

EM Ingest

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EM Ingest 2.0

EM Version 14.1 & up

Ingest 2.0 – Enhancements

- New Editor Main Menu folders (with signposting!)
- Improved Success/Failure Notifications
- More complete metadata ingest
- API push to Submission Partners
- Option to Automatically trigger ‘Send Back to Author’
- Option to Automatically mark as “Transfer Complete” (and progress into workflow) when PDF built and approved

Ingest 2.0 – New Editor Main Menu folders

Three new Ingest-related folders (Same RoleManager permission as Transferred Submissions)

- New Ingested Submissions
 - Holds new revision 0 submissions ingested via FTP from a submission partner
- Ingested Submissions Returned to Publication
 - Holds submissions and revisions returned from submission partner (via FTP) after 'Send Back to Author'
- Revised Ingested Submissions
 - Holds revised submissions returned from submission partner (via FTP) after Editor decision in 'Revise' decision family

Transferred Submissions folder

- Now holds only submissions transferred from another EM journal, or imported from another peer review system

Editor Main Menu – with signposting


Editor 'To-Do' List

My Pending Assignments (113)

 Transferred Submissions (59)


Ingested Submissions (66)

 New Ingested Submissions (43)

 Ingested Submissions Returned to Publication (6)

 Revised Ingested Submissions (17)

 New Submissions Requiring Assignment (38)

 Revised Submissions Requiring Assignment (1)

Ingest 2.0 – Improved Success/Failure Notifications to Submission Partner

Ingest 1.0

- E-mail notifications to Submission Partners
- Ingest Success/Failure only (no “success but warnings”); generic language

Ingest 2.0

- Email notifications - Subject line now includes EM Journal Code
- Email body - More detail about failure conditions
- Separate “Warning” email sent (ingest was successful, but warnings were triggered - e.g. Additional Manuscript Detail value sent in XML, but no matching AMD description in EM Site)
- Notifications can be sent via API as well as e-mail

Ingest 2.0 – More Complete metadata ingest

Submission Item Types

- Ingest 1.0 – not ingested (Author/Editor had to ‘Edit Submission’ to select these prior to building and approving PDF).
- Ingest 2.0:
 - Submission Item Types are specified in JATS XML, can be ingested for each Submission Item
 - Custom metadata ID for Submission Item Type must be configured on EM site and in JATS XML

Custom Question Responses

- Ingest 1.0 – not ingested
- Ingest 2.0
 - Corresponding Author’s Submission and Author Questionnaire responses are ingested
 - Co-author responses not ingested
 - Custom metadata ID for question must be configured on EM site and in JATS XML

Ingest 2.0 – API pushes to Submission Partners

- Success/Failure/Warning notification messages (JSON format)
- Editorial Status Changes – metadata in JSON format
- Send Back to Author – files and metadata (JSON)
- Revise decisions – files and metadata (JSON)
- Transfer back to submission partner – files and metadata (JSON)

Ingest 2.0 API Push – Editorial Status Changes

- Ingest 1.0
 - Submission Partners do not have visibility to manuscript's status in EM after ingest
- Ingest 2.0
 - Status changes trigger API push to originating submission partner
 - Status can be displayed to Author on Submission Partner's platform
 - Alternative text for Authors pushed (if available)
 - Editorial Status text [editor version] always pushed
 - JSON message only – no files pushed

Alternative Status Text for Authors

Edit Document Statuses

Listed below are the text strings used to define Document Status and the Role Family that assumes responsibility for a document when the status is assigned. If an Alternative Text for Authors is defined, then this is what Authors will see when they are configured in RoleManager to view the Current Document Status; leave this blank if the Author should see the main Editorial Status Text term. Where you have several Main Status Terms that are configured to trigger consecutively in ActionManager, you can set them all to have the same Alternative text for Authors value so that the author will see no corresponding change in status during this time.

Editorial Status Text	Alternative Text for Authors (if Different)	Role Family
No Change		No Change
Submitted to Journal		EDITOR Remove Edit
Accept		EDITOR Remove Edit
Accept and Transmit Conference Submission	Accept	EDITOR Edit
Accept for Extraction Conference Submission	Accept	EDITOR Edit
Author Declines to Review	You Declined to Review	No Change Remove Edit
Sent Back to Author	Needs Your Attention	AUTHOR Edit
Submission Transferred	Transferred to Other Journal	EDITOR Edit
Transferred Submission Received	With Journal	EDITOR Edit
Unassign Editor	Under Review	EDITOR Edit
Unassign Editor Notification	Under Review	No Change Edit
Under Review		REVIEWER Remove Edit
With Editor	Under Review	EDITOR Remove Edit
Withdrawn Conference Submission	Completed	EDITOR Edit
Withdrawn Proposal	Completed	EDITOR Edit

[The rest of the page is unchanged]

[Add New Status](#)

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Ingest 2.0 API Push – Send Back to Author

- Ingest 1.0
 - Submission Partners cannot get “Send Back to Author” notifications or files
- Ingest 2.0 API push of files and metadata:
 - When Send Back to Author event triggered in EM
 - Aries-formatted JSON message sent to API endpoint provided by Submission Partner. Files are streamed in same API interaction.
 - “Send Back to Author” letter still sent to Author and others via email

Submission Partner re-FTP's Corrected Submission

- After API push of “Send Back to Author” information and files
- Corrected by Corresponding Author in submission partner’s interface, and then FTP’ed back to EM
- FTP return triggers new “Submission returned to publication via ingest” letter to journal staff (email addresses configured in *AdminManager- Configure Cross-Publication Submission Transfer*)
 - Specific JATS XML element must be added to signal a ‘returned submission’ vs a ‘new submission’
- Submission placed in new ‘*Ingested Submissions Returned to Publication*’ folder, in new ‘Ingested Submissions’ section of Editor Main Menu
- Submission must be edited to build and approve PDF, then Editor clicks ‘Returned Submission Transfer Complete’ link
- Alternatively, if submission is corrected and resubmitted in EM interface, it is placed back in ‘*New Ingested Submissions*’ folder, or automatically marked as “Transfer Complete” (because it has an approved PDF)

Editor Main Menu – Ingested Submissions Returned to Publication folder


Editor 'To-Do' List


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 Revised Ingested Submissions (17)

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 Revised Submissions Requiring Assignment (1)

Ingest 2.0 API Push – Revise Decisions

- Ingest 1.0
 - Submission Partners do not get ‘Revise’ notifications or files
- Ingest 2.0 API push of files and metadata at Revise Decision/Notify Author
 - Aries-formatted JSON message to API endpoint provided by Submission Partner. Files are streamed in same API interaction.
 - Decision letter still sent to Author and others via email

Submission Partner re-FTP's Revised Submission

- After API Push of “Revise” decision
- Revised by Corresponding Author in submission partner’s interface, and then FTP’ed back to EM
 - Specific JATS XML element must be added to signal a ‘revised submission’ vs a ‘new submission’ or ‘returned submission [at the same revision level]’
- FTP return triggers new “Revision received via ingest” letter to journal staff (email addresses configured in *AdminManager- Configure Cross-Publication Submission Transfer*)
- Submission placed in new ‘*Revised Ingested Submissions*’ folder, in new ‘Ingested Submissions’ section of Editor Main Menu
- Submission must be edited to build and approve PDF, then Editor clicks ‘Revised Transfer Complete’ link
- If submission is revised in EM interface, it is placed back in ‘*Revised Ingested Submission*’ folder, where Editor can now click ‘Revised Transfer Complete’

Editor Main Menu – Revised Ingested Submissions folder

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Ingest 2.0 API Push – Transfer back to Submission Partner

- Geared to Submission Partners who want to handle the transfer to another journal themselves (not through EM)
- Editor sets Final Disposition to “Transfer” – submission partner is a selectable transfer recipient
- Editors can suggest transfer recipient journals to be presented to Author on submission partner’s site
- Files and metadata pushed – metadata includes suggested transfer recipient journals
- Submission recorded as “transferred to [submission partner]” in EM; displayed in Final Disposition – Transfer folder

And now for something
(slightly) different....

(but still considered part of “Ingest 2.0”)

Ingest 2.0 – Automatic Trigger of Send Back to Author

- Geared to journals importing submissions from other journal sites or ingesting them from submission partners without an API, and who want the submission to go back to the Author automatically, without editors having to click the ‘Send Back to Author’ link
- Configurable on a submission partner basis in *AdminManager – Configure Manuscript Service Providers for Ingest*
- Configured for transferred submissions from another EM journal or an outside journal in *AdminManager – Configure Cross Publication Submission Transfer*

Ingest 2.0 – Automatic Trigger of Send Back to Author

- Imports/ingests submission into '*Transferred Submissions*' or '*New Ingested Submissions*' folder, then automatically sends submission back to the Author.
 - “Transferred Submission Received” letter is triggered to journal staff upon successful transfer or ingest of submission (email addresses configured in *AdminManager – Configure Cross-Publication Submission Transfer*)
 - ‘Send Back to Author’ letter is triggered automatically (journal must configure an Editor as the “sender”)
 - Submission automatically goes to Author folder “*Submissions Sent back to Author*”
 - Submission automatically goes to Editor folder “*Submissions Sent Back to Author for Approval*”

Ingest 2.0 – Automatic Trigger of “Transfer Complete”

- Requires Author to build and approve PDF for an imported/ingested submission in EM interface (until version 15.0)
- Approval of PDF triggers ‘Transfer Complete’ functionality
- Geared to journals who want the submission to be automatically placed into the workflow after PDF approval, without requiring an Editor to click the ‘Transfer Complete’ link.
- Can be combined with Automatic ‘Send Back to Author’ settings, so Editors don’t need to interact with ‘Transferred Submissions’ or ‘New Ingested Submissions’ folders
 - Submission automatically Sent Back to Author → Author builds and approves PDF (in EM) → Submission automatically marked as Transfer Complete; enters workflow