



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

#EMUG2018

 Editorial Manager®  ProduXion Manager®

Use of Tasks in Editorial Workflow

Tina Fleischer, Account Coordinator
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Your Common Tasks

- Getting a jump on Production
- Richer submission pool
- Avoid duplicates
- Get references sorted out
- Avoid plagiarized material
- Have quality images
- Access good Reviewers
- Verify statistics are sound
- Check the online literature
- Funnel submissions to Editors



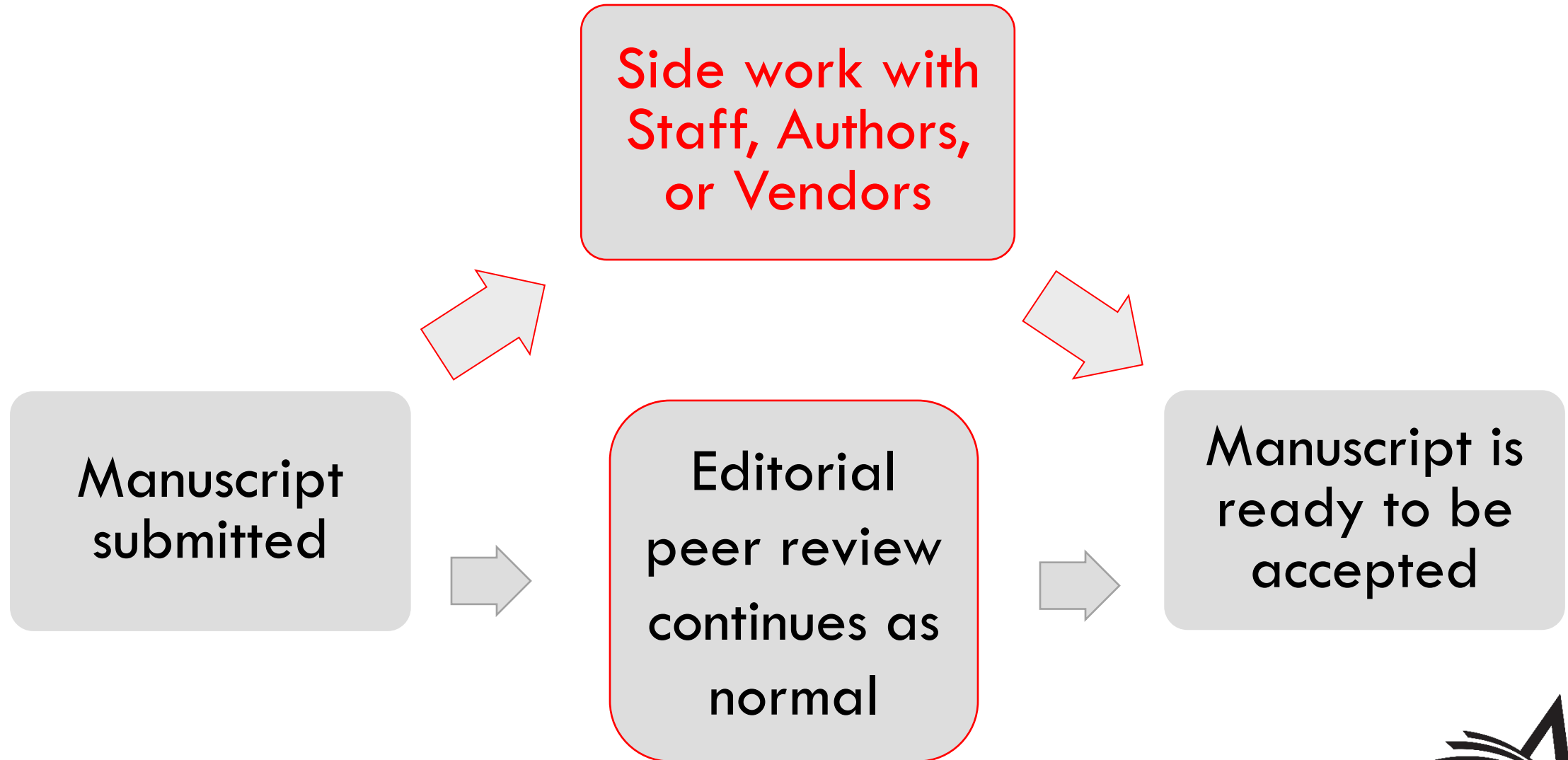
Can we improve your efficiency??



Parallel Workflows

Using Production Tasks Alongside Editorial Tasks

The What



Why? Reduce Time-to-Publication!

- Have 3rd party vendors to assist during the peer-review process
- Obtain additional information or materials from Authors
- Initiate Production at any time before Final Disposition is set
- Correspondence and task history are recorded
- Configure flags for staff with permission to see the task status

Initiate “Production”

Action

- View Submission
- Duplicate Submission Check (20%)
- Details ▾
- Initiate Discussion
- History
- Technical Check
- File Inventory
- Edit Submission
- Send Back to Author
- Classifications
- Set Final Disposition
- Initiate Production**
- Send E-mail
- Linked Submissions

Assign Production Task For Manuscript Number: DEMOCG121-D-15-00004 Claire Editor (UNITED STATES): "Testing files for GE"

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

To initiate production without assigning a production task, click the 'Proceed Without Selecting a Task' button.

Schedule Group:

No Schedule Group Assigned

Production Task:

Pre-review language Edit ▾

Cancel

Proceed with Selected Task

Proceed Without Selecting a Task

Assign Production Task

Schedule Group:	No Schedule Group Assigned
Production Task:	Conversion
Task Assigned to:	Charles Converter / Manuscript Converter
Due Date:	06/04/2018
Assignment Letter:	
From:	"mary mary"<trash1@ariessc.com>
To:	Charles Converter
Letter Purpose:	Production Task Assignment
Letter Subject:	A Production Task Requires Your Attention
	Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below.
cc:	<input type="text"/>
bcc:	<input type="text"/>
Letter Body:	
	ATTENTION: The %PRODTASK% task has been assigned to %PRODTASK_ASSIGNEDTO% for Article PMTRAINING2-D-18-00008. Instructions: %PRODTASK_INSTRUCTIONS%. Due Date: %PRODTASK_DUE_DATE%. Thank you for your prompt response, PMTRAINING2

Additional Info/Files Required from an Author

- Create your questions and questionnaires in PolicyManager
- Configure a Production task to corresponding author and set the new questionnaire against it
- Define which files automatically go to the Author & the submission item type that the author can return

Questionnaire Selection within the Task

PolicyManager > ProduXion Manager > Configure Submission Workflows and Production Tasks

Questionnaire Options

Use Custom Questionnaire: CoAuthor Questionnaire

FTP Options

Submission Production Task Transmittal Method: None

- Allow task assignment and FTP without Assignment Files
- Include Aries Import XML file in transmittal
- FTP task without go.xml file
- Use Manuscript Number for file names

FTP Server address (e.g. ftp.ariessys.com):

Username:

Password:

Subdirectory:

E-mail Address (for transmittal notification):

Submission Production Task Import Profile: None

E-mail Address (for import notification):

[Select Fields for Import](#) [Select Fields for Import](#)

Author View: Assigned Production Task

Author Main Menu

[Alternate Contact Information](#)
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

Production

- [Submissions in Production \(2\)](#)
- [Current Task Assignments \(1\)](#)

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(9\)](#)



Current Task Assignments for Doctor Worm

Page: 1 of 1 (1 total tasks)

Display 10

Action	Task	Date Task Assigned	Date Task Due	Days Until Due	M N
View Assignment Letter View Instructions Submit Task Correspondence Send E-mail	Author: Provide Permissions Proof	05 Dec 2017	05 Dec 2017	Due Today	A

Page: 1 of 1 (1 total tasks)

Display 10

Author View: Completing the Task

Please answer the questions below and upload proof of the image permissions
Production Task: Author: Provide Permissions Proof
Due Date: 05 Dec 2017

Cancel

Upload File

Submit Production Task

*Do you really like it?

Please select a response



*Is it, is it Wicked?

Please select a response



Letter Subject:

Author: Provide Permissions Proof

Letter Body:

[Insert Special Character](#) | [Insert Custom Merge Field](#)

[Open in New Window](#)

template to be returned from the author

History View

STATUS HISTORY

Status Date	Document Status	Production Status	Status Days	Role Family	Revision	Operator
Dec 5 2017 11:27AM	With Editor		----	EDITOR	0	Princess Celestia
Dec 5 2017 11:23AM		In Production	----		0	Doctor Worm
Dec 5 2017 11:17AM		In Production	----		0	Princess Celestia
Dec 5 2017 11:17AM		Production Initiated	----		0	Princess Celestia
Dec 5 2017 10:23AM	Manuscript Submitted		----	EDITOR	0	Doctor Worm
Dec 5 2017 10:23AM	Needs Approval		----	AUTHOR	0	Doctor Worm
Dec 5 2017 10:23AM	Building PDF		----	AUTHOR	0	Doctor Worm
Dec 5 2017 10:22AM	Incomplete		----	AUTHOR	0	Doctor Worm
Dec 5 2017 10:21AM	Needs Approval		----	AUTHOR	0	Doctor Worm
Dec 5 2017 10:21AM	Building PDF		----	AUTHOR	0	Doctor Worm
Dec 5 2017 10:20AM	Incomplete		----	AUTHOR	0	Doctor Worm

PRODUCTION TASK HISTORY

Production Task	Date Task Assigned	Date Task Due	Assigned To	Assigned By	Production Task Status	Date Task Closed	Closed By	Assigned Task Files
Author: Provide Permissions Proof	05 Dec 2017	05 Dec 2017	Doctor Worm	Princess Celestia	Completed	05 Dec 2017	Doctor Worm	Assignment Files



Obtain Additional Data from a Vendor

- Export tasks to an FTP location
- Task can be completed by return FTP
- AC provides FTP location
- Aries Import.xml file sent with task
- Vendor can edit/complete fields in that XML and return it by FTP

Submission Production Task Configuration

- Export files to an FTP location
- Contains XML file to ID the manuscript and any desired files
- Contains option of go.xml file to be returned by FTP to complete task in EM
- PolicyManager > ProduXion Manager > Configure Submission Workflows and Production Tasks

FTP Options

Submission Production Task Transmittal Method:

FTP Server address (e.g. ftp.ariessys.com):
Username:
Password:
Subdirectory:
Email Address (for transmittal notification):

Submission Production Task Import Profile:
Email Address (for import notification):

General Submission Production Task Export

Allow task assignment and FTP without Assignment Files
 Include Aries Import XML file in transmittal
 FTP task without go.xml file
 Use Manuscript Number for file names

ftp://ftp.yourvendor.net

Your
Vendor
Tina
tfleischer@ariessys.net

Aries Import

tfleischer@ariessys.com

XML file is required
[Select Fields for Import](#)

Select Fields for Import

Some data come standard
Some are optional
Some are AMDs

Identifying Information:

Added if General Manuscript Information is included:

- Unique Document ID
- DOI
- Manuscript Number
- Revision Number
- Article Type

Added if an Additional Manuscript Detail Fields is included:

- Additional Manuscript Detail ID (a separate one is included for each AMD)

Added if Scheduled Group TOC Information is included:

- Schedule Group Description
- Schedule Group TOC Item ID

General Manuscript Information:

- Article Title
- Short Title
- Abstract
- Target Online Publication Date
- Actual Online Publication Date
- Publication Date
- Print Pages of Article
- Page Range
- Publication Start Page
- Publication End Page
- Publication Volume Number
- Publication Issue Number
- Table of Contents Position
- Black and White Image Count
- Color Image Count
- Date Production Was Completed

Additional Manuscript Details

- Quirk Analysis Required

Schedule Group TOC Information

- Target Table of Contents Position
- Target Start Page
- Target End Page
- Target Number of Pages

Configuring an AMD

- Go to Policy Manager > Additional Data Policies> Add/Edit Additional Manuscript Detail Fields

Field Description: [Insert Special Character](#)
Quirk Analysis Required
Maximum 256 characters

Field Type: Notes
(A value from 1 to 20000)

Maximum Field Length:
(A value from 1 to 20000)

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

[Select All](#) *On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.*
[Clear All](#)



AMD Display Options

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Custom Metadata ID: i <input type="text"/> Select Custom Metadata ID			
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

AMDs and Submission Flags

Associate a flag with an AMD

PolicyManager > Create Customized Submission Flags

Flag Icon:	
Original Flag Icon:	
Flag Name:	<input type="text" value="Quirk Analysis Required"/> Open Special Character Palette <i>Maximum 256 characters</i>
Flag Type	<input checked="" type="checkbox"/> Editorial <input checked="" type="checkbox"/> Production
Associate with AMD Field	<input type="text" value="Quirk Analysis Required"/> ▼
Associated with Custom Question?	No

Role Permissions

Role Manager > Editor Role > General Searching and Viewing *and* Flag Icons

- View Completed Reviews Grid in Main Menu
- View Warning Status Signposts
- View Additional Manuscript Details
 - Edit Additional Manuscript Details
- View Notes on Manuscript Details
- Edit Notes on Manuscript Details
-

Flag Icons

- View Submission Flags
- Turn On Submission Flags
- Turn Off Submission Flags
- View Submission Flag History
- View People Flags
- Turn On People Flags
- Turn Off People Flags

What Would the XML Look Like?

Exported XML

```
<additionalmanuscriptmetadata>  
  <metadata id="1 "  
datatype="notes">  
  <description>Quirk Analysis  
Required</description>  
  <value></value>  
</metadata>  
</additionalmanuscriptmetadata>
```

Imported XML (with data)

```
<additionalmanuscriptmetadata>  
  <metadata id="1 "  
datatype="notes">  
  <description>Quirk Analysis  
Required</description>  
  <value>This is so quirky, it isn't  
even funny.</value>  
</metadata>  
</additionalmanuscriptmetadata>
```

AMD Imported from a Vendor via FTP

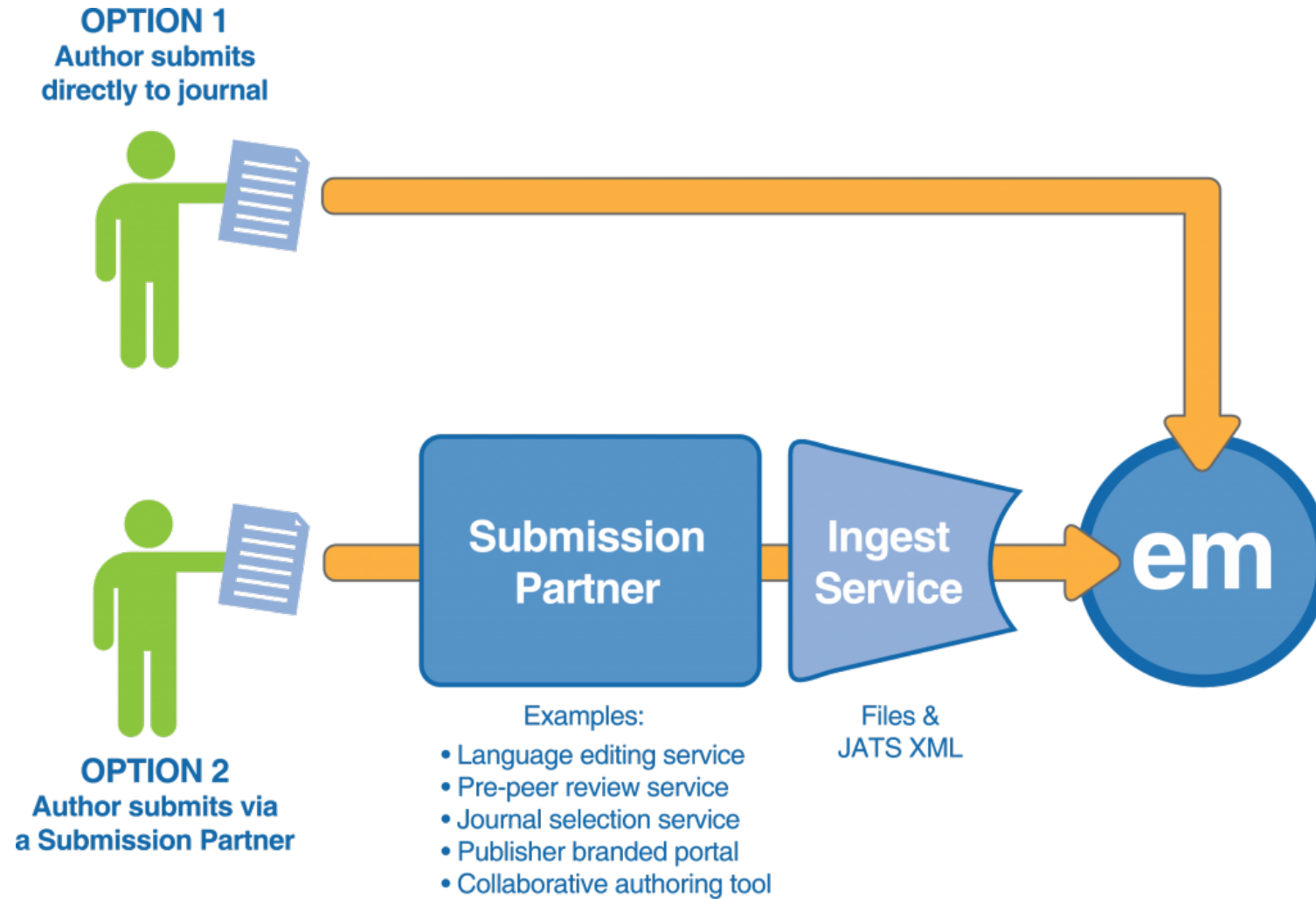
Sample editable display on Details page

Quirk Analysis Required	<p data-bbox="1658 782 2283 818">Display 'Quirk Analysis Required' Flag <input checked="" type="checkbox"/></p> <p data-bbox="708 822 1263 858">This is so quirky, it isn't even funny.</p>
--------------------------------	---



Manuscript Ingest

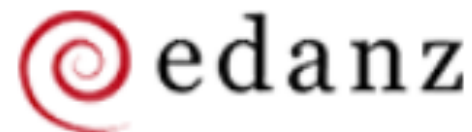
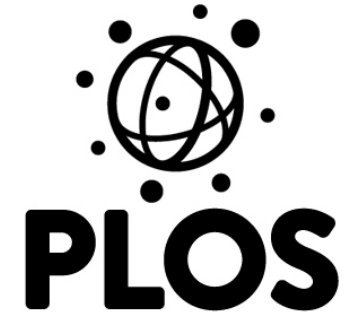
Manuscript Ingest...



Ingest Partners



SIMPLIFYING
RESEARCH PUBLISHING



A Few Words on Portals...

- Improved Author experience
- Streamlined workflow
- Publisher branding



One-stop shopping for Authors

Benefits

- Manuscripts that might not otherwise reach your journal



- Automated import of metadata to save you work
- Steady addition of new features

Editor Main Menu

The screenshot displays the Editorial Manager web interface. At the top, there is a navigation bar with the 'em Editorial Manager' logo on the left and a search bar on the right. The search bar contains the text 'Go to: -- Search Page --' and 'Role: Managing Editor' and 'Username: mary'. Below the navigation bar is a red banner with the text 'Important Message: Site under development. Do not use for live manuscript submission.' Below the banner are three tabs: 'Editorial', 'Proposal Menu', and 'Production Tasks'. The 'Editorial' tab is selected. On the left side, there is a section titled 'Managing Editor Main Menu' with a 'Quick Searches:' section containing the text 'Handling editor last name is "Dog"'. On the right side, there is a 'Search' section with the text 'Search Submissions | Search People'. Below the search section is an 'Editor 'To-Do' List' section. A red arrow points to the 'Editor 'To-Do' List' section. A red box highlights the 'Ingested Submissions (29)' section, which includes 'New Ingested Submissions (9)', 'Ingested Submissions Returned to Publication (5)', and 'Revised Ingested Submissions (15)'. Below this, there are several other categories with counts: 'New Submissions (38)', 'Revised Submissions (1)', 'New Submissions Requiring Assignment (0)', 'Revised Submissions Requiring Assignment (0)', 'Direct-to-Editor New Submissions (0)', 'Submissions Needing Approval by Editor (7)', 'Submissions Sent Back to Author for Approval (3)', 'Incomplete Submissions (6)', 'New Invitations (0)', 'New Assignments (1)', 'Submissions with Rescinded Decision (2)', and 'Submissions with Required Reviews Complete (1)'. At the bottom of the page, there is a footer with the text 'Your Time: 12:12, 08 May • Site Time: 12:12, 08 May'.

em Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username: mary

Important Message: Site under development. Do not use for live manuscript submission.

Editorial Proposal Menu Production Tasks

Managing Editor Main Menu

Quick Searches:
Handling editor last name is "Dog"

Search
Search Submissions | Search People

Editor 'To-Do' List

My Pending Assignments (122)

- Transferred Submissions (57)
- Ingested Submissions (29)
 - New Ingested Submissions (9)
 - Ingested Submissions Returned to Publication (5)
 - Revised Ingested Submissions (15)
- New Submissions (38)
- Revised Submissions (1)
- New Submissions Requiring Assignment (0)
- Revised Submissions Requiring Assignment (0)
- Direct-to-Editor New Submissions (0)
- Submissions Needing Approval by Editor (7)
- Submissions Sent Back to Author for Approval (3)
- Incomplete Submissions (6)
- New Invitations (0)
- New Assignments (1)
- Submissions with Rescinded Decision (2)
- Submissions with Required Reviews Complete (1)

Your Time: 12:12, 08 May • Site Time: 12:12, 08 May

Submissions - New Ingested Submissions Folder

Transferred Submissions - Clyde Stratton

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has been entered and build the PDF, or send the submission back to the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it here pending other communications. When the submission is ready for the usual workflow, use the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the sort order.

Page: 1 of 2 (18 total submissions) 1 2 >> >| Display 10

▲▼	▣ Action ▲	▲▼ Article Type	▲▼ Section/Category	▲▼ Article Title	▲▼ Author Name	▲▼ Transferred From	▲▼ Initial Date Submitted	▲▼ St Da
	Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail			Example Article Title for submission to Aries Demo Journal A	Manish Agarwal	Overleaf (WriteLatex Ltd)	09/25/2017	09
	Details ▾ History File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail			ExaHELLO ACS ON TUESDAY o Journal A	Richard Wynne	Overleaf (WriteLatex Ltd)	08/22/2017	08
	View Submission Details ▾ History File Inventory Edit Submission Send Back to Author	Original Study		Squash is better than tennis	Richard Wynne	Overleaf (WriteLatex Ltd)	08/15/2017	08

Demonstrative Video: <https://www.ariessys.com/views-and-press/resources/video-library/5895-2/>



Workflow/Folder Travel

- New Ingested Submissions folder



Journal office receives/analyzes new submission

Send Back to Author

Submission adjusted by Author and PDF built

Submission approved for peer-review

Transfer Complete

- New Submissions or New Submissions Requiring Assignment Folder

Sent on in the workflow to other Editors/Reviewers

New in v. 14.1 and 15.0

- ✓ Re-ingest Revised Submissions (Revised Ingested Submissions Folder)
- ✓ Automatic Send Back to Author via API
- ✓ Send submission status and files via API

- ✓ Automatic PDF Building and approval
- ✓ Automatically mark as Transfer Complete
- ✓ Push of Author letters through API
- ✓ Submission can be transferred back to the Portal for another journal

Configuration and More Information

- AdminManager > Configure Manuscript Service Providers for Ingest
- Speak with our Marketing Dept.
- Today, 3:15-4:15, **Transfers: Preprint Servers, MECA & More**
Caroline Webber Aries Product Management
Ryan Looney Overleaf
John Inglis bioRxiv





Preventing Duplicate Submissions

What Is It?

- Catch resubmissions or multiple authors submitting the same manuscript
- Individual journal or across UDB-linked publications
- Can be used in blinded and unblinded workflows
- Weighted average: Title (40%), Authors (30%), Abstract (30%)

Configuration

Policy Manager > Configure Duplicate Submission Check



Symbol displays next to Author name

Alert me when:

The same Corresponding Author has submitted a paper in the past days

A similar paper has been previously submitted.

- Only display potential duplicate submissions that have an EM Duplicate Score that is % or more

- Highlight the EM Duplicate Score when it is % or more

Score displays red in the Action Link

Score displays with Action Link if threshold met or exceeded

Role Permissions

Role Manager > *Editor Role* > View Reference Checking Results

General Searching and Viewing

Use Editorial Details Layout



- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
 - Create/Edit Linked Submission Groups
 - Set Active/Inactive Status on Linked Submission Groups
 - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- View Duplicate Submission Check Results

Action Link Display



- [View Submission](#)
- [Similarity Check/iThenticate Results \(7%\)](#)
- [Duplicate Submission Check \(30%\)](#)
- [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](#)
- [Similar Articles in MEDLINE](#)
- [Send E-mail](#)
- [Linked Submissions](#)
- [Google Title Search](#)

Authored Submissions							
MS Number	Title	Initial Date Submitted	Status	Status Date	Decision	Final Disposition	Action
	Hatching asynchrony that maintains egg viability also reduces brood reduction in a subtropical bird	Apr 05, 2018	Manuscript Submitted	Apr 05, 2018			View Submission Details ▾ History
	Hatching asynchrony that maintains egg viability also reduces brood reduction in a subtropical bird	Apr 09, 2018	Manuscript Submitted	Apr 09, 2018			View Submission Details ▾ History
	I Love EMUG!	Apr 09, 2018	Removed by Editor	Apr 09, 2018			View Submission Details ▾ History
	I Love EMUG!	Apr 09, 2018	Removed by Editor	Apr 09, 2018			View Submission Details ▾ History
DEMOTF140-D-17-00041	I Love the FSJs	Aug 14, 2017	Decision in Process	Aug 22, 2017	Accept		View Submission Details ▾ History

Reed Bowman  






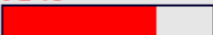
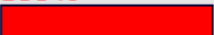
















Author Symbol Display

Results within a Single Journal

The results of a comparison between this submission and manuscripts submitted as of the date shown are listed below. A separate similarity score is shown for the Article Title, the list of Authors and the Abstract of a submission. The EM Duplicate Score is the highest weighted average for any of the submissions displayed below.

Potential Duplicate Submissions

EM Duplicate Score: **100%**

Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
SALLYDEV100-D-13-00005 View Submission Details	Jan 31 2013 4:42PM	1	Submitted to Journal	Applications of Graphene in Technology	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	100% 	100% 	100% 
SALLYDEV100-D-11-00873 View Submission Details	Jan 30 2013 3:42PM	2	With Editor	Technology Constant for Visual Transparency of Graphene	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	73% 	100% 	51% 
SALLYDEV100-D-12-00043 View Submission Details	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	61% 	49% 	58% 
SALLYDEV100-S-10-00345 View Submission Details	Oct 29 2012 11:34AM	1	Completed	Graphene-based nanotechnology in energy applications	John Henry, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	57% 	51% 	49% 
SALLYDEV100-D-10-00230 View Submission Details	Aug 16 2012 4:23PM	0	Submitted to Journal	Graphene-based composite materials	Buzz Aldrin, PhD; John Smith, PhD; Charlie Chaplin, PhD	56% 	48% 	51% 
SALLYDEV100-D-10-00345 View Submission Details	Jun 30 2010 4:42PM	1	Completed	High-quality and uniform graphene films on copper foils	John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD	53% 	51% 	36% 
SALLYDEV100-D-12-00343 View Submission Details	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	53% 	46% 	29% 

Cross-Publication Results

Potential Duplicate Submissions

EM Duplicate Score: 100%

Publication Code	Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
SALLYDEV100	SALLYDEV100-D-13-00005 View Submission Details	Jan 31 2013 4:42PM	1	Submitted to Journal	Applications of Graphene in Technology	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	100% 	100% 	100%
SALLYDEV100	SALLYDEV100-D-11-00873 View Submission Details	Jan 30 2013 3:42PM	2	With Editor	Technology Constant for Visual Transparency of Graphene	Buzz Aldrin, PhD; John Nash, PhD; Charlie Chaplin, PhD	73% 	100% 	51%
SALLYDEV100	SALLYDEV100-D-12-00043 View Submission Details	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	61% 	49% 	58%
CAROLINEDEV100 Send E-mail	CAROLINEDEV100-S-10-00345	Oct 29 2012 11:34AM	1	Completed	Graphene-based nanotechnology in energy applications	John Henry, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	57% 	51% 	49%
SALLYDEV100	SALLYDEV100-D-10-00230 View Submission Details	Aug 16 2012 4:23PM	0	Submitted to Journal	Graphene-based composite materials	Buzz Aldrin, PhD; John Smith, PhD; Charlie Chaplin, PhD	56% 	48% 	51%
SALLYDEV100	SALLYDEV100-D-10-00345 View Submission Details	Jun 30 2010 4:42PM	1	Completed	High-quality and uniform graphene films on copper foils	John Wayne, PhD; John Nash, PhD; Charlie Tuna, PhD	53% 	51% 	36%
SALLYDEV100	SALLYDEV100-D-12-00343 View Submission Details	Nov 14 2012 2:06PM	0	Under Review	Experimental Methods to Produce Graphene Nanoribbons	John Nash, PhD; Charlie Chaplin, PhD; Richard Feynman, PhD	53% 	46% 	29%
JANETDEV100 Send E-mail	JANETDEV100-D-10-00345	Jul 14 2011 11:58AM	1	Completed	Flexible Touch Screens with Printed Graphene	Buzz Aldrin, PhD; John Nash, PhD; Will Smith, PhD	45% 	53% 	53%



Automatic Reference Processing

Parse, Restructure, and Validate: eXtyles®

- Mark-up in Word file
- Missing data added
- Data corrected
- DOIs added
- Retractions identified
- PubMed/CrossRef linking
- Formatted to journal style

Out-of-the-box styles:

APA, AMA, Chicago, ICMJE

Custom journal styles
available

Comment [BDR1]: Medline reports that reference 3 was retracted in "Res Dev Disabil. 2011 Nov-Dec;32(6):3018".

Results

BEFORE

3. J. E. Van Luit, M. J. Van der Molen. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res. Dev. Disabil.* 2012;32:1822.

AFTER

3. Van Luit JE, Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. *Res Dev Disabil.* 2011;32(5):1822-1828. [PMID:21498042](#)

DIFFERENCE

3. ~~J. E.~~ Van Luit JE, ~~M. J.~~ Van der Molen MJ. The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities. ~~Res. Dev. Disabil.~~ ~~2012~~2011;32(5):1822-1828.

Configuration

Policy Manager > ProduXion Manager > Configure Reference Checking

Select the method(s) for Reference Linking:

<input checked="" type="checkbox"/>	Use PubMed ID
<input checked="" type="checkbox"/>	Display error messages on results page
<input type="checkbox"/>	PubMed Automatic Reference Correction (Add missing data only)
<input checked="" type="checkbox"/>	PubMed Automatic Reference Correction (Add missing data and replace incorrect data)
<input checked="" type="checkbox"/>	Use CrossRef DOI
<input type="checkbox"/>	CrossRef Automatic Reference Correction (Add missing data only)
<input checked="" type="checkbox"/>	CrossRef Automatic Reference Correction (Add missing data and replace incorrect data)

Configuration, continued

Select the workflow points that will trigger Reference Checking:

No Reference Checking	Reference Linking Only	Reference Cleanup and Linking	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original PDF Building by Author
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original PDF Building by Editor
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	First Reviewer Invited/Assigned for Original Submission
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Revised PDF Building by Author
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Revised PDF Building by Editor
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Author Notified of Editor Decision in the 'Accept' Decision Family
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Author Notified of Editor Decision in the 'Revise' Decision Family
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Create Submission

Configuration, continued

Select whether the Author can carry forward the source file at time of Revision:

(If you select "Source file cannot be carried forward", the Author must download or view the results and upload a corrected file. If results are not yet available, or Reference Checking has not yet been triggered, the Author can carry forward the source file by default).

<input checked="" type="radio"/>	Source file <u>can</u> be carried forward during Revision
<input type="checkbox"/>	Automatically replace original file with cleaned-up file.
<input type="radio"/>	Source file <u>cannot</u> be carried forward during Revision

Configuration, continued

Policy Manager > Submission Policies > Edit Submission Items

Item Type: *Maximum 256 characters*

Item Type Family: ▼

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling ▼

Author/Editor PDF Handling ▼




Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) : ▼

- Display with automatic line numbering in PDF
- Include this Item Type for Reference Checking
 - This Item Type will contain reference annotations. [Example](#)

Role Permissions

Role Manager > *Author or Reviewer or Editor Role* > View Reference Checking Results

- Hide Manuscript Submission Interface
 - Display Invited Submission Folders
-  View Reference Checking Results
-  Display Current Task Assignments on Main Menu
-  View Production Status

View is available to Authors, Reviewers, and Editors, by permission.



Crossref

Similarity Check

Powered by iThenticate

Detecting Plagiarism



Detecting Plagiarism: Similarity Check

- Send files ad hoc or at automated trigger points
- Submission is compared to published papers on CrossRef and other web sites
- A report details similarities between the submission and the published literature
- Must have account with iThenticate

Action Link

Similarity Check/iThenticate Results (%)



Similarity Score displays.
Click the link to access the
report.

Similarity Check/iThenticate History

Similarity Check Results - Submission "The finite propagation of speed of sound waves"

The results from each file deposited with CrossCheck/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score returned by CrossCheck/iThenticate when the report is completed; click on the 'Completed' status link to view the full Similarity Report from CrossCheck/iThenticate.

The largest Score value will be displayed as the overall Similarity Score for the submission, unless the associated 'Ignore Score' checkbox is set/enabled.

[File Inventory](#)

Similarity Check/iThenticate History

Submission Similarity Score: **93%**


Date:	Rev.	Triggered By	File Sent	Report Status	Score	Ignore Score
11/15/2017	0	New Submission	JOURNALA-S-17-00149.pdf	Completed	93	<input type="checkbox"/>

Close

Sample Report

Secure | https://api.ithenticate.com/en_us/dv/0425?lang=en_us&o=32475742

15-Nov-2017 02:51PM 476 words • 9 matches • 7 sources FAQ

 **JOURNALA-S-17-00149.pdf** Quotes Excluded
Bibliography Excluded **93%**
SIMILAR

BY JOHN BLACKSTONE

JOURNAL A
7 **The finite propagation of speed of sound waves**
--Manuscript Draft--

Manuscript Number:	
Full Title:	The finite propagation of speed of sound waves
Abstract:	

Match Overview

- 1** **Crossref** 248 words 49%
Kostykin, Vadim, JÄ¼rgen Potthoff, and Robert Schrade ...
"Finite propagation speed for solutions of the wave equatio
- 2** **Internet** 105 words 21%
crawled on 29-Aug-2017
edocs.fu-berlin.de
- 3** **Internet** 34 words 7%
crawled on 28-Jul-2017
documents.mx
- 4** **Crossref** 28 words 6%
Olivier Faugeras. "Absolute Stability and Complete Syncr ...
onization in a Class of Neural Fields Models", SIAM Journa
- 5** **Internet** 24 words 5%
crawled on 24-Mar-2016
tareksobh.net

Initial Configuration

- Contact AC to enable
- Policy Manager > Submission Policies
> Configure Similarity Check
- Enter username, password, select folder for results, and choose the similarity threshold

Enable Automatic Transfer to Similarity Check (powered by iThenticate)
Username :
Password :
Destination Folder :

Highlight Similarity Scores that exceed:

Similarity Score Threshold: %

Page	Instructions
View Similarity Check/iThenticate Results	Insert Special Character The results from each file deposited with Similarity Check/iThenticate from this submission are listed below. The 'Score' value is the overall Similarity Score

Configure within Article Type

Choose automatic trigger points, if desired

PolicyManager > Edit Article Types

Similarity Check:

- Send Reviewer PDF on Initial Submission
- Send Reviewer PDF on First Revision
- Send Reviewer PDF on Final Disposition to Accept

Send Files Ad Hoc via File Inventory Action Link

File Inventory Manuscript Number: Unassigned "Hatching asynchrony that maintains egg viability also reduces brood reduction in a subtropical bird" (View Submission PDFs)

Listed below are the files included in the current version of the latest Revision of the submission. (more...)

Download Selections as Zip File

Similarity Check: Selected Files

Similarity Check: Reviewer PDF

Close

Save and Close

Duplicate Submission Check (88%)

Submission Files									
Check All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF	
Clear All	Download	Manuscript	Manuscript	Document	TEST MANUSCRIPT EMUG.docx	16.9 KB	Apr 05, 2018	<input checked="" type="checkbox"/>	

Upload Companion File

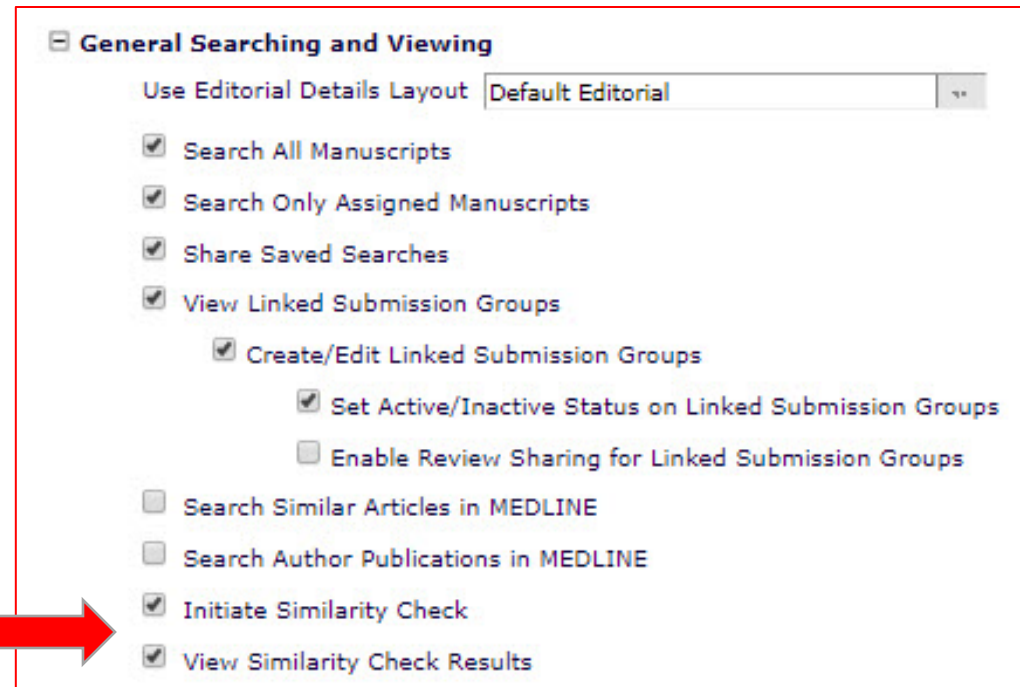
Download Selections as Zip File

Close

Save and Close

Configure within RoleManager

Configure roles to send submissions and see results



A screenshot of a web application's configuration interface, specifically the 'General Searching and Viewing' section. The section is enclosed in a red rectangular border. At the top left of the section is a minus sign icon and the text 'General Searching and Viewing'. Below this, there is a dropdown menu labeled 'Use Editorial Details Layout' with the value 'Default Editorial' and a small 'v' icon to its right. A list of configuration options follows, each with a checkbox. A large red arrow points from the left towards the bottom of the list, specifically pointing at the 'Initiate Similarity Check' and 'View Similarity Check Results' options.

- Use Editorial Details Layout Default Editorial
- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
 - Create/Edit Linked Submission Groups
 - Set Active/Inactive Status on Linked Submission Groups
 - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- Initiate Similarity Check
- View Similarity Check Results

Image Quality

Artwork Quality Checking (AQC)

Why??

- Saves



and



- Replace unsuitable files earlier in the workflow!

What?

- Validates image files for print suitability
- Available to the Author and/or Editor on designated pages and to Editor on Transmittal Form
- Can be triggered at initial submission, revision, or acceptance

How?

- Files sent to the third party system for checking against a standard profile – default or custom
- Detailed report returned with an overall pass/fail/warning result, with possible solutions provided

Configuration

- First, enabled by your AC
- Select your trigger points at:

Policy Manager > ProduXion Manager > Configure Artwork Quality Checking

Select the actions that will trigger Artwork Quality Checking:

- Original PDF Building
- Revised PDF Building
- Final Disposition Set to Accept
- Upload Substitute Item on Transmittal Form
- Create Submission

Configuration, continued

Policy Manager > Submission Policies > Edit Submission Items

Item Type: Maximum 256 characters

Item Type Family:

This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling

Author/Editor PDF Handling

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

URL/URI/External Resource Entry (in lieu of file upload) :

Display with automatic line numbering in PDF

Include this Item Type for Artwork Quality Checking

Include this Item Type for checkCIF

Include this Item Type for Reference Checking

This Item Type will contain reference annotations. [Example](#)

View QC Results

View Submission
Similarity Check/iThenticate Results (87%)
Details ▾
Initiate Discussion
History
Technical Check
View QC Results
File Inventory
Edit Submission
Send Back to Author
Remove Submission
Classifications
Set Final Disposition
Send E-mail
Search MeSH

Editor Action List

Submission Files				
Item Type	Item Description	File Name	Size	Artwork Quality Results
PDF	PDF			View Revision
Figure	Figure	Half Page Ad 2016 - 6.24.16-2.pdf	523.4 KB	Unsupported
Figure	Figure	aries_systems_logo_4c.jpg	79.8 KB	Pass with Warning [View]
Figure	Figure	aries_systems_logo_4c.tif	9.8 MB	Pass [View]

View Submission
Similarity Check/iThenticate Results (87%)
View QC Results
Correspondence
Send E-mail

Author Action List

View QC Results, continued

aries_systems_logo_4c.jpg

Class :	JPEG_PSD	18 Pica effective :	117 dpi
Creator :		24 Pica effective :	78 dpi
Color :	CMYK	36 Pica effective :	58 dpi
Height :	16.41 P	Max image scale @ 266dpi :	8.84 P
Width :	32.68 P	Max combo scale @ 500dpi :	P
Resolution :	72 dpi	Max mono scale @ 900dpi :	2.61 P

Warning: JPEG Image

Challenge

The format of this file is JPEG (Joint Photograph Experts Group). This image will need to be converted to a TIFF or pixel-based EPS format before the job will pass the proflight. Further information on the differences between either TIFF or EPS formats is explained below.

[More Info](#)

Solution

Convert the image from a JPEG format to a TIFF format. To do this, it is best to use Adobe(r) Photoshop(r). For more information, see the [Suggested Procedure](#).

Warning: Low Resolution Image

Challenge

This 4 color or grayscale image has a resolution that is too low. This is caused by the image itself being too low in resolution. Be sure to note that the image resolution may be fine if scaled down (and thus raising the effective resolution).

Solution

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)

Warning: Low 1 Column Effective Resolution Image

Challenge

This 4 color or grayscale image has an effective resolution that is too low when the image is scaled to 1 standard column width (about 3 inches). This might be caused by the image itself being too low in resolution. It can also be caused by expanding an image in a document, which decreases the effective resolution.

Solution

There is no way to repair a low resolution image. The only way to make the image usable, is to have the image scaled down to increase the effective resolution. Image resolution and behavior when scaled is explained below.

[More Info](#)



Find a World of Reviewers

Reviewer Discovery

Reviewer Discovery


- Manuscript metadata > API > Pivot
- Algorithms create “fingerprint”
- Matched to scholar profiles
- List of candidates returned



Reviewer Selection Summary Page

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [\[Change\]](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 5 [\[Change\]](#) day(s). [\(more...\)](#)

Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers

There are currently no Reviewers Invited in the list.

Alternate Reviewers

There are currently no Alternate Reviewers in the list

Alternate Reviewers will be promoted automatically. [\(more...\)](#)

Results

Select	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
<input type="checkbox"/>	Information from Reviewer Discovery: Wallace Edgar Huffman Department of Economics College of Liberal Arts and Sciences Iowa State University whuffman@iastate.edu	No	2 Reviewer Discovery Keyword(s) Found Labor Economics Agricultural Economics	View Researcher Profile and Publications	
<input type="checkbox"/>	Information from Reviewer Discovery: Songqing Jin Department of Agricultural, Food and Resource Economics College of Agriculture & Natural Resources Michigan State University jins@msu.edu	No	5 Reviewer Discovery Keyword(s) Found Agriculture Economics Asian Studies Agriculture Business and Management Agricultural Economics	View Researcher Profile and Publications	

View Researcher Profile

Profile

Past Affiliations:	
Qualifications:	BS, Agriculture, Iowa State University MA, Economics, University of Chicago PhD, Economics, University of Chicago
Honors and Awards:	
Memberships:	American Agricultural Economics Association
Languages:	
Personal Keywords:	Labor Economics Agricultural Economics
Expertise:	<p>Primary Research Areas: Human Capital (Schooling, Health, Information, Immigration), Ag Household Models, Ag R&D Management and Policy, Adoption/Acceptance of Technologies, Ag Economics, Applied Econometrics and Experimental Economics</p> <p>Primary Teaching Areas: Labor Economics (human capital and labor supply, including agricultural and productive household models); Econometrics; Science and Technology and Economic Growth; and Agricultural Economics</p> <p>Area of Expertise:</p> <ul style="list-style-type: none">• Agricultural and Natural Resource Economics• Health Economics• Human Resources Economics• Econometrics

Patents & Grants

Patents:	
Grants:	

View Researcher Profile, continued

Summarized Publications

Total Articles	70
Total Book Chapters	4
Total Conference Papers	0
Total Other	0

Most Recent Publications

Publication Date	Type	Name	Volume	Issue	External Link	Title	Abstract
Aug 2013	ARTICLE	Climatic Change	119	3-4		Climate change influences on agricultural research productivity	<p>This paper investigates the impacts of climate change on US returns to research investments on agricultural productivity. We examine this using a historical data set in a panel time-series</p> <p>(more...)</p>
Dec 2011	ARTICLE	Journal of Agricultural and Resource Economics	36	3		Household Production and the Demand for Food and Other Inputs: U.S. Evidence	
Jan 2010	ARTICLE	Journal of Population Economics	23	1		Binge drinking and labor market success: a longitudinal study on young people	<p>This paper presents a two-equation model of joint outcomes on an individual's decision to binge drink and on his/her annual labor market earnings. The primary data source is the 1979 cohort of</p> <p>(more...)</p>

Links to Publications

Feb 2007	ARTICLE	Journal of Population Economics	20	1	CrossRef	Binge drinking and labor market success: a longitudinal study on young people	This paper presents a two-equation model of joint outcomes on an individual's decision to binge-drink and on his/her annual labor
Jul 2007	ARTICLE	Economic Inquiry	45	3	CrossRef	Economic Inquiry	
May 2007	ARTICLE	American Journal of Agricultural Economics	89	2		American Journal of Agricultural Economics	
May 2007	ARTICLE	Journal of Economic Behavior & Organization	63	1		Journal of Economic Behavior & Organization	

 Binge drinking and labor market success: a longitudinal study on young people | SpringerLink - Go

 Secure | <https://link.springer.com/article/10.1007%2Fs00148-005-0053-8>



[Journal of Population Economics](#)
 January 2010, Volume 23, [Issue 1](#), pp 303–322 | [Cite as](#)

Binge drinking and labor market success: a longitudinal study on young people

Authors [Authors and affiliations](#)

Shao-Hsun Keng , Wallace E. Huffman

Invite Discovered Reviewers

Inv.	Asn.	Alt.	Prop.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information from Reviewer Discovery: Robert Dixon Phillips Department of Food Science & Technology College of Agricultural and Environmental Sciences University of Georgia rphilli@uga.edu	No	7 Reviewer Discovery Keyword(s) Found Vegetables food science Chemistry Food Chemistry Nutrition or Dietetics Biochemistry Food Science and Technology	View
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information from Reviewer Discovery: Bob C. Kemerait Department of Plant Pathology College of Agricultural and Environmental Sciences University of Georgia ke	No	1 Reviewer Discovery Keyword(s) Found Plant Pathology	View

This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.

This Reviewer candidate will be proxy-registered when you click Proceed or perform another search.

Assign Reviewer Role

All Reviewer candidates must be assigned a Reviewer Role before being invited to review. Please assign a Reviewer Role to the people who do not yet have roles. You can also check 'Do not use this Person' if you decide not to invite them.

Name	Selected As	Reviewer Role	Do not use this Person
Robert Dixon Phillips	Invited	Reviewer <input type="text"/>	<input type="checkbox"/>
Bob Kemerait	Invited	Reviewer <input type="text"/>	<input type="checkbox"/>

Cancel

Assign Reviewer Roles

Invite Discovered Reviewers, continued

Reviewers to Invite

Name	Letter	Days to Review	Do Not Invite
Robert Dixon Phillips ▾ (Reviewer)	Reviewer Invitation 2 Customize	7	<input type="checkbox"/>
Bob Kemerait ▾ (Reviewer)	Reviewer Invitation 2 Customize	7	<input type="checkbox"/>

[Change Selections](#)

[Cancel](#) [Confirm Selections and Proceed](#)

stat reviewer

Automated Statistical Support

EM version 15.0



In a Nutshell...

- Third-party tool
- Runs thousands of algorithms on submission PDF
- Returns report on quality of the stats against a host of standards
- Manual push or workflow trigger points
- Based on role permissions
- More tomorrow!

Underused Feature!



Bibliographic Searches

Commonly Used Search Engines

GenBank

arXiv.org

Google Scholar

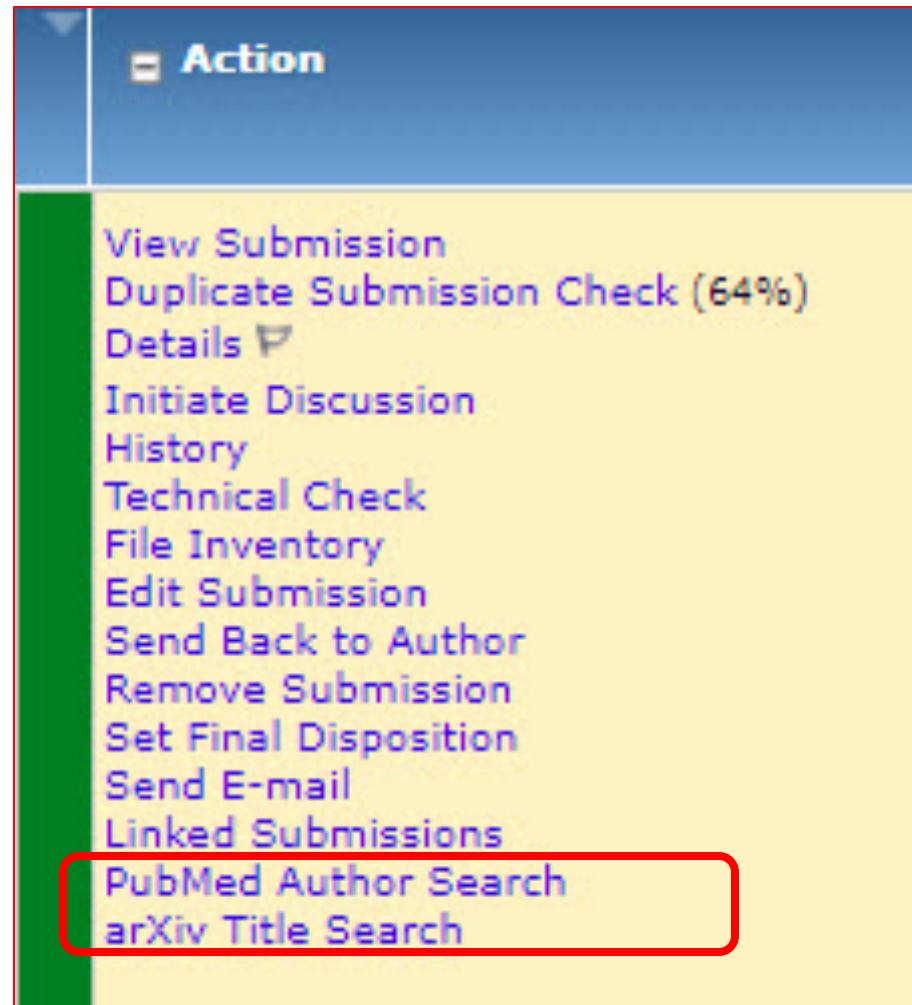
PubMed.gov
US National Library of Medicine
National Institutes of Health

What Are They?

- Ways to search online data repositories
- Configured by Account Coordinator with Search Strategies configured
- Search strategies use merge fields: pushing data to the search engine
- Search strategy merge fields are found at:

[Help > Configuration of Searches](#)

Examples of Action Links



PubMed Author Search Results

NCBI Resources How To Sign in to NCBI

PubMed.gov US National Library of Medicine National Institutes of Health

PubMed Reed Bowman Search

Create RSS Create alert Advanced Help

Article types: Clinical Trial, Review, Customize ...

Text availability: Abstract, Free full text, Full text

Publication dates: 5 years, 10 years, Custom range...

Species: Humans, Other Animals

Clear all Show additional filters

Format: Summary Sort by: Most Recent Per page: 20 Send to Filters: Manage Filters

Sort by: Best match Most recent

Find related data Database: Select Find items

Search details Bowman, Reed[Full Author Name] Search See more...

Recent Activity Turn Off Clear

- Reed Bowman (13) PubMed
- R Bowman (647) PubMed

Search results

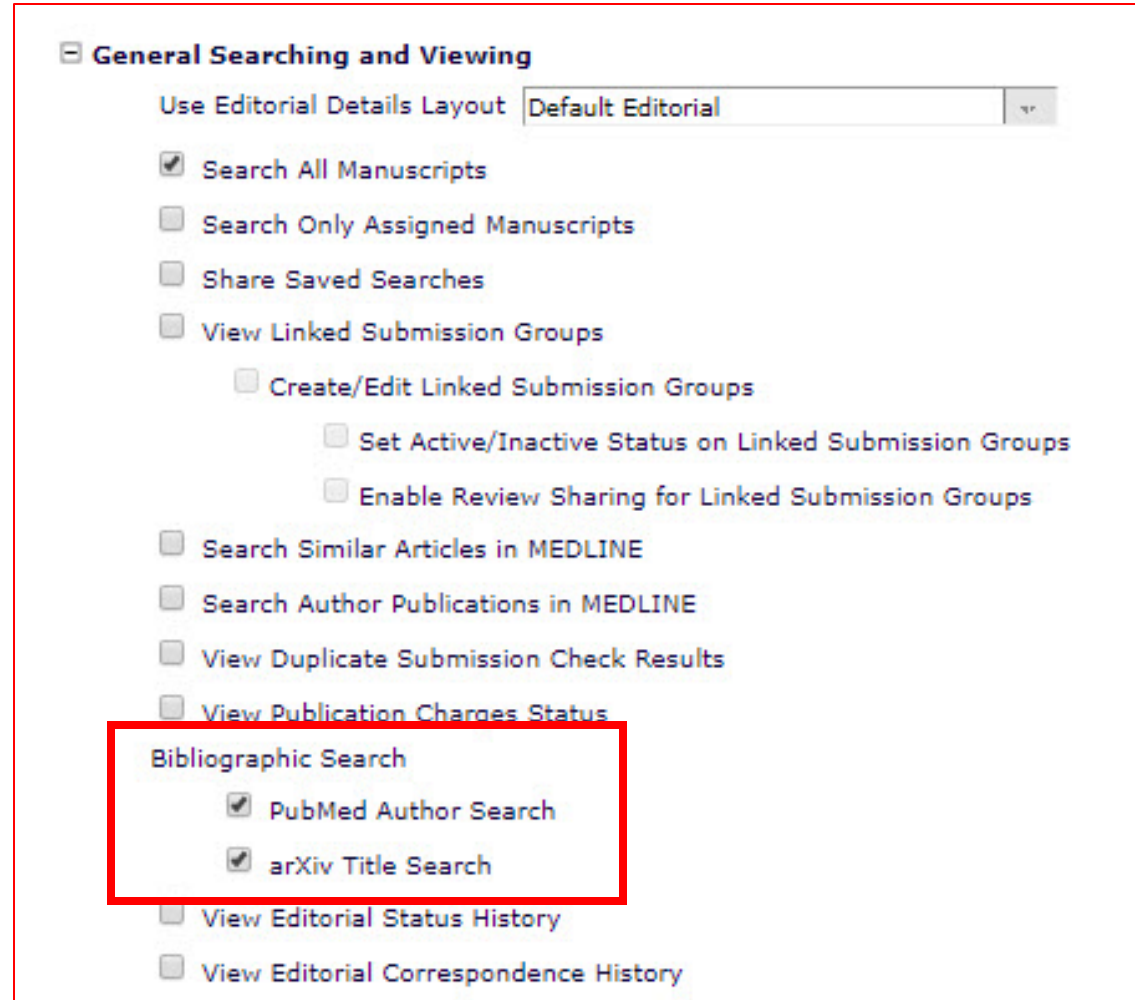
Items: 13

- [Deconstructing isolation-by-distance: The genomic consequences of limited dispersal.](#)
1. Aguillon SM, Fitzpatrick JW, Bowman R, Schoech SJ, Clark AG, Coop G, Chen N. PLoS Genet. 2017 Aug 3;13(8):e1006911. doi: 10.1371/journal.pgen.1006911. eCollection 2017 Aug. PMID: 28771477 Free PMC Article [Similar articles](#)
- [Genomic Consequences of Population Decline in the Endangered Florida Scrub-Jay.](#)
2. Chen N, Cosgrove EJ, Bowman R, Fitzpatrick JW, Clark AG. Curr Biol. 2016 Nov 7;26(21):2974-2979. doi: 10.1016/j.cub.2016.08.062. Epub 2016 Oct 13. PMID: 27746026 Free PMC Article [Similar articles](#)
- [Hatching asynchrony that maintains egg viability also reduces brood reduction in a subtropical bird.](#)
3. Aldredge RA, Boughton RK, Rensel MA, Schoech SJ, Bowman R. Oecologia. 2014 Jan;174(1):77-85. doi: 10.1007/s00442-013-2749-x. Epub 2013 Aug 25. PMID: 23979678 [Similar articles](#)
- [The effects of low levels of light at night upon the endocrine physiology of western scrub-jays \(Aphelocoma californica\).](#)
4. Schoech SJ, Bowman R, Hahn TP, Goymann W, Schwabl I, Bridge ES. J Exp Zool A Ecol Genet Physiol. 2013 Nov;319(9):527-38. doi: 10.1002/jez.1816. Epub 2013 Aug 22. PMID: 23970442 [Similar articles](#)



Configuration of Permission

Once enabled, you go to RoleManager to give each role permission to use the searches.



General Searching and Viewing

Use Editorial Details Layout

- Search All Manuscripts
- Search Only Assigned Manuscripts
- Share Saved Searches
- View Linked Submission Groups
 - Create/Edit Linked Submission Groups
 - Set Active/Inactive Status on Linked Submission Groups
 - Enable Review Sharing for Linked Submission Groups
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE
- View Duplicate Submission Check Results
- View Publication Charges Status

Bibliographic Search

- PubMed Author Search
- arXiv Title Search

- View Editorial Status History
- View Editorial Correspondence History



Direct to Editor (DTE)

DTE

- Submissions are automatically pushed to Editors (Direct-to-Editor)
- Cannot be used with Technical Check
- Optimized for groups of Editors who work independently, managing peer-review and correspondence

- Three DTE workflow paths



Three Methods for Direct-to-Editor

1. Author selects Editor during submission
2. Author selects Section/Category associated with an Editor during submission
3. Editors receive submissions on a rotating basis

☐ Editor Assignment Policies

[Set Editor Assignment Options](#)

[Define Editor Assignment Chain Templates](#)

[Set Editor Rotation Participants](#)

[Edit Instructions on Modify Editor Chain Page](#)

[Configure Automated Summary Reminders](#)

All three are configured in

PolicyManager > Editor Assignment Policies > Set Editor Assignment Options

Method 1. Author Selects an Editor



Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category

Configuration

PolicyManager > Submission Policies > Set Request Editor or Assign Editor Display Options

▣ Submission Policies

- [Edit Article Types](#)
- [Edit Submission Items](#)
- [Configure Color Codes for Companion Files](#)
- [Edit Sections/Categories](#)
- [Set Classifications Display Policy](#)
- [Edit Classifications](#)
- [Edit Request Authenticated ORCID ID Instructions](#)
- [Define PDF Cover Page Layouts](#)
- [Configure PDF Watermarks](#)
- [Select Author's Reviewer Preferences](#)
- [Set Request Editor or Assign Editor Display Options](#)
- [Edit Manuscript Geographic Region of Origin](#)
- [Edit Manuscript Submission Instructions](#)
- [Configure Instructions for New Submission Redirect](#)
- [Configure Manuscript Services Icon](#)
- [Set Maximum Size of Uploaded File](#)
- [Set Other Author Parameters](#)
- [Configure Contributor Roles](#)

Request Editor or Assign Editor Display Options

1. Select which Editor Roles should be visible:

2. Define how much info about those editors should be visible:

Set Request or Assign Editor Display Options

Select the Editor Roles that are eligible to be requested by an Author.

If you want to specify automatic assignment to Editors by Name, Role, or Description, you must also select the appropriate option on the 'Set Editor Assignment Options' page in PolicyManager.

- Copy Ed
- Editor
- Editor recommendation not decision
- Editorial Assistant
- jaa
- Managing Editor
- PAP Author
- Tech Ed

Select the amount of information to be displayed to Authors on the Request Editor page.

Display Editor Name and Role Title

Display Editor Name

Display Editor Name and Role Title

Display Editor Name and Description

Display Editor Name, Role Title and Description

Display Role Title Only

Display Description Only

Display Role Title and Description

Editor Description in People Record

[Open Special Character Palette](#)

User Information

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role: Author ▾

Default Login Menu: Editorial Menu ▾

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role * None ▾

Publisher Role * None ▾

Editorial Role * PAP Author ▾

Editor Description

Activity Details

Additional People Details

Configure in Article Type

Policy Manager > Submission Policies > Edit Article Types > Article Type Parameters

The screenshot displays the 'Policy Manager Main Menu' with a sidebar on the left and a main content area on the right. A large grey arrow points from the 'Edit Article Types' link in the sidebar to the 'Set "Request Editor" Preferences' row in the main content area.

Policy Manager Main Menu

Expand All Collapse All

- Registration and Login Policies
- Status Policies
- Submission Policies
 - Edit Article Types**
 - Edit Submission Items
 - Configure Color Codes for Companion Files
 - Edit Sections/Categories
 - Set Classifications Display Policy
 - Edit Classifications
 - Edit Request Authenticated ORCID ID Instructions

Article Type Parameters

Set "Oppose Reviewers" Preferences:	Hidden	Hidden
Set "Respond to Reviewers" Preferences:	Hidden	Hidden
Set "Request Editor" Preferences:	Required	Required
Set "Select Region of Origin" Preferences:	Hidden	Hidden

Display in New Author Submission Interface

Article Type Selection

Attach Files

Review Preferences

Author Form

Manuscript Data

Please provide the requested information.

Request Editor

You may request that a specific editor be assigned to your submission. The request will be taken under advisement by the publication. If you do not request an editor, your submission will be assigned to the appropriate editor(s) as determined by the publication staff.

Required ✓

Monkey Man, Managing Editor

No Request

mary mary, Managing Editor

Monkey Man, Managing Editor

Flutter Shy, Managing Editor

← Back

Proceed →

Display in Legacy Submission Interface

The screenshot displays the 'Request Editor' step in a legacy submission interface. On the left, a sidebar titled 'New Submission' lists several steps: 'Select Article Type', 'Enter Title', 'Add/Edit/Remove Authors', 'Select Section/Category', 'Select Classifications', 'Additional Information', 'Request Editor' (highlighted with a red box and a blue arrow), 'Select Region of Origin', and 'Attach Files'. The main content area is titled 'Request an Editor' and contains a red warning message: 'Requesting an Editor is Required for Submission.' Below this, a text block explains: 'You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.' A dropdown menu is open, showing a list of editor options: 'No Request', 'Eddie Editor, Editor' (highlighted in blue), 'Ernest Editor, Editor', 'Eric Editor, Editor', 'Mix Barton, Editor recommendation not decision', and 'Doctor Worm, Editor recommendation not decision'.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ⚠ Add/Edit/Remove Authors
- ⚠ Select Section/Category
- Select Classifications
- Additional Information
- ➔ Request Editor
- Select Region of Origin
- Attach Files

Request an Editor

Requesting an Editor is Required for Submission.

You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

Please Choose

- No Request
- No Request
- Eddie Editor, Editor
- Ernest Editor, Editor
- Eric Editor, Editor
- Mix Barton, Editor recommendation not decision
- Doctor Worm, Editor recommendation not decision

Method 2. Author Selects a Section/Category



Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation

Configure Section/Category

Policy Manager > Submission Policies > Edit Sections/Categories

Edit Sections/Categories

Listed below are the Sections/Categories available. You may Add, Edit, or Remove Sections/Categories. Sections/Categories may be hidden by clicking the "Edit" link and selecting the "Hide" checkbox on that page. Any Sections/Categories which appear grayed out have been hidden.

If manuscripts are automatically assigned by the 'Submissions where Author has selected a Section/Category' method (as configured on the 'Set Editor Assignment Options' page), a Responsible Editor must be selected from the drop-down menu.

Section/Category Name	Responsible Editor
-----------------------	--------------------

New Section or Category:

Maximum Section/Category name is 100 characters

Responsible Editor (required if Editor Assignment is configured as 'Submissions where Author has selected a Section/Category'):

Configure in Article Type

Policy Manager > Submission Policies > Edit Article Types > Article Type Parameters


PolicyManager Main Menu

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

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊖ **Submission Policies**
 - Edit Article Types
 - [Edit Submission Items](#)
 - [Configure Color Codes for Companion Files](#)
 - [Edit Sections/Categories](#)
 - [Set Classifications Display Policy](#)
 - [Edit Classifications](#)
 - [Edit Request Authenticated ORCID ID Instructions](#)

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

Display in New Author Submission Interface



The diagram shows a five-step submission process: 1. Article Type Selection (green checkmark), 2. Attach Files (green checkmark), 3. General Information (blue downward arrow), 4. Author Form (blue circle), and 5. Manuscript Data (blue circle).

Please provide the requested information.

[Insert Special Character](#)

Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

Required ✓

Clinical Section ▾

[← Back](#) [Proceed →](#)

Display in Legacy Submission Interface

The image shows a screenshot of a web interface for submitting a manuscript. On the left is a sidebar titled "New Submission" with several steps: "Select Article Type" (checked), "Enter Title" (checked), "Add/Edit/Remove Authors" (warning icon), "Select Section/Category" (highlighted with a red box and a blue arrow), "Select Classifications", "Additional Information", "Select Region of Origin", and "Attach Files". The main content area is titled "Please Select Section/Category" and contains a red error message: "Selecting a Section/Category is Required for Submission." Below the message, it says "Select the Section or Category related to your manuscript from the drop-down menu below." At the bottom of the main area, there is a label "Please Choose" followed by a dropdown menu currently showing "None" and a downward arrow. Below the dropdown are two buttons: "Previous" and "Next".

Method 3. Assigned by Rotation



Set Editor Assignment Options

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to *New Submissions Requiring Assignment* folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to *New Submissions Requiring Assignment* folder
 - Except:
 - Submissions where Author has selected an Editor
Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category
Please also assign Editors to sections on the 'Edit Sections/Categories' page.
 - Assign to Editor by Rotation
Please also select Editors on the 'Set Editor Rotation Participants' page.

Decide Who Is Included in Rotation

PolicyManager > Editor Assignment Policies > Set Editor Rotation Participants

Set Editor Rotation Participants

Select the Editors who will participate in the Editor Rotation. If the 'Set Editor Assignment Options' page is configured as 'Assign to Editor by Rotation', new submissions will go directly to the editor who has earliest date for the most recent assignment.

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

Select	Editor Name
<input checked="" type="checkbox"/>	Editor, Eddie Editor
<input checked="" type="checkbox"/>	Editor, Eric Editor
<input type="checkbox"/>	Editor, Ernest Editor
<input type="checkbox"/>	Editor recommendation not decision, Doctor Worm
<input type="checkbox"/>	Editor recommendation not decision, Mix Barton
<input type="checkbox"/>	jaa , Harry Potter
<input type="checkbox"/>	Managing Editor, Flutter Shy
<input type="checkbox"/>	Managing Editor, mary mary
<input type="checkbox"/>	Managing Editor, Monkey Man
<input type="checkbox"/>	Managing Editor, Princess Celestia (Princess)

Cancel

Submit

DTE New Submissions








Editor 'To-Do' List

- My Pending Assignments (54)
 - Editorial Submissions in Progress (2)
 - Transferred Submissions (1)
 - New Submissions Requiring Assignment (24)
 - Revised Submissions Requiring Assignment (4)
 - Direct-to-Editor New Submissions (1)**
 - Submissions Needing Approval by Editor (2)
 - Submissions Sent Back to Author for Approval (2)
 - Incomplete Submissions (8)
 - New Assignments (2)
 - Submissions with Rescinded Decision (1)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (6)
 - Submissions with One or More Late Reviews (0)
 - Submissions with Active Discussions (1)

Submission are not automatically “assigned” to an Editor – they land in the editor’s **Direct-to-Editor New Submissions** folder on their Editor ‘To-Do’ List

Direct-to-Editor New Submissions - Eric Editor

Contents: These are the new submissions that have been redirected to this Editor. You can click the up arrow to
P

Action 	Manuscript Number  
View Submission Details  History Classifications File Inventory Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself  Send E-mail	ABBEY1523

Editors can either assign themselves or redirect to another Editor



Assign Editor Chain

Making Predictable Paths More Efficient

When and How to Use Editor Chains

- Predictable sequence of Editor Assignments
- Some publications rely on the Editorial Office Staff to create the sequence
- Staff must proxy in for each Editor to build the complete sequence
- Using an Editor Chain, staff can assign all Editors in one step
- Chains are created as templates
- Multiple Editor Chain Templates are allowed
- Use different Editor Chains for different Article Types

Configuration

PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

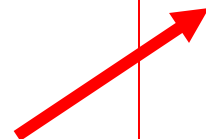
Current Editor Assignment Chain Template List [+ Add Another Editor Assignment Chain Template](#)

There are currently no Editor Chain Templates in the list

[+ Add Another Editor Assignment Chain Template](#)

[Close](#)

[Edit Article Types](#)



Configuration, continued

PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

Current Editor Assignment Chain

There are currently no Editor Assignments in this Chain

Enter Editor Assignment Chain Template Details

Insert Special Characters

Description* EIC to AE

There are currently no Editor Roles in the Chain

Editor-in-Chief Add to Chain

Configuration, continued

PolicyManager > Define Editor Assignment Chain Templates

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

Current Editor Assignment Chain

There are currently no Editor Assignment Chains.

+ Add Another Editor Assignment Chain

Enter Editor Assignment Chain Template Details

Insert Special Characters

Description*

	Role	Assignment Letter
	Editor-in-Chief	<input type="text" value="None"/>

Configuration

PolicyManager > Edit Article Types

- Once you define your chain template – on the Edit Article Type page you assign the template you created

Define Editor Assignment Chain Templates

Assignment Chain Templates may be created here for use when configuring specific Article Types. Applying an Editor Assignment Chain Template to an Article Type allows Editors to set up the entire initial Editor chain for newly received Submissions and Revised Submissions in one step. Each template consists of a series of Editor Roles arranged in the order they are normally assigned in the chain, with a default letter template used to notify the Editor assigned. Only Editor Roles that are configured to receive assignments can be selected for inclusion, and all but the last Editor Role must also be configured with permission to Assign other Editors.

Current Editor Assignment Chain Template List + Add Another Editor Assignment Chain Template

⋮ ⌂ ✎ 🗑 EIC to AE

+ Add Another Editor Assignment Chain Template

Close

Edit Article Types

Editor Parameters

New and Revised Submissions

Editor Assignment Chain Template:

EIC to AE ▼

Change, to initially prevent Author customization of titles suggested by an Editor when inviting an Author.

Select an Assignment Chain Template to allow the entire Editor Chain to be assigned in one action, not just the first Editor.

Editor Chain Templates: Assign Editor

Quicklinks

New Submissions Requiring Assignment - Steven Gain

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 (1 total submissions) 1 10 res

Action	Manuscript Number	Article Type	Article Title	Author Name	Current Status	Initial Date Submitted	Status Date
<ul style="list-style-type: none">View Submission DetailsInitiate Discussion HistoryFile InventoryEdit SubmissionSend Back to AuthorRemove Submission ClassificationsAssign EditorSet Final DispositionInitiate ProductionSend E-mailLinked Submissions	DEMOSGG-00019	EMUG 2017	Underused Features	Jeff Tassi	Manuscript Submitted	05/22/2017	05/22/2017

Step 1: Choose Role

Assign Editor Chain



Manuscript Number: DEMOTF141-D-18-00011R1

Title: The Test Article Tina Fleischer

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

[Assign Individual Editor](#)

Define Initial Editor Assignment Chain

	Step	Role	Editor	Assignment Letter
	Editor 1	Editor-in-Chief		None Customize
	Editor 2	Associate Editor		None Customize

Associate Editor [Add to Chain](#)

[Cancel](#)

[Create Chain and Send Letters](#)

Step 2: Choose Editor

Assign Editor Chain

Manuscript Number: DEMOTF141-D-18-00011R1

Title: The Test Article Tina Fleischer

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

[Assign Individual Editor](#)

Define Initial Editor Assignment Chain

	Step	Role	Editor	Assignment Letter
	Editor 1	Editor-in-Chief	Ant Adam	None
	Editor 2	Associate Editor	Belushi John	None

Associate Editor

[Add to Chain](#)

[Cancel](#)

[Create Chain and Send Letters](#)

Step 3: Customize Letter

Assign Editor Chain

Manuscript Number: DEMOTF141-D-18-00011R1

Title: The Test Article Tina Fleischer

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor

Define Initial Editor Assignment Chain

	Step	Role	Editor	Assignment Letter	
	Editor 1	Editor-in-Chief	Ant Adam	Editor Assignment	Customize
	Editor 2	Associate Editor	Belushi John	None	Customize

Associate Editor

Add to Chain

Cancel

Create Chain and Send Letters

Details Page

Name:	Adam Ant    [Proxy]
Role:	Editor-in-Chief
Date Assigned:	Jun 15, 2018
Date Completed:	
Elapsed Days:	0
Recommendation:	
<hr/>	
Name:	John Belushi  [Proxy]
Role:	Associate Editor
Date Assigned:	Jun 15, 2018
Date Completed:	
Elapsed Days:	0
Recommendation:	

Any Questions?

Tina Fleischer

Account Coordinator

tfleischer@ariessys.com

