



Author Experience and Best Practices for Editorial Manager

Monica Leigh | Senior Managing Editor

About KWF Editorial, About me

- KWF Editorial provides an entire or any part of an editorial office for scholarly societies and journals
- 50+ employees, 10+ MEs, 25+ journals
- Joined KWF in 2011
- Have worked in Editorial Manager for the past 7 years

Assisting authors with Editorial Manager

- Submission instructions/Author Guidelines
- Duplicate accounts
- Proxying as an author
- Author FAQs
- Questionnaires
- Templates in EM

Troubleshooting Author Instructions

- Copy/paste template text

- Website: When submitting a manuscript for an initial review, please ensure the following are completed before approving your PDF copy:

- The manuscript title, author byline, and abstract are on the first page of your manuscript text.

Manuscript Byline

- Corrections needed:

- Please note that the by-line on your manuscript does not match the by-line listed on the "Add/Edit/Remove Authors" tab, the "All Authors" list in Editorial Manager.
- Please ensure that names match and are listed as "1) Given/FirstName 2) Family/Surname/LastName" in both your manuscript byline and in Editorial Manager's "Add/Edit/Remove Authors" section.
- The order of separate names; the order of first/last names; and capitalization, accents, hyphens, etc, should all match.
- To change the author order in EM, click and drag on the blue handle next to author names to change the order.

Troubleshooting Author Instructions

- Rewording Author Guidelines
 - Website: When submitting a *revised manuscript*, ensure that the following requirements are met:
 - All requirements listed above for new submissions apply to revised manuscripts.
 - Manuscript file is in Microsoft Word or LaTeX format (no PDF).
 - Figures are uploaded as separate files and in PDF, .tif, or .eps format.
 - Tables are in Microsoft Word or LaTeX.
 - All permissions are uploaded with the manuscript files.
 - Corrections needed:
 - Please remove the figures from your manuscript text and upload them separately (one figure per file) in TIFF, EPS or PDF format. Also, please make sure to reference the figure number in each file name.

Troubleshooting Author Instructions

- Attaching screenshots
 - The Corresponding Author listed on your manuscript is different from the Corresponding Author listed in Editorial Manager. Please correct this so that they are the same person in both places.

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed significantly to the research and preparation of the paper. You do not need to enter your own name. You are automatically entered as the corresponding author when you submit the manuscript.

By entering coauthors' names, the corresponding editor confirms that all coauthors have seen the final version of the paper, take responsibility for its content, and agree to its submission for publication. The order of the authors may be changed by clicking on the blue box to the left of the names and dragging authors into the correct order. The first author of the manuscript may be indicated. Please ensure that the order and spelling of author names are the same as on the manuscript. Multiple Academic Degrees may be entered, separated by commas (M.D., Ph.D., D.D.). To edit corresponding author, click on the "pencil" icon next to the name of the desired corresponding author. In the next window, click on the "this is the corresponding author" box. Then click on the "save" icon up in the upper left corner.

An * indicates the field is required.

Current Author List		+ Add Another Author
	First (Last (First Author) First	
	Last	
	Last, Ph.D. [Corresponding Author]	

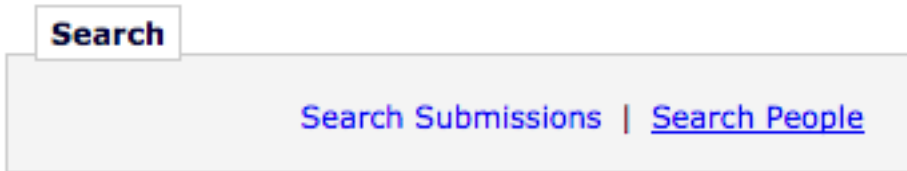
+ Add Another Author

Managing Duplicate Accounts

- Include, in your account creation confirmation email, a line about notifying you of duplicate accounts:
 - “If you already have an account in Editorial Manager for *Journal*, kindly let us know so that we may merge your multiple accounts.”
 - When authors notify you of duplicate accounts via email, merge the accounts in EM.

Managing Duplicate Accounts

- When you notice what appear to be similar accounts in EM, investigate email address, institution, roles, and author activity to ID possible duplicates to merge
 - This mainly happens when searching EM by name



- This search for “Wang” pulled up seemingly duplicate accounts:

<input type="checkbox"/>	Jun-jie Wang, Ph.D ▾	Chongqing		CHINA	[Author]	[Reviewer]
<input type="checkbox"/>	Jun-JIe Wang ▾	Chongqing		CHINA	[Author]	

Managing Duplicate Accounts

Combine and Keep this Record

Professor Jun-Jie Wang

Chongqing Jiaotong University
66 Xuefu Road
Chongqing,
CHINA
6924
wangjunjiehhu

Personal Identifiers:
ORCID:

Roles: Author
User has History? Yes
User has Current Assignments? No
User has Shared their Searches? No
People Record Last Update Date: 05/05/2017

Personal Classifications:
4 Soil Mechanics

⇒

Combine and Keep this Record

Prof. Jun-jie Wang, Ph.D
Chongqing Jiaotong University

Xuefu Street #66
Chongqing,
CHINA
6924
wangjunjiehhu

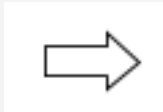
⇒ **Personal Identifiers:**
*ORCID: 0000-0003-

⇒ **Roles:** Author, Reviewer
⇒ **User has History?** Yes
⇒ **User has Current Assignments?** No
⇒ **User has Shared their Searches?** No
⇒ **People Record Last Update Date:** 06/01/2017

⇒ **Personal Classifications:**
4 Soil Mechanics
9 Geohazards

Managing Duplicate Accounts

- Pull Reports from EM

Administrative Functions

[Register New User](#)
[Reports](#)
[Send Reminder Letters](#)

Invited Author Reports
[Proposal Pipeline Report](#)
[Authors Invited - No Response](#)
[Author Invitation Status Report](#)

Authors Invited - No Response Report

Please select the report parameters.

Handling Editor:

- Show all Invited Authors that are within days of their Invitation Response Due Date.
- Show all Invited Authors that are days past the Invitation Response Due Date.
- Show all Invited Authors whose invitation response is due between and (mm/dd/yyyy)
- Show all Invited Authors whose submission is due between and (mm/dd/yyyy)
- Show all Invited Authors with a Target Publication date between and (mm/dd/yyyy)
- Show Invited Authors for Target Publication Volume and Issue
- Show all Invited Authors who have not yet submitted.

Managing Duplicate Accounts

- This looks like it may be the same person:

Article Type	Manuscript Title	Invited Author Name	Phone Number	Handling Editor Name	Date Invited	Elapsed Days	Invitation Response Due Date
Technical Paper	Analytical Solution to	Chen Hao		Monica Leigh	06-15-2017	356	06-22-2017
Case Study	Soil Conditioning for FOR	Dar-Hao Chen		Monica Leigh	10-05-2017	244	10-12-2017

Managing Duplicate Accounts

- But, upon further investigation, it looks like two different accounts, so these would not get merged.


Chang'an University
Shaanxi Province, PR China Xi'an, CHINA
0948207
chenhaochan

Texas Department of Transportation
Austin, TX 78729 UNITED STATES 6263
darhao2008@
None
None
Author, Reviewer, Associate Editor

Managing Duplicate Accounts

- EAR report for duplicate accounts

Enterprise Analytics Reporting



Webinars

Duplicate People 1

Please choose a View or Table

People Table

Field

First Name

Last Name

People Unique ID

Managing Duplicate Accounts

- Webinar shows how to set up a People Table and add email addresses to search database

People Unique ID▲	First Name	Last Name	People Record is Inactive
1	Mary	Mary	True
2	John	Muenning	False
3	Michael	Boudreau	False
4	M.R.	Boudreau	True
5	Michael	Boudreau	True
6	Michael	Boudreau	True
7	Michael	Boudreau	True
8	Michael	Boudreau	True
9	Michael	Boudreau	True
10	Michael	Boudreau	True
11	Michael	Boudreau	True
12	Michael	Boudreau	True

J, Ph.D. - Author

New Submissions

[Submit New Manuscript](#)

[Submissions Sent Back to Author \(0\)](#)

[Incomplete Submissions \(0\)](#)

[Submissions Waiting for Author's Approval \(0\)](#)

[Submissions Being Processed \(0\)](#)

Revisions

[Submissions Needing Revision \(0\)](#)

[Revisions Sent Back to Author \(0\)](#)

[Incomplete Submissions Being Revised \(0\)](#)

[Revisions Waiting for Author's Approval \(0\)](#)

[Revisions Being Processed \(1\)](#)

[Declined Revisions \(0\)](#)

Completed

[Submissions with a Decision \(1\)](#)

Proxying as an Author

- It's a good idea to proxy as an author from time to time to get a sense of what the submission system looks like to them, to review your instructions, submission questionnaire, click-through buttons, menu, etc.

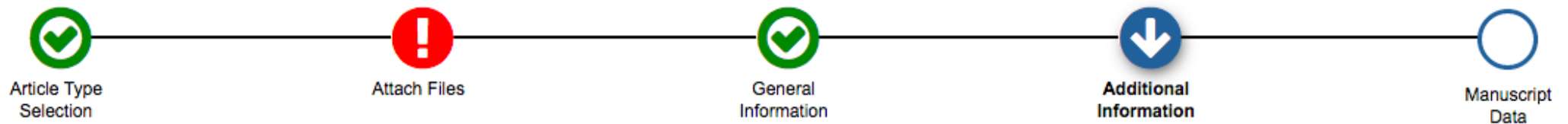
Proxying as an Author

- Vimeo video about new author interface



Choose the Article Type of your submission from the drop-down menu.

A screenshot of a 'Select Article Type' dropdown menu. The menu is open, showing options: 'None' (selected), 'Technical Paper', 'Technical Note', and 'Case Study'. A 'Proceed' button with a right arrow is visible to the right of the dropdown.



The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	<input type="checkbox"/> *Manuscript		Screen Shot 2018-06-06 at 4.29.15 PM.png	22.4 KB	06-11-2018	Download	<input type="checkbox"/>
	<input type="checkbox"/> *Copyright Agreement						
	<input type="checkbox"/> Table						
	<input type="checkbox"/> Figure						
	<input type="checkbox"/> Figure Captions list						
	<input type="checkbox"/> Supplemental Data File						
	<input type="checkbox"/> Permissions						
	<input type="checkbox"/> Response to Reviewers Comments						
	<input type="checkbox"/> Change of Corresponding Author Form						

Update

Remove

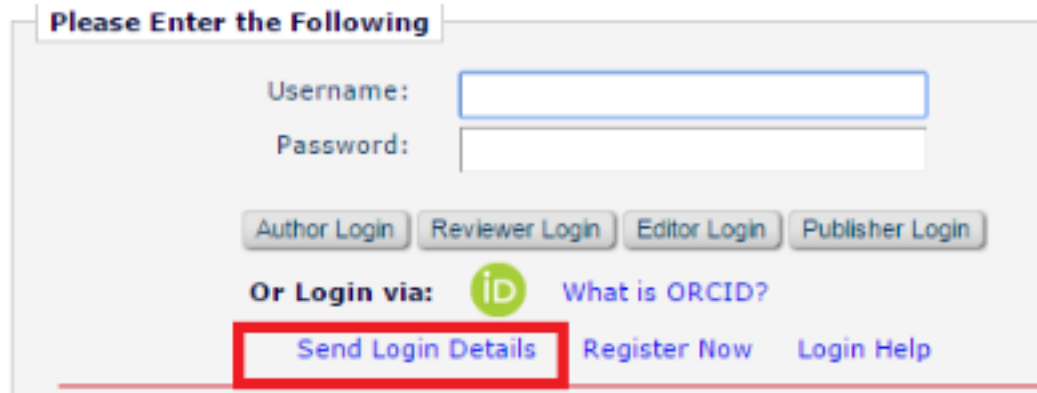
Check All Clear All

Back Proceed

Author FAQs

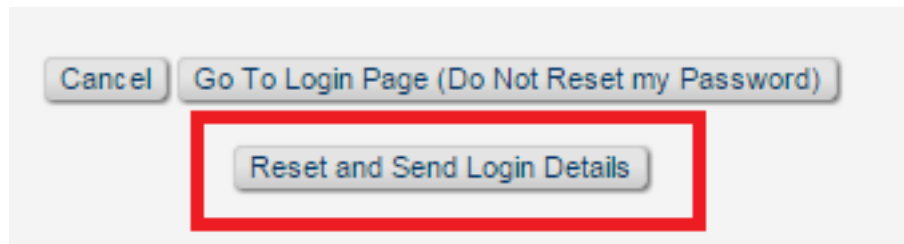
- Login reminders

1) Click on "Send Login Details"



A screenshot of a login form titled "Please Enter the Following". It contains two input fields: "Username:" and "Password:". Below these are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". Underneath is the text "Or Login via:" followed by an ORCID icon and the text "What is ORCID?". At the bottom, there are three links: "Send Login Details" (highlighted with a red box), "Register Now", and "Login Help".

2) On the following page, enter your First Name, Last Name, and Email Address – these must be ***exactly*** the same as they appear in your Editorial Manager profile. Click Reset and Send Login Details



A screenshot of a form with three buttons: "Cancel", "Go To Login Page (Do Not Reset my Password)", and "Reset and Send Login Details" (highlighted with a red box).

Author FAQs

- Login reminders


- 3) Return to your email and retrieve your Username and Temporary Password and then go back to the Login screen in Editorial Manager. Enter your Username and Temporary Password and click to login as an author, reviewer, or editor.
- 4) On the next screen, you will need to create a new password. Enter the new password in both boxes and click submit. Note that all passwords in the system now appear as "*****".

Password Expired

Publication policy requires that you change your password for security purposes. Please choose a new password.

New Password

Re-type New Password




- 5) Better yet, log in with your ORCID ID



Author FAQs

- Deadline extensions

Review Status: Reviewer Invited
Date Reviewer Invited: 06-11-2018
Date Review Due:  (mm/dd/yyyy)

- Status inquiry

Journal view

Review Status

Review Complete
04-30-2018
04-30-2018
05-30-2018
06-08-2018
39
Decline

4 Complete
1 Declined
[\(more...\)](#)

Author view

Current Status

▲▼

Under Review

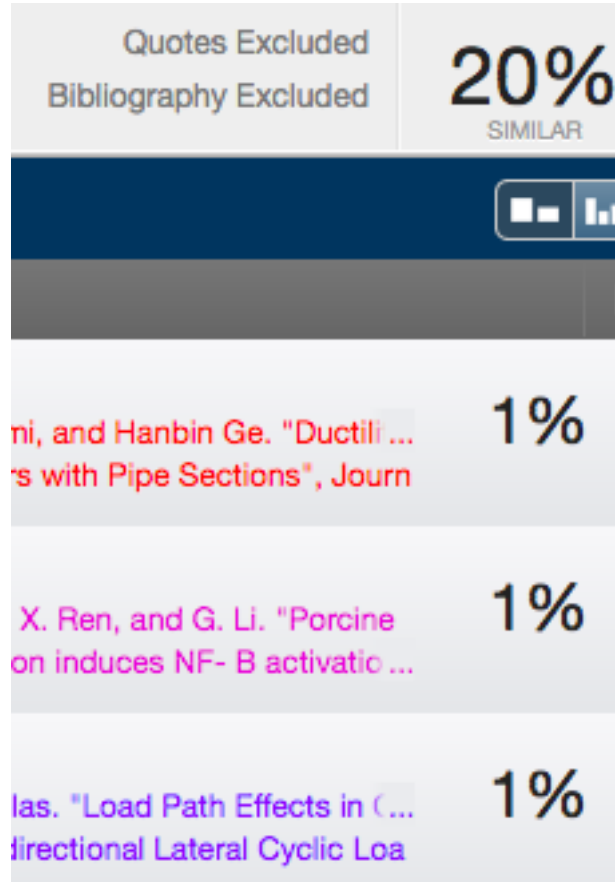
Under Review

Author FAQs

- iThenticate scores

Similarity Check/iThenticate Results (20%)

Good:



Bad:

We are in receipt of your recent manuscript submission. We are now using the Crossreff plagiarism detection tool to screen incoming submissions. We have carefully reviewed the resulting similarity report for your manuscript. The similarity report for your manuscript indicates borrowing from multiple sources. As of right now, your manuscript contains too much duplication to the article mentioned below, which could result in a copyright violation against the publishers of this article. We require that you rewrite the portions of your manuscript to reduce the amount the borrowed text and also add a reference to the paper mentioned below. The manuscript will be sent back to the editor once this issue is resolved. The similarity report for your manuscript can be found by logging in to Editorial Manager, searching for your paper, then clicking on the Similarity Check/iTheniccate Results link. To find out more about Crossref, visit www.crossref.org. Thank you for your prompt attention to this matter.

Submission questionnaire

- Using a submission questionnaire is a useful way to collect information you require in order to consider a submission for publication.

Has this paper or parts of it been published as a conference proceeding? A conference proceeding may be reviewed for publication only if it has been significantly revised and contains 50% new content. Any content overlap should be reworded and/or properly referenced. If your answer is yes, please explain in the comments box below and be prepared to provide the conference paper.

Answer
Required:

✓ Please select a response
No
Yes

Please select a response.

All authors listed on the manuscript must have contributed to the study and must approve the current version of the manuscript. Are there any authors on the paper that do not meet these criteria? If the answer is yes, please explain in the comments.

Answer
Required:




✓ Please select a response
No
Yes

Please select a response.

Submission questionnaire

- Include a question about previously submitted and declined manuscripts
- Use Duplicate Submission Check to confirm

[Duplicate Submission Check \(55%\)](#)

Article Title Similarity	Author Similarity	Abstract Similarity	Initial Date Submitted	Revision	Current Status
73% 	50% 	37% 	02/03/2016 00:38:53	3	Accept Final

- Catch-all “anything else” field

If there is anything else you wish to communicate to the editor of the journal, please do so in this box.

Character Count: 0

Limit 20000 characters

Templates in EM

- To save time, use Custom Merge Fields and Rich Text

```
Date: %TODAYS_DATE%  
Manuscript #: %MS_NUMBER%  
Manuscript Title: %ARTICLE_TITLE%  
Authors: %ALL_AUTHORS%  
Dear %TITLE% %LAST_NAME%,  
  
Sincerely,  
%EDITOR_NAME%  
%EDITOR_ROLE%
```

- [List of Custom Merge Fields](#) in Editorial Manager's Help System



Thank you

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