Welcome to the 17th Annual
EMUG BOSTON

#EMUG2019

EMUG 2019

Transfers:

Preprint Servers, MECA, & More

Sally Ubnoske
Senior Business Systems Analyst
subnoske@ariessys.com

Aries systems

Publish Faster. Publish Smarter.

Why Transfer Manuscripts?

Publisher's Point of View

- Publishers wish to keep submissions
- Journals risk losing papers
- Manuscripts can be rejected for topic or suitability
- Manuscripts can be rejected at submission or post peer review
- Publication may post to Preprint Server for early review

Author's Point of View

- Authors want to submit to the most prestigious journal
- May be disappointed by outright rejection
- May need guidance about alternative publications
- Re-submitting a manuscript is a tedious task

Transferring Submissions into EM

Transfers into EM

- EM-to-EM transferred submissions
  - o Direct database copy

- EM Ingest – manuscript import into EM

  - o Submissions come from an outside submission partner or preprint server → Editorial workflow

- "Sister Journal" manuscript import into EM or PM

  - o Submissions come from a non-EM journal → Editorial workflow or Production Workflow – various types of XML accepted (JATS, Cadmus, etc).

  - o MECA Import (Manuscript Exchange Common Approach) – new zip/XML format for import into Editorial Workflow

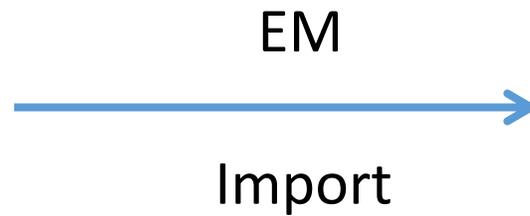# EM Ingest and Submission Partner Integrations

- Preprint Server
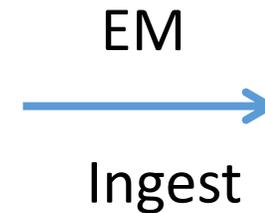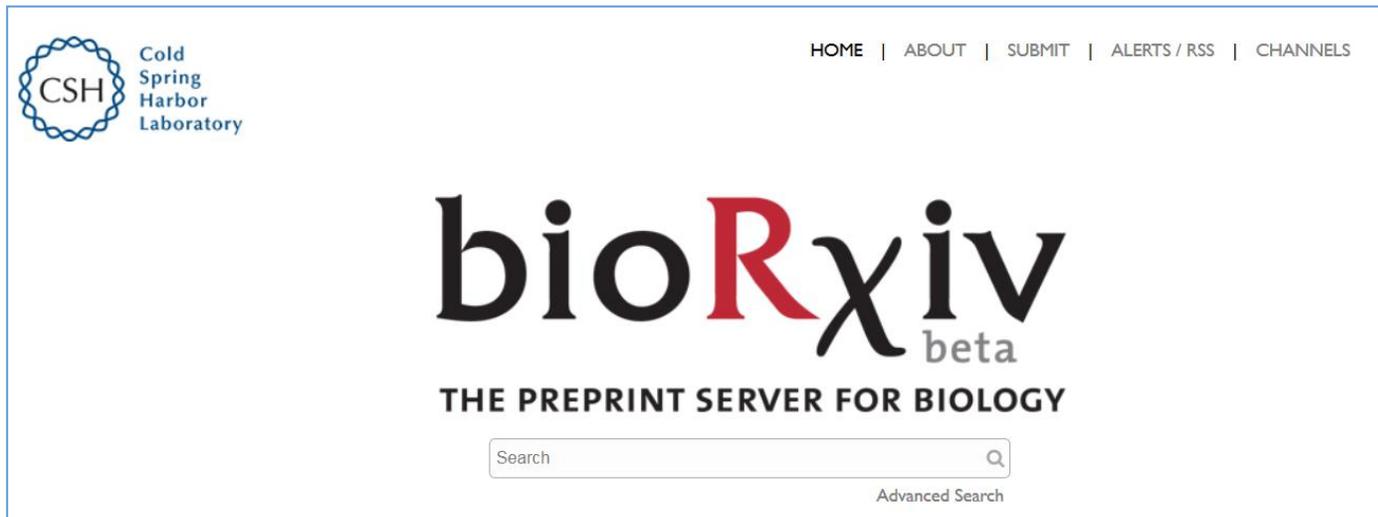
EM Ingest and Submission Partner Integrations

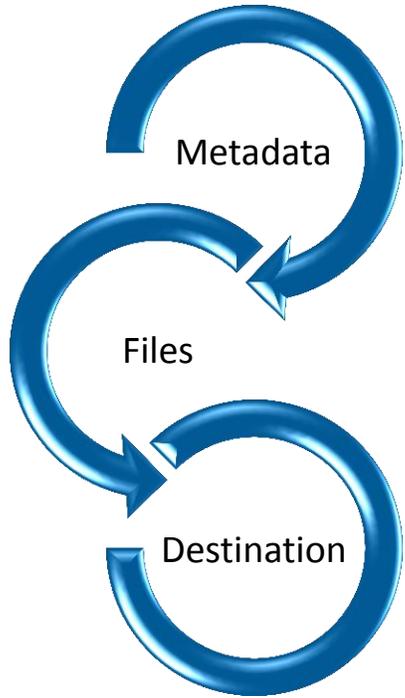- Manuscript Editing Tools/Author Services

"Sister Journal" manuscript import into EM or PM

- Editorial or Production Workflow using various types of XML

- Editorial Workflow using MECA method

MECA Ingest and Export

Metadata

Files

Destination

- A method for manuscript exchange: system to system, to and from preprint servers, to and from vendors

- Original Team:
  - Aries Systems, Clarivate, eJournal Press, Highwire Press, PLOS

- NISO Working Group (Recommended Practice):
  - American Chemical Society, American Physical Society, Cold Spring Harbor, eLife, IEEE, Green Fifteen, Jisc, Journal of Clinical Investigation, National Library of Medicine, Springer Nature, Taylor and Francis

- Data and files are FTP'd – an API interaction is under consideration

- Non-proprietary, CC-BY

- Submission metadata is in JATS compliant XML file

Transfers Into EM – Editor Main Menu Folders

Three Ingest-related folders

- New Ingested Submissions

    o Holds new revision 0 submissions ingested via FTP from a submission partner

- Ingested Submissions Returned to Publication

    o Holds submissions and revisions returned from submission partner (via FTP) after 'Send Back to Author'

- Revised Ingested Submissions

    o Holds revised submissions returned from submission partner (via FTP) after Editor decision in 'Revise' decision family
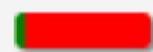
Transferred Submissions folder

- Holds only submissions transferred from another EM journal, or imported from another peer review system

New Editor Main Menu with Signposting

Editor 'To-Do' List

My Pending Assignments (113)

    Transferred Submissions (59)

    Ingested Submissions (66)

        New Ingested Submissions (43)

        Ingested Submissions Returned to Publication (6)

        Revised Ingested Submissions (17)

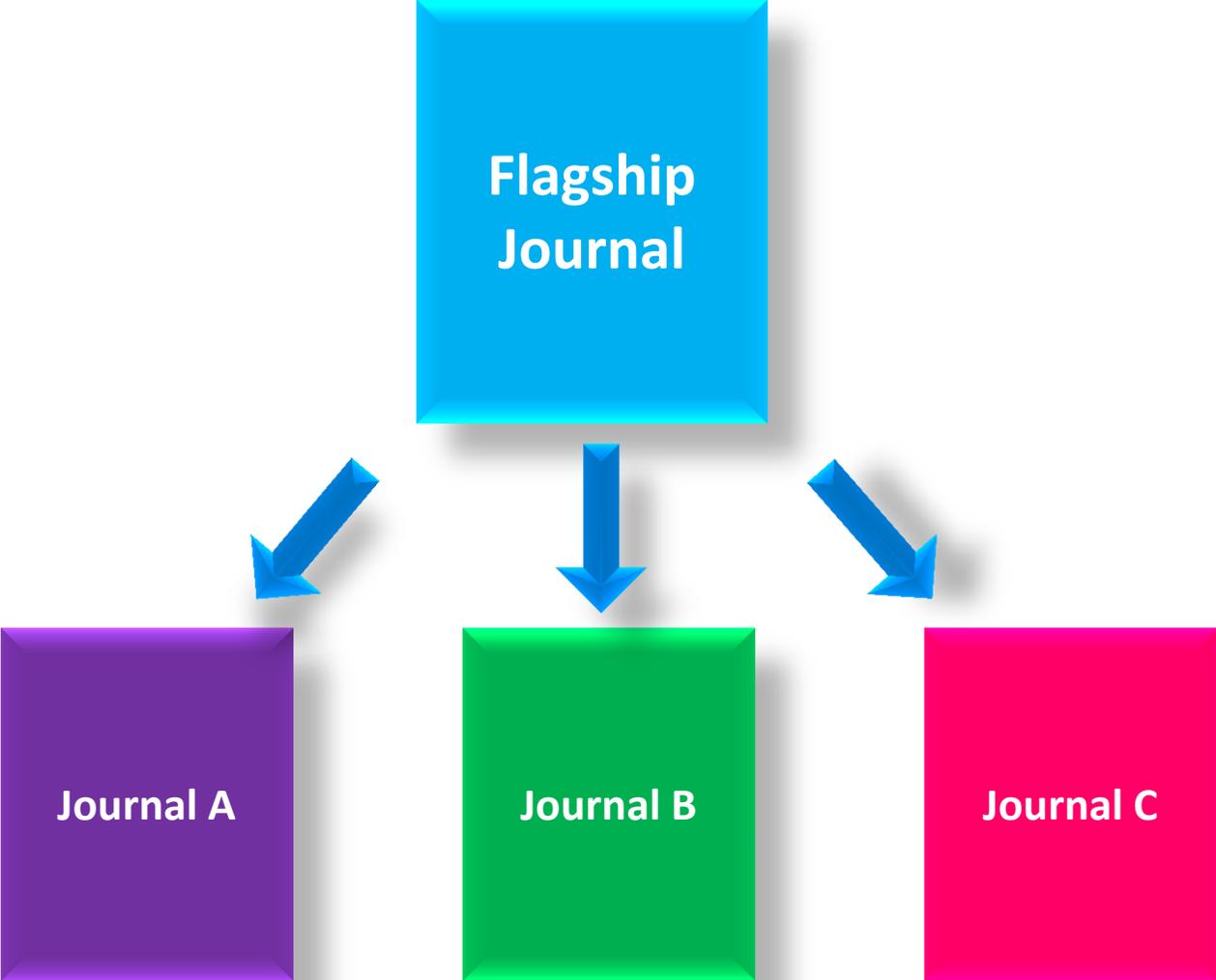   New Submissions Requiring Assignment (38)

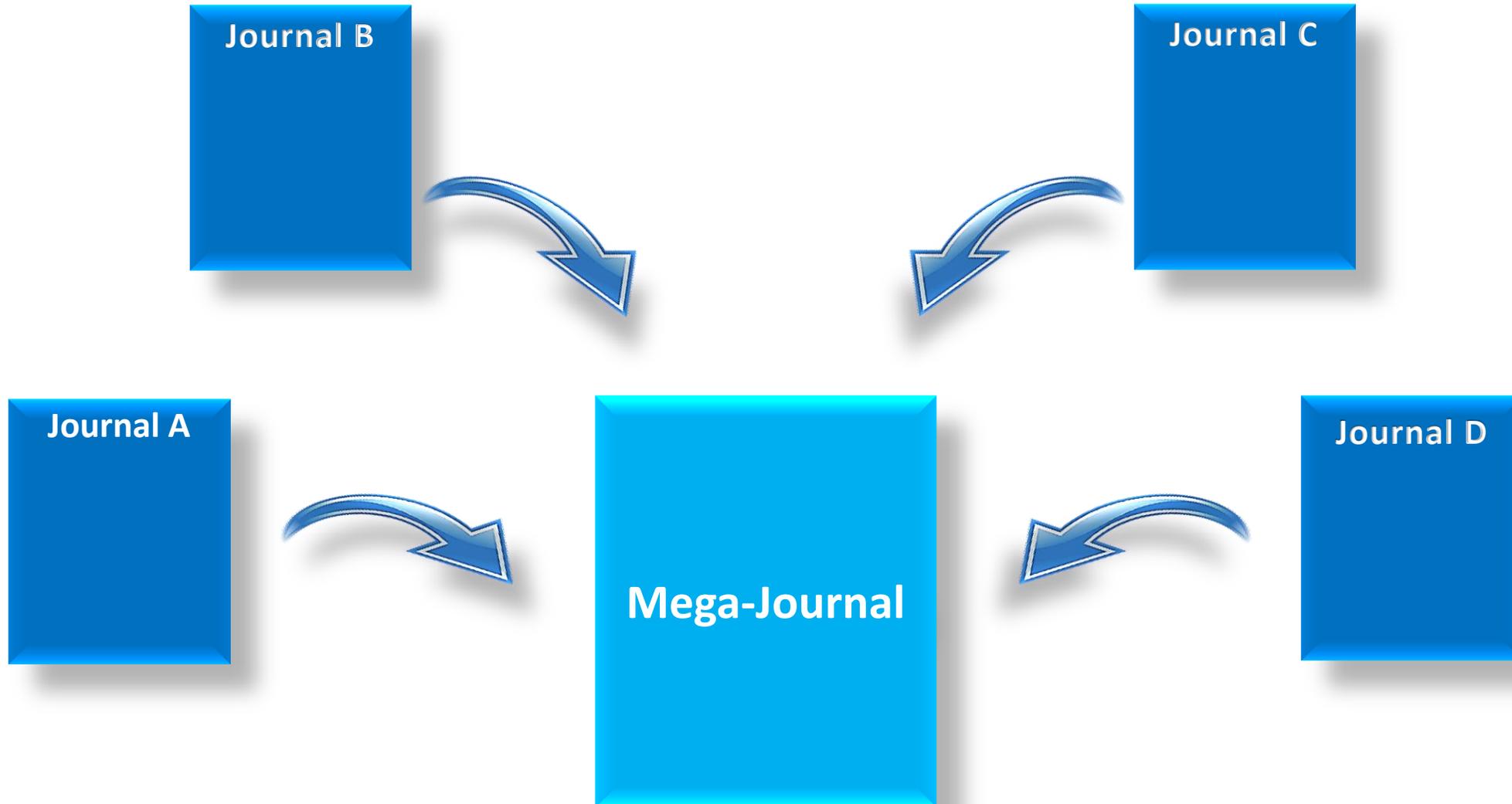   Revised Submissions Requiring Assignment (1)

Transferring Submissions Out

Flagship Journal Transfers to Other Publications

Many Journals Transfer to Mega-Journal

Types of Transfer Out

- EM-to-EM (direct database transfer)

- EM-to-non-EM via SFTP

  o External Transfer Method
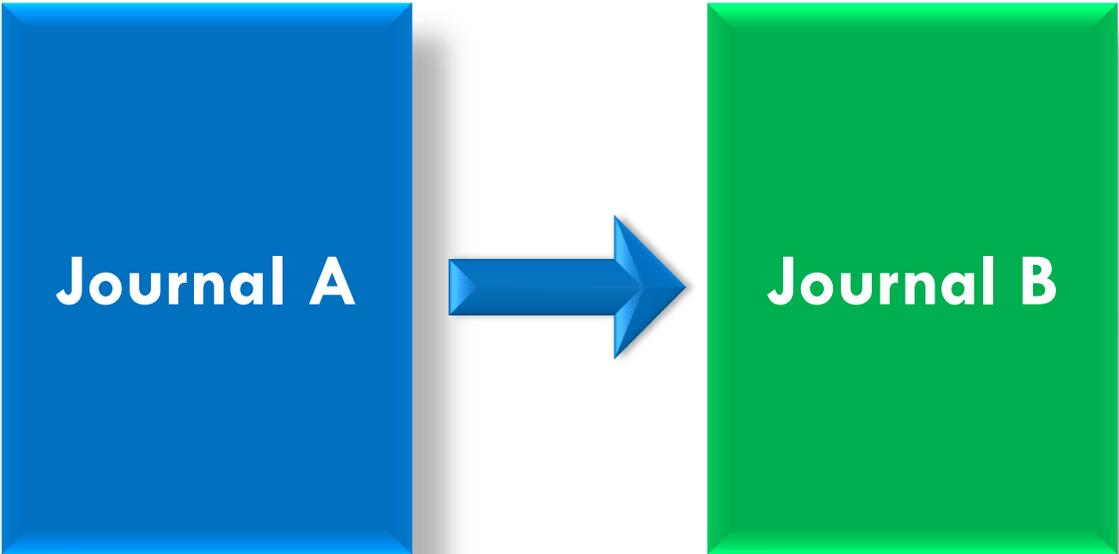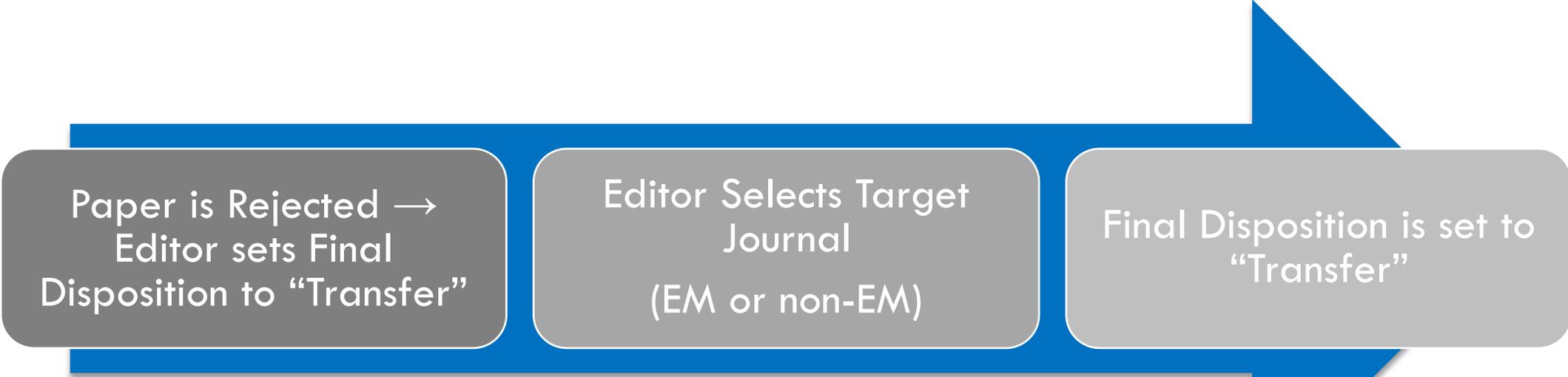
  o MECA Transfer Method

Transfers out

- When can submissions be transferred?
  - At submission
  - After Author is notified of final decision
- Who triggers the transfer?
  - An Editor → by setting the Final Disposition to Transfer
  - An Author → by agreeing to transfer the submission as part of the Reject & Transfer workflow
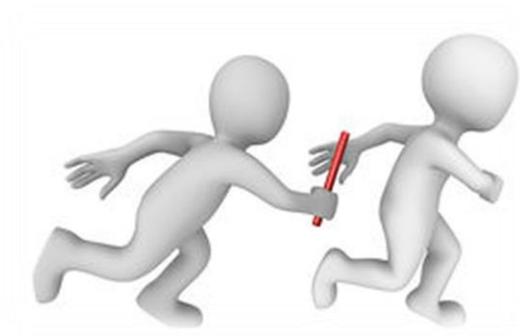
Editor sets the Final Disposition to Transfer

Paper is Rejected →
Editor sets Final
Disposition to "Transfer"

Editor Selects Target
Journal
(EM or non-EM)

Final Disposition is set to
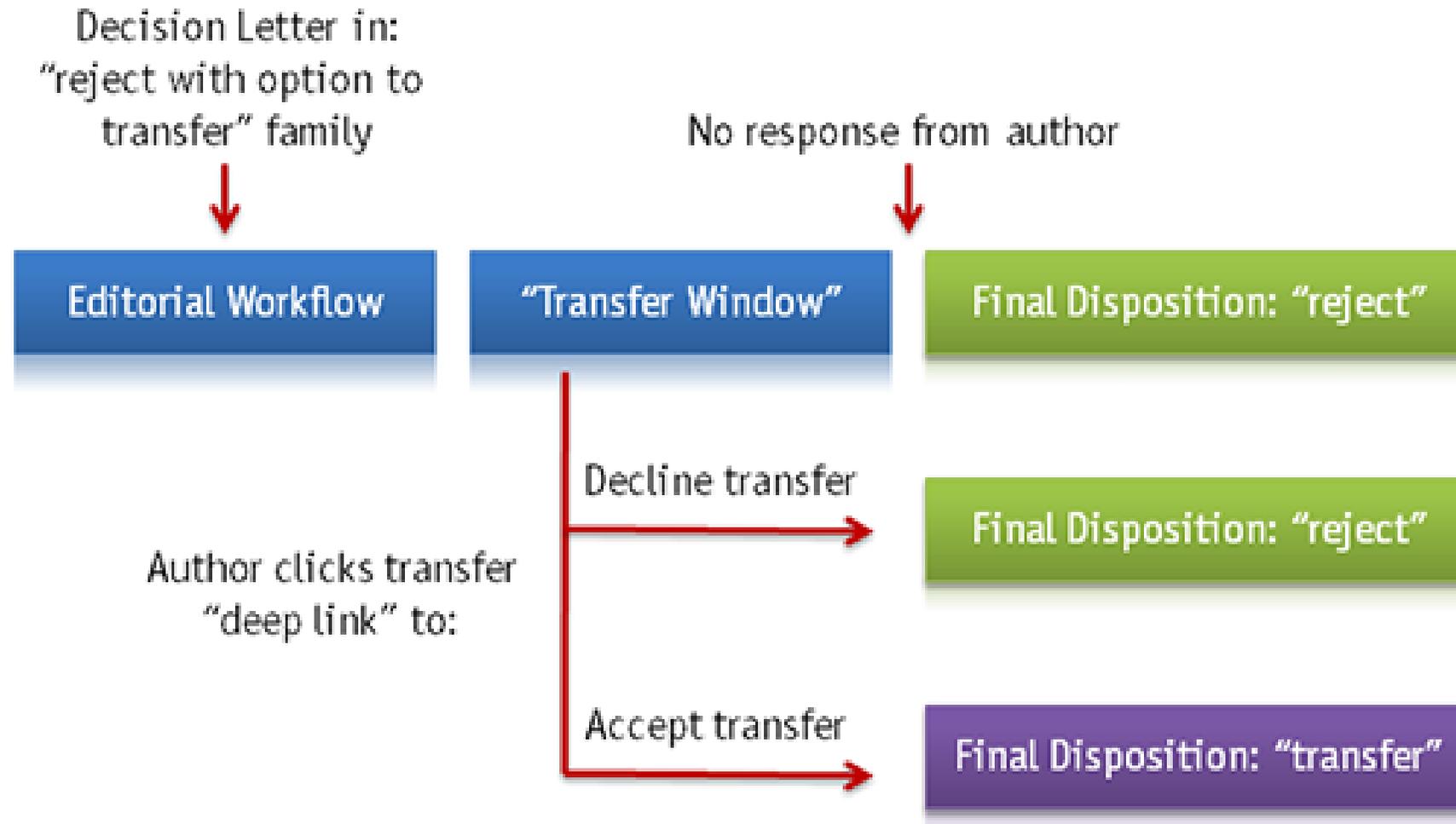"Transfer"

Journal A → **Journal B**

Editor Notifies Author of "Reject and Transfer" Decision

- Editor proposes Transfer Target Publications to Author

- Author chooses Target Journal

"Reject with Option to Transfer" Workflow

Decision Letter in: "reject with option to transfer" family

No response from author

Editorial Workflow

"Transfer Window"

Final Disposition: "reject"

Author clicks transfer "deep link" to:

Decline transfer

Final Disposition: "reject"

Accept transfer

Final Disposition: "transfer"

Editor Selects Transfer Target Publications

Select Transfer Target Publications

Cancel   Proceed

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

☑ Lauren's 15.1 Test Site   EM Website

☑ Tony's 15.1 Test Site   EM Website

☑ Aries Target One   Non-EM Publication Website

☐ Aries Target Two   Non-EM Publication Website

Cancel   Proceed

Author Agrees to Transfer the Submission

Transfer Submission

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

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

○ DO NOT TRANSFER SUBMISSION

○ Lauren's 15.1 Test Site   EM Website

● Tony's 15.1 Test Site   EM Website

○ Aries Target One   Non-EM Publication Website

Cancel   Submit

Agree to Transfer Submission Confirmation

Thank you for agreeing to transfer Manuscript Number SallyDev151-2019-23 to Tony's 15.1 Test Site.

Main Menu

Transferred Submissions – Sending Site

Editorial | **Proposal Menu** | **Production Tasks**

Managing Editor Main Menu

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
4	1	0	0	0

Partial Page Displayed

Submissions with Decisions

Submissions out for Revision (14)
All Submissions with Editor's Decision (36)
All Submissions Pending Transfer (1)
All Submissions with Final Disposition:
Accept (118), Reject (15), Withdrawn (16), Transfer (105)
Unsent, Pending or Failed Transmittals (16)
Completed Conference Submissions (5)
Withdrawn Conference Submissions (1)
My Assignments with Decision (24)
My Assignments Pending Transfer (1)
My Assignments with Final Disposition (89)

Paper moves to "Final Disposition – Transfer" folder on sending site

Transferred Submissions - Sending Site

➡ Quicklinks

▼ Collapse

?

All Submissions with Final Disposition Transfer - Sally Editor, PhD

All Submissions for which a final disposition of "Transfer" has been set.

Page: **1** of 1 (134 total submissions)   **1**   250 ▼ results per page. ⚙

Action	Manuscript Number	Article Title	Article Type	Author Name	Transferred To	Initial Date Submitted	Status Date	Current Status	Editor's Name	Final Disposition	Editor Decisic
View Submission Duplicate Submission Check (100%) Details ⚑ History File Inventory View Reviews and Comments Similar Articles in MEDLINE Send E-mail Resend Transfer	SallyDev151-2019-23R1	Reject & Transfer Workflow	Original Study	Buzz Lightyear Aldrin PhD	TONYDEV151 - Tony's 15.1 Test Site	Jun 5 2019 5:12PM	Jun 5 2019 5:38PM	Submission Transferred	Sally Editor PhD	Transfer	Reject and Transfer
View Submission Duplicate Submission Check (73%) Details ⚑ History File Inventory View Reviews and Comments Similar Articles in MEDLINE Send E-mail Resend Transfer	SallyDev151-2019-9	Testing footer	Original Study	Sally Editor PhD	TONYDEV151 - Tony's 15.1 Test Site	Apr 18 2019 10:43AM	Jun 5 2019 4:54PM	Submission Transferred	Sally Editor PhD	Transfer	Reject and Transfer
View Submission Duplicate Submission Check (100%) Details ⚑ History File Inventory View Reviews an Similar Articles i Send E-mail Resend Transfer	SALLYDEV150-	"Submit Early Decision" is a		Buzz Lightyear	TONYDEV151 -	Jun 6 2018	May 6 2019	Submission			Reject

- "Transferred To" site is displayed on grid in "Final Disposition – Transfer" folder
- "Reject and Transfer" submissions have a link to the Decision Letter

Transferred Submission – Sending Site

Details for Manuscript Number: SallyDev151-2019-23R1 "Reject & Transfer Workflow"

Cancel Save Save and Close

Abstract   Manuscript Notes   Editors   Reviewers   Alternate Reviewers   Reviewers Proposed by Editors   Additional Information   Production Notes

Early Proof URL:	The Early Proof is not yet available [Edit]
Full Title:	Reject & Transfer Workflow
Manuscript Number:	SallyDev151-2019-23
Corresponding Author:	Buzz Lightyear Aldrin 👤, Massachusetts Institute of Technology 🚩❗ Cambridge, MA UNITED STATES [Proxy]
Corresponding Author E-Mail:	buzz@ariestrash.com
First Author:	Buzz Lightyear Aldrin, PhD 👤, Massachusetts Institute of Technology, buzz@ariestrash.com 🚩❗ [Proxy]
All Authors Secondary Information:	
Other Authors:	Richard Feynman, PhD| California Institute of Technology 👤🚩 Author Status
All Authors:	Buzz Lightyear Aldrin 👤, PhD, Massachusetts Institute of Technology| Massachusetts Institute of Technology 🚩❗ [Proxy] Richard Feynman 👤, PhD| California Institute of Technology 🚩 Author Status
	Transfer Information
Transfer Offer Expiration Date:	Jul 05 2019 11:59PM
Transferred to:	TONYDEV151 - Tony's 15.1 Test Site
Global MS ID:	EM_SALLYDEV151_2852 [Edit]
Short Title:	
Article Type:	Original Study

Transferred Submission – Receiving EM Site

On receiving EM journal, submission moves to:
- Author's "Submissions Sent Back to Author" folder OR
- Editor's "Transferred Submissions" folder OR
- Editor's "New Submissions" or "New Submissions Requiring Assignment" folder if the publication is configured to automatically build the PDF

Transferred Submission – Receiving EM Site

What Metadata is Transferred EM-to-EM?

- Corresponding Author information

  o Link to an existing People record or create a new record

  o Name, Address, ORCID, CRediT Roles, Institution, Ringgold ID

- Co-Author Information

  o Name, Address, ORCID, CRediT Role, Institution, Ringgold ID, Co-Author Verification Status

  o Verification may be reset at "Transfer Complete" for the receiving site's Article Type

- Article Type and Submission Items

  o If there is a matching Custom Metadata ID, Article Type, or Submission Item

- Submission metadata entered by the Author

  o e.g. Title, Abstract, Keywords, Funding Information, Global MS ID, Preprint DOI

What Metadata is Transferred EM-to-EM?

- Questionnaires – Author, Co-Author, and Submission

  o Responses are transferred if there is a matching Article Type with a Questionnaire, AND a Custom Metadata ID or Question String Match, AND a matching response type

- Source Files

  o Submission Item Types (if there is a matching name or Custom Metadata ID)

- Reviews

  o If the Reviewer agrees; may include identifying information
  o Displayed on the 'Transferred Information' page
  o Included in the Decision Letter and/or Transfer Letter via merge code
  o Read-only on the receiving site; Reviewer records are not created for each transferred review / Reviewer
  o Reviews can only be transferred from the journal on which the Reviewer submitted the review to the receiving journal
  o Review information received via transfer cannot be transferred to subsequent sites

Receiving Site – Transferred Information page

- Corresponding Author information
- Information about each version of the submission:
  - View Transferred Submission
  - View Transferred Decision Letter

- Transferred reviews (with Reviewer's consent):
  - Reviewer's identity
  - Recommendation term
  - Overall Reviewer manuscript rating
  - Review dates
  - Transfer authorization questions and responses
  - Reviewer comments to Author
  - Reviewer comments to Editor

Receiving Site – Transferred Information page

- *Transferred Information* page displays information about each revision and each review
- Reviewers have choice to transfer their reviews and/or their identifying information

What data is Transferred **EM-to-non-EM**?

- **External Transfer Method**

  o All files for *all versions* of the submission

  o A single XML file that contains submission metadata for all versions of the submission including reviews (if the Reviewer agreed)

  o The receiving site must import the submission

- **MECA Transfer Method**

  o Added in EM version 15.1

  o All files for *highest revision* of the submission

  o Multiple XML files for submission, manifest, peer review and transfer metadata

MECA Package – what is it?

- Zip File sent by FTP / SFTP:
  - **Manifest.xml** (new DTD for file manifest)
  - **Transfer.xml** (new DTD for source/destination, contact, and security information)
  - **Article.xml** (JATS-compliant) – highest revision of the submission
  - **Reviews.xml** (optional - JATS-like) – reviews for multiple revisions
  - Source files (for the *highest revision* of the submission)
  - Reviewer Attachments (for *all revisions* of the submission)
- The receiving site must import the submission.

MECA Submission Production Task Export

- MECA zip "package" is also available as a Submission Production Task Export using FTP / SFTP
- The receiving vendor must be able to parse / import the MECA package

New Transfers and Transfer Offers View

- New in EM Version 15.1!

- Used with:

  o Single-journal Enterprise Analytics Reporting

  o Cross-Publication Enterprise Analytics Reporting

  o Custom Reports

- Can report on:

  o Submissions that have been transferred in or out of a publication

  o Submissions for which the publication has made a transfer offer to the Author (via the "Reject & Transfer" workflow)

- The view returns one row for each transfer target publication (accepted or declined) presented to the Author.

Configuration

AdminManager | PolicyManager | RoleManager | ActionManager

AdminManager

AdminManager Main Menu

Set Live Journal Flag
Manage Publication Groups
Configure Enterprise Analytics Reporting Menus
Set Default Target FTP Site for Extract of Conference Submissions
Share People
Configure Shared Letters Management
Configure Cross-Publication Submission Transfer
View File Transfer Statistics
Configure Restricted System Administration Access Rights
Configure Manuscript Service Providers for Ingest Service

- Click "System Administrator Functions" link on the Editor Main Menu
- Select AdminManager
- Then click "Configure Cross-Publication Submission Transfer"

Configure Cross-Publication Submission Transfer

Configure Cross-Publication Submission Transfer

Cancel   Submit

Confirming submission transfer relationships is the responsibility of the publications involved.

Please select the box(es) below to enable the transfer of submissions to or from other Editorial Manager sites. You may also designate non-Editorial Manager publications as target sites for submissions transferred from your site. Please enter e-mail addresses to receive notification when a transferred submission is received or in the case of a transfer error.

- You may add other Editorial Manager publications that are not in a People Sharing Group, in the "Other Editorial Manager Publications" section. Please enter a publication's Editorial Manager acronym and click the "Add" button. Any publication to which you would like to transfer submissions must confirm this relationship by entering your publication's acronym on its site.
- You may also configure non-Editorial Manager publications as recipients of transferred submissions in the "Target Non-Editorial Manager" section.

Please click on the "Submit" button to save your changes.

Publications are responsible for confirming the transfer relationships!

Configure Automatic Settings

Publications can configure automatic:

Send Back to Author

Build PDF

Transfer Complete.

Configure Automatic Settings for Transferred Submissions

To automatically send a submission back to the author, select the checkbox "Automatically trigger 'Send Back to Author'". Alternatively, when a transferred submission is received, the system can automatically build and approve the PDF if all required metadata and submission files are present. To enable this option, select the checkbox "Automatically trigger PDF Build Processing". When either of these checkboxes are selected, an Editor Role and individual editor must also be selected from the drop-down boxes. This editor is recorded as the sender of the 'Send Back to Author' letter and/or as the initiator of the PDF build, and will receive PDF build notifications. If both checkboxes are selected, the system will first attempt to automatically build and approve the PDF, and if this cannot be completed, the submission will be automatically sent back to the Author.

To automatically mark the submission as "Transfer Complete" and direct it to the appropriate folder when the PDF is approved, select the checkbox "Automatically mark as 'Transfer Complete' and direct to the appropriate folder when the submission PDF is approved (or was built automatically)".

Note: automatic settings for submissions received from Manuscript Service Providers are configured on the 'Configure Manuscript Service Providers for Ingest' page.

For New Submissions transferred-in from another publication:

☑ Automatically trigger 'Send Back to Author'

☑ Automatically trigger PDF Build Processing

The Editor selected below is the person recorded as the sender when a submission is automatically sent back to the Author, and is also the recipient of automatic PDF build notifications.

Editor Role: [Managing Editor ▼]   Editor: [Dr. Ed J Editor, MD ▼]

For New Submissions transferred-in from another publication or ingested from a Manuscript Service Provider:

☑ Automatically marked as 'Transfer Complete' and directed to the appropriate folder when the submission PDF is approved (or was built automatically).

Configure Transfer Time Limit

Configure Transfer Time Limit

If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time limit during which the Author can agree or decline to transfer a submission to one of the target sites configured below. If the deadline passes and the Author has not agreed to transfer, Final Disposition will be set automatically to "Reject", and the submission will not be transferred. You may enter a number between 1 and 90 in the box below.

Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within [30] days.

- A **transfer time limit** can be configured for "Reject and Transfer" workflow
- If Author does not agree to transfer the submission within this time limit, Final Disposition is automatically set to "Reject"

Configure Cross-Publication Submission Transfer

Configure Transfer Target Publications

☑ Enable cross-publication submission transfer for EM publications in a People Sharing Group

☑ Enable cross-publication submission transfer for Editorial Manager publications not in a People Sharing Group

Other Editorial Manager Publications:

Publication	Current Status	
DEMO131	Confirmed	Remove

Other Editorial Manager Publication [   ] (enter publication code)

Add

Publications can enable transfer between sites in a People Sharing Group or any EM site.

Both sites must confirm the relationship!

Configure Cross-Publication Submission Transfer

☑ Enable cross-publication submission transfer to non-Editorial Manager publications

Non-Editorial Manager Publications

Publication	Publication Website		
Aries Target One	http://www.edmgr.com	Edit	Remove
Aries Target Two	http://www.edmgr.com	Edit	Remove

Add

- Click [Add] button to add a non-EM transfer target site
- Click "Edit" link to edit information about an existing external site

Configure Cross-Publication Submission Transfer

Edit Publication for FTP Transfer

Cancel   Submit

Insert Special Character

Publication Name:	Aries Target One
Publication URL:	http://www.edmgr.com
	None
Transfer Method:	ExternalTransfer
	MECA Manuscript Transfer
Secure FTP Server address (e.g. sftp://ftp.ariessys.com):	developer.ariessc.com
FTP Username:	username
FTP Password:	••••••••
Subdirectory:	Sally

Cancel   Submit

Configure Transfer Target Selection and Email Addresses for Success / Failure Notifications

Restrict Transfer Target Publication(s)

When Authors are notified of a decision in the "Reject and Transfer" Decision Family, they are given the opportunity to agree or decline to transfer their submission to another publication. You may allow the notifying Editor to restrict the list of transfer targets presented to the Author.

☑ Allow the Editor to suggest the transfer target publication(s)

☑ Editors may suggest up to `3` publication(s)

Configure E-mail Addresses for Notification

Transferred submission received:

`subnoske@ariessys.com`

If entering more than one e-mail address, use a semicolon between each address.

Submission returned to publication via ingest:

`subnoske@ariessys.com`

If entering more than one e-mail address, use a semicolon between each address.

Revision received via ingest:

`subnoske@ariessys.com`

If entering more than one e-mail address, use a semicolon between each address.

Error during outbound transfer:

`subnoske@ariessys.com`

If entering more than one e-mail address, use a semicolon between each address.

PolicyManager – Edit Editor Decision Terms

Editor Decision Terms

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

Cancel   Add New Term

Update Order

Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family		
1	Accept	Editor Decision - Accept	None	Accept		Accept	Remove	Edit
2	Revise	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	Remove	Edit
3	Reject	Editor Decision - Reject	Reviewer Notification of Reject Decision	Reject		Reject	Remove	Edit
4	Revise, No Review	Editor Decision - Revise	None	Revise		Revise	Remove	Edit
5	Reject and Transfer	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit
6	Reject and Transfer to Journal A	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit
7	Reject and Offer Transfer to 3 Journals	Editor Decision - Reject and Transfer	None	Transfer Pending		Reject and Transfer	Remove	Edit

Update Order

Cancel   Add New Term

Notifying the Author of Editor Decision in "Reject and Transfer" Decision Family allows Authors to select a transfer target site.

Edit Letters – Merge Codes

- **Editor Decision – Reject and Transfer**
  - %TRANSFER_TARGETS%
  - %TRANSFER_OFFER_EXPIRATION_DATE%
  - %AGREE_TO_TRANSFER%
  - %DECLINE_TO_TRANSFER%

- **Transfer Letter**
  - %DECISION_LETTER%

- **Editor Notices**
  - %ACTUAL_TRANSFER_PUBLICATION_TITLE%

- **Author Notice Submission Transferred**
  - %ACTUAL_TRANSFER_PUBLICATION_TITLE%

- **Automated Transfer Reminder Report**
  - %AUTHOR_TRANSFER_REMIND_DATE%

Configure Custom Metadata IDs – Article Type

Edit Article Type

Cancel   Submit

Article Type:

Original Study

Maximum Article Type name is 75 characters.

Warning: changing the Article Type name will apply the name change to all submissions of this type, including manuscripts/submissions.

Family: Regular   **Editor Use Only:** ☐

☐ **Hide**   When you **Hide** an Article Type, the Article Type will be deactivated (not available for new manuscripts).

Custom Metadata ID: ⓘ

All_Original_Research

Select Custom Metadata ID

Configure Custom Metadata IDs – Submission Item

Edit Submission Item Type

Insert Special Character

Item Type: Manuscript

Maximum 256 characters

Item Type Family: Document

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

Reviewer PDF Handling   Build Item and Hyperlink to the Item into the PDF

Author/Editor PDF Handling   Build Item and Hyperlink to the Item into the PDF

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) :   Hidden

☐ 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

Custom Metadata ID: ⓘ

Manuscript_file

None

Manuscript_file

Configure Custom Metadata IDs – Custom Questions

Edit Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel   Save and Close   Save and Add Another Question

Insert Special Characters

⊟ **Initial Question**

Question text:
Do you have color figures?

Integration Options ℹ

☐ Include in Editorial Transmittal
☐ Include in Production Task Transmittal
☐ Transmit as Author Note/Footnote
☑ Include in Publication Charges Metadata *(Please enter a Custom Metadata ID below)*

Custom Metadata ID: ℹ
Have_Color_Figures
Select Custom Metadata ID

RoleManager – Editor Roles

Edit Role Definition

Role Name:* `Managing Editor`
Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple ro you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple l clicking.

Expand All   Collapse All

⊟ New Submissions

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

• **Receive New Transferred Submissions in "Transferred Submissions Folder"**

⊟ Editor Decisions

☑ Make a Decision

• **Send Any Notification Letter OR**
• **"Draft and Send" permission for Reject and Transfer Decision Terms**

Revise
Reject
Revise, No Review

☑ Notify Author after making a Decision
  ⦿ Draft Notification Letter for any decision
    ☑ Send Any Notification Letter
  ◯ Only Notify after selected decisions:

Decision Term	Decision Only	Draft	Draft and Send
Accept	⦿	◯	◯
Revise	⦿	◯	◯
Reject	⦿	◯	◯
Revise, No Review	⦿	◯	◯
Reject and Transfer	⦿	◯	◯
Reject and Transfer to Journal A	⦿	◯	◯
Reject and Offer Transfer to 3 Journals	⦿	◯	◯

ActionManager – Author Letters

Editor Decision and Final Disposition

Event	Author Letters
Editor Decision	NONE
Rescind Decision	Author Notice Decision Rescinded
Publication Charges Payment Requested	APC - Payment Due
Publication Charges Payment Complete	APC Complete - Author
Final Disposition - Accept on Submission	Editor Decision - Accept
Final Disposition - Accept	NONE
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	NONE
Author Declines to Transfer Submission	NONE
Final Disposition - Transfer	Author Notice Submission Transferred

- The Decision Letter is associated with the Decision Term
- But publications may also configure **Author** letters for other Transfer events, e.g. "Final Disposition – Transfer"

ActionManager – Editor Letters

Editor Decision and Final Disposition

Event	Managing Editor Letters
Editor Decision	Journal Office Notice Editor Decision Notification
Rescind Decision	NONE
Publication Charges Payment Requested	Journal Office Notice APC Requested
Publication Charges Payment Complete	Journal Office Notice APC is Complete
Final Disposition - Accept on Submission	NONE
Final Disposition - Accept	Editor Notice Submission Transferred
Final Disposition - Reject	NONE
Final Disposition - Withdrawn	NONE
Author Agrees to Transfer Submission	Editor Notice - Author Agrees to Transfer
Author Declines to Transfer Submission	Editor Notice - Author Declines to Transfer
Final Disposition - Transfer	Editor Notice Submission Transferred

- Publications may configure **Editor** Letters for Transfer events, e.g. "Author Agrees to Transfer Submission"

Don't forget the Videos! (www.ariessys.com)