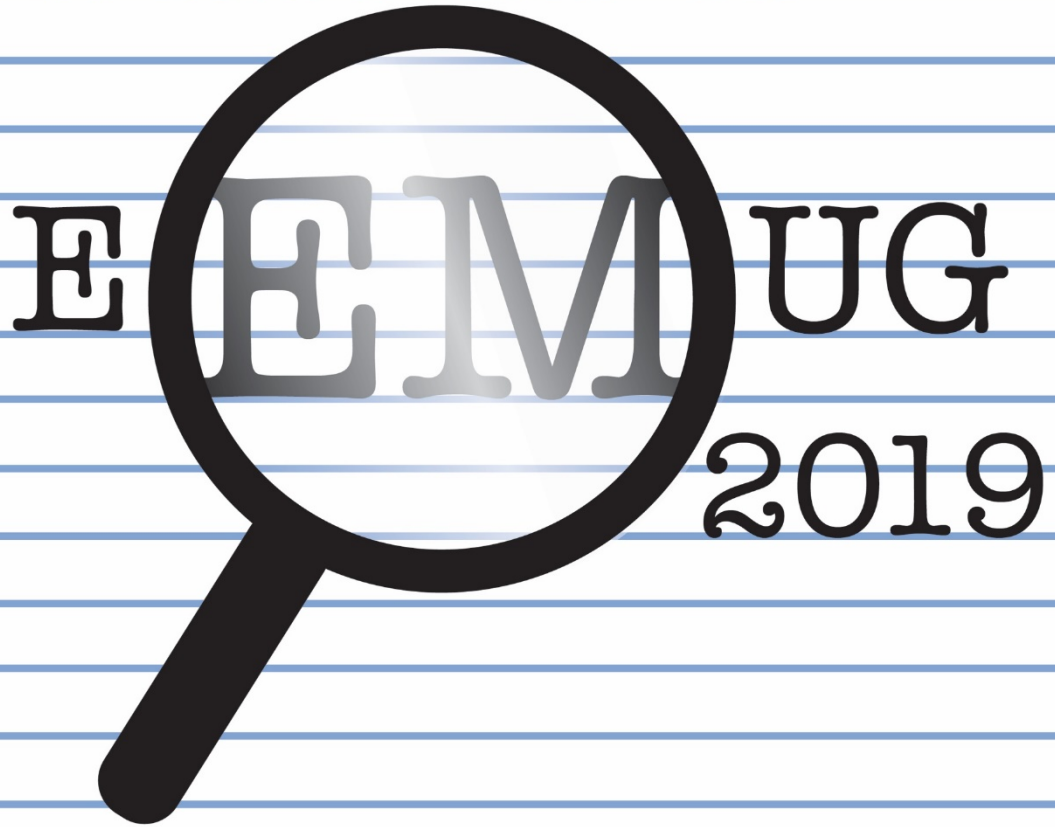
Welcome to



#EEMUG2019

em Editorial Manager®

pm ProduXion Manager®

Aries systems

Decision Workflow featuring Early Decision

Anna Walton, UK Account Coordinator,
awalton@ariessys.com

15th Annual European Editorial Manager User Group Meeting

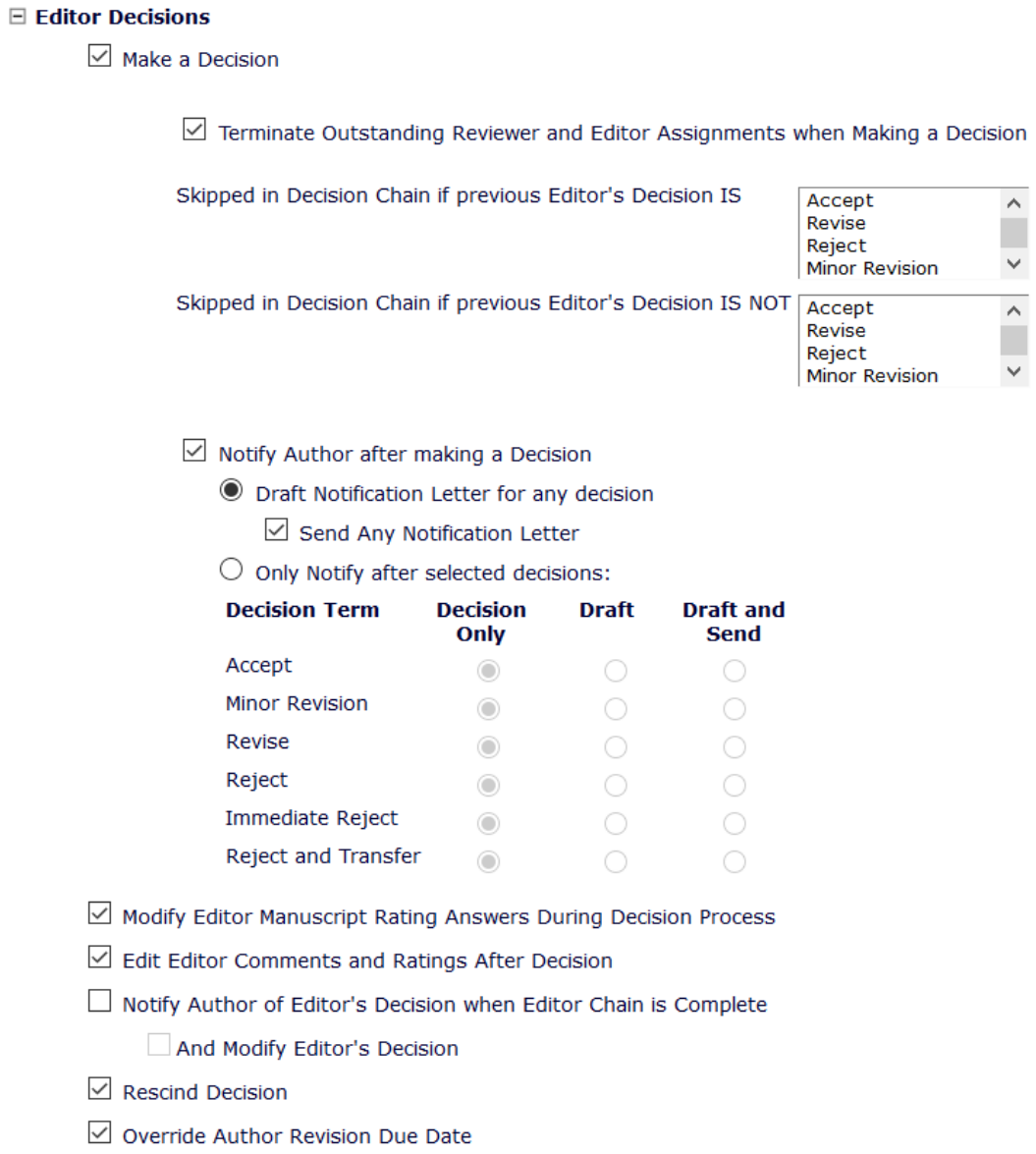
Decision Workflow featuring Early Decision - Agenda

- Decision Permissions – who does what?
- Editor Decision Page
- Drafting the Decision Letter
- Discussion Forum – Sharing the Decision Letter & collaboration
- Decision Phrases
- Notify Author
- Rescind Decision
- Reject Decision Rebuttal
- Early Decision
- Coming Soon! – Editor Questions

Decision Permissions – who does what?

Who does what in the Decision Process?

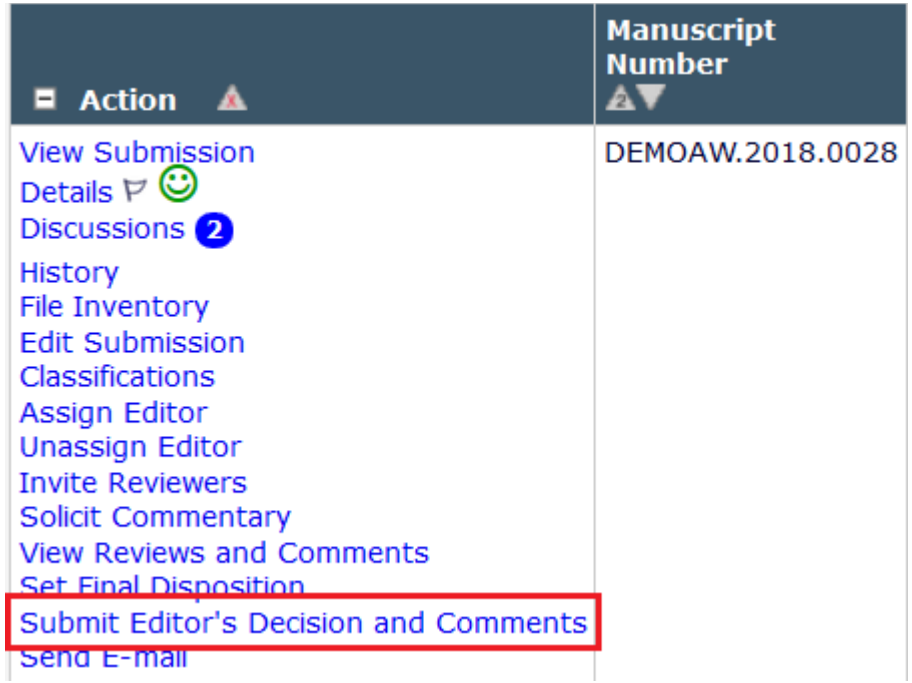
Decision Permissions – who does what?



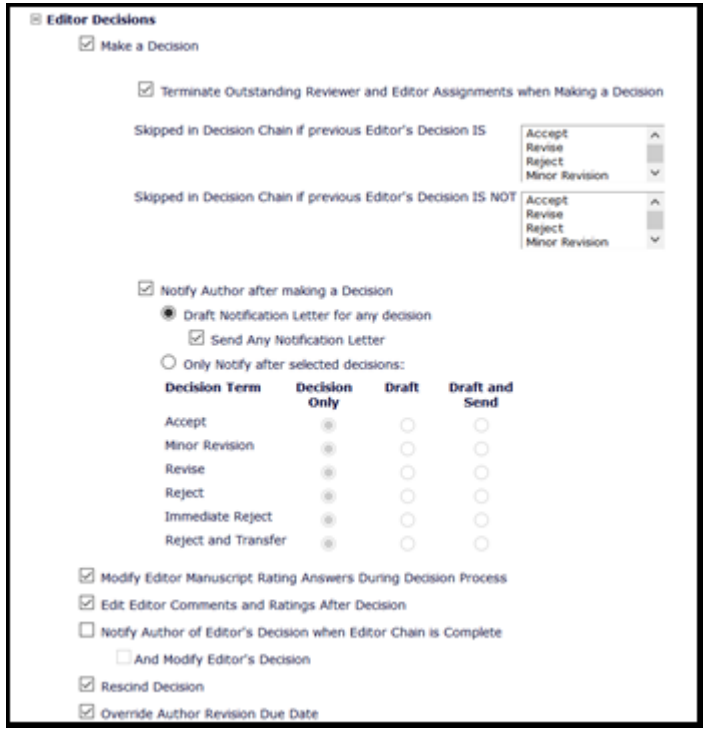
System Administrator Functions > Role Manager > Editor Roles > Edit

Decision Permissions – who does what?

- Decisions, the decision making process and decision permissions are highly configurable.
- This allows for different decision workflows.
- Flexible.
- Different editor roles can have different permissions.
- It is also possible to allow for different permissions based on the decision term – for example if a journal has AEs and EiCs then it could be configured that for certain decisions an AE can make the decision, draft and send the letter but for others only a recommendation is allowed and the Senior Editor makes the decision.
- This also allows for journals where the Editor makes the decision and the ME drafts and sends the notification letter.
- This does not prevent a simple one editor does all workflow!



Decision Permissions – who does what? Configuration



- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- In the **Editor Decisions** section.

Editor Decision Page

For Editor Recommendations and Editor Decisions

Editor Decision Page

Action	Manuscript Number	Article Type	Section/ Category	Article Title	Author Name
View Submission Duplicate Submission Check (68%) Details Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Submit Editor's Decision and Comments Send E-mail	DEMOAW.2018.0021	Original Study		Drinking Tea Makes You Happy and is Good for your Health!	Doctor Worm

- This is the first step in making a recommendation/decision.
- Reached from "Submit Editor's Decision and Comments" Action Link.
- Can have a separate form for Editor recommendations and decisions, or use the same form for both.
- The Editor Decision Forms and Format can be configured in System Administrator Functions > Policy Manager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Editor Decision Policies > Create Editor Forms

Editor Decision Page

Editor Decision and Comments for Manuscript Number DEMOAW.2018.0021

Drinking Tea Makes You Happy and is Good for your Health!

Original Submission
Eddie Editor (Editor)

Decision: No Decision Overall Editor Manuscript Rating (1-100):

Cancel | Save & Submit Later | Proof & Print | Proceed

Details | History | Attachments (0) | Assign Editor | Invite Reviewers | View Manuscript Rating Card | View Review Question Responses | Send E-mail

	Original Submission
Karen Little (Reviewer 1)	Accept
Becky Reviewer (Reviewer 2)	Minor Revision
Numair Salmalin (Reviewer 3)	Accept
Eddie Editor (Editor)	Assigned - No Decision
Author Decision Letter	
Doctor Worm (Author)	

If the decision is Revise, the author has 30 days to revise this submission.

Editor Instructions

Confidential Comments to Editor

Insert Special Character | Open in New Window

Please give a frank account of the strengths and weaknesses of the article:

Editor Decision Page – Reviewer Comments Merged In

Confidential Comments to Editor

Insert Special Character | Open in New Window

Please give a frank account of the strengths and weaknesses of the article:

Reviewer, Karen Little: Good submission, I recommend acceptance

Reviewer, Becky Reviewer:
Please give a frank account of the strengths and weaknesses of the article:

This is a good submission and there is original research

Comments to Author

Insert Special Character | Open in New Window

Reviewer #1: This is a very good paper.

Please expand on point 4 on page 5 line 27...

There is a typo on page 14

Reviewer #2: I like this paper and I think you make a good point.

Recommend publish

Reviewer #3: This is a very good submission, and I recommend publication especially because Tea is so important.

Editor Decision Page – Reviewer Comments Separate

Confidential Comments to Editor

Insert Special Character | Open in New Window

Reviewer, Reggie Reviewer: Reviewer 1 comments to Editor - this is a good submission and although it needs a few changes it would be a good publication

Reviewer, Rosie Reviewer: Reviewer 2 comment to editor - I recommend publishing this paper

Reviewer, Rapunzel Reviewer: Reviewer 3 comment to editor - I have attached my review. I think this is a good submission and the ideas are original. I would like to see the authors expand on their conclusions more
Then I would recommend publication

Comments to Author

Insert Special Character | Open in New Window

Editor comments to author

Individual Reviewer Comments to Author (Editor's Copy)

*Select comments for inclusion in the Decision Letter sent to the Author. * indicates a comment modified from the original.*

Insert Special Character | Open in New Window

☑ Reggie Reviewer
Reviewer 1

Reviewer 1 Comments to Author

I like this paper and recommend acceptance after a few changes....

Insert Special Character | Open in New Window

☑ Rosie Reviewer
Reviewer 2

Reviewer 2 Comments to Author

Insert Special Character | Open in New Window

☑ Rapunzel Reviewer
Reviewer 3

Reviewer 3 - please see attached comments

original ideas, well presented

Please expand on conclusions

Editor Decision Page – Reviewer Comments – Merged or Separate?

- Reviewer comments can be merged in or separated out.
- For both options the reviewers' comments to Editor are in the "Confidential comments to Editor" box.
- Set in System Administrator Functions > Policy Manager > Reviewer and Editor Form Policies > Reviewer Recommendation Policies > Create/Edit Review Forms > Edit Form – select "Keep separate from Editor Comments in Decision Chain" under "Display Comments to Author text box".
- If using separate comments the merge field to insert these separate comments into the decision letter is %INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%

Editor Decision Page

Editor Decision Phrases

Preview Selected Phrases

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

Select	Phrase
☐	This is a good paper.
☐	The reviewers have reviewed your work and generally their reviews are positive. We are pleased to tell you we will accept your submission once the changes detailed by the reviewers and editors have been made.
☐	The reviewers have evaluated your paper and have recommended some changes.
☐	I am sorry to tell you that your submission has not been successful.
☐	Your submission to our journal has not been successful. The reason for this is....

Review Questions and Responses

Karen Little Reviewer 1	Becky Reviewer Reviewer 2	Numair Salmalin Reviewer 3
Are you willing to review the revision of this manuscript?		
Yes	Yes	Yes
Will this paper be of interest to our readers?		
Yes	Yes	Yes
Please rate the research:		
Very Good	Very Good	Excellent
Would you recommend that we publish this manuscript?		
Yes	Yes	Yes

Cancel | Save & Submit Later | Proof & Print | Proceed

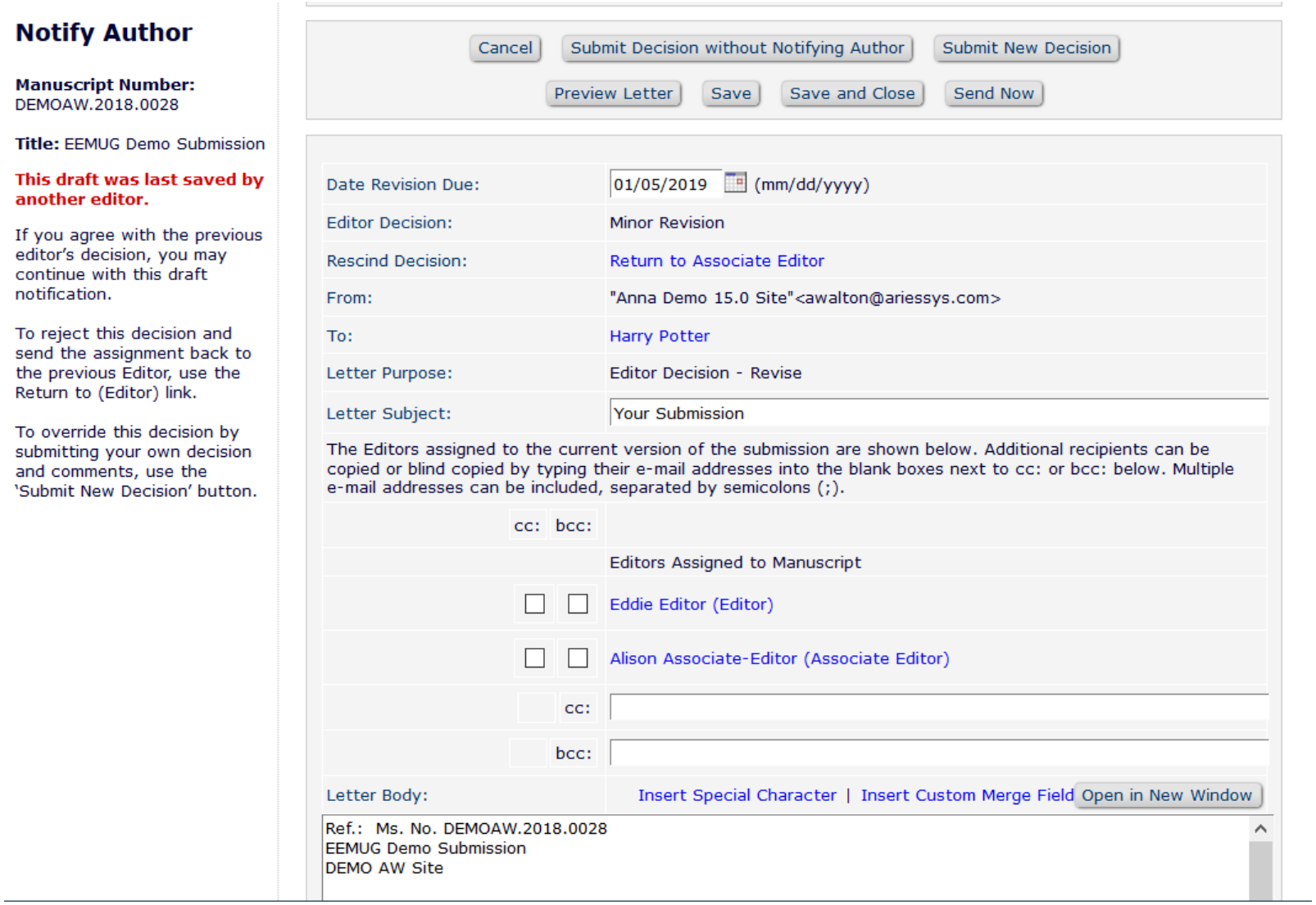
Drafting the Decision Letter

Good News or Bad News?

Drafting the Decision Letter – Drafting the Letter Only

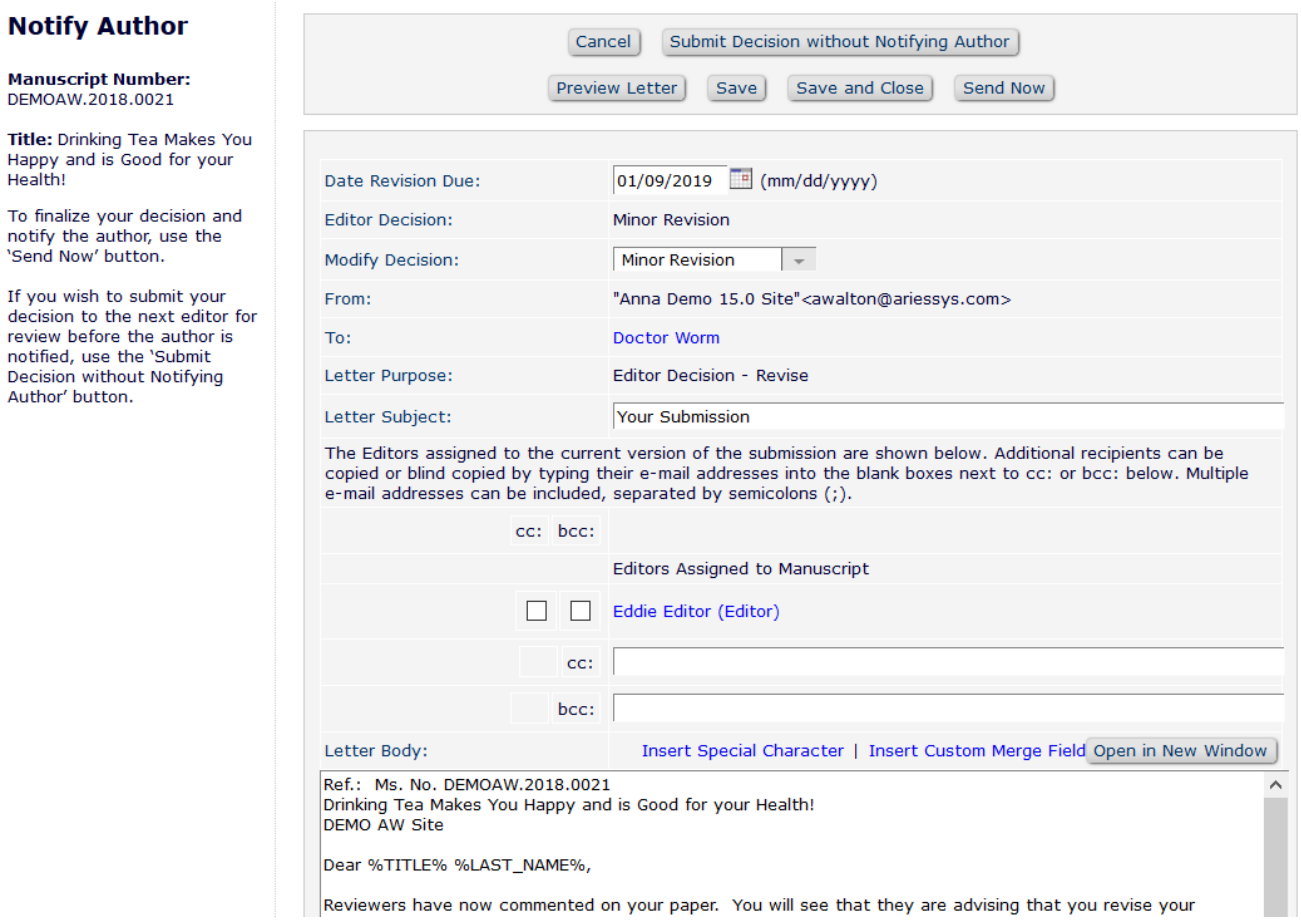
- Depending on permissions the Decision Letter Draft can be done by a lower editor and passed back up the chain or drafted and Sent by the EiC or Managing Editor.
- If the lower level Editor can only draft (but not send) the letter they will "*Submit Decision with Draft Letter*" and then their assignment is finished.
- When drafting the Decision Letter the editor can Preview the letter to see how it will look and also has the option to Save or Save and Close.
- If there is a middle level editor (and they have permission) they can review the draft from the lower Editor and add their comments in.

Drafting the Decision Letter – Drafted Letter passes up the Editor Chain



- If the Decision Letter was drafted by another editor a warning will show: "*This draft was last saved by another editor*".
- The next level of editor can review the letter and edit it as desired.
- If the higher editor does not agree with the lower editor's decision they can change it (with permission).
- The editor who has permission to "*Notify Author*" will see the **Send Now** link to send the decision letter and set the decision.

Drafting the Decision Letter – Draft and Send Letter



- For workflows where one person drafts and sends the decision letter they will be able to view, edit and send the decision letter.
- They will also be able to Preview, Save and Save and Close the decision letter draft.
- Until the Decision Letter is sent to the author the Editorial Status will show as *Decision in Process*.

Discussion Forum
Sharing the Decision Letter

Collaboratively write the decision letter

Discussion Forum - Sharing the Decision Letter

Submissions with Required Reviews Complete - Eddie Editor

Contents: New and revised manuscripts that have the number of required reviews completed. These submissions require one of the following actions: 1) Invite Additional Reviewer(s); 2) Make a Decision. Use the up/down arrows to change the sort order.

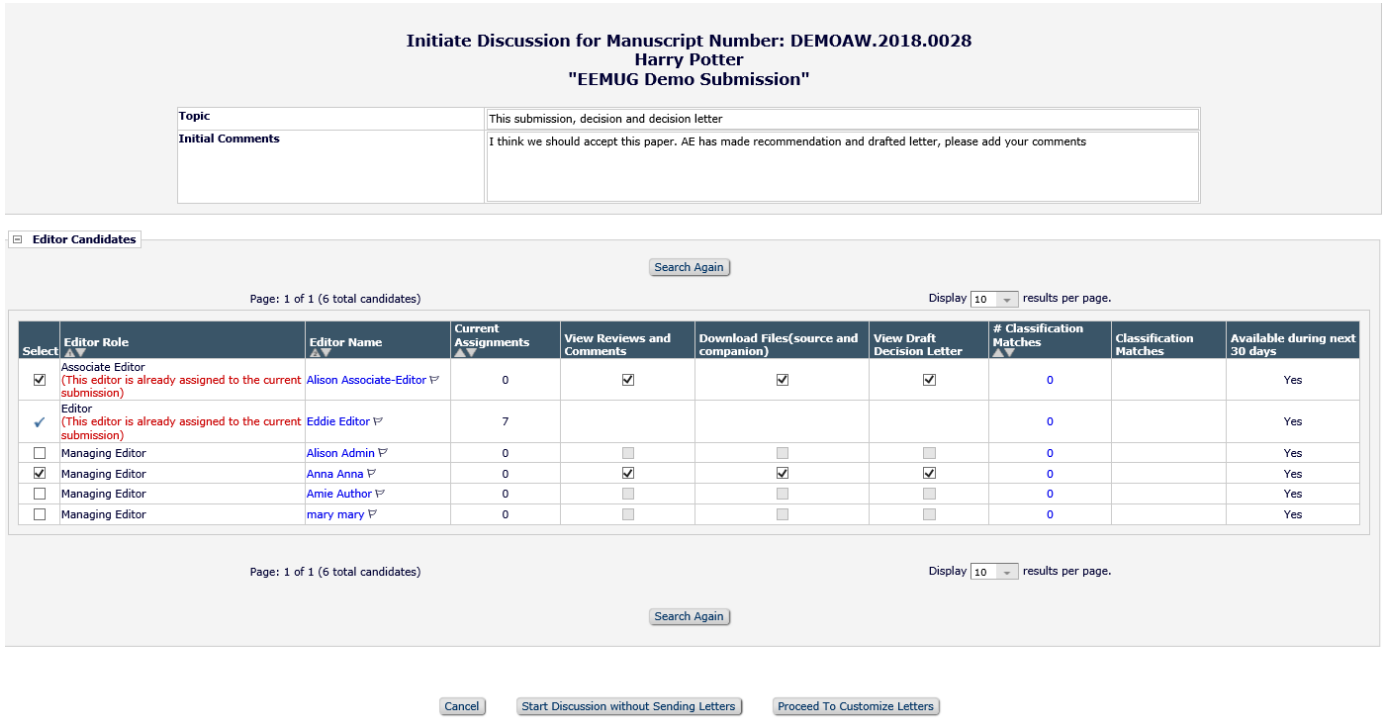
Page: 1 of 1 (4 total submissions)

Display 10 results per page.

Action	Manuscript Number	Article Type	Section/ Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Review Status	Editor Decision
View Submission Details Initiate Discussion History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers Solicit Commentary View Reviews and Comments Set Final Disposition Submit Editor's Decision and Comments Send E-mail	DEMOAW.2018.0028	Original Study		EEMUG Demo Submission	Harry Potter	Dec 06, 2018	Dec 06, 2018	Decision in Process	2 Complete (more...)	Minor Revision

- For journals where editors work on submissions collaboratively, the Discussion Forum can be used for collaborative decision making and decision letter drafting.
- Discussions can run concurrently to peer review so do not need to be an additional step in the process.
- Discussion Forum functionality allows for sharing of reviews and the decision letter draft.

Discussion Forum - Sharing the Decision Letter



Initiate Discussion for Manuscript Number: DEMOAW.2018.0028
Harry Potter
"EEMUG Demo Submission"

Topic	This submission, decision and decision letter
Initial Comments	I think we should accept this paper. AE has made recommendation and drafted letter, please add your comments

Editor Candidates

Search Again

Page: 1 of 1 (6 total candidates) Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
☑	Associate Editor (This editor is already assigned to the current submission)	Alison Associate-Editor	0	☑	☑	☑	0		Yes
✔	Editor (This editor is already assigned to the current submission)	Eddie Editor	7				0		Yes
☐	Managing Editor	Alison Admin	0	☐	☐	☐	0		Yes
☑	Managing Editor	Anna Anna	0	☑	☑	☑	0		Yes
☐	Managing Editor	Amie Author	0	☐	☐	☐	0		Yes
☐	Managing Editor	mary mary	0	☐	☐	☐	0		Yes

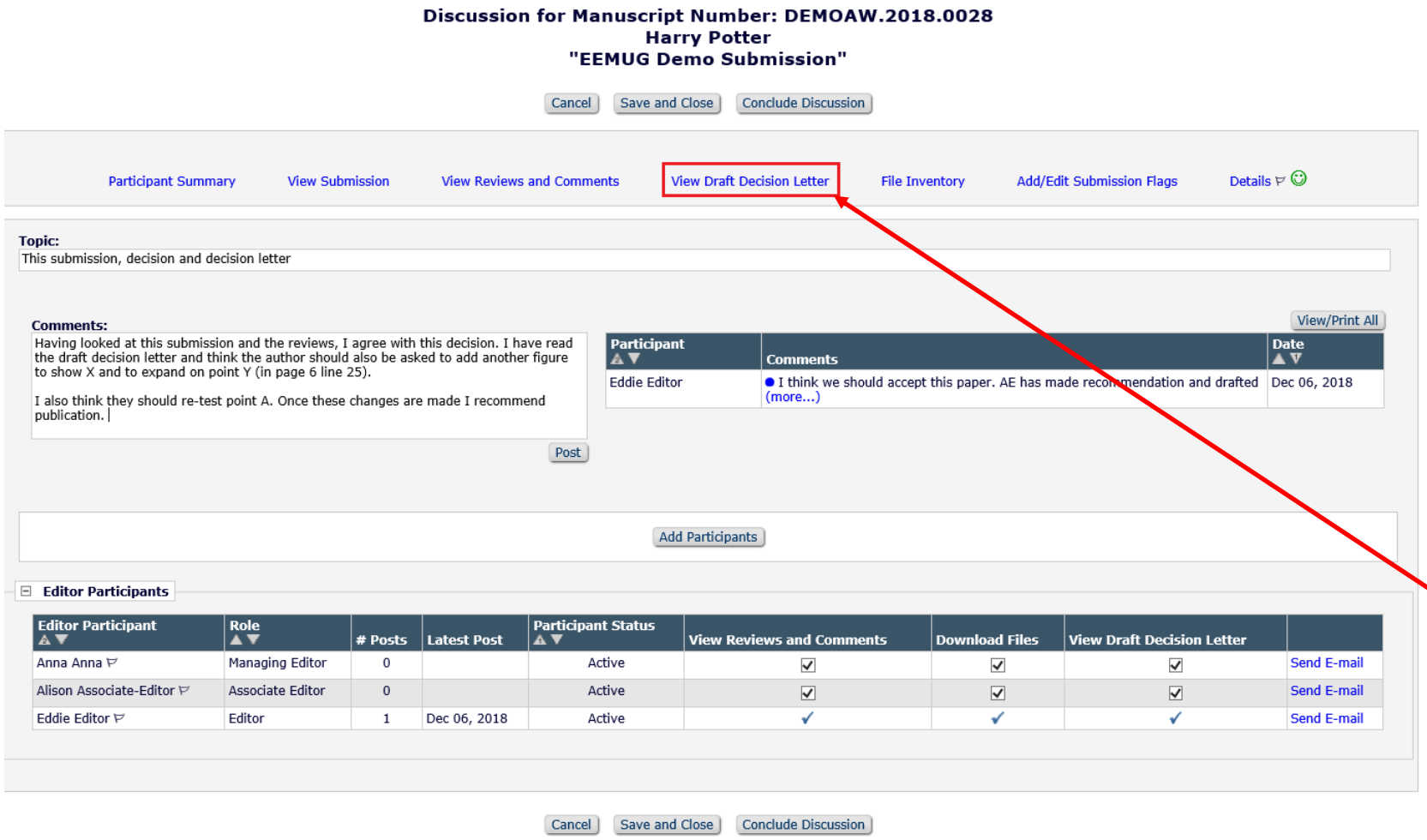
Page: 1 of 1 (6 total candidates) Display 10 results per page.

Search Again

Cancel | Start Discussion without Sending Letters | Proceed To Customize Letters

- Editor who initiates discussion can invite other editors to take part.
- "*View Reviews and Comments*", "*Download Files*" and "*View Draft Decision Letter*" can be set for a Discussion Topic by default or on an ad hoc basis.
- A specific "Decision and Decision Letter" Discussion Topic Template could be created.

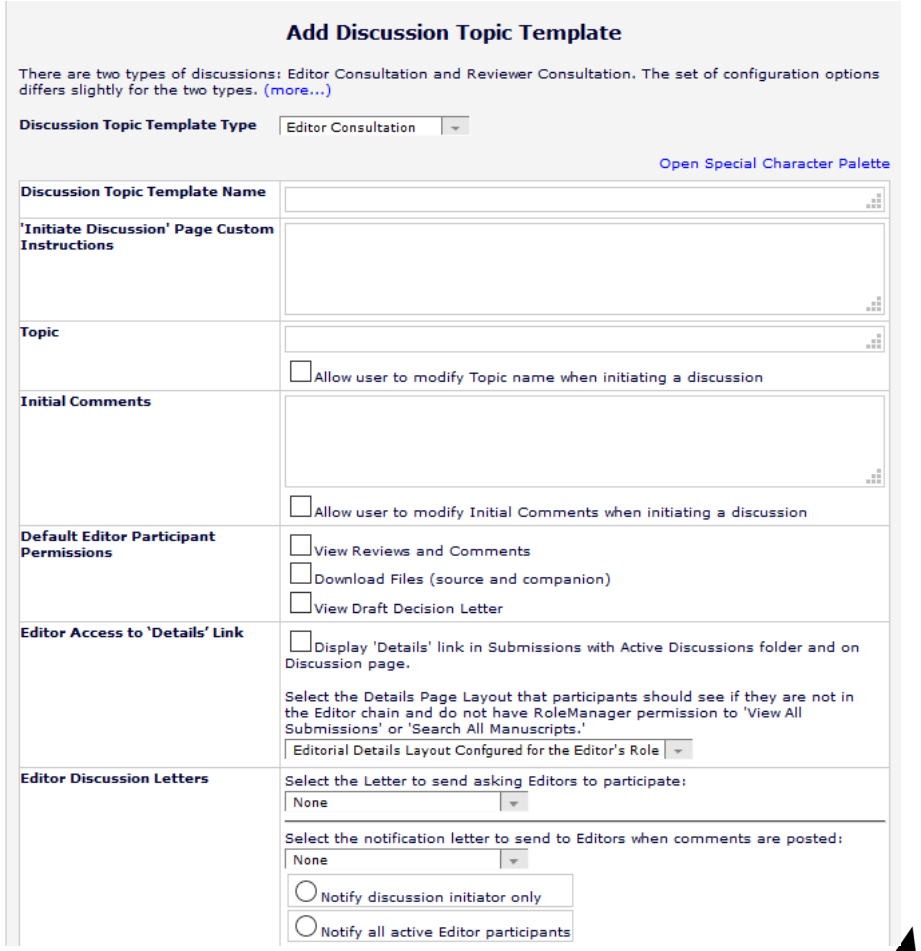
Discussion Forum - Sharing the Decision Letter



- Editors invited to the discussion can View Submission and, if shared, the Reviews and Comments, Files and Draft Decision Letter.
- Participants can add their own comments.
- Discussion Forum indicators can be enabled so clearly show unread posts to discussion participants.
- To view the Draft Decision Letter click the "*View Draft Decision letter*" link at the top.

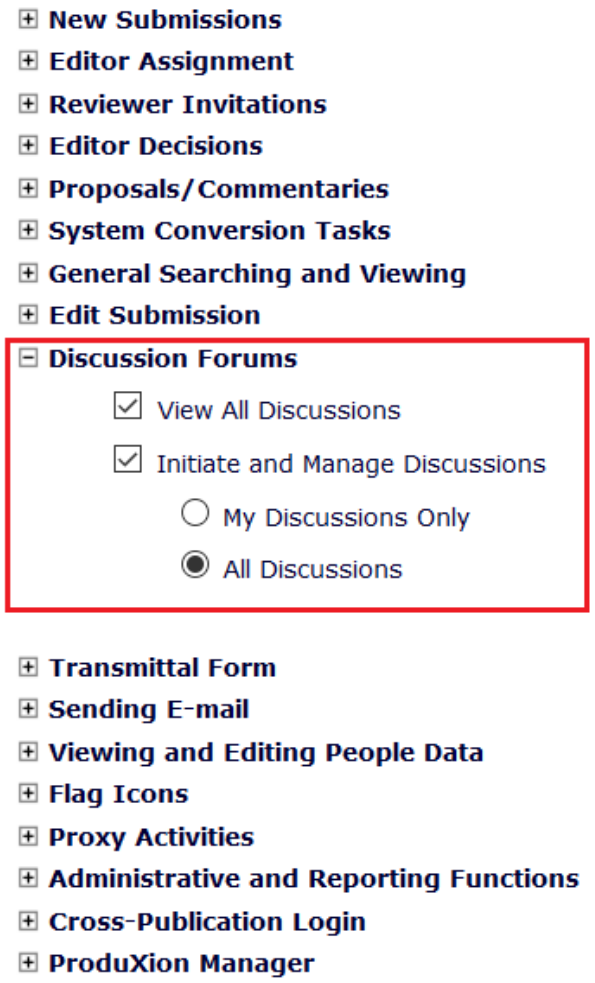
Discussion Forum - Sharing the Decision Letter - Configuration

- Configured in System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Forum Settings
- System Administrator Functions > Policy Manager > Discussion Forums > Configure Discussion Topic Templates > Add or Edit



Discussion Forum - Sharing the Decision Letter – Configuration

- Also in System Administrator Functions > Role Manager > Editor Roles > Edit Editor Role to give Discussion Forum permissions.



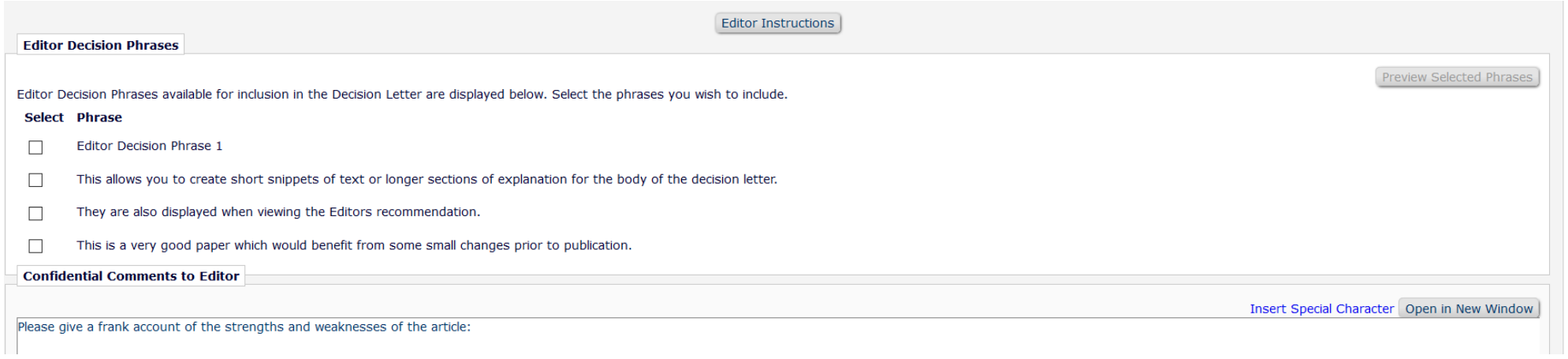
Decision Phrases

Speak with the same voice

Decision Phrases

- Previously, Editors who routinely made the same comments during the decision process had to repeatedly type or cut and paste those comments every time they submitted a decision letter.
- For high-volume publications this can time consuming (and error-prone).
- Editors may use different language and terminology.
- The Editor Decision Phrases enable publications to provide a consistent voice when communicating decisions with their authors.
- Saves Editors' time.
- First publications create a pool of Editor Decision Phrases for their Editors to use.
- When Editors are on the "Submit Editor's Decision and Comments" page they can select any, all or none of the configured decision phrases to include in the letter.
- Phrases selected by the Editor populate a new merge field:
- %EDITOR_DECISION_PHRASES%

Decision Phrases



AW Demo 14.0

Dear %TITLE% %LAST_NAME%,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below.

Editor Decision Phrase 1

This allows you to create short snippets of text or longer sections of explanation for the body of the decision letter.

This is a very good paper which would benefit from some small changes prior to publication.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by %DATE_REVISION_DUE%.

Decision Phrases

In View Reviews and Comments:

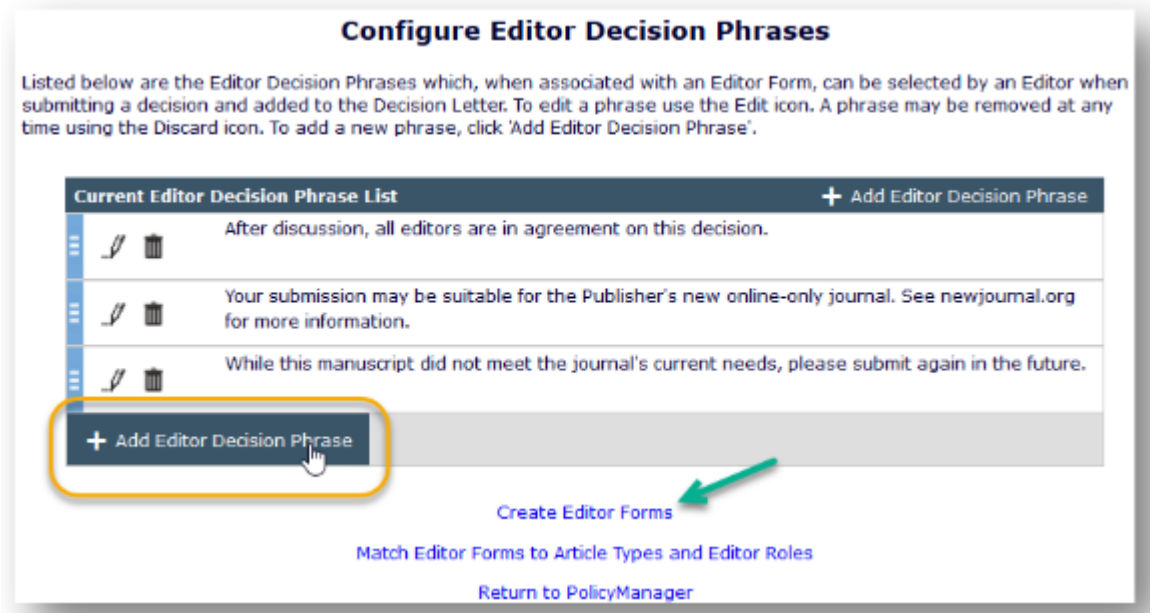
Eddie Editor (Editor)

Edit Editor Comments

Date Submitted:	Feb 28, 2017	
Status Date:	Oct 19, 2017	
Current Status:	Rebuttal	
Final Disposition:		
Editor's Recommendation:	Reject	
Overall Editor Manuscript Rating (1-100):	(1-100)	View Manuscript Rating Card
Date Assignment Completed:	Oct 19, 2017	
Elapsed Days:	232	
Editor Decision Phrases:	Editor Decision Phrase 1 This allows you to create short snippets of text or longer sections of explanation for the body of the decision letter. They are also displayed when viewing the Editors recommendation. This is a very good paper which would benefit from some small changes prior to publication.	
Editor's Comments to Editor:	Please give a frank account of the strengths and weaknesses of the article: Reviewer, Reggie Reviewer: Is there a financial or other conflict of interest between your work and that of the authors? YES __ NO __	

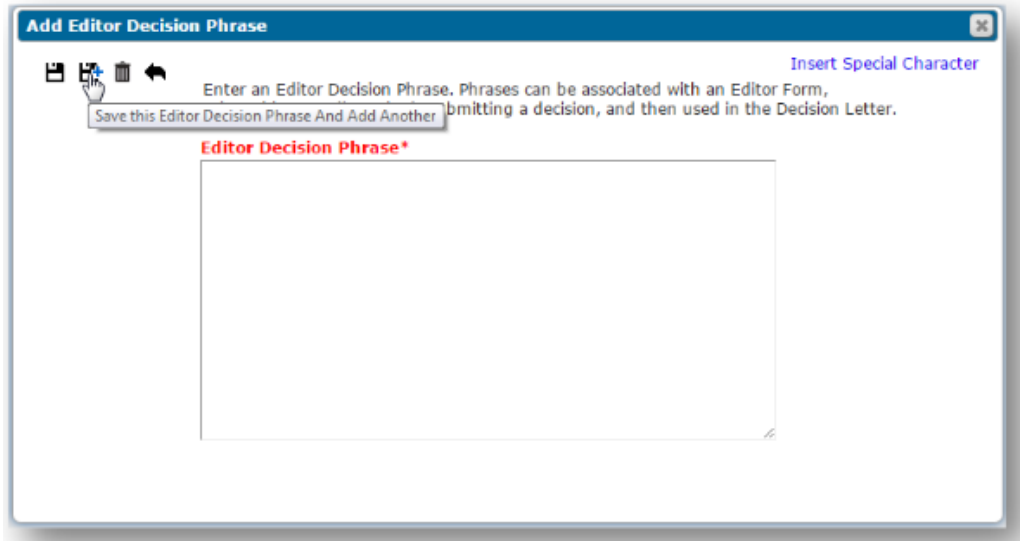
Decision Phrases – Configuration

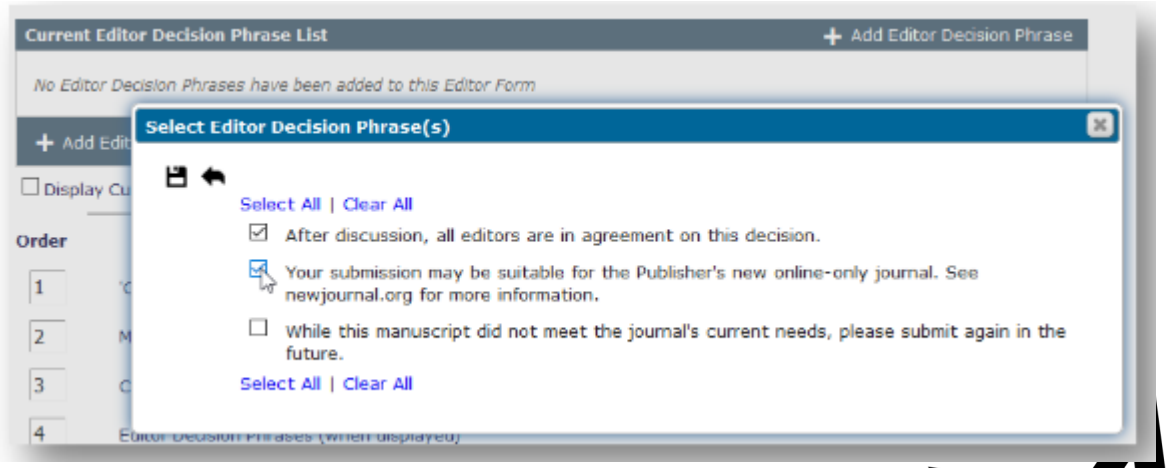
- In System Administration > Policy Manager > Reviewer and Editor Form Policies > Editor Decision Policies > Configure Editor Decision Phrases
- Click "Add Editor Decision Phrase" to open a pop up window.



Decision Phrases – Configuration

- Enter the phrase, save and continue to add more phrases as needed.
- Create new or edit existing Editor Forms where the phrases will be used (a link to the *Create Editor Forms* page is on the Configure Editor Decision Phrases page and in Policy Manager).
- Click "Add Editor Decision Phrase" to open pop up and check the appropriate phrases for the Editor Form and click save icon.
- The selected Phrases will then appear on the main form page.
- Finally, navigate to the *Configure Editor Forms* page and match the Editor Form to the appropriate Role and Article Types.





Notify Author

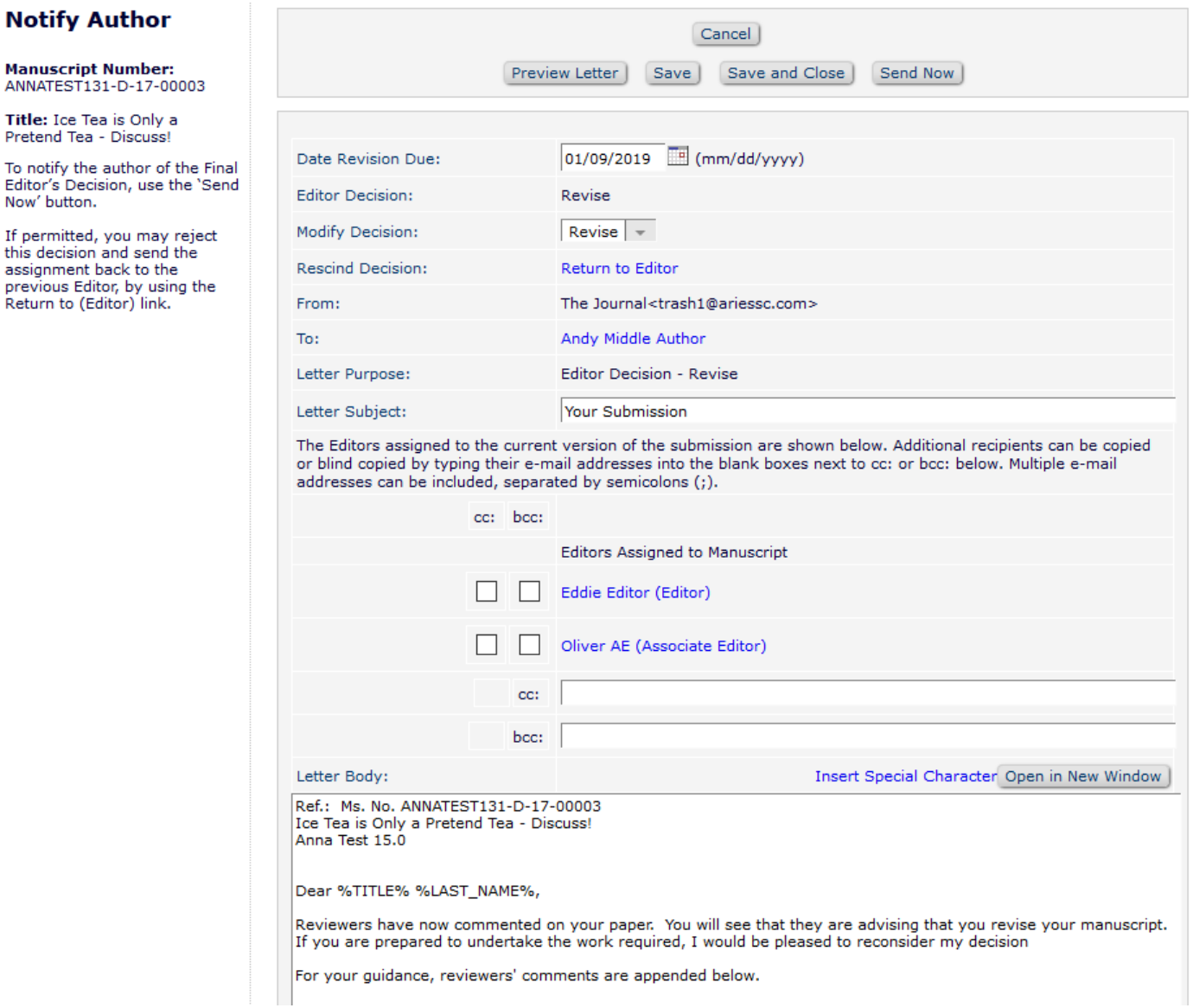
Is it good news?

Notify Author

View Submission Details History Unassign Editor File Inventory Edit Submission Solicit Commentary Assign Editor Notify Author Set Final Disposition Initiate Production View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions	ANNATEST131-D-17-00003	Original Study		Ice Tea is Only a Pretend Tea - Discuss!	Andy Middle Author, PhD	Feb 07, 2017	Dec 10, 2018	Decision in Process	Eddie Editor	Reject	Notify Author

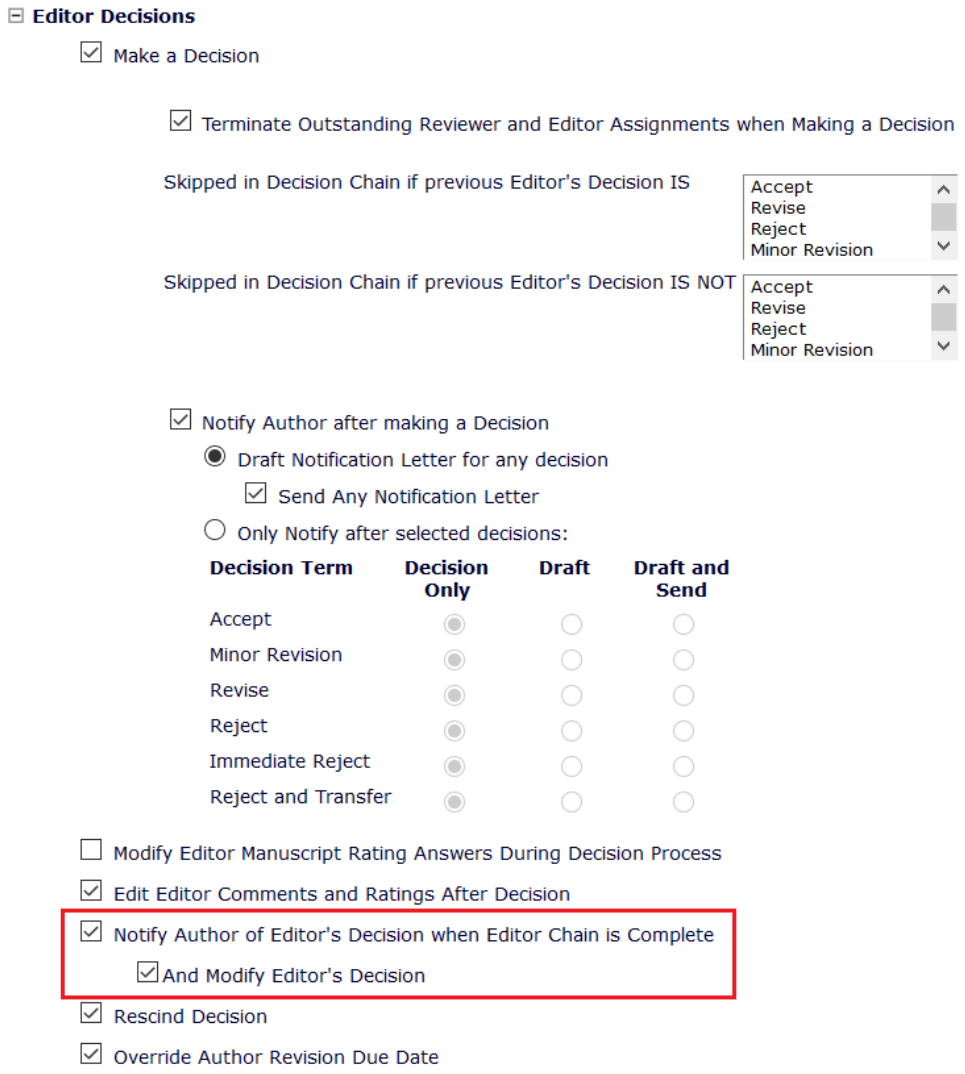
- Once all editors in the chain have made their decision and the decision letter has been drafted – to set the decision the author must be notified.
- Notify Author can be done by an Editor or Admin with permission.

Notify Author



- The letter text can be customized if desired.
- The Comments to Author can be pulled in using a merge field.
- If the Editor wants to add additional information into the decision letter they can do so.
- Comments from reviewers can also be amended if needed.
- The draft letter can be saved and previewed.

Notify Author - Configuration

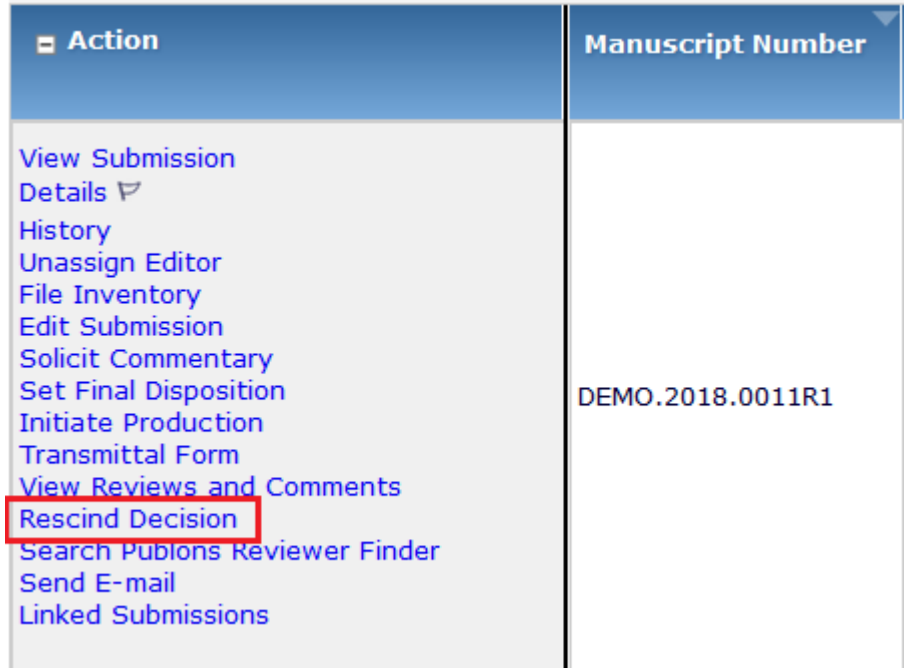


- For Journals where the Managing Editor or Admin Notifies the author after the editor decision(s) the role will need the "*Notify Author of Editor's Decision when Editor Chain is Complete*" permission checked.
- There is also a sub-permission "*And Modify Editor's Decision*" which can also be enabled.

Rescind Decision

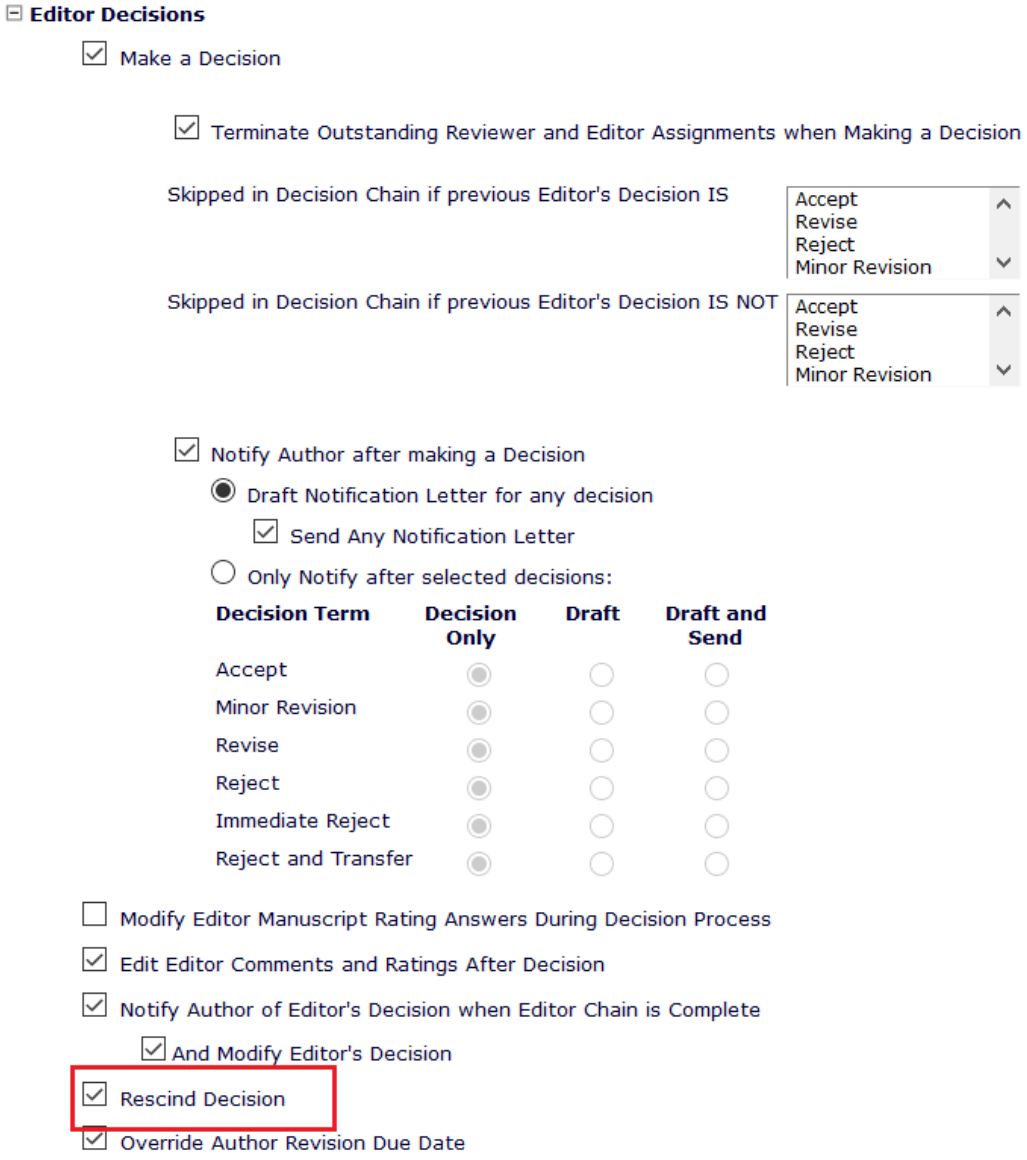
Let's try that again!

Rescind Decision



- Editors (with permission) may rescind a decision before or after the Author has been notified of the decision.
- This can be done by a user with an Editor role who has permission to "Rescind Decision" in Role Manager.

Rescind Decision - Configuration



- To Rescind the Decision the Editor/Admin must have the "*Rescind Decision*" permission.
- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- The permission is in the **Editor Decisions** section.

Reject Decision Rebuttal

Give me one more chance!

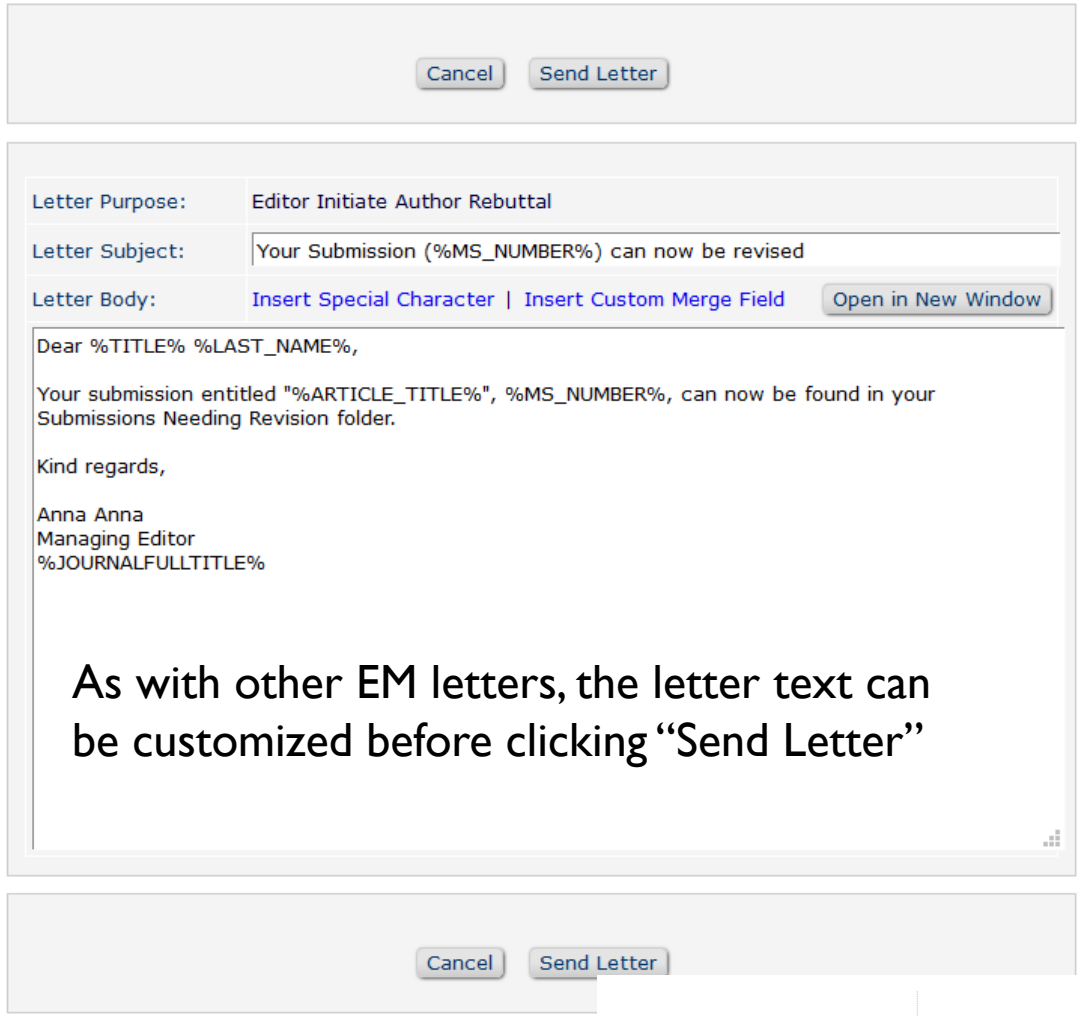
Reject Decision Rebuttal

Action	Manuscript Number	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name
View Submission Details History File Inventory Edit Submission Solicit Commentary View Reviews and Comments Rescind Decision Initiate Production Search Publons Reviewer Finder Initiate Rebuttal Send E-mail Linked Submissions	DEMO.2017.0002R1	Test Title 2	Anna Anna	Jan 18, 2017	Dec 10, 2018	Completed Reject	Eddie Editor

- If an Author wishes to dispute a Reject decision, they may contact the Editor via external or ad hoc email to request a rebuttal.
- If the Editor (with permission) agrees to initiate the rebuttal process on behalf of the Author, the submission moves from the Author's "*Submissions with a Decision*" folder to the "*Submissions Needing Revision*" folder.
- An email notifies the Author when the decision has been reversed and the submission is available for revision.
- The Author may then access the submission in the Submissions Needing Revision folder and submit a new revised version.

Reject Decision Rebuttal

Initiate Rebuttal



Initiate Rebuttal Confirmation

Reject Decision Rebuttal

Journal:

The submission is now in the Editor/Admin's "Submissions Out for Revision" folder

Quicklinks

Submissions Out for Revision - Anna Anna

Contents: Submissions currently with the Author for revision. Use the up/down arrows to change the sort order.

Page: **1** of 1 (9 total submissions) 1

Action	Manuscript Number	Article Title	Author Name	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision	
View Submission Details Initiate Discussion History File Inventory View Reviews and Comments Rescind Decision Set Final Disposition Initiate Production Search Publons Reviewer Finder Send E-mail Linked Submissions	DEMO.2017.0002R1	Test Title 2	Anna Anna	Jan 18, 2017		Dec 10, 2018	Rebuttal	Reject	

Author:

The submission is now in the Author's "Submissions Needing Revision" folder

Submissions Needing Revision for Author Anna Anna

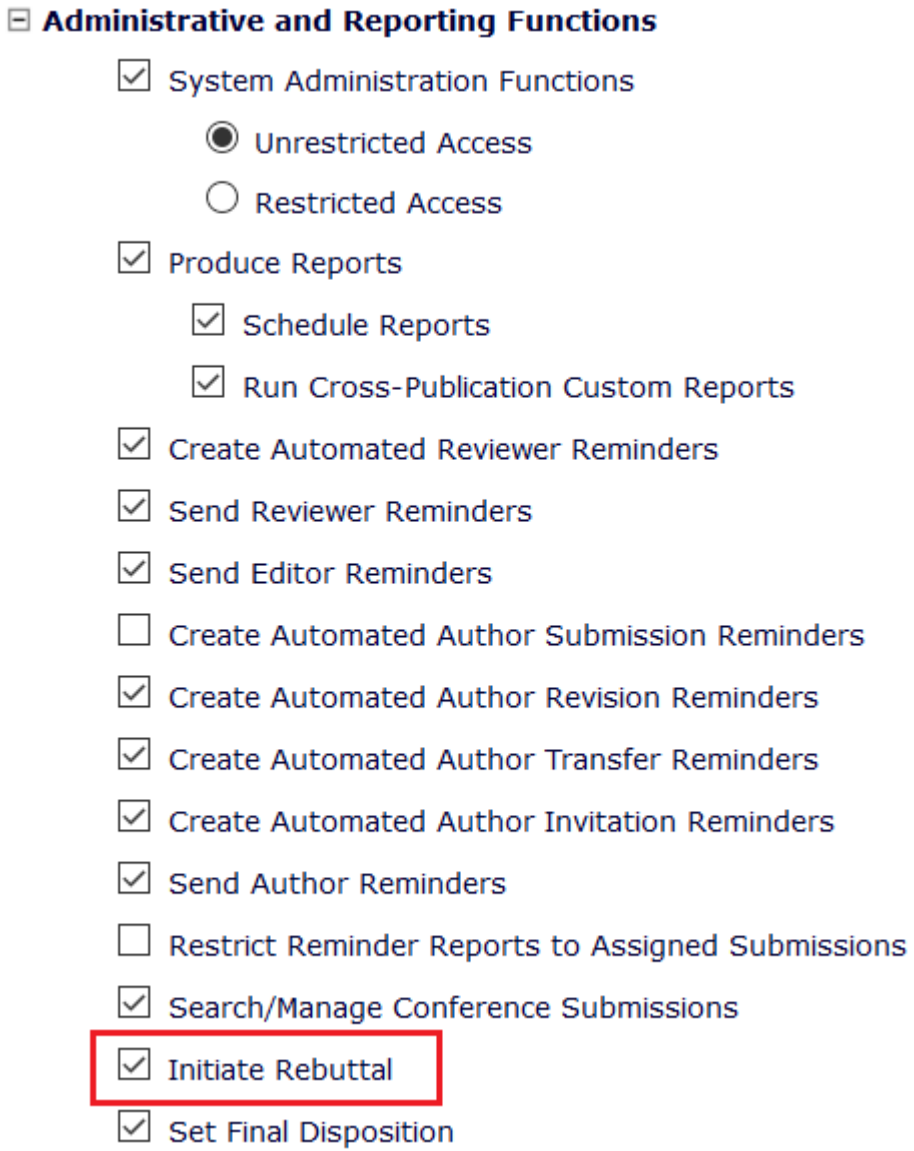
Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link. Manuscript Services

Page: 1 of 1 (2 total submissions) Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory Revise Submission Decline to Revise Correspondence Send E-mail	DEMO.2017.0002R1	Test Title 2	Jan 18, 2017	N/A	Dec 10, 2018	Rebuttal	Reject

Reject Decision Rebuttal - Configuration



- To Initiate a Rebuttal the Editor/Admin must have the "*Initiate Rebuttal*" permission.
- In System Administrator Functions > Role Manager > Editor Roles
- Edit the role(s).
- The "*Initiate Rebuttal*" permission is in the **Administrative and Reporting Functions** section.

Early Decision

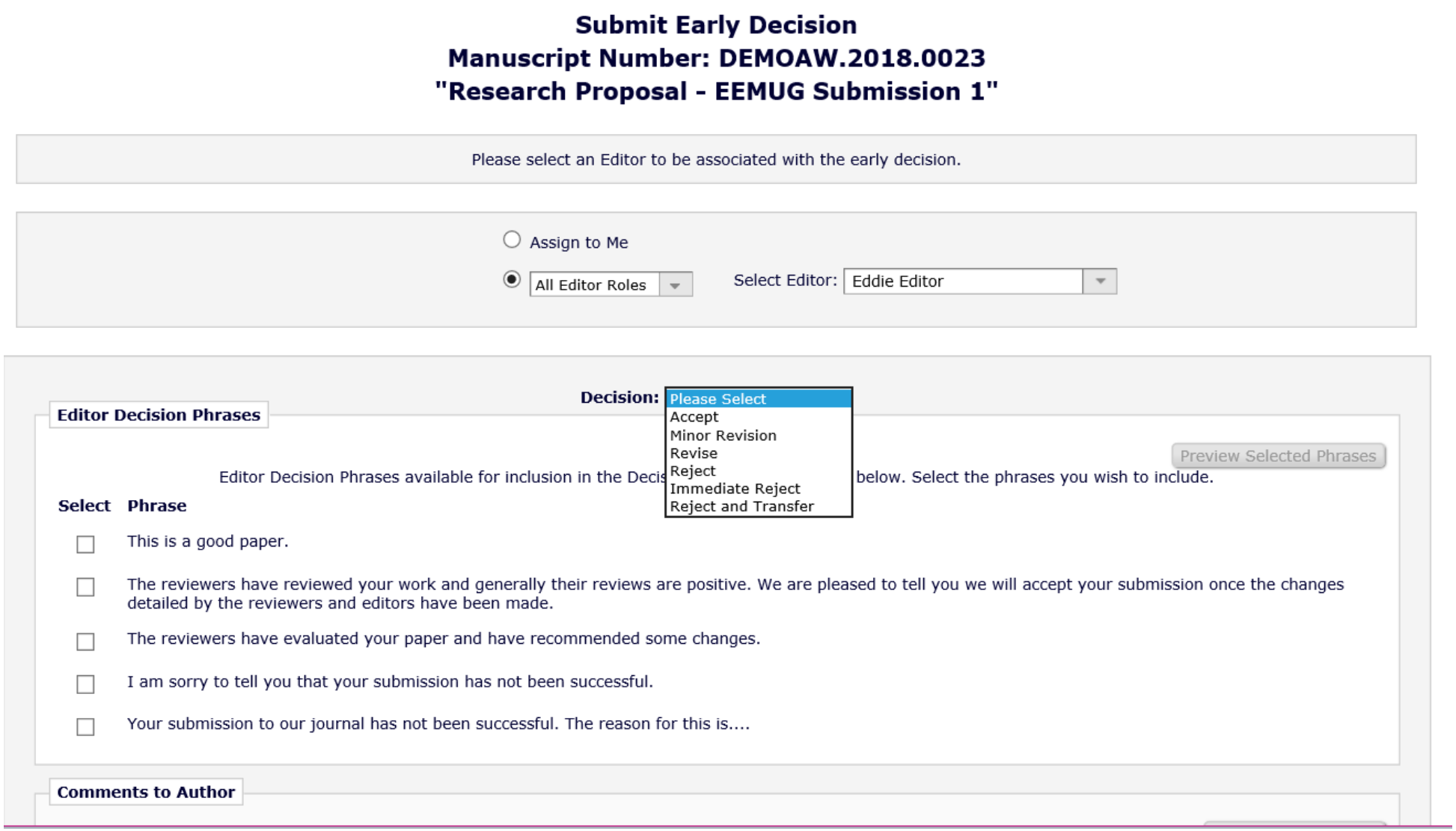
New in Version 15.0!

Early Decision

View Submission Duplicate Submission Check (56%) Details Initiate Discussion History Submit Early Decision Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Initiate Production Send E-mail Linked Submissions Search Publons Reviewer Finder	DEMOAW.2018.0	Original Study	Basic Science Section	Research Proposal - EEMUG Submission 1	Anna Walton	Dec 06, 2018	Dec 06, 2018	Manuscript Submitted

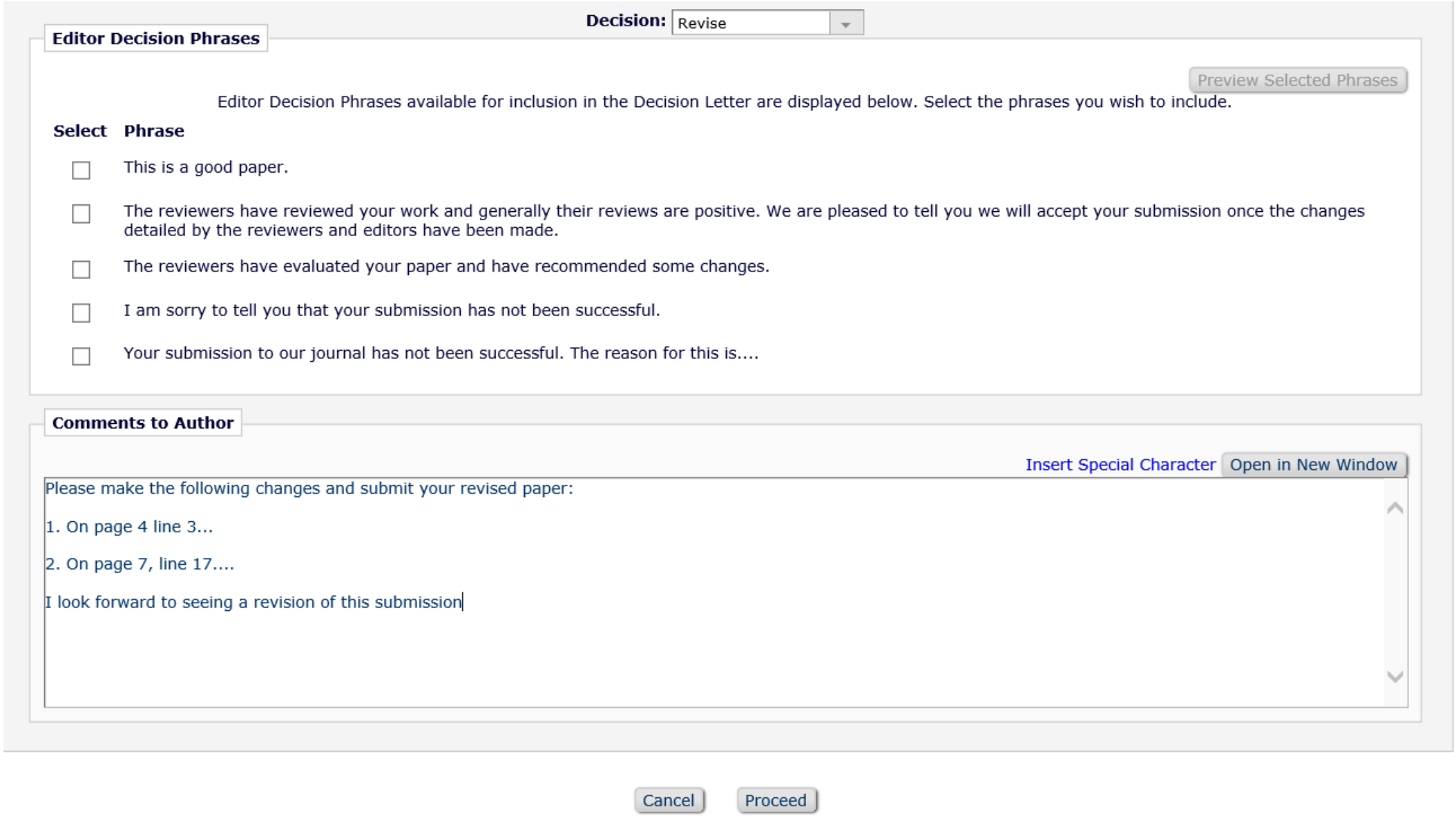
- This allows Editors/editorial staff (with permission) to submit early decisions on new submissions without assigning an Editor.
- This can be configured for any (or all) decision terms, not only the Reject decision, also Accept, Revise, and Reject and Transfer.

Early Decision



- The Admin or Editor needs to select an Editor to be associated with the decision - they can "Assign to Me" or select another editor.
- If using Editor Decision Phrases these can be incorporated.

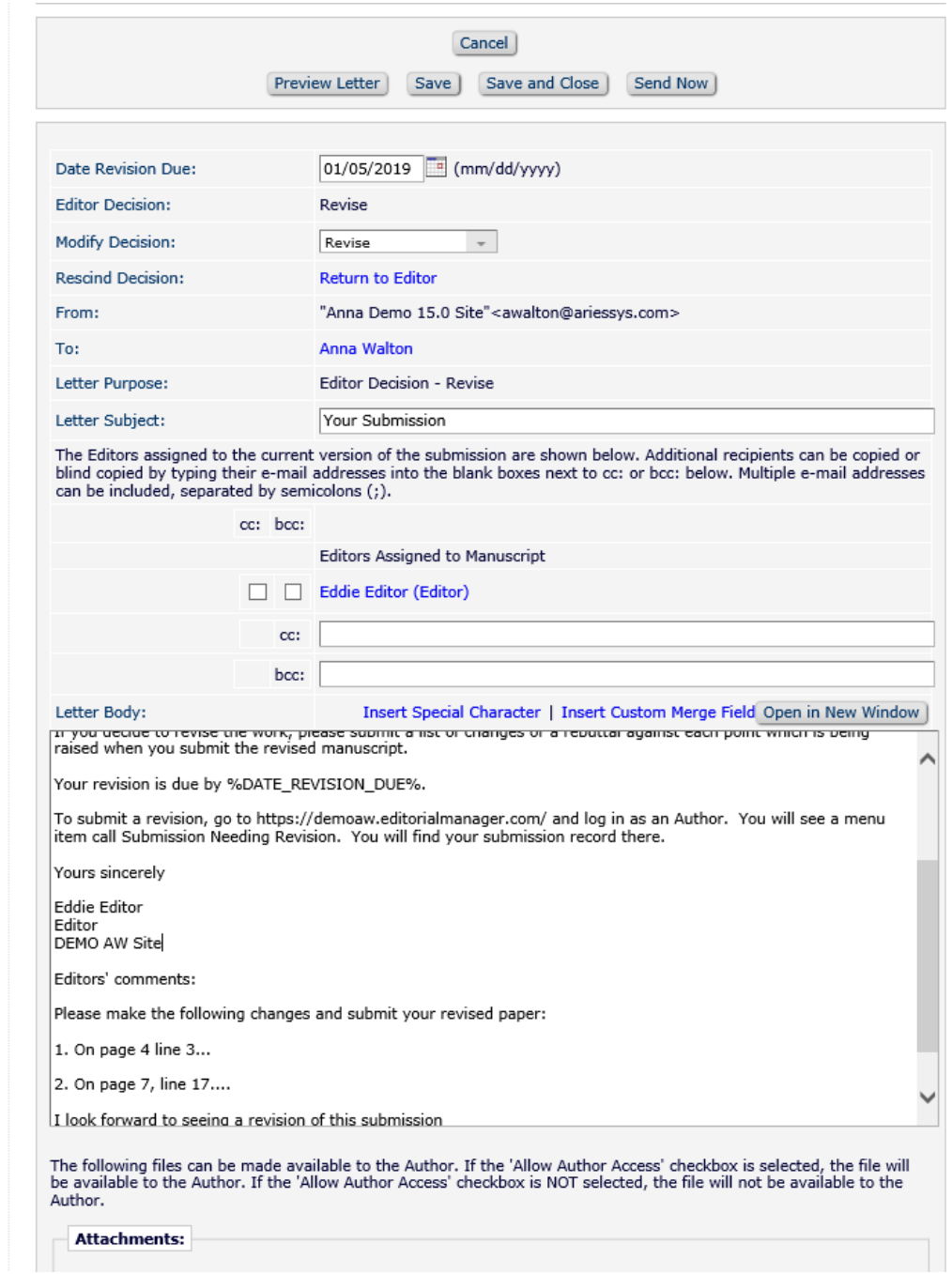
Early Decision



- As with normal decisions "*Comments to Author*" can be added.

Early Decision

- The Editor or Admin can then draft and send the decision letter in the usual way.



Notify Author

Manuscript Number: DEMOAW.2018.0023

Title: Research Proposal - EEMUG Submission 1

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

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

Cancel

Preview Letter | Save | Save and Close | Send Now

Date Revision Due:	01/05/2019 (mm/dd/yyyy)
Editor Decision:	Revise
Modify Decision:	Revise
Rescind Decision:	Return to Editor
From:	"Anna Demo 15.0 Site"<awalton@ariessys.com>
To:	Anna Walton
Letter Purpose:	Editor Decision - Revise
Letter Subject:	Your Submission

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc:

Editors Assigned to Manuscript

Eddie Editor (Editor)

cc:

bcc:

Letter Body: Insert Special Character | Insert Custom Merge Field Open in New Window

raised when you submit the revised manuscript.

Your revision is due by %DATE_REVISION_DUE%.

To submit a revision, go to https://demoaw.editorialmanager.com/ and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

Eddie Editor
Editor
DEMO AW Site

Editors' comments:

Please make the following changes and submit your revised paper:

1. On page 4 line 3...

2. On page 7, line 17....

I look forward to seeing a revision of this submission

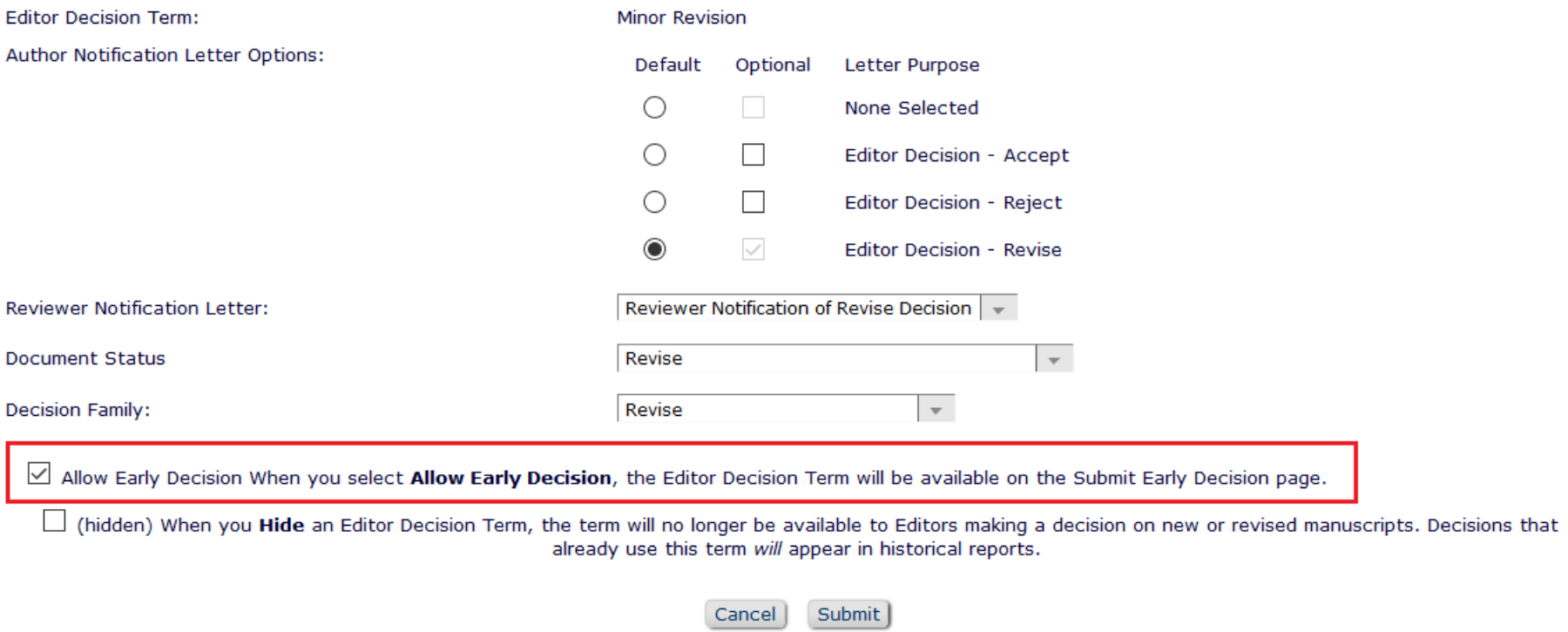
The following files can be made available to the Author. If the 'Allow Author Access' checkbox is selected, the file will be available to the Author. If the 'Allow Author Access' checkbox is NOT selected, the file will not be available to the Author.

Attachments:

Early Decision

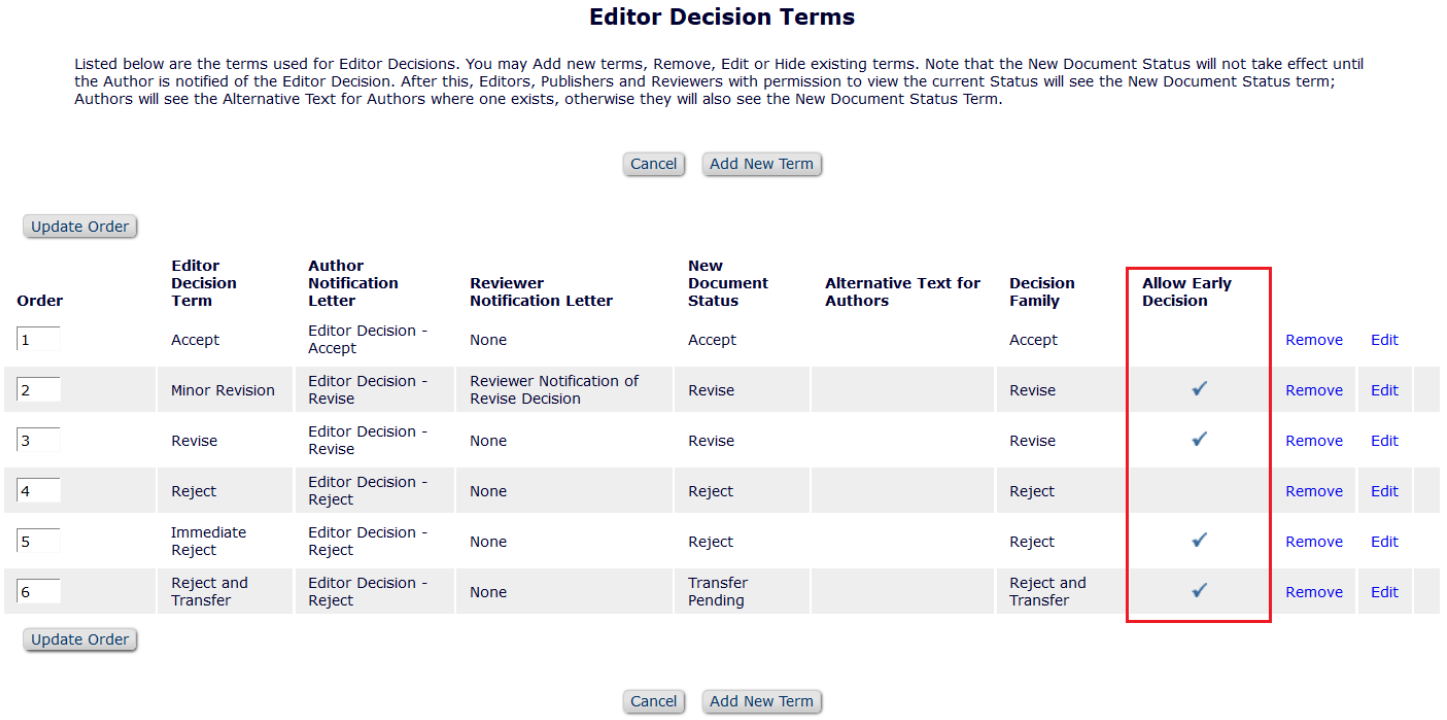
- The decision has been set and the author notified.
- Saves time as for submissions which are out of scope or need immediate revision before peer review as the Admin or Editor can set the decision without the additional steps of assigning an editor.

Early Decision - Configuration



- In System Administrator Functions > Policy Manager > Editor Decision Policies > Edit Editor Decision Terms
- Click the "*Edit*" link next to the decision term(s) to be included in the early decision options.
- On the Add/Edit Editor Decision Term page, check the box next to "*Allow Early Decision*".
- When finished, click Submit to save.

Early Decision - Configuration



Editor Decision Terms

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

Cancel | Add New Term

Update Order

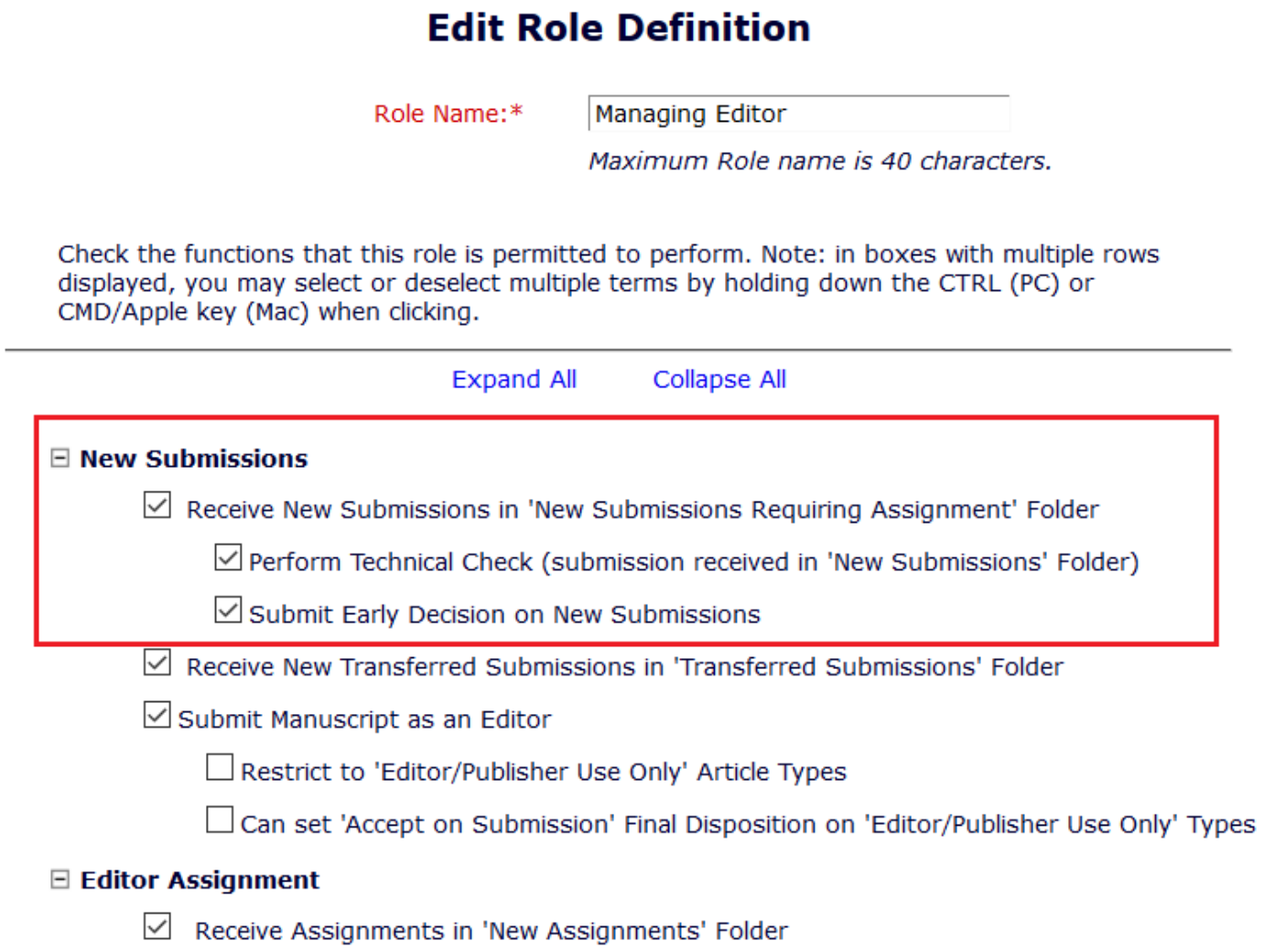
Order	Editor Decision Term	Author Notification Letter	Reviewer Notification Letter	New Document Status	Alternative Text for Authors	Decision Family	Allow Early Decision		
1	Accept	Editor Decision - Accept	None	Accept		Accept		Remove	Edit
2	Minor Revision	Editor Decision - Revise	Reviewer Notification of Revise Decision	Revise		Revise	✓	Remove	Edit
3	Revise	Editor Decision - Revise	None	Revise		Revise	✓	Remove	Edit
4	Reject	Editor Decision - Reject	None	Reject		Reject		Remove	Edit
5	Immediate Reject	Editor Decision - Reject	None	Reject		Reject	✓	Remove	Edit
6	Reject and Transfer	Editor Decision - Reject	None	Transfer Pending		Reject and Transfer	✓	Remove	Edit

Update Order

Cancel | Add New Term

- On the main Editor Decision Terms page, all terms that have been designated for use with this feature have a checkmark in the "Allow Early Decision" column.
- These terms will appear in the drop-down menu on the Submit Early Decision page.

Early Decision - Configuration



- In System Administrator Functions > Role Manager > Editor Roles
- Select the appropriate Editor role and click Edit.
- On the Edit Role Definition page, in the **New Submissions** section, check the box for:

1. The permission: *Receive New Submissions in "New Submissions Requiring Assignment Folder"*
2. The sub-permission: *Submit Early Decision on New Submissions*

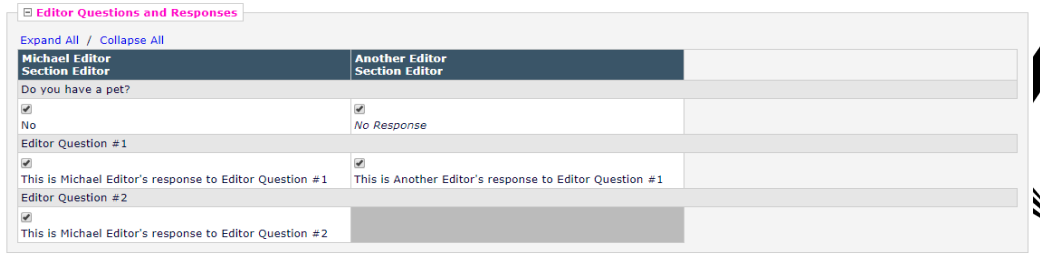
- When finished, click Submit to save.

Sneak Peek - Coming Soon!
Editor Questionnaires

Coming in Version 16.0

NOTE: This is subject to change

Coming Soon! Editor Questionnaires in v16.0

This is subject to change

- Extends the Custom Review Question functionality to the Editor Form.
- Allows publications to collect specific information from their Editors as part of the peer review process during all revisions of a submission.
- Similar to current functionality, a Custom Review Question can be added to multiple Editor and/or Review Forms.
- Allows you to ask your Editors the same questions as your reviewers, different questions or both.
- Available for Decision Letter merging (using 2 new merge fields).