

Welcome to EEMUG 2018

em

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pm

Editorial Workflow Tasks

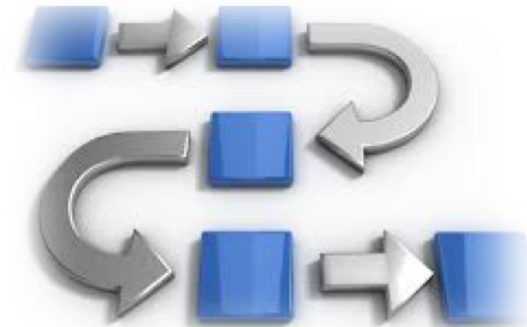
Michaela Barton

Account Coordinator

mbarton@ariessys.com

Editorial Workflow Tasks: Agenda

- ORCID: Single Sign on
- Manuscript Ingest
- Parallel Workflows
- Preventing Duplicate Submissions
- Automatic formatting of bibliographic Information
- Detecting Plagiarism
- Artwork Quality Checking
- Automatic Editor Assignment
- Assign Editor Chain
- Reviewer Discovery

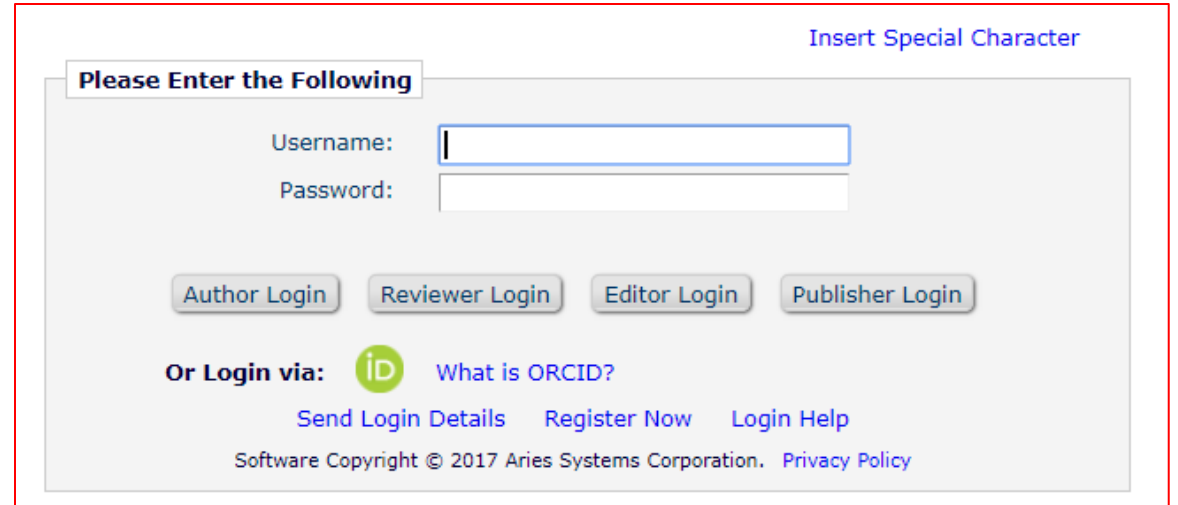




Configuring Single Sign-on

Single Sign-on via ORCID

- Users can be given the option to log in to Editorial Manager via the ORCID site, thereby using their ORCID username and password instead of their EM Password
- Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID iD to use for the login. Once verified, assuming they have previously Authenticated their ORCID iD, the user is returned to EM to be logged-in
- Editorial Manager can also use this setting to allow users to switch to an existing record



The screenshot shows a login form with the following elements:

- A link "Insert Special Character" in the top right corner.
- A header "Please Enter the Following" in a box.
- Input fields for "Username:" and "Password:".
- Four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login".
- A section "Or Login via:" with an ORCID icon and a link "What is ORCID?".
- Links for "Send Login Details", "Register Now", and "Login Help".
- Footer text: "Software Copyright © 2017 Aries Systems Corporation. Privacy Policy".

Single Sign-on via ORCID

- **To Configure:** On the 'Configure Login Page' page in PolicyManager, select the 'Login via ORCID' checkbox
- **Video:**
<https://www.ariessys.com/views-and-press/resources/video-library/orcid-single-sign-on/>

Configure Login Page

Cancel Submit

Please select any alternative, third party Login options you also wish to enable.

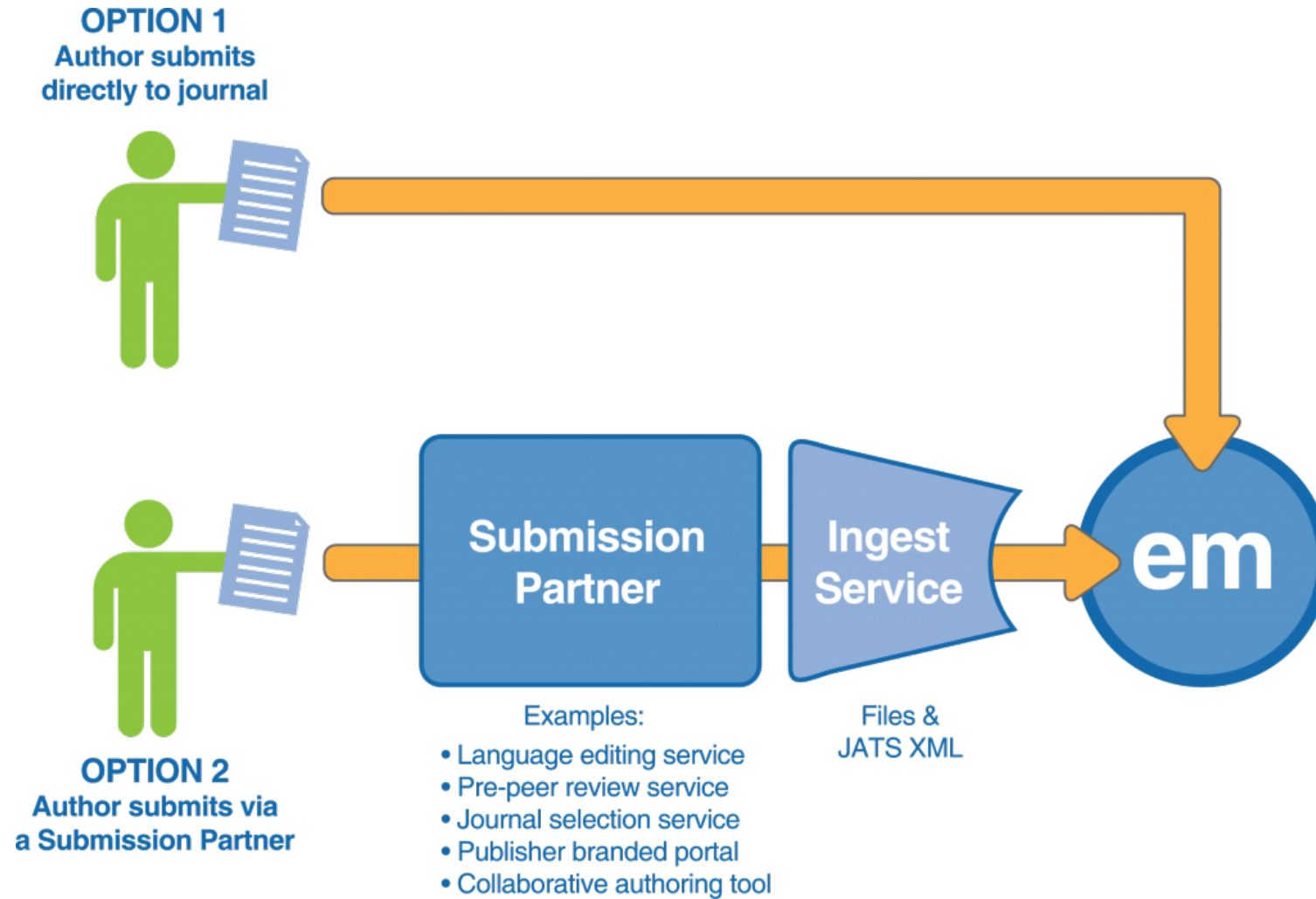
 Login via ORCID



Manuscript Ingest

A brief highlight

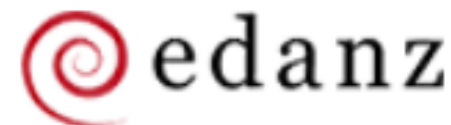
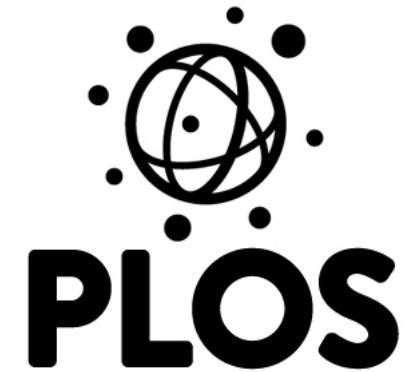
Manuscript Ingest...



Ingest Partners...



SIMPLIFYING
RESEARCH PUBLISHING



EM Ingest

- A type of manuscript import into EM
- Submissions come from an outside submission partner
 - ✓ With authorised submission partners with which we complete rigorous testing before adding them to EM
- Allows import of manuscript metadata and files
- Uses JATS XML (metadata, Files & go.xml)
- Constant evolution
- Helpful where there are publisher portals

Ingested articles in the Transferred Submissions folder

Transferred Submissions - Clyde Stratton

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 2 (18 total submissions) 1 2 >> >| Display 10

| Action | Article Type | Section/Category | Article Title | Author Name | Transferred From | Initial Date Submitted | St |
|--|----------------|------------------|--|--------------------------------|---------------------------|------------------------|----|
| Details History File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail | | | Example Article Title for submission to Aries Demo Journal A | Manish Agarwal | Overleaf (WriteLatex Ltd) | 09/25/2017 | 09 |
| Details History File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail | | | ExaHELLO ACS ON TUESDAY o Journal A | Richard Wynne | Overleaf (WriteLatex Ltd) | 08/22/2017 | 08 |
| View Submission Details History File Inventory Edit Submission Send Back to Author | Original Study | | Squash is better than tennis | Richard Wynne | Overleaf (WriteLatex Ltd) | 08/15/2017 | 08 |

Demonstrative Video: <https://www.ariessys.com/views-and-press/resources/video-library/5895-2/>

EM Ingest: Metadata Imported

- Article Type
- Section/Category
- Classifications
- Article Title/Short Title
- Abstract
- Keywords
- Corresponding Author (matched to EM registered user, if possible)
- Co-authors
- Funding Information
- Additional Manuscript Details values
- Some other system fields (Manuscript Notes, Black and White Image Count, etc.)

Not ingested:

- Custom Submission Question Responses
- Submission Item Type for each submission file



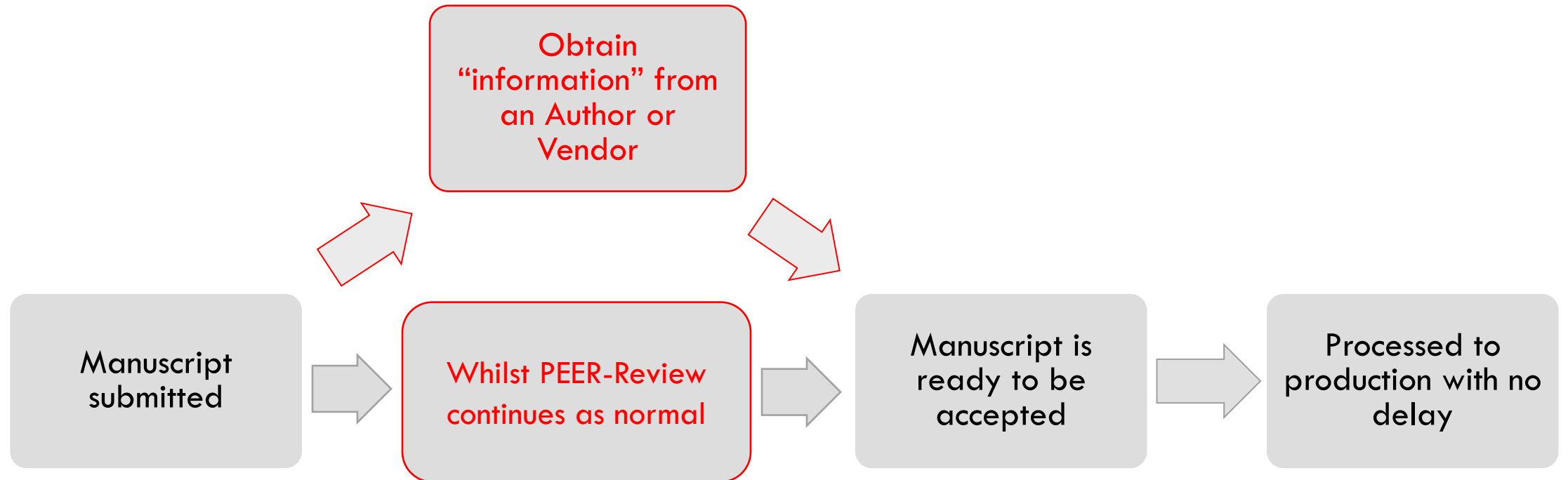
Parallel workflows

Using Production tasks alongside Editorial Tasks

“Parallel Workflows” to Reduce Time-to-Publication

- Publishers may wish to integrate with 3rd party vendors to assist with certain portions of the initial peer-review process
- Or ask authors for certain additional information or materials
- If you have a contract for both EM and PM – you may set up and use “production tasks” to host a “parallel” workflow
- These tasks can happen whilst peer review continues as normal
- You can initiate production at any time
- The correspondence and task history is recorded on the history page as normal
- You may wish to use flags alongside this to help designate certain tasks for Editorial staff

Parallel Workflows: Information from Authors



Parallel Workflows: Initiate “Production”

Action

- View Submission
- Duplicate Submission Check (20%)
- Details ▾
- Initiate Discussion
- History
- Technical Check
- File Inventory
- Edit Submission
- Send Back to Author
- Classifications
- Set Final Disposition
- Initiate Production**
- Send E-mail
- Linked Submissions

**Assign Production Task For Manuscript Number: DEMOCG121-D-15-00004
Claire Editor (UNITED STATES): "Testing files for GE"**


Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

To initiate production without assigning a production task, click the 'Proceed Without Selecting a Task' button.

Schedule Group: No Schedule Group Assigned

Production Task:

Parallel workflows: Assign Production Task

| | |
|--------------------|---|
| Schedule Group: | No Schedule Group Assigned |
| Production Task: | Pre-review language Edit |
| Task Assigned to: | Cat Copycat / Vendor |
| Due Date: | <input type="text" value="11/26/2017"/>  (mm/dd/yyyy) |
| Assignment Letter: | |
| From: | "The Journal"<ccoulter@ariessys.com> |
| To: | Cat Copycat |
| Letter Purpose: | PROD - new task assignment |
| Letter Subject: | <input type="text" value="You have received a new production task"/> |
| | <small>Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).</small> |
| cc: | <input type="text"/> |
| bcc: | <input type="text"/> |
| Letter Body: | Insert Special Character Insert Custom Merge Field <input type="button" value="Preview Letter"/> <input type="button" value="Open in New Window"/> |
| | <input type="text" value="Dear %FIRST_NAME%, You have a new production task."/> |

Parallel Workflows: Assign Production Task

Submission Files

| Item | Description | Item Family | File Name | Size | Last Modified | Allow Download |
|------------|-------------|-------------|-----------------|-------|---------------|-------------------------------------|
| | PDF | | | | | <input type="checkbox"/> |
| Manuscript | Manuscript | Document | Test file 2.doc | 22 KB | Oct 24, 2014 | <input checked="" type="checkbox"/> |

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

Companion Files

[Upload New Companion File](#)

Additional Info or Files required from an author

- Create your questions
- Collate your author questions onto one “Author” questionnaire
- Policy Manager > Questionnaire Policies (to create your questions and questionnaire)
- Configure a production task to corresponding author and set the new questionnaire against it
- Remember: You can define which files automatically go to the author & the submission item type that the author can return

Material From Authors: Submission production Task

Questionnaire Options

Use Custom Questionnaire: CoAuthor Questionnaire

FTP Options

Submission Production Task Transmittal Method: None

- Allow task assignment and FTP without Assignment Files
- Include Aries Import XML file in transmittal
- FTP task without go.xml file
- Use Manuscript Number for file names

FTP Server address (e.g. ftp.ariessys.com):

Username:

Password:

Subdirectory:

E-mail Address (for transmittal notification):

Submission Production Task Import Profile: None

E-mail Address (for import notification):

[Select Fields for Import](#) [Select Fields for Import](#)

Submission Production Task: Author View

Author Main Menu

[Alternate Contact Information](#)
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

Production

- [Submissions in Production \(2\)](#)
- [Current Task Assignments \(1\)](#)

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(9\)](#)



Current Task Assignments for Doctor Worm

Page: 1 of 1 (1 total tasks)

Display 10

| Action | Task | Date Task Assigned | Date Task Due | Days Until Due | M N |
|---|-----------------------------------|--------------------|---------------|----------------|-----|
| View Assignment Letter View Instructions Submit Task Correspondence Send E-mail | Author: Provide Permissions Proof | 05 Dec 2017 | 05 Dec 2017 | Due Today | A |

Page: 1 of 1 (1 total tasks)

Display 10

Material From Authors: Author View

Completing a Submission Production Task

Please answer the questions below and upload proof of the image permissions
Production Task: Author: Provide Permissions Proof
Due Date: 05 Dec 2017

Cancel

Upload File

Submit Production Task

*Do you really like it?

Please select a response



*Is it, is it Wicked?

Please select a response



Letter Subject:

Author: Provide Permissions Proof

Letter Body:

[Insert Special Character](#) | [Insert Custom Merge Field](#)

[Open in New Window](#)

template to be returned from the author

Production tasks whilst Editorial takes place: History View

STATUS HISTORY

| Status Date | Document Status | Production Status | Status Days | Role Family | Revision | Operator |
|--------------------|----------------------|----------------------|-------------|-------------|----------|-------------------|
| Dec 5 2017 11:27AM | With Editor | | ---- | EDITOR | 0 | Princess Celestia |
| Dec 5 2017 11:23AM | | In Production | ---- | | 0 | Doctor Worm |
| Dec 5 2017 11:17AM | | In Production | ---- | | 0 | Princess Celestia |
| Dec 5 2017 11:17AM | | Production Initiated | ---- | | 0 | Princess Celestia |
| Dec 5 2017 10:23AM | Manuscript Submitted | | ---- | EDITOR | 0 | Doctor Worm |
| Dec 5 2017 10:23AM | Needs Approval | | ---- | AUTHOR | 0 | Doctor Worm |
| Dec 5 2017 10:23AM | Building PDF | | ---- | AUTHOR | 0 | Doctor Worm |
| Dec 5 2017 10:22AM | Incomplete | | ---- | AUTHOR | 0 | Doctor Worm |
| Dec 5 2017 10:21AM | Needs Approval | | ---- | AUTHOR | 0 | Doctor Worm |
| Dec 5 2017 10:21AM | Building PDF | | ---- | AUTHOR | 0 | Doctor Worm |
| Dec 5 2017 10:20AM | Incomplete | | ---- | AUTHOR | 0 | Doctor Worm |

PRODUCTION TASK HISTORY

| Production Task | Date Task Assigned | Date Task Due | Assigned To | Assigned By | Production Task Status | Date Task Closed | Closed By | Assigned Task Files |
|-----------------------------------|--------------------|---------------|-------------|-------------------|------------------------|------------------|-------------|----------------------------------|
| Author: Provide Permissions Proof | 05 Dec 2017 | 05 Dec 2017 | Doctor Worm | Princess Celestia | Completed | 05 Dec 2017 | Doctor Worm | Assignment Files |

Additional Tasks completed by a vendor

- Companies may have internal teams / external vendors that you'd like to complete tasks
- You can export tasks to an FTP location
- And you can have them “complete” a task by return FTP
- You can define fields for the vendor to complete by return FTP
- Remember: You can define which files automatically go to the author & the submission item type that the vendor can return
- Get the ftp location address information from your AC

Editorial Tasks for vendors: Add/Edit Submission Production Task

When working with a vendor like this ...

- Export to an FTP location the files that you'd like them to work on
- This export contains an XML file with the metadata to identify the manuscript and any desired files
- Also contains the option to include a go.xml file which needs to be sent back by return FTP to complete the task in EM

FTP Options

Submission Production Task Transmittal Method: General Submission Production Task Export ▾

Allow task assignment and FTP without Assignment Files

Include Aries Import XML file in transmittal

FTP task without go.xml file

Use Manuscript Number for file names

FTP Server address (e.g. ftp.ariessys.com):

Username:

Password:

Subdirectory:

E-mail Address (for transmittal notification):

Submission Production Task Import Profile: General Submission Production Task Import ▾

E-mail Address (for import notification):

[Select Fields for Import](#) [Select Fields for Import](#)

A note on XML

There are potentially 3 XML files delivered when you export a task from Editorial Manager

1. **“go.xml”** A Go package for loading XML – this acts as a “trigger” file for us to tell the system there’s information to ingest information and complete a task
2. **“metadata.xml”** for data about the manuscript
3. **“import.xml”** if you choose to send it- your vendor can edit this to feed data back into the system, fields you can choose are available via the select fields for import link.

FTP Options

Submission Production Task Transmittal Method:

Allow task assignment and FTP without Assignment Files

Include Aries Import XML file in transmittal

FTP task without go.xml file

Use Manuscript Number for file names

FTP Server address (e.g. ftp.ariessys.com):

Username:

Password:

Subdirectory:

E-mail Address (for transmittal notification):

Submission Production Task Import Profile:

E-mail Address (for import notification):

[Select Fields for Import](#) [Select Fields for Import](#)

Editorial Tasks for vendors:

- You can also have vendors return information if you have additional manuscript data fields configured
- Go to Policy Manager > Additional Data Policies> Add edit additional Manuscript Detail fields
- Create the fields you need (Help link)
- Remember you can associate a Flag with an AMD also.

Add Additional Manuscript Detail Field

[Cancel](#) [Submit](#)

Field Description: [Insert Special Character](#)

Quick Analysis Required
Maximum 256 characters

Field Type:

Maximum Field Length:
(A value from 1 to 20000)

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)

[Insert Special Character](#)

Additional Manuscript Detail Fields

Authors:

| Page | Hide | Editable | Required | Help Text |
|---------------------------------|--|--------------------------|--------------------------|-----------|
| Additional Manuscript Details | <input type="checkbox"/> | <input type="checkbox"/> | N/A | |
| Manuscript Details | <input type="checkbox"/> | <input type="checkbox"/> | N/A | |
| Transmittal Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Custom Metadata ID: i <input type="text"/> Select Custom Metadata ID | | | |
| Display for Invited Submissions | <input checked="" type="checkbox"/> | N/A | N/A | |

Additional Manuscript Details or system fields to be completed by a vendor

- System Administration > Policy Manager > Production Manager > Configure Submission Workflows and Production Tasks > Edit [workflow] > Edit [task]
- Under Submission Production Task Import Profile, select “Select Fields for Import” and under Additional Manuscript Details tick the field that you want to be available to import

Expand All Collapse All

- Links
- Information Submitted by Author
- General Manuscript Information
- Proposal Specific Information
- Additional Manuscript Details**
 - Supplemental Data Extra Info
 - Does this article require an editorial
 - Quick Analysis Required
- Key Workflow Dates and Status Information
- Information for Invited Article Types
- Assignments and Invitations
- Publishing and Production Information

Expand All Collapse All

Cancel Submit

XML

Exported XML




```
<additionalmanuscriptmetadata>  
  <metadata id="1 "  
datatype="notes">  
    <description>Quirk  
Analysis</description>  
    <value></value>  
  </metadata>  
</additionalmanuscriptmetadata>  
</submission>
```

Imported XML (with completed data)

```
<additionalmanuscriptmetadata>  
  <metadata id="1 "  
datatype="notes">  
    <description>Quirk  
Analysis</description>  
    <value>It is surely very quirky  
– almost obzoky!</value>  
  </metadata>  
</additionalmanuscriptmetadata>
```

AMD or system field information imported from a vendor via FTP

- The completed AMD text would show on the details page its configured to display on
- Whether or not you can edit it on each page it is displayed is dependent on the configuration of the AMD itself

| | |
|---|--|
| Submission Flags: |  |
| Select Submissions Flags: | Add/Edit Submission Flags |
| Quirk Analysis Required | It is surely very quirky - almost obzoky! Display 'Quirk Analysis Comments Requested' Flag <input checked="" type="checkbox"/> |
| Quirk Analysis | |
| Blinded Editors: | Blinded Editors |
| Editors Top | |
| Name: |  Eddie Editor  [Proxy] |



Preventing Duplicate Submission

Duplicate Submission Check: <https://www.ariessys.com/views-and-press/resources/video-library/duplicate-submission-check/>

Preventing Duplicate Submissions

- Helpful in catching resubmissions or where a manuscript has been submitted by more than one author
- If the Author has submitted a new manuscript within the number of days set, a symbol will appear next to the Author's name in some editor folders
- If a manuscript with a similar title, list of authors, or abstract has been previously submitted, a 'Duplicate Submission Check Results' link will be displayed to users with permission. Clicking the link will display a list of similar submissions
- Cross journal Checks can be enabled by your AC

Preventing Duplicate Submissions

- You may highlight scores that exceed a configured threshold & select a minimum score to display. An overall 'EM Duplicate Score' will be calculated, based on a weighted average of the Article Title (40%), the list of Authors (30%), and the Abstract (30%)
- Can define the level of blinding between journals
 - Blinded: Authors, Title and Abstract are not displayed
 - Unblinded: Authors title and abstract ARE displayed



Duplicate Submission Checks

| Action | Manuscript Number | Manuscript Type | Section Category | Title | Contributor Name | Initial Date Submitted | Status Date | Current Status |
|--|-------------------|-------------------|------------------|-------|------------------|------------------------|-------------|----------------|
| <ul style="list-style-type: none">View SubmissionDuplicate Submission Check (55%) Details ▾Initiate DiscussionHistoryTechnical CheckView QC ResultsView Reference Checking ResultsFile InventoryEdit SubmissionSend Back to ContributorRemove SubmissionClassificationsSet Final DispositionInitiate ProductionSend E-mailLinked SubmissionsGoogle Scholar Author Search | | Original Research | | | | | | Scripted |


















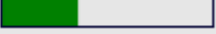



- View Submission
- Similarity Check/iThenticate Results (7%)
- Duplicate Submission Check (30%)
- Details ▾
- Initiate Discussion
- History
- Technical Check
- View Reference Checking Results
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- Send E-mail
- Linked Submissions
- Google Title Search

Duplicate Submission Check: Results on a single journal

The results of a comparison between this submission and manuscripts submitted as of the date shown are listed below. A separate similarity score is shown for the Article Title, the list of Authors and the Abstract of a submission. The EM Duplicate Score is the highest weighted average for any of the submissions displayed below.

Potential Duplicate Submissions

























EM Duplicate Score: **100%**

| Manuscript/Submission Number | Initial Date Submitted | Revision | Current Status | Article Title | Authors | Article Title Similarity | Author Similarity | Abstract Similarity |
|---|------------------------|----------|----------------------|---|---|--|--|--|
| SALLYDEV100-D-13-00005 View Submission Details | Jan 31 2013 4:42PM | 1 | Submitted to Journal | Applications of Graphene in Technology | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 100%  | 100%  | 100%  |
| SALLYDEV100-D-11-00873 View Submission Details | Jan 30 2013 3:42PM | 2 | With Editor | Technology Constant for Visual Transparency of Graphene | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 73%  | 100%  | 51%  |
| SALLYDEV100-D-12-00043 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 61%  | 49%  | 58%  |
| SALLYDEV100-S-10-00345 View Submission Details | Oct 29 2012 11:34AM | 1 | Completed | Graphene-based nanotechnology in energy applications | John Henry, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 57%  | 51%  | 49%  |
| SALLYDEV100-D-10-00230 View Submission Details | Aug 16 2012 4:23PM | 0 | Submitted to Journal | Graphene-based composite materials | Buzz Aldrin, PhD; John Smith, PhD; Charlie Chaplin, PhD | 56%  | 48%  | 51%  |
| SALLYDEV100-D-10-00345 View Submission Details | Jun 30 2010 4:42PM | 1 | Completed | High-quality and uniform graphene films on copper foils | John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD | 53%  | 51%  | 36%  |
| SALLYDEV100-D-12-00343 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 53%  | 46%  | 29%  |

Cross-Publication Duplicate Submission Check: Blinded

Potential Duplicate Submissions

EM Duplicate Score: 100%

| Publication Code | Manuscript/Submission Number | Initial Date Submitted | Revision | Current Status | Article Title | Authors | Article Title Similarity | Author Similarity | Abstract Similarity |
|---|---|------------------------|----------|----------------------|---|--|--|--|--|
| SALLYDEV100 | SALLYDEV100-D-13-00005 View Submission Details | Jan 31 2013 4:42PM | 1 | Submitted to Journal | Applications of Graphene in Technology | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 100%  | 100%  | 100%  |
| SALLYDEV100 | SALLYDEV100-D-11-00873 | Jan 30 2013 3:42PM | 2 | With Editor | Technology Constant for Visual Transparency of Graphene | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 73%  | 100%  | 51%  |
| SALLYDEV100 | SALLYDEV100-D-12-00043 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 61%  | 49%  | 58%  |
| CAROLINEDEV100 Send E-mail | CAROLINEDEV100-S-10-00345 | Oct 29 2012 11:34AM | 1 | Completed | [REDACTED] | [REDACTED] | 57%  | 51%  | 49%  |
| SALLYDEV100 | SALLYDEV100-D-10-00230 | Aug 16 2012 4:23PM | 0 | Submitted to Journal | [REDACTED] | [REDACTED] | 56%  | 48%  | 51%  |
| SALLYDEV100 | SALLYDEV100-D-10-00345 View Submission Details | Jun 30 2010 4:42PM | 1 | Completed | High-quality and uniform graphene films on copper foils | John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD | 53%  | 51%  | 36%  |
| SALLYDEV100 | SALLYDEV100-D-12-00343 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 53%  | 46%  | 29%  |
| JANETDEV100 Send E-mail | JANETDEV100-D-10-00345 | Jul 14 2011 11:58AM | 1 | Completed | [REDACTED] | [REDACTED] | 45%  | 53%  | 53%  |

Cross-Publication Duplicate Submission Checking: No Blinding

Potential Duplicate Submissions

EM Duplicate Score: 100%

| Publication Code | Manuscript/Submission Number | Initial Date Submitted | Revision | Current Status | Article Title | Authors | Article Title Similarity | Author Similarity | Abstract Similarity |
|---|---|------------------------|----------|----------------------|---|---|--------------------------|-------------------|---------------------|
| SALLYDEV100 | SALLYDEV100-D-13-00005 View Submission Details | Jan 31 2013 4:42PM | 1 | Submitted to Journal | Applications of Graphene in Technology | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 100% | 100% | 100% |
| SALLYDEV100 | SALLYDEV100-D-11-00873 View Submission Details | Jan 30 2013 3:42PM | 2 | With Editor | Technology Constant for Visual Transparency of Graphene | Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD | 73% | 100% | 51% |
| SALLYDEV100 | SALLYDEV100-D-12-00043 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 61% | 49% | 58% |
| CAROLINEDEV100 Send E-mail | CAROLINEDEV100-S-10-00345 | Oct 29 2012 11:34AM | 1 | Completed | Graphene-based nanotechnology in energy applications | John Henry, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 57% | 51% | 49% |
| SALLYDEV100 | SALLYDEV100-D-10-00230 View Submission Details | Aug 16 2012 4:23PM | 0 | Submitted to Journal | Graphene-based composite materials | Buzz Aldrin, PhD; John Smith, PhD; Charlie Chaplin, PhD | 56% | 48% | 51% |
| SALLYDEV100 | SALLYDEV100-D-10-00345 View Submission Details | Jun 30 2010 4:42PM | 1 | Completed | High-quality and uniform graphene films on copper foils | John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD | 53% | 51% | 36% |
| SALLYDEV100 | SALLYDEV100-D-12-00343 View Submission Details | Nov 14 2012 2:06PM | 0 | Under Review | Experimental Methods to Produce Graphene Nanoribbons | John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD | 53% | 46% | 29% |
| JANETDEV100 Send E-mail | JANETDEV100-D-10-00345 | Jul 14 2011 11:58AM | 1 | Completed | Flexible Touch Screens with Printed Graphene | Buzz Aldrin, PhD; John Nash, PhD; Will Smith, PhD | 45% | 53% | 53% |

<jrn>2. (1991). Alcohol-related traffic fatalities among youth and young adults: United States, 1982-1989. *MMWR. Morbidity and Mortality Weekly Report*, 40, 178-179, 185-187. [Medline:1900563](#)</jrn>

<jrn>3. Logan, A. G., Achber, C., Milne, B. J., Campbell, W. P., & Haynes, R. B. (1979). Work-Site treatment of hypertension by specially trained nurses A controlled trial. *Lancet*, xxx, 1175-1178 [doi:10.1016/S0140-6736\(79\)92397-3](#). [Medline:91901](#)</jrn>

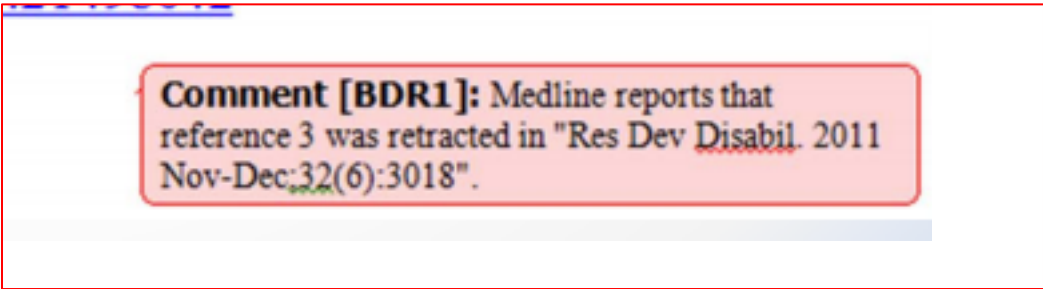
<jrn>4. Banit, D. M., Kaufer, H., & Hartford, J. M. (2002). Intraoperative frozen section analysis in revision total joint arthroplasty. *Clinical Orthopaedics and Related Research*, (401), 230-238 [doi:10.1097/00003086-200208000-00026](#).</jrn>

Automatic formatting of bibliographic information

[eXtyles Product Sheet Link](#)

Automatic formatting of bibliographic information

- References Linked to PubMed/CrossRef
 - Word Doc is marked-up with edits
 - Missing data added, e.g. missing page numbers
 - Inaccurate data corrected, e.g. author name misspelled
 - DOI added
 - Retractions identified:
- When the author uploads a Word file into Editorial Manager, the integrated eXtyles[®] reference processing tools can automatically parse, extract and restructure the references
 - Citation elements (such as article type, author, volume, issue, etc.) are tagged in XML and are used to construct search queries to external databases such as PubMed[®] and CrossRef[®] to validate the citations
 - Even if the author has used non-standard journal abbreviations or has omitted data, in most cases a successful match will be made

A screenshot of a comment box with a red border and a light pink background. The text inside the box is: "Comment [BDR1]: Medline reports that reference 3 was retracted in "Res Dev Disabil. 2011 Nov-Dec;32(6):3018"."

Comment [BDR1]: Medline reports that reference 3 was retracted in "Res Dev Disabil. 2011 Nov-Dec;32(6):3018".

References: Clean Up

- References are formatted to the correct journal style
- Out-of-the-box styles: APA, AMA, Chicago, ICMJE
- Custom journal styles available

BEFORE

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32:1822.

AFTER

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32(5):1822-1828. [PMID:21498042](#)

DIFFERENCE

3. ~~J.E.~~ Van Luit JE, ~~M.J.~~ Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res. Dev. Disabil.* 2011;32;-1822-~~(2011)~~

Reference Checking: Configuration

Editor Main Menu > System Administration > Policy Manager > ProduXion Manager > Configure Reference Checking

Select the workflow points that will trigger Reference Checking:

| No Reference Checking | Reference Linking Only | Reference Cleanup and Linking | |
|----------------------------------|------------------------|----------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Original PDF Building by Author |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Original PDF Building by Editor |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | First Reviewer Invited/Assigned for Original Submission |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Revised PDF Building by Author |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Revised PDF Building by Editor |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Author Notified of Editor Decision in the 'Accept' Decision Family |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Author Notified of Editor Decision in the 'Revise' Decision Family |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Create Submission |

Configure: Reference Checking

**Editor Main Menu > System Administration > Policy Manager > Submission Policies
> Edit Submission Items**

Item Type: *Maximum 256 characters*

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor 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.

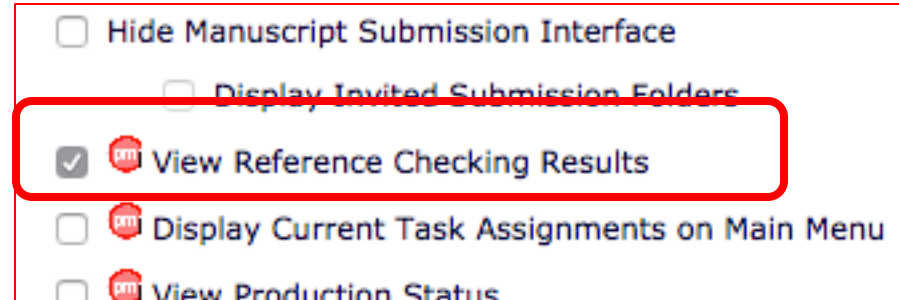
URL/URI/External Resource Entry (in lieu of file upload) :

- Display with automatic line numbering in
- Include this Item Type for checkCIF
- Include this Item Type for Reference Checking
- This Item Type will contain reference annotations. [Example](#)




Hidden
Optional
Required

Permissions: View Reference Checking Results

**System Administration > Role Manager > Author or Reviewer or Editor Role
> View Reference Checking results:**



A screenshot of a role management interface showing a list of permissions. The 'View Reference Checking Results' permission is checked and highlighted with a red box. Other permissions include 'Hide Manuscript Submission Interface', 'Display Invited Submission Folders', 'Display Current Task Assignments on Main Menu', and 'View Production Status'.

- Hide Manuscript Submission Interface
- Display Invited Submission Folders
-  View Reference Checking Results
-  Display Current Task Assignments on Main Menu
-  View Production Status

For Authors, Reviewers and Editors – a permission is available in Role manager to allow them to “view reference checking results”



Crossref

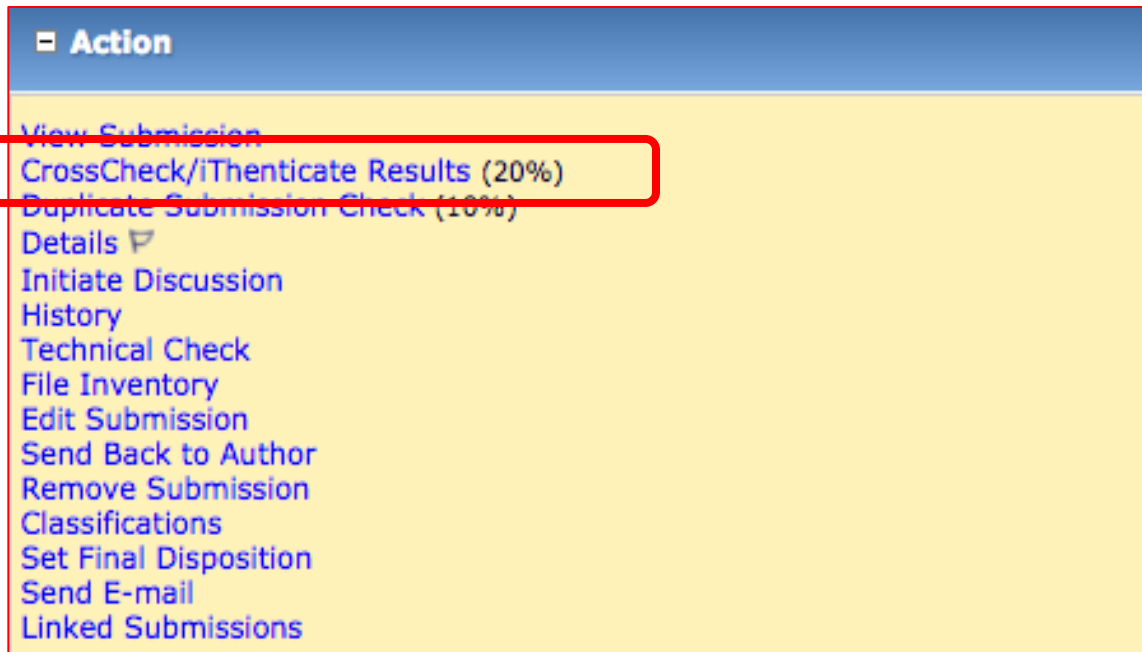
Similarity Check

Powered by iThenticate

Detecting Plagiarism

Detecting plagiarism: CrossCheck Integration

- Selected files can be sent to CrossCheck from EM on an ad hoc basis



- The CrossCheck system allows publications to upload a copy of a submission to the iThenticate checking system where the submission is compared to a database of published papers submitted to CrossCheck by participating publishers (and to other sources, such as web sites)
- A report is generated detailing similarities between the uploaded submission and the published literature

CrossCheck

Editor Main Menu > Manuscript > Action List > CrossCheck/iThenticate (00%)

Similarity Check Results - Submission "The finite propagation of speed of sound waves"

The results from each file deposited with CrossCheck/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score returned by CrossCheck/iThenticate when the report is completed; click on the 'Completed' status link to view the full Similarity Report from CrossCheck/iThenticate.

The largest Score value will be displayed as the overall Similarity Score for the submission, unless the associated 'Ignore Score' checkbox is set/enabled.

[File Inventory](#)

Similarity Check/iThenticate History

Submission Similarity Score: **93%**

| Date: | Rev. | Triggered By | File Sent | Report Status | Score | Ignore Score |
|------------|------|----------------|-------------------------|---------------------------|-------|--------------------------|
| 11/15/2017 | 0 | New Submission | JOURNALA-S-17-00149.pdf | Completed | 93 | <input type="checkbox"/> |

Close

Preventing Duplicate Submission: Similarity checks

Editor Main Menu > Manuscript > Action List > CrossCheck/iThenticate (00%)> Completed

The screenshot shows the iThenticate interface for a manuscript draft. The document is titled "JOURNAL A" and "The finite propagation of speed of sound waves --Manuscript Draft--". The similarity score is 93% (SIMILAR). The match overview lists five matches:

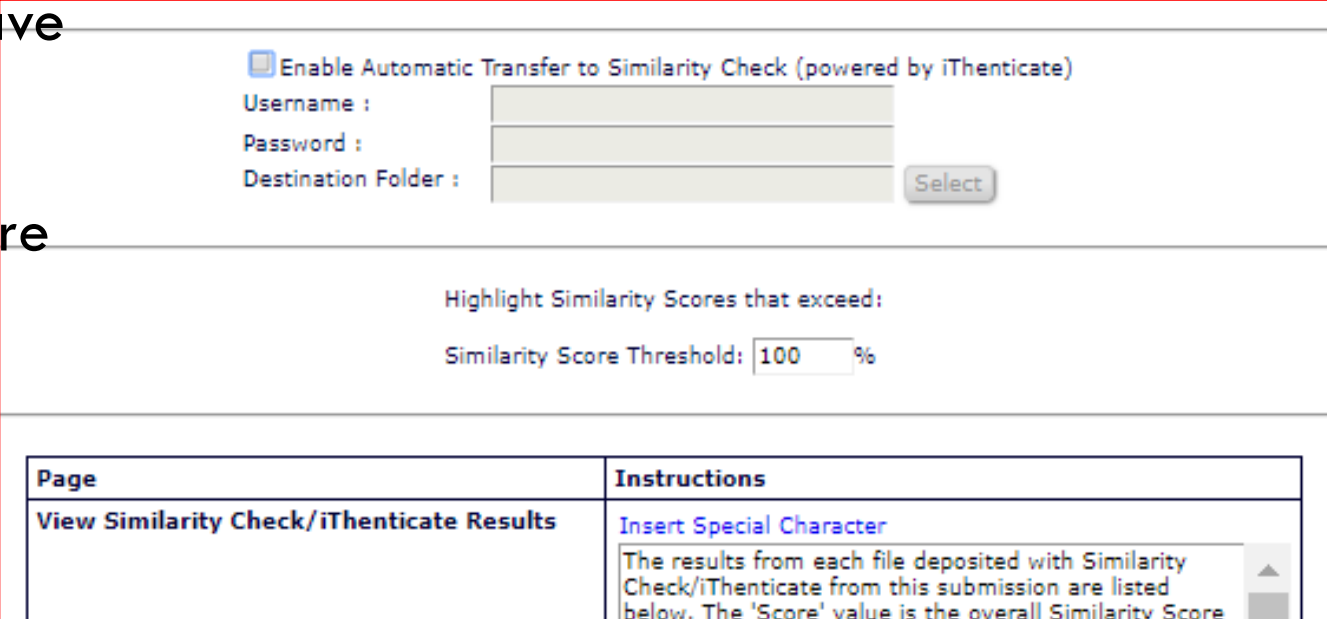
| Match Number | Source | Words | Similarity |
|--------------|----------|-----------|------------|
| 1 | Crossref | 248 words | 49% |
| 2 | Internet | 105 words | 21% |
| 3 | Internet | 34 words | 7% |
| 4 | Crossref | 28 words | 6% |
| 5 | Internet | 24 words | 5% |

The manuscript details table is as follows:

| | |
|--------------------|--|
| Manuscript Number: | |
| Full Title: | The finite propagation of speed of sound waves |
| Abstract: | |

CrossCheck: Configuration

- First you'll need to contact your AC to have this enabled
- A new option will appear in Policy Manager > Submission Policies > Configure Similarity Check
- On this page you'll use your ithenticate username and password
- Then select the folder on Ithenticate that results should be held in
- And define on the Edit Article types – which article types should go through this check
- You'll then need to define who is able to see and trigger results for Authors and Editors



Enable Automatic Transfer to Similarity Check (powered by iThenticate)

Username :

Password :

Destination Folder :

Highlight Similarity Scores that exceed:

Similarity Score Threshold: %

| Page | Instructions |
|---|---|
| View Similarity Check/iThenticate Results | Insert Special Character The results from each file deposited with Similarity Check/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score |

Image Quality

Artwork Quality Checking

Automated image quality check

- Artwork Quality Checking (AQC) is a feature designed to validate image files attached to a submission in regards to their suitability for print. This feature is desirable to journals and publishers because it saves time and money
- These results are made available to the Author and/or Editor on designated pages, and on the Transmittal Form
- It becomes easier to identify images that are not suitable for print and replace them with print-quality versions supplied by the Author early in the process
- Can be configured to be carried out at several stages in the process, from initial submission, through submission of revised versions to final acceptance

Artwork Quality Check

- Enabled for you by your AC
- System Administration > Policy Manager > ProduXion Manager > Configure Artwork Quality Checking
- Once configured - Files are sent to the third party system for checking against a standard profile; that system returns a detailed report on problems with the files, with an overall pass/fail/warning result

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
- Create Submission

Artwork Quality Check

**Editor Main Menu > System Administration > Policy Manager > Submission Policies
> Edit Submission Items**

Item Type: Maximum 256 characters

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor 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.

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

Artwork Quality Check: View QC Results

View Submission
Similarity Check/iThenticate Results (87%)
Details ▾
Initiate Discussion
History
Technical Check
View QC Results
File Inventory
Edit Submission
Send Back to Author
Remove Submission
Classifications
Set Final Disposition
Send E-mail
Search MeSH

Editor Action List

| Submission Files | | | | |
|------------------|------------------|-----------------------------------|----------|---|
| Item Type | Item Description | File Name | Size | Artwork Quality Results |
| PDF | PDF | | | View Revision |
| Figure | Figure | Half Page Ad 2016 - 6.24.16-2.pdf | 523.4 KB | Unsupported |
| Figure | Figure | aries_systems_logo_4c.jpg | 79.8 KB | Pass with Warning [View] |
| Figure | Figure | aries_systems_logo_4c.tif | 9.8 MB | Pass [View] |

View Submission
Similarity Check/iThenticate Results (87%)
View QC Results
Correspondence
Send E-mail

Author Action List

Artwork Quality Check: View QC Results

aries_systems_logo_4c.jpg

| | | | |
|--------------|----------|----------------------------|---------|
| Class : | JPEG_PSD | 18 Pica effective : | 117 dpi |
| Creator : | | 24 Pica effective : | 78 dpi |
| Color : | CMYK | 36 Pica effective : | 58 dpi |
| Height : | 16.41 P | Max image scale @ 266dpi : | 8.84 P |
| Width : | 32.68 P | Max combo scale @ 500dpi : | P |
| Resolution : | 72 dpi | Max mono scale @ 900dpi : | 2.61 P |

Warning: JPEG Image

Challenge

The format of this file is JPEG (Joint Photograph Experts Group). 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 in either TIFF or EPS formats is explained below.

[More Info](#)

Solution

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

Warning: Low Resolution Image

Challenge

This 4 color or grayscale image has a resolution that is too low. This is caused by the image itself being too low in resolution. Be sure to note that the image resolution may be fine if scaled down (and thus raising the effective resolution).

Solution

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)

Warning: Low 1 Column Effective Resolution Image

Challenge

This 4 color or grayscale image has an effective resolution that is too low when the image is scaled to 1 standard column width (about 3 inches). This might be caused by the image itself being too low in resolution. It can also be caused by expanding an image in a document, which decreases the effective resolution.

Solution

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)



Automatic Editor Assignment

Direct to Editor (DTE)

Automatic Editor Assignment

- Optimized for groups of Editors who work independently
- Allows Editors to control and monitor most aspects of the peer review process on their own
- Editors manage correspondence and the peer review process
- Direct-to-Editor – submissions are automatically pushed to Editors

Three methods for Direct-to-Editor

1. Author selects Editor during the 'Submit Manuscript' process
2. Author selects a Section/Category – associated with an Editor – during the 'Submit Manuscript' process
3. Editors are assigned on a rotating basis

[-] Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

DTE: Editor Assignment Options: Author Selects an Editor

Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category

DTE: Editor Assignment Options: Author Selects an Editor - Policy Manager

▣ Submission Policies

[Edit Article Types](#)

[Edit Submission Items](#)

[Configure Color Codes for Companion Files](#)

[Edit Sections/Categories](#)

[Set Classifications Display Policy](#)

[Edit Classifications](#)

[Edit Request Authenticated ORCID ID Instructions](#)

[Define PDF Cover Page Layouts](#)

[Configure PDF Watermarks](#)

[Select Author's Reviewer Preferences](#)

[Set Request Editor or Assign Editor Display Options](#)

[Edit Manuscript Geographic Region of Origin](#)

[Edit Manuscript Submission Instructions](#)

[Configure Instructions for New Submission Redirect](#)

[Configure Manuscript Services Icon](#)

[Set Maximum Size of Uploaded File](#)

[Set Other Author Parameters](#)

[Configure Contributor Roles](#)

DTE: Request Editor or Assign Editor Display Options

1. Select which Editor Roles should be visible:

2. Define how much information about those editors should be visible:

Set Request or Assign Editor Display Options

Select the Editor Roles that are eligible to be requested by an Author.

If you want to specify automatic assignment to Editors by Name, Role, or Description, you must also select the appropriate option on the 'Set Editor Assignment Options' page in PolicyManager.

- Copy Ed
- Editor
- Editor recommendation not decision
- Editorial Assistant
- jaa
- Managing Editor
- PAP Author
- Tech Ed

Select the amount of information to be displayed to Authors on the Request Editor page.

Display Editor Name and Role Title

Display Editor Name

Display Editor Name and Role Title

Display Editor Name and Description

Display Editor Name, Role Title and Description

Display Role Title Only

Display Description Only

Display Role Title and Description

DTE: Author request Editor – Editor Description

[Open Special Character Palette](#)

User Information

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role: Author ▾

Default Login Menu: Editorial Menu ▾

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role * None ▾

Publisher Role * None ▾

Editorial Role * PAP Author ▾

Editor Description

[Activity Details](#)

[Additional People Details](#)

DTE: Author Requests Editor

Policy Manager > Submission Policies > Edit Article Types > Article Type Parameters

The screenshot displays the 'PolicyManager Main Menu' interface. At the top, there are 'Expand All' and 'Collapse All' links. The left sidebar contains a tree view with the following items: 'Registration and Login Policies', 'Status Policies', and 'Submission Policies'. Under 'Submission Policies', 'Edit Article Types' is highlighted with a red box. A red arrow points from this menu item to a detailed configuration panel on the right. This panel lists several preference settings, each with two dropdown menus. The 'Set "Request Editor" Preferences:' row is highlighted with a red box, showing both dropdown menus set to 'Required'. Other settings include 'Set "Oppose Reviewers" Preferences:', 'Set "Respond to Reviewers" Preferences:', and 'Set "Select Region of Origin" Preferences:', all with dropdown menus set to 'Hidden'. A second red arrow points from the 'Set "Request Editor" Preferences:' row back to the 'Edit Article Types' menu item in the sidebar.

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊖ **Submission Policies**
 - Edit Article Types**
 - [Edit Submission Items](#)
 - [Configure Color Codes for Companion File](#)
 - [Edit Sections/Categories](#)
 - [Set Classifications Display Policy](#)
 - [Edit Classifications](#)
 - [Edit Request Authenticated ORCID ID Instructions](#)

| | | |
|--|----------|----------|
| Set "Oppose Reviewers" Preferences: | Hidden | Hidden |
| Set "Respond to Reviewers" Preferences: | Hidden | Hidden |
| Set "Request Editor" Preferences: | Required | Required |
| Set "Select Region of Origin" Preferences: | Hidden | Hidden |

DTE: Author requests Editor- New Submission interface

The screenshot shows a submission process flow with five steps: Article Type Selection, Attach Files, Review Preferences, Author Form, and Manuscript Data. The 'Review Preferences' step is currently active. A form titled 'Request Editor' is displayed, containing a text area with instructions, a dropdown menu for selecting an editor, and 'Back' and 'Proceed' buttons. The dropdown menu is open, showing several options, with 'Monkey Man, Managing Editor' highlighted in blue and circled in red.

Article Type Selection

Attach Files

Review Preferences

Author Form

Manuscript Data

Please provide the requested information.

Request Editor

You may request that a specific editor be assigned to your submission. The request will be taken under advisement by the publication. If you do not request an editor, your submission will be assigned to the appropriate editor(s) as determined by the publication staff.

Required ✓

Monkey Man, Managing Editor

No Request

mary mary, Managing Editor

Monkey Man, Managing Editor

Flutter Shy, Managing Editor

← Back

Proceed →

DTE: Author requests Editor- Current Submission interface

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ⚠ Add/Edit/Remove Authors
- ⚠ Select Section/Category
- Select Classifications
- Additional Information
- ➔ Request Editor
- Select Region of Origin
- Attach Files

Request an Editor

Requesting an Editor is Required for Submission.

You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

Please Choose

- No Request
- No Request
- Eddie Editor, Editor
- Ernest Editor, Editor
- Eric Editor, Editor
- Mix Barton, Editor recommendation not decision
- Doctor Worm, Editor recommendation not decision

DTE: Author Selects a Section / Category

Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.

Assign to Editor by Rotation

DTE: Author selects Section/ Category

Policy Manager > Submission Policies > Edit Sections/ Categories

Edit Sections/Categories

Listed below are the Sections/Categories available. You may Add, Edit, or Remove Sections/Categories. Sections/Categories may be hidden by clicking the "Edit" link and selecting the "Hide" checkbox on that page. Any Sections/Categories which appear grayed out have been hidden.

If manuscripts are automatically assigned by the 'Submissions where Author has selected a Section/Category' method (as configured on the 'Set Editor Assignment Options' page), a Responsible Editor must be selected from the drop-down menu.

| Section/Category Name | Responsible Editor |
|-----------------------|--------------------|
|-----------------------|--------------------|

New Section or Category:

Maximum Section/Category name is 100 characters

Responsible Editor (required if Editor Assignment is configured as 'Submissions where Author has selected a Section/Category'):



DTE: Author Selects Section/ Category

Policy Manager > Submission Policies > Edit Article Types > Article Type Parameters

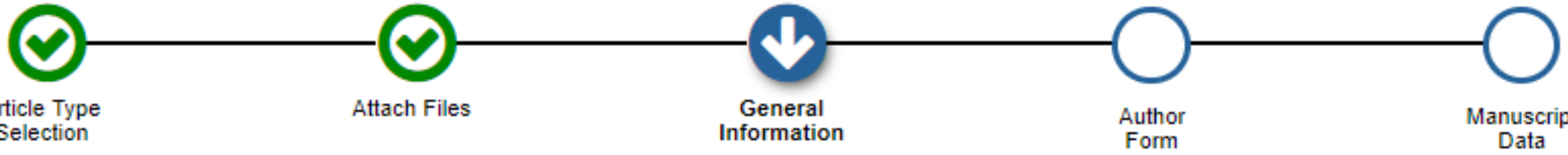
PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊖ **Submission Policies**
 - Edit Article Types**
 - [Edit Submission Items](#)
 - [Configure Color Codes for Companion Files](#)
 - [Edit Sections/Categories](#)
 - [Set Classifications Display Policy](#)
 - [Edit Classifications](#)
 - [Edit Request Authenticated ORCID ID Instructions](#)

| Article Type Parameters | New Submission | Revised Submission |
|--|-----------------------|---------------------------|
| Set Secondary "Full Title" Preferences: | Hidden ▾ | Hidden ▾ |
| Set "Short Title" Preferences: | Hidden ▾ | Hidden ▾ |
| Set Secondary "Short Title" Preferences: | Hidden ▾ | Hidden ▾ |
| Set "Funding Information" Preferences: | Hidden ▾ | Hidden ▾ |
| Set "Select Section/Category" Preferences: | Required ▾ | Required ▾ |
| Set "Submit Abstract" Preferences: | Optional ▾ | Optional ▾ |
| Set Secondary "Submit Abstract" Preferences: | Hidden ▾ | Hidden ▾ |
| Set "Enter Keywords" Preferences: | Hidden ▾ | Optional ▾ |

DTE: Author Selects Section/ Category: During Submission (new interface)



Article Type Selection Attach Files General Information Author Form Manuscript Data

Please provide the requested information. [Insert Special Character](#)

Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

Required ✓

Clinical Section ▾

[← Back](#) [Proceed →](#)

DTE: Author Selects Section/ Category: During Submission (current interface)

The image shows a submission interface with a sidebar on the left and a modal dialog on the right. The sidebar, titled "New Submission", contains several steps: "Select Article Type" (checked), "Enter Title" (checked), "Add/Edit/Remove Authors" (warning icon), "Select Section/Category" (highlighted with a red box and a blue arrow), "Select Classifications", "Additional Information", "Select Region of Origin", and "Attach Files". The modal dialog, titled "Please Select Section/Category", contains a red error message: "Selecting a Section/Category is Required for Submission." Below the message, it says "Select the Section or Category related to your manuscript from the drop-down menu below." At the bottom of the dialog, there is a "Please Choose" label, a drop-down menu with "None" selected, and "Previous" and "Next" buttons.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ⚠ Add/Edit/Remove Authors
- ➔ **Select Section/Category**
- Select Classifications
- Additional Information
- Select Region of Origin
- Attach Files

Please Select Section/Category

Selecting a Section/Category is Required for Submission.

Select the Section or Category related to your manuscript from the drop-down menu below.

Please Choose

Previous Next

DTE: Editor Assignment Options: Assigned by Rotation

Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

DTE: Rotation – Decide who is included by Role

Set Editor Rotation Participants

Select the Editors who will participate in the Editor Rotation. If the 'Set Editor Assignment Options' page is configured as 'Assign to Editor by Rotation', new submissions will go directly to the editor who has earliest date for the most recent assignment.

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

| Select | Editor Name |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Editor, Eddie Editor |
| <input checked="" type="checkbox"/> | Editor, Eric Editor |
| <input type="checkbox"/> | Editor, Ernest Editor |
| <input type="checkbox"/> | Editor recommendation not decision, Doctor Worm |
| <input type="checkbox"/> | Editor recommendation not decision, Mix Barton |
| <input type="checkbox"/> | jaa, Harry Potter |
| <input type="checkbox"/> | Managing Editor, Flutter Shy |
| <input type="checkbox"/> | Managing Editor, mary mary |
| <input type="checkbox"/> | Managing Editor, Monkey Man |
| <input type="checkbox"/> | Managing Editor, Princess Celestia (Princess) |

Cancel

Submit

DTE: New Submissions

Submission are not automatically 'assigned' to an Editor – they land in the editors '**Direct-to-Editor**' folder on their Editor 'To-Do' List



The screenshot shows a web interface titled "Editor 'To-Do' List". It displays a list of submission categories under the heading "My Pending Assignments (54)". A red arrow points to the "Direct-to-Editor New Submissions (1)" category.

| Editor 'To-Do' List | |
|--|------------|
| My Pending Assignments (54) | |
| Editorial Submissions in Progress | (2) |
| Transferred Submissions | (1) |
| New Submissions Requiring Assignment | (24) |
| Revised Submissions Requiring Assignment | (4) |
| Direct-to-Editor New Submissions | (1) |
| Submissions Needing Approval by Editor | (2) |
| Submissions Sent Back to Author for Approval | (2) |
| Incomplete Submissions | (8) |
| New Assignments | (2) |
| Submissions with Rescinded Decision | (1) |
| Submissions with Required Reviews Complete | (0) |
| Submissions Requiring Additional Reviewers | (6) |
| Submissions with One or More Late Reviews | (0) |
| Submissions with Active Discussions | (1) |

DTE Folder

Editors can either assign themselves or redirect to another Editor from the **Direct-to-Editor New Submissions Folder**

Direct-to-Editor New Submissions - Eric Editor

Contents: These are the new submissions that have been redirected to a different Editor. Click the up/down arrows to change the order of the submissions.

| Action ▲ | Manuscript Number ▼ |
|--|----------------------------|
| View Submission Details ▾ History Classifications File Inventory Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself ← Send E-mail | ABBEY1523 |



Assign Editor Chain

Assign chain of Editors on one page

Assign Editor Chain

- Most publications use the same sequence of Editor Assignments to create an Editor Chain
- Some publications rely on the Editorial Office to create the Chain
- Using the Classic Method, the EO must proxy in for each Editor to build the complete Editor Chain
- The 'Assign Editor Chain' feature allows publications to create the complete Editor Chain in one action
- Multiple Editor Chain Templates can be created and configured by Article Type

Configuration: PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

| Current Editor Assignment Chain Template List | | + Add Another Editor Assignment Chain Template |
|--|--|--|
|  |  EIC to AE | |
|  |  EIC to Editor to AE | |
| + Add Another Editor Assignment Chain Template | | |

Close

[Edit Article Types](#)

Configuration: PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

Enter Editor Assignment Chain Template Details

Open Special Character Palette

Description*

There are currently no Editor Roles in the Chain

Configuration: PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

Current Editor

Enter Editor Assignment Chain Template Details

Open Special Character Palette

Description*

| | Role | Assignment Letter |
|--|------------------|-----------------------------------|
| | Associate Editor | <input type="text" value="None"/> |

Configuration: Edit Article Types

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

| Current Editor Assignment Chain Template List | | + Add Another Editor Assignment Chain Template |
|--|-----|--|
| ⋮ | 🔗 ✎ | EIC to AE |
| ⋮ | 🔗 ✎ | EIC to Editor to AE |
| + Add Another Editor Assignment Chain Template | | |

Close

[Edit Article Types](#)

- Once you define your chain template – on the Edit article type page you assign the template you created

| Editor Parameters | New and Revised Submissions |
|-----------------------------------|-----------------------------|
| Editor Assignment Chain Template: | EIC to AE ▼ |

Change) to initially prevent Author customization of titles suggested by an Editor when inviting an Author.

Select an Assignment Chain Template to allow the entire Editor Chain to be assigned in one action, not just the first Editor.

Editor Chain Templates: Assign Editor

Quicklinks

New Submissions Requiring Assignment - Steven Gain

Contents: These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) 1 10 res

| Action | Manuscript Number | Article Type | Article Title | Author Name | Current Status | Initial Date Submitted | Status Date |
|---|-------------------|--------------|--------------------|-------------|----------------------|------------------------|-------------|
| <ul style="list-style-type: none">View Submission DetailsInitiate Discussion HistoryFile InventoryEdit SubmissionSend Back to AuthorRemove Submission ClassificationsAssign EditorSet Final DispositionInitiate ProductionSend E-mailLinked Submissions | DEMOSGG-00019 | EMUG 2017 | Underused Features | Jeff Tassi | Manuscript Submitted | 05/22/2017 | 05/22/2017 |

Assign Editor Chain: Step 1: Choose Role




Assign Editor Chain

Title: Instructions for Submission Production Task Aries Import (a/k/a "reverse feed")

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor

Define Initial Editor Assignment Chain

| | Step | Role | Editor | Assignment Letter |
|---|----------|------------------------|-----------------|-------------------|
|  | Editor 1 | Editorial Coordinator | | Editor Assignment |
|  | Editor 2 | External Board Member | Richard Wynne | Editor Assignment |
|  | Editor 3 | Congress Review Editor | Valerie Verrier | None |

Congress Review Editor

Cancel

Create Chain and Send Letters

Assign Editor Chain: Step 2 : Choose Editor

Assign Editor Chain

Title: Instructions for Submission Production Task Aries Import (a/k/a "reverse feed")

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor

Define Initial Editor Assignment Chain

| | Step | Role | Editor | Assignment Letter |
|--|----------|------------------------|--|---|
| | Editor 1 | Editorial Coordinator | | Editor Assignment Customize |
| | Editor 2 | External Board Member | Editor Billy Hogue Eugene Williams Randi | Editor Assignment Customize |
| | Editor 3 | Congress Review Editor | | None Customize |

Congress Review Editor [Add to Chain](#)

Cancel

Create Chain and Send Letters

Assign Editor Chain: Step 3 : Customise Letter

Assign Editor Chain

Title: Instructions for Submission Production Task Aries Import (a/k/a "reverse feed")

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor

Define Initial Editor Assignment Chain

| | Step | Role | Editor | Assignment Letter |
|--|----------|------------------------|-----------------|---|
| | Editor 1 | Editorial Coordinator | | Editor Assignment Customize |
| | Editor 2 | External Board Member | Richard Wynne | None Customize |
| | Editor 3 | Congress Review Editor | Valerie Verrier | Editor Assignment Customize |

Congress Review Editor [Add to Chain](#)

[Cancel](#) [Create Chain and Send Letters](#)


- Editor Assignment
- None
- Editor Assignment
- Editor Invitation
- Editor Notice an Assignment was Undone
- Editor Assignment Undone
- Editor Assignment - Proposal

Assign Editor Chain: Details Page

| Editors | | Top |
|------------------------|---|---------------------|
| Name: | Billy Editor [Proxy] | |
| Role: | Editorial Coordinator | |
| Date Assigned: | Dec 05, 2017 | |
| Date Completed: | | |
| Elapsed Days: | 0 | |
| Recommendation: | | |
| <hr/> | | |
| Name: | Richard Wynne [Proxy] | |
| Role: | External Board Member | |
| Date Assigned: | Dec 05, 2017 | |
| Date Completed: | | |
| Elapsed Days: | 0 | |
| Recommendation: | | |
| <hr/> | | |
| Name: | Valerie Verrier [Proxy] | |
| Role: | Congress Review Editor | |
| Date Assigned: | Dec 05, 2017 | |
| Date Completed: | | |
| Elapsed Days: | 0 | |
| Recommendation: | | |

Assign Editor Chain: Add to Chain

Assign Editor Chain

Title: Pulmonary COII Gene Sequences Provide Insights into the Broncho Response of Loris Species Groups (Chemokines @ and  genetic cascade for HIV-1 infection)

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

[Assign Individual Editor](#)

Define Initial Editor Assignment Chain


| Step | Role | Editor | Assignment Letter |
|----------|------------------------|-----------------|---|
| Editor 1 | Congress Review Editor | Valerie Verrier | Editor Invitation Customize |

Congress Review Editor [Add to Chain](#)

[Cancel](#) [Create Chain and Send Letters](#)

Editor Chain Templates: Assign Individual Editor

Assign Editor Chain

Title: Pulmonary COII Gene Sequences Provide Insights into the Broncho Response of Loris Species Groups (Chemokines @ and  genetic cascade for HIV-1 infection)

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor


Define Initial Editor Assignment Chain

| Step | Role | Editor | Assignment Letter |
|----------|------------------------|-----------------|---|
| Editor 1 | Congress Review Editor | Valerie Verrier | Editor Invitation Customize |

Congress Review Editor

Editor Chain Templates: Assign Individual Editor

Assign Editor

Title: Pulmonary COII Gene Sequences Provide Insights into the Broncho Response of Loris Species Groups (Chemokines @ and ) genetic cascade for HIV-1 infection)

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.

[Blind Editors](#)

Cancel

Send Custom Letters

Send Default Letters

| Select | Editor Role | Editor Name | Current Assignments | # Classification Matches | Classification Matches | Available during next 30 days |
|-----------------------|------------------------|-----------------|---------------------|--------------------------|------------------------|-------------------------------|
| <input type="radio"/> | Congress Review Editor | Valerie Verrier | 1 | 0 | | Yes |
| <input type="radio"/> | Editorial Coordinator | Billy Editor | 12 | 0 | | Yes |
| <input type="radio"/> | Editorial Coordinator | Eugene Hogue | 3 | 0 | | Yes |
| <input type="radio"/> | Editorial Coordinator | Randi Williams | 0 | 0 | | Yes |
| <input type="radio"/> | External Board Member | Richard Wynne | 1 | 0 | | Yes |
| <input type="radio"/> | Super User | Super User | 0 | 0 | | Yes |

Cancel

Send Custom Letters

Send Default Letters



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Reviewer Discovery


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Reviewer Discovery: Reviewer Selection Summary Page

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

| Select Inv. | Reviewer Name | Board Member | Classifications | Reviewer Statistics (Agreed Invitations) | Invitation Statistics |
|--------------------------|---|--------------|--|--|-----------------------|
| <input type="checkbox"/> | Information from Reviewer Discovery: Wallace Edgar Huffman Department of Economics College of Liberal Arts and Sciences Iowa State University whuffman@iastate.edu | No | 2 Reviewer Discovery Keyword(s) Found Labor Economics Agricultural Economics | View Researcher Profile and Publications | |
| <input type="checkbox"/> | Information from Reviewer Discovery: Songqing Jin Department of Agricultural, Food and Resource Economics College of Agriculture & Natural Resources Michigan State University jins@msu.edu | No | 5 Reviewer Discovery Keyword(s) Found Agriculture Economics Asian Studies Agriculture Business and Management Agricultural Economics | View Researcher Profile and Publications | |

Reviewer Discovery: View Researcher Profile

| Profile | |
|--------------------|---|
| Past Affiliations: | |
| Qualifications: | BS, Agriculture, Iowa State University MA, Economics, University of Chicago PhD, Economics, University of Chicago |
| Honors and Awards: | |
| Memberships: | American Agricultural Economics Association |
| Languages: | |
| Personal Keywords: | Labor Economics Agricultural Economics |
| Expertise: | <p>Primary Research Areas: Human Capital (Schooling, Health, Information, Immigration), Ag Household Models, Ag R&D Management and Policy, Adoption/Acceptance of Technologies, Ag Economics, Applied Econometrics and Experimental Economics</p> <p>Primary Teaching Areas: Labor Economics (human capital and labor supply, including agricultural and productive household models); Econometrics; Science and Technology and Economic Growth; and Agricultural Economics</p> <p>Area of Expertise:</p> <ul style="list-style-type: none">• Agricultural and Natural Resource Economics• Health Economics• Human Resources Economics• Econometrics |
| Patents & Grants | |
| Patents: | |
| Grants: | |

Reviewer Discovery: View Researcher Profile cont...

| Summarized Publications | | | | | | | |
|-------------------------|----|--|--|--|--|--|--|
| Total Articles | 70 | | | | | | |
| Total Book Chapters | 4 | | | | | | |
| Total Conference Papers | 0 | | | | | | |
| Total Other | 0 | | | | | | |

| Most Recent Publications | | | | | | | |
|--------------------------|---------|--|--------|-------|---------------|---|---|
| Publication Date | Type | Name | Volume | Issue | External Link | Title | Abstract |
| Aug 2013 | ARTICLE | Climatic Change | 119 | 3-4 | | Climate change influences on agricultural research productivity | This paper investigates the impacts of climate change on US returns to research investments on agricultural productivity. We examine this using a historical data set in a panel time-series (more...) |
| Dec 2011 | ARTICLE | Journal of Agricultural and Resource Economics | 36 | 3 | | Household Production and the Demand for Food and Other Inputs: U.S. Evidence | |
| Jan 2010 | ARTICLE | Journal of Population Economics | 23 | 1 | | Binge drinking and labor market success: a longitudinal study on young people | This paper presents a two-equation model of joint outcomes on an individual's decision to binge drink and on his/her annual labor market earnings. The primary data source is the 1979 cohort of (more...) |

Reviewer Discovery: Links to Crossref

| | | | | | | | |
|----------|---------|---|----|---|----------|---|---|
| Feb 2007 | ARTICLE | Journal of Population Economics | 20 | 1 | CrossRef | Binge drinking and labor market success: a longitudinal study on young people | This paper presents a two-equation model of joint outcomes on an individual's decision to binge-drink and on his/her annual labor |
| Jul 2007 | ARTICLE | Economic Inquiry | 45 | 3 | CrossRef | Economic Inquiry | |
| May 2007 | ARTICLE | American Journal of Agricultural Economics | 89 | 2 | | MULTIMEDIA | |
| May 2007 | ARTICLE | Journal of Economic Behavior & Organization | 63 | 1 | | Telematics | |

Binge drinking and labor market success: a longitudinal study on young people | SpringerLink - Go

Secure | <https://link.springer.com/article/10.1007%2Fs00148-005-0053-8>

 Springer Link

[Journal of Population Economics](#)
 January 2010, Volume 23, [Issue 1](#), pp 303–322 | [Cite as](#)

Binge drinking and labor market success: a longitudinal study on young people

Authors [Authors and affiliations](#)

Shao-Hsun Keng , Wallace E. Huffman

Reviewer Discovery: Inviting Discovered Reviewers

| Inv. | Asn. | Alt. | Prop. | Information from Reviewer Discovery: | No | 7 Reviewer Discovery Keyword(s) Found | View |
|--------------------------|--------------------------|--------------------------|--------------------------|--|----|--|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information from Reviewer Discovery: Robert Dixon Phillips Department of Food Science & Technology College of Agricultural and Environmental Sciences University of Georgia rphilli@uga.edu | No | 7 Reviewer Discovery Keyword(s) Found Vegetables food science Chemistry Food Chemistry Nutrition or Dietetics Biochemistry Food Science and Technology | View |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information from Reviewer Discovery: Bob C. Kemerait Department of Plant Pathology College of Agricultural and Environmental Sciences University of Georgia kemerait@uga.edu | No | 1 Reviewer Discovery Keyword(s) Found Plant Pathology | View |

This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.

This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.

Assign Reviewer Role

All Reviewer candidates must be assigned a Reviewer Role before being invited to review. Please assign a Reviewer Role to the people who do not yet have roles. You can also check 'Do not use this Person' if you decide not to invite them.

| Name | Selected As | Reviewer Role | Do not use this Person |
|---------------------------------------|-------------|-------------------------------|--------------------------|
| Robert Dixon Phillips | Invited | Reviewer <input type="text"/> | <input type="checkbox"/> |
| Bob Kemerait | Invited | Reviewer <input type="text"/> | <input type="checkbox"/> |

Cancel

Assign Reviewer Roles

Reviewer Discovery: Inviting Discovered Reviewers

Reviewers to Invite

| Name | Letter | Days to Review | Do Not Invite |
|------------------------------------|--|----------------|--------------------------|
| Robert Dixon Phillips ▾ (Reviewer) | Reviewer Invitation 2 Customize | 7 | <input type="checkbox"/> |
| Bob Kemerait ▾ (Reviewer) | Reviewer Invitation 2 Customize | 7 | <input type="checkbox"/> |

[Change Selections](#)

[Cancel](#) [Confirm Selections and Proceed](#)

Any Questions?

Michaela Barton

Account Coordinator

mbarton@ariessys.com