folders should only appear if the Author has been invited (through [Invite Authors](#) or [Solicit Commentary](#) links), and should disappear when the Author 'Declines' all submissions or when the Author is uninvited from all submissions, or if an Author has no open invitations (i.e. he has submitted the related article).

When an Author Agrees to submit a Commentary (by clicking 'Agree to Submit' in the My New Invitations folder), the Author will be delivered to the My Accepted Invitations folder. The Author can then submit the manuscript when ready by using a new Submit Invited Manuscript link in this folder. The Author must use this link to submit an invited manuscript, or the manuscript will not be linked to the parent submission.

TO CONFIGURE ACTIONMANAGER: The following new Events have been added to ActionManager. The first four events do not affect Document Status and are only used for sending Letters at the appropriate times. The fifth event can affect Document Status and can also be used to send letters at the appropriate times.

- Solicit Commentary on Submission (letter only)
- Un-invite Authors (letter only)
- Author Agrees to Invitation (letter only)
- Author Declines Invitation (letter only)
- New Child Submission Sent to Journal (letter and status)

For the events 'Solicit Commentary on Submission', 'Un-invite Authors', 'Author Agrees to Invitation', and 'Author Declines Invitation', you should create new Letters in PolicyManager, Edit Letters. Then go to ActionManager and configure letters in the appropriate Roles.

For example, the Author Role should be set up to receive a letter on the Solicit Commentary on Submission and Un-invite Authors events. The Editor who is sending out (or monitoring) Author invitations should receive a letter on the Author Agrees to Invitation and Author Declines Invitation events.

For the ‘New Child Submission Sent to Journal’ event, this event is triggered when an Author submits a Commentary on an already-submitted manuscript OR a submission related to a Proposal.

A status change should be configured for this event in the Document Status section of ActionManager. You must first create a Document Status Term in PolicyManager, Edit Document Status. Then you can go into ActionManager and select the newly created status term from the dropdown box next to the New Child Submission Sent to Journal event.

NOTE: This Document Status affects the child submission, not the parent submission.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to any Editor role that needs to know when Authors have submitted a Commentary on an already-submitted manuscript OR a submission related to a Proposal. You can also set up a letter to go to the Author to confirm receipt of the submission by the journal, if desired. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the New Child Submission Sent to Journal event.

TO CONFIGURE POLICYMANAGER: You will need to create Article Types that can be used for Commentaries. The key setting on any Article Type that you want to use for Commentaries is the ‘Invited’ checkbox. Any Article Type with the ‘Invited’ checkbox checked will only appear for the Author when the Author has been INVITED to submit a paper. This means that an Author using the regular Submit Manuscript interface will not see any Article Type that is designated as ‘Invited’. Only Authors actually invited will be able to select an invited Article Type.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary Role: Managing Editor EM Version: 3.0

### Edit Article Type

Cancel Submit

Article Type:   
Maximum Article Type name is 40 characters

Family:  Invited:

**Hide** When you **Hide** an Article Type, the Article Type will be deactivated (not available for new or revised manuscripts).

Allow file uploads from Los Alamos arXiv server

Author Parameters	First Revision	Subsequent Revisions	
Number of days Author has to Revise Submission:	<input type="text" value="25"/>	<input type="text" value="10"/>	<small>Set this value to zero if you do not want to use Revision Due Dates.</small>

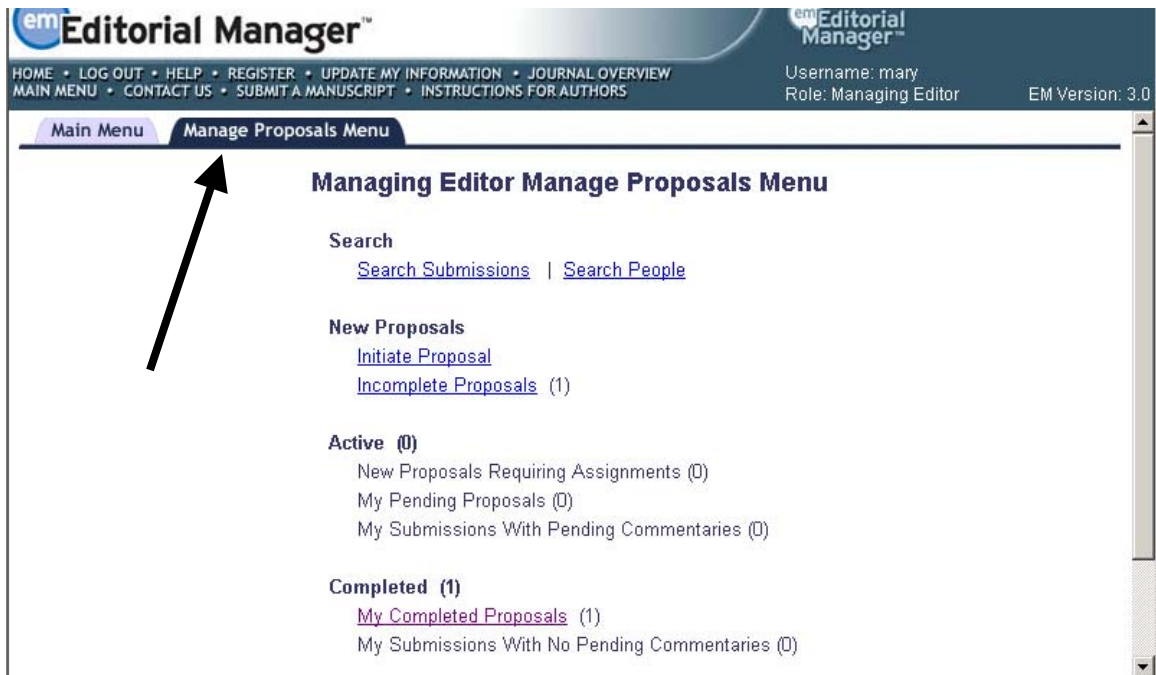
Reviewer Parameters: **New and Revised Submissions**

Submissions will move to the

[Above: PolicyManager, Edit Article Types, identifying the Article Type as ‘Invited’]

## Completed Commentaries

Any Editor with permission to Solicit Commentary (enabled in RoleManager) will have access to the 'Manage Proposals Menu' tab. The Manager Proposal Menu is accessed via a tab below the standard Navigation Bar. An Editor with this permission will see two different tabs, one labeled, 'Main Menu' the other labeled 'Manage Proposal'.



[Above: Manage Proposals Menu tab]

The folder labeled 'My Submissions with Pending Commentaries' on the Manage Proposals Menu is used primarily as a reference. This folder lists all submissions assigned to that Editor for which Commentaries have been solicited. The Editor must click the Move to Completed Folder action link to move all Commentaries out of the pending folder into the Completed Folder.

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 Username: Ed  
 Role: Editor-in-Chief  
 EM Version: 3.0

**Submissions with Pending Commentaries - Edward Editor, MD**

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

Page: 1 of 1 (4 total commentaries)      Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Handling Editor
<a href="#">View Submission</a> <a href="#">View Related Submissions</a> <a href="#">Details</a> ▶ <a href="#">History</a> <a href="#">Solicit Commentary</a> <a href="#">Move to Completed Folder</a> <a href="#">Similar Articles in MEDLINE</a>	DEMO474	Original Study	This is a rñU	2	2	0	1	Edward Editor, MD

[Above: My Submissions with Pending Commentaries folder, Move to Completed Folder link]

Submissions cannot be moved out of the My Submissions with Pending Commentaries folder until all invited Authors have either declined to submit a paper, or have finished submitting a paper.

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 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS  
 Username: Ed  
 Role: Editor-in-Chief  
 EM Version: 3.0

Page: 1 of 1 (4 total commentaries)      Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	# of Authors Invited	# of Authors Accepting	# of Authors Declining	# of Author Submissions	Handling Editor
<a href="#">View Submission</a> <a href="#">View Related Submission</a> <a href="#">Details</a> ▶ <a href="#">History</a> <a href="#">Solicit Commentary</a> <a href="#">Move to Completed Folder</a> <a href="#">Similar Articles in MEDLINE</a>								Edward Editor, MD

Alert: This submission cannot be moved to the Completed folder because there are outstanding Author invitations, or there are authors who have agreed but have not yet submitted their manuscript. Please click Solicit Commentary to un-invite these Authors.

[Above: My Submissions with Pending Commentaries folder, Move to Completed Folder link warning message]

## Basic Workflow for Initiating and Managing Proposals

### Initiating a Proposal

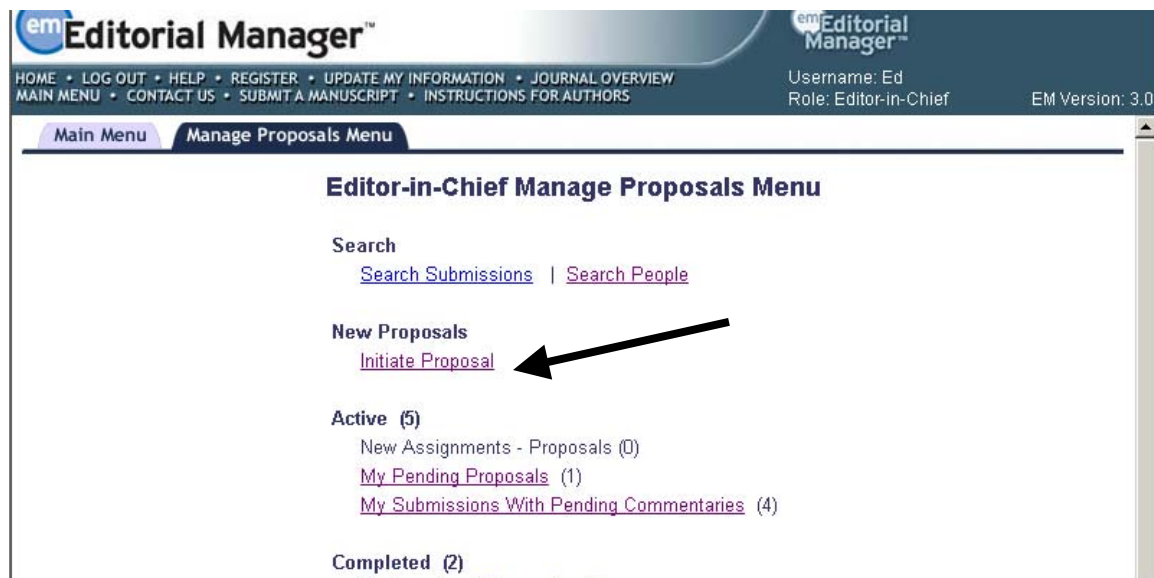
This feature is designed for when a journal (or an Editor) is planning a ‘special issue’, or wants to invite Authors to submit papers on a particular topic, for a particular purpose.

The Editor (with appropriate RoleManager permission) must first go to the Manage Proposals Menu by clicking on the ‘Manage Proposals Menu’ tab at the top of the screen (directly below the Navigation Bar).



[Above: Manage Proposals Menu tab]

From the Manage Proposals Menu the Editor clicks the link labeled ‘Initiate Proposal’. This link delivers the Editor to a page where the Editor can create a Proposal (parent submission) using an enhanced version of the manuscript submission interface.



[Above: Initiate Proposal link]

The first step in the Initiate Proposal submission process is for the Editor to enter the following information on the Target Publication Schedule page:

- ‘Target Publication Date’ (required). Once the Editor has entered a Target Publication Date, the default Author Submission Due Date can be calculated (see last item in list).
- ‘Target Publication Volume’ (optional)



- ‘Target Publication Issue’ (optional)
- ‘Author Invitation Due’. This is the number of days the author has to respond to the invitation. If a zero is entered, this indicates the invitation due date feature is not being used.
- ‘Author Submission Due’. This is entered as a number, which is used to calculate an actual date from the Target Publication Date. This means that the Author’s due date is set backward FROM the ‘Target Publication Date’, and is not set FORWARD from the date that Author was invited or the date the Author accepted the invitation. If a zero is entered, this indicates the Submission due date feature is not being used.

After completing the ‘Target Publication Schedule’ page, the regular Submit Manuscript interface is displayed. The Editor fills in the required information (as configured in PolicyManager, Edit Article Types).

After building and approving the PDF, the Proposal must be assigned to an Editor who will handle the Author Invitation process via the New Proposals Requiring Assignments folder on the ‘Manage Proposals Menu’.

NOTE: The Proposal submission is not a regular submission. A proposal will not go through any peer review and will not receive any Decision. The proposal is used solely as an invitation vehicle. The Proposal PDF can be used to deliver the details of the proposal to the invited Authors and it can be used to provide supplementary materials to the invited Authors (such as scanned articles, outlines, etc.). The Proposal is also used to keep Author invitations organized, and as a single point where submitted articles can be viewed and monitored.

TO CONFIGURE ROLEMANAGER: Editors need to have the following RoleManager permissions turned on in order to create and manage a Proposal: Initiate Proposals, Invite Authors/Solicit Commentaries, and Override Author Invited Submission Due Dates. Also useful are: View All Proposals and Submissions with Commentaries, Send Author Reminders, and Set Final Disposition on Proposals.

### **Inviting Authors for a Proposal**

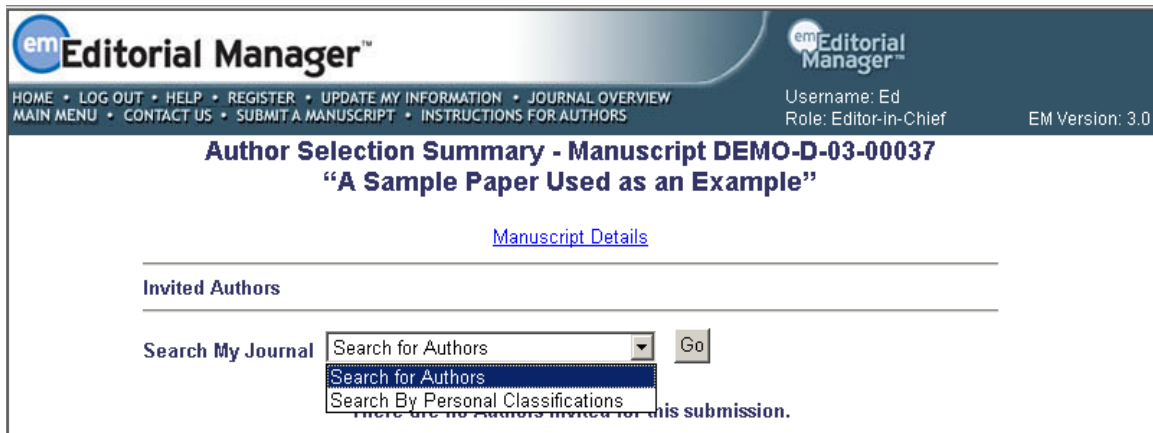
Once an Editor is assigned to handle a proposal, the next step is to select an Author(s) from the Author Selection Summary page by clicking the ‘Invite Authors’ link. This link appears in the Action column of the Editor’s ‘New Assignments – Proposals’ folder on the ‘Manage Proposals’ menu. This page is the same as the Author Selection Summary page.

The Author Selection Summary screen is the starting point for the Author selection process. It also displays the list of Authors invited to submit, and it shows the status of each Author invitation.

The Author Selection Summary screen lists the following Author Selection modes: Search for Authors; Search by Personal Classifications.



Other functions available from the Author Selection Summary page include access to the Manuscript Details page and the Un-invite Author function.



[Above: Two Author selection modes]

**Search for Author Mode:** When 'Search for Authors' is selected from the search mode dropdown box the Editor is delivered to a search interface. The user can enter up to three sets of criteria.

The following fields are included in the criteria drop-down box:

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

**Search by Personal Classifications Mode:** When 'Search by Personal Classifications' is selected the Editor can search for Authors based on the Personal Classifications associated with each Author. The Editor is delivered to a page that lists all of the Classifications that are assigned to people in the system with a checkbox next to each term. The Editor can select a maximum of 5 Classification Terms. A list of Authors associated with the selected Classifications is returned.

**NOTE:** The list of Classifications may appear incomplete because it is a list of all Classifications assigned to people; it is not a complete list of Classifications. If a Classification term does not appear on the list, it means no one in the system has selected that term as a Personal Classification.

After an Author(s) is selected the Editor sends either the default invitation letter (as set up in ActionManager), or customizes the default letter.

Multiple Authors can be invited at the same time. The Editor will have an opportunity to customize each letter by clicking on the letter name next to the Author name. The Editor will also have the opportunity to NOT invite an Author from the list of invited Authors, without having to back out of the entire process, by checking the ‘Do Not Invite’ checkbox next to the Author name.

From the Author Selection Summary screen (accessed by clicking the ‘Invite Authors’ Action link), the Editor may Un-invite Authors. The list of invited Authors will be displayed, and a link called ‘Un-invite’ will appear next to the name of each Author who has not yet submitted a submission. If the journal has created a letter, it will be sent to the Author.

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 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: Ed  
 Role: Editor-in-Chief  
 EM Version: 3.0

**Author Selection Summary - Manuscript TONYTEST30-D-04-00007**  
**“Current Opinions December Issue”**

[Manuscript Details](#)

**Invited Authors**

Search My Journal

<a href="#">Andrew Author, MD</a>	Author Complete	
<a href="#">Anthony Author, MD</a>	Author Complete	
<a href="#">Donna Donna</a>	Agreed to Submit	<a href="#">Un-invite</a>
<a href="#">Thomas Fifth, MD</a>	Author Invited	<a href="#">Un-invite</a>
<a href="#">Jane First, PhD</a>	Author Invited	<a href="#">Un-invite</a>
<a href="#">Nancy Fourth, MD</a>	Author Declined	

[Above: Author Selection Summary screen with invited Authors with various invitation states (or statuses)]

### Receiving Invited Submissions

All invited articles related to a proposal will be received in the ‘New Submissions Requiring Assignments’ folder (just like a regular submission). The submission will need to be assigned to an Editor who will handle the Peer Review process (if necessary) and make a decision.

A new ActionManager event allows the journal to receive a letter when an Author submits an invited manuscript. This event is called ‘Child Submission Sent to Journal’ and is similar to the ‘New Submission Sent to Journal’ event. This new event can be used to distinguish invited submissions from unsolicited submissions.

Once the Editor is assigned, the submission can follow whatever workflow the journal wishes. For example, the Editor can assign another Editor, Invite Reviewers, or Submit a Decision.

## Viewing Related Submissions

All regular Action links are available, as well as the new Action link ‘View Related Submissions’. The View Related Submissions link will deliver the Editor to a page that displays the invited Article’s ‘parent’ submission (the Proposal), as well as all other invited submissions related to that parent.

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with links: HOME, LOG OUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's information is displayed as Username: Ed and Role: Editor-in-Chief. The EM Version is 3.0.

The main content area is divided into two sections: Proposal and Related Submissions.

**Proposal Table:**

Action	Proposal Manuscript Number	Proposal Article Type	Proposal Article Title	Editor Originating Proposal	Initial Date of Proposal	Target Publication Date	Target Publication Volume	Target Publication Issue	Status Date	Current Status
<a href="#">View Proposal</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a>	TONYTEST30-D-04-00007	Proposal Parent	Current Opinions December Issue	Mary François Smith, PhD	Jun 2 2004 10:32AM	Dec 15 2004 12:00AM			Jun 2 2004 10:41AM	Auth Invite

**Related Submissions Table:**

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Target Publication Date	Target Publication Volume	Target Publication Issue	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Go To Submission</a> <a href="#">Similar Articles in MEDLINE</a>		Commentary	Another December issue	Anthony Author, MD	Jun 2 2004 11:03AM	Dec 15 2004 12:00AM			Jun 2 2004 11:03AM	Received by Journal
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Go To Submission</a> <a href="#">Similar Articles in MEDLINE</a>		Commentary	December issue article	Andrew Author, MD	Jun 2 2004 10:59AM	Dec 15 2004 12:00AM			Jun 2 2004 10:59AM	Received by Journal

[Above: View Related Submissions page]

## Setting Final Disposition on Proposals

In order to move a completed Proposal into the ‘View All Completed Proposal’ folder a Final Disposition must be set. A Proposal does not get published and is not transmitted to production. There are only two Final Dispositions available for Proposals, ‘Completed Proposal’ and ‘Withdrawn Proposal’.

To set Final Disposition on a Proposal, go to the Details page, find the Final Disposition dropdown box, and select the appropriate Final Disposition.

Before setting either type of Final Disposition you must ‘un-invite’ any Authors with outstanding invitations or Authors who have not yet submitted an article.

Child Submissions that have already been submitted to the journal are not affected by setting Final Disposition on the Proposal. These submissions will still be linked to the parent Proposal and each other.

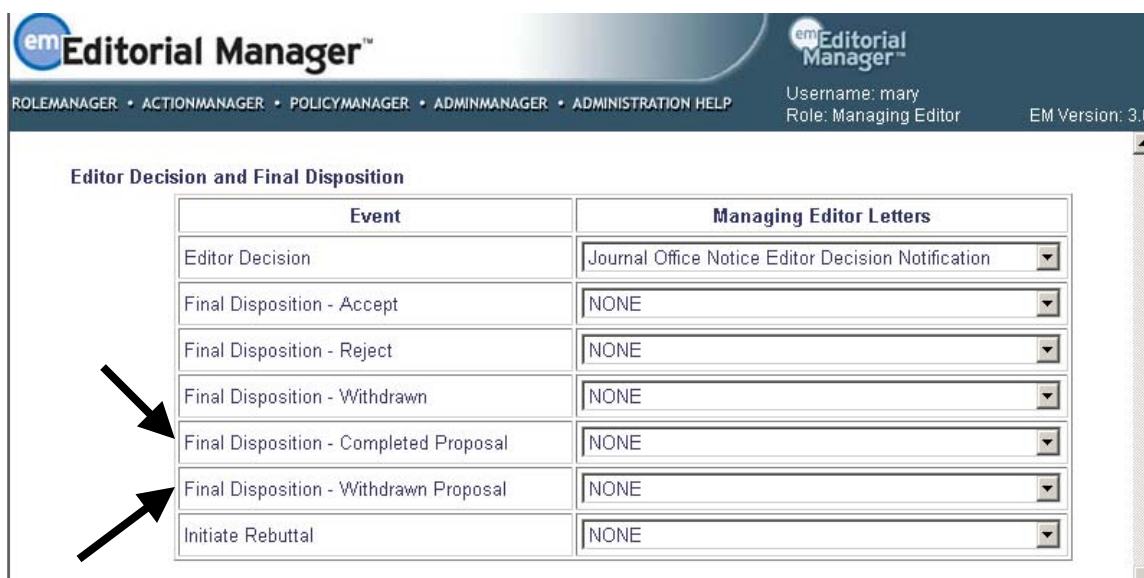
TO CONFIGURE: There are two new ActionManager events associated with setting Final Disposition on a Proposal: ‘Final Disposition-Completed Proposal’ and ‘Final Disposition-Withdrawn Proposal’.

The ‘Final Disposition-Completed Proposal’ event is triggered when an Editor sets this Final Disposition on a completed Proposal (because all child submissions related to the Proposal have been received).

The ‘Final Disposition-Withdrawn Proposal’ event is triggered when an Editor sets this Final Disposition on a Proposal (because the Proposal is being withdrawn).

A status change is pre-configured for these events in the Document Status section of ActionManager. The Status Terms can be edited in PolicyManager, Edit Document Status.

A letter can be configured for each of these events in the Letters section of ActionManager. A letter can be sent to any role that needs to know when a Proposal is completed or withdrawn, such as a Managing Editor or other journal staff. You must first create a letter (or letters) in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Final Disposition-Completed Proposal event or the ‘Final Disposition-Withdrawn Proposal’ event.

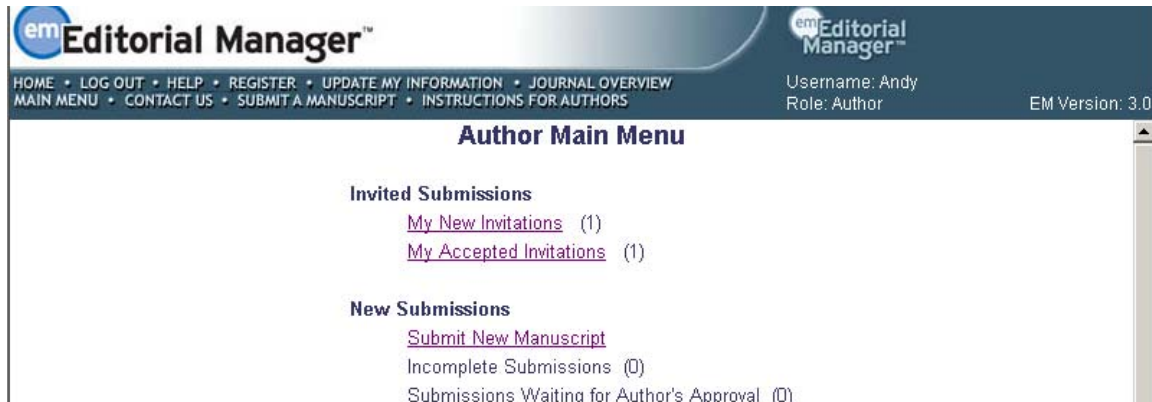


[Above: Configuring new Document Status Terms in ActionManager]

### Invited Author’s Perspective

An Author is notified of an invitation to submit a manuscript via e-mail. Once an Author receives the e-mail, the Author must login to the system. From the Author Main Menu the Author will see a heading called ‘Invited Submissions’ with two links below:

- My New Invitations – this folder holds Proposals and Commentary Solicitations for which the Author has not yet ‘Agreed’ or ‘Declined’ to submit a related article.
- My Accepted Invitations - this folder holds Proposals and Commentary solicitations for which an Author has ‘Agreed’ to submit a related article. Submissions move out of this folder once a related submission has been sent to the PDF builder.



[Above: Author’s Main Menu, Invited Submissions sub-menu]

The header and the folders should only appear if the Author has been invited (through Invite Authors or Solicit Commentary links), and should disappear when the Author ‘Declines’ all submissions or when the Author is uninvited from all submissions, or if an Author has no open invitations.

When an Author Agrees to submit a manuscript, the Author will be delivered to the My Accepted Invitations folder. The Author can then submit the manuscript when ready, using a new Submit Invited Manuscript link which appears in the Action column of this folder. An Author must use this link when submitted an invited manuscript, or the manuscript will not be linked to the parent submission.

TO CONFIGURE ACTIONMANAGER: The following new Events have been added to ActionManager:

- Create Proposal (letter and status)
- Invite Authors for Proposal (letter and status)
- Un-invite Authors (letter only)
- Author Agrees to Invitation (letter only)
- Author Declines Invitation (letter only)
- New Child Submission Sent to Journal (letter and status)

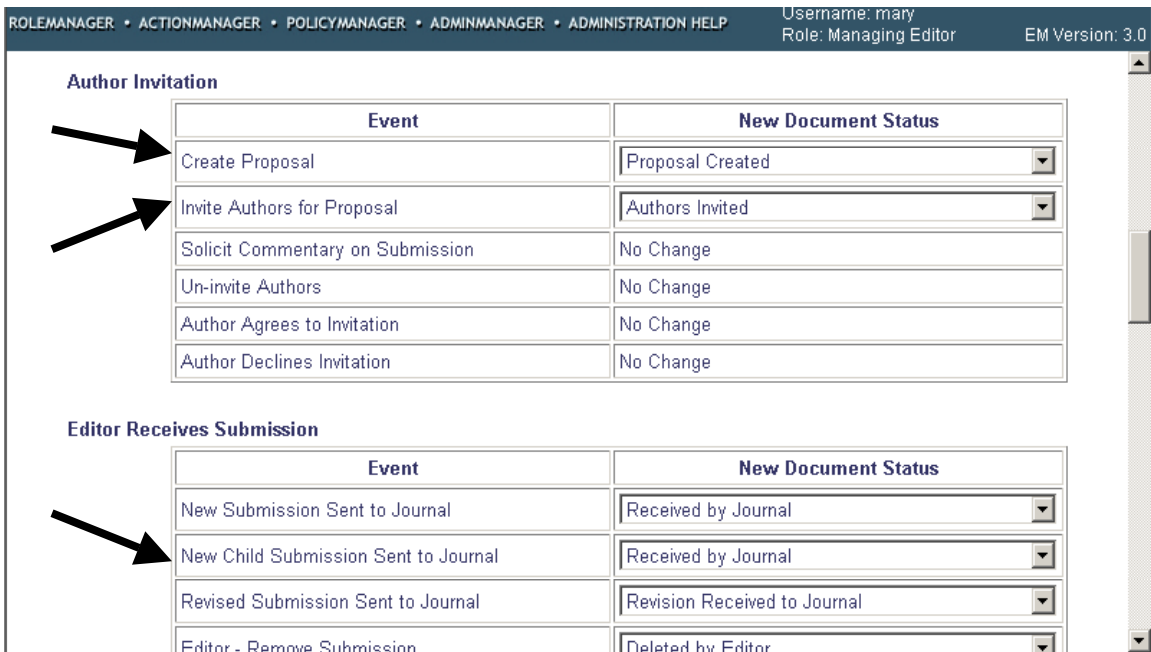
Three of these Events affect Document Status (Create Proposal, Invite Authors for Proposal, and New Child Submission Sent to Journal). The system will look for Status changes configured for these two Events and display those Statuses in the Document Status column. To create new Status Terms, go to PolicyManager, Edit Document Status, and enter new Status Terms at the bottom of the page.

Then go to ActionManager and configure the new Status terms by clicking on the dropdown box next to these events (Create Proposal, Invite Authors for Proposal, New Child Submission Sent to Journal).

NOTE: These three Events are also used for sending Letters. For the ‘Create Proposal’ event a letter can be sent to any role that needs to know when a Proposal is created, such as a Managing Editor or other journal staff.

For the ‘Invite Authors for Proposal’ event a letter can be set up to go to invited Authors. A letter can also be set up for any Editor role that needs to know when Authors are invited to submit a manuscript related to a Proposal, such as a Managing Editor or other journal staff.

For the ‘New Child Submission Sent to Journal’ event a letter can be set up to go to any Editor role that needs to know when Authors have submitted a Commentary on an already-submitted manuscript OR a submission related to a Proposal.



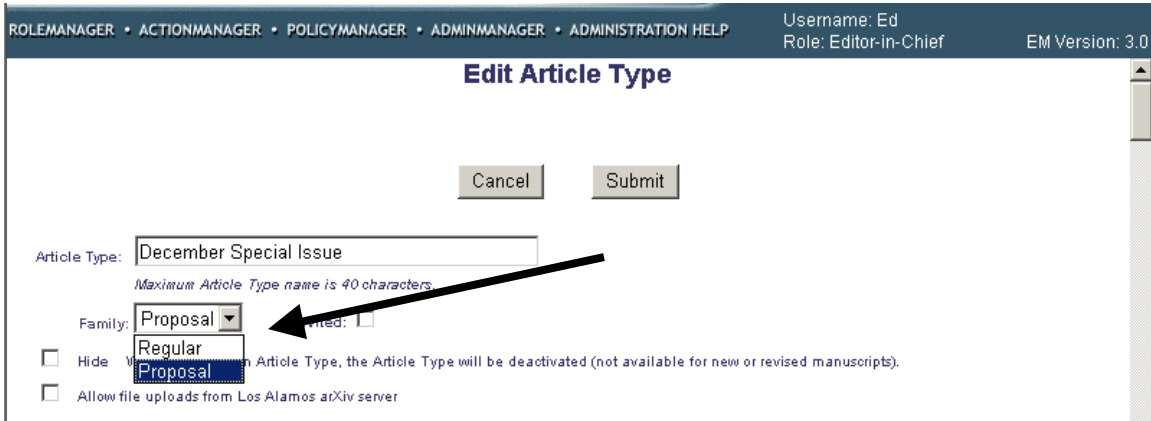
[Above: Configuring new Document Status Terms in ActionManager]

The rest of the events (Un-invite Authors, Author Agrees to Invitation, Author Declines Invitation) are used for sending Letters at the appropriate times. You should create new Letters in PolicyManager, Edit Letters. Then go to ActionManager and configure letters in the appropriate Roles. For example, the Author Role should be set up to receive a letter on the Invite Authors for Proposal and Un-invite Authors events. The Editor who is sending out (or monitoring) Author invitations should receive a letter on the Author Agrees to Invitation and Author Declines Invitation events.



TO CONFIGURE POLICYMANAGER: You will need to create two Article Types, one that can be used for the Proposal (parent), and one that can be used for the related submissions (children).

For the Proposal (parent), the only Article Types that appear when creating a Proposal are those Article Types that are designated as belonging to the ‘Proposal Family’ in PolicyManager, Edit Article Type. An Article Type that is designated as belonging to the ‘Proposal Family’ will not appear in the regular Submit Manuscript interface. It will only appear when the Editor clicks ‘Initiate Proposal’.



[Above: Article Type Family, Proposal]

For related submissions (children), the key setting on any Article Type that you want to use for an invited paper is the ‘Invited’ checkbox. Any Article Type with the ‘Invited’ checkbox checked will only appear for the Author when the Author has been INVITED to submit a paper. This means that an Author using the regular Submit Manuscript interface will not see any Article Type that is designated as ‘Invited’. Only Authors using the ‘Submit Invited Manuscript’ link from their ‘My Accepted Invitations’ folder will be able to select an invited Article Type.



[Above: PolicyManager, Edit Article Types, identifying the Article Type as ‘Invited’]

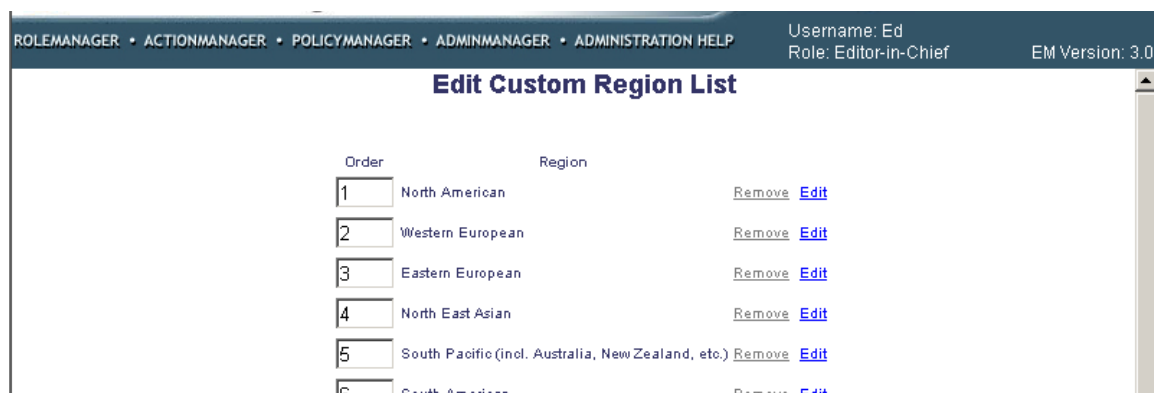
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## Manuscript Geographic Region of Origin

In the current implementation of EM (pre-Version 3.0), a ‘Document Country of Origin’ is considered to be the country of the Corresponding Author (from the Author’s address record).

A new feature lets the Author identify a geographic region (or country) of origin from a list configured by the journal. This means that a manuscript can have a Country of Origin designation that is different than the Author’s country. This is referred to as the ‘Manuscript Geographic Region of Origin’.

This also means that the journal can configure a list that contains geographic regions that are different than the standard country list. For example, a region of origin might be Eastern Europe, Western Europe, North America, etc. The Region of Origin could also be non-geographic, like ‘Multi-center’.



[Above: Creating a custom list for Geographic Region of Origin]

The Author can identify the region of origin during the Submit New Manuscript, Submit Revised Manuscript, or Submit Invited Manuscript process. A new manuscript submission step has been added called, ‘Select Region of Origin’, which presents the Author with a drop-down list of the countries/regions configured by the journal in PolicyManager. The Author selects one entry from this list to associate the region of origin with a specific manuscript.

**TO CONFIGURE:** To use the Manuscript Region of Origin feature you must turn it on for each Article Type. Go to PolicyManager, Edit Article Types and find the header ‘Article Type Parameters’. One of the items in this section is called ‘Set ‘Select Region of Origin’ Preferences’. You can make this submission step Optional, Required, or Hidden, similar to other submissions steps.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP					Username: Ed Role: Editor-in-Chief		EM Version: 3.0
Article Type Parameters	New Submission	Revised Submission	Include on PDF Cover Page				
			Editor/Author	Reviewer			
Set "Select Classifications" Preferences:	Optional	Optional					
Set "Enter Keywords" Preferences:	Optional	Optional	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Set "Enter Comments" Preferences:	Optional	Optional					
Set "Request Editor" Preferences:	Required	Optional					
Set "Submit Abstract" Preferences:	Optional	Hidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Set "Select Region of Origin" Preferences:	Hidden	Hidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Set "Select Section/Category" Preferences:	Optional	Optional	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

[Above: Enabling 'Select Region of Origin' in Edit Article Types]

## Using the Author's Country as the Manuscript Geographic Region of Origin

A journal can continue using the Author's country (from the Author's address record) as the Manuscript Geographic Region of Origin. This means that the system will automatically include the Corresponding Author's country designation (from his/her address record), rather than ask the Author to select a Manuscript Geographic Region of Origin during the submission process.

NOTE: If Manuscript Geographic Region of Origin is not used, then the journal should leave the Set Region of Origin Preferences as 'Hidden' on the 'Edit Article Type' page.

## Creating a Custom List for Manuscript Geographic Region of Origin

Go to PolicyManager, then to Edit Manuscript Geographic Region of Origin.

The Edit Manuscript Geographic Region of Origin page controls the countries that appear in the drop-down list presented during the 'Select Region of Origin' step of the manuscript submission process. There are three choices:

- Use ISO 3166-1 Country List
- Use ISO 3166-1 Country List and Custom Region List
- Use Custom Region List Only

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP      Username: Ed  
Role: Editor-in-Chief      EM Version: 3.0

### Set ISO Country Standard

The countries or regions below will display to the Author during the "Select Region of Origin" manuscript submission step. The ISO 3166 standard country list may be used, with custom additions; or an entirely customized list may be used. Click ISO 3166 Country List to see the ISO country list.

Use ISO 3166-1 Standard Country List  
 Use ISO 3166-1 Standard Country List and Custom Region List  
 Use Custom Region List Only

[ISO 3166-1 Standard Country List](#)    [Edit Custom Region List](#)

The first choice (Use ISO 3166-1 Country List) lets the journal use the standard ISO (International Standards Organization) country list.

The second choice allows the journal to add new geographic regions to the standard ISO country list.

The third choice allows the journal to create a custom list of countries (or regions of origin). The ISO Country list will not appear. This would be used for regions like Western Europe, Eastern Europe, etc.

For choices one and two, the journal can hide countries that should not appear on the list.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP      Username: Ed  
Role: Editor-in-Chief      EM Version: 3.0

### ISO 3166-1 Country List

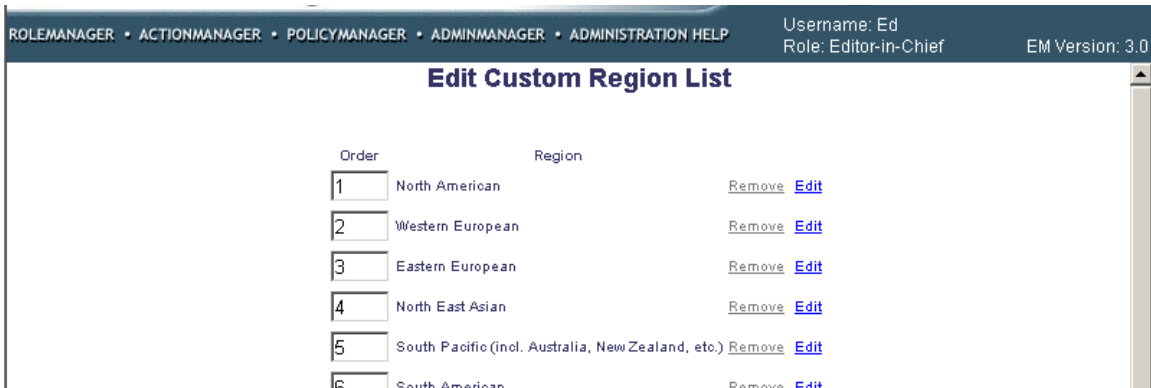
Click the Hide box to suppress a country from the Manuscript Region of Origin drop-down menu that appears when a submission is created or edited. Previously hidden countries are shown at the bottom of this page.

Country	Hide
UNITED STATES	<input type="checkbox"/>
AFGHANISTAN	<input type="checkbox"/>
ALBANIA	<input type="checkbox"/>
ALGERIA	<input type="checkbox"/>
AMERICAN SAMOA	<input type="checkbox"/>

[Above: Hiding countries on the ISO Country list]

For choices two and three, the journal can create additional Geographic Regions (or other designations such as 'Multi-center Study', 'Joint US-European Study', etc.) for the Author to choose from.



[Above: Creating a custom list for Geographic Region of Origin]

NOTE: The ISO list will reflect the current, active ISO list as configured in PolicyManager, Set ISO Country Standard. The journal can decide which ISO list to use, though many journals that link to Production Systems (or other third party systems) may be required to use a specific ISO Country standard.

\*\*\*\*\*

## ISO Country Standards and Editing People Records to Reflect ISO Names

NOTE: All journals are being upgraded to use the ISO 3166-1 list of countries. Journals that wish to ‘fix’ any People Records that do not comply with the ISO standard can run a report that will help them identify inconsistencies between People Data and the ISO Country list.

### ISO Country Standards

The International Standards Organization maintains an official list of country names and 2 letter codes referred to as ISO 3166-1. When there is a change, the change is documented in a ‘Newsletter’. For example:

- Newsletter V-7 changed the official name of the Comoros Islands.
- Newsletter V-8 changed both the name and the 2-letter code for “Yugoslavia”. The name was changed to “Serbia and Montenegro” and the 2-letter code was changed from YU to CS.

Production systems to which EM transmits use the ISO 3166-1 standard. The current EM application uses a hardcoded list of country names (not codes), which does not conform to the ISO 3166-1 standard. In addition, if address data has been imported into EM from another system, that data may not be ISO compliant.

If a Publisher decides to change their production system to accept a new ISO Country Standard, the journal would be required to select the new ISO Standard in PolicyManager, on the Set ISO Country Standard page.

This new PolicyManager page allows the journal to select which ISO 3166-1 newsletter will be used as the standard (at upgrade all journals will be upgraded to V-8). All eight newsletters are available, and new ones will be added in upcoming releases, as required.

[Above: Selecting a new ISO standard]

If a journal is transmitting metadata and files to a production system that requires ISO compliant countries, then it is required that the Transmittal Form be set up to validate the Country of Origin data through a new setting in PolicyManager, Edit Transmittal Form, Set Validation Options.

[Above: Set Validation Options on the Edit Transmittal Form page]

From this page, the journal determines whether or not the Transmittal Form should check the Corresponding Author's Country of Origin against the ISO list, just in case the Author's Country of Origin is not ISO compliant.



ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Set Validation Options for Transmittal Form

Check the box below to use the ISO 3166-1 standard list of countries to validate the Corresponding Author country at the time of transmittal.

Validate Corresponding Author Country at time of transmittal

[Above: Set Validation Options page]

NOTE: The new feature, Manuscript Region of Origin, is not affected by this check. It is used to check Author's County of Origin data uploaded/entered in EM BEFORE the ISO Standards were introduced.

### Editing People Records to Reflect Correct ISO Country Names

NOTE: For journals that do not transmit files and metadata to a production system, ISO Country normalization is not necessary. However, journals may choose to update people records for reporting purposes, etc.

A new report is available that allows the journal to identify non-ISO compliant address records. The report is available in the Reports Menu and is called 'ISO Standard Country Comparison Report'.

The report results list People Records that have non-compliant countries (countries that do not match the ISO list). The journal office may update incorrect records (People Records) manually.

em Editorial Manager™ em Editorial Manager™

HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW Username: mary  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS Role: Managing Editor EM Version: 3.0

### ISO Standard Country Comparison Report

This report compares the address record for all users to the ISO 3166-1 Newsletter V-8 standard list of countries. Any mismatches appear on the report. To create a tab-delimited data file of the report results, check the box below. Click the Submit button to run the report.

Create extraction file for download  
 Exclude Blank Country Values

[Above: ISO Standard Country Comparison Report criteria selection page]

If 'Create Extraction File for Download' is selected, a tab-delimited text file will be created and automatically downloaded to the user's computer.

If 'Exclude Blank Country Values' is selected, any records without a country will be excluded.

\*\*\*\*\*

## **ZIP file Uploads Allowed**

Authors may attach files to their submission that have been 'compressed' (i.e. zip files). This allows Authors to upload several files at once, rather than having to upload one file at a time. It also enables a faster upload of a large single file. The system will automatically 'unpack' or 'un-zip' the file, so that the individual file(s) can be attached to the submission.

'Compressed files' refer to any files created by a 'packing' utility, such as PKZip or WinZip. A compressed file may consist of a single file, or multiple files. The primary purpose of 'zipping' or 'compressing' files is to reduce the overall file size, thus facilitating faster transmittal. The following compressed file formats are supported:

1. Zip – such as WinZIP
2. tar.gz – this is a UNIX file compression utility

### **Uploading a compressed file**

To upload a compressed file, the Author would go to the Submit New Manuscript interface (or Submit Invited Manuscript), fill in the requested meta-data, and proceed to the Attach Files page. The Author would choose a Submission Item Type from the drop-down list, and upload a compressed file containing one or more individual files. The resulting behavior varies slightly, depending on whether the zip file contains a single file or multiple files.

**Zip File Contains a Single File:** The single file is listed in the Attached Files list, with the Item and Description designation made by the user before the file was uploaded. The user then has the opportunity to change the Item and/or Description, and re-order the files (if there are other files already in the list).

**Zip File Contains Two or More Files:** The unpacking process lists all of the files individually. The user must then explicitly select a Submission Item for each file. The Description fields are dynamically populated based on the Submission Items selected, and the user can modify the Descriptions, if desired. The user then has the opportunity to re-order the files.

**TO CONFIGURE:** This functionality is available to all journals, and there is no special configuration to allow Authors to upload zip files (i.e. zip files can be attached to submissions for all Article Types).

**NOTE:** To assist Authors who may not be sure which Submission Item to select if their zip file contains multiple items, the journal can create a Submission Item (e.g. 'Compressed File') in PolicyManager, Edit Submission Items. This is not necessary for the compressed file upload – but it does make it more clear to the Author.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: Ed  
Role: Editor-in-Chief EM Version: 3.0

### Edit Master Submission Item Types

Listed below are the Item Types that may be attached to a document submission.


Item Type	Item Family	Artwork QC	Actions
Abstract	Document		<a href="#">Remove</a> <a href="#">Edit</a>
Author Agreement	Default		<a href="#">Remove</a> <a href="#">Edit</a>
Manuscript	Document		<a href="#">Remove</a> <a href="#">Edit</a>
Figure	Figure	✓	<a href="#">Remove</a> <a href="#">Edit</a>
Table	Table	✓	<a href="#">Remove</a> <a href="#">Edit</a>
Cover Letter	Default		<a href="#">Remove</a> <a href="#">Edit</a>
Color Figure	Figure	✓	<a href="#">Remove</a> <a href="#">Edit</a>
Compressed File (.zip, .tar.gz)	Default		<a href="#">Remove</a> <a href="#">Edit</a>
Revision Cover Letter	Default		<a href="#">Remove</a> <a href="#">Edit</a>

[Above: Creating a Submission Item for compressed files]

\*\*\*\*\*

## Uploading arXiv Files from the Los Alamos National Laboratory

Authors can upload source files directly from the Los Alamos National Laboratory arXiv database. Many Authors (primarily in Physics and Math) post their research on the arXiv server as a resource for other researchers. Authors may then wish to submit their article directly from the arXiv database. An Author wishing to do this would likely know the arXiv code which consists of a string of letters and numbers identifying the particular database (e.g. hep-th or physics.acc-ph) followed by a forward slash and a 7-digit number unique to Los Alamos (e.g, hep-ex/0401001, physics/0401001, math.AG/0401002).



### arXiv.org e-Print archive

Automated e-print archives

17 Jan 2004: [Endorsement system](#) introduced.  
 15 Sep 2003: [Announcement](#) of [New](#) Quantitative Biology archive.  
 For more info, see cumulative ["What's New"](#) pages.  
**Robots Beware:** [indiscriminate automated downloads from this site are not permitted.](#)

#### Physics

- [Astrophysics](#) ([astro-ph new](#), [recent](#), [abs](#), [find](#))
- [Condensed Matter](#) ([cond-mat new](#), [recent](#), [abs](#), [find](#))  
 includes: [Disordered Systems and Neural Networks](#); [Materials Science](#); [Mesoscopic Systems and Quantum Hall Effect](#); [Other](#); [Soft Condensed Matter](#); [Statistical Mechanics](#); [Strongly Correlated Electrons](#); [Superconductivity](#)
- [General Relativity and Quantum Cosmology](#) ([gr-qc new](#), [recent](#), [abs](#), [find](#))

[Above: Los Alamos arXiv web site – <http://arxiv.org>]

The ability to upload these files directly to the system is controlled in PolicyManager on Edit Article Types page. Journals can specify which Article Types allow files to be uploaded directly from the arXiv server.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: Ed  
Role: Editor-in-Chief EM Version: 3.0

### Edit Article Type

Cancel Submit

Article Type:   
Maximum Article Type name is 40 characters.

Family:  Invited:

Hide When you Hide an Article Type, the Article Type will be deactivated (not available for new or revised manuscripts).

Allow file uploads from Los Alamos arXiv server

[Above: Allowing arXiv file uploads for an Article Type]

Authors would then be able to attach the arXiv file to their EM submission, on the Submit Manuscript or Submit Invited Manuscripts, Attach Files page. The compressed arXiv file (tar.gz format) is then unpacked and the individual source files are included in the Attach Files list for the submission.

### Uploading a file from the arXiv database

To upload files from the Los Alamos arXiv server, the Author would go to the Submit New Manuscript (or Submit Invited Manuscript) interface, fill in the requested meta-data, and proceed to the Attach Files step.

If the Article Type is configured to ‘Allow file uploads from Los Alamos arXiv server’ in PolicyManager, the Attach Files page displays special instructions and a text box for entry of the arXiv file identifier. Authors can also upload additional ‘regular’ files on the same page, in addition to the arXiv file.

HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS Username: Tony  
Role: Author EM Version: 3.0

Enter Keywords

Select Classifications File Name:  Browse...

Enter Comments

Request Editor Attach This File

Select Region of Origin

Attach Files

To attach a file from the Los Alamos National Laboratory, enter the arXiv code (Database name followed by a forward slash and the 7-digit number referencing the article). (e.g. physics.acc-ph/3088164, hep-th/3822851, etc.)

arXiv File Name:  [Insert Special Character](#)

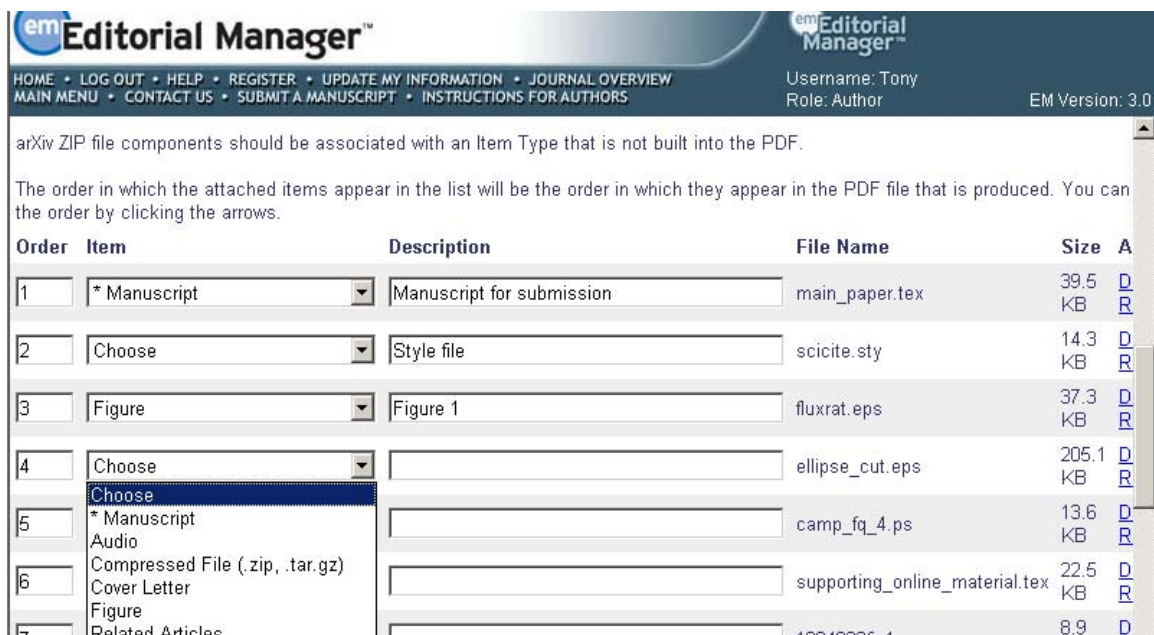
Attach This File

[Above: Attach files page with arXiv file upload box]

The Author selects a Submission Item from the drop-down list, and enters the arXiv code which consists of a string of letters and numbers identifying the particular Los Alamos database (e.g. hep-th or physics.acc-ph) followed by a forward slash and a 7-digit number unique to Los Alamos (e.g. hep-ex/0401001, physics/0401001, math.AG/0401002).

The user then clicks ‘Attach this File’. When the arXiv code is recognized by the Los Alamos server, and corresponding file is found, the compressed file (.tar.gz format) containing the source files is downloaded from the Los Alamos server.

The .tar.gz file is unpacked by the system, and all of the individual files are uploaded to EM. Each file is listed individually so the user can associate each file with an appropriate Submission Item, edit the Description, and re-order the list of files for PDF creation.



[Above: Attach files page with ‘unpacked’ arXiv file; Submission Item, Description, and File Order]

NOTE: This function is not available when submitting revisions. When the Author decides to submit a revision, the Author would not re-upload the submission from the arXiv database, but rather the Author would choose to carry forward the files that do not require revision, and can then upload just the revised files.

NOTE: This functionality is also available for Editors when editing the submission, so long as the PolicyManager setting is turned-on.

TO CONFIGURE: Go to PolicyManager, Edit Article Types, click the Edit link next to the Article Type you want to edit, then click the checkbox labeled ‘Allow file uploads from Los Alamos arXiv server’ (see the below illustration).

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: Ed  
Role: Editor-in-Chief EM Version: 3.0

### Edit Article Type

Article Type:   
Maximum Article Type name is 40 characters.

Family:  Invited:

**Hide** When you **Hide** an Article Type, the Article Type will be deactivated (not available for new or revised manuscripts).

Allow file uploads from Los Alamos arXiv server

[Above: Allowing arXiv file uploads for an Article Type]

NOTE: Most documents on the Los Alamos arXiv server are in LaTeX format. To assist Authors who may not be sure which Submission Items to select for various arXiv file components (such as .bbl, .cls, .sty, etc.), the journal can create Submission Items in PolicyManager, Edit Submission Items, which describe these components (Bibliography file, Style File, etc). This is not necessary for the file upload – but it does make the selection of Submission Items clearer to the Author.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Edit Master Submission Item Types

Listed below are the Item Types that may be attached to a document submission.

Item Type	Item Family	Artwork QC	Actions
Style File (.sty)	Default		<a href="#">Remove</a> <a href="#">Edit</a>
Bibliography File (.bbl)	Default		<a href="#">Remove</a> <a href="#">Edit</a>
Manuscript	Document		<a href="#">Remove</a> <a href="#">Edit</a>
Figure	Figure	✓	<a href="#">Remove</a> <a href="#">Edit</a>
Table	Table	✓	<a href="#">Remove</a> <a href="#">Edit</a>
Cover Letter	Default		<a href="#">Remove</a> <a href="#">Edit</a>

[Above: Edit Submission Items page, creating Items for arXiv file components]

\*\*\*\*\*

## General Changes to Submit Manuscript/Edit Manuscript Pages

The following improvements have been made to the Submit New Manuscript, Submit Revised Manuscript, Edit Submission, and Edit Revised Submission interface:

### New File Ordering Mechanism – numbers rather than arrows

Many journals have expressed frustration with the up/down arrow method of re-ordering files. Now the file order can be changed by entering numbers in the text box next to each Submission Item.



Rather than arrows appearing next to each file, a text box with a number appears next to each file. The files are numbered in the sequence in which they were uploaded. For example, if four files are uploaded, the default value for each item is 1, 2, 3, and 4, respectively. The user can then change the order of the files by typing in a new order and clicking the 'Update File Order' button. Note the file order is automatically saved if the Author leaves the page (either by clicking 'Proceed', selecting another submission step, etc.)

### The Submission Item Label can be Changed after the File is Uploaded

Many journals have expressed frustration because once a file is uploaded the 'Submission Item' designation cannot be changed. For example, if an Author is uploading a Figure, but did not select the 'Figure' Item from the Item dropdown box, then the Item label would be incorrect. In order to correct this, the user would have to delete the file and re-upload the file with the correct Item designated.

The 'Item' column in the list of attached files now has drop-down boxes for each file, so the Submission Item can easily be changed after the file has been uploaded.

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with links: HOME, LOG OUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's information is displayed as Username: Tony, Role: Author, and EM Version: 3.0. Below the navigation bar, there is a section titled 'Attach This File' with a button. A note states: 'arXiv ZIP file components should be associated with an Item Type that is not built into the PDF. The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can change the order by clicking the arrows.' Below this note is a table with the following columns: Order, Item, Description, File Name, Size, and Actions.

Order	Item	Description	File Name	Size	Actions
1	Author Agreement	Author Agreement	Offline		<a href="#">Remove</a>
2	Choose		Manuscript.txt	11.8 KB	<a href="#">Download</a> <a href="#">Remove</a>
3	Choose		skull.gif	117.9 KB	<a href="#">Download</a> <a href="#">Remove</a>

Below the table, there is a button 'Update File Order' and a link 'Insert Special Character'.

[Above: File 'Order' and 'Item' designation, and 'Description' can all be changed after file upload]

### Sending Files Back to Author No Longer Requires 'Edit Submission'

In the current implementation of EM (pre-Version 3.0), the Editor/Journal Staff must use the Edit Submission feature in order to access the 'Send To Author' function. The 'Send To Author' function is used to return a submission to an Author before a submission is given a manuscript number.

A new Action Link is available in the folders labeled 'New Submissions Requiring Assignment' and 'Revised Submissions Requiring Assignment'. The Action link is now labeled 'Send Back to Author'.

When the Editor clicks this link the Editor is given an opportunity to send a default or customized letter to the Author. The submission is then returned to the Author.

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">View Artwork Quality Results</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">View Related Submissions</a>		Commentary	A Sample Manuscript	<a href="#">Anthony Author, MD</a>	Jun 2 2004 11:03AM	Jun 2 2004 11:03AM	Received by Journal

[Above: Send Back to Author link]

NOTE: This feature is not designed to be used for making REVISE decisions. This feature is primarily used for administrative purposes, such as missing files, incorrect formatting, etc.

NOTE: Submissions that are sent back to the Author will get a new Initial Date Submitted date when they are returned from the Author back to the journal.

TO CONFIGURE: No configuration is required.

### Downloading Source Files No Longer Requires ‘Edit Submission’

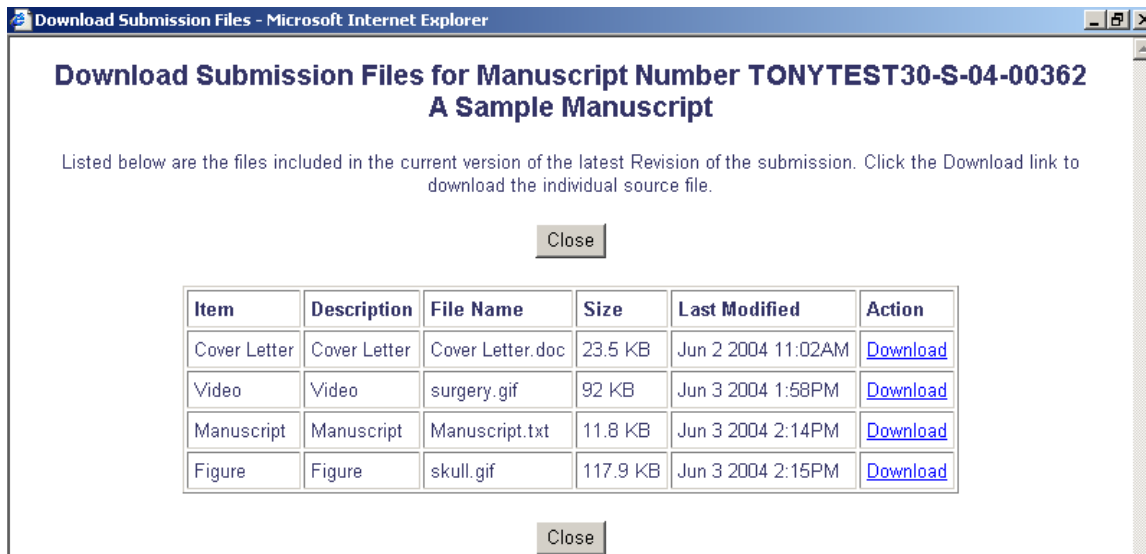
In the current implementation of EM (pre-Version 3.0), the Editor/Journal Staff must use the Edit Submission feature in order to download any of the submission source files.

A new Action link labeled ‘Download Files’ is available from most Editor folders.

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">View Artwork Quality Results</a> <a href="#">Download Files</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a>		Commentary	A Sample Manuscript	<a href="#">Anthony Author, MD</a>	Jun 2 2004 11:03AM	Jun 2 2004 11:03AM	Received by Journal

[Above: Download Files link]

When the Editor clicks the ‘Download Files’ link, a page that lists all submitted source files is displayed.



[Above: Download Submission Files page]

NOTE: Downloading files does not remove them from the server, nor does it affect the submission or submission PDF in any way.

TO CONFIGURE: There are two different RoleManager permissions that enable the ‘Download Files’ link.

A new RoleManager, Editor RoleManager permission labeled ‘Download Source Files’ will display the Download Files link.

The existing RoleManager, Editor RoleManager permission labeled ‘Edit Submission’ will also display the Download Files link, as well as the ‘Edit Submission’ link.

The reason for two different RoleManager permissions is so that the journal can give an Editor the ability to download source files, without giving them the ability to Edit Submission.

### **Edit Submission Does Not Affect Workflow**

In the current implementation of EM (pre-Version 3.0), the use of Edit Submission could adversely affect the Document Status. If Edit Submission was used AFTER an Editor was assigned, a warning message informed Editors that the Edit Submission session should be completed quickly to avoid problems with Document Status.

This restriction is no longer in place because Edit Submission statuses (in ActionManager) are asynchronous with Document Statuses (statuses that affect workflow).

TO CONFIGURE: Edit Submission Statuses are still configured in ActionManager. The Edit Submission Status Events are:

- Incomplete Submission by Editor
- Editor PDF Build Error
- Building PDF for Editor
- Original PDF Built by Editor
- Revised PDF Built by Editor
- Editor Approve Edited Submission
- Revert Edited Submission

The terminology of each Edit Submission Status can be edited in PolicyManager, Change Edit Submission Status.

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with the following links: ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP. On the right side of the navigation bar, it displays: Username: mary, Role: Managing Editor, and EM Version: 3.0. The main heading of the page is "Change Edit Submission Status Terms". Below the heading, there is a paragraph: "Listed below are the text strings used to define status terms associated with the 'Editor Edits Submission' events. Click Edit to change the status text." Below this paragraph is a table with three columns: "ActionManager Event", "Status Term", and "Edit".

ActionManager Event	Status Term	Edit
Incomplete Submission by Editor	Incomplete with Editor	<a href="#">Edit</a>
Editor PDF Build Error	Error with Editor	<a href="#">Edit</a>
Building PDF for Editor	Building PDF for Editor	<a href="#">Edit</a>
Original PDF Built by Editor	Needs Editor Approval	<a href="#">Edit</a>
Revised PDF Built by Editor	Revision Needs Editor Approval	<a href="#">Edit</a>
Editor Approve Edited Submission	Editor Approved Edited Submission	<a href="#">Edit</a>
Revert Edited Submission	Revert Edited Submission	<a href="#">Edit</a>

[Above: PolicyManager, Change Edit Submission Status Terms page]

\*\*\*\*\*

## Assign Editor and Invite Editor Page Changes

In the current implementation of EM (pre-Version 3.0), Editors are selected by name only on the Assign Editor page.

This function has been expanded to include the selection of Editors based on Classification matches as well. The Assign Editor page is enhanced to display both the Manuscript's Classifications and the number of matches with the Editor's Personal Classifications.

The following have been identified as candidates to edit this manuscript. Select the one you want and send them either the default editor assignment letter or a customized letter. Click the Blind Editors link to block access to this submission for one or more Editors.

[Blind Editors](#)

Manuscript Classifications

(1) PHARMACOLOGY; (2) Drug interactions plus; (3) drug toxicity; (4) Antivirals;

Select	Editor Role	Editor Name	# Current Assignments	# Classification Matches	Classification Matches	Available during Next 30 days
<input type="radio"/>	Associate Editor (This is the corresponding author of the manuscript)	<a href="#">Anthony Author, MD</a>	0	<a href="#">3</a>	1, 2, 4	Yes
<input type="radio"/>	Associate Editor	<a href="#">Annie The Dog, PhD</a>	0	<a href="#">0</a>		Yes
<input type="radio"/>	Editor-in-Chief	<a href="#">Edward Editor, MD</a>	32	<a href="#">2</a>	1, 2	Yes
<input type="radio"/>	Associate Editor	<a href="#">Emily Editor, MD</a>	2	<a href="#">0</a>		Yes

[Above: Assign Editor page with Classification information]

The Manuscript Classifications are listed at the top of the page. Each Classification is numbered starting with '1'. Below the list of Manuscript Classifications is a list of Editors. The column labeled 'Classification Matches' references the numbers from the list of Manuscript Classifications at the top of the page. This allows a quick visual reference for the user assigning the Editor. The user can see which numbers are listed in the Classification Matches column, and can see which Classification Terms match those numbers at the top of the page.

Alternatively, the column labeled '# Classification Matches' shows the number of Classification Matches between an Editor's Personal Classifications and the list of Manuscript Classifications. This number is a hyperlink, which will take the user to a list of the Editor's Personal Classifications, with an indication of which Personal Classifications match the Manuscript Classifications.

In addition, the columns can be sorted dynamically, which means the Editor list can be viewed in order by Editor Role, Editor Name, Number of Current Assignments, or Number of Classification Matches.

TO CONFIGURE: No configuration is required.

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## Username and Password can be hidden in Correspondence History

In the current implementation of EM (pre-Version 3.0), any Editor with access to Correspondence History can see usernames and passwords when viewing letters in Correspondence History, if the %USERNAME% and %PASSWORD% merge fields are included in the e-mail.

Two new merge fields have been introduced that can be used (%BLINDED\_PASSWORD% and %BLINDED\_USERNAME%), instead of the %USERNAME% and %PASSWORD% merge fields, for any journal wishing to hide the recipient's Username and Password in Correspondence History. This means that Editors who should not have access to other users' Usernames and Passwords can be given access to Correspondence History, without revealing this sensitive information.

These merge fields will automatically insert the phrase 'Your username is:' (without the quotes) in front of the username and 'Your password is:' (without the quotes) in front of the password.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary Role: Managing Editor EM Version: 3.0

### Edit Letter

Letter Purpose:

Subject:

Line Wrap:

Sender's E-mail Address:  "The DEMO Journal" <talves@ariessys.com>  
 Use Corresponding Editor's E-mail address

Letter Body:

```
Dear %TITLE% %LAST_NAME%,  
  
Thank you for registering for the Editorial Manager online  
submission and peer review tracking system for %  
JOURNALFULLTITLE%.  
  
Here is your username and confidential password, which you  
need to access the Editorial Manager at  
http://demo.edmgr.com.  
  
%BLINDED_USERNAME%  
%BLINDED_PASSWORD%  
  
Please save this information in a safe place.
```

[Above: Using blinded Username and Password merge fields in a letter]

**TO CONFIGURE:** Go to PolicyManager, Edit Letters and select any letter that you would like to include the recipient's Username and Password. Use the following merge fields:

**%BLINDED\_USERNAME%** - This merge field can be used instead of the %USERNAME% merge field for any journal wishing to hide the recipient's Username in Correspondence History. Also this merge field will insert the phrase 'Your username is:' (without the quotes) in front of the username.

**%BLINDED\_PASSWORD%** - This merge field can be used instead of the %PASSWORD% merge field for any journal wishing to hide the recipient's Password in Correspondence History. Also this merge field will insert the phrase 'Your password is:' (without the quotes) in front of the password.



\*\*\*\*\*

## **Links in E-mails for Reviewers (Deep Linking)**

The purpose of this enhancement is to allow hot links in e-mail notifications that will deliver a user to selected EM pages. E-mail hot links will be available for Reviewer Roles only, for the following actions:

- Accept a review invitation
- Decline a review invitation
- View Reviewer version of the PDF

A new e-mail merge field is created: %ACCEPT\_REVIEW\_INVITATION%. When a Reviewer receives an e-mail with this merge field, the merge field will display as a link. The Reviewer will be able to click on the link to trigger the 'Agree to Review' function. If the Reviewer 'Agrees' to do the review assignment in this manner, the Reviewer will be fully logged in and will be able to access the submission from the Main Menu.

A new e-mail merge field is created: %DECLINE\_REVIEW\_INVITATION%. When a Reviewer receives an e-mail with this merge field, the merge field will display as a link. The Reviewer will be able to click on the link to trigger the 'Decline to Review' function. If the Reviewer 'Declines' the review assignment in this manner, the Reviewer will still be delivered to the 'Decline to Review' page, where he is asked to state a reason for declining the assignment and suggest other qualified Reviewers.

A new e-mail merge field is created: %VIEW\_REVIEWER\_PDF%. When a Reviewer receives an e-mail with this merge field, the merge field will display as a link. The Reviewer will be able to click on the link to download the Reviewer version of the PDF.

NOTE: All links will check RoleManager permissions to be sure the Reviewer has permission to view the PDF at this point in time.

NOTE: These links are intended to be used in the letters associated with the 'Reviewer Invited', 'Reviewer Agreed', 'Late Review', or 'Promote Alternate Reviewer' event. The journal should precede the merge field in the letter with some instructional text such as "Click here to view the PDF of the submission %VIEW\_REVIEWER\_PDF%".

TO CONFIGURE: For the Accept Review Invitation and Decline Review Invitation, the correct merge fields need to be added to any letter sent out when a Reviewer is invited, such as: Reviewer Invited event, Promote Alternate Reviewer event.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

Letter Purpose:

Subject:

Line Wrap:

Sender's E-mail Address:  "The DEMO Journal" <talves@ariessys.com>  
 Use Corresponding Editor's E-mail address

Letter Body:

```
Dear %TITLE% %LAST_NAME%,

You have been invited to review a manuscript for %
JOURNALFULLTITLE%.

I would be grateful if you would review a paper entitled "%
ARTICLE_TITLE%" for this journal.

If you are interested in reviewing this submission please
click on this link:
%ACCEPT_REVIEW_INVITATION%

If you do not have time to do this, or do not feel
qualified, please click on this link:
%DECLINE_REVIEW_INVITATION%
```

[Above: Using merge fields in Edit Letters]

For the View Reviewer PDF, the correct merge fields need to be added to any letter sent out when a Reviewer is invited, and/or when a Reviewer agrees to do a review, such as: Reviewer Invited event, Promote Alternate Reviewer event, Reviewer Agree event.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

Letter Purpose:

Subject:

Line Wrap:

Sender's E-mail Address:  "The DEMO Journal" <talves@ariessys.com>  
 Use Corresponding Editor's E-mail address

Letter Body:

```
Dear %TITLE% %LAST_NAME%,

Thank you for agreeing to review manuscript %MS_NUMBER% for
%JOURNALFULLTITLE%.

You may download the submission by clicking this link:
%VIEW_REVIEWER_PDF%

If possible, I would appreciate receiving your review by:
%REVIEW_DUE_DATE%.

You may submit your comments online at %JOURNAL_URL%. Your
User Name is %USERNAME% and your password: %PASSWORD%.

There you will find spaces for confidential comments to the
```

[Above: Using merge fields in Edit Letters]

\*\*\*\*\*

## Different Review Forms Available Based on Reviewer Role and Article Type

In EM v.2.1, the Review Form defined in PolicyManager, Edit Review Form has two components: Reviewer Instructions and Review Form. The Reviewer Instructions are displayed to Reviewers when the 'Reviewer Instructions' link is clicked on the Submit Reviewer Recommendation and Comments page. The Review Form is displayed to Reviewers in the 'Reviewer Confidential Comments to Editor' box on the Submit Reviewer Recommendation and Comments page. Since there is only one Review Form permitted in PolicyManager, the same generic set of instructions and the same set of questions are accessed by all Reviewer Roles for all submissions.

In this new release greater flexibility for Review Forms has been introduced. Specifically, this enhancement allows unique Reviewer Instructions and customized Review Forms depending on the Article Type of the submission and/or the Reviewer Role of the Reviewer.

Reviewer Role / Article Type	Reviewer	Biostat Reviewer
Original Study	Default Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Question	Biostatistical Review <input type="checkbox"/> Use Manuscript Rating Question
Editorial	Default Review Form <input type="checkbox"/> Use Manuscript Rating Question	Biostatistical Review <input type="checkbox"/> Use Manuscript Rating Question
Perspective	Perspective Review Form Biostatistical Review Case Study Review Form Default Review Form Perspective Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Question	Biostatistical Review <input type="checkbox"/> Use Manuscript Rating Question
Rapid Communication	Perspective Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Question	Biostatistical Review <input type="checkbox"/> Use Manuscript Rating Question

[Above: Different review forms for different Article Types and Reviewer Roles]

An unlimited number of Review Forms is now allowed. Each Review Form can be associated with a specific Article Types and/or Reviewer Roles. Journals can create unique Review Forms for each Reviewer Role, for each Article Type, or any combination thereof. When Reviewers navigate to the Submit Reviewer Recommendation and Comments page, the appropriate Reviewer Instructions and Review Form text will be displayed.

NOTE: Review Forms already completed and submitted by Reviewers are not impacted by this change. All historical reviews are not affected. The existing Review Form becomes the 'Default Review Form', which is configured for all Articles Types and Reviewer Roles at upgrade.

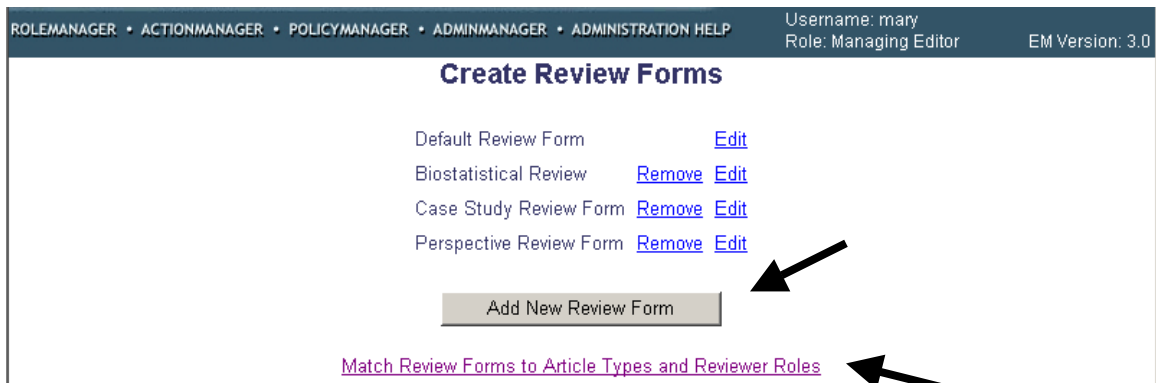
NOTE: At time of upgrade, your current Review Form will be used for all Article Types and for all Reviewer Roles. If you want to have unique Review Forms per Article Type and/or Reviewer Roles then you must create the new forms and configure them to appear for the appropriate circumstances.

TO CONFIGURE: Go to PolicyManager, then to Configure Forms and Manuscript Rating Questions, then choose Create Review Forms.



[Above: Configure Forms and Manuscript Rating Questions page; Finding the Create Review Forms link]

The first item on the Create Review Forms is the 'Default Review Form'. The 'Default Review Form' contains your existing Review Form (if one exists).



[Above: Create Review Forms page]

To create new Review Forms:

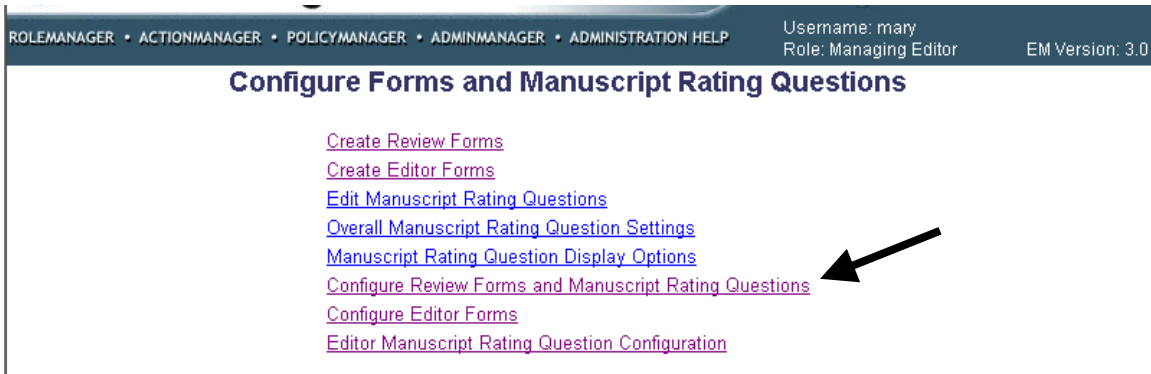
1. Click the button labeled 'Add New Review Form'.
2. On the Add Review Form page enter the name of the Review Form in the textbox labeled 'Reviewer Form Name'.
3. Then enter any instructions for the Reviewer in the textbox labeled 'Reviewer Instructions'.
4. Then create your Review Form in the textbox labeled 'Review Form'.
5. Then click 'Submit'.

After Review Forms are created you should configure which form goes with which Article Type and/or Reviewer Roles.

From the Add Review Form page click the button labeled ‘Match Review Forms to Article Types and Reviewer Roles’ (see the illustration above).

OR

From the Configure Forms and Manuscript Rating Questions click the link labeled ‘Configure Review Forms and Manuscript Rating Questions’.



[Above: Configure Forms and Manuscript Rating Questions page; Finding the Configure Review Forms Manuscript Rating Questions link]

Both of these will deliver you to the Review Form Configuration page where a grid displays all Article Types down the left side of the grid, and all Reviewer Roles across the top of the grid. To select a specific Review Form for a specific Article Type/Reviewer Role combination, click the dropdown box and select the desired Review Form, then click ‘Submit’.



[Above: Different review forms for different Article Types and Reviewer Roles]

NOTE: If you create a new Article Type or Reviewer Role, the new item will be added to the grid on the Review Form Configuration page. The Review Form will automatically be set to 'Default' for any new items. Also, hidden article types can be configured.

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## Editor Forms Available Based on Editor Role and Article Type

In EM v.2.1, the Editor submits a decision on the Submit Editor's Decision and Comments page. This page contains two textboxes, one labeled 'Comments to Editor', and the other labeled 'Comments to Author'. Both boxes get pre-populated with Reviewer Comments (and any lower-level Editor comments). However, there is no way to pre-populate the 'Comments to Editor' box with pre-configured questions, similar to the Reviewer's 'Comments to Editor' box on the Submit Reviewer Recommendation and Comments page.

A new feature has been added that allows the journal to pre-populate the 'Comments to Editor' box on the Editor's Submit Editor's Decision and Comments page, similar to the Reviewer's 'Comments to Editor' box. This allows Editors to address specific questions posed by the journal when submitting a decision on the Submit Editor's Decision and Comments page.

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with the 'em Editorial Manager' logo on the left and user information on the right: 'Username: Ed', 'Role: Editor-in-Chief', and 'EM Version: 3.0'. Below the navigation bar, there are two tabs: 'Author Decision Letter' and 'Minor Revision'. The main content area is divided into two sections. The first section is titled 'Confidential Comments to Editor:' and contains a text area with the following pre-populated text: 'Does this submission meet journal quality guidelines?', 'Are there any commercial conflicts of interest on the part of the Author?', 'On the part of any Reviewer?', and 'If so, which Reviewers?'. Above the text area are three buttons: 'Editor Instructions', 'Insert Special Character', and 'Open in New Window'. The second section is titled 'Comments to Author:' and also has buttons for 'Insert Special Character' and 'Open in New Window'.

[Above: Submit Decision page; Pre-populated Confidential Comments to Editor box]

In addition, a new button labeled 'Editor Instructions' has been added so that the journal can include standard instructions to the Editor for filling out the Decision Form.

Journals can have different text for each Editor Role/Article Type combination, just like the Multiple Reviewer Forms enhancement (described above). Specifically, this enhancement allows unique Editor Instructions and customized Editor Forms depending



on the Article Type of the submission and/or the Editor Role of the Editor. An unlimited number of Editor Forms is now allowed. When Editors navigate to the Submit Editor's Decision and Comments page, the appropriate Editor Instructions and Editor Form text will be displayed.

Editor Role / Article Type	Managing Editor	Editor-in-Chief	Associate Editor	f
Original Study	Default ..... Editor Form	Default ..... Editor Form	Default ..... Editor Form	Defa
Editorial	Default ..... Editor Form	Default ..... Editor Form	Default ..... Editor Form	Defa
Perspective	Perspective Form	Perspective Form	Perspective Form	Pers

[Above: Different review forms for different Article Types and Editor Roles]

NOTE: Any Editor decisions already completed and submitted are not impacted by this change.

NOTE: At time of upgrade no Editor Forms will be available. If you want to have Editor Forms per Article Type and/or Editor Roles then you must create the new forms and configure them to appear for the appropriate circumstances.

TO CONFIGURE: Go to PolicyManager, then to Configure Forms and Manuscript Rating Questions, then choose Create Editor Forms.

[Above: Configure Forms and Manuscript Rating Questions page; Finding the Create Editor Forms link]

Because no Editor Forms exist in the previous version of EM, the first Form you create will serve as the 'default' form. This 'default' form will be automatically selected for all Article Types and all Editor Roles. You can then create additional Editor Forms if you wish.

To create additional Editor Forms:

1. Click the button labeled 'Add New Editor Form'.
2. On the Add Editor Form page enter the name of the Editor Form in the textbox labeled 'Editor Form Name'.
3. Then enter any instructions for the Editor in the textbox labeled 'Editor Instructions'.
4. Then create your Editor Form in the textbox labeled 'Editor Form'.
5. Then click 'Submit'.



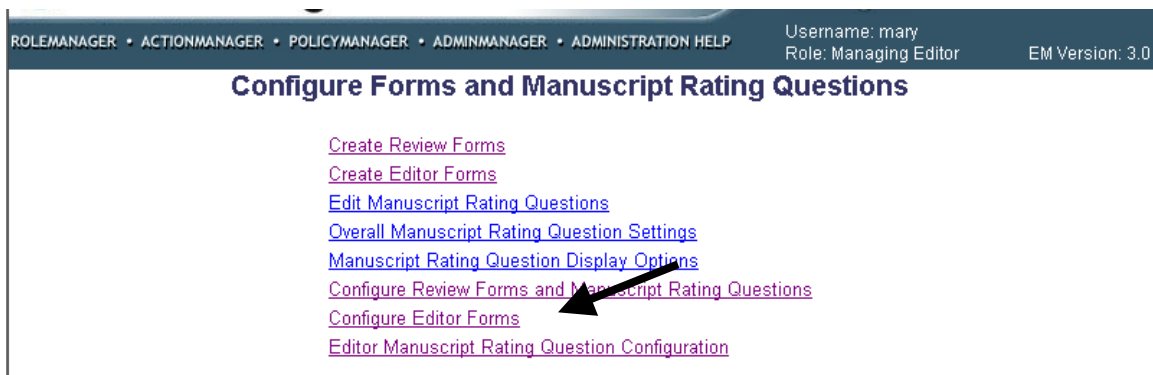
[Above: Creating different Editor Forms]

After Editor Forms are created you should configure which form goes with which Article Type and/or Editor Roles.

From the Add Editor Form page, click the button labeled 'Match Editor Forms to Article Types and Editor Roles' (see the illustration above).

OR

From the Configure Forms and Manuscript Rating Questions click the link labeled 'Configure Editor Forms'.



[Above: Configure Forms and Manuscript Rating Questions page; Finding the Configure Editor Forms link]

Both of these will deliver you to a grid that displays all Article Types down the left side of the grid, and all Editor Roles across the top of the grid. To select a specific Editor Form for a specific Article Type/Editor Role combination, click the dropdown box and select the desired Editor Form, then click 'Submit'.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP      Username: mary  
Role: Managing Editor      EM Version: 3.0

### Editor Form Configuration

In the grid below, please specify the Editor Form used for each Article Type / Editor Role combination. The Editor Form selected indicates the Editor Instructions and pre-populated form in the "Editor Confidential Comments to Editor" box that Editors see on the Submit Editor Decision page.

Editor Role / Article Type	Managing Editor	Editor-in-Chief	Associate Editor	f
Original Study	Default ..... Editor Form	Default ..... Editor Form	Default ..... Editor Form	Defa
Editorial	Default ..... Editor Form	Default ..... Editor Form	Default ..... Editor Form	Defa
Perspective	Perspective Form	Perspective Form	Perspective Form	Pers

[Above: Different review forms for different Article Types and Editor Roles]

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## Rating Manuscripts by Reviewers and Editors

In pre-EM version 3.0, journals can ask Reviewers and Editors to rate the overall quality of a manuscript using a single Manuscript Rating (1-100). If this feature is enabled in PolicyManager, Reviewers have the option of entering a Manuscript Rating from 1-100 when a review is submitted. Unlike the Reviewer Manuscript Rating, the Editor Manuscript Rating is not controlled through PolicyManager (i.e. All Editors have the opportunity to enter a general Manuscript Rating). The journal has no means of requiring that Reviewers and Editors enter a Manuscript Rating.

A new feature provides flexibility in choosing the Manuscript Rating scale. It also allows the journal to create multiple rating questions, and designate which roles are required to enter ratings.

New functionality is added to support the following:

1. Unlimited number of Manuscript Rating Questions - Journal can then choose which questions apply to each Article Type/Reviewer Role and Article Type/Editor Role combinations.
2. Choice of three different Manuscript Rating scales: 1-3, 1-5, and 1-10.
3. Choice of Manuscript Rating scale on a per question basis (i.e. Journal may use a scale of 1-3 for one question, and 1-10 for another).
4. Ratings may be Required or Optional on a per-question basis, for each Reviewer Role/Article Type combination, and for Editors.
5. Reporting of key Manuscript Rating statistics – Three new reports provide average ratings for each question, with flexible criteria to achieve multiple reporting goals.
6. Manuscript Rating Questions apply to new submissions only; revised submissions cannot be rated.

NOTE: The reason for only allowing ratings of new submissions is that manuscripts are expected to improve significantly throughout the revision process. Including the higher ratings for revisions in statistics would adversely affect the desired result, which is to evaluate the overall quality of submissions coming in to the journal.

Reviewers answer Manuscript Rating Questions on the Submit Reviewer Recommendation and Comments page.

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

Username: Tom  
 Role: Reviewer  
 EM Version: 3.0

**Thomas Fifth, MD (Reviewer 1)**

Recommendation:  Overall Manuscript Rating (1 - 100):

For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then **Copy and Paste** your comments into the boxes provided. Click the **Save & Submit Later** button to save your comments and continue working.

Please rate the submission using the scales that are provided and please be honest.

The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)

N/A 1 2 3 4 5

[Above: Rating questions on the Reviewer’s Recommendation and Comments page]

The journal can choose which questions apply to each Article Type/Reviewer Role combination, and indicate whether each question is mandatory or optional.

Editors answer the Manuscript Rating Questions when they are submitting a decision on the Submit Editor’s Decision and Comments page.

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

Username: Ed  
 Role: Editor-in-Chief  
 EM Version: 3.0

Decision:  Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [Invite Reviewers](#) [View Manuscript Rating Card](#)

	<a href="#">Original Submission</a>
<a href="#">Donna Donna (Reviewer 1)</a>	<a href="#">Major Revision</a>
<a href="#">David Eighth (Reviewer 2)</a>	<a href="#">Major Revision</a>
<a href="#">Emily Editor, MD (Associate Editor)</a>	<a href="#">[Skipped]</a>
<a href="#">Edward Editor, MD (Editor-in-Chief)</a>	<a href="#">No Decision</a>
Author Decision Letter	

Please rate the submission using the scales that are provided and please be honest.

The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)

N/A 1 2 3 4 5

The information presented was new and novel. (1 is low, 3 is high)

[Above: Rating questions on the Editor’s Decision and Comments page]

An Editor (with appropriate RoleManager permission) may change the answers of a subordinate Editor, during the decision-making process. This would be done on the Submit Editor's Decision and Comments page, before the Editor submits a decision.

NOTE: The pre-EM version 3.0 Manuscript Ratings are left intact, to avoid disruption for journals using this functionality.

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Username: cswebber  
Role: Reviewer  
EM Version: 3.0

### Reviewer Recommendation and Comments for Manuscript Number demo-D-03-00072 "Test MSNum4"

**Original Submission**  
**Caroline Webber, MBA (Reviewer 1)**

Recommendation:  Overall Manuscript Rating (1 - 100):

For your convenience, and to take advantage of word processing features (e.g. spell-check, bullets, numbering) we  
[Above: Overall Rating on the Reviewer's Recommendation and Comments page]

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MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: Ed  
Role: Editor-in-Chief  
EM Version: 3.0

### Editor-in-Chief Decision and Comments for Manuscript Number DEMO-D-03-00037 "A Sample Paper Used as an Example"

Decision:  Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Similar Articles in MEDLINE](#) [View Reviewer Attachments \(3\)](#) [Invite Reviewers](#) [View Manuscript Rating](#)

[Above: Overall Rating on the Editor's Decision and Comments page]

These Overall Manuscript Ratings are included in the Manuscript Rating Reports

TO CONFIGURE POLICYMANAGER: There are several new items in PolicyManager that allow the journal to configure Manuscript Rating Questions.

Go to 'Configure Forms and Manuscript Rating Questions'. You will then see a submenu of features that control the Reviewer and Editor forms as well as the Manuscript Rating Questions.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

## Configure Forms and Manuscript Rating Questions

[Create Review Forms](#)  
[Create Editor Forms](#)  
[Edit Manuscript Rating Questions](#)  
[Overall Manuscript Rating Question Settings](#)  
[Manuscript Rating Question Display Options](#)  
[Configure Review Forms and Manuscript Rating Questions](#)  
[Configure Editor Forms](#)  
[Editor Manuscript Rating Question Configuration](#)

[Above: Configure Forms and Manuscript Rating Questions page]

‘Edit Manuscript Rating Questions’ – this is where your master list of rating questions is created. Click on the ‘Add New Manuscript Rating Question’ button to create a rating question. Then enter the text of the question, select a rating scale, and click the ‘Submit’ button. All questions ever created will be listed on the Edit Manuscript Rating Questions page. Once a question has been used on a Reviewer Recommendation or Editor Decision form it cannot be removed (it can be hidden).

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

## Add Manuscript Rating Question

[Insert Special Character](#)

Add Manuscript Rating Question:

*Maximum Manuscript Rating Question length is 256 characters.*

Choose the Manuscript Rating scale for this question:

1-3  
 1-5  
 1-10

[Above: Creating a manuscript rating question]

‘Overall Manuscript Rating Question Settings’ – this is where you determine if you want to use the ‘Overall Manuscript Rating’ feature for either Reviewers or Editors. The Overall Rating is a single rating, with a scale of 1-100, which can be used by Reviewers and/or Editors to give an overall rating to the manuscript. There is no specific question being asked, nor can the scale be altered. The Overall Rating may be used instead of, or in addition to, the Manuscript Rating Questions.



ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Overall Manuscript Rating Question Settings

Selecting these options allow Reviewers to enter a Manuscript Rating from 1-100 when submitting a review, and allow Editors to enter a rating from 1-100 when submitting a decision. If enabled, this rating is displayed for Editors on the Reviewer Selection pages and on some reports.

Use Overall Reviewer Manuscript Rating  
 Use Overall Editor Manuscript Rating

Cancel Submit

[Above: Enabling the Overall Manuscript Rating]

‘Manuscript Rating Question Display Options’ – this is where you may customize the instructional text specific to the Manuscript Rating Questions displayed for Reviewers and Editors. This text is displayed to Reviewers submitting a review and to Editors making a decision. This is also where you determine the placement of the Manuscript Rating Questions. They can appear above or below the comments boxes on the Submit Recommendation or the Submit Decision pages.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Manuscript Rating Question Display Options

You may customize the instructional text displayed for Reviewers and Editors. This text is displayed to Reviewers submitting a review and to Editors making a decision.

Please rate the submission using the scales that are provided and please be honest.

Display Manuscript Ratings ABOVE Comments Boxes  
 Display Manuscript Ratings BELOW Comments Boxes

Cancel Submit

[Above: Configuring Manuscript Rating Question Display Options]

‘Configure Review Forms and Manuscript Rating Questions’ - this is where you specify the Review Form used for each Article Type / Reviewer Role combination. The Review Form selected indicates the Reviewer Instructions and pre-populated text in the ‘Reviewer Confidential Comments to Editor’ box that Reviewers see on the Submit Reviewer Recommendation page. Checking ‘Use Manuscript Rating Questions’ turns on Manuscript Rating Questions for Reviewers of the specified Article Types.

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Review Form and Manuscript Rating Configuration

In the grid below, please specify the Review Form used for each Article Type / Reviewer Role combination. The Review Form selected indicates the Reviewer Instructions and pre-populated form in the "Reviewer Confidential Comments to Editor" box that Reviewers see on the Submit Reviewer Recommendation page. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types.

Reviewer Role / Article Type	Reviewer	Biostat Reviewer
Original Study	Default Review Form <input checked="" type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>	Biostatistical Review <input type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>
Editorial	Default Review Form <input type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>	Biostatistical Review <input type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>

[Above: Enabling Manuscript Rating Questions on review forms]

NOTE: To select which Manuscript Rating Questions should appear for a specific Role/Article Type, click the 'Use Manuscript Rating Questions' link to access a page that lists ALL configured questions. Click the 'Select' box for each question you want to use, then put the questions in the desired order by entering numbers in the 'Order' boxes, then identify whether the question is optional or required by clicking the appropriate radio button.

Manuscript Rating Questions - Microsoft Internet Explorer

### Reviewer Manuscript Rating Questions Original Study / Reviewer

Check the boxes to include the questions in Manuscript Ratings for this Article Type/Reviewer Role. Reviewers are presented with these questions when submitting their review. You may change the order of the question display for Reviewers by renumbering the boxes in the Order column. You can also specify whether answering the question is Optional or Required. If a question is Required, the Reviewer will not be permitted to submit a recommendation without first answering the question.

[Select All](#)

Select	Order	Manuscript Rating Question	Answering the Question is:
<input checked="" type="checkbox"/>	1	A) The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)	<input checked="" type="radio"/> Required <input type="radio"/> Optional
<input checked="" type="checkbox"/>	2	B) The information presented was new and novel. (1 is low, 3 is high)	<input checked="" type="radio"/> Required <input type="radio"/> Optional
<input checked="" type="checkbox"/>	3	C) The conclusions were supported by the data. (1 is not supported, 10 is highly supported)	<input checked="" type="radio"/> Required <input type="radio"/> Optional

Apply these Questions to All Reviewer Role / Article Types

[Above: Selecting and numbering Rating Questions for the review form]

'Editor Manuscript Rating Question Configuration' – this is where you indicate, for each Article Type, if you want Editors to answer Manuscript Rating Questions. Click the Use Manuscript Rating Question link to choose which questions are used, and whether or not each question is Required for Editors.

### Editor Manuscript Rating Question Configuration

Check the box of each Article Type for which you want Editors to answer Manuscript Rating Questions. Then click the Use Manuscript Rating Questions link to choose which questions are used, and whether or not each question is Required for Editors. Note the Editor RoleManager permission to "Modify Editor Manuscript Rating Answers During Decision Process" allows Editors to change answers provided by subordinate Editors in the decision-making chain.

Article Type	Editor Manuscript Rating Questions
Original Study	<input checked="" type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>
Editorial	<input type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>
Perspective	<input type="checkbox"/> <a href="#">Use Manuscript Rating Question</a>

[Above: Enabling Manuscript Rating Questions on Editor Decision forms]

NOTE: To select which Manuscript Rating Questions should appear for a specific Article Type, click the 'Use Manuscript Rating Question' link to access a page that lists ALL configured questions. Click the 'Select' box for each question you want to use, then put the questions in the desired order by entering numbers in the 'Order' boxes, then identify whether the questions is optional or required by clicking the appropriate radio button.

NOTE: Manuscript Rating Questions are the same across all Editor Roles (though they can vary between Article Types). This means that all Editors in the Decision chain will be presented with the same set of questions. This is because most typically a submission will be rated by the Editor making the first Decision, with the option of subsequent Editors modifying the first Editor's responses.

**Editor Manuscript Rating Questions**  
**Original Study**

Check the boxes to include the questions in Editor Manuscript Ratings for this Article Type. Then choose whether answering the particular question is mandatory, or optional. Editors will be presented with these questions when submitting a decision.

[Select All](#)

Select	Order	Manuscript Rating Question	Answering the Question is:
<input checked="" type="checkbox"/>	1	A) The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)	<input type="radio"/> Required <input checked="" type="radio"/> Optional
<input checked="" type="checkbox"/>	2	B) The information presented was new and novel. (1 is low, 3 is high)	<input type="radio"/> Required <input checked="" type="radio"/> Optional
<input checked="" type="checkbox"/>	3	C) The conclusions were supported by the data. (1 is not supported, 10 is highly supported)	<input type="radio"/> Required <input checked="" type="radio"/> Optional

Apply these Questions to All Article Types

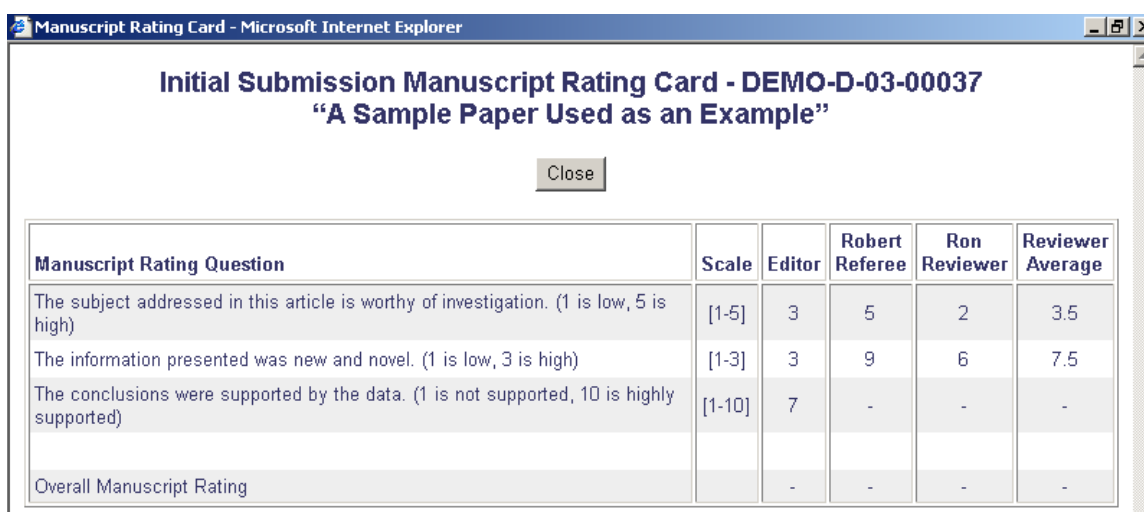
Cancel Submit

[Above: Selecting and numbering Rating Questions for the Editor Decision form]

## Manuscript Rating Card

The Manuscript Rating Card is a page that provides the Editor with a comprehensive, detailed picture of all of the individual Manuscript Rating scores for a particular submission. This page is accessible from the following pages in EM:

1. View Reviewer and Editor Comments
2. View Individual Reviewer Comments
3. Edit Reviewer Comments
4. Submit Editor's Decision and Comments
5. View Editor Recommendation and Comments
6. Edit Editor Comments
7. Manuscript Number hyperlink on the Manuscript Rating Reports



Manuscript Rating Question	Scale	Editor	Robert Referee	Ron Reviewer	Reviewer Average
The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)	[1-5]	3	5	2	3.5
The information presented was new and novel. (1 is low, 3 is high)	[1-3]	3	9	6	7.5
The conclusions were supported by the data. (1 is not supported, 10 is highly supported)	[1-10]	7	-	-	-
Overall Manuscript Rating		-	-	-	-

[Above: Manuscript Rating Card display]

## Changing Reviewer and Editor Ratings after they are submitted

The journal office or Editor (with appropriate RoleManager permission) may change the answers of both Reviewers and Editors via the View Reviewer and Editor Comments page, in the same way that Reviewer and Editor comments may be edited.

This can occur at any stage in the process following the submission of recommendations and decisions. This might be necessary in the following scenarios:

1. Reviewer completes his review, then discovers additional research, or performs additional studies after the review has been submitted, which may influence his recommendation. The Reviewer would like to change the ratings initially submitted.
2. Reviewer submits his recommendation on the wrong manuscript.
3. Editor completes his decision, then discovers additional research, or performs additional studies after the decision has been submitted, which may influence his decision. The Editor would like to change the ratings initially submitted.

Only an Editor role, with appropriate Role Manager permission, can access the original review or decision for editing. The Editor would go to the View Reviewer and Editor Comments link in the Action column, click on the Reviewer's or Editor's recommendation/decision term to access the individual's comments page, and click the Edit Reviewer Comments or Edit Editor Comments link.

NOTE: Edited ratings overwrite the original ratings. The original ratings are not preserved, and cannot be retrieved if the user accidentally changes or deletes information.

#### TO CONFIGURE ROLEMANAGER:

The following RoleManager permissions control the following functions:

'Edit Reviewer Comments and Ratings after Review is Submitted' – an Editor can add to or edit a review that has already been completed (via the View Reviewer and Editor Comments link). This can occur at any stage in the process following the Reviewer's submission of his recommendation. The Editor Role can also change the Reviewer's answers to the rating questions, and change the Overall Manuscript Rating.

Manuscript DEMO-D-03-00037  
"A Sample Paper Used as an Example"

Original Submission  
Robert Referee, MD (Reviewer 1)

Cancel Save and Close

Reviewer Recommendation Term: Major Revision

Overall Reviewer Manuscript Rating: (1-100) [View Manuscript Rating Card](#)

Rate Reviewer: (1-100)

Manuscript Rating Questions

The subject addressed in this article is worthy of investigation. (1 is low, 5 is high)

N/A  1  2  3  4  5

The information presented was new and novel. (1 is low, 3 is high)

N/A  1  2  3

The conclusions were supported by the data. (1 is not supported, 10 is highly supported)

N/A  1  2  3  4  5  6  7  8  9  10

Comments to Editor: [Insert Special Character](#)

[Above: View Reviewer and Editor Comments page, Editing Rating Questions; Reviewer page]

'Edit Editor Comments and Ratings after Decision' – an Editor Role can add to or edit an Editor's comments originally entered on the Submit Decision and Comments page (via the View Reviewer and Editor Comments link). This can occur at any stage in the process following the Editor's submission of his Decision. The Editor Role can also change the Editor's answers to the rating questions, and change the Overall Manuscript Rating.

Microsoft Internet Explorer

Manuscript DEMO-D-03-00037  
 "A Sample Paper Used as an Example"

Original Submission  
 Edward Editor, MD (Editor-in-Chief)

Date Submitted: Apr 23 2004 4:07PM
Status Date: Jun 4 2004 1:55PM
Current Status: Decision in Process
Final Disposition:
Editor's Recommendation: Major Revision
Overall Editor Manuscript Rating: <input type="text"/> (Select 1-100) <a href="#">View Manuscript Rating Card</a>
Assignment Date: May 6 2004 2:15PM
Accepted / Declined: Declined
Date Assignment Completed: Jun 4 2004 1:55PM
Elapsed Days: 29
Manuscript Rating Questions: The subject addressed in this article is worthy of investigation. (1 is low, 5 is high) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> N/A 1 2 3 4 5 The information presented was new and novel. (1 is low, 3 is high) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

[Above: View Reviewer and Editor Comments page, Editing Rating Questions; Editor page]

### Editors Can Modify Lower-level Editor Ratings During the Decision Making Process

On the Submit Decision and Comments page, an Editor in the Decision Chain can alter the previous Editor’s answers to the rating questions and change the Overall Manuscript Rating. The difference between this permission and the ‘Edit Editor Comments and Ratings after Decision’ permission is that in this case the Editor is part of the Decision Chain.

TO CONFIGURE ROLEMANAGER: Go to Editor RoleManager and select any Editor Role allowed to change ratings entered by lower-level Editors (lower on the Decision Chain). Enable the permission labeled, ‘Modify Editor Manuscript Rating Answers During Decision Process’.

If this permission is not turned on, then only the last Editor (Editor making first decision) in the Editor Chain can answer the rating questions. Other Editors will be able to see the questions and ratings, but will not be able to alter them.

### Reports for Manuscript Ratings

A new section has been added to the Reports page called ‘Manuscript Rating Reports’.

There are three new Reports:



1. Manuscript Ratings Report - This report displays individual Manuscript Ratings and averages by Article Type. Stratification is also permitted by and country or geographic region.
2. Manuscript Ratings By Issue Report - This report displays Manuscript Ratings by Volume/Issue.
3. Manuscript Ratings Summary Report - This report summarizes all Manuscript Ratings by Article Type.

\*\*\*\*\*

## Editor RoleManager Additions

The following is a list of the 3.0 Editor RoleManager permissions. Each new item is identified below. The purpose and configuration details for each new item are described in the above enhancements.

- Receive New Submissions in ‘New Submissions Requiring Assignments’ Folder
- Receive Assignments in ‘New Assignments’ Folder
  - Receive Assignments without Invitation
  - Receive Invitations for Assignments
- Assign Editor
- Change Corresponding Editor
- Redirect to Other Editor (and be removed from Editor Chain)
- Undo Other Editors’ Assignments
- Undo My Assignments
- Blind Editor
- Search Similar Articles in MEDLINE
- Classify Documents
- **Download Source Files (NEW ITEM)**
- Edit Submission
- **Edit Reviewer Comments and Ratings after Review is Submitted (NEW LABEL – was Edit Reviewer Comments)**
- **Modify Editor Manuscript Rating Answers During Decision Process (NEW ITEM)**
- **Edit Editor Comments and Ratings After Decision (NEW ITEM)**
- Edit Submission After Decision and Final Disposition
- Send Batch E-Mail
- **Initiate Proposals (NEW ITEM)**
- **Invite Authors/Solicit Commentaries (NEW ITEM)**
- **View All Proposals and Submissions with Commentaries (NEW ITEM)**
- **Set Final Disposition on Proposals (NEW ITEM)**
- Invite Reviewers
- Override Reviewer Due Date
- Select Alternate Reviewers
- Promote Alternate Reviewers
- Remove Alternate Reviewers

- Un-invite Reviewers
- Request Unregistered Reviewers
- View People Activity Details
- Make a Decision
- Notify Author of Editor's Decision
- Modify Editor's Decision
- Override Author Revision Due Date
- **Override Author Invited Submission Due Dates (NEW ITEM)**
- Set Final Disposition
- View Transmittal Form
- Edit Transmittal Form Fields
- Release Transmittal Form and Source Files to Production System
- 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
- View All Submissions
- Produce Reports
- Send Reviewer Reminder Letters
- Send Editor Reminder Letters
- Send Author Reminder Letters
- Restrict Reminder Reports to Assigned Submissions
- Search All Manuscripts
- Search Only Assigned Manuscripts
- System Administration Functions
- Search People
- Search Reviewers in Other Journals
- Proxy Power
- Proxy for Authors
- Proxy for Reviewers
- Proxy for Editors
- Proxy for Publishers
- Proxy Register New Users
- View Username and Password on Search People Page
- View People URLs
- Edit People URLs
- Inactivate Users
- Merge Duplicate Users

## NEW ITEMS

‘Download Source Files’ – this refers to the Editor’s ability to download submission source files. The Download Source Files action link will appear for Editors with this permission. This means that Edit Submission is no longer required for Editors who need to see source files, but should not be able to change the submission or the submission PDF.

‘Edit Reviewer Comments and Ratings after Review is Submitted’ – this refers to an Editor’s ability to add to or edit a review that has already been submitted, including responses to any Manuscript Rating Questions. This can only occur after the Reviewer has submitted a recommendation. Access to this feature is via the ‘View Reviewer and Editor Comments’ action link. NOTE: This is NOT a permission that allows the Editor to edit the Reviewer comments that will be inserted into the Decision Letter. Permission for editing Reviewer comments for the Decision Letter is included in the ‘Make a Decision’ permission.

‘Modify Editor Manuscript Rating Answers During Decision Process’ – this refers to an Editor’s ability to change the Manuscript Ratings entered by another Editor lower in the Decision making chain. For Example, an Associate Editor makes a Decision, enters comments, and rates the manuscript using the Manuscript Rating Questions. The Editor-in-Chief, with this permission, can then change the previous Editor’s ratings while making his/her own Decision.

‘Edit Editor Comments and Ratings After Decision’ – this refers to an Editor’s ability to add to or edit other Editors’ comments that have been submitted as part of the Decision-making process. The Editor may also edit/change any responses to Manuscript Rating Questions submitted by other Editors. This can only occur after an Editor has submitted a recommendation/decision. Access to this feature is via the ‘View Reviewer and Editor Comments’ action link. NOTE: This is NOT a permission that allows the Editor to edit other lower-level Editors’ comments that will be inserted into the Decision Letter. Permission for editing other lower-level Editors’ comments for the Decision Letter is included in the ‘Make a Decision’ permission.

‘Initiate Proposals’ – this refers to an Editor’s ability to create a ‘Proposal’. A Proposal is used to solicit Authors to submit a manuscript. For example, a proposal could be used to solicit Authors for a special issue or supplement.

‘Invite Authors/Solicit Commentaries’ – this refers to an Editor’s ability to invite Authors to submit a manuscript related to an already submitted paper. For example, an Editor determines that a submission would benefit from an expert commentary. The Editor with this permission would be able to send out an invitation to Authors to submit a commentary. The commentary would be linked to the original submission.

‘View All Proposals and Submissions with Commentaries’ – this refers to an Editor’s ability to view all Proposals and Submissions with Commentaries that have been created by all Editors and assigned to all Editors. If this permission is not enabled the Editor will only be able to see his/her own assigned Proposals and Submissions with Commentaries.

‘Set Final Disposition on Proposals’ – this refers to an Editor’s ability to set the Final Disposition on a Proposal and move the Proposal to the Completed Proposals folder.

‘Override Author Invited Submission Due Dates’ – this refers to an Editor’s ability to override (change) the date on which an Author is due to submit a manuscript.

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## **ActionManager Additions**

The following is a list of the new 3.0 ActionManager events. Each new item is identified below. The purpose and configuration details for each new item are described in the above enhancements.

### **Author Invitation Events**

**CREATE PROPOSAL** – This event only pertains to journals that are using the ‘Initiate Proposal’ function. This event is triggered when an Editor clicks the ‘Initiate Proposal’ link on the Manage Proposal Menu.

A status change can be configured for this event in the Document Status section of ActionManager. You must first create a Document Status Term in PolicyManager, Edit Document Status. Then you can go into ActionManager and select the newly created status term from the dropdown box next to the Create Proposal event.

A letter can be configured for this event in the Letters section of ActionManager. A letter can be sent to any role that needs to know when a Proposal is created, such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Create Proposal event.

**INVITE AUTHORS FOR PROPOSAL** – This event only pertains to journals that are using the ‘Initiate Proposal’ function. This event is triggered when an Editor invites Authors after initiating a Proposal.

A status change should be configured for this event in the Document Status section of ActionManager. You must first create a Document Status Term in PolicyManager, Edit Document Status. Then you can go into ActionManager and select the newly created status term from the dropdown box next to the Invite Authors for Proposal event.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to invited Authors. A letter can also be set up for any Editor role that needs to know when Authors are invited to submit a manuscript related to a Proposal,

such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Invite Authors for Proposal event.

**SOLICIT COMMENTARY ON SUBMISSION** – This event is triggered when an Editor invites Authors to submit a Commentary on an already-submitted manuscript.

This event has no affect on Document Status.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to invited Authors. A letter can also be set up for any Editor role that needs to know when Authors are invited to submit a manuscript related to an already-submitted manuscript, such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Solicit Commentary on Submission event.

**UN-INVITE AUTHORS** – This event is triggered when an Editor un-invites Authors who have been invited to submit a Commentary on an already-submitted manuscript OR a submission related to a Proposal.

This event has no affect on Document Status.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to Authors who are being un-invited. A letter can also be set up for any Editor role that needs to know when Authors are un-invited, such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Un-invite Authors event.

**AUTHOR AGREES TO INVITATION** – This event is triggered when an Author agrees to submit a Commentary on an already-submitted manuscript OR a submission related to a Proposal.

This event has no affect on Document Status.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to any Editor role that needs to know when Authors have agreed to submit a manuscript, such as a Managing Editor or other journal staff. You can also set up a letter to go to the Author who agreed to do the assignment, thanking the Author and/or giving the Author further instructions. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Author Agrees to Invitation event.

**AUTHOR DECLINES INVITATION** – This event is triggered when an Author declines to submit a Commentary on an already-submitted manuscript OR a submission related to a Proposal.

This event has no affect on Document Status.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to any Editor role that needs to know when Authors have declined to submit a manuscript, such as a Managing Editor or other journal staff. You can also set up a letter to go to the Author who declined to do the assignment if desired. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Author Declines Invitation event.

### **Editor Receives Submission Events**

**NEW CHILD SUBMISSION SENT TO JOURNAL** – This event is triggered when an Author submits a Commentary on an already-submitted manuscript OR a submission related to a Proposal.

A status change should be configured for this event in the Document Status section of ActionManager. You must first create a Document Status Term in PolicyManager, Edit Document Status. Then you can go into ActionManager and select the newly created status term from the dropdown box next to the New Child Submission Sent to Journal event.

A letter can be configured for this event in the Letters section of ActionManager. A letter should be set up to go to any Editor role that needs to know when Authors have submitted a Commentary on an already-submitted manuscript OR a submission related to a Proposal. You can also set up a letter to go to the Author to confirm receipt of the submission by the journal, if desired. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the New Child Submission Sent to Journal event.

### **Editor Decision and Final Dispositions Events**

**FINAL DISPOSITION-COMPLETED PROPOSAL** – This event only pertains to journals that are using the ‘Initiate Proposal’ function. This event is triggered when an Editor sets the Final Disposition on a completed Proposal (all submissions related to the Proposal are submitted).

A status change is pre-configured for this event in the Document Status section of ActionManager. The Status Term can be edited in PolicyManager, Edit Document Status.



A letter can be configured for this event in the Letters section of ActionManager. A letter can be sent to any role that needs to know when a Proposal is completed, such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Final Disposition-Completed Proposal event.

FINAL DISPOSITION-WITHDRAWN PROPOSAL – This event only pertains to journals that are using the ‘Initiate Proposal’ function. This event is triggered when an Editor sets the Final Disposition on a Proposal that is being withdrawn.

A status change is pre-configured for this event in the Document Status section of ActionManager. The Status Term can be edited in PolicyManager, Edit Document Status.

A letter can be configured for this event in the Letters section of ActionManager. A letter can be sent to any role that needs to know when a Proposal is withdrawn, such as a Managing Editor or other journal staff. You must first create a letter in PolicyManager, Edit Letters. Then you can go into ActionManager and select the newly created letter from the dropdown box next to the Final Disposition-Withdrawn Proposal event.

\*\*\*\*\*

## **New Merge Fields**

Several new merge fields have been added to EM:

**%TITLE\_OF\_PARENT\_SUBMISSION%**. Inserts the Title of the Proposal, or the Submission Requiring Commentary. This merge field should only be used in letters associated with a ‘child’ submission, when referring to the ‘parent’ (Proposal or Submission Requiring Commentary). This merge field will not work if used in letters associated with the ‘parent’. In these cases, the **%ARTICLE\_TITLE%** merge field should be used.

**%TARGET\_PUB\_DATE%** - Inserts the projected Publication date for a submission as set up in the Target Publication Schedule, and in the manuscript Details.

**%INVITED\_SUBMISSION\_DAYS\_TO\_RESPOND%** - Inserts the number of days an Author has to respond to an Invitation to submit a manuscript. This number is entered in the ‘Author Invitation Due’ setting, as set up in the Target Publication Schedule page. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

**%INVITED\_SUBMISSION\_RESPOND\_DATE%** - Inserts the date by which the Author is expected to respond to the invitation. The date is set based on the number of days in the ‘Author Invitation Due’ setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

**%INVITED\_SUBMISSION\_DUE\_DATE%** - Inserts the date by which the Author is expected to submit an invited submission. The date is set based on the number of days in the 'Author Submission Due' setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

**%INVITED\_AUTHOR\_NAME%** - Inserts the name of the sender when an Author declines to submit. To pull in the name of the Invited Author when an invitation is being sent, the **%REALNAME%** field should be used.

**%AUTHOR\_DECLINES\_INVITATION\_COMMENTS%** - Inserts the comments entered by the invited Author when the Author Declines to submit a Manuscript.

**%ARTWORK\_QC\_RESULTS\_ALL%** - Inserts the Artwork Quality Check results of ALL tested Submission Items.

**%ARTWORK\_QC\_RESULTS\_FAIL%** - Inserts the Artwork Quality Check results of just the failed Submission Items. If NO Submission Items, associated with the submission, failed Artwork QC the following text will display, 'None of the artwork for this submission failed Artwork QC'.

**%MS\_REGION\_OF\_ORIGIN%** - Inserts the submission's Region of Origin, as selected by the Author during the Submit Manuscript process. This will NOT insert the Author's Country of Origin (from the Author's address record).

**%VIEW\_REVIEWER\_PDF%** - This merge field will let the Reviewer download the Reviewer-version of the PDF by clicking on a hyperlink in the letter. The merge field is replaced in the letter by an encoded hyperlink. This merge field should be used for letters associated with the 'Reviewer Invited', 'Reviewer Agreed', or 'Late Review' events. The journal should precede the merge field in the letter with some instructional text such as 'Click here to view the PDF of the submission **%VIEW\_REVIEWER\_PDF%**'.

**%DECLINE\_REVIEW\_INVITATION%** - This merge field will create a hyperlink in a letter that delivers the Reviewer to the Decline Review page in the system. The Reviewer can then provide a reason for declining the assignment, and suggest other Reviewers.

**%ACCEPT\_REVIEW\_INVITATION%** - This merge field will create a hyperlink in a letter that automatically triggers the 'Agree to Review' function in the system. The Reviewer will be delivered to the Reviewer Pending Assignments page.

**%BLINDED\_USERNAME%** - This merge field can be used instead of the **%USERNAME%** merge field for any journal wishing to hide the recipient's Username in Correspondence History. Also this merge field will insert the phrase 'Your username is:' (without the quotes) in front of the username.

%BLINDED\_PASSWORD% - This merge field can be used instead of the %PASSWORD% merge field for any journal wishing to hide the recipient's Password in Correspondence History. Also this merge field will insert the phrase 'Your password is:' (without the quotes) in front of the password.

\*\*\*\*\*

## **Preprint Manager**

Preprint Manager is a companion product to Editorial Manager that allows the upload of large supplementary materials such as video and audio files, automated artwork checking, and the ability to publish 'accepted' manuscripts to the Web.

Because Preprint Manager provides new functionality involving the upload and download of much larger production-related files it is licensed separately, and includes transaction charges to cover the cost of additional storage and bandwidth.

TO CONFIGURE PREPRINT MANAGER: The Preprint Manager product must be licensed from Aries. The journal will then receive a code to enter on the Enable Preprint Manager page in AdminManager. Once this code is entered, Preprint Manager functionality and links will be available.

\*\*\*\*\*

## **Artwork Quality Check**

Editorial Manager will interact with third-party Artwork QC tools via a generic interface (using XML), which allows transmittal of the artwork files from EM to a designated Artwork Quality Checking system. The Artwork QC system analyzes the artwork, and provides results back to Editorial Manager via XML. These results are then made available to the Author and/or Editor on designated pages, and to the Editor on the Transmittal Form.

## **Displaying Artwork QC Results**

The primary objective is to provide visibility to the AQC results. Authors and the Editorial Office then have the opportunity to provide substitute artwork.

After submission files are uploaded and sent to the PDF builder (either by the Author or the Editor, depending on the configuration) all files that are designated as requiring Artwork QC (in PolicyManager, Edit Submission Items) are sent to the Artwork QC tool. From the Submissions Waiting Approval or Revisions Waiting Approval pages a link will appear labeled 'View Artwork Quality Results'. The Author/Editor should click on this link to view the results.

**em Editorial Manager™**

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

Username: Tony  
 Role: Author  
 EM Version: 3.0

## Submissions Waiting for Approval by Author Anthony Author, MD

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

**Edit Submission** will allow you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

**Remove Submission** will Delete your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system. If you are submitting a Revision, please do not click Remove Submission unless you do not intend to submit a Revision.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">View Artwork Quality Results</a>	Example Submission	Jun 4 2004 10:55AM	Jun 6 2004 9:31AM	Needs Approval

[Above: View Artwork Quality Results Action link]

All files will be listed in the Artwork Quality Results, but only those designated as requiring analysis will display any results (e.g., Pass, Pass with Warning, Fail). The Author/Editor may View the PDF, Download individual source files, and View the Artwork Quality Results for each file.

View Artwork Quality Checking Results - Microsoft Internet Explorer

### Artwork Quality Results - Submission TONYTEST30-S-04-00363 "Example Submission"

If your uploaded Item has a **Fail** link, this indicates that the Item does not meet the journal's production standards. You can click the **Fail** link to obtain more information about how to correct the Item. In order to replace an Item, click 'Edit Submission' on the prior page.

Item Type	Item Description	File Name	Actions	Artwork Quality Results
PDF	PDF		<a href="#">View</a>	N/A
Manuscript	Manuscript	Manuscript.txt	<a href="#">Download</a>	N/A
Figure	Figure 1	skull.gif	<a href="#">Download</a>	Pass with Warning <a href="#">View</a>
Figure	Figure 2	Graph.tif	<a href="#">Download</a>	Pass with Warning <a href="#">View</a>
Figure	Figure 3	figure.jpg	<a href="#">Download</a>	Pass with Warning <a href="#">View</a>
Table	Table 1	Table 1.tif	<a href="#">Download</a>	Pass with Warning <a href="#">View</a>

Close

[Above: Artwork Quality Results page]

When the Artwork Quality Results are viewed, by clicking the 'View' link, a report will provide analysis of the file.

View Artwork Quality Checking Results - Microsoft Internet Explorer

Preprint Manager™ Digital Expert THE SHERIDAN GROUP

**Proflight Detail Report for Submission: 52**

Submitted: June 06, 2004

skull.gif			
Class :	GIF	18 Pica effective :	135 dpi
Creator :		24 Pica effective :	93 dpi
Color :	INDEXED	36 Pica effective :	67 dpi
Height :	undefined P	Max image scale @ 266dpi :	10.15 P
Width :	undefined P	Max combo scale @ 500dpi :	P
Resolution :	undefined dpi	Max mono scale @ 900dpi :	3 P

**Warning:** Indexed Color Image

[Above: Analysis of the Artwork Quality Check]

The Artwork Quality Results will also display specific information on any problems with the file as well as possible solutions. This means that the Author (or Editor) can make any necessary changes to the artwork files and upload new files, better suited for production.

View Artwork Quality Checking Results - Microsoft Internet Explorer

**Warning:** Indexed Color Image

**Challenge**

This file has components that use the Indexed color model. This image needs to be converted to the Cyan Magenta Yellow Black (CMYK) color model before the job will pass proflight. Further information on the need for images to be in the CMYK color space is explained below.  
[More Info](#)

**Solution**

Convert the image from Indexed to CMYK. To do this, it is best to use Adobe(r) Photoshop(r).  
[Suggested Procedure](#)

---

**Warning:** GIF Image

**Challenge**

The format of this file is GIF (Graphic Interchange Format). This image will need to be converted to a standard TIFF or pixel-based EPS format before the job will pass the proflight. Further information on the need for images to be either TIFF or EPS formats is explained below.  
[More Info](#)

**Solution**

Convert the image from a GIF format to a TIFF format. To do this, it is best to use Adobe(r) Photoshop(r).  
[Suggested Procedure](#)

[Above: Diagnostic information from the Artwork Quality Check]

NOTE: All new files (Submission Items configured for Artwork Quality Checking) will also undergo Artwork Quality Checking.

## **Triggering Artwork QC**

Journals select certain events in the editorial process that will trigger Artwork QC of designated Submission Items.

Artwork QC may be triggered by one of four hard-coded actions in EM, provided that the relevant Submission Item Types are also configured for Artwork QC. These four actions are deemed to be the most likely circumstances where journals would want to quality check artwork.

The following ‘actions’ listed below may trigger Artwork QC:

1. Original PDF Building – Journals who accept most of the submissions received are likely to want to start pursuing production quality artwork as early as possible. Note this trigger may be initiated by an Author building a PDF, or an Editor who edits the submission and re-builds the PDF.
2. Revised PDF Building– Many journals begin pursuing production quality artwork at time of revision (i.e. if a revision is being submitted, the manuscript will likely be accepted). This trigger may be initiated by an Author building a revised PDF, or an Editor who edits the submission and re-builds the revised PDF.
3. Final Disposition – Accept - Some journals wait until a submission is accepted for publication before pursuing production quality artwork. This is more common at highly selective journals, where a very small percentage of the submissions received are ultimately accepted for publication.
4. Uploading a Substitute Item on the Transmittal Form – The Editorial Office may upload substitute artwork at any point in the editorial process. If a substitute item is uploaded on the transmittal form, Artwork QC is triggered at this point.

NOTE: Uploading and downloading artwork files requires quite a bit of bandwidth, and will be paid for by journals on a per upload/download basis. Therefore, journals are encouraged to trigger Artwork QC at steps that make sense for their Editorial Office process flows, and not necessarily at every step in the process.

TO CONFIGURE: Submission Items that need to go through Artwork QC must be configured in PolicyManager, Edit Submission Items. Click Edit next to any Submission Item that needs to go to the Artwork QC tool for quality checking. Then check the checkbox labeled ‘Include this Item Type for Artwork Quality Checking’.



ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Username: mary  
Role: Managing Editor EM Version: 3.0

### Edit Submission Item Type

[Insert Special Character](#)

Item Type:  Item Type Family:

Maximum 256 characters

PDF Handling:

*Important Note: If 'Build Hyperlink to the Item into the PDF'(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.*

Include this Item Type for Artwork Quality Checking

**[Above: Designating that a Submission Item should undergo Artwork Quality Check]**

To determine when Artwork QC should take place, go to PolicyManager, Configure Artwork Quality Checking. Click the checkboxes next to the actions that you want to trigger Artwork QC.

**em Editorial Manager™** Username: mary  
Role: Managing Editor EM Version: 3.0

### Configure Artwork Quality Checking

When you have finished configuring the actions which will trigger Artwork AQC, instructions, and the Artwork QC Status Terms, go to the Edit Submission Items page to enable Artwork Quality Checking for any Submission Item that requires it.

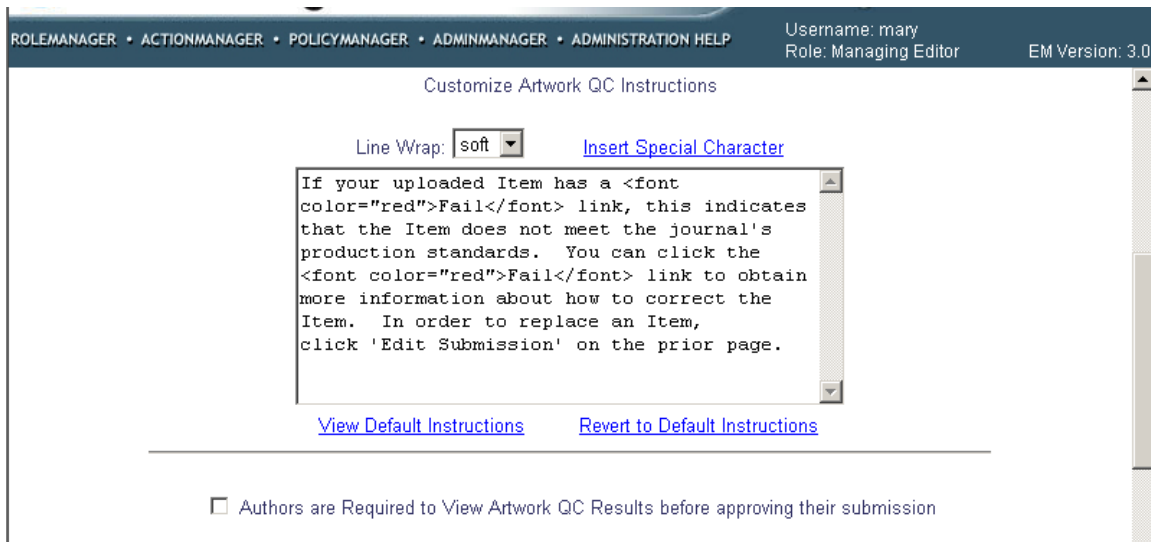
---

Select the actions that will trigger Artwork Quality Checking:

- Original PDF Building
- Revised PDF Building
- Final Disposition Set to Accept
- Upload Substitute Item on Transmittal Form

**[Above: Determining when files should undergo Artwork Quality Check]**

You can enter instructional text that will be displayed to users when they are looking at the Artwork QC results. You can also require Authors to check the Artwork QC results before submitting the paper by checking the checkbox labeled 'Authors are Required to View Artwork QC Results before approving their submission'.



[Above: Configuring instructional text to display in the Artwork Quality Check results]

\*\*\*\*\*

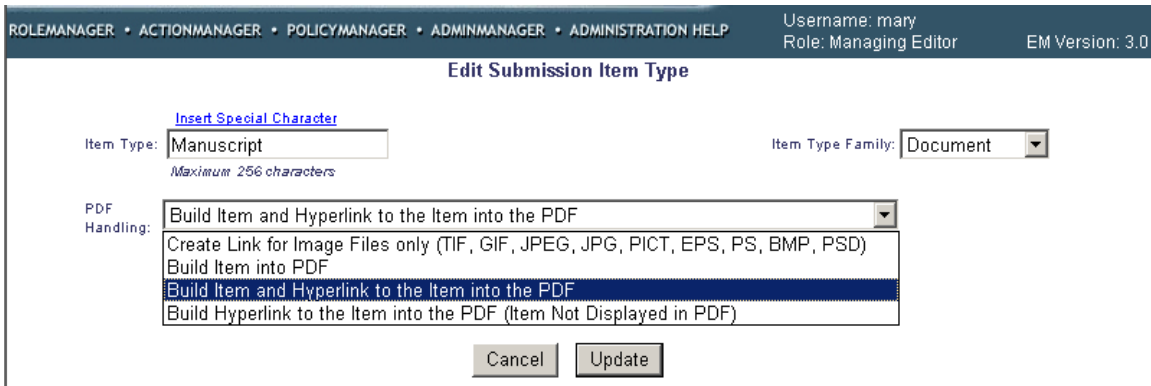
## Reviewer Attachments

Currently in EM, Reviewers submit their reviews by entering comments into text boxes within the EM system. They may view the submission PDF, but cannot download the submission source files. This new feature allows Reviewers to download source files, annotate them as needed, and upload them back into the system. Reviewers may also wish to upload non-manuscript files such as images or related materials.

### Downloading Source Files from the PDF

The Reviewer and Editor PDF may be configured to display links to download Submission Items (source files). These links are configured on a Submission Item basis using the Edit Submission Items page in PolicyManager. A Reviewer or Editor viewing the PDF may then download the Submission Item from the PDF via the link. There are now four choices for building items into the PDF:

1. 'Create Link for Image Files Only (TIF, GIF, JPEG, JPG, PICT, EPS, PS, BMP)' – image files are built into the PDF and have a link to the original source file of the image. File extensions are checked and some file types are not allowed. This setting is the default for all new Submission Items.
2. 'Build Item into PDF' – this item is built into the PDF, and no link to the source file is displayed. File extensions are checked and some file types are not allowed.
3. 'Build Item and Hyperlink to Item into the PDF' – this Item is built into the PDF, and a links to the source file is included in the PDF.
4. 'Build Hyperlink to Item into the PDF (Item not displayed in PDF)' – only the link to the source file is displayed in the PDF. No file extensions are checked and all file types are allowed.



[Above: Configuring a Submission Item so that a link to the source file is available (or not available) in the PDF]

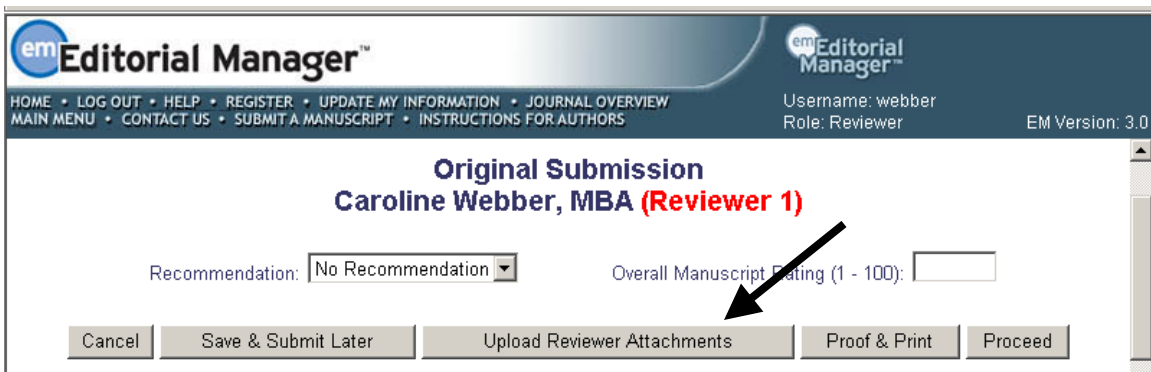
TO CONFIGURE: Go to PolicyManager, Edit Submission Items, and click Edit next to any Submission Item that requires a change in how the item is built into the PDF.

For example, if you want the Reviewers to be able to download the manuscript source file from the PDF, click Edit next to the manuscript Submission Item, then find the dropdown box labeled 'PDF Handling' and select 'Build Item and Hyperlink to Item into the PDF'. This will allow the Reviewer (and anyone else accessing the PDF of the submission) to download the source file of that item.

## Uploading Files as Part of a Review (Reviewer Attachments)

A Reviewer (with the appropriate RoleManager permission) may upload any files that the Reviewer deems appropriate to the review. They can download or remove their own attachments prior to submitting their review. A Reviewer uploads files by clicking the button labeled 'Upload Reviewer Attachments'.

NOTE: This function does not affect the PDF, nor does it add or edit files on the actual submission.



[Above: Upload Reviewer Attachments button on Reviewer Recommendation page]

The Reviewer is given an opportunity to Describe the file, and then Attach the file.

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 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: webber  
 Role: Reviewer  
 EM Version: 3.0

### Upload Reviewer Attachments for Manuscript Number demo-D-03-0072 "Test MSNum4"

Enter a **Description**, **Browse** and **Attach** to select any additional material or annotated information you wish to include in your review.

**Description:**  [Insert Special Character](#)

**File Name:**

#### Reviewer Attachments

[Above: Uploading a Reviewer Attachment]

The Reviewer can attach as many files as necessary. Each file is listed separately, and the ability to Download and Remove each file is available.

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 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: webber  
 Role: Reviewer  
 EM Version: 3.0

Enter a **Description**, **Browse** and **Attach** to select any additional material or annotated information you wish to include in your review.

**Description:**  [Insert Special Character](#)

**File Name:**

#### Reviewer Attachments

Action	Description	File Name	Size	Last Modified
<a href="#">Download</a> <a href="#">Remove</a>	Example equation	sample.tex	30.6 KB	Jun 6 2004 10:21AM
<a href="#">Download</a> <a href="#">Remove</a>	Edited Manuscript	Manuscript1.txt	11.8 KB	Jun 6 2004 10:30AM
<a href="#">Download</a> <a href="#">Remove</a>	Better graph for p.12	Graph.tif	176 KB	Jun 6 2004 10:31AM

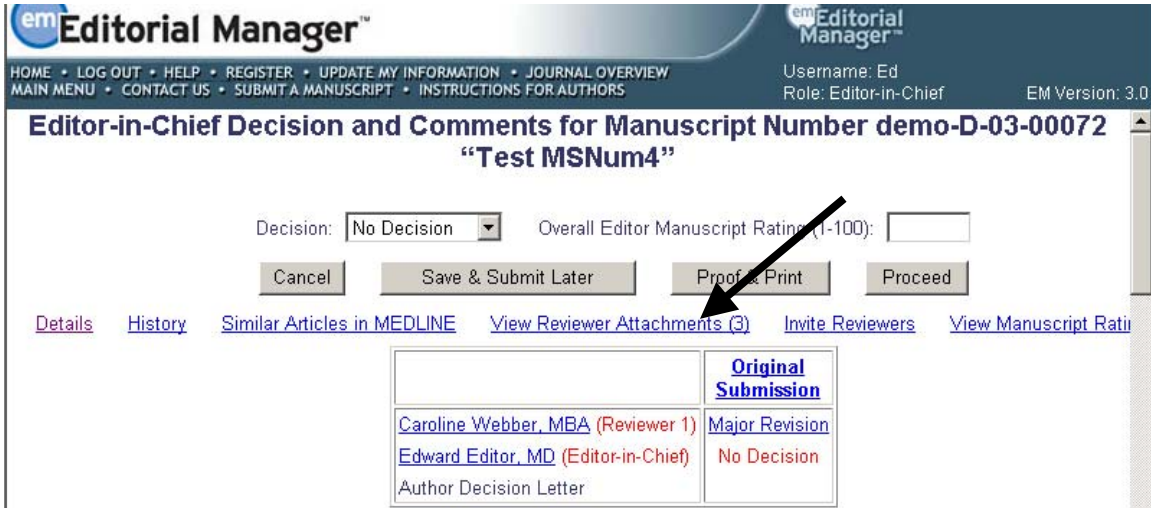
[Above: Multiple files have been uploaded as Reviewer Attachments]

## Editors can View, Download, Edit, and Upload Edited Reviewer Attachments

Editors may download, remove or edit Reviewer Attachments (governed by Editor RoleManager permissions) when submitting a Decision. This means that an Editor has

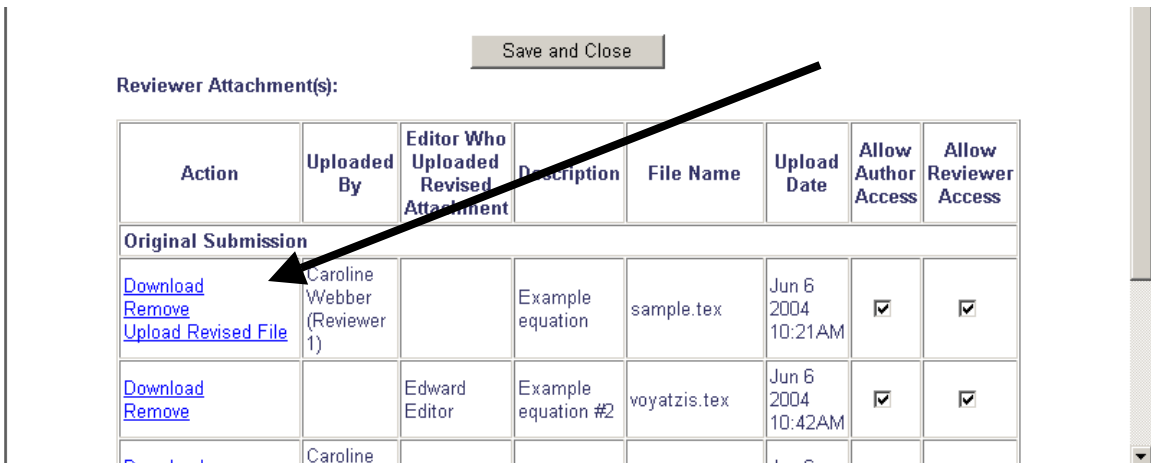
control over which (if any) Reviewer Attachments will go to the Author as part of the Decision Letter.

After a Review is submitted, the Editor can access all Reviewer Attachments from the Submit Decision page and from the View Reviewer and Editor Comments page by clicking the ‘View Reviewer Attachments’ link.



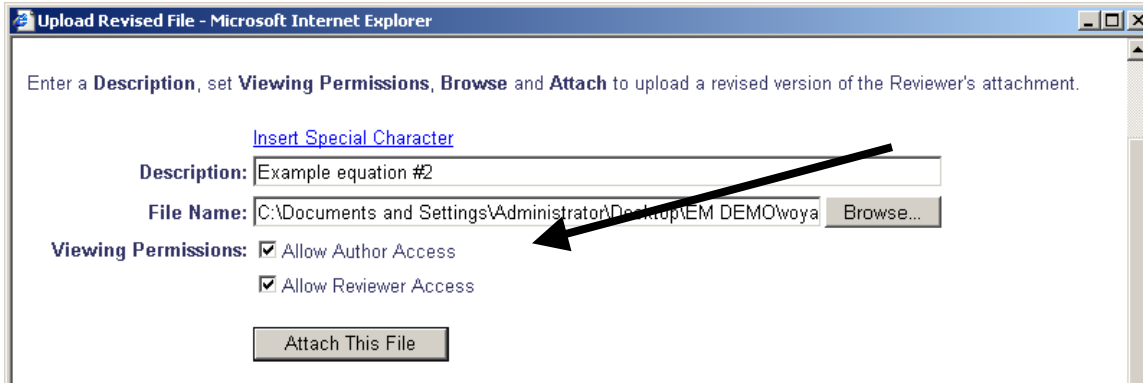
[Above: View Reviewer Attachment link on the Editor Decision page]

The Editor can download attached files, upload edited files, and remove attached files.



[Above: Editors can Download, Remove, or Upload Revised File]

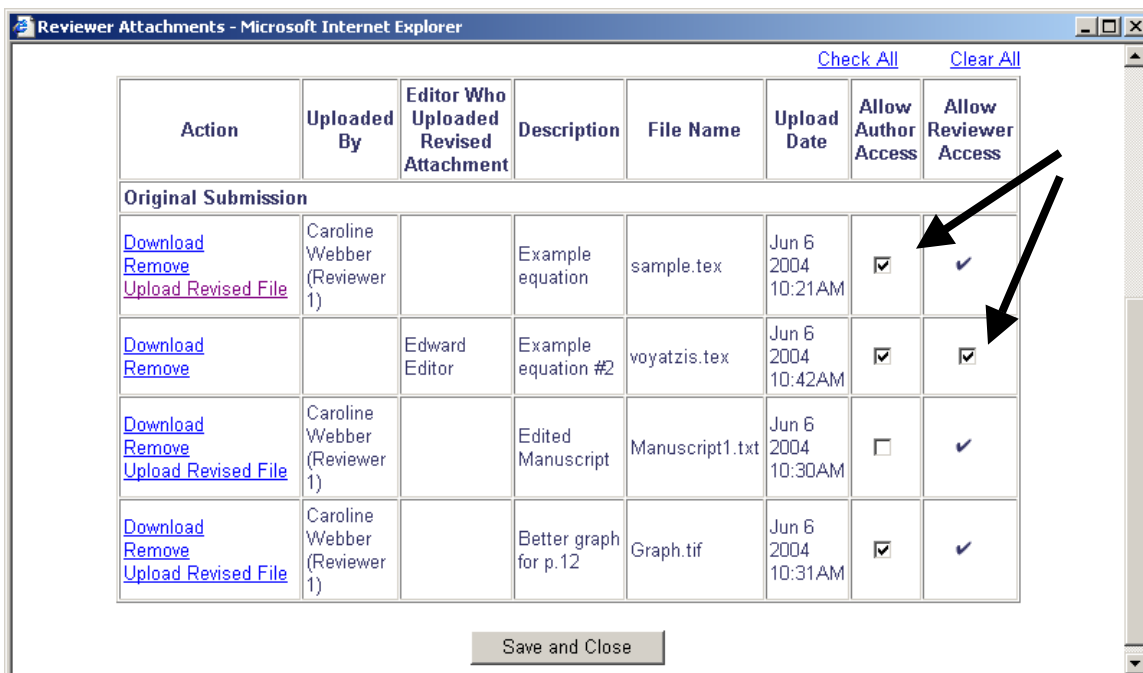
For any file uploaded by the Editor (clicking ‘Upload Revised File’), the Editor can allow the Author and/or Reviewer access to the file by clicking the checkboxes labeled ‘Allow Author Access’ and/or ‘Allow Reviewer Access’.



[Above: Allowing Author and/or Reviewer access to a file uploaded by the Editor]

Any file uploaded by the Editor is clearly indicated in the grid that displays all Reviewer Attachments. The Editor will have one more opportunity to determine which Reviewer Attachments will be available for the Author to download before returning to the Submit Decision page.

NOTE: Attachments may contain information revealing the originator's identity, including information that appears in a file's 'Properties' (on Windows) and 'Get Info' (on Macintosh).



[Above: Allowing Author and/or Reviewer access to a file uploaded by the Editor]

NOTE: Authors and Reviewers are not sent attachments via e-mail. The attachments must be accessed via the EM site.

NOTE: A Reviewer will always have access to attachments that he/she uploaded.



NOTE: Reviewer attachments can be accessed by all assigned Reviewers with appropriate Reviewer RoleManager permission (either 'View Other Reviewer's Comments to Author' or View Other Reviewer's Comments to Editor'). A Reviewer must have already submitted a review in order to access any attachments.

NOTE: When an Editor uploads a revised attachment the Editor can determine whether the new attachment should be available to all assigned Reviewers by checking the Allow Reviewer Access' checkbox.

TO CONFIGURE:

Reviewer RoleManager has the following permissions added:

'Upload Attachments on Reviewer Recommendation page' – governs whether the reviewer sees the Upload Reviewer Attachments button on the Submit Recommendation page.

In order to make Reviewer Attachments available to all other assigned Reviewers you must enable either 'View Other Reviewer's Comments to Author' or View Other Reviewer's Comments to Editor' in Reviewer RoleManager.

Editor RoleManager has the following permissions added:

'Download Reviewer Attachments', and 'Edit Reviewer Attachments'.

NOTE: 'Edit Reviewer Attachments' includes 'Download Reviewer Attachments'. If an editor has 'Edit Reviewer Attachments' they should be able to perform any and all actions that are tied to 'Download Reviewer Attachments'.