



Welcome to the 16TH Annual **EMUG** **BOSTON**

#EMUG2018

 Editorial Manager®  ProduXion Manager®



Early Decision Workflow

Sally Ubnoske

Senior Business Systems Analyst
subnoske@ariessys.com



**Early Decision Workflows are supported in
Editorial Manager version 15.0!**

“Desk Reject”



- Global scientific output **doubles** every nine years ¹
- Reviewers are a scarce resource
- Editors must identify those papers which have little chance of acceptance as quickly as possible
- First pass screening:
 - Does the topic fit within the journal’s scope?
 - Does the content offer a potential contribution to the literature?
 - Are the format, syntax, and grammar consistent with the journal’s policies and expectations?

¹ (n.d.). Retrieved from <http://blogs.nature.com/news/2014/05/global-scientific-output-doubles-every-nine-years.html>

New 'Submit Early Decision' Feature in EM 15.0

- Primary Objective – provide a short-cut for staff Editors to submit a quick decision for a new submission
- Decision is submitted on behalf of a specific Editor
- The decision term can be in any decision family, but must be configured for early decision
- Staff Editors must have new “Submit Early Decision” permission



“Submit Early Decision” Action Link

- Displayed in:
 - "New Submissions"
 - "New Submissions Requiring Assignment"
 - "Direct-to-Editor New Submissions"
 - "Search Submission – Search Results" (when the submission is also located in one of the folders listed above, i.e. is an Original Submission and an Editor has not been assigned)



“New Submissions Requiring Assignment”

Quicklinks

New Submissions Requiring Assignment - Sally Editor, PhD

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 (15 total submissions) 1 25 results

| Action | Manuscript Number | Article Type | Article Title | Author Name | Initial Date Submitted | Current Status |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|---------------|-------------------------------|------------------------|----------------------|
| <ul style="list-style-type: none">View SubmissionDuplicate Submission Check (73%)Details ▾Initiate DiscussionHistorySubmit Early DecisionFile InventoryEdit SubmissionSend Back to AuthorRemove SubmissionClassificationsAssign EditorSet Final DispositionInitiate ProductionSimilar Articles in MEDLINESend E-mailLinked Submissions | | | | Buzz Lightyear Aldrin PhD ▾ ! | Jun 5 2018 3:27PM | Submitted to Journal |



- View Submission
- Duplicate Submission Check (73%)
- Details ▾
- Initiate Discussion
- History
- Submit Early Decision**
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Assign Editor
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- Send E-mail
- Linked Submissions

The staff Editor clicks “Submit Early Decision” to submit a decision without first assigning an Editor



Staff Editor Selects a Role and Editor to be Assigned

- The Staff Editor must select an Editor who will be credited with the decision
- The assignment occurs ‘behind-the-scenes’ and provides a name that can be used to populate the %EDITOR_NAME% merge code in the Author Notification Letter
- The selected Editor’s Role, together with the Article Type, determine whether Editor Decision Phrases are displayed on the *Submit Early Decision* page

Staff Editor Must Select an Editor to be Assigned

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

All Editor Roles ▼

Select Editor: ▼

Cancel

Proceed

The Staff Editor can select an Editor to be assigned “behind-the-scenes”:

- Select “Assign to Me” (if they have “Make a Decision” permission)
- Select an Editor Role and a user with that Role

- The page refreshes when an Editor has been selected
- ‘Editor Decision Phrases’ are displayed (if they are configured for the Editor Form)
- ‘Comments to Author’ is always displayed
- The [Proceed] or [Submit Decision] button is disabled until a decision term is selected

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me
 Managing Editor Select Editor:

Decision:

Editor Decision Phrases Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

Editor Decision Phrases can use HTML tags to display text in color, e.g. **red**. Phrases can also include [hyperlinks](#).

Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to [The Journal](#).

We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

Comments to Author Insert Special Character

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision"" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

- All Editor Roles**
Associate Editor
Conference Editor
Editor in Chief
Managing Editor
Section Editor

Select Editor:

Proceed

If the Staff Editors do not assign the submission to themselves they can select from "All Editor Roles" OR select a specific Editor Role

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00018
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

Managing Editor

Select Editor:

Editor Decision Phrases

Decision:

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

Select Phrase

- Editor Decision Phrases can use HTML tags to display text in color, e.g. **red**. Phrases can also include [hyperlinks](#).
- Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to [The Journal](#).
- We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

[Cancel](#)

[Submit Decision](#)

The [Submit Decision] button is displayed if the Staff Editor does not have "Notify Author of Editor's Decision when Editor Chain is Complete" permission

Submit Early Decision

Manuscript Number: **SALLYDEV150-D-18-00018**

""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

All Editor Roles ▾

Select Editor:

Cancel

Proceed

The "Assign to Me" radio button is suppressed if the Staff Editor does not have "Make a Decision" permission

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision"" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

All Editor Roles

Select Editor:

Susan Author
Richard Feynman
Charlie Brown
Eddie Munster
James Duncan
Harry Editor
Tony Alves
Charles DuBois
Chief Editor
John Wayne
Sally Editor
Ed Editor
Caroline Webber
Amy Author
Brenda Dean
Michael Editor

Cancel

Proceed

If the Staff Editor selects "All Editor Roles"
→ all Editors with "Receive Assignments"
AND "Make a Decision" permission are
displayed in the "Select Editor" drop
down list

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

Associate Editor

Select Editor: [Editor Search](#)

Cancel

Proceed

The “Select Editor” mechanism depends on the Editor Role:

- An “Editor Search” link is displayed if “Always Use Search-based selection for Editor Chain Assignment / Replacement” is enabled for the Role
- Otherwise, the Editors are presented in a dropdown list

Assign Editor for Early Decision: Search

Manuscript Number:
SALLYDEV150-D-18-00015

Title: "Submit Early Decision" is a great new feature!

Use the search tool to identify the most appropriate Editor to submit an early decision.

Editor :
Associate Editor

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

[Insert Special Character](#)

[Cancel](#)

[Value Options](#)

| (| Criterion | Is/Is not | Selector | Value |) | |
|---------------------|-------------|-----------|-------------|------------------|---|----------------------------|
| | Editor Role | is | Equal To | Associate Editor | | AND Remove |
| | Last Name | is | Begins With | | x | Remove |
| Add | | | | | | |

[Clear](#)

[Search](#)

The selected Editor Role:

- Is selected by default on the "Search" page
- Can be changed on-the-fly

Assign Editor for Early Decision: Select

Manuscript Number: SALLYDEV150-D-18-00015

Title: "Submit Early Decision" is a great new feature!

The following have been identified as candidates to submit an early decision. Select the Editor and click 'Assign Selected Editor' or click 'Search Again' to search for a different Editor.

Editor : Associate Editor

The Staff Editor selects an Editor and clicks [Assign Selected Editor]

Click the Blind Editors link to block access to this submission for one or more Editors.
[Blind Editors](#)

Cancel

Assign Selected Editor

Search Again

Page: 1 of 1 (7 total People Matches)

Display results per page.

| Select | Editor Role | Editor Name | Current Assignments | # Classification Matches | Classification Matches | Available during next 30 days |
|----------------------------------|------------------|-----------------------------|---------------------|--------------------------|------------------------|-------------------------------|
| <input type="radio"/> | Associate Editor | Tony Alves ▾ | 0 | 0 | | Yes |
| <input type="radio"/> | Associate Editor | Susan Author ▾ | 0 | 0 | | Yes |
| <input checked="" type="radio"/> | Associate Editor | Charlie Snoopy Brown, PhD ▾ | 0 | 0 | | Yes |
| <input type="radio"/> | Associate Editor | James Duncan ▾ | 0 | 0 | | Yes |
| <input type="radio"/> | Associate Editor | Harry Editor ▾ | 4 | 0 | | Yes |
| <input type="radio"/> | Associate Editor | Richard Feynman, PhD ▾ | 0 | 0 | | Yes |
| <input type="radio"/> | Associate Editor | Eddie Munster ▾ | 0 | 0 | | Yes |

Page: 1 of 1 (7 total People Matches)

Display results per page.

Search Again

Cancel

Assign Selected Editor

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00015
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me
 Associate Editor Select Editor: Charlie Snoopy Brown, PhD [\[Search\]](#)

Decision:

Editor Decision Phrases

Editor Decision Phrases available for inclusion

Select Phrase

- Editor Decision Phrases can use HTML tags to display text in color, e.g.
- Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to Th
- We appreciate the opportunity to review your manuscript and hope that

Assign to Me
 Associate Editor Select Editor: Charlie Snoopy Brown, PhD [\[Search\]](#)

Comments to Author

[Insert Special Character](#) [Open in New Window](#)

The Staff Editor can click "Search" to locate a different Editor (if the Editor Role uses the "Search Editor" mechanism)

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00017
""Submit Early Decision"" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

Section Editor

Select Editor:

Michael Editor

Stephen Author

John Editor

David Editor

Cancel

Proceed

Only uses with the selected Editor Role are displayed in the drop down list

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00017
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

Section Editor

Select Editor: Michael Editor

Decision:
Revise
Please Select
Accept
Revise
Reject
Revise, No Review
Reject and Transfer
Reject and Transfer to Journal A
Reject and Offer Transfer to 3 Journals

Editor Decision Phrases

Editor Decision Phrases available for inclusion in the decision. Select the phrases you wish to include.

Select Phrase

- Editor Decision Phrases can use HTML tags to display text in comments.
- Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to The Journal.
- We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

Preview Selected Phrases

Comments to Author

Insert Special Character Open in New Window

The [Proceed] button is enabled when a decision term has been selected and the Staff Editor has permission to notify the Author

Cancel

Proceed

Notify Author

Manuscript Number:
SALLYDEV150-D-18-00017

Title: "Submit Early Decision"
is a great new feature!

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

Staff Editors are brought to the "End of Chain" version of the *Notify Author* page

Cancel
Preview Letter Save Save and Close Send Now

| | |
|-------------------|----------------------------------------------|
| Editor Decision: | Reject |
| Modify Decision: | <input type="text" value="Reject"/> |
| Rescind Decision: | Return to Section Editor |
| From: | "My Journal" <trash1@ariessc.com> |
| To: | Buzz Lightyear Aldrin |
| Letter Purpose: | Editor Decision - Reject |
| Letter Subject: | <input type="text" value="Your Submission"/> |

The Editors assigned to the current version of the submission are shown below. 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 separated by semicolons (;).

| | | |
|--------------------------------|--------------------------|-------------------------------------------------|
| cc: | bcc: | |
| Editors Assigned to Manuscript | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Michael Editor (Section Editor) |
| cc: | | <input type="text"/> |
| bcc: | | <input type="text"/> |

[Insert Special Character](#) | [Insert Custom Merge Field](#) Open in New Window

Dear %TITLE% %LAST_NAME%,

Reviewers' comments on your work have now been received. You will see that they are advising against publication of your work. Therefore I must reject it.

If the Staff Editor notifies the Author of a “Reject” or “Accept” decision:

- The submission moves to the “Submissions with Editor’s Decision” folder
- The assigned Editor’s name and the decision are displayed

All Submissions with Editor's Decision - Sally Editor, PhD



Contents: All submissions for which an Editor has submitted a decision.

Page: 1 of 2 (41 total submissions)

1 2 >> >|

Display 25 results per page.

| ▲▼ | ☰ Action ▲ | Manuscript Number ▲▼ | Article Type ▲▼ | Section/Category ▲▼ | Article Title ▲▼ | Author Name ▲▼ | Initial Date Submitted ▲▼ | Status Date ▲▼ | Current Status ▲▼ | Editor Name ▲▼ | Editor Decision ▲▼ | Author Notified Date ▲▼ |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|---------------------|-------------------------------------------------|----------------------------|---------------------------|--------------------|-------------------|----------------|--------------------|-------------------------|
| | View Submission Details ▾ History Unassign Editor File Inventory Edit Submission Solicit Commentary Set Final Disposition Initiate Production View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions | SALLYDEV150-D-18-00017 | Original Study | | "Submit Early Decision" is a great new feature! | Buzz Lightyear Aldrin, PhD | Jun 6 2018 11:45AM | Jun 6 2018 12:16PM | Reject | Michael Editor | Reject | Jun 6 2018 12:16PM |

If the Staff Editor does NOT have permission to “Notify Author of Editor’s Decision when Editor Chain is Complete”:

- The paper still moves to the “Submissions with Editor’s Decision” folder
- But another Editor must notify the Author

All Submissions with Editor's Decision - Sally Editor, PhD

Contents: All submissions for which an Editor has submitted a decision.

Page: 1 of 2 (42 total submissions)

1 2 >> >|

Display 25 results per page.

| ▲▼ | ☰ Action ▲ | ▲▼ Manuscript Number | ▲▼ Article Type | ▲▼ Section/Category | ▲▼ Article Title | ▲▼ Author Name | ▲▼ Initial Date Submitted | ▲▼ Status Date | ▲▼ Current Status | ▲▼ Editor Name | ▲▼ Editor Decision | ▲▼ Author Notified Date |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|---------------------|-------------------------------------------------|----------------------------|---------------------------|---------------------|---------------------|----------------|--------------------|-------------------------------|
| | View Submission Details ▾ History Unassign Editor File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition Initiate Production View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions | SALLYDEV150-D-18-00018 | Original Study | | "Submit Early Decision" is a great new feature! | Buzz Lightyear Aldrin, PhD | Jun 18 2018 10:59AM | Jun 18 2018 11:16AM | Decision in Process | Michael Editor | Reject | Notify Author |

Submit Early Decision
Manuscript Number: SALLYDEV150-D-18-00019
""Submit Early Decision" is a great new feature!"

Please select an Editor to be associated with the early decision.

Assign to Me

Section Editor

Select Editor: Michael Editor

Editor Decision Phrases

Decision:

Please Select
Accept
Revise
Reject
Revise, No Review
Reject and Transfer

Preview Selected Phrases

Editor Decision Phrases available for inclusion in the Decision below. Select the phrases you wish to include.

Select Phrase

- Editor Decision Phrases can use HTML tags to display text in color, e.g. **red**. Phrases can also include [hyperlinks](#).
- Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to [The Journal](#).
- We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

“Submit Early Decision” supports the “Reject and Transfer” workflow

Select Transfer Target Publications

Cancel

Proceed

Please select up to 3 publications to be presented to the Author as transfer targets. If you click on the "Proceed" button and then wish to change the list of target publications before the Author is notified, you may return to this page to change your selections.

Tony's 15.0 TW Site

EM Website

Aries Target One

Non-EM Publication Website

Aries Target Two

Non-EM Publication Website

Cancel

Proceed

Like the standard "Reject and Transfer" workflow, the Staff Editor selects the Transfer Target Publications to be presented to the Author for selection

Notify Author

Manuscript Number:

SALLYDEV150-D-18-00020

Title: "Submit Early Decision" is a great new feature!

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

[Cancel](#)

[Preview Letter](#) [Save](#) [Save and Close](#) [Send Now](#)

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Editor Decision: | Reject and Transfer |
| Modify Decision: | <input type="text" value="Reject and Transfer"/> |
| Transfer Target Publication(s): | Tony's 15.0 TW Site; Aries Target One; Edit Transfer Target Publications List |
| Rescind Decision: | Return to Section Editor |
| From: | "My Journal" <trash1@ariessc.com> |
| To: | Buzz Lightyear Aldrin |
| Modify Letter: | <input type="text" value="Editor Decision - Reject and Transfer"/> |
| Letter Subject: | <input a="" decision\"="" early="" feature!"="" great="" is="" new="" submit="" type="text" value="Your Submission \"/> |
| <p>The Editors assigned to the current version of the submission are shown below. 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 (;).</p> | |
| <input type="checkbox"/> cc: | <input type="checkbox"/> bcc: |
| <p>Editors Assigned to Manuscript</p> | |
| <input type="checkbox"/> | <input type="checkbox"/> Michael Editor (Section Editor) |
| <input type="checkbox"/> cc: | <input type="text"/> |
| <input type="checkbox"/> bcc: | <input type="text"/> |
| Letter Body: | |



[Open in New Window](#)



The submission moves to:

- Editor → “All Submissions Pending Transfer”
- Author → “Submission Transfers Waiting for Author’s Approval”



Submissions with Decisions

Submissions out for Revision (16)

~~All Submissions with Editor's Decision (13)~~

All Submissions Pending Transfer (1)

~~All Submissions with Final Disposition:~~

Accept (125), Reject (17), Withdrawn (18), Transfer (124)

Unsent, Pending or Failed Transmittals (16)

Completed Conference Submissions (5)

Withdrawn Conference Submissions (1)

~~My Assignments with Decision (24)~~

My Assignments with Final Disposition (103)



Author Main Menu



Manuscript Services

Production

Submissions in Production (40)

Current Task Assignments (2)

Invited Submissions

My New Invitations (6)

My Accepted Invitations (2)

Pending Submission Transfer Offers

Submission Transfers Waiting for Author's Approval (1)

The Author agrees or declines to transfer → the standard workflow occurs

Submission Transfers Waiting for Author's Approval for Buzz Lightyear Aldrin

You have a manuscript that requires your approval to be transferred to another publication. Please click on the "Agree to Transfer" or "Decline to Transfer" link.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

| Action ▲ | Manuscript Number ▲▼ | Title ▲▼ | Initial Date Submitted | Transfer Offer Expiration Date ▲▼ | Current Status |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------|------------------------|-----------------------------------|------------------|
| View Submission View Decision Letter Agree to Transfer Decline to Transfer Send E-mail | SALLYDEV150-D-18-00020 | "Submit Early Decision" is a great new feature! | Jun 18 2018 12:40PM | Jul 18 2018 11:59PM | Transfer Pending |

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

The Author selects the Transfer Target publication and clicks [Submit]

Transfer Submission

The Editor has suggested that your submission may be better suited for a different publication.

If you do not wish to transfer your submission you may select the radio button "DO NOT TRANSFER SUBMISSION" and click on the submit button. If you agree to transfer your submission, please select the radio button for the publication and click on the "Submit" button.

DO NOT TRANSFER SUBMISSION

Tony's 15.0 TW Site

[EM Website](#)

Aries Target One

[Non-EM Publication Website](#)

Cancel

Submit

The Selected Editor's Decision is Displayed on *Details*

Details for Manuscript Number: SALLYDEV150-D-18-00020 ""Submit Early Decision" is a great new feature!"


[Cancel](#) [Save](#) [Save and Close](#)

[Abstract](#) [Manuscript Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#) [Production Notes](#)

| | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Early Proof URL: | The Early Proof is not yet available [Edit] |
| Full Title: | "Submit Early Decision" is a great new feature! |
| Manuscript Number: | SALLYDEV150-D-18-00020 |
| Corresponding Author: | Buzz Lightyear Aldrin , Massachusetts Institute of Technology    Cambridge, MA UNITED STATES [Proxy] |
| Corresponding Author E-Mail: | subnoske@asdf.com |
| Transfer Information | |
| Transfer Offer Expiration Date: | Jul 18 2018 11:59PM |
| Transferred to: | TONYDEV150 - Tony's 15.0 TW Site |
| Global MS ID: | EM_SALLYDEV150_2802 [Edit] |

Editors

[Top](#)

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Name: | Michael Editor  [Proxy] |
| Role: | Section Editor |
| Date Assigned: | Jun 18 2018 12:41PM |
| Date Completed: | Jun 18 2018 12:41PM |
| Elapsed Days: | 0 |
| Recommendation: | Reject and Transfer |

BEHIND

THE

SCENES

RoleManager – Staff Editor

- “Receive New Submission in ‘New Submissions Requiring Assignment’” permission
- “Submit Early Decision on New Submission” permission
 - Displays “Submit Early Decision” Action Link in:
 - ✓ “New Submissions” folder
 - ✓ “New Submissions Requiring Assignment” folder
 - ✓ “Direct-to-Editor New Submissions” folder
 - ✓ “Search Submission – Search Results” folder (when also located in one of the previous three folders)
- “Notify Author of Editor’s Decision when Editor Chain is Complete” permission
 - Optional permission – otherwise, another Editor must notify the Author
 - Delivers the Editor to the *Notify Author* page

RoleManager – Assigned Editors

- “Receive Assignments” permission
- “Make a Decision” permission
- “Always Use Search-based selection for Editor Chain Assignment / Replacement” permission
 - Optional permission – controls the mechanism used to identify the Editor who will be assigned



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

- Receive New Submissions in 'New Submissions Requiring Assignment' Folder 
 - Perform Technical Check (submission received in 'New Submissions' Folder)
 - Submit Early Decision on New Submissions 
- Receive New Transferred Submissions in 'Transferred Submissions' Folder
- Submit Manuscript as an Editor
 - Restrict to 'Editor/Publisher Use Only' Article Types
 - Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Types

Editor Assignment

- Receive Assignments 
 - Classic Method of Editor Assignment
 - Receive Assignments without Invitation
 - Receive Invitations for Assignments
- Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System) 

Editor Decisions

Make a Decision 

Terminate Outstanding Reviewer and Editor Assignments when Making a Decision

Skipped in Decision Chain if previous Editor's Decision IS

Accept
Revise
Reject
Revise, No Review

Skipped in Decision Chain if previous Editor's Decision IS NOT

Accept
Revise
Reject
Revise, No Review

Notify Author after making a Decision

Draft Notification Letter for any decision


Send Any Notification Letter

Only Notify after selected decisions:

| Decision Term | Decision Only | Draft | Draft and Send |
|-----------------------------------------|----------------------------------|-----------------------|-----------------------|
| Accept | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Revise | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reject | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reject and Offer Transfer to 3 Journals | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Revise, No Review | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reject and Transfer | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reject and Transfer to Journal A | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Modify Editor Manuscript Rating Answers During Decision Process

Edit Editor Comments and Ratings After Decision

Notify Author of Editor's Decision when Editor Chain is Complete 

And Modify Editor's Decision

PolicyManager – Editor Decision Terms

- Identify the decision terms that should be available for early decision
- Add or edit an existing decision term and select the checkbox labeled “Allow Early Decision”



Add/Edit Editor Decision Term

The Author Notification letter is a letter in the 'Decision' family that notifies the Author of the Editor's decision. You may select one default and multiple optional letters for each Decision Term. If more than one letter is selected, the Editor may choose from these letters at the time of Author Notification

The Reviewer Notification Letter is a letter which can be sent to each Reviewer at the time the Author Notification Letter is sent.

The Document Status is the status displayed in the system when the decision is made.

Each decision term must be mapped to a Decision Family value of Accept, Reject, Revise or Reject and Transfer. This is used internally by {0} to push submissions through the system properly.

Decision terms mapped to the Reject and Transfer Decision Family trigger additional functionality that allows the Author to agree or decline to transfer the submission to another publication. Please note that you must also configure at least one transfer target publication in AdminManager.

Editor Decision Term:

Reject

Author Notification Letter Options:

| Default | Optional | Letter Purpose |
|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="radio"/> | <input type="checkbox"/> | None Selected |
| <input type="radio"/> | <input type="checkbox"/> | Editor Decision - Accept |
| <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | Editor Decision - Reject |
| <input type="radio"/> | <input type="checkbox"/> | Editor Decision - Revise |
| <input type="radio"/> | <input type="checkbox"/> | Editor Decision - Reject and Transfer |

Reviewer Notification Letter:

Reviewer Notification of Reject Decision

Document Status

Reject

Decision Family:

Reject

Allow Early Decision When you select **Allow Early Decision**, the Editor Decision Term will be available on the Submit Early Decision page.

(hidden) When you **Hide** an Editor Decision Term, the term will no longer be available to Editors making a decision on new or revised manuscripts. Decisions that already use this term *will* appear in historical reports.

Cancel

Submit

Editor Decision Terms

Listed below are the terms used for Editor Decisions. You may Add new terms, Remove, Edit or Hide existing terms. Note that the New Document Status will not take effect until the Author is notified of the Editor Decision. After this, Editors, Publishers and Reviewers with permission to view the current Status will see the New Document Status term; Authors will see the Alternative Text for Authors where one exists, otherwise they will also see the New Document Status Term.

Cancel

Add New Term

Update Order

| Order | Editor Decision Term | Author Notification Letter | Reviewer Notification Letter | New Document Status | Alternative Text for Authors | Decision Family | Allow Early Decision | Remove | Edit |
|--------------------------------|-----------------------------------------|---------------------------------------|------------------------------------------|---------------------|------------------------------|---------------------|----------------------|--------|------|
| <input type="text" value="1"/> | Accept | Editor Decision - Accept | None | Accept | | Accept | ✓ | Remove | Edit |
| <input type="text" value="2"/> | Revise | Editor Decision - Revise | Reviewer Notification of Revise Decision | Revise | | Revise | ✓ | Remove | Edit |
| <input type="text" value="3"/> | Reject | Editor Decision - Reject | Reviewer Notification of Reject Decision | Reject | | Reject | ✓ | Remove | Edit |
| <input type="text" value="4"/> | Reject and Offer Transfer to 3 Journals | Editor Decision - Reject and Transfer | None | Transfer Pending | | Reject and Transfer | | Remove | Edit |
| <input type="text" value="5"/> | Revise, No Review | Editor Decision - Revise | None | Revise | | Revise | ✓ | Remove | Edit |
| <input type="text" value="6"/> | Reject and Transfer | Editor Decision - Reject and Transfer | None | Transfer Pending | | Reject and Transfer | ✓ | Remove | Edit |
| <input type="text" value="7"/> | Reject and Transfer to Journal A | Editor Decision - Reject and Transfer | None | Transfer Pending | | Reject and Transfer | | Remove | Edit |

Update Order

Cancel

Add New Term

