Welcome to the 16TH Annual EMUG BOSTON

#EMUG2018

em Editorial Manager® pm ProduXion Manager®

Author Best Practices

Kate Horgan
Director, Client Services
khorgan@ariessys.com

16th Annual em Editorial Manager® User Group Meeting

Aries systems

Agenda

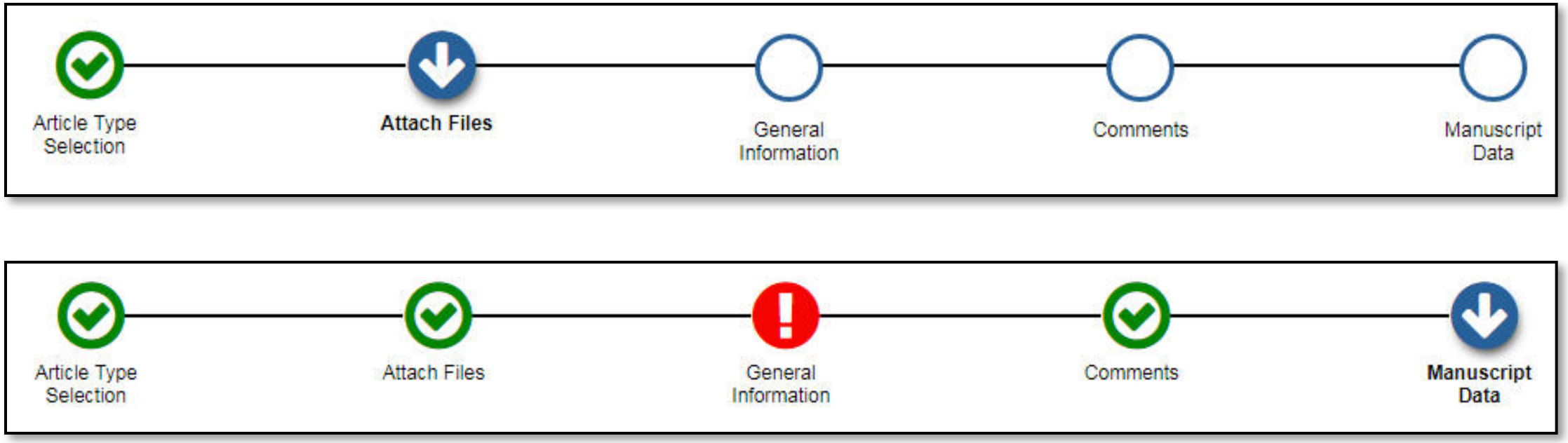
- Article Type restrictions from new to revised submission
- Additional Information and Co-Author Confirmation/Questionnaires
- Customizable Instructional Text
- File format requirements
- Alternate Status Text to Authors
- Rich Text Letters
- Custom Merge Fields
- Author Reminders

Article Type Restrictions

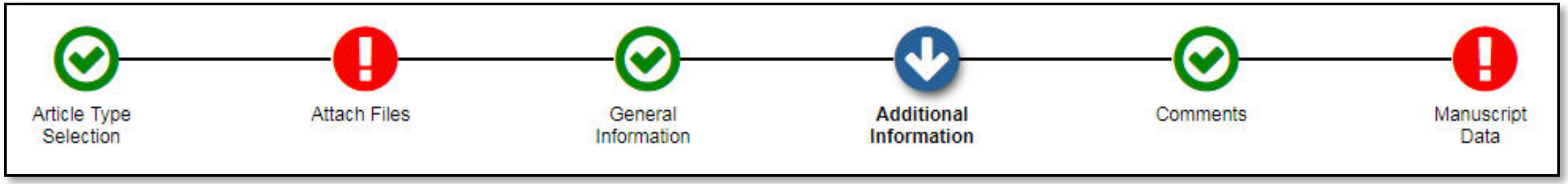
Article Type Restrictions

- New and revised submissions in Editorial Manager may be configured to capture different levels of detail as a submission moves through the revision process
  - New Submission
    - Title
    - Abstract
    - Classifications
    - Files
  - Revised Submission
    - Additional Information
    - Funding Information

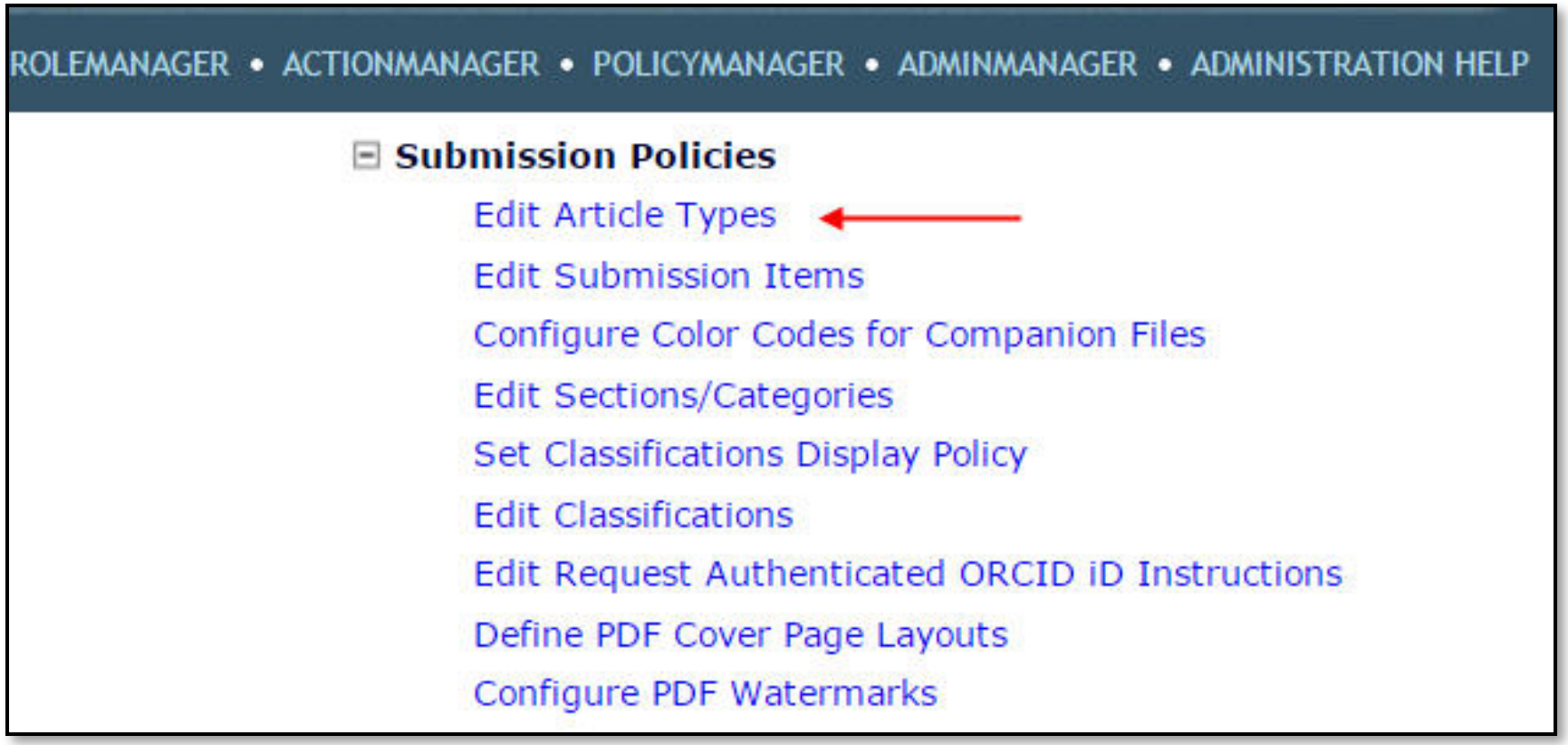
Article Type Restrictions



Article Type Restrictions



Article Type Restrictions



Article Type Restrictions

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

Article Type Restrictions

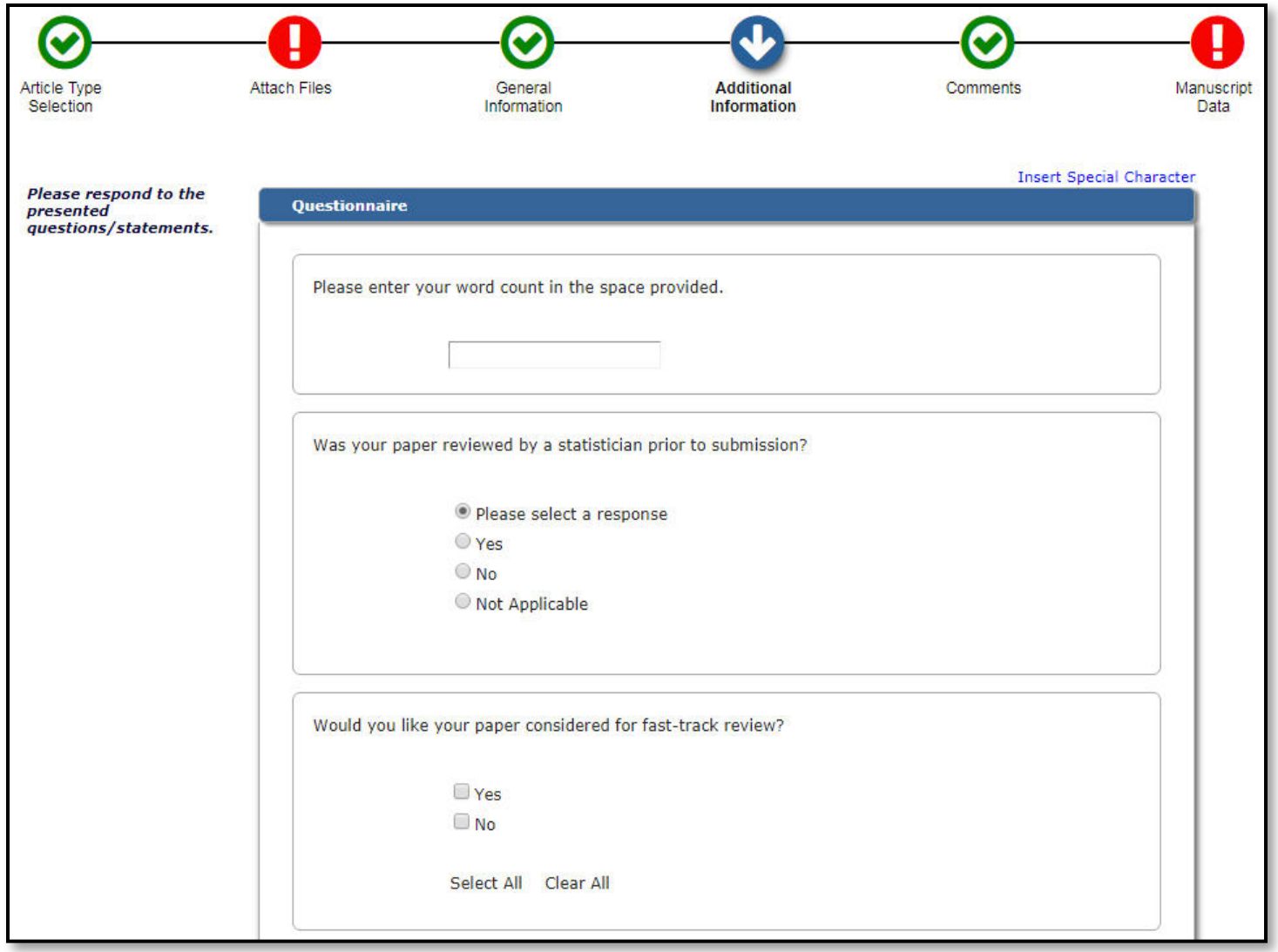
Article Type Parameters	New Submission	Revised Submission
Set Secondary "Full Title" Preferences:	Hidden	Hidden
Set "Short Title" Preferences:	Hidden	Required
Set Secondary "Short Title" Preferences:	Hidden	Hidden
Set "Funding Information" Preferences:	Hidden	Optional
Set "Select Section/Category" Preferences: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

Additional Information for Corresponding and Co-Authors

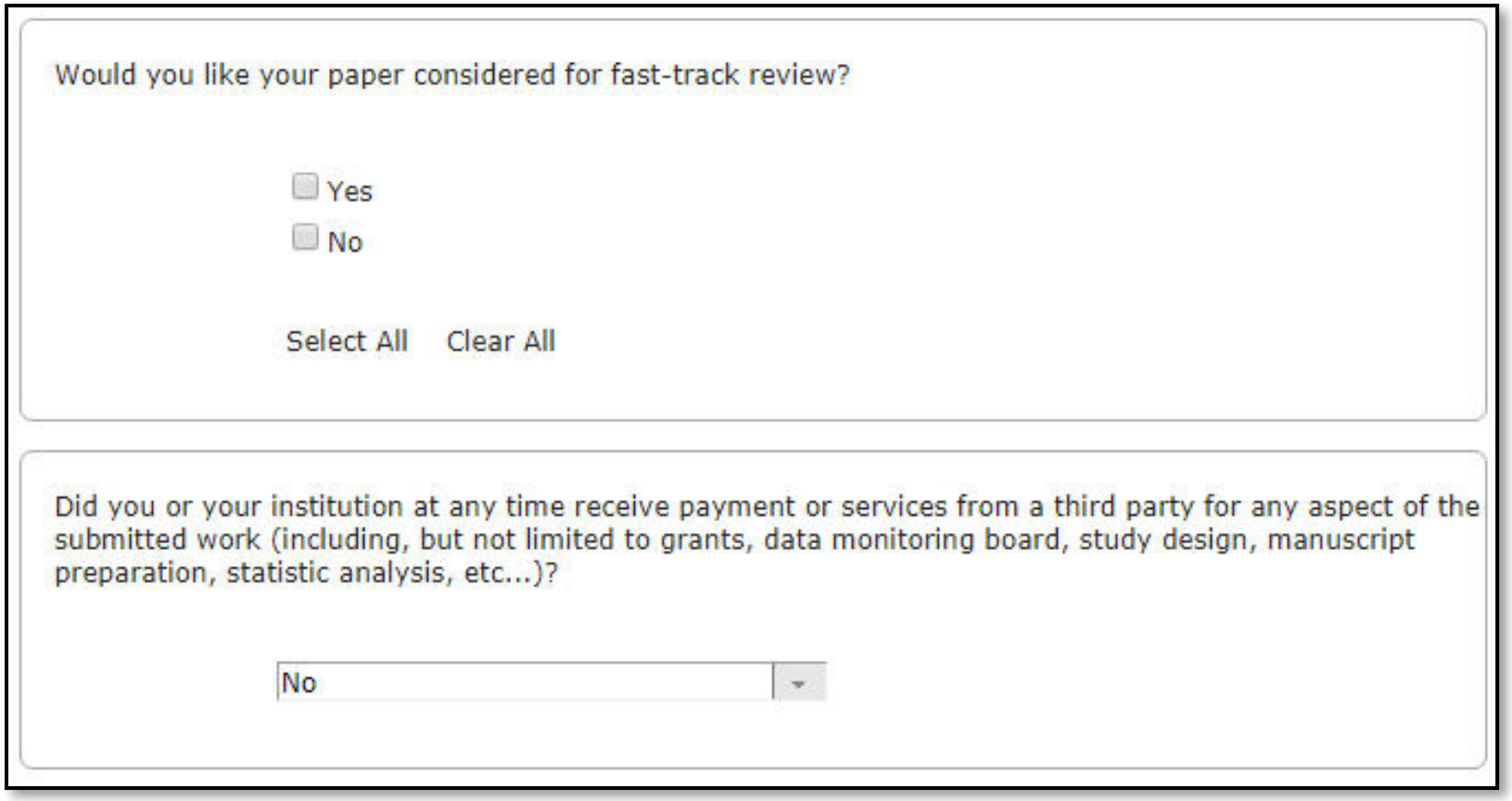
Additional Information

- The Additional Information Step may be configured to capture a wide range of publisher specific questions directed to the corresponding author
  - Conflict of Interest
  - Copyright Transfer
  - Ethics Statements
  - Figure and word counts
- All or a subset of these questions can be sent to any listed co-authors as part of an Author Questionnaire
- Can be asked at New Submission or First Revision

Additional Information



Additional Information



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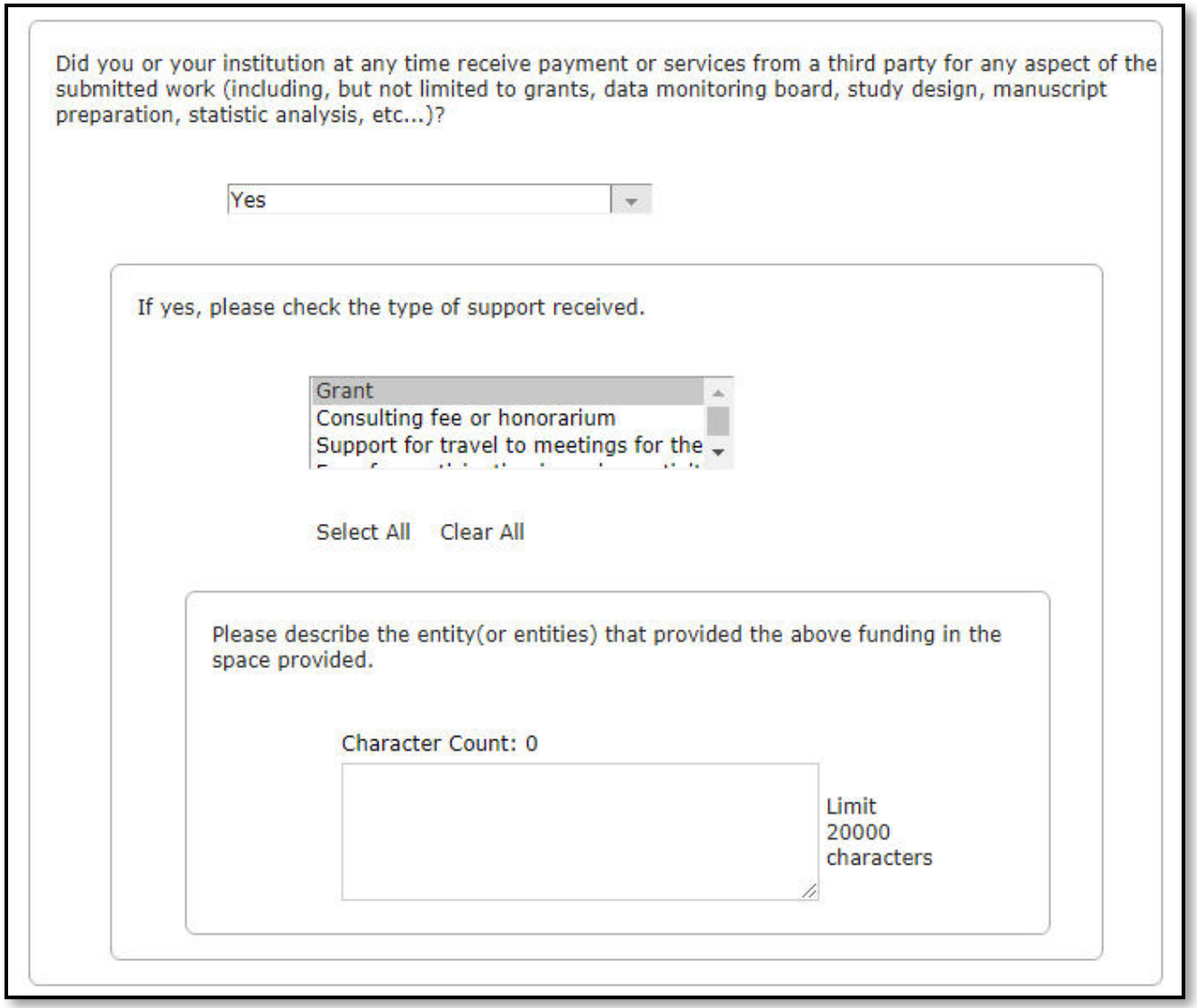


Additional Information

Corresponding Author Status

Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	Kate M Horgan	khorgan@ariessc.com	0000-0002-1804-3311	MD	Boston University	View Author Details

Other Author Status

Order	Author Name	Added in Revision	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
2	Brian Meuleman	R0	katehrgn@gmail.com Edit				No Response	Resend Letter View Author Details Questionnaire Not Completed

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

Send Letters

Additional Information

Dear Mr. Meuleman,

You have been listed as a contributing author for the above manuscript submitted to XYZ Quarterly. Please verify your contribution by clicking one of the below links.

Yes, I am affiliated: http://demokh131.edmgr.com/l.asp?i=10961&l=NDXNWR84

No, I am not affiliated: http://demokh131.edmgr.com/l.asp?i=10962&l=XTJDGG44

The corresponding author has listed the following personal identifiers as belonging to you. Please ensure these are correct:

ISNI:
ORCID:
PubMed Author ID:
Researcher ID:
Scopus ID:

Thank you,

Additional Information

Corresponding Author Status

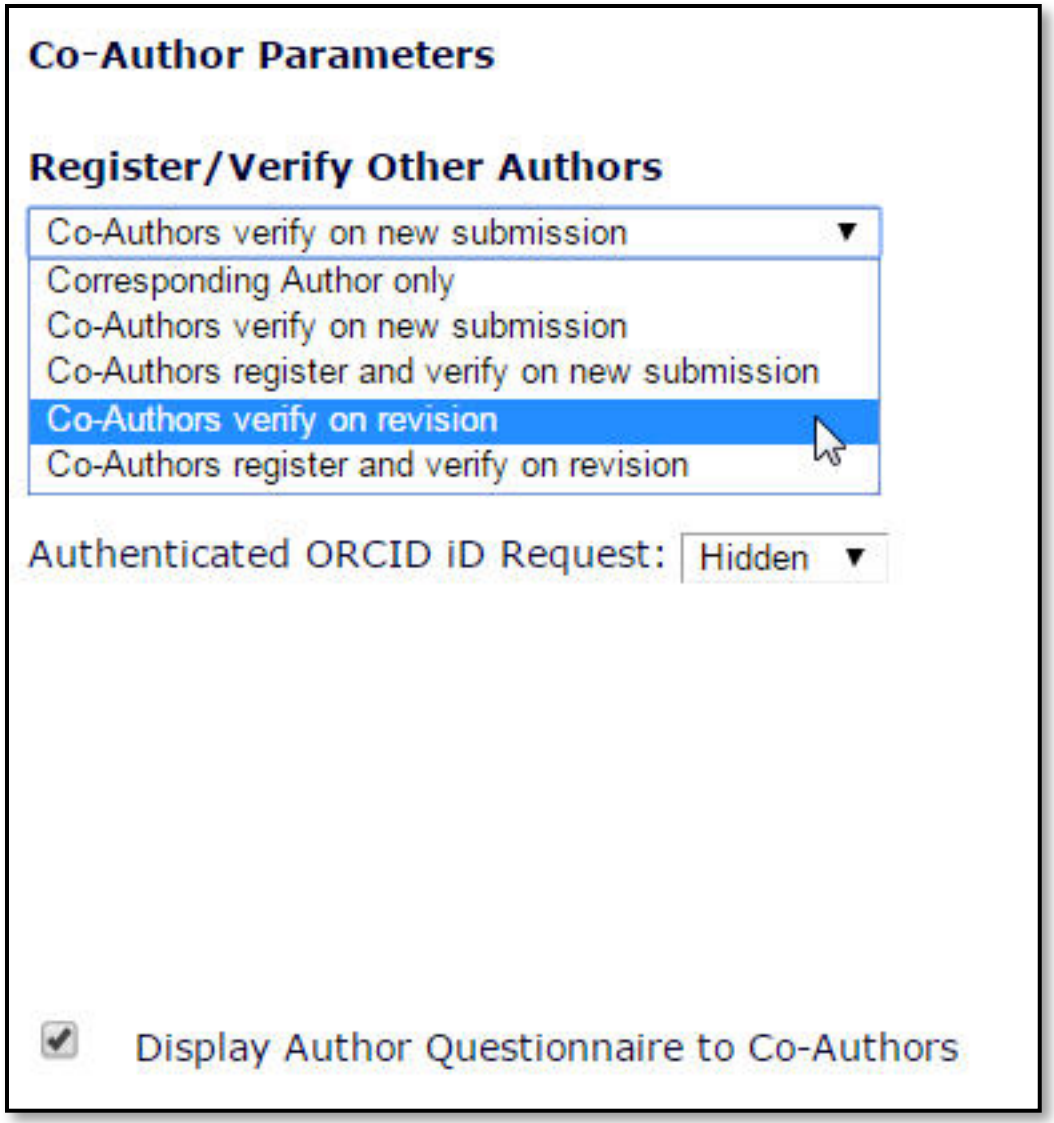
Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	Kate M Horgan	khorgan@ariessc.com	0000-0002-1804-3311	MD	Boston University	View Author Details View Questionnaire Responses

Other Author Status

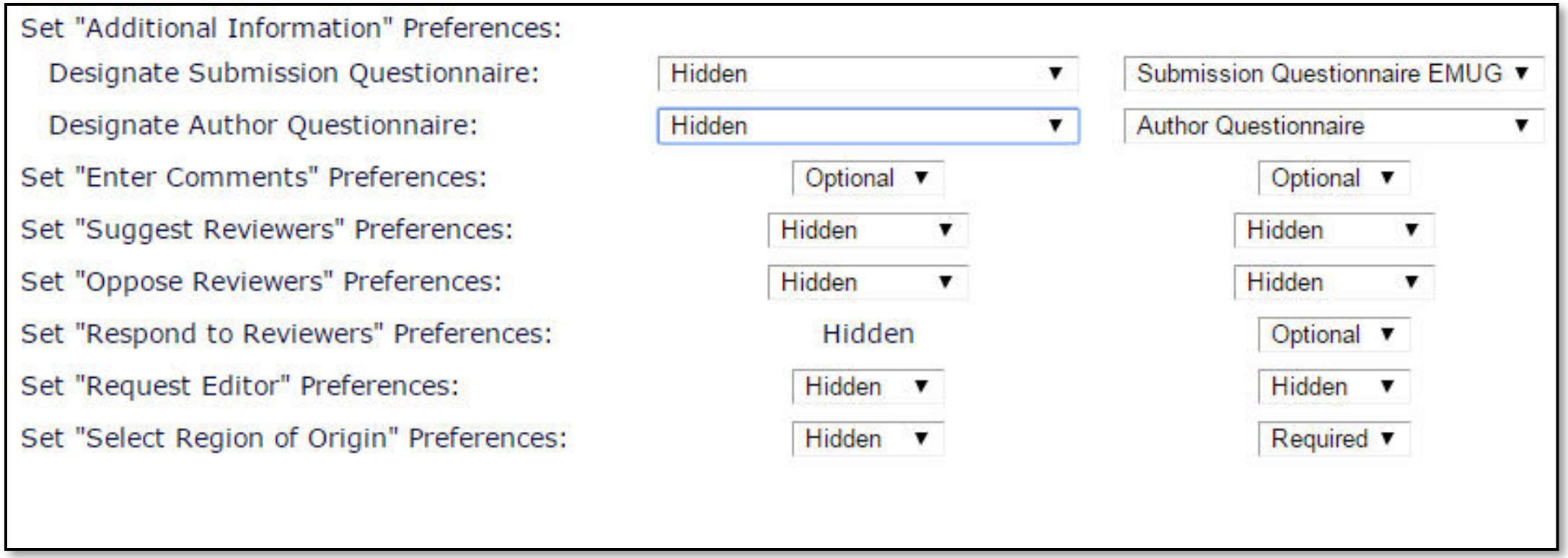
Order	Author Name	Added in Revision	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
2	Brian Meuleman	R0	katehrgn@gmail.com Edit				Yes 01/06/2017	Reset Confirmation Status View Author Details View Questionnaire Responses

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

Additional Information



Additional Information



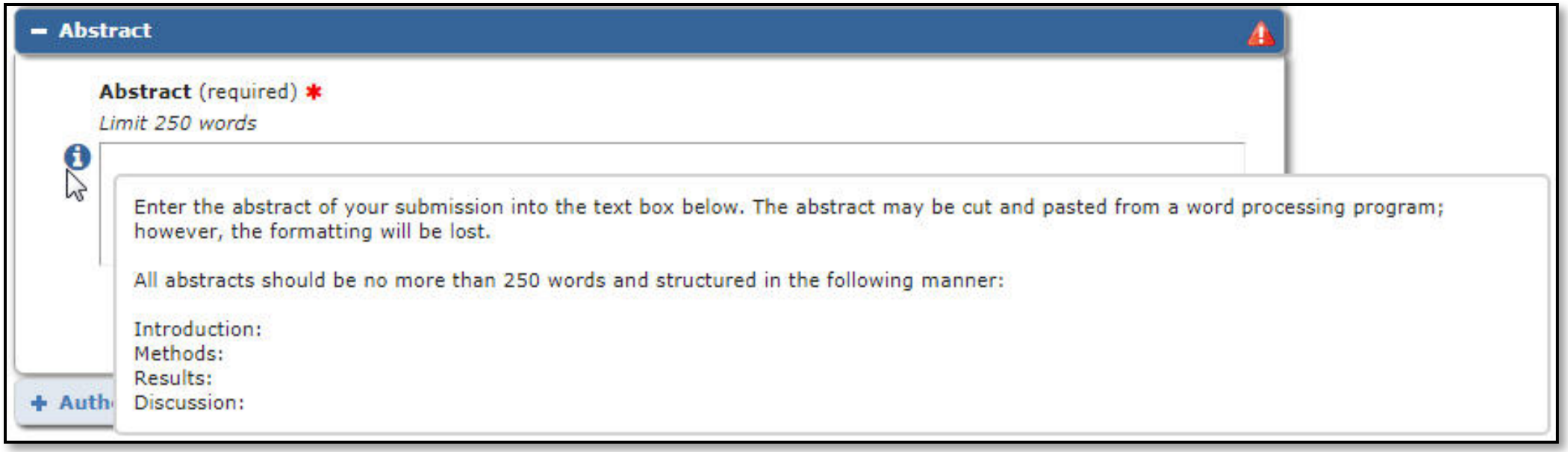
Customizable Instructional Text

Customizable Instructional Text

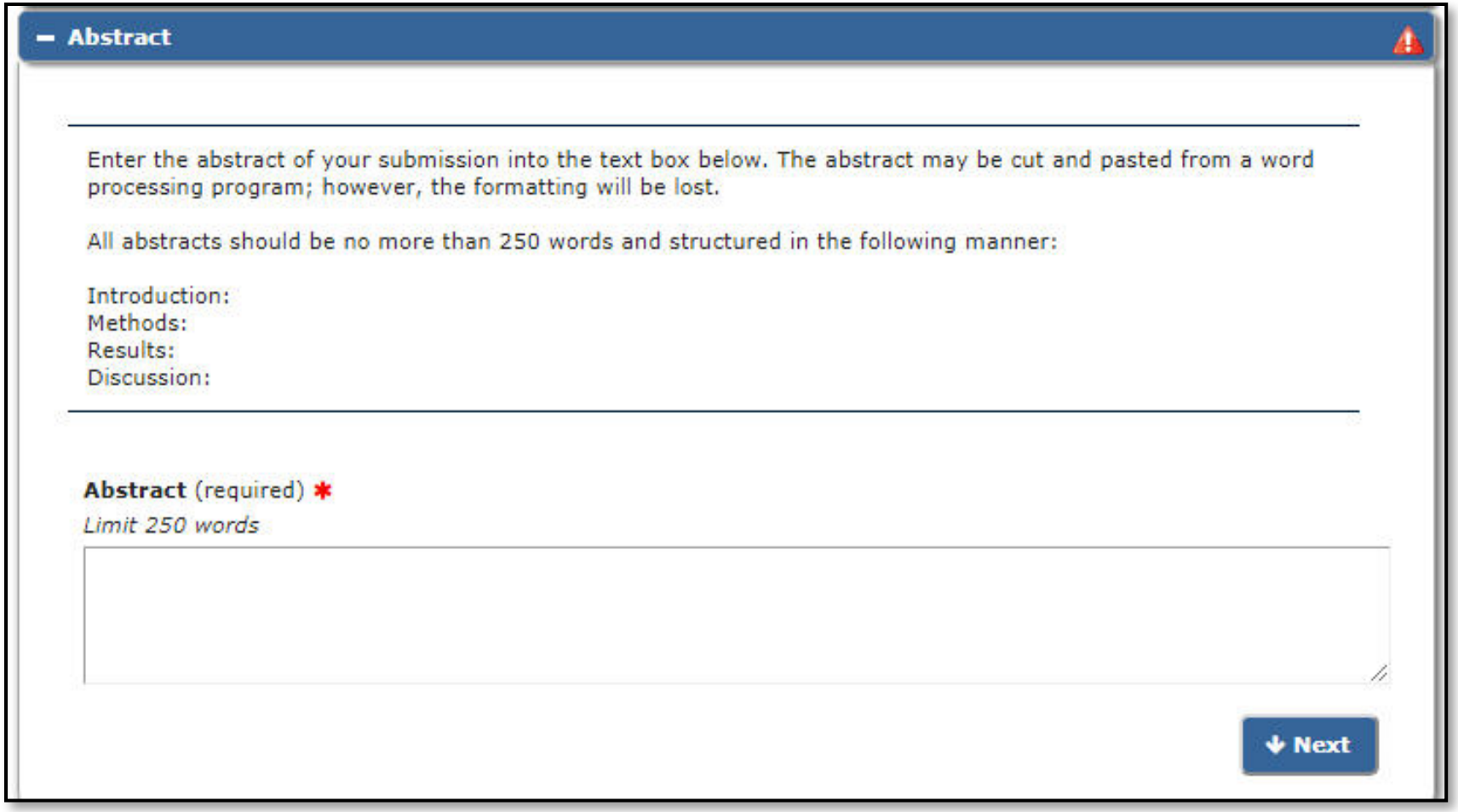
- Manuscript Submission Instructional Text can vary for New and Revised Submissions
- Editorial Manager does provide default instructional text, however, the focus is more towards the technical of how a field works
- Publishers can add or amend these technical instructions to align clearly with the larger Instructions for Author document
- Fields can support basic HTML so links to relevant sections of the Instructions for Authors may be included

Customizable Instructional Text

Customizable Instructional Text



Customizable Instructional Text

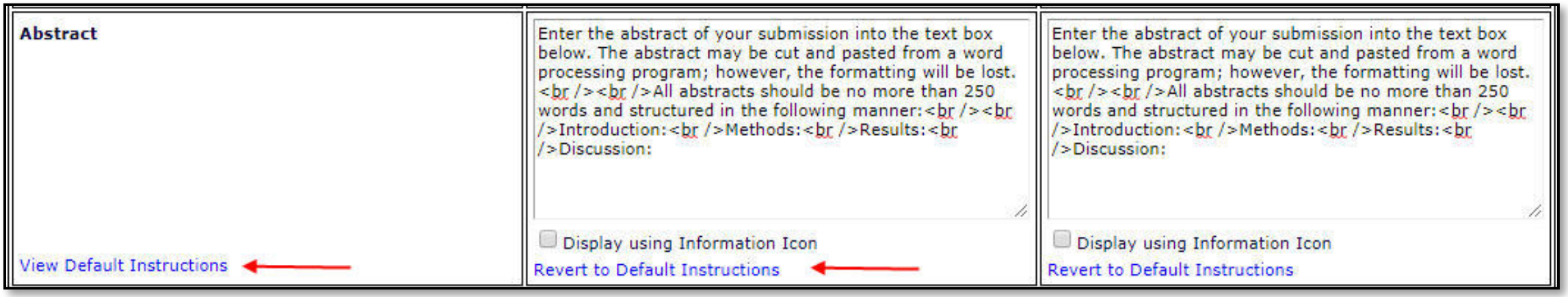


Customizable Instructional Text

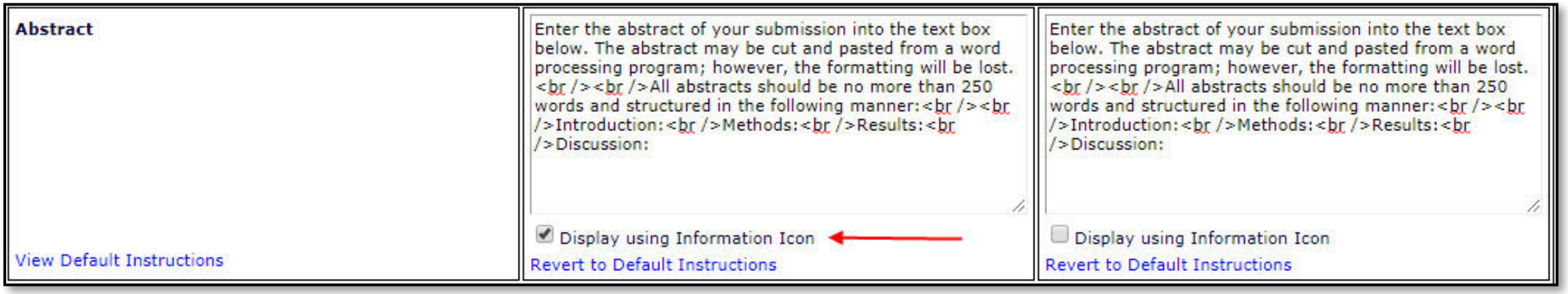
Customizable Instructional Text

Abstract View Default Instructions	Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. All abstracts should be no more than 250 words and structured in the following manner: Introduction: Methods: Results: Discussion: ☐ Display using Information Icon Revert to Default Instructions	Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. All abstracts should be no more than 250 words and structured in the following manner: Introduction: Methods: Results: Discussion: ☐ Display using Information Icon Revert to Default Instructions

Customizable Instructional Text



Customizable Instructional Text

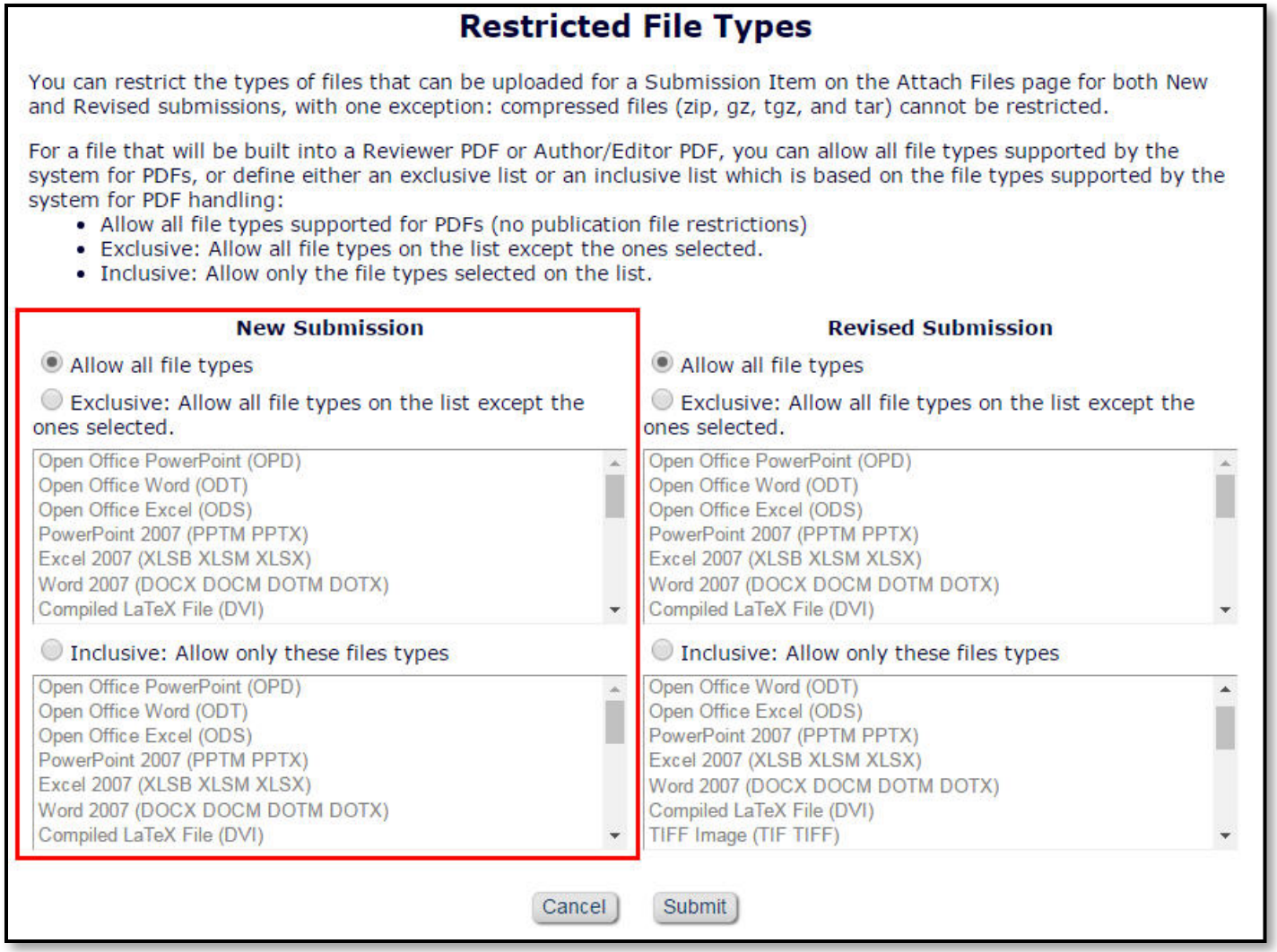


File Format Requirements

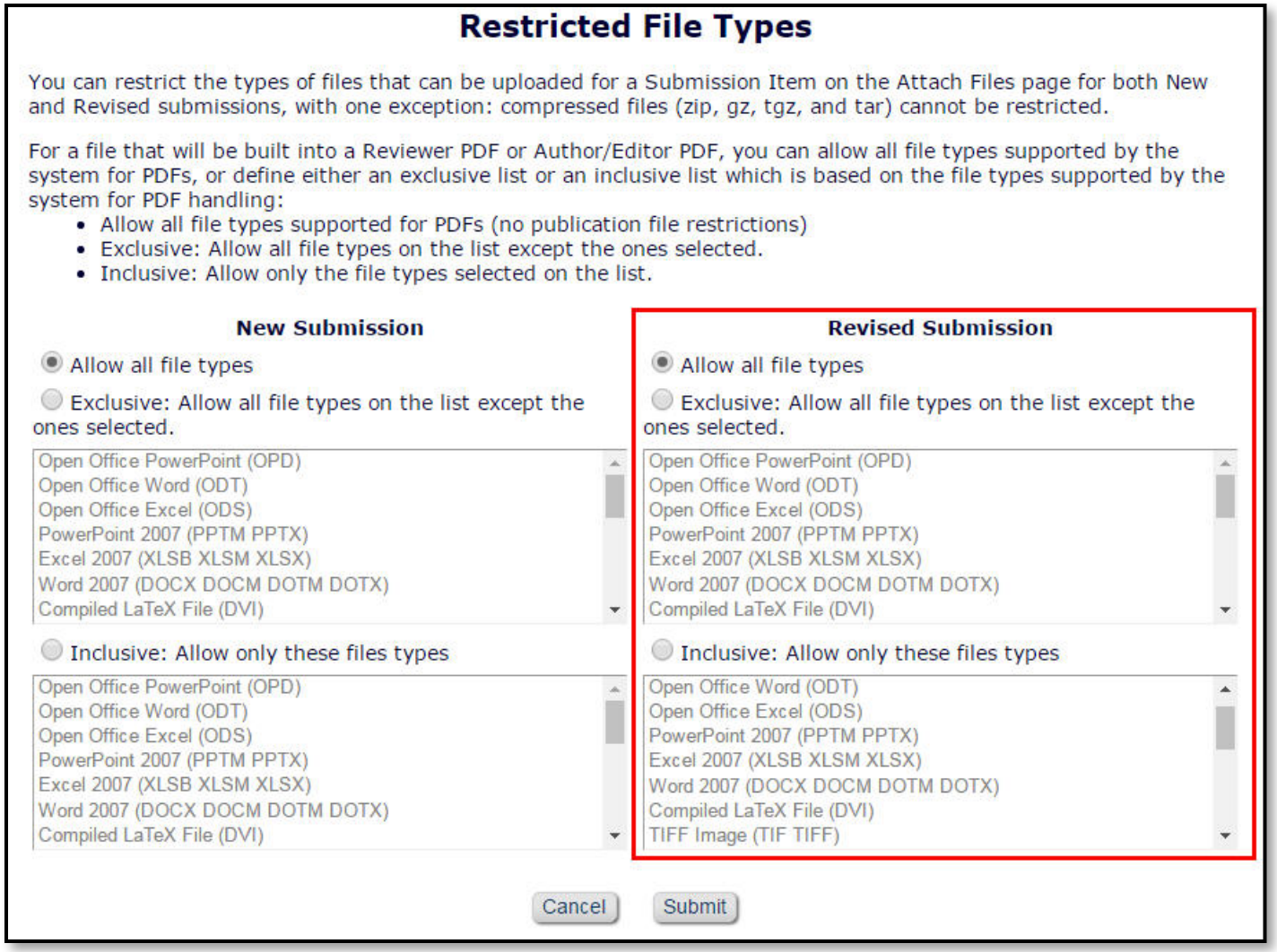
File Format Requirements

- The ability to restrict file formats is a newer piece of functionality
- Publishers may choose at restrict at either New or Revised Submission
- The options are exclusive (which of list do you NOT allow) and inclusive (which of list DO you allow)
- These are submission item specific:
  - Figure Files
    - New Submission – any file format for initial consideration
    - Revised Submission – only .tiff or .eps files

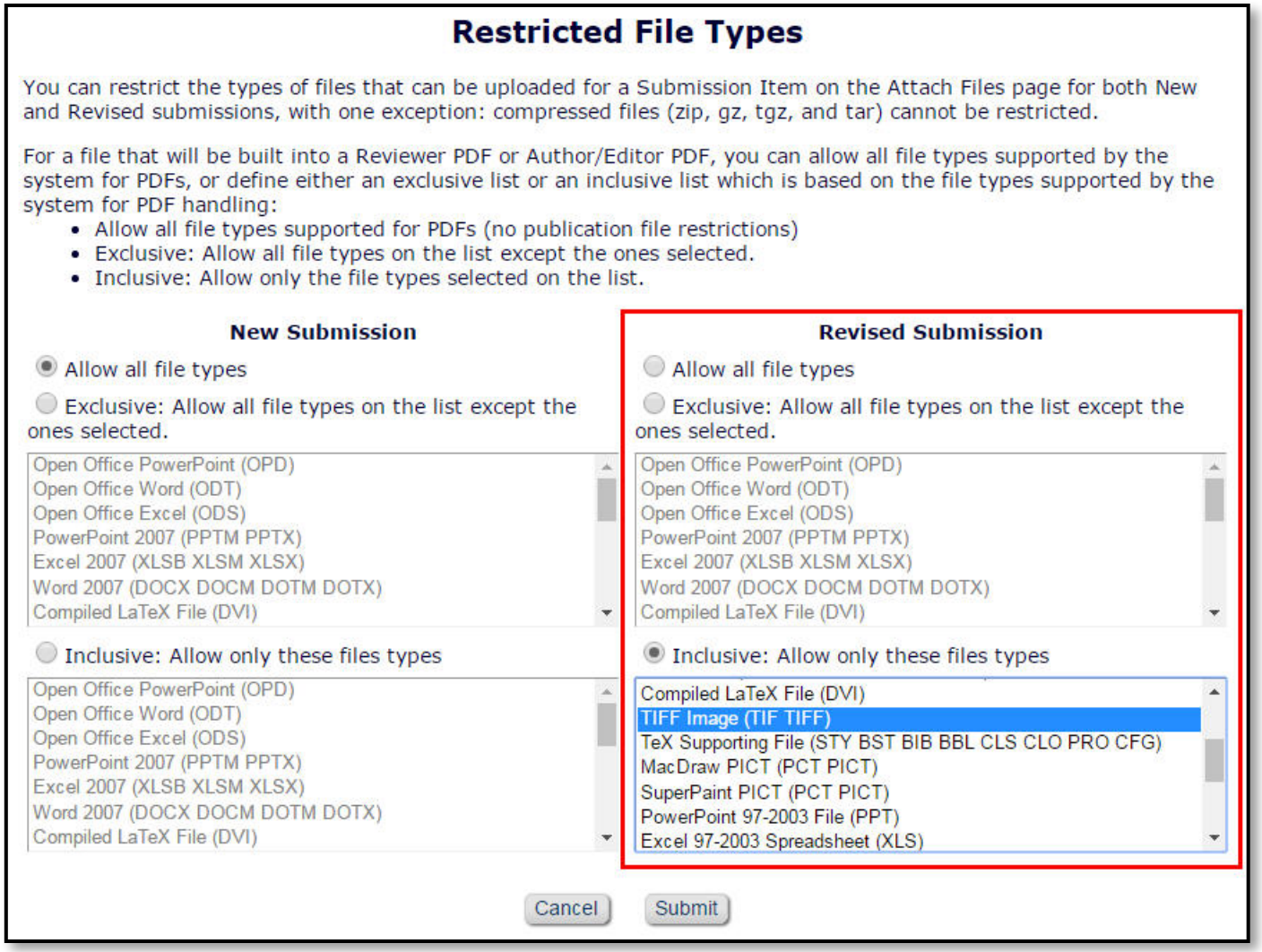
File Format Requirements



File Format Requirements



File Format Requirements



Alternate Status Text for Authors

Alternate Status Text

- Editorial Status text may be configured to display for Authors to allow better access into how their submission is progressing through peer-review
- Not all terms are appropriate for Authors to see
  - Required Reviews Complete
- Alternate Text may be displayed to better signal to Authors the status of their submission and expectations for turnaround time
  - Under Review

Alternate Status Text

Revisions Being Processed for Author Kate M Horgan, MD

Page: 1 of 1 (3 total revisions being processed)

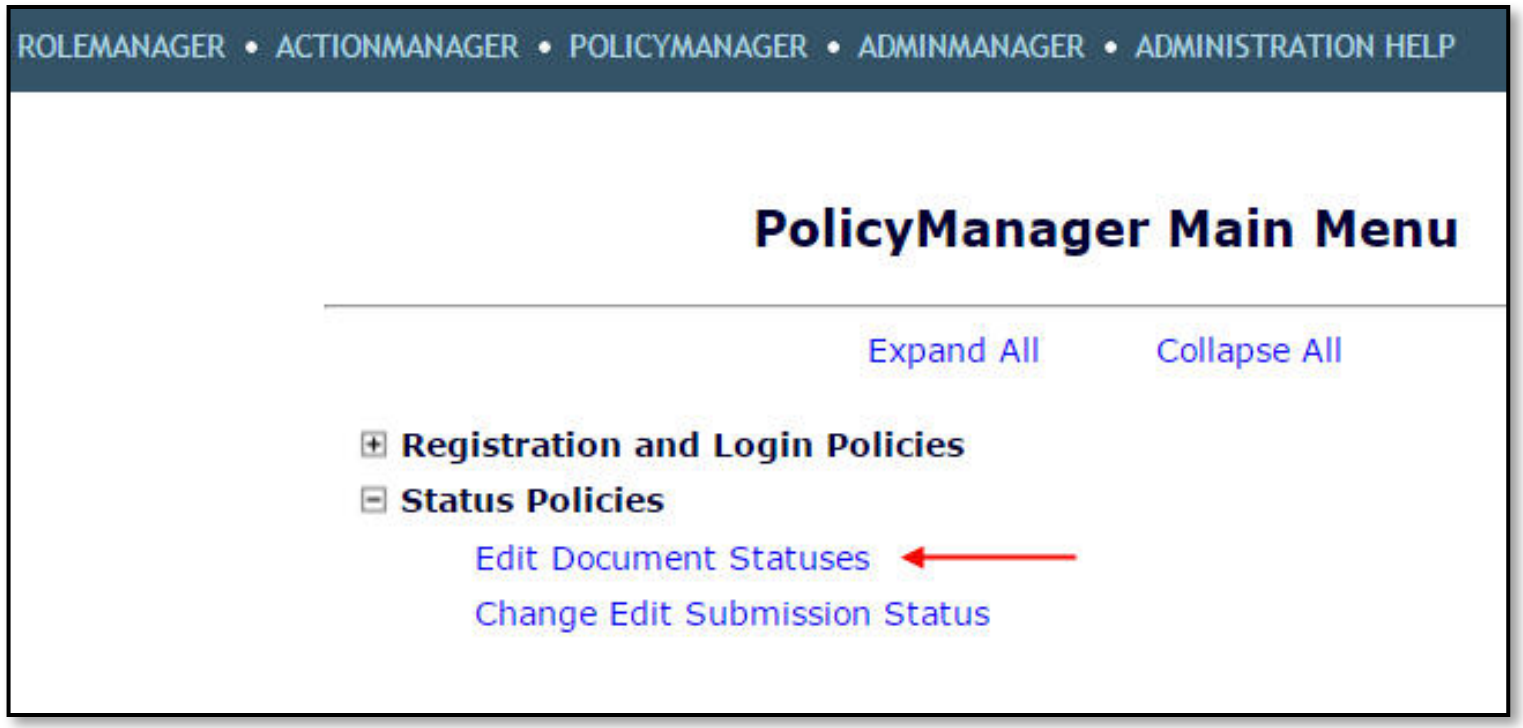
Display 10 ▼ results per page.

Action	Manuscript Number	Title	Date Submission Began	Status Date	Current Status
View Submission Correspondence Send E-mail	DEMOKH131-D-17-00001R1	EEMUG 2017 Submission	01/06/2017	01/06/2017	Revised Manuscript Submitted
View Submission Correspondence Send E-mail	DEMOKH102-D-14-00001R1	Longitudinal assessment of endolymphic hydrops with contrast-enhanced MR imaging of the labrynth	01/13/2014	04/21/2015	Under Review

Alternate Status Text

View Submission Duplicate Submission Check (53%) Details History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary Notify Editor View Reviews and Comments Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID Title and Keywords Searc BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH102-D-14-00001R1	Original Study		Longitudinal assessment of endolymphic hydrops with contrast-enhanced MR imaging of the labrynth	Kate M Horgan MD	01/13/2014	04/21/2015	Required Reviews Completed

Alternate Status Text



Alternate Status Text

Decision in Process	Decision Imminent	No Change	Remove	Edit
Decision Rescinded		EDITOR		Edit
Editor Declined Invitation		No Change		Edit
Editor Declined Invitation		No Change		Edit
Editor Invited		EDITOR	Remove	Edit
Error		No Change		Edit
Error with Editor		No Change	Remove	Edit
Incomplete		AUTHOR		Edit
Incomplete with Editor		EDITOR	Remove	Edit
Initiate Proposal		EDITOR	Remove	Edit
Manuscript Submitted	Submission Received by Journal Office	EDITOR	Remove	Edit
Needs Approval		AUTHOR	Remove	Edit
PDF Needs Editor Approval		No Change	Remove	Edit
Rebuttal		AUTHOR		Edit
Reject		NOBODY	Remove	Edit
Reject Conference Submission		EDITOR		Edit
Removed by Author		No Change	Remove	Edit
Removed by Editor		NOBODY	Remove	Edit
Required Reviews Completed	Under Review	EDITOR	Remove	Edit

Rich Text Letters

Rich Text Letters

- Rich text letters rely on a “What you see is what you get” editing tool that allows the publisher to highly customize letter content.
- Unlike plain text letters, Rich Text letters may contain links, formatting changes such as bold lettering, and graphics
- These Rich Text formatting options can be used to highlight expectations as well as link out to ancillary content or additional resources
- Rich Text formatting options will also be available in the Customize Letter options throughout EM so additional changes can be made as needed

Rich Text Letters

From: em.demokh131.0.5060cd.852bd94c@editorialmanager.com [mailto:em.demokh131.0.5060cd.852bd94c@editorialmanager.com] **On Behalf Of** The Journal
Sent: Friday, January 06, 2017 11:51 AM
To: Kathleen Horgan
Subject: Submission Confirmation for EEMUG 2017 - [EMID:09208f407d08ba0b]

Dear Ms Horgan,

Your submission entitled "EEMUG 2017" has been received by journal KH Demo 13.1 You will be able to check on the progress of your paper by logging on to Editorial Manager as an author.

The URL is http://demokh131.edmgr.com/.

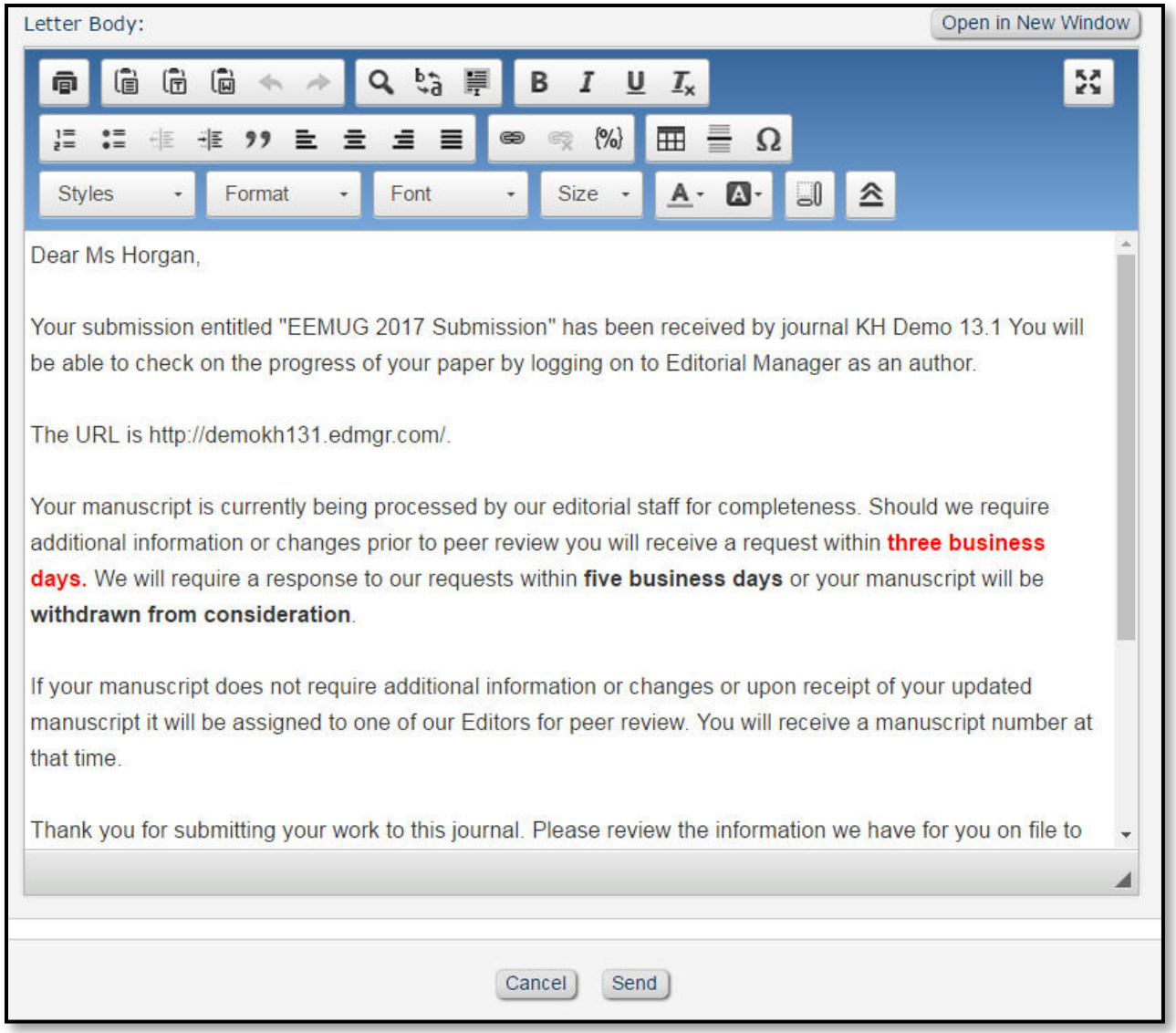
Your manuscript is currently being processed by our editorial staff for completeness. Should we require additional information or changes prior to peer review you will receive a request within **three business days.** We will require a response to our requests within **five business days** or your manuscript will be **withdrawn from consideration**.

If your manuscript does not require additional information or changes or upon receipt of your updated manuscript it will be assigned to one of our Editors for peer review. You will receive a manuscript number at that time.

Thank you for submitting your work to this journal. Please review the information we have for you on file to ensure that your details are up-to-date:

Kind regards,
KH Demo 13.1

Rich Text Letters

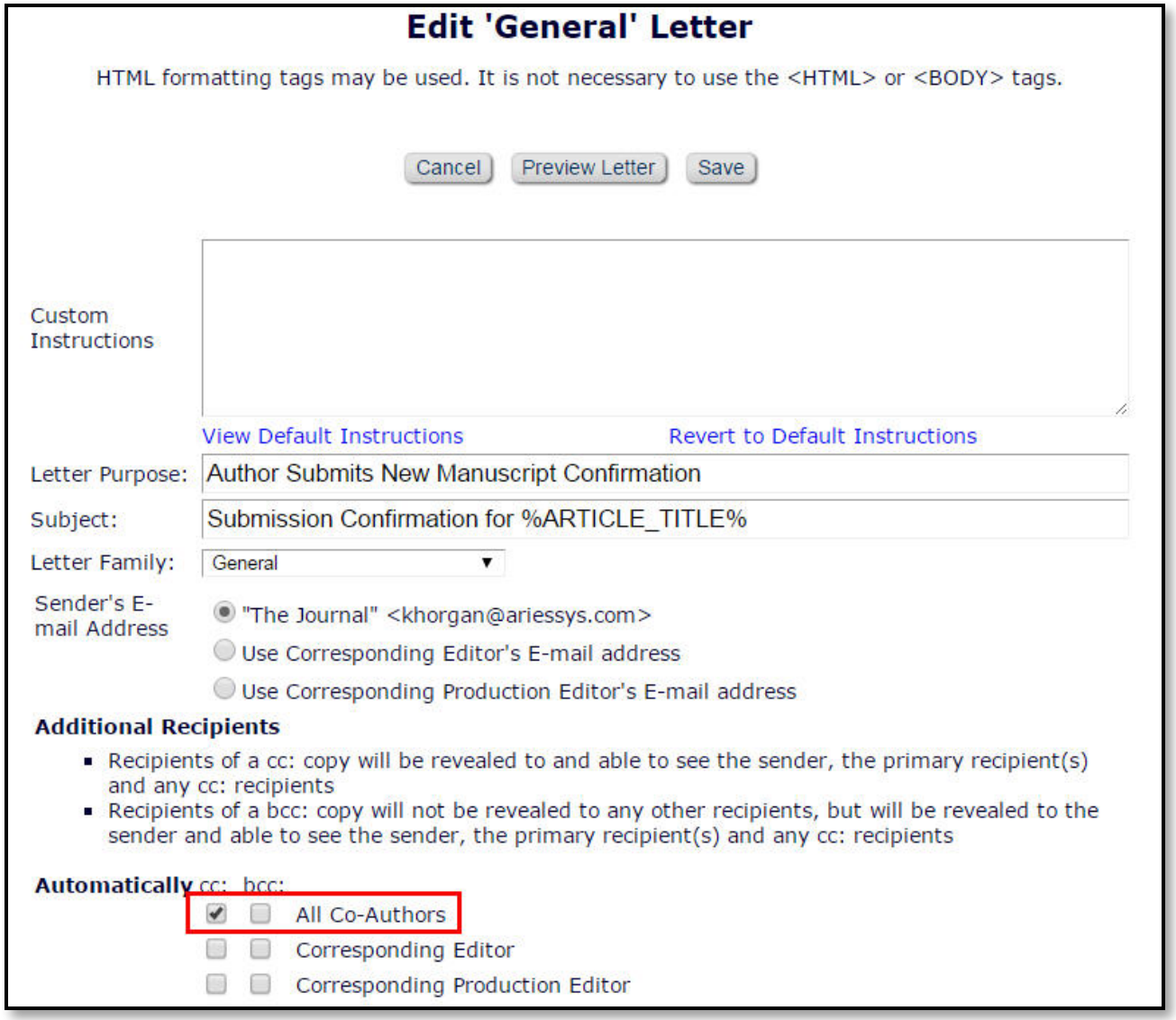


Rich Text Letters

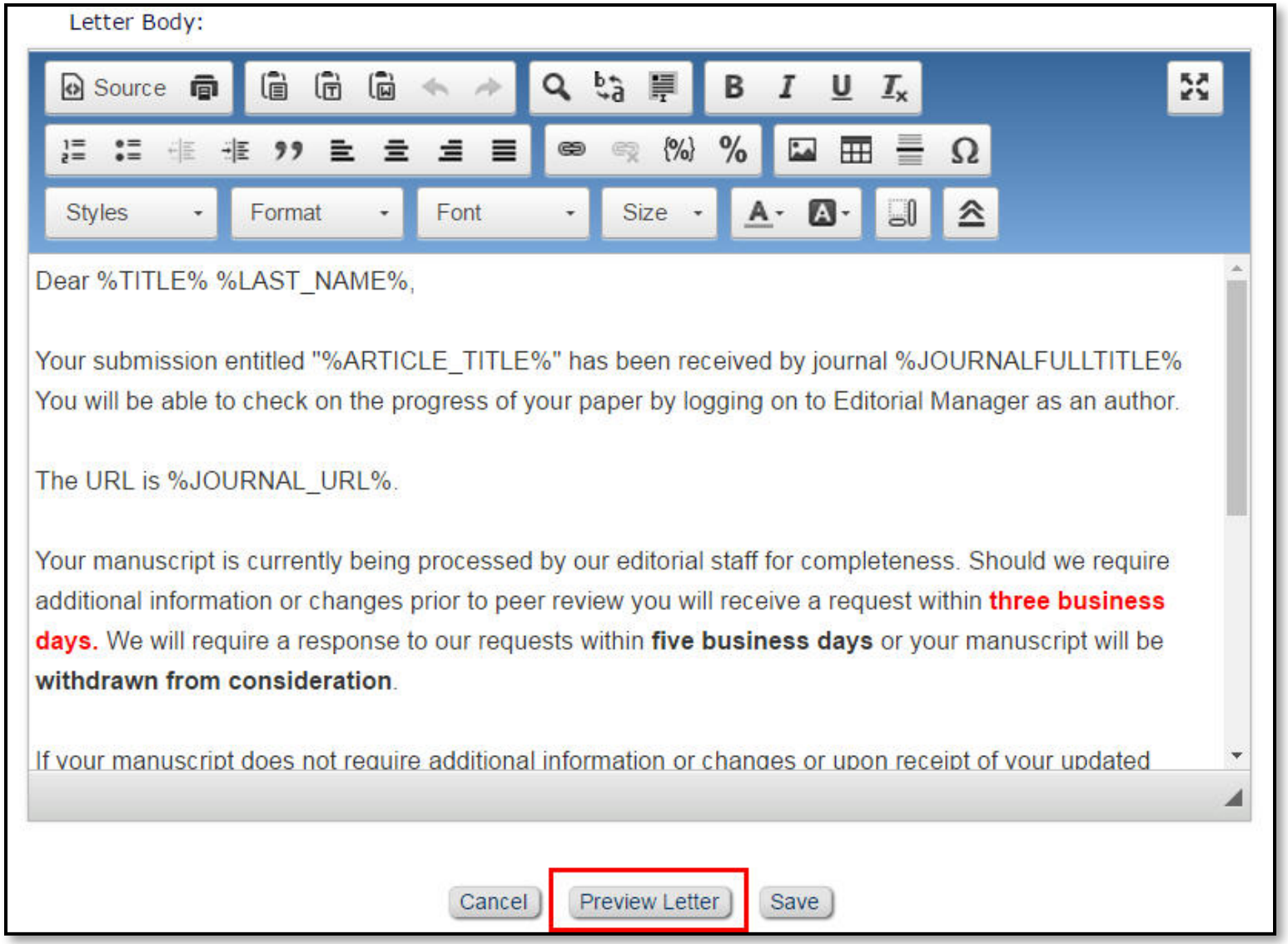
Rich Text Letters

Letter Purpose	Letter Family *Group by:*	ActionManager Roles and Events	Letter Format				All Formats
			Text		Rich Text (HTML)		
Author Submits New Manuscript Confirmation	General	Author - New Submission Sent to Publication	○	Edit	◉	Edit	Remove | Hide

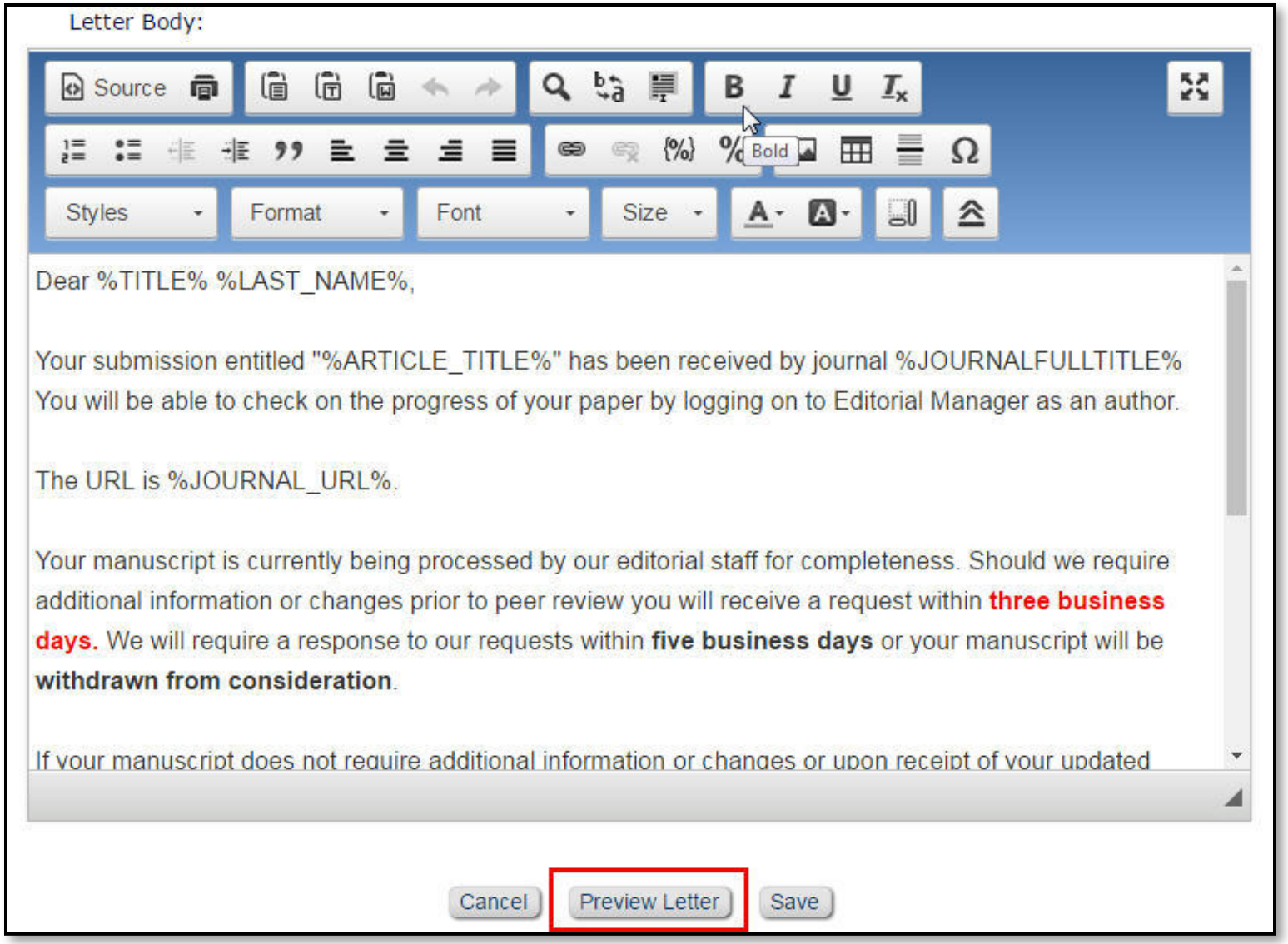
Rich Text Letters



Rich Text Letters



Rich Text Letters

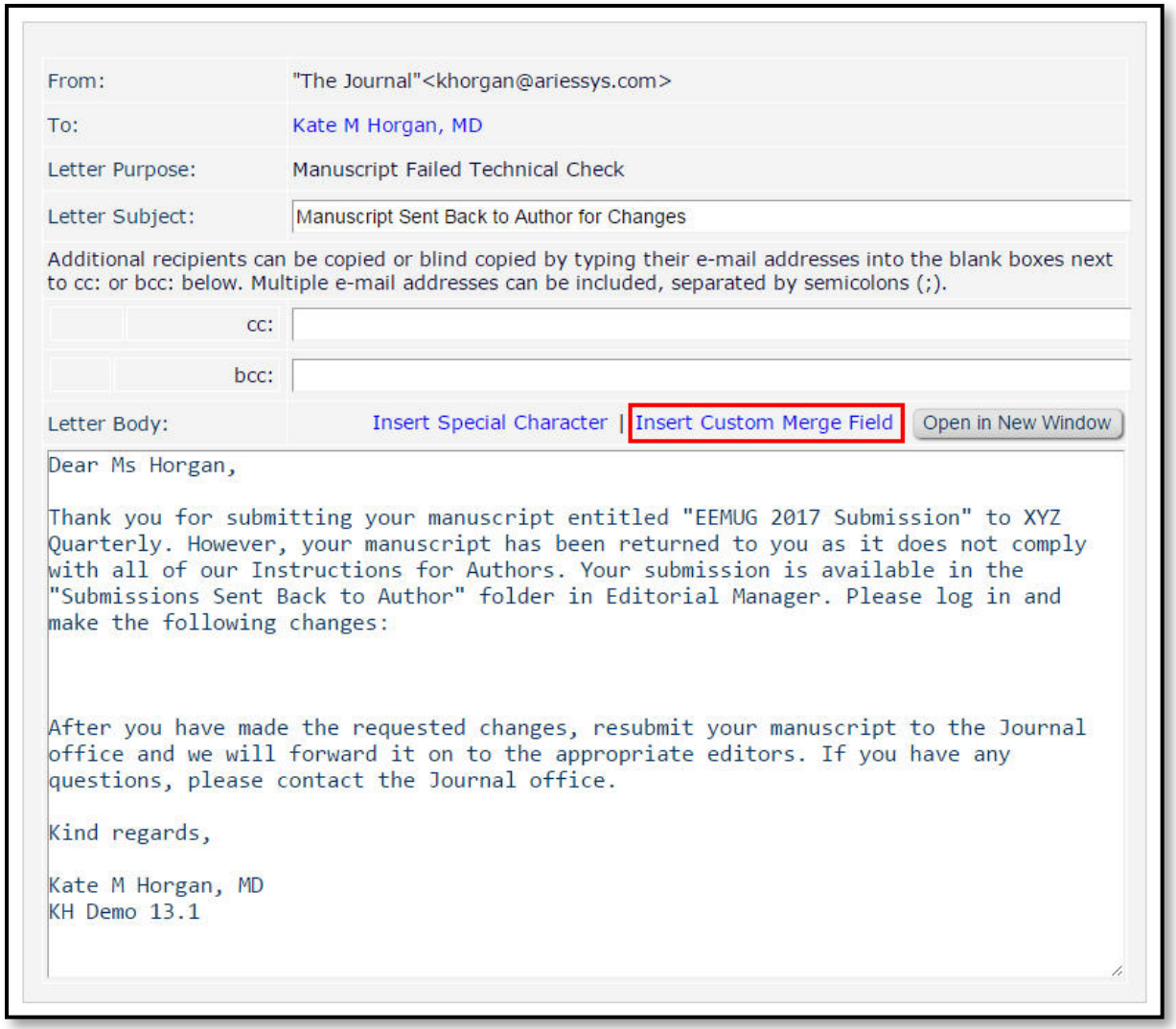


Custom Merge Fields

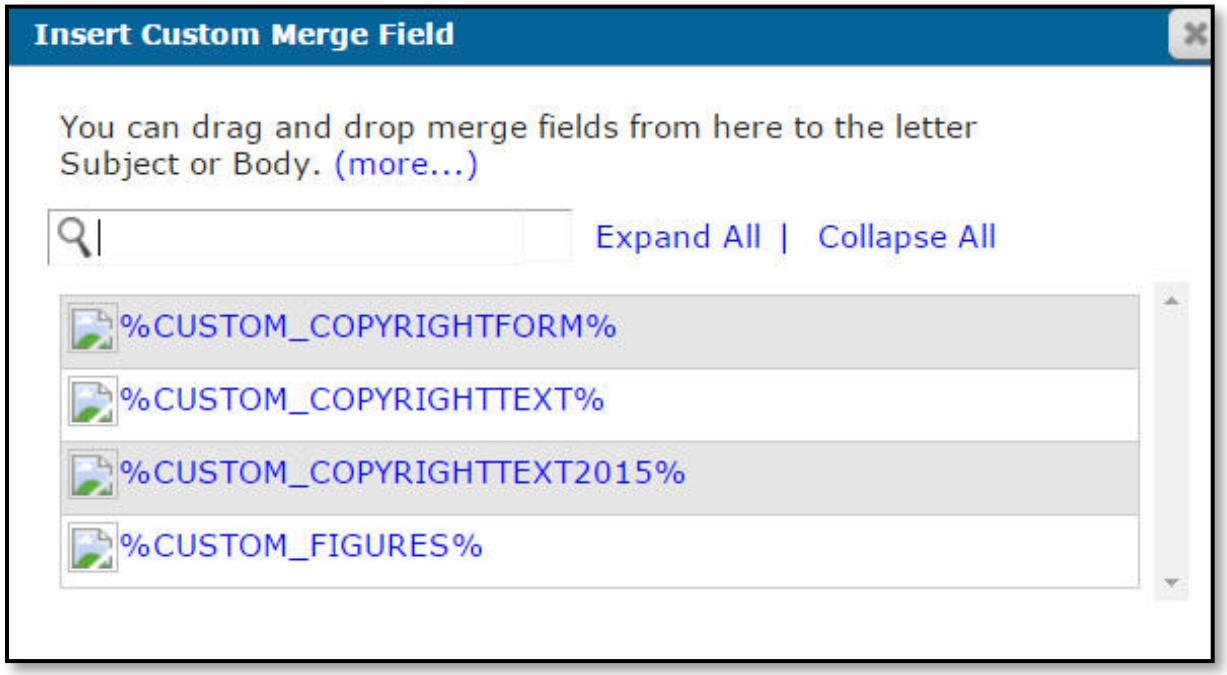
Custom Merge Fields

- A merge field is text string that may be inserted into a letter that pulls specific content into the letter body prior to sending
- System merge fields include:
  - %TITLE% - Recipient's Title
  - %ARTICLE_TITLE% - title of the content submitted to EM
- Custom merge fields may be created to supplement the standard list of system merge fields
- These can be used to assist with standardizing requests to Authors
  - Request for Figures in manuscript can be included as a merge field in Technical Check letter

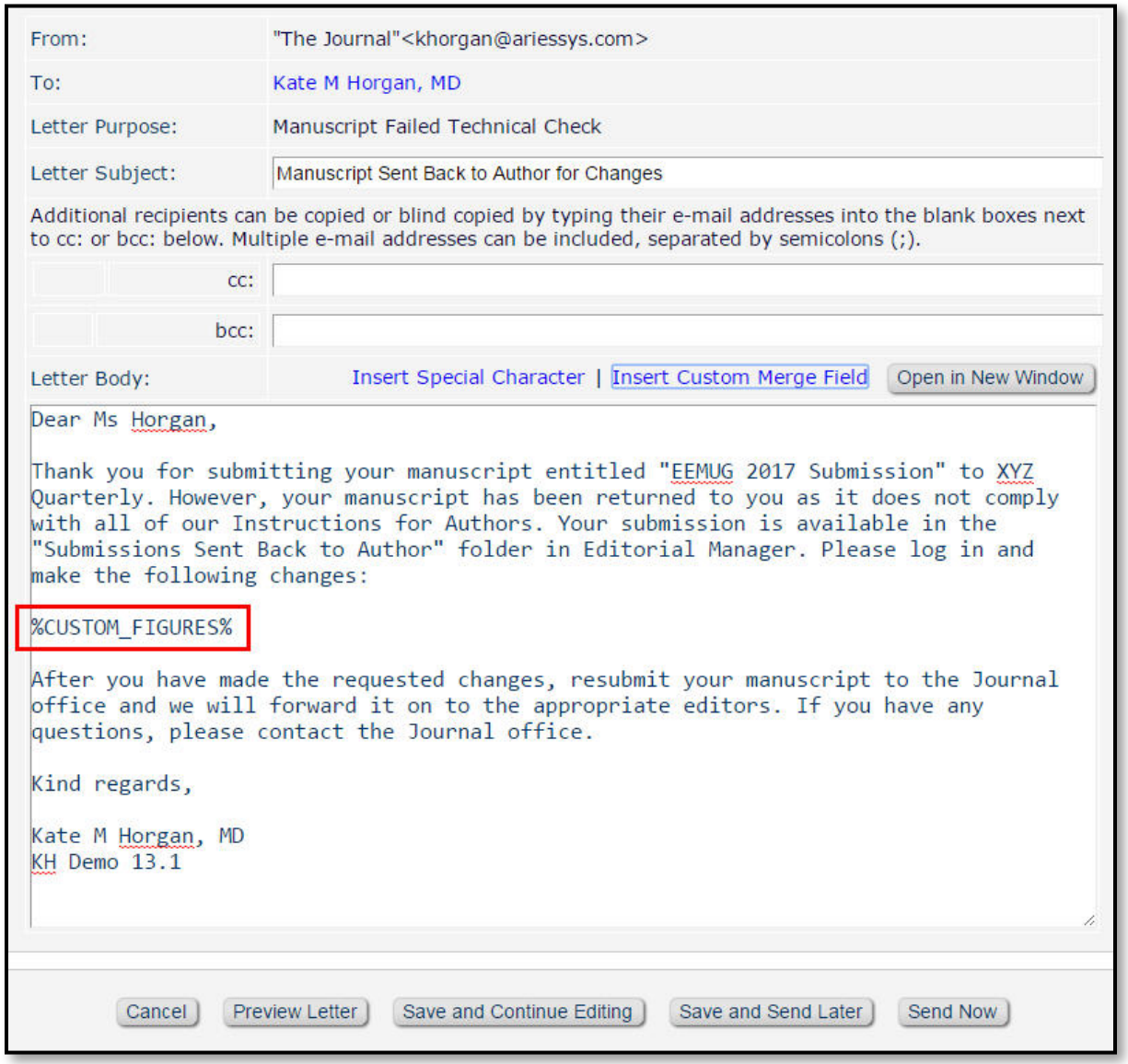
Custom Merge Fields



Custom Merge Fields



Custom Merge Fields



Custom Merge Fields

Dear Ms Horgan,

Thank you for submitting your manuscript entitled "EEMUG 2017 Submission" to XYZ Quarterly. However, your manuscript has been returned to you as it does not comply with all of our Instructions for Authors. Your submission is available in the "Submissions Sent Back to Author" folder in Editorial Manager. Please log in and make the following changes:

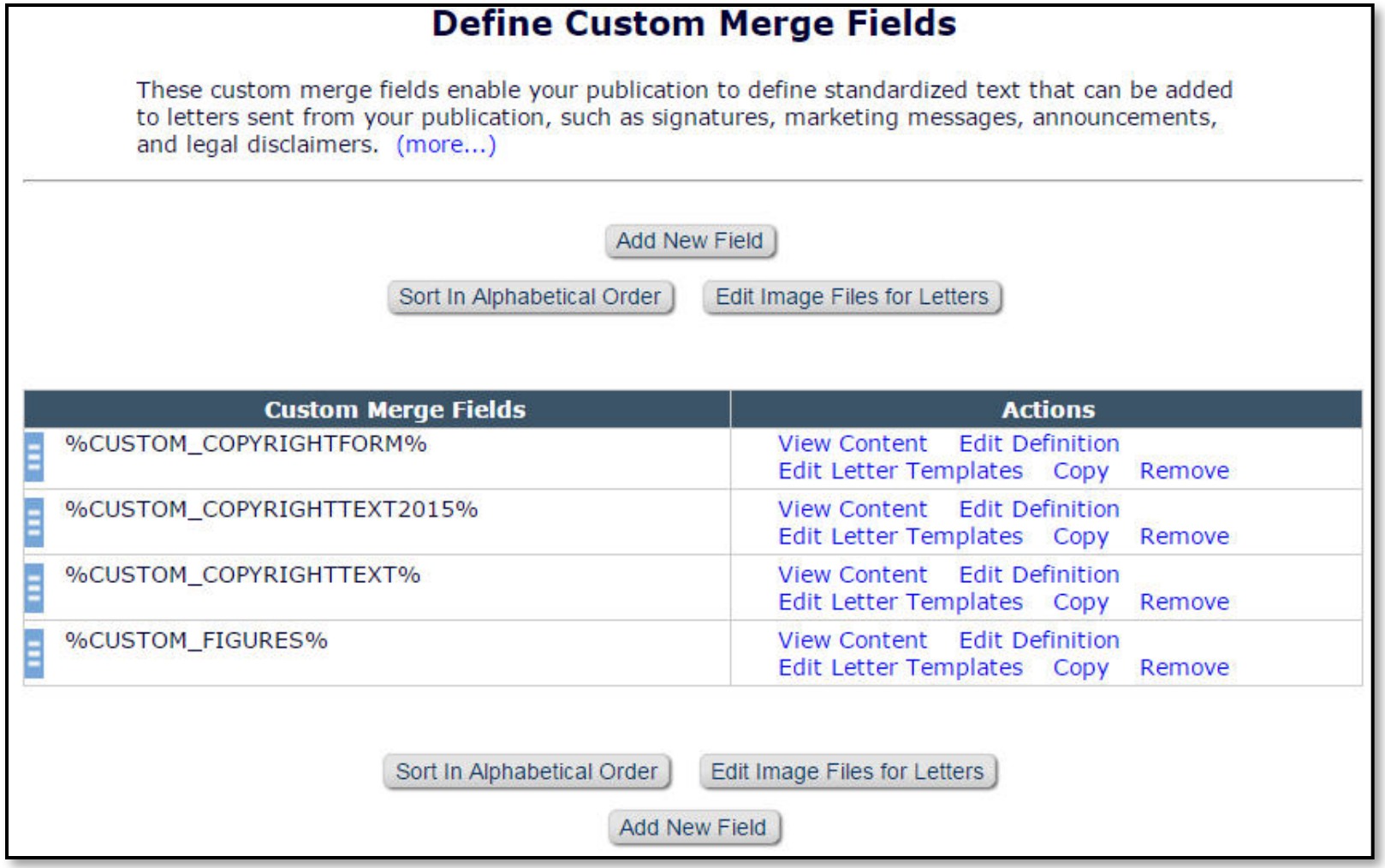
Your paper references figures but none have been uploaded with your submission. Please upload any figure files you would like considered with your submission.

After you have made the requested changes, resubmit your manuscript to the Journal office and we will forward it on to the appropriate editors. If you have any questions, please contact the Journal office.

Kind regards,

Custom Merge Fields

Custom Merge Fields



Define Custom Merge Fields

These custom merge fields enable your publication to define standardized text that can be added to letters sent from your publication, such as signatures, marketing messages, announcements, and legal disclaimers. (more...)

Add New Field

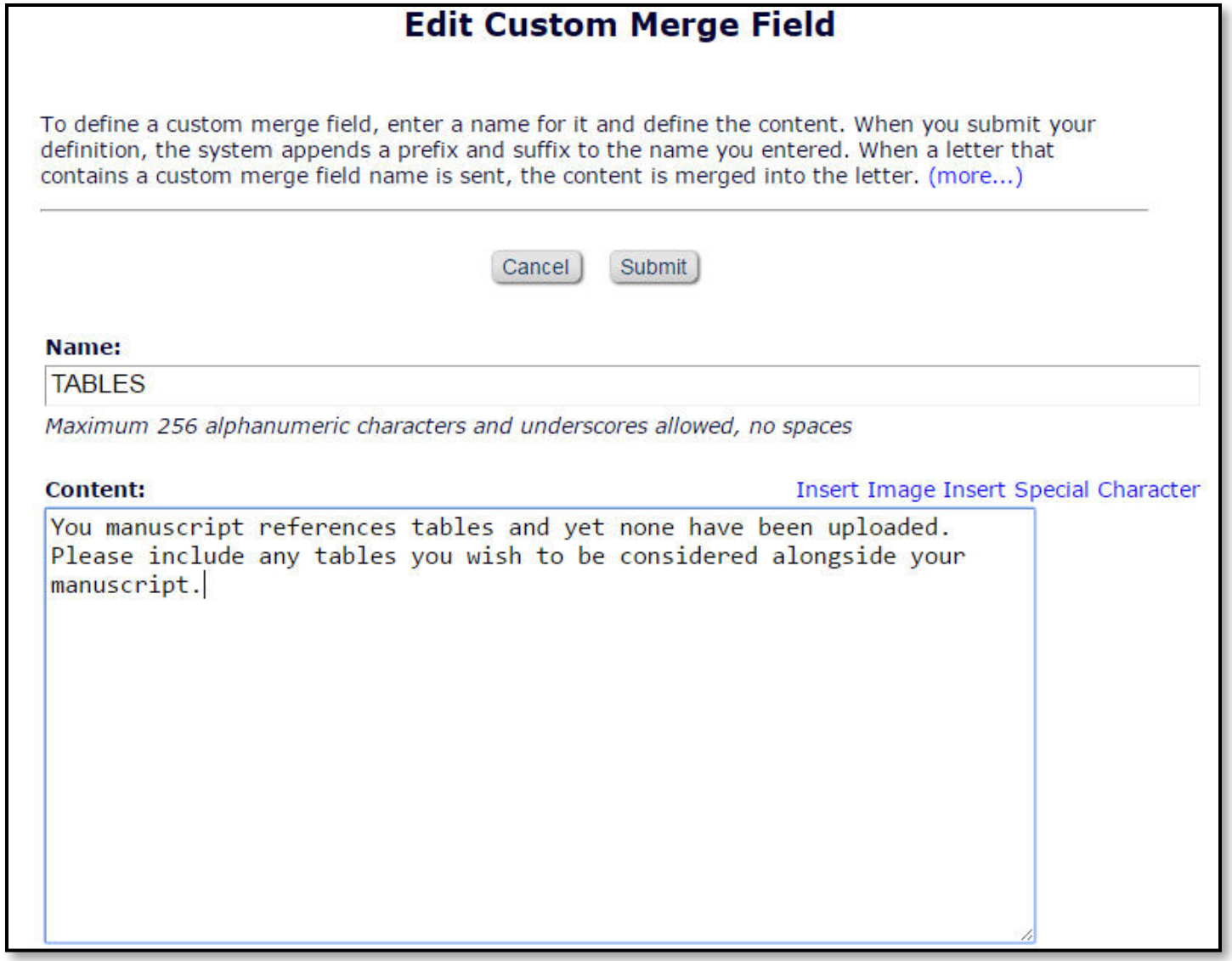
Sort In Alphabetical Order | Edit Image Files for Letters

Custom Merge Fields	Actions
%CUSTOM_COPYRIGHTFORM%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_COPYRIGHTTEXT2015%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_COPYRIGHTTEXT%	View Content Edit Definition Edit Letter Templates Copy Remove
%CUSTOM_FIGURES%	View Content Edit Definition Edit Letter Templates Copy Remove

Sort In Alphabetical Order | Edit Image Files for Letters

Add New Field

Custom Merge Fields



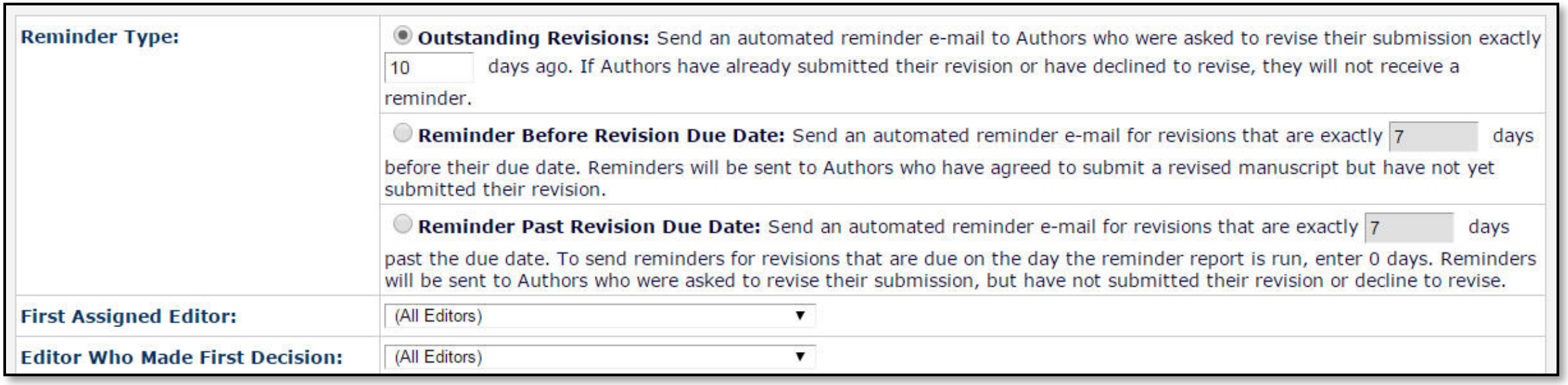
Author Reminders

Author Reminders

- Author reminders may be sent at several points throughout the workflow
- Reports may be generated manually at any time or scheduled to run on an automated schedule
- Automated reports are sent on a nightly basis
- Author reminders can be set up for invited content as well as revisions for the corresponding author
- Co-author reminders may be set up to remind co-authors to complete their verification and questionnaires

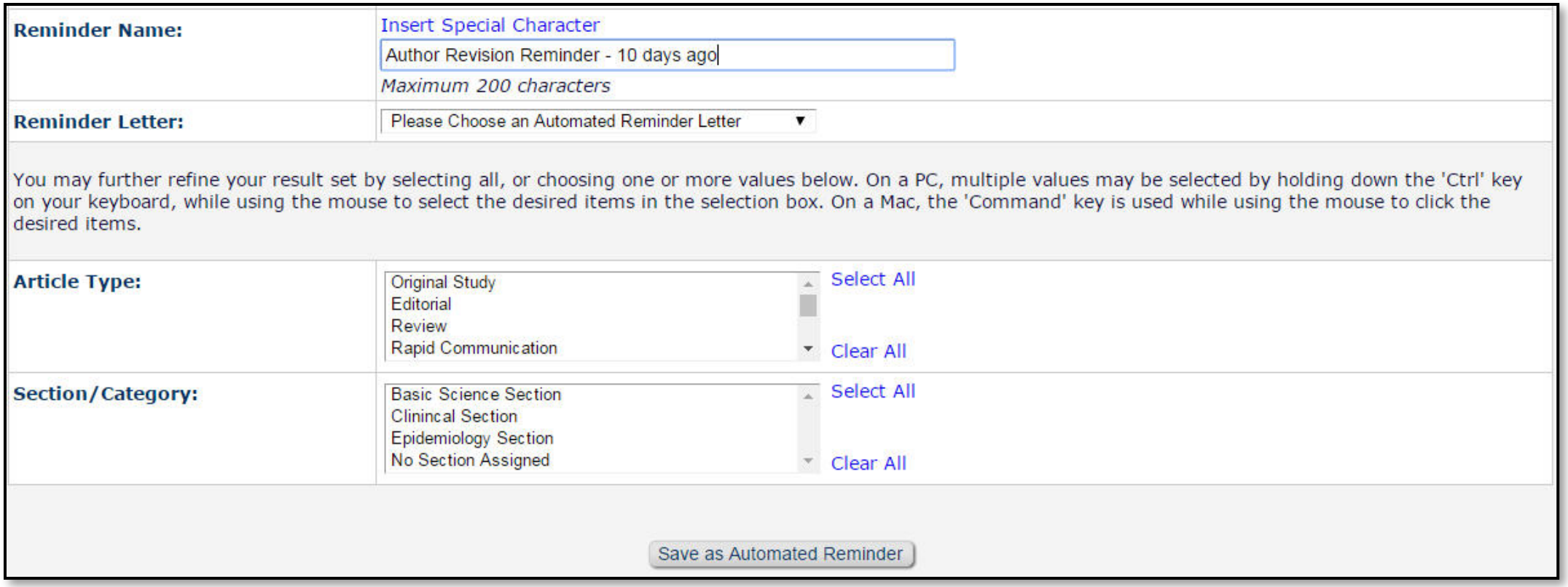
Author Reminders

Author Reminders

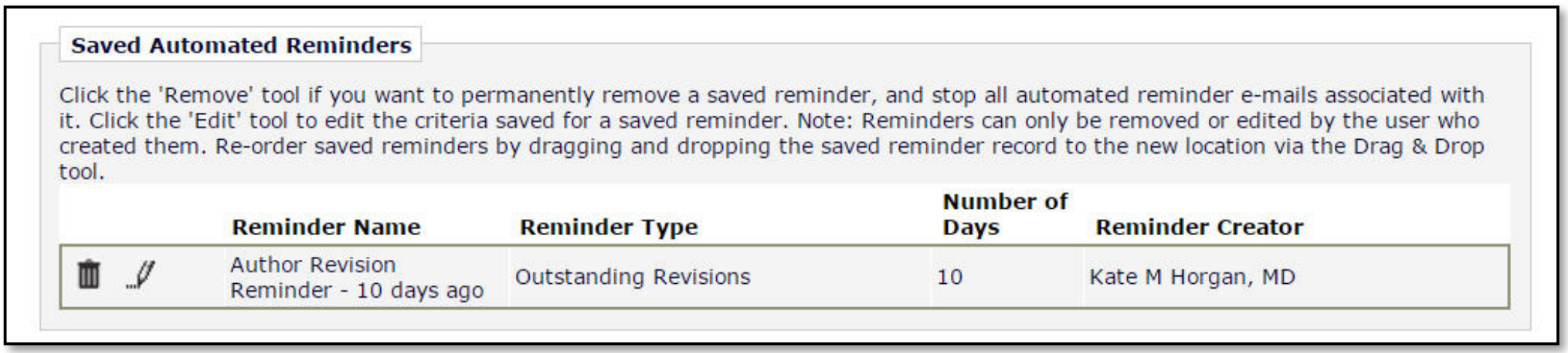


Reminder Type:	◉ **Outstanding Revisions:** Send an automated reminder e-mail to Authors who were asked to revise their submission exactly 10 days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder. ○ **Reminder Before Revision Due Date:** Send an automated reminder e-mail for revisions that are exactly 7 days before their due date. Reminders will be sent to Authors who have agreed to submit a revised manuscript but have not yet submitted their revision. ○ **Reminder Past Revision Due Date:** Send an automated reminder e-mail for revisions that are exactly 7 days past the due date. To send reminders for revisions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.
First Assigned Editor:	(All Editors) ▼
Editor Who Made First Decision:	(All Editors) ▼

Author Reminders



Author Reminders

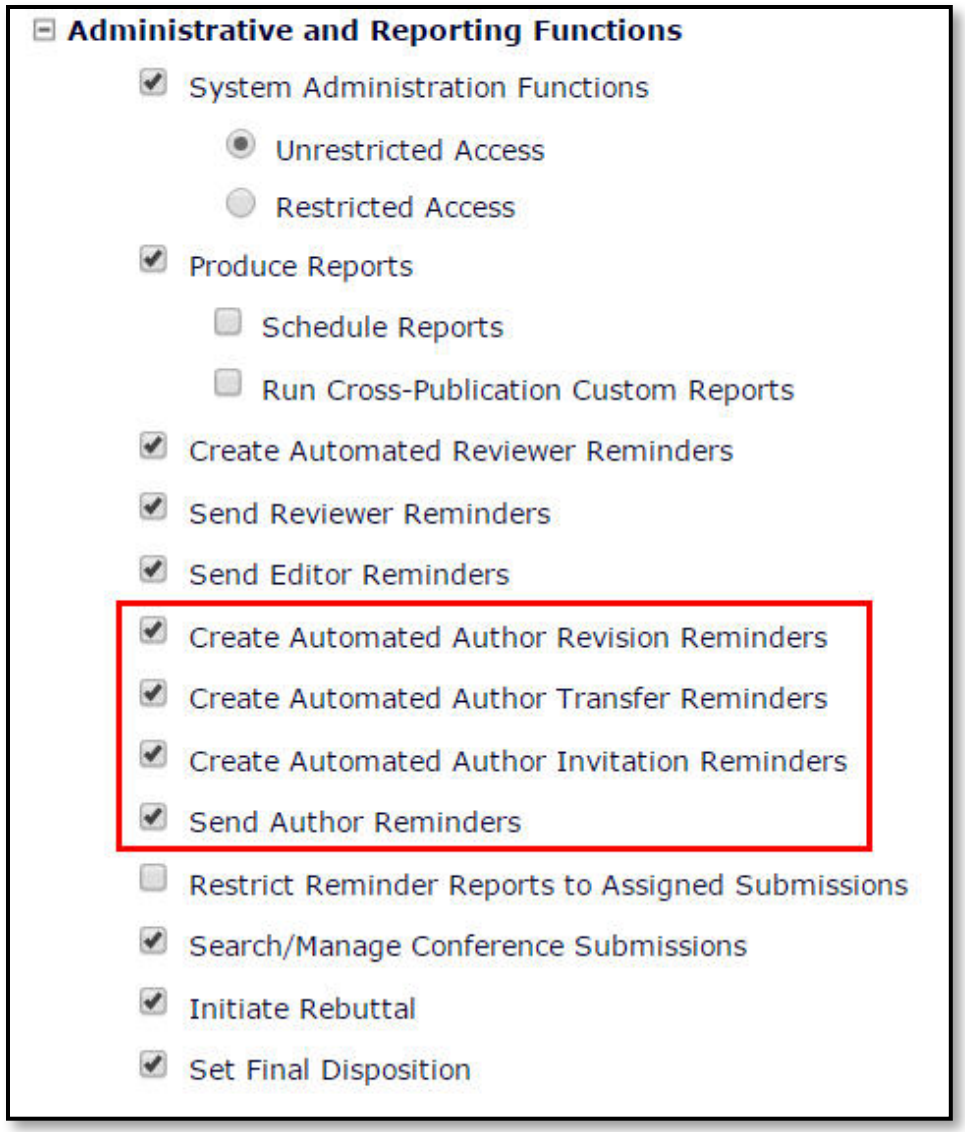


Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
	Author Revision Reminder - 10 days ago	Outstanding Revisions	10	Kate M Horgan, MD

Author Reminders



Questions?