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

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## #EMUG2018

 Editorial Manager®  ProduXion Manager®

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# The Road Ahead

Version 16.0 & Beyond

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16<sup>th</sup> Annual  
**em** Editorial Manager<sup>®</sup>  
User Group Meeting

**Aries**  
systems

# Version 16.0

**Beta to begin March/April 2019**

**Upgrades May/June 2019**

**TENTATIVE AND SUBJECT TO CHANGE**

# Custom Registration Questions

Currently, Registration Questions or Statements can appear whenever a new user registers or when an existing user logs into the system. Registration Question/Statement responses are a single checkbox, where the user either ticks or does not tick the box

There is a need to ask more complex questions during the registration process and to collect data on those registering and on registered users in general.

**SOLUTION:** The **Additional People Details** function will be enhanced so that there will be an option to display APDs during user registration and on the *Update My Information* page.

# Custom Registration Questions

Currently, Registration Questions appear when a new user registers, or when an existing user logs in.

- If a Registration Question is “Required,” a new user must respond in order to register. Response cannot be changed.
- If a Registration Question is “Forced,” existing users are directed to the questions when they log in, and must respond. Response cannot be changed.
- If a Registration Question is “Optional,” it can be skipped. It can also be changed.

The only response to a Registration Question is a checkbox.

# Custom Registration Questions & APDs

APDs can be configured to appear during new user registration.

Response types: Text, Date, Integer, Notes, Lists (radio buttons, check boxes, multi selection, etc.)

### Required Questions

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Please respond to the question(s) below by checking the box(s) and clicking Continue:

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This publication requires all users to confirm that they are not logging in on Saturday. Please tick the checkbox to proceed with your task at hand.

\* Today is absolutely, positively not Saturday.

\* I have read the [Publisher's Data User Privacy Policy](#) and the [Aries Privacy Policy](#).

\* **When is your birthday?**  (mm/dd/yyyy)

\* **What is the value of Pi ( $\pi$ )?**

\* **Please order a refreshing beverage:**

- Please select a beverage
- Please select a beverage
- A strong cup of coffee
- A chilled glass of Sauvignon Blanc**
- A frosty Coca-Cola
- A cold brew
- A tall glass of lemonade

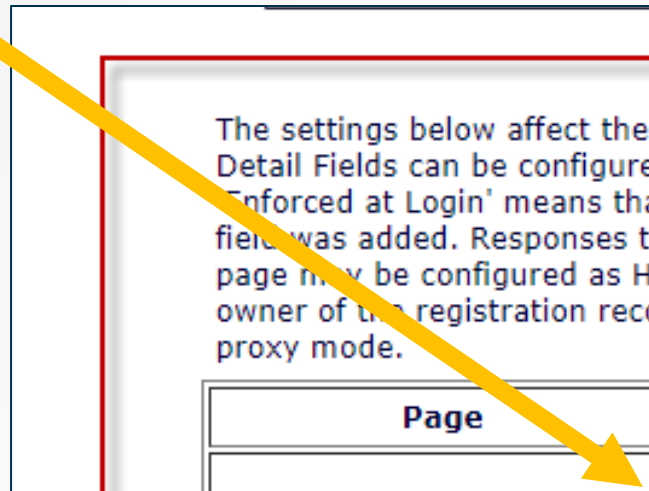
<< Logout      Continue >>

# APDs

APDs can be set to Hidden, Optional or Forced on the *Registration* page.

The settings below affect the pages related to a user's registration record. Additional People Detail Fields can be configured for Optional or Required responses at registration, or Hidden. 'Enforced at Login' means that users must enter a response the first time they log in after the field was added. Responses to Additional People Detail Fields on the Update My Information page may be configured as Hidden, Editable, or Not Editable. These settings apply both to the owner of the registration record and to editors viewing the Update My Information page in proxy mode.

Page	Options	Help Text
<b>Confirm Registration</b>	<ul style="list-style-type: none"><li>Optional</li><li>Hidden</li><li>Optional</li><li><b>Required</b></li><li>Enforced at Login</li><li>Optional</li></ul>	
<b>Update My Information</b>	<ul style="list-style-type: none"><li>Hidden</li><li><b>Hidden</b></li><li>Editable</li><li>Not Editable</li></ul>	



# APDs

APDs can be configured to appear on the *Additional People Details* page, and/or on the *Search People – Update Information* page.

Help text is entered, a help link or icon is displayed on the appropriate page.

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="text"/>
Search People - Additional Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="text"/>
People Activity Details	<input type="checkbox"/>	N/A	N/A	<input type="text"/>
Transmittal Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



# APDs

APDs can be configured to be hidden from certain roles. For example, APDs whose responses reveal age, race, or other sensitive personal information may be disclosed to editorial staff members, but concealed from Editors or Associate Editors.

**Field Description:**

[Insert Special Character](#)

Likes cats?

*Maximum 256 characters*

**Field Type:**

List



[View/Edit Values for Drop-down List](#)

**Hide this field from:**

Managing Editor ▲  
Editor-in-Chief  
Editor  
Associate Editor ▼

## Options

Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional People Details

# APDs

APDs can now be configured to be accessible to a user via the *Update My Information* page.

- APDs will **not** be shown to Editors during proxy registration.
- APDs will **not** be shown on a user's *Update My Information* page in proxy mode.

This allows the publication to collect data directly from a user on their People Record

Per GDPR – this will allow a publication to expose data that is being collected about a user to that user, if they wish.

## Email Import/Drop-box Improvements

**Email Imports – Subject Line:** Currently, emails imported to EM using the Email Import/Drop-Box feature display the description, “Imported Email,” in the Correspondence History. This description can be edited after import.

A new configuration option will allow publications to have the **subject line** of an imported email display as the description.

# Email Import/Drop-box Improvements

## Configure Email Import

A user who receives replies, outside the system, to system-generated Emails may add them to the appropriate Correspondence History by forwarding them to the 'Drop-Box' address displayed below, once submitted.

### Partial Page Shown

Once activated, the system will attempt to import Email sent to the 'Drop-Box' address. If this import fails, and the mail subject line contains a valid import identifier code created by EM, then the system can forward the failed Email to a contact address for notification. To enable failure notifications, type in the desired Email address below. Delete this address to disable this feature.

#### Set Email Address for Failure Notifications:


Display subject line in the 'Letter' column in Correspondence History

# Email Import/Drop-box Improvements

## CORRESPONDENCE HISTORY

Add Editorial Correspondence

Add Production Correspondence

Correspondence Date	Letter	Recipient	Status
Aug 4 2017 10:19PM	Prod - Production Task Assignment		Final Requests Before Production Complete; FTC C Production; Sent to Composition
Aug 4 2017 10:19PM	Prod - Production Task Completed		Final Requests Before Production Complete; FTC C Production
Aug 4 2017 2:49PM	Prod - Production Task Completed		Final Requests Before Production Complete; FTC C Production Accept; Sent to Production
Aug 4 2017 2:25PM	Imported E-mail (External) <a href="#">Remove</a> <a href="#">Edit</a>		
Aug 4 2017 12:15PM	Prod - Final Requests Before Production Completed		Final Requests Before Production Complete; FTC C Production Accept; Sent to Production
Aug 3 2017 4:27PM	Imported E-mail (External) <a href="#">Remove</a> <a href="#">Edit</a>		
Jul 18 2017 10:12AM	Prod - Final Requests Before Production 		Final Requests Before Production in Progress; FTC Production Accept; Sent to Production
Jul 17 2017 10:01PM	Prod - Production Task Assignment		FTC Complete; FTC Fail in Progress; PM in Progress

# Email Import/Drop-box Improvements

## CORRESPONDENCE HISTORY

Add Editorial Correspondence

Add Production Correspondence

Correspondence Date	Letter	Recipient	Status
Aug 4 2017 10:19PM	Prod - Production Task Assignment	Compositor	Final Requests Before Production Complete; Sent to Production; Sent to Composition
Aug 4 2017 10:19PM	Prod - Production Task Completed	Susie Kabloози	Final Requests Before Production Complete; Sent to Production
Aug 4 2017 2:49PM	Prod - Production Task Completed	Susie Kabloози	Final Requests Before Production Complete; Production Accept; Sent to Production
Aug 4 2017 2:25PM	RE: Request for additional proofs for Manuscript Number DEMO-D-18-04468 (External) <a href="#">Remove</a> <a href="#">Edit</a>		
Aug 4 2017 12:15PM	Prod - Final Requests Before Production Completed	Editorial Staff	Final Requests Before Production Complete; Production Accept; Sent to Production
Aug 3 2017 4:27PM	RE: ORCID request for DEMO-D-18-04468 (External) <a href="#">Remove</a> <a href="#">Edit</a>		
Jul 18 2017 10:12AM	Prod - Final Requests Before Production	Anthony Author	Final Requests Before Production in Progress; Production Accept; Sent to Production
Jul 17 2017 10:01PM	Prod - Production Task Assignment	Editorial Staff	FTC Complete; FTC Fail in Progress; PM in Progress
Jul 15 2017 6:00PM	Prod - Production Task Assignment	Susie Kabloози	FTC Complete; PM in Progress; Production A
Jul 14 2017 5:02PM	Formal Accept Letter	Anthony Author	Completed Accept

## **Email Import/Drop-box Improvements**

**Email Imports – Configurable Drop-Box Address:** Currently, the drop-box email address used for email import is automatically generated. The system-generated email address is difficult for some Editors to remember.

A new configuration option will allow publications to configure a custom drop-box email addresses.

# Email Import/Drop-box Improvements

Email address contains “em” + “journal acro” + randomly generated series

## Configure Email Import

A user who receives replies, outside the system, to system-generated emails may add them to the appropriate Correspondence History by forwarding them to the Drop-Box address displayed below, once submitted.

If you **configure or automatically** generate and submit a new address, any previous address is made inactive and cannot be used again (this allows you to retire an address that has become a target for spam emails). **Click the 'Clear Address' button** and submit the page to turn off the ability to import mail into the publication.

You must submit this page for any changes to the Drop-Box Address to take effect. You should inform anyone who forwards mail in this way immediately of any changes to this address.

**Set Drop-Box Email Address:**

emdev.staceydev141-ce7daa43c75201f0@editorialmanager.com



Configure New Address

Automatically Generate New Address

Clear Address



# Email Import/Drop-box Improvements

Email address contains “em” + “journal acro” + Your Choice!

## Customize Drop-Box Email Address

In the textbox below, enter the customizable portion of the drop-box email address. The prefix and suffix shown cannot be changed. The drop-box email address:

- Can only include letters, numbers, periods (.), and dashes (-).
- Cannot be reused once it has been retired.
- Becomes active when the 'Submit' button is clicked on the Configure Email Import page.

em.demo150-  @editorialmanager.com

Cancel

Save

## “Author Title” added to Author List File

When inviting Authors for an Invited Workflow, an Editor can upload a list of Authors from an external Author List File (ALF) rather than search for and invite each Author individually.

- Current fields include First Name, Last Name, Email, Invitation Note, ORCID, Article Title.
- People “Title” (such as Mr., Ms. Prof., Dr., etc.) can now be included.

AUTHOR_TITLE	FIRSTNAME	LASTNAME	INVITE	ORCID	EMAIL	NOTE	TITLE
Dame	Mary	Smith	TRUE	0000-0002-0136-5875	<a href="mailto:mary@ariessys.com">mary@ariessys.com</a>	Unit 1	
Dr.	John	Andrew	FALSE	0000-0003-0879-1234	<a href="mailto:john@ariessys.com">john@ariessys.com</a>		
	Eric	O'Connell	TRUE	0000-0005-0789-1234	<a href="mailto:eric@ariessys.com">eric@ariessys.com</a>	Unit 5	Cause & Effect
Ms.	Danielle	Harding	TRUE	0000-0001-7845-1234	<a href="mailto:danielle@ariessys.com">danielle@ariessys.com</a>	Unit 3	

# URL/URI Submission Item Verification

In EM, publications can configure a Submission Item to be a “URL/URI” which is populated by the Author at submission with a link to the data, which means the Author does not need to upload the large data files.

Publications would like the system to independently confirm that a URL/URI entered by an Author actually points to a live web page.

**SOLUTION: A configuration option will require the EM system to ping the Author-provided URL to test that it actually resolves to a real webpage.**

**SOLUTION: Authors can be required to click the Preview button before clicking the Attach This Information button.**

# URL/URI Submission Item Verification



Article Type Selection



Attach Files



General Information



Review Preferences



Comments



Manuscript Data

## Required For Submission:

- Manuscript
- URL ONLY

Please provide any additional items.

Insert Special Character

Select Item Type

\*URL ONLY

Description

URL ONLY

URL/URI/External Resource Location:

http://

Preview

Please select http://, https://, ftp:// or sftp://, then type in the remainder of the web address (e.g. www.example.com). Click the Preview button to ensure that the URL is valid. Once you are satisfied

Attach This Information

Warning: 1 or more items may require attention

Change Item Type of all  files to

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

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	Test Submission.docx	1.2 MB	Feb 12 2018 03:41PM	Download	<input type="checkbox"/>
2	*URL ONLY	URL ONLY	External Item		Mar 30 2018 11:53AM	Access Item	<input type="checkbox"/>
		Not Attached: Invalid URL				Dismiss	<input type="checkbox"/>

Warning: 1 or more items may require attention

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

# Co-Author Verification

Co-Authors can be asked to independently verify their authorship of a submission, which helps prevent false or inaccurate author lists.

Currently, co-authorship verification status cannot be set or changed by Editors or staff, this means that verification status must be cleared and the request sent again to the co-author. This can be frustrating to authors who are providing verbal verification, and it is obviously an unrealistic expectation for deceased authors.

**SOLUTION: A new RoleManager permission will allow Editor roles to set co-author verification status manually.**

# Co-Author Verification

This only allows an Editor to set verification status to “yes” or “no.” It does not require ORCID retrieval or provide access to the co-author questionnaire. Those two actions must be taken by the actual co-author.

**Edit Submission**

- Edit Submission Before Decision
  - View Reviewer PDF After Edit Submission
  - Require View of Reviewer PDF After Edit Submission
- Edit Submission After Decision and Final Disposition
- Download Source Files
  - Download Companion Files
  - Upload, Hide and Restore Companion files
- Assign Manuscript Classifications
- Manage Other Authors
  - Edit Other Author E-mail Address
  - Set Co-Author Verification Status
- Bypass 'Restricted File Types' Requirements
- Edit Global MS ID

Confirmed?	Options
▲▼ Yes (by Twink E. Jonesey) Jul 18 2017 9:04 AM <a href="#">Change</a>	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> Questionnaire Not Completed
Yes (by Twink E. Jonesey) Jul 18 2017 9:05 PM <a href="#">Change</a>	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> Questionnaire Not Completed

# Editor Decision Form Improvement

There is a desire to have Editors complete a questionnaire on the Editor Decision Form, similar to the questionnaires that can be presented to Reviewers.

**SOLUTION: The Review Questions feature will be enhanced so that questions can be configured to appear on the Editor Decision Form.**

This function mirrors the existing Custom Review Questions function.

Questions will be available for both the initial and revised submissions.

Questions and responses can be merged into letters.

# Editor Decision Form Improvement

From the *Add/Edit Editor Form* page, the administrator selects questions from the existing pool of Review Questions, orders them, selects visibility and required/optional status.

### Custom Review Questions

Select Questions

*No Custom Review Questions have been added to this Form*

### Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Reviewers	Visible to Author	Actions
1	This is a custom review question #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
2	This is custom review question #2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
3	This is review question #3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
4	List question	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
5	This is a yes/no/text question	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order



# Editor Decision Form Improvement

The “Editor Review Questions” will display on the Editor Decision Form.

Other sections might be:

- Comments to Author
- Confidential Comments to Editor
- Decision Phrases
- Review Ratings

Section Editor Decision and Comments for Manuscript Number SALLYDEV150-D-18-00009R1

Spec. 16.0-06 Test 3

Revision Number 1  
Michael Editor (Section Editor)

Decision:  Overall Editor Manuscript Rating (1-100):

[Details](#) [History](#) [Attachments \(2\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#) [Send E-mail](#)

	Revision 1	Original Submission
Cindy Reviewer (Reviewer 1)	Minor Revision	Major Revision
Karen Reviewer (Reviewer 2)	Minor Revision	Major Revision

Editor Review Questions

Do you have a pet? [\[Instructions\]](#) [Insert Special Character](#)

---

Editor Question #1 (Limit 2000 Characters)

This is Michael Editor's response to Editor Question #1

Character Count: 53

---

Editor Question #2 (Limit 2000 Characters)

This is Michael Editor's response to Editor Question #2

Character Count: 53

# Editor Decision Form Improvement

Grids will display showing Reviewer and other Editor responses (if configured)

Reviewer Questions and Responses

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

Cindy Reviewer Reviewer 1	Roger Rabbit Reviewer 3	Karen Reviewer Reviewer 2
Do you have a pet?		
<input checked="" type="checkbox"/> Yes:I still have two cats.	<input checked="" type="checkbox"/> Yes:I have a Norwegian Elkhound	<input checked="" type="checkbox"/> No
Where did you go on vacation?		
<input checked="" type="checkbox"/> I went to Dublin and London	<input checked="" type="checkbox"/> France	<input checked="" type="checkbox"/> I stayed home
This is a large Notes response-type question		
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat(less...)	

Editor Questions and Responses

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

Michael Editor Section Editor	Another Editor Section Editor
Do you have a pet?	
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No Response
Editor Question #1	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #1	<input checked="" type="checkbox"/> This is Another Editor's response to Editor Question #1
Editor Question #2	
<input checked="" type="checkbox"/> This is Michael Editor's response to Editor Question #2	

# ProduXion Manager

**Display Production Notes (Editable) on PSG:** See and edit the Production Notes directly in the Production Status Grid without opening the Details page.

Production Status Grid						
		Show: <input type="text" value="Unassigned Submissions"/>				
Page: 1 of 6 (147 total submissions)			1 2 3 4 5 6 ▶▶▶			25
Action	Author Name	Manuscript Number	Article Type	Article Title	Production Notes	Production Status
<a href="#">Production Details</a> ▾ <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">Assign Production Task</a> <a href="#">Assign to Schedule Group</a> <a href="#">File Inventory</a> <a href="#">End Production</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	keith sails ▾	SMOKETEST-102-132	ArticleTypeV	67315 / 25694 ELEMENTA: JATS 1.0A v2 transmittal will continuously include custom submission questions if they have ever been included in XML previous for any previous task	<b>1</b> Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. Cras nec imperdiet enim. Maecenas pellentesque velit nec nibh congue, a tempus libero mattis. Vestibulum euismod, elit et tincidunt <a href="#">more...</a> <a href="#">Edit</a>	Fresh In; New In Production; 9.0-13 awaiting action
<a href="#">Production Details</a> ▾ <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">Assign Production Task</a> <a href="#">Assign to Schedule Group</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	rory mi x ▾	SMOKETEST-102-133	Co-Authors Verify on New Submission, Fee	Scrolling Selector TEST	<b>2</b> Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. <a href="#">Edit</a>	Fresh In; New In Production; Ready For Copy Editing; Artwork Being Redrawn; 9.0-13 awaiting action
<a href="#">Production Details</a> ▾ <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">Assign Production Task</a> <a href="#">Assign to Schedule Group</a> <a href="#">File Inventory</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	Bob Anderson ▾	SMOKETEST-102-134	Co-Authors Verify on New Submission, Fee	Scrolling Selector List by Bob	<b>3</b> No Production Notes have been entered. <a href="#">Edit</a>	Fresh In; New In Production; Ftp'd in progress

# ProduXion Manager

**Drag and drop files for Production Tasks:** Today, file upload for submitting an article is feature-rich! This will be extended to PM file uploads.

---

**Important Note:** This page allows you to upload **one or more new files** to attach to this submission.

When an **Item** is selected, you can enter an optional **Description**, and upload one or more files to the list of Companion Files.


---

Item:  ▼

Description:

Character Count: 0 / 256

Or Drag & Drop Files Here



# Version 16.1

**Beta to begin March/April 2019**

**Upgrades May/June 2019**

**TENTATIVE AND SUBJECT TO CHANGE**

# Reassign Open Editor Assignments

Editors often leave a publication with open assignments –they step down as Editor-in-Chief or from some other editorial board role.

Currently, there are ways to handle reassignment of papers from one Editor to another, but these processes are manual and sometimes they skew historical data.

**SOLUTION: New functionality will allow open assignments to be either transferred batchwise from one Editor to another or distributed among multiple new Editors.**

# Reassign Open Editor Assignments

The user goes to a page that lists all the open, assignable tasks associated with that Editor. A checkbox appears next to each task.

User selects tasks and clicks Reassign Selected Tasks button.



**Select Open Tasks for Reassignment - Lauren Oppenheim**

Page: 1 of 2 (15 total submissions)

	Manuscript Number	Article Title	Author Name	Article Type	Initial Date Submitted	Status Date	Current Status
<input checked="" type="checkbox"/>	LAURENDEV150-D-18-00004	Test to check which fields scrolling selector box responses populate in the db	Skipper Braud	Original Study	Jan 26, 2018	Jan 26, 2018	With Editor
<input checked="" type="checkbox"/>	LAURENDEV150-D-18-00003	Test with multiple email addresses for Suggest Reviewers and Co-Authors	Molly Carroll	Original Study	Jan 22, 2018	Jan 22, 2018	With Editor
<input checked="" type="checkbox"/>	LAURENDEV150-D-18-00001	Coco's submission to Merge Me Editor #2	Coco Mortenson	Original Study	Jan 18, 2018	Jan 18, 2018	With Editor
<input checked="" type="checkbox"/>	LAURENDEV150-D-18-00002	Gib's submission to Merge Me Editor #1	Gib Haffernick	Original Study	Jan 18, 2018	Jan 18, 2018	With Editor
<input checked="" type="checkbox"/>	LAURENDEV141-D-17-00017	Bert's submission to Thor's proposal	Gijsbertus Loos	Special Issue Article	Dec 21, 2017	Dec 21, 2017	With Editor
<input type="checkbox"/>	LAURENDEV141-D-17-00018	Fokke's submission to Thor's proposal	Fokke Naaktgeboren Niemandsvan Zuidewijn	Special Issue Article	Dec 21, 2017	Dec 21, 2017	With Editor
<input type="checkbox"/>	LAURENDEV141-D-17-00013	Cali's submission to the Discussion Forum proposal	Calista Oppenheim	Special Issue Article	Dec 18, 2017	Dec 18, 2017	With Editor
<input checked="" type="checkbox"/>	LAURENDEV141-D-17-00014	Coco's submission to the Discussion Forum proposal	Coco Mortenson	Special Issue Article	Dec 15, 2017	Dec 18, 2017	With Editor

# Reassign Open Editor Assignments

The user then selects the appropriate Editor.

- Restricted to the selection of Editors with the same role
- Assigning tasks to multiple Editors will be an iterative process

## Reassign to New Editor

Open tasks associated with **Lauren Oppenheim** will be reassigned to the editor selected on this page.

Maecenas interdum suscipit venenatis. Pellentesque a leo diam. Mauris scelerisque diam sapien, vitae feugiat leo eleifend eu. Nulla convallis quam ut urna dictum, et pellentesque metus ornare. In elementum, ex a fermentum gravida, diam sem dictum erat, facilisis faucibus metus lorem nec dolor. Cras non odio a turpis pellentesque dictum.

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

<

Page: 1 of 1 (5 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"/>	Editor	<a href="#">Merge Me Editor #1</a>	1	0		Yes
<input type="radio"/>	Editor	<a href="#">Merge Me Editor #2</a>	1	0		Yes
<input checked="" type="radio"/>	Editor	<a href="#">Thor Kunkel</a>	3	0		Yes
<input type="radio"/>	Editor	<a href="#">Pippa Oppenheim</a>	10	0		Yes

Page: 1 of 1 (5 total People Matches)

Display  results per page.



# Reassign Open Editor Assignments

The previous Editor will be identified on all reassigned submissions that they had previously handled.

Action	Propo Manu: Numb	Editor Originating Proposal	Handling Editor	# of Authors Invited	# of Authors Assigned
<a href="#">Details</a>  <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Edit Proposal</a> <a href="#">Unassign Editor</a> <a href="#">Invite Authors</a> <a href="#">View Related Submissions</a> <a href="#">Set Final Disposition</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Scopus - Title Search</a>	LAURE D-17-0	Thor Kunkel	Thor Kunkel was: Pippa Oppenheim	3	3
<a href="#">View Proposal</a> <a href="#">Details</a>  <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Edit Proposal</a> <a href="#">Unassign Editor</a> <a href="#">Invite Authors</a> <a href="#">View Related Submissions</a> <a href="#">Set Final Disposition</a>	LAURE D-17-0	Lauren Oppenheim	Lauren Oppenheim	4	4

**Blinded Editors:** [Blinded Editors](#)

---

**Editors**

**Name:** Thor Kunkel  [Proxy]  
was: Pippa Oppenheim

**Role:** Editor

**Date Assigned:** Dec 29, 2017

**Date Completed:**

**Elapsed Days:** 10

**Recommendation:**

---

**Reviewers**

**Name:** Elmer Gantry (Reviewer)  [Proxy]

**Review Status:** Agreed to Review

**Date Reviewer Invited:** Dec 29, 2017

**Date Reviewer Agreed:** Dec 29, 2017

**Date Review Due:**   (mm/dd/yyyy)

# Easy Access to Co-author Status

Currently, Editors navigate to the Other Authors section of the Details page, and then click the Author Status link to access information on co-author verification status.

**SOLUTION:** A new link will be added to the Action column for Editors authorized in RoleManager to view the co-author verification status directly from the grid.

# Easy Access to Co-author Status

**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: laur

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

Quicklinks

Page: 1 of 3 (21 total submissions)

Action	Manuscript Number	Article Title	Author Name	Article Type	Initial Date Submitted
<ul style="list-style-type: none"> <li>View Submission</li> <li>View Other Author Status</li> <li>Details</li> <li>History</li> <li>Classifications</li> <li>Unassign Editor</li> <li>File Inventory</li> <li>Edit Submission</li> <li>Invite Reviewers</li> <li>Solicit Commentary</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>Similar Articles in MEDLINE</li> <li>Scopus - Title Search</li> <li>Linked Submissions</li> </ul>	LAURENDEV150-D-18-00047	Co-author Verification #3	Coco Mortenson	Original Study with Co-author Verification	Apr 16, 2018
<ul style="list-style-type: none"> <li>View Submission</li> <li>Details</li> <li>History</li> <li>Classifications</li> <li>Unassign Editor</li> <li>File Inventory</li> <li>Edit Submission</li> <li>Invite Reviewers</li> <li>Solicit Commentary</li> <li>Set Final Disposition</li> <li>Initiate Production</li> <li>Similar Articles in MEDLINE</li> <li>Scopus - Title Search</li> <li>Linked Submissions</li> </ul>	LAURENDEV150-D-18-00045	Co-author verification #1	Coco Mortenson	Original Study with Co-author Verification	Apr 16, 2018

**Author Details for Manuscript Number: LAURENDEV150-D-18-00047**  
 Co-author Verification #3

Close

[View Author Questionnaire Summary](#)

**Corresponding Author Status**

Order	Author Name	Email Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	Coco Mortenson	loppenheim@ariessys.com				<a href="#">View Author Details</a> <a href="#">View Questionnaire Responses</a>

**Other Author Status**

Order	Author Name	Added in Revision	Email Address	ORCID Identifier	Academic Degree(s)	Affiliation	Institution	Confirmed?	Options
2	Grace Wyshak	R0	loppenheim@ariessys.com		Ph.D.	Harvard Medical School, Department of Psychiatry, and Harvard School of Public Health, Departments of Population and International Health and Biostatistics		No Response	<a href="#">Resend Letter</a> <a href="#">View Author Details</a> <a href="#">Questionnaire Not Completed</a>
3	MS Hyg	R0	loppenheim@ariessys.com			Harvard Medical School, Department of Psychiatry, and Harvard School of Public Health, Departments of Population and International Health and Biostatistics		No Response	<a href="#">Resend Letter</a> <a href="#">View Author Details</a> <a href="#">Questionnaire Not Completed</a>
4	Johnny Depp	R0	loppenheim@ariessys.com		Ph.D.			Yes Apr 16, 2018	<a href="#">Reset Confirmation Status</a> <a href="#">View Author Details</a> <a href="#">View Questionnaire Responses</a>

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

To allow a Co-Author to change their responses to the questions they may have already answered (if any), use the 'Resend Letter' link. To request verification from all Co-Authors who have not confirmed their authorship and present the most recent questionnaire (if any) to them, use the 'Send Letters' button.

[Send Letters](#)

**Removed Authors**

Close

# Production Tracking – Enterprise View

Production tracking in Produxion Manager (PM) follows the Editorial Manager model of “one journal, one site.” This means the Production Tasks menu provides searching and visibility to submissions and tasks on the single-journal level. However, many users involved in the production process work across publications, especially those managing the work.

**SOLUTION: Provide a Cross-Publication Production Tasks menu that combines submissions and tasks from multiple PM sites, so that users can log in to one site to perform tasks assigned to them from any PM site, and/or to manage submissions in production across the PM sites.**

# Enterprise View

- Contains links and folders that combine all pubs that a user can access
- Quick Searches are saved searches that can include results from across pubs
- To Do List has all tasks assigned to logged-in user across all pubs

The screenshot displays the 'Enterprise View' interface. At the top, there are three navigation tabs: 'Editorial', 'Production Tasks', and 'Enterprise View'. Below the tabs, the main content area is divided into several sections:

- Search:** A search bar with the text 'Search Submissions'.
- To-Do List:** A section containing two items: 'Submission Tasks Assigned to Me (7)' and 'Schedule Group Tasks Assigned to Me (1)'. This section is highlighted with a yellow border.
- Task Management Overview:** A section containing five items: 'Production Initiated - No Tasks Assigned (15)', 'Submission Tasks I Have Assigned (20)', 'Schedule Group Tasks I Have Assigned (8)', 'View All Production Tasks With Authors (3)', and 'View All Production Tasks with Editors (110)'.
- Submission Overview:** A section containing three items: 'View All Submissions in Production (58)', ''At Risk' Submissions (3)', and 'Production Status Grid'.
- Scheduling:** A section containing one item: 'Manage Schedule Groups'.
- Reports:** A section containing one item: 'Cross-Publication Enterprise Analytics Reporting'.

On the left side of the interface, there is a sidebar titled 'Senior Manager Enterprise View Menu'. It contains a section for 'Quick Searches' with two links: 'Author Corrections Ready for Review' and 'Another Saved Search'. A yellow arrow points from this sidebar to the 'To-Do List' section.

# Enterprise View

- Task Management Overview allows a "birds-eye" view of tasks and Editor workloads across pubs
- Submission Overview allows a "birds-eye" view of status of each submission across pubs

**Editorial** **Production Tasks** Enterprise View

**Senior Manager Enterprise View Menu**

Quick Searches:  
[Author Corrections Ready for Review](#)  
[Another Saved Search](#)

**Search**  
[Search Submissions](#)

**To-Do List**  
[Submission Tasks Assigned to Me \(7\)](#)  
[Schedule Group Tasks Assigned to Me \(1\)](#)

**Task Management Overview**  
[Production Initiated - No Tasks Assigned \(15\)](#)  
[Submission Tasks I Have Assigned \(20\)](#)  
[Schedule Group Tasks I Have Assigned \(8\)](#)  
[View All Production Tasks With Authors \(3\)](#)  
[View All Production Tasks with Editors \(110\)](#)

**Submission Overview**  
[View All Submissions in Production \(58\)](#)  
['At Risk' Submissions \(3\)](#)  
[Production Status Grid](#)

**Scheduling**  
[Manage Schedule Groups](#)

**Reports**  
[Cross-Publication Enterprise Analytics Reporting](#)

# Enterprise View

- Scheduling
  - Provides statistics about each issue, such as Current Number of Submissions, Page Budget and Image Counts
  - Allows drill-down into issue's TOC, access to files and correspondence
- Reports section allows access to reminder reports and all cross-publication reports

**Editorial** **Production Tasks** Enterprise View

### Senior Manager Enterprise View Menu

Quick Searches:  
[Author Corrections Ready for Review](#)  
[Another Saved Search](#)

#### Search

[Search Submissions](#)

#### To-Do List

[Submission Tasks Assigned to Me \(7\)](#)  
[Schedule Group Tasks Assigned to Me \(1\)](#)

#### Task Management Overview

[Production Initiated - No Tasks Assigned \(15\)](#)  
[Submission Tasks I Have Assigned \(20\)](#)  
[Schedule Group Tasks I Have Assigned \(8\)](#)  
[View All Production Tasks With Authors \(3\)](#)  
[View All Production Tasks with Editors \(110\)](#)

#### Submission Overview

[View All Submissions in Production \(58\)](#)  
['At Risk' Submissions \(3\)](#)  
[Production Status Grid](#)

#### Scheduling

[Manage Schedule Groups](#)

#### Reports

[Cross-Publication Enterprise Analytics Reporting](#)

# *LiXuid Manuscript*<sup>TM</sup>

## Xtract improvements:

- Extraction of keywords
- Discrete affiliations into separate fields
- Matching Institutions with identifiers (Ringgold; GRID, ORGID)
- Extraction of funding information from acknowledgements
- Extraction from PDFs
- Extraction from LaTeX and arXiv
- Formatting of references



# XML workflow, initiated through “tasks”

- Full manuscript conversion to JATS XML
- Editing of manuscript in WYSIWYG editor
- XML edited behind the scenes
- Auto-pagination, auto-redact/tooling, auto-composition, etc.

**RESULT: Faster time-to-market, substantial cost reduction**

# LiXuid Manuscript™

## Add Submission Production Task

Cancel

Submit

[Insert Special Character](#)

New Production Task Name:

XML Conversion Task

*Maximum Production Task Name is 100*

### XML Tool Options

Production Task can be configured to interact with any of the XML Tools (e.g. conversion, XML editing) available in the drop-down menu below. When assigned a task with an XML Tool selected will trigger an interaction with the specific to the tool. Only one tool can be selected per task.

Select XML Tool:

None

### Assignment Options

Automatic Assignment can be triggered by the actions listed below. Because it occurs automatically you must select a specific user to be identified as the assignee.

### XML Tool Options

Production Task can be configured to interact with any of the XML Tools (e.g. XML conversion, XML editing) available in the drop-down menu below. When assigned a task with an XML Tool selected will trigger an interaction with the specific to the tool. Only one tool can be selected per task.

Select XML Tool:

Full-Text XML Conversion

Automatically select 'Primary Manuscript File' for conversion  
(This will prevent automatic selection by Item Type)

XML Tool 'Success' notification:

Notify Task Assignor  
 Notify Task Assignee  
 Notify Corresponding Production Editor

Send notifications to the following email addresses:  
(Multiple addresses must be separated by a semicolon)

XML Tool 'Error' notification:

Notify Task Assignor  
 Notify Task Assignee  
 Notify Corresponding Production Editor

Send notifications to the following email addresses:  
(Multiple addresses must be separated by a semicolon)

Select Item Type applied to Extracted Figures:

Do not extract

# LiXuid Manuscript™

## Submission Files

Item	Description	Item Family	File Name	Size	Last Modified	Select for Conversion
Cover Letter (REQUIRED FOR REVISIONS)	Cover Letter (REQUIRED FOR REVI...	Default	AJO Cover Letter.pdf	1 MB	Sep 17 2004 6:43PM	Cannot Convert
Contributions of Authors Form	* Contributions of Authors Form	Default	AJO Contribution of Authors & Sponsors.pdf	68.4 KB	Sep 28 2004 1:58PM	Cannot Convert
CONSORT Agreement (only if required)	CONSORT Agreement (only if requ...	Default	AJO Consort Statement.pdf	53.8 KB	Sep 28 2004 1:58PM	Cannot Convert
Abstract (MUST be submitted as a separate file)	Abstract (MUST be submitted as a separate file)	Default	041002 Safety Abstract Only.doc	20 KB	Oct 4 2004 6:56PM	<input type="radio"/>
Manuscript	* Manuscript (incl. title, auth, ...	Document	041002 SafetyManuscript_Final.doc	264.5 KB	Oct 4 2004 6:58PM	<input type="radio"/>
Disclosure	* Disclosure	Default	disclosure-2.doc	19 KB	Sep 27 2004 4:41PM	<input type="radio"/>
Other	Abstract (MUST be submitted as a separate file)	Supplemental	manuscript.txt	2 KB	Mar 8 2005 1:56PM	Cannot Convert
Other	* Table of Contents Statement (Original Articles only)	Supplemental	Intermediate.tab	19.5 KB	Mar 8 2005 3:12PM	Cannot Convert

## Companion Files

Color Code	Item	Description	Item Family	File Name	Size	Last Modified	Uploaded By	Select for Conversion	Action
	Disclosure ▼	<input type="text"/>	Default	invertedwaldo.png	51.5 KB	Apr 5 2017 4:27PM	Mike Di Natale, Managing Editor	Cannot Convert	Hide

[Change](#)

[Upload New Companion File](#)

## Batch Assign Production Task

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. The table of selected submissions will confirm which submissions are valid for assignment under your choices.

**Production Task:** XML Conversion ▼

**Task Assigned to:** Nicki Cat/Typesetter ▼

### Submissions Selected for Assignment

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Section/Category	Production Status	Do Not Assign
<a href="#">History</a>	DEMO-100-3	10.1371/journal.pntd.228	Alpha Romeo Alfalpha (UNITED STATES)	Boston Marathon 2012 Extreme Heat	JERS - Invitations for Proposal		In Production	<input type="checkbox"/>
<a href="#">History</a>	DEMO-100-75	10.1371/journal.pntd.213	Tony Alves (UNITED STATES)	Educational initiatives in southern Norway	Original Research	American Behaviour	In Production	<input checked="" type="checkbox"/> No eligible files present for conversion
<a href="#">History</a>	DEMO112-D-14-00008	10.1371/journal.pntd.209	Mary François Smith (UNITED STATES)	XML Conversion Test submission	Original Research		In Production: Sent for Conversion	<input checked="" type="checkbox"/> Related XML task is active

Back

Cancel

Proceed with Selected Task

# LiXuid Manuscript™

## Submission Tasks Assigned to Editor Mike Di Natale, MD

Page: 1 of 1 (2 total tasks)

Display 10 results per page.

[Switch to Status Gr](#)

Action	Manuscript Number	DOI	Article Title	Production Status	Production Task
<a href="#">Assignment Files</a> <a href="#">Edit Manuscript Text</a> <a href="#">Submit Task</a> <a href="#">Reassign Task</a> <a href="#">Assign Production Task</a> <a href="#">Assign to Schedule Group</a> <a href="#">Production Details</a> <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">Edit Submission</a> <a href="#">Send E-mail</a>	MIKETEST-17-0001	10.11260150011	Automated workflow test	In Production;	Corrections Review
<a href="#">Assignment Files</a> <a href="#">Submit Task</a> <a href="#">Reassign Task</a> <a href="#">Assign Production Task</a>	MIKETEST-17-0002	10.11260150011	Automated workflow test	In Production;	XML Conversion

### Warning

A manuscript editing session is currently active for this submission. Clicking 'Proceed' will log out the current session and may result in lost edits.

Are you sure you want to proceed?

Proceed

Cancel

## Current Task Assignments for Author McAuthor

Page: 1 of 1 (1 total tasks)

Action	Task	Date Task Assigned	Date Task Due	Days Until Due	Manuscript Number	Article Title	Assigned By
<a href="#">View Assignment Letter</a> <a href="#">Assignment Files</a> <a href="#">Edit Manuscript Text</a> <a href="#">Submit Task</a> <a href="#">Correspondence</a>	Author Proofing	Aug 12, 2017	Aug 12, 2017	Due Today	CHARLESDEV141-D-17-00002	Submission Companion Figure Test	mary mary

Page: 1 of 1 (1 total tasks)

Display 10 results per page.



**Questions?**  
**Thank you!**

**Tony Alves**  
**Director, Product Management**  
[Orcid.org/0000-0001-7054-1732](https://orcid.org/0000-0001-7054-1732)