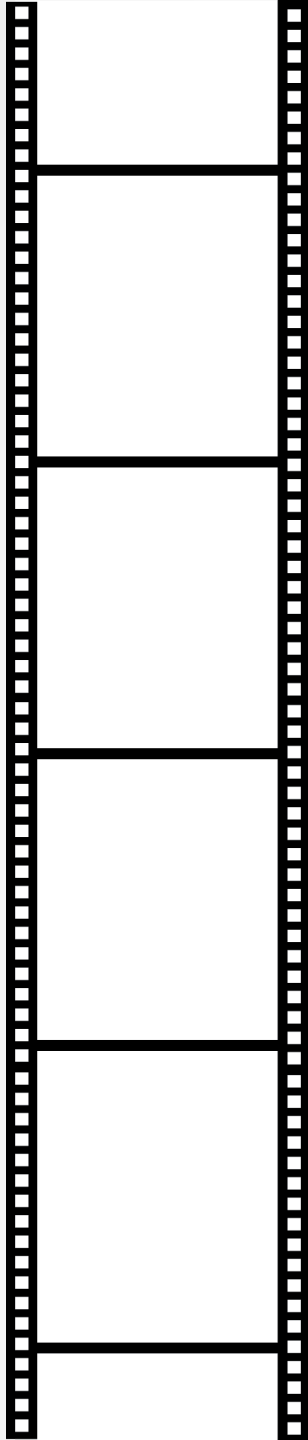


Welcome to
EMUG 2017
BOSTON



www.ariessys.com





Invited Papers

Ann McLaughlin, U.S. Client Services Manager
amclaughlin@ariessys.com

Agenda

- Which invited workflow should I use?
 - Commentaries
 - Proposals
 - Linked submissions
 - Letters to the Editor
- Configuring your Invited Article Types
- Live demonstration of LTE workflow

A quick explanation of each Invited Workflow



Commentaries

Commentaries are invited submissions based on an existing submission that has already been assigned to an editor.

New Editor Assignments - Ann McNamara Richards, M.D.

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or De order.

Page: 1 of 1 (1 total submissions)

Display 10 res

| Action ▲ | Manuscript Number ▲▼ | Article Type ▲▼ | Section/Category ▲▼ | Article Title ▲▼ | Author Name ▲▼ |
|--|----------------------|-----------------|---------------------|---|-----------------------------------|
| View Submission Details ▼ Initiate Discussion History File Inventory Edit Submission Classifications Unassign Editor Assign Editor Invite Reviewers Solicit Commentary ← Set Final Disposition Initiate Production Submit Editor's Decision and Comments Send E-mail Linked Submissions | DEMOAR100-D-13-00021 | Original Study | | The weather and your summer vacation - conflicting ideas. | Finn McLaughlin ▼ |

Commentaries

After clicking the Solicit Commentary link, you will be asked to provide some basic information about the submission, and you will also be offered the opportunity to pre-select the article type for the author.

Target Publication Schedule

Enter a target publication date and other parameters. These values will apply to this submission and any invited submissions which are associated with it. In some cases, only the invited submissions will be published.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

Pre-select Article Type for Invited Submissions generated from this Submission:

Author Will Select

*** Target Publication Date:**

12/1/2013 (mm/dd/yyyy)

Target Publication Volume:

Target Publication Issue:

REQUIRED

Author Response Due:

Number of Days Author has to Respond to Invitation

A value of zero indicates the Response due date feature is not being used.

Author Submission Due:

Number of Days prior to Target Publication Date

A value of zero indicates the Submission due date feature is not being used.

Commentaries

You will then be brought to the author search screen. This screen is very similar to the reviewer search screen, with one exception: The way alternates are selected.

Author Selection Summary - Manuscript DEMOAR100-D-13-00021
The weather and your summer vacation - conflicting ideas.

[Manuscript Details](#)

Author Search

Search My Publication


Selected Authors

Invited Authors
There are no Authors Invited for this submission

Alternate Authors
There are currently no Alternate Authors selected for this submission

Commentaries

Search for Authors - Manuscript DEMOAR100-D-13-00021 "The weather and your summer vacation - conflicting ideas."

[Manuscript Details](#)  [Register and Invite New Author](#)

[Help with Searching](#) [Insert Special Character](#)

| Criterion | Selector | Value | |
|-----------|-------------|-------|-----|
| Last Name | Begins With | ri | END |
| Last Name | Begins With | | END |
| Last Name | Begins With | | |



Target Publication Information: *Date:* Unspecified *Volume:* Unspecified *Issue:* Unspecified

Author Candidates

Check the box for each person you want to invite to submit, and then proceed.

Page: 1 of 1 (5 total Authors)

Display results per page.

| Select | Number of Invitation Letters | Author Name | Board Member | Submissions Being Processed | | Author Statistics | | Invitation Statistics | |
|--------------------------|------------------------------|---|--------------|-----------------------------|-------------|-----------------------------------|---|--------------------------|---|
| | | | | Invited | Unsolicited | | | | |
| <input type="checkbox"/> | | Allie Richards  | No | 0 | 0 | Agreed and Awaiting Submission: | 0 | Outstanding Invitations: | 0 |
| | | | | | | Invited Submissions Received: | 0 | Agreed: | 0 |
| | | | | | | Un-invited Before Agreeing: | 0 | Declined: | 0 |
| | | | | | | Un-invited After Agreeing: | 0 | Un-invited: | 0 |
| | | | | | | Last Invited Submission Agreed: | - | Total Invitations: | 0 |
| | | | | | | Last Invited Submission Received: | - | | |
| | | | | | | Last Invited Submission Declined: | - | | |
| | | | | | | Avg Days to Submit: | 0 | | |
| <input type="checkbox"/> | | Ann McNamara Richards, M.D.  | No | 0 | 0 | Agreed and Awaiting Submission: | 0 | Outstanding Invitations: | 0 |
| | | | | | | Invited Submissions Received: | 0 | Agreed: | 0 |
| | | | | | | Un-invited Before Agreeing: | 0 | Declined: | 0 |
| | | | | | | Un-invited After Agreeing: | 0 | Un-invited: | 0 |
| | | | | | | Last Invited Submission Agreed: | - | Total Invitations: | 0 |

Commentaries

Once you have selected the authors to be invited, you can then customize the invitation letter, and enter response and submission due dates (if not already supplied).

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. [\(more...\)](#)

Target Publication Information: *Date: Unspecified Volume: Unspecified Issue: Unspecified*

Authors to Invite

| Name | Letter | Invited Author Response Due Date | Author Submission Due Date | Do Not Invite |
|---------------------------------|---|--------------------------------------|--------------------------------------|--------------------------|
| Dalton Richards | Author Invitation for Commentary <input type="button" value="Customize"/> | <input type="text"/> (mm/dd/yyyy) | <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |
| Allie Richards | Author Invitation for Commentary <input type="button" value="Customize"/> | <input type="text"/> (mm/dd/yyyy) | <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |

Others Notified of Author Invitation

| Name | Letter | Do Not Send |
|------|--------|-------------|
|------|--------|-------------|

Commentaries

The invitation will now appear in the invited author's "My New Invitations" folder.

Author Main Menu

[Alternate Contact Information](#)

These are customized instructions for authors. They will display on the main menu. You can add HTML - including videos, links, images, etc.

Submissions in Production (0)

Current Task Assignments (0)

Invited Submissions

[My New Invitations \(1\)](#)

New Submissions

New Author Invitations for Allie Richards

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions)

Display results per page.

| Action | Manuscript Number | Article Type | Article Title | Status Date | Current Status | Date Author Invited | Date Response Requested | Days Invitation Outstanding | Editor's Name | Keywords | Classifications |
|---|----------------------|----------------|---|--------------|----------------|---------------------|-------------------------|-----------------------------|-----------------------------|----------|-----------------|
| View Submission Requiring Commentary View Invitation Letter Agree to Submit Decline to Submit Send E-mail | DEMOAR100-D-13-00021 | Original Study | The weather and your summer vacation - conflicting ideas. | Jun 12, 2013 | With Editor | Jun 12, 2013 | | 0 | Ann McNamara Richards, M.D. | | |

Commentaries

After the author(s) submit their commentaries (these are considered child submissions) the original (parent) submission will now display the “View Related Submissions” link.

New Editor Assignments - Ann McNamara Richards, M.D.

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, order.

Page: 1 of 1 (1 total submissions)

| Action | Manuscript Number | Article Type | Section / Article |
|--|----------------------|----------------|-------------------|
| View Submission Details Initiate Discussion History File Inventory Edit Submission Classifications Unassign Editor Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Initiate Production View Related Submissions Submit Editor's Decision and Comments Send E-mail Linked Submissions | DEMOAR100-D-13-00021 | Original Study | |

View Related Submissions for Manuscript Number DEMOAR100-D-13-00021.

Contents: Submissions where one or more Authors have submitted related manuscripts. The parent manuscript is listed sorted.

Page: 1 of 1 (1 total commentaries)

| Submission With Commentary | | | | | |
|---|----------------------|----------------|---|--------------------|-----------------|
| Action | Manuscript Number | Article Type | Article Title | Section / Category | Author Name |
| View Submission Details History Set Final Disposition Initiate Production Solicit Commentary Move to Completed Folder Go to Submission | DEMOAR100-D-13-00021 | Original Study | The weather and your summer vacation - conflicting ideas. | | Finn McLaughlin |

| Related Submissions | | | | | |
|--|-------------------|--------------|--|----------------|------------------------|
| Action | Manuscript Number | Article Type | Article Title | Author Name | Initial Date Submitted |
| View Submission Edit Submission Details History Set Final Disposition Initiate Production Go to Submission | | Commentary | Why you don't want to vacation in Orlando in July. | Allie Richards | Jun 12, 2013 |

Page: 1 of 1 (1 total commentaries)

Commentaries

Some notes on Soliciting Commentary:

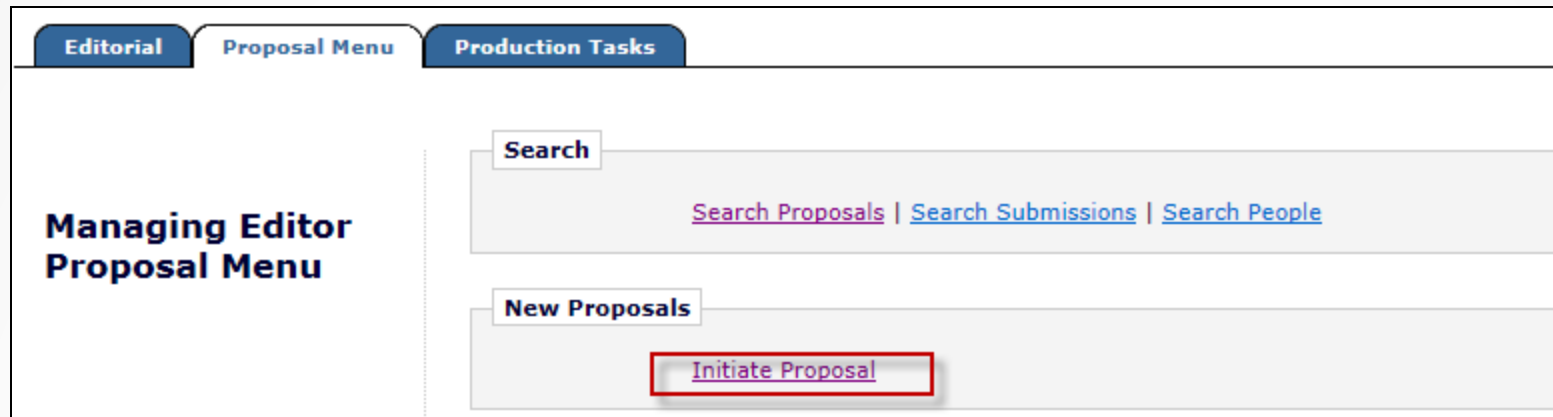
- If you pre-select an article type for the author you will *not* be able to change it by editing the submission.
- There are multiple ActionManager events associated with commentaries:
 - Solicit Commentary on Submission
 - Invited Submission Due Date Changed
 - Un-invite Authors
 - Promote Alternate Authors
 - Author Agrees to Invitation
 - Author Declines Invitation
 - New Child Submission Sent to Publication
- Commentaries can be linked after the fact as Letters to the Editor
- “Move to Completed” folder simply moves it out of the “My Submissions with Pending Commentaries” folder on the Proposal Menu tab. You cannot complete a commentary until all invited authors are accounted for (either submitted or declined to submit).
- There are two iCal events specifically associated with Commentaries:
 - Author Agrees to Submit Invited Paper
 - Invited Paper Due Date Changed

Proposals

- Proposals are designed to collect solicited papers on a particular topic, or for a special issue.
- Proposals are similar to Commentaries in the way they are processed through the system, however, they are not based on an existing submitted manuscript, and there are generally several authors invited on a proposal.
- With Proposals, you have the option to build a PDF which will be visible to the invited authors. These PDFs can be submission examples, Table of Contents, or previous editions of the published work.
- You can now assign authors.
- Authors can upload their list of co-authors in one easy step.

Proposals

When on the Proposal tab, click on “Initiate Proposal”.



Proposals

You will then be asked to enter your Proposal Article Type, and you can at this time pre-select the Article Type for your invited authors.

You can then proceed to build a PDF, or simply create the Proposal with no PDF and assign an editor as necessary

Initiate Proposal

Select an Article Type for the proposal, then enter a Proposal Title and other information.

Pre-selecting an article type for invited submissions is optional. The 'Author Will Select' option allows the invited Author to select from a list of invited article types.

| | |
|---|---|
| * Article Type: | Special Issue <input type="button" value="v"/> |
| Pre-select Article Type for Invited Submissions generated from this Proposal: | Author Will Select <input type="button" value="v"/> |
| * Title: | <input type="text"/> |

[Insert Special Character](#)

| | |
|--|---|
| * Target Publication Date: | <input type="text"/> <input type="button" value="calendar"/> (mm/dd/yyyy) |
| Target Publication Volume: | <input type="text"/> |
| Target Publication Issue: | <input type="text"/> |
| Author Response Due: Number of Days Author has to Respond to Invitation | <input type="text" value="0"/> <i>A value of zero indicates the Response due date feature is not being used.</i> |
| Author Submission Due: Number of Days prior to Target Publication Date | <input type="text" value="0"/> <i>A value of zero indicates the Submission due date feature is not being used.</i> |

Proposals

The Invitation process is the exact same as for commentaries.

Search for Authors - Manuscript DEMOAR100-D-13-00022 "Special Issue"

[Manuscript Details](#) [Register and Invite New Author](#)

[Help with Searching](#) [Insert Special Character](#)

| Criterion | Selector | Value | |
|-----------|-------------|----------|-----|
| Last Name | Begins With | richards | END |
| Last Name | Begins With | | END |
| Last Name | Begins With | | |

Target Publication Information: Date: May 01, 2014 Volume: Unspecified Issue: Unspecified

Author Candidates

Check the box for each person you want to invite to submit, and then proceed.

Page: 1 of 1 (4 total Authors)

Display 10 results per page.

| Select | Number of Invitation Letters | Author Name | Board Member | Submissions Being Processed | | Author Statistics | Invitation Statistics |
|--------------------------|------------------------------|---|--------------|-----------------------------|-------------|---|---|
| | | | | Invited | Unsolicited | | |
| <input type="checkbox"/> | | Allie Richards | No | 1 | 1 | Agreed and Awaiting Submission: 0 Invited Submissions Received: 1 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 Last Invited Submission Agreed: Jun 12, 2013 Last Invited Submission Received: Jun 12, 2013 Last Invited Submission Declined: - Avg Days to Submit: 0 | Outstanding Invitations: 0 Agreed: 1 Declined: 0 Un-invited: 0 Total Invitations: 1 |
| <input type="checkbox"/> | | Ann McNamara Richards, M.D. | No | 0 | 0 | Agreed and Awaiting Submission: 0 Invited Submissions Received: 0 Un-invited Before Agreeing: 0 Un-invited After Agreeing: 0 | Outstanding Invitations: 0 Agreed: 0 Declined: 0 Un-invited: 0 |

Proposals

In addition to inviting authors, you can also assign authors.

Edit Role Definition

Role Name:*
Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

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

- ▣ New Submissions
- ▣ Editor Assignment
- ▣ Reviewer Invitations
- ▣ Editor Decisions
- ▣ Proposals/Commentaries
 - Use Proposals Details Layout:
 - Search All Proposals
 - Initiate Proposals
 - Invite Authors/Solicit Commentaries
 - Select Alternate Authors
 - Promote Alternate Authors
 - Remove Alternate Authors
 - Assign Authors (without Invitation)
 - Lock/Unlock predefined Article Title
 - Override Author Invited Submission Due Dates
 - View All Proposals and Submissions with Commentaries
 - Set Final Disposition on Proposals

Sample RoleManager page – new events are highlighted in pink text

| Event | Managing Editor Letters |
|--|-------------------------|
| Create Proposal | Proposal Created |
| Invite Authors for Proposal | NONE |
| Author Assigned (Not Invited) for Proposal | NONE |
| Solicit Commentary on Submission | NONE |
| Author Assigned (Not Invited) for Commentary | NONE |
| Invited Submission Due Date Changed | NONE |
| Un-invite Authors | NONE |
| Author Unassigned after Accepting Invitation | NONE |
| Author Unassigned after Assignment | NONE |
| Promote Alternate Authors | NONE |
| Author Agrees to Invitation | NONE |
| Author Declines Invitation | NONE |

Proposals

- Authors can upload their list of co-authors!

Author Selection Summary - Manuscript Kristin132
Proposed Book Unit 1

Manuscript Details

Author Search

Search My Publication Upload Author List Search for Authors Search by Personal Classifications Go

Selected Authors

Invited Authors

| | | | |
|--------------------------|--|-----------------------------|---------------------------|
| Jarvis Cocker | Author Complete - Mar 03 2016 03:42:37:970PM | View Letter | |
| Jordan B. Catalano, Ph.D | Author Complete - Mar 03 2016 03:46:30:873PM | View Letter | |
| Kristin 7.0 | Author Complete - Mar 03 2016 03:15:36:587PM | View Letter | |
| Baloo Bear | Author Complete - Mar 03 2016 03:39:05:200PM | View Letter | |
| Virginia Ayotte | Author Complete - Mar 03 2016 03:32:51:787PM | View Letter | |
| Candy Cane, Ph.D. | Agreed to Submit - Mar 03 2016 03:11:10:517PM | View Letter | Un-invite |
| Summers Anne Buffy, PhD | Agreed to Submit - Mar 03 2016 03:10:44:220PM | View Letter | Un-invite |
| Jelly Belly | Author Invited - Mar 03 2016 03:06:26:340PM | View Letter | Un-invite |

Proposals


**Author List File - Manuscript Kristin132
Proposed Book Unit 1**

Upload Author List

Use this option to upload a list of potential Authors from a file which includes their First Name, Last Name, Email Address, and optionally, a description of the material they will be asked to author and an ORCID iD. [\(more...\)](#)


Browse your computer:

Or Drag & Drop a File Here



No Author List File has been uploaded for this submission.

Author Candidates

The Author Candidates found in the uploaded file are displayed below. If any errors exist within the data they are highlighted with a warning icon. Depending on the issue with the data, the offending record may not be imported. Rolling over the  icon where an issue has been discovered will provide information about the issue. The 'Ignore' option can be used to exclude Authors before importing the list.

To load the approved records into the 'Author Candidates' grid choose 'Import'. Choose the 'Remove' option to remove your file so that you may correct any issues and upload the file again.

| Invitation | FIRSTNAME | LASTNAME | EMAIL | ORCID | Title | NOTE | Ignore |
|------------|-----------|-----------|--|---------------------|-------|------------------|--------------------------|
| True | Mike | Di Natale | mdinatale@ariessys.com;mdinatale@gmail.com | 0000-0002-0136-5875 | | Chapter 1 | <input type="checkbox"/> |
| True | Mike | Di Natale | mdinatale@ariessys.com;mdinatale@gmail.com | 0000-0002-0136-5875 | | Chapter 1 again! | <input type="checkbox"/> |
| True | Caroline | Webber | cwebber@ariessys.com | 0000-0002-6783-1234 | | Chapter 3 | <input type="checkbox"/> |
| True | Janet | Swatski | jsawtski@ariessys.com | 0000-0003-6310-5785 | | | <input type="checkbox"/> |
| False | Sally | Ubnoske | subnoske@ariessys.com;subnoske@ariessc.com | | | Chapter 2 | <input type="checkbox"/> |
| True | Mike | Di Natale | mdinatale@ariessys.com;mdinatale@gmail.com | 0000-0002-0136-5875 | | Chapter 4 | <input type="checkbox"/> |
| False | Dumby | Donnie | 1@1.com | | | AHAHA | <input type="checkbox"/> |

Proposals

'Author Candidates' Results - Manuscript Kristin132 Proposed Book Unit 1

Author List File

| File Name | File Size | Last Modified | Actions |
|----------------------|-----------|----------------------------|------------------------|
| out of order ALF.txt | 653 Bytes | Mar 15 2016 12:56:00:809PM | Remove |

Author Candidates

Check the box for each person you want to invite to submit and then proceed.

Page: 1 of 1 (5 total Authors)

Display | 10 ▼ results per page.

| Select | Number of Invitation Letters | Author Name | Board Member | Submissions Being Processed | | Author Statistics | Invitation Statistics |
|-------------------------------------|------------------------------|--|--------------|-----------------------------|-------------|-------------------|-----------------------|
| | | | | Invited | Unsolicited | | |
| <input checked="" type="checkbox"/> | 3 | No Match Found; Account will be proxy-registered Information from File: Mike Di Natale mdinatale@ariessys.com;mdinatale@gmail.com 0000-0002-0136-5075 Note: Chapter 1 Note: Chapter 1 again! Note: Chapter 4 | No | 0 | 0 | | |
| <input checked="" type="checkbox"/> | 1 | No Match Found; Account will be proxy-registered Information from File: Caroline Webber cwebber@ariessys.com 0000-0002-6783-1234 Note: Chapter 3 | No | 0 | 0 | | |
| <input checked="" type="checkbox"/> | 1 | No Match Found; Account will be proxy-registered Information from File: Janet Swatski jswatski@ariessys.com 0000-0003-6310-5705 | No | 0 | 0 | | |
| <input type="checkbox"/> | | No Match Found; Account will be proxy-registered Information from File: Sally Ubrnske subnoske@ariessys.com;subnoske@ariessc.com Note: Chapter 2 | No | 0 | 0 | | |
| <input type="checkbox"/> | | No Match Found; Account will be proxy-registered Information from File: Dumby Donnie 1@1.com Note: AHHAHA Note: AHHAHA2 Note: 32323232 | No | 0 | 0 | | |

Page: 1 of 1 (5 total Authors)

Display | 10 ▼ results per page.

[Cancel](#) [Proceed](#)

Select Authors - Confirm Selection and Customize Letters

You have selected the following people as potential Authors. [\(more...\)](#)

Target Publication Information: Date: Mar 10 2020 12:00:00:000AM Volume: 1 Issue: Unspecified

Authors to Invite

[Open Special Character Palette](#)

| Name | Letter / Invitation Notes To Author | Article Title | Invited Author Response Due Date | Author Submission Due Date | Do Not Invite |
|-----------------|---|--|--|--|--------------------------|
| Mike Di Natale | Author Questionnaire Author Invitation HTML ▼ Customize Chapter 1 | Full Title: Bourne! <input checked="" type="checkbox"/> Lock title(s) for Author | 03/25/2016 <input type="text"/> (mm/dd/yyyy) | 12/23/2019 <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |
| Mike Di Natale | Author Questionnaire Author Invitation HTML ▼ Customize Chapter 1 again! | Full Title: <input checked="" type="checkbox"/> Lock title(s) for Author | 03/25/2016 <input type="text"/> (mm/dd/yyyy) | 12/23/2019 <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |
| Mike Di Natale | Author Questionnaire Author Invitation HTML ▼ Customize Chapter 4 | Full Title: <input checked="" type="checkbox"/> Lock title(s) for Author | 03/25/2016 <input type="text"/> (mm/dd/yyyy) | 12/23/2019 <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |
| Caroline Webber | Author Questionnaire Author Invitation HTML ▼ Customize Chapter 3 | Full Title: <input checked="" type="checkbox"/> Lock title(s) for Author | 03/25/2016 <input type="text"/> (mm/dd/yyyy) | 12/23/2019 <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |
| Janet Swatski | Author Questionnaire Author Invitation HTML ▼ Customize | Full Title: <input checked="" type="checkbox"/> Lock title(s) for Author | 03/25/2016 <input type="text"/> (mm/dd/yyyy) | 12/23/2019 <input type="text"/> (mm/dd/yyyy) | <input type="checkbox"/> |

Others Notified of Author Invitation

| Name | Letter | Do Not Send |
|-------------------------------------|---|--------------------------|
| Mary Shelby Roman (MANAGING EDITOR) | Ad Hoc 3 Test Customize | <input type="checkbox"/> |
| Mary Shelby Roman (MANAGING EDITOR) | Ad Hoc 3 Test Customize | <input type="checkbox"/> |
| Mary Shelby Roman (MANAGING EDITOR) | Ad Hoc 3 Test Customize | <input type="checkbox"/> |
| Mary Shelby Roman (MANAGING EDITOR) | Ad Hoc 3 Test Customize | <input type="checkbox"/> |
| Mary Shelby Roman (MANAGING EDITOR) | Ad Hoc 3 Test Customize | <input type="checkbox"/> |

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

Proposals

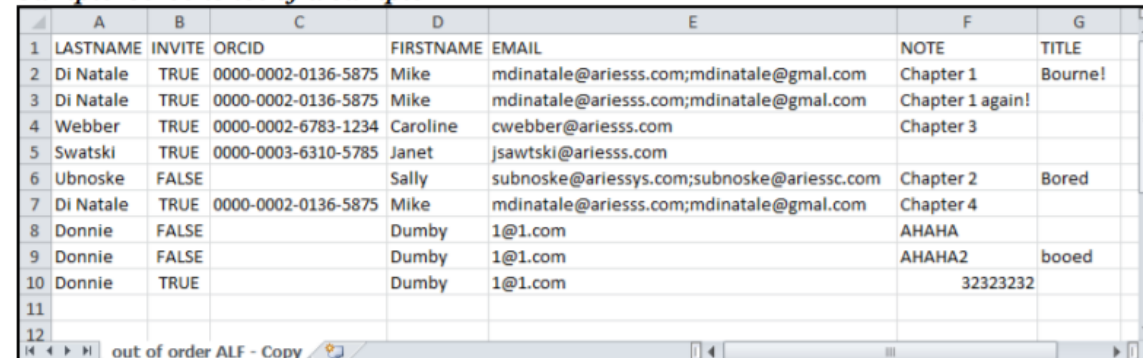
TO CONFIGURE:

An ALF file must be created. The file can either be tab delimited (.tab, .txt) or comma separated value (.csv, .txt). Seven fields (headers) are used to create the file:

- Three required fields must be present in the ALF and have associated values:
 - FIRSTNAME
 - LASTNAME
 - EMAIL
- Four optional fields can be included in the ALF, but are not needed to proceed with ALF import:
 - NOTE
 - Any comments or invitation notes
 - ORCID
 - INVITE
 - 'True' = automatically selected for invitation
 - 'False' = not selected for invitation
 - TITLE
 - Predefined Article Title

NOTE: The order of the headers is irrelevant so long as the information on the lines below match up with the headers.

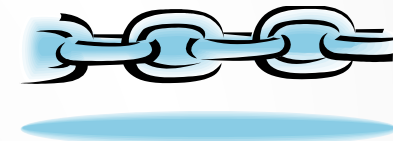
Sample screenshot of a sample ALF



| | A | B | C | D | E | F | G |
|----|-----------|--------|---------------------|-----------|---|------------------|---------|
| 1 | LASTNAME | INVITE | ORCID | FIRSTNAME | EMAIL | NOTE | TITLE |
| 2 | Di Natale | TRUE | 0000-0002-0136-5875 | Mike | mdinatale@ariesss.com;mdinatale@gmail.com | Chapter 1 | Bourne! |
| 3 | Di Natale | TRUE | 0000-0002-0136-5875 | Mike | mdinatale@ariesss.com;mdinatale@gmail.com | Chapter 1 again! | |
| 4 | Webber | TRUE | 0000-0002-6783-1234 | Caroline | cwebber@ariesss.com | Chapter 3 | |
| 5 | Swatski | TRUE | 0000-0003-6310-5785 | Janet | jsawtski@ariesss.com | | |
| 6 | Ubnoske | FALSE | | Sally | subnoske@ariesss.com;subnoske@ariessc.com | Chapter 2 | Bored |
| 7 | Di Natale | TRUE | 0000-0002-0136-5875 | Mike | mdinatale@ariesss.com;mdinatale@gmail.com | Chapter 4 | |
| 8 | Donnie | FALSE | | Dumby | 1@1.com | AHAHA | |
| 9 | Donnie | FALSE | | Dumby | 1@1.com | AHAHA2 | booed |
| 10 | Donnie | TRUE | | Dumby | 1@1.com | 32323232 | |
| 11 | | | | | | | |
| 12 | | | | | | | |

Letters to the Editor

- Letters to the Editor are part of the Linked Submissions functionality.
- When the publication receives *unsolicited* commentary relative to a published article, they can then group these submissions and invite the author of the original submission to respond to the commentaries.
- The author of the original submission will be given access to all the commentaries received.



Letters to the Editor

To create a Linked group, click on the “Linked Submissions” link on any one of the submissions that will be part of the group.

| Action | Article Type | Section/Category | Article Title | Author Name | Initial Date Submitted |
|--|----------------------|------------------|--|---------------------------------|------------------------|
| View Submission 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 Send E-mail Linked Submissions | Letter to the Editor | | Orlando is the place to be ANY TIME of year! | Hayden Lane | Jun 13, 2013 |
| View Submission 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 Send E-mail Linked Submissions | Letter to the Editor | | Alternatives Venues for a Florida Vacation | Finn McLaughlin | Jun 13, 2013 |
| View Submission Details Initiate Discussion History Technical Check View Reference Checking Results File Inventory Edit Submission Send Back to Author Remove Submission | Letter to the Editor | | Orlando and Disney, Exposing the Myth | Rick Grimes | Jun 13, 2013 |

These submissions are all in response to a published article. They will all be part of the linked group.

Letters to the Editor

Click on the “Create a New Group” button.

Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

To add the submission to an existing Linked Submission Group

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

Please select a Linked Submission Group:

To create a new Linked Submission Group

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

Assign Publish With ID

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

Letters to the Editor

Create a name for the group, and select the “Letter to the Editor” option.

Create a New Linked Submission Group

To create a new Linked Submission Group

Please enter a Linked Submission Group Name (limit of 1000 characters) and select a Linked Submission Group Type.

Linked With Group: A general group suitable for linking submission together for a wide variety of uses (e.g., submissions by the same Author or submissions based on a similar topic.)

Letter to the Editor Group: A 'speciality' group where Invited Authors may be provided PDF access to other linked submissions that belong to the group when they are solicited for a commentary. *Note: A submission can only belong to one Letter to the Editor Group.*

Once the new Linked Submission Group has been created, it is selected by default in the drop-down on the Add to/Create Linked Submission Group page. Clicking the 'Add to Group' button on the Add to/Create Linked Submission Group page will then add the submission to the newly created group.

| | |
|--------------------------------------|---|
| Linked Submission Group Name: | Insert Special Character Orlando Vacation <i>Maximum Linked Submission Group Name is 1000 characters.</i> |
| Linked Submission Group Type: | <input type="radio"/> Linked With <input checked="" type="radio"/> Letter to the Editor |

Letters to the Editor

Now that the group has been created, click on the “Add to Group” button.

Add to/Create Linked Submission Group

A submission may be added to an existing Linked Submission Group, or added as the first submission in a newly created Linked Submission Group.

To add the submission to an existing Linked Submission Group

Please select a Linked Submission Group from the drop-down below and click the Add to Group button. *Note: A submission can only belong to one Letter to the Editor Group.*

Orlando Vacation

To create a new Linked Submission Group

Click the 'Create a New Group' button to create a new Linked Submission Group that you can add your referring submission to.

Once created, the new Linked Submission Group will be selected by default in the drop-down menu above. Clicking the 'Add to Group' button will then add the referring submission to the newly created group.

Assign Publish With ID

Click the 'Assign Publish With ID' button to assign a Publish With ID to your referring submission.

Letters to the Editor

You are now brought to a page that displays the group that was created, and the members of the group to this point.

Click on “Add Submission” to add other submissions to the group.

[Return to New Submissions](#)
[Editor Main Menu](#) Assign Publish With ID

Letter to the Editor Linked With

| Linked Submission Group | | | | | | | | | | |
|---|------------------------------|--|--|--|--|--|--|--|--------------------------------|--|
| Action | Linked Submission Group Name | | | | | | | | Linked Submission Group Status | |
| Add Submission Edit Linked Group Set Inactive Status Clear Group | Orlando Vacation | | | | | | | | Active | |

Linked Submissions

| Action | Manuscript Number | Article Type | Article Title | Author Name | Initial Date Submitted | Section/Category | Status Date | Current Status | Publish With ID Description | Publish With ID |
|--|-------------------|----------------------|--|-------------|------------------------|------------------|-------------|----------------------|-----------------------------|---------------------------------------|
| View Submission Details Go to Submission Remove from Group | | Letter to the Editor | Orlando is the place to be ANY TIME of year! | Hayden Lane | 06-13-2013 | | 06-13-2013 | Manuscript Submitted | | <input type="checkbox"/> Publish With |

Letters to the Editor

You can search for submissions to add in a number of ways.

| (| Criterion | Is/Is not | Selector | Value |) |
|--------------------------|---------------|-----------|----------|---------|--------------------------|
| <input type="checkbox"/> | Article Title | is | Contains | orlando | <input type="checkbox"/> |

Select the submissions to be added to the group.

| Select | Action | Manuscript Number | DOI | Author Name | Article Title | Article Type | Short Title | Keywords | Classifications | Current Status | Status Date | Initial Date Submitted |
|-------------------------------------|---|-------------------|-----|-----------------|--|----------------------|-------------|----------|-----------------|----------------------|--------------|------------------------|
| <input checked="" type="checkbox"/> | View Submission Details Initiate Discussion | | | Hayden Lane | Orlando is the place to be ANY TIME of year! | Letter to the Editor | | | | Manuscript Submitted | Jun 13, 2013 | Jun 13, 2013 |
| <input type="checkbox"/> | View Submission Details Initiate Discussion | | | Finn McLaughlin | Alternatives Venues for a Florida Vacation | Letter to the Editor | | | | Manuscript Submitted | Jun 13, 2013 | Jun 13, 2013 |
| <input type="checkbox"/> | View Submission Details Initiate Discussion | | | Rick Grimes | Orlando and Disney, Exposing the Myth | Letter to the Editor | | | | Manuscript Submitted | Jun 13, 2013 | Jun 13, 2013 |

Letters to the Editor

Now click on “Solicit Commentary” on any member of the linked group. You will search for the author of the original manuscript. After you select the invitation letter and click “submit” you will be brought to a screen that shows all the submissions in the group. It is here that you will give the author of the original submission access to the Letters to the Editor that have been received by the publication.

Letter to the Editor Linked With

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

| Linked Submissions | | | | | |
|-------------------------------------|---|----------------------|----------------------|--|-----------------|
| Select | Action ▲ | Manuscript Number ▲▼ | Article Type ▲▼ | Article Title ▲▼ | Author Name ▲▼ |
| <input checked="" type="checkbox"/> | View Submission View PDF for Invited Author Details ▼ | DEMOAR100-D-13-00023 | Letter to the Editor | Orlando and Disney, Exposing the Myth | Rick Grimes |
| <input checked="" type="checkbox"/> | View Submission View PDF for Invited Author Details ▼ | DEMOAR100-D-13-00024 | Letter to the Editor | Alternatives Venues for a Florida Vacation | Finn McLaughlin |
| <input checked="" type="checkbox"/> | View Submission View PDF for Invited Author Details ▼ | DEMOAR100-D-13-00025 | Letter to the Editor | Orlando is the place to be ANY TIME of year! | Hayden Lane |

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

Letters to the Editor

Here is what the invited author sees in her “New Invitations” folder:

New Author Invitations for Allie Richards

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions) Display results per page.

| Action | Manuscript Number | Article Type | Article Title | Status Date | Current Status | Date Author Invited | Date Response Requested | Days Invitation Outstanding | Editor's Name | K |
|---|----------------------|----------------------|---------------------------------------|--------------|----------------|---------------------|-------------------------|-----------------------------|-----------------------------|---|
| View Submission Requiring Commentary View Invitation Letter Agree to Submit Decline to Submit Send E-mail Linked Submissions | DEMOAR100-D-13-00023 | Letter to the Editor | Orlando and Disney, Exposing the Myth | Jun 13, 2013 | With Editor | Jun 13, 2013 | | 0 | Ann McNamara Richards, M.D. | |

Letters to the Editor

By clicking on the “Linked Submissions” link, the author is able to see all the submissions that have come in in response to her original article.

| Letter to the Editor Linked With | | | | |
|----------------------------------|----------------------|----------------------|--|-----------------|
| Linked Submission Group | | | | |
| Linked Submission Group Name | | | | |
| Orlando Vacation | | | | |
| Linked Submissions | | | | |
| Action ▲ | Manuscript Number ▲▼ | Article Type ▲▼ | Article Title ▲▼ | Author Name ▲▼ |
| View Submission | DEMOAR100-D-13-00023 | Letter to the Editor | Orlando and Disney, Exposing the Myth | Rick Grimes |
| View Submission | DEMOAR100-D-13-00024 | Letter to the Editor | Alternatives Venues for a Florida Vacation | Finn McLaughlin |
| View Submission | DEMOAR100-D-13-00025 | Letter to the Editor | Orlando is the place to be ANY TIME of year! | Hayden Lane |

Letters to the Editor

The submission process then proceeds as it would for a proposal or a commentary.

Action


[View Submission Requiring Commentary](#)

[View Invitation Letter](#)

[Agree to Submit](#)

[Decline to Submit](#)

[Send E-mail](#)

[Linked Submissions](#) 

Letters to the Editor

Some notes on Letters to the Editor:

- If you frequently use this feature, you should have an invitation letter designed specifically for this purpose.
- You DO NOT need to include the original submissions – the submission that the Letters to the Editor are in response to – in the linked group.
- The PWID (Publish With ID) is used for the purpose of identifying submissions that should be published together. A submission can belong to more than one linked group, but can only have one PWID.
- In order to use this feature, the editor must have the “Create/Edit Linked Submissions” permission in RoleManager.

