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Editorial Manager®/ProduXion Manager® Release Notification 24.04 (April 2024)

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Updated Design for Editor Menus

User role impact: EDITOR

This enhancement updates the user interface (UI) of Editor menus to be modern, usable, and accessible. Font size and spacing have been increased to improve navigation and legibility. Accessibility has been improved with enhanced keyboard navigability for existing and new functionality. These updates apply to all Editor menu tabs: Editorial, Proposal Menu, Production Tasks, and Enterprise View. (Availability of tabs depends on publication configuration and RoleManager permissions.)

Editor Main Menu

In the main area of the menu, folder groups are organized into expandable and collapsible accordions. All sections can be expanded or collapsed with the links at the top of the page. The expanded or collapsed states are saved for each user.

Several items have been relocated to the left sidebar for quick access and to reduce scrolling. Items on the sidebar can be expanded or collapsed and retain the selected state for each user. These items (permission dependent) are search functions (including saved searches), completed reviews grid (now an expandable list), reports, and administrative functions.

Availability of sections, folders, and sidebar items depends on existing RoleManager permissions.

See images of new menu structure on next two pages.

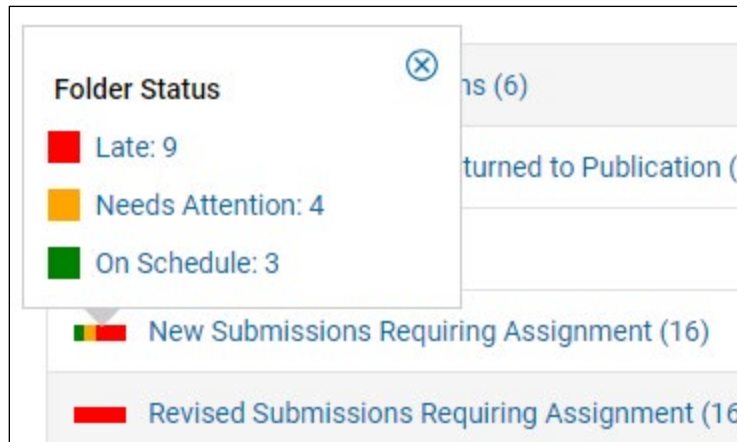
Improved Editor signposts

For publications using the Editor Signposts feature, color-coded status signposts that appear next to folders have been enhanced to display a tooltip popup with the number of manuscripts in each status (on schedule, need attention, late) when a user clicks the colored bar. The tooltip can be closed by clicking the X in the corner or clicking elsewhere on the page.

Status texts in the tooltip appear as links. Clicking a status link opens a filtered view of the folder to display only submissions with that status. For example, clicking Late on the New Submissions signpost will display only the manuscripts in the New Submission folder that qualify as Late (as defined by the publication on PolicyManager > General Policies > Configure Warning Thresholds.).

Editor roles must have existing RoleManager permission (View Warning Status Signposts).

Detail of enhanced Editor signposts: Clicking the color bar opens a tooltip popup that indicates the number of submissions with each status. Clicking status text link, the user to a filtered version of the folder showing only those submissions.



Top image: Menu tabs (1) are simplified. Menu sections (2) can be expanded or collapsed. Bottom image: One section shown in expanded state.

The screenshot shows a navigation menu with the following elements:




- Menu tabs: Editorial (highlighted), Proposal Menu, Production Tasks. A red circle with the number '1' is placed over the 'Production Tasks' tab.
- Buttons: 'Expand All' and 'Collapse All' are located to the right of the tabs.
- Menu sections (indicated by a red circle with the number '2'):
 - Editor 'To-Do' List (with a dropdown arrow)
 - View All Assigned (with a dropdown arrow)
 - Subordinate Editor's Pending Assignments (38) (with a dropdown arrow)
 - Submissions with Decisions (with a dropdown arrow)
 - Linked Submission Groups (with a dropdown arrow)
 - Legacy Manuscripts (with a dropdown arrow)

The screenshot shows the expanded 'Editor To-Do List' section with the following items:




- Editor 'To-Do' List (with an upward arrow)
- My Pending Assignments (42)
 - Editorial Submissions in Progress (2)
 - Transferred Submissions (1)
 - New Submissions (2)
 - Revised Submissions (0)
 - New Submissions Requiring Assignment (1)
 - Revised Submissions Requiring Assignment (2)
 - Submissions Sent Back to Author for Approval (6)
 - New Invitations (0)
 - New Assignments (1)
 - Submissions with Required Reviews Complete (5)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (3)
 - Submissions with Active Discussions (25) (with a blue circle containing the number '4')
- Reviews in Progress (3)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (3)
- View All Assigned (with a dropdown arrow)

Several items have been relocated to the left sidebar for quick access and to reduce scrolling. Items on the left sidebar can collapse (left image) and expand (right image). The selected state is retained for each user.

**Managing Editor
Main Menu**

- Search
- Search Submissions
- Search People
- Saved searches 
- Submissions with 
- Administrative functions 

**Managing Editor
Main Menu**

- Search
- Search Submissions
- Search People
- Saved searches 
- Submissions from August
- Submissions from Q4
- Submissions with 
- 0 Reviews Completed: 30
- 1 Reviews Completed: 4
- 2 Reviews Completed: 0
- 3 Reviews Completed: 0
- 4 Reviews Completed: 0
- Administrative functions 
- System Administrator Functions
- Register New User
- Reports
- Send Reminder Letters
- Send Batch E-mail
- Notification Services Monitoring Report



Proposal Menu

Like the Main Menu, folder groups on the Proposal Menu are organized into expandable and collapsible accordions. All sections can be expanded or collapsed with the links at the top of the page. The expanded or collapsed states are saved for each user.

Search functions and reports have been relocated to the left sidebar for quick access and to reduce scrolling. Sidebar items can be expanded or collapsed and retain the selected state for each user.

Availability of sections, folders, and sidebar items depends on existing RoleManager permissions.

New layout of Proposals Menu.

The screenshot displays the 'Proposal Menu' interface. On the left is a sidebar with the following items: 'Managing Editor', 'Proposal Menu', 'Search', 'Search Proposals', 'Search Submissions', 'Search People', 'Saved Searches' (with an expand/collapse arrow), 'Saved Search #1', 'Saved Search #2', 'Reports' (with an expand/collapse arrow), 'Proposal Pipeline Report', 'Authors Invited - No Response', 'Author Invitation Status Report', 'Automated Author Invitation Reminder Report', and 'Reminder Report'. The main content area has a breadcrumb trail: 'Editorial > Proposal Menu > Tasks'. At the top right of the main area are links for 'Expand All' and 'Collapse All'. The main content is organized into three expandable sections: 1. 'New Proposals' (with an expand/collapse arrow) containing 'Initiate Proposal'. 2. 'Active' (with an expand/collapse arrow) containing: 'New Proposals Requiring Assignment (1)', 'New Assignments - Proposals (0)', 'My Pending Proposals (1)', 'View All Assigned Proposals (90)', 'My Submissions With Pending Commentaries (0)', 'View All Submissions With Pending Commentaries (43)', 'Proposals With Invitations In Progress (4)', 'Proposals With Outstanding Invitations (3)', 'Proposals With Invited Submissions In Progress (4)', and 'Proposals With Invited Submissions Received (0)'. 3. 'Completed' (with an expand/collapse arrow) containing: 'My Completed Proposals (0)', 'My Submissions With No Pending Commentaries (0)', 'View All Completed Proposals (165)', and 'View All Submissions With No Pending Commentaries (75)'.



Production Tasks (or Tasks) Menu

Like the Main Menu, folder groups on the Production Tasks (or Tasks) Menu are organized into expandable and collapsible accordions. All sections can be expanded or collapsed with the links at the top of the page. The expanded or collapsed states are saved for each user.

Search functions have been relocated to the left sidebar for quick access and to reduce scrolling. Items on the sidebar can be expanded or collapsed and retain the selected state for each user. (Unlike the Main Menu, the Reports section appears in the main area of the page.)

Availability of sections, folders, and sidebar items depends on existing RoleManager permissions.

New layout of Enterprise View Menu.

The screenshot displays the 'Enterprise View Menu' interface. On the left is a sidebar for 'Managing Editor' with options for 'Search', 'Search Submissions', and 'Saved searches'. The main content area has a top navigation bar with 'Editorial', 'Proposal Menu', 'Production Tasks', and 'Enterprise View' (the active view). Below the navigation bar are 'Expand All' and 'Collapse All' links. The main content is organized into four expandable sections: 'To-Do List' (containing 'Submission Tasks Assigned to Me (3)', 'Schedule Group Tasks Assigned to Me (1)', and ''At-Risk' Submissions (0)'), 'Overview' (containing 'Production Initiated - No Tasks Assigned (3)', 'Submission Tasks I Have Assigned (7)', 'Schedule Group Tasks I Have Assigned (2)', 'View All Submissions in Production (32)', and 'View All Tasks With Authors (3)'), 'Scheduling' (containing 'Manage Schedule Groups', 'Add Schedule Group', and 'Closed Schedule Groups'), and 'Reports' (containing 'Cross-Publication Enterprise Analytics Reporting').



Enterprise View Menu

The layout and behavior of the Enterprise View Menu is the same as the Production Tasks (or Tasks) Menu. Availability of sections, folders, and sidebar items depends on existing RoleManager permissions.

New layout of Enterprise View Menu.

The screenshot displays the 'Enterprise View Menu' interface. On the left is a sidebar for 'Managing Editor' with options for 'Search', 'Search Submissions', and 'Saved searches'. The main content area has a top navigation bar with 'Editorial', 'Proposal Menu', 'Production Tasks', and 'Enterprise View' (selected). Below this are 'Expand All' and 'Collapse All' links. The main content is organized into four sections, each with a dark blue header and an upward arrow: 'To-Do List' (containing 'Submission Tasks Assigned to Me (3)', 'Schedule Group Tasks Assigned to Me (1)', and ''At-Risk' Submissions (0)'), 'Overview' (containing 'Production Initiated - No Tasks Assigned (3)', 'Submission Tasks I Have Assigned (7)', 'Schedule Group Tasks I Have Assigned (2)', 'View All Submissions in Production (32)', and 'View All Tasks With Authors (3)'), 'Scheduling' (containing 'Manage Schedule Groups', 'Add Schedule Group', and 'Closed Schedule Groups'), and 'Reports' (containing 'Cross-Publication Enterprise Analytics Reporting').

TO CONFIGURE:

No new configuration required. Existing RoleManager configurations will be applied.

The redesigned Editor menus will become a requisite feature for all publication sites with the April 2024 release.



Publication Code and Error Descriptions Added to Email Bounce Notifications

User role impact: ALL

When an EM/PM system email is undeliverable, the recipient's email client may send a bounce response. These bounce notifications are sent to the originator of an email sent from EM/PM. The publication code acronym and bounce type descriptions have been added to the notifications to provide additional information.

The bounce type and subtype are shown in the error description portion of the message. There are **three bounce types**:

- **Permanent:** The email was not delivered, and the email address has been added to an inoperative email list. No further emails to this email address will be sent. The recipient's email address should be corrected or removed. Permanent bounces fall into three subtypes:
 - General: The recipient's provider sent a permanent bounce message.
 - NoEmail: It was not possible to retrieve the recipient's email address from the bounce message. (This will be rare).
 - Suppressed: The recipient's email address is on the Amazon SES suppression list, because it has a recent history of producing permanent bounces.
- **Transient:** The email was not delivered, or an auto-response was received, and a reason is indicated in the subtype. Future emails sent to this address will be attempted. This email address is not added to the inoperative email list. Transient bounces fall into five subtypes:
 - General: The recipient's email provider sent a general bounce message. The publication may be able to send a message to the same recipient in the future if the issue that caused the message to bounce is resolved. **Note:** This type of notification may be triggered if the recipient has an active automatic response rule (such as an out-of-office message). Aries will be providing further information about out-of-office responses in a future release.
 - MailboxFull: The recipient's email provider sent a bounce message because the recipient's inbox was full. The publication may be able to send messages to the same recipient in the future when the mailbox is no longer full.
 - MessageTooLarge: The recipient's email provider sent a bounce message because the message sent was too large. The publication may be able to resend the message to the same recipient if the message size is reduced, for example, by removing an attachment or reducing the size of an attachment.
 - ContentRejected: The recipient's email provider sent a bounce message because the message sent contains content that the provider doesn't allow. The publication may be able to resend the message to the same recipient if the content of the message is changed.
 - AttachmentRejected: The recipient's email provider sent a bounce message because the message contained an unacceptable attachment. For example, some email providers may reject messages with attachments of a certain file type or messages with very large attachments. The publication may be able to resend the message to the same recipient if the attachment is removed or changed.
- **Undetermined:** The recipient's email provider sent a bounce message. The bounce message didn't contain enough information for Amazon SES to determine the reason for the bounce.

Example of a Transient bounce message format:

From: Email-FailureNotification@editorialmanager.com

Unable to deliver email

Original message Details:

Sender address: [The email address of sender of the email.]

Recipient address: [The email address of intended recipient of the email.]

Subject: [The subject line of the email that was sent to the recipient.]

Journal: [The Aries publication code acronym of the EM/PM site.]

Error: [The bounce type and subtype separated by a dash. Example: Transient – MessageTooLarge]

TO CONFIGURE:

No configuration is required.



Email Import Drop Box Configuration Change

User role impact: SYSTEM ADMINISTRATOR

As part of Aries Systems' ongoing [migration to the cloud initiative](#) a minor change has been made for configuration of drop-box addresses for email import.

A drop box enables a publication to import external correspondence (i.e., email sent outside the EM system) and add it to a submission's correspondence history. Some publications use a manually configured address to make it more easily identifiable and memorable for Editors adding external email via the drop box.

Publications that opt to configure a drop-box address manually will see additional limitations to characters allowed in the configurable portion of the address. The configurable portion can only include letters, numbers, and periods (.) and must be 64 characters or fewer. (Previously, dashes were allowed.)

This change has no effect on system-generated drop-box addresses.

TO CONFIGURE:

New requirements are noted on the Configure Drop-Box Email Address pop-up window accessed via **PolicyManager** > Email and Letter Policies > Configure Email Import.

Contact your Aries Account Coordinator with any questions.

EM Ingest Enhancement for Suggested/Opposed Reviewer Data

Publications can use the EM Ingest Service to allow submission partners (e.g., independent manuscript service providers or publisher-branded portals) to send submissions to a publication's EM site on behalf of Authors. These services will be referred to as MSPs in this note.

This enhancement expands the Ingest XML payload to include information related to suggested and opposed Reviewers when this information is collected from Authors by the MSP.

The following validations must be met for successful import of suggested and opposed Reviewer data into EM:

- Article Type must be configured to collect data for Authors' suggested and/or opposed Reviewers at submission.
- Minimum number of suggested Reviewers (configured by Article Type) must be met.
- Any fields configured as mandatory for suggested or opposed Reviewers must be provided (e.g., Institution, Email, Reason).

TO CONFIGURE:

EM Ingest Service must be enabled by your Aries Account Coordinator.

Configurations for collecting suggested/opposed Reviewer data are managed through existing EM functionality.

Go to **PolicyManager** > Configure Article Types > Add/Edit Article Type.

- In Article Type Parameters section, set Suggest Reviewers Preferences and/or Oppose Reviewers Preferences to display.
- In Author Parameters section, define the minimum number of Reviewers that Authors must suggest.

Go to **PolicyManager** > Select Author's Reviewer Preferences. Any fields on this page configured as required must be included for successful import of suggested and opposed Reviewer data.

Reporting Enhancements

Changes to Field Names in Enterprise Analytics Reporting Tables and Cross-Publication EAR Views

As part of the ongoing work to make naming clearer and more consistent in reporting tools and Database Content Help popups, three fields have been renamed.

The new names will appear in the Field drop-down list in EAR reports. These names will also populate the Description text box when a user creates a new report or adds the field to an existing report. Any user-entered text in the Description text box will be retained when a user edits an existing report.

Additional Manuscript Detail Fields table

- AMD Field ID [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.AMD_ID]: Previously, this field was named “Unique Identifier.”
- AMD Merge Fields Hidden [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.MERGE_FIELD_HIDE]: Previously, this field was named “Hide AMD Merge Fields.”
- AMD Page Help Text ID [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.AMD_HELP_TEXT_ID]: Previously, this field was named “Help Text ID.”
- Details Page Help Text ID [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.MD_HELP_TEXT_ID]: Previously, this field was named “Help Text ID.”
- Editable on AMD Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.AMD_EDITABLE]: Previously, this field was named “Editable indicator.”
- Editable on Details Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.MD_EDITABLE]: Previously, this field was named “Can the item be edited?”
- Hidden in Search Proposals [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.SEARCH_PROP_HIDE]: Previously, this field was named “Display in Search Proposals.”
- Hidden in Search Submissions [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.SS_HIDE]: Previously, this field was named “Hide In Search Submissions Flag.”
- Hidden on AMD Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.AMD_HIDE]: Previously, this field was named “Hide indicator.”
- Hidden on Author Invitation Info Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.INVITED_SUB_HIDE]: Previously, this field was named “Display on Author Invitation Info Page.”
- Hidden on Details Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.MD_HIDE]: Previously, this field was named “Should field hide?”
- Hidden on Notify Author Page [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.NOTIFY_AUTHOR_HIDE]: Previously, this field was named “Hidden on Notify Author.”
- Notify Author Page Help Text ID [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.NOTIFY_AUTHOR_HELP_TEXT_ID]: Previously, this field was named “Help Text ID on Notify Author.”
- Transmittal Form Help Text ID [ADDITIONAL_MANUSCRIPT_DETAIL_FIELDS.TF_HELP_TEXT_ID]: Previously, this field was named “Help ID on transmittal form.”

The updated AMD Field ID name will also appear in these views:

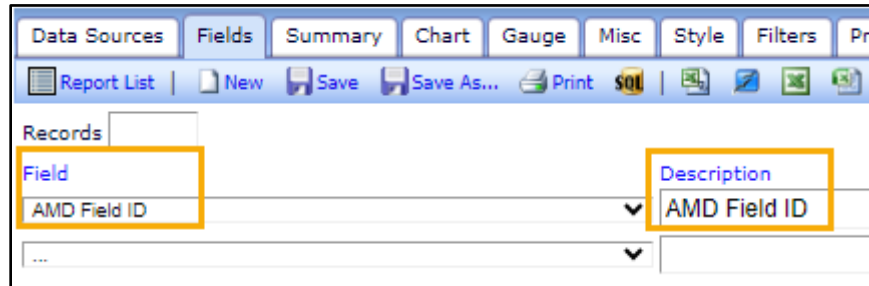
- Cross-Publication Submission Production Tasks and AMDs View
- Cross-Publication All Schedule Groups TOC and Additional Manuscript Details View
- Cross-Publication Schedule Groups TOC and Additional Manuscript Details View
- Cross-Publication Submissions and AMDs View
- Submissions and AMDs View



Additional Manuscript Detail Field Values table

- AMD Field Value ID [ADDITIONAL_MANUSCRIPT_DETAIL_VALUES.AMDV_ID]: Previously, this field was named “Unique ID.”
- AMD Field ID [ADDITIONAL_MANUSCRIPT_DETAIL_VALUES.AMD_ID]: Previously, this field was named “Additional Manuscript Detail ID.”

New names will appear in the Field drop-down list in EAR. New names will populate the Description text box when the field is added to a new or existing report (top image). User-entered Description text is not overwritten in existing reports.



These changes also apply to General Data Export. The new field names appear in the Criterion drop-down list on the General Data Export page where a user defines the criteria for the data export. These names also appear as column headers on the results page.

TO CONFIGURE:

No configuration is necessary. Users with related reporting permissions will see the updated field names.

